

# Accreditation

Mid-America is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, bachelor, master, and doctoral degrees. For questions about the accreditation of Mid-America, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, or call 404-679-4500.

The Master of Divinity degree is registered with the Board of Regents as the Master of Divinity in Divinity (HEGIS #2301.10). The Master of Arts degree is registered with the Board of Regents as the Master of Arts in Theology (HEGIS #2301.00) and the Master of Arts in Christian Education (HEGIS #2301.00). The Certificate Program is registered with the Board of Regents as the Certificate in Ministry Preparation (HEGIS #5623.00). The associate program is registered with the Board of Regents as the Associate of Occupational Studies (HEGIS #5623.00).

# Our Purpose

The primary purpose of Mid-America is to provide theological training for effective service in church-related and missions vocations. Other levels of training are also offered.

Mid-America attempts to guide students into a thorough understanding of the Bible and its relevance for today by preparing those who have been called of God to preach and teach the Word of God. Further preparation is offered through instruction in preaching, counseling, education, and cross-cultural ministry. In addition, graduate students are required to participate in the Witness One:Seven program of the school and are encouraged to be involved in local churches.

In response to distinct training needs among Southern Baptists, Mid-America offers the following degree programs: Associate of Christian Education, Associate of Divinity, Bachelor of Arts in Christian Studies, Bachelor of Arts in Biblical Counseling, Bachelor of Science in Organizational Leadership, Bachelor of Science in Business Administration, Master of Arts in Christian Education, Master of Arts in Theology, Master of Arts in Worship, Master of Divinity in Biblical Counseling, Master of Divinity in Christian Education, Master of Divinity in Missiology and Intercultural Studies, Master of Divinity in Pastoral Ministries, Doctor of Ministry, and Doctor of Philosophy.

Mid-America desires to glorify Jesus Christ as Lord and Savior. This is to be achieved by:

1. Teaching the Bible as the verbally inspired Word of God, wholly without error as originally given by God, sufficient as our infallible rule of faith and practice;
2. Maintaining high academic standards and promoting reverent scholarship;
3. Teaching that people should be faithful in the Lord's service through the local church;
4. Demonstrating the fruit of the Spirit as His gifts are exercised; and
5. Training people to do evangelism at home and abroad.

## **Student Organizations**

### **Student Body Association**

The Student Body Association is composed of all students at Mid-America during any given semester. The Association meets periodically to implement projects and programs developed through the Student Council.

### **Student Council**

The Student Council is composed of elected and appointed representatives from the student body with the director of Campus Life serving as the liaison. The Student Council is governed by its own constitution and functions as a service organization. It meets as often as is necessary to discuss student problems, needs, and programs, and makes recommendations to the Student Body Association. The Student Council promotes fellowship and recreation among the students and assists students through the Student Relief Fund, as funds are available.

### **Student Representation**

It is the policy and practice of Mid-America to include student representation on committees that are concerned with the planning, implementation, and evaluation of key phases of the Mid-America's programs. Student Council representatives serve on the Student Disciplinary Committee and the Student Aid and Scholarship Committee in addition to other committees as appointed by the president.

## Student Fellowships and Organizations

A number of organizations on campus serve to help students make connections within the larger student body. These groups plan events throughout the year to foster community and fellowship.

### *Bachelor Student Fellowship (BSF)*

The BSF exists to promote fellowship and friendship amongst bachelor level students. Most events are free and are hosted monthly. For more information, email [campuslife@mabts.edu](mailto:campuslife@mabts.edu).

### *CAMA 101*

CAMA (College at Mid-America) students are paired with MABTS students who will mentor them in college life/studying and spiritual disciplines. For more information, email [campuslife@mabts.edu](mailto:campuslife@mabts.edu).

### *Female Student Fellowship (FSF)*

The FSF organization is designed to provide encouragement for female students during their time in school through regular events. For more information, email [campuslife@mabts.edu](mailto:campuslife@mabts.edu).

### *The IC (International Club)*

The IC brings together International Students and students interested in working internationally in order to promote safe intercultural dialogue, to broaden cultural understanding, and to pray for world evangelization. For more information, email [broderick@mabts.edu](mailto:broderick@mabts.edu).

### *The Mid-America Women's Institute*

Mid-America hosts the Women's Institute for spouses of Mid-America students and alumni and female students and alumni. These classes take place on Monday nights during the fall and spring semesters and are taught by faculty wives and local women's ministry leaders. Childcare is available; classes begin at 6 p.m. and end at 8 p.m. For more information, please email [campuslife@mabts.edu](mailto:campuslife@mabts.edu).

### *Young Leaders Club*

The Young Leaders is a club for men who desire to grow in leadership skills in the church, the home, and in their professions. It is open to seminary and college students. For more information, email [klewis@mabts.edu](mailto:kewis@mabts.edu).

## Constitution and By-Laws of the Student Body Association

## **Article I: Name of the Organization**

The name of this organization will be the Student Body Association of Mid-America.

## **Article II: Objectives of the Organization**

The objectives of this organization are:

1. To stimulate closer fellowship and deeper spiritual growth among the students;
2. To encourage active participation in the student activities and events of Mid-America;  
and
3. To cooperate with the Mid-America administration.

## **Article III: Membership of the Organization**

The membership of this organization will be composed of all students regularly enrolled in Mid-America in all divisions, full-time or part-time, graduate student or undergraduate student, during any given semester.

## **Article IV: Organization**

The organization of the administration and the functions of this organization will consist of:

1. A Student Council, composed of the elected representatives of the student body herein provided.
2. A faculty liaison, appointed by the president of the Mid-America, as herein provided.
3. A campus liaison, the Director of Campus Life.

## **Article V: Officers and Qualifications**

Officers and Qualifications. The following officers will be elected (A) or appointed (B) as herein provided and will serve as the Student Council:

- A. President

- Doctoral Representative
  - Master Degree Third Year Representative
  - Master Degree Second Year Representative
  - Bachelor Degree Fourth Year Representative
  - Bachelor Degree Third Year Representative
  - Bachelor Degree Second Year Representative
  - Associate Degree Representative
  - Benevolence Chairman
  - Secretary
  - Chorister
- B. Student Housing Representative
- International Student Representative
  - Women's Representative

Elected officers may fill more than one office, but must meet the following qualifications:

1. The president will be a member of the senior class during the main session following his election with 32 or more credit hours and a grade point average of at least 3.0.
2. All Student Council officers and members will have a grade point average of at least 3.0.

## **Article VI: Faculty/Campus Liaison**

The Dean of Men or Dean of Women will be the faculty liaison as appointed by the president. The director of Campus Life will be the campus liaison as appointed by the president and serves as the Administrative Liaison between the Student Council and administration.

## **Article VII: Duties of Student Council Officers**

1. The president will perform normal executive functions for the Student Body Association and Student Council and will preside at all meetings of the Student Body Association and Student Council.
2. Representatives of the associate, bachelor, master, and doctoral degrees will represent their respective groups on all matters pertaining to them.
3. The chorister will be responsible for the music program at all services sponsored by the Student Body Association, especially campus revival week and graduation.

4. The benevolence chair will promote the general welfare of the student body in every feasible way. He or she will purpose to offer or secure assistance in regard to such problems as employment, financial difficulties, etc.; he or she will assist in directing drives for local relief; and he or she will be in charge of special offerings by the student body. He or she will sign all disbursement documents of the Student Body Association funds.
5. The MASH representative will represent the students living at Mid-America Student Housing by coordinating and leading the Resident Council. This representative will also communicate with the students on all matters pertaining to them.
6. The international student representative will represent international students and their interests by leading the International Student Fellowship.
7. The women's representative will represent female students and their interests by leading the Mid-America Women's Fellowship with the aid of the Dean of Women.
8. The director of Campus Life will serve as advisor to this organization, will attend Student Council meetings, and will represent the president of Mid-America in all matters at these meetings.

## **Article VIII: Election of Officers**

The Student Body Association will elect by popular vote all officers provided for in Article V above, and these officers along with the appointed officers provided for in Article V. B will constitute the Student Council. These officers will be selected by ballot during the second semester of each year on a specific date to be set by the Student Council. A second balloting, if necessary, will be held the following week. All elections will be by secret ballot, as provided by the Student Council. Those candidates receiving the popular vote will be deemed elected. If there is a tie, there will be a run-off election.

Nominations will be made on the official nomination sheet provided by the Student Council and posted at least three days before the election. The Student Council will also nominate one candidate for each of the offices provided for in Article V.

## **Article IX: Vacancies in the Student Council**

All vacancies in the Student Council, except those of the Faculty and Administrative Liaison, will be filled by recommendation of the Student Council and approval of the Student Body

Association, with the approval of the Administrative Liaison immediately upon the occurrence of such vacancy.

## **Article X: Meetings**

The Student Council will meet at least once each calendar month during the school year and at such other times as may be necessary. The Student Council will agree upon the dates and times of these meetings.

The Student Council President will call such meetings of this organization as may be necessary, or whenever he or she so desires, or will call general assembly meetings of the Student Body Association when directed to do so by a petition signed by one hundred members of this organization and at such other times as directed by this Constitution. Appointed officers of the Student Council will have other meetings on occasion with administrative staff and/or with students.

## **Article XI: Discipline and Other Matters**

The Student Council will enter into such cooperative agreements with the faculty as requested by Mid-America administration to promote and handle disciplinary matters of students and to promote and handle such other matters as are pertinent to student activities. The President of the Student Council will serve as a member of the Student Disciplinary Committee and will represent the wishes of the Student Council.

## **Article XII: Amendments**

The members of the Student Body Association may amend this Constitution at any time by a two-thirds majority vote of those members present, provided that notice of the meeting and purpose of the meeting were posted at least six days before the scheduled meeting.

## **Article XIII: By-Laws**

The Student Council and Student Body Association will prepare and promulgate such by-laws as are necessary to carry out the provisions of its constitution, and such by-laws will be binding as long as they do not conflict with provisions of the constitution.

1. The meetings of the Student Body Association and Student Council will abide by the rules in *Roberts' Rules of Order*, except where these rules are superseded by this Constitution.
2. Other organizations within the Student Body Association may send official observers to the Student Council upon the Student Council's approval of a request to such effect. Each organization may have only one observer who may participate in discussions pertaining to this organization but who may not vote on any issue.
3. The president of the Student Council may appoint committees as he or she sees the necessity of such.
4. The Student Council will be responsible for the investigation of the grades of nominees for student offices.
5. The newly elected Student Council will assume full responsibility of all council activities not less than two weeks before the graduation exercises at the close of the regular session.

## Student Guidelines

### COVID-19 Policies

We are striving to provide a safe and healthy environment for our Mid-America family and friends. These policies are subject to change at any time. We will inform you if and when the administration makes any changes to this policy. You can view the most current policy on our website at [www.mabts.edu/covid-19](http://www.mabts.edu/covid-19).

### Wash your hands often

- Wash your hands often and for at least 20 seconds. Use soap and water especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use hand sanitizer. Hand sanitizer should contain at least 60% alcohol. Cover all surfaces of your hands, rubbing them together until dry.



- Avoid touching your eyes, nose, and mouth with unwashed hands.

### Avoid close contact

- Put distance between yourself and other people while on campus.
- Remember that asymptomatic people may be able to spread the virus.
- Stay at least 6 feet (about 2 arms' lengths) from other people.
- Avoid gathering in groups.
- Avoid crowded places and avoid mass gatherings.

### Cover your mouth and nose using a face covering

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone must wear a face covering when they are on campus or in the building.
- The face covering is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The face covering is not a substitute for social distancing.
- If you forget your face covering, see the receptionist for a complimentary one. Supplies are limited, so please remember to bring your own.

### Clean and disinfect

- Our staff will clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- You will find disinfectant wipes in the hallways near classrooms. Please take one of these disinfectant wipes from the dispenser as you enter each of your classrooms during the day and use it to disinfect your seating area.
- Classrooms have been downsized to accommodate social distancing. Chairs are appropriately spaced from other students in the class.

### Monitor Your Health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, loss of taste or smell. A full list of symptoms is found at [CDC.GOV](https://www.cdc.gov) website.

- Why? Each day you may be in situations where it may be difficult to keep a physical distance of six feet.
- Take your temperature if symptoms develop.
- Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.

## Cafeteria

Mid-day meals will be provided from the grill as well as individually prepared plates. Additionally, some boxed options will be made available too. Seating at tables has been adjusted to allow for social distancing.

## Other Areas

- Library: Please observe social distancing when searching through the stacks for resources and when checking out at the counter.
- Restrooms: Be sensitive to overcrowding. Either wait outside for people to leave or find another restroom.
- Gym: The gym, track, and workout rooms are closed until further notice.
- Student Lounge (2nd Floor): Most games will not be available to play. Please wipe down any items you use.
- The Lion's Den (Bookstore): Please observe social distancing at all times, especially at the checkout and in the seating areas.
- Drinking Fountains: Do not use drinking fountains. They cannot be kept sterile throughout the day.
- Chapel Seating: We anticipate chapel services will be virtual. However, in the event chapel is in-person, we will seat every other row, keeping 3 empty seats between you and the next party. Currently, no live music is allowed to be performed.
- Policy Changes: As new directives are published by the Health Department.

## Emergency Procedures

Regular, periodic safety drills will be conducted to ensure all students are aware of proper safety procedures. In case of a drill or an actual emergency, students should exit the buildings orderly and in single file through the nearest exit and assemble in the assigned location. In the event of a tornado, students should exit their classrooms and assemble on the lower floor of the building.

## **Attendance and Inclement Weather**

Alteration or cancellation of classes because of inclement weather or natural disaster is announced daily on local radio, television, and student email. Normally, cancellation of regular classes due to weather or natural disaster coincides with the closing of the Shelby County Schools; however, special provisions may be announced. If classes are canceled due to weather or natural disaster on a day of final exams, exams for the missed day will be taken on the day that Mid-America re-opens.

## **Chapel Attendance**

Chapel services are held on Tuesdays and Thursdays from 11:00-11:45 a.m. and both services have required attendance with assigned seating. Students may only miss six services within a given semester. The report for attendance is taken through the online Witness One:Seven / GO! Program reporting system, as well as through assigned seating. Please refer to the *Witness One:Seven / GO! Program Handbook* for further information on how to report. The first fifteen minutes are designated as Report Hour for Witness One:Seven / GO! Program where both faculty and students give personal witnessing testimonies. Chapel services also include preaching by faculty, pastors, Baptist leaders, and other special guests. Such worship, inspiration, and Bible preaching make a lasting contribution to the spiritual development of the Mid-America family and are integral parts of the total training program.

## **Academic Freedom**

Students at Mid-America enjoy academic freedom. The freedom in Jesus Christ is basic in the atmosphere of a theological institution. It is desired that students be superior in all phases of their studies, and this necessitates freedom. However, the practice of Christian freedom at Mid-America must come within the framework of responsibility. Academic freedom for both faculty and students is bound by commitment to the "Articles of Religious Belief" of Mid-America and loyalty to the stated purpose of Mid-America as adopted by the Board of Trustees.

## **Student Grievance Policy and Procedure**

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

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

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

It is the policy of Mid-America to evaluate seriously student grievances and either resolve the problems brought by the student or make appropriate recommendations to the appropriate office for such resolution. Procedures are established below for addressing student grievances in five sections: academic issues, administrative issues, issues concerning sexual harassment, honor code violations, and accreditation.

The grievance process described below begins with the completion of a student-initiated application for review, the *Student Grievance Form*. This form may be obtained from the Campus Life office or from [www.mabts.edu](http://www.mabts.edu) and should be returned to the Campus Life office, as it is the responsibility of the Director of Campus Life to coordinate the resolution process.

## **Section I – Academic Grievance**

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

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

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

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

1. The student completes, signs, and delivers the *Student Grievance Form* to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Academic Vice President, who will attempt to establish a resolution to the grievance. The student may request that a Student Council representative or another faculty member attend the meeting as well.

3. The Academic Vice President will make a final decision concerning the grievance.

## **Section II – Administrative Grievances**

### *For Grievances of Administrative Issues Related to Support Services*

1. The student completes, signs, and delivers the Student Grievance form to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Executive Vice President, who will attempt to establish a resolution to the grievance. The student may request that a Student Council representative or another faculty member to attend the meeting as well.
3. The Academic Vice President will make a final decision concerning the grievance.

## **Section III – Sexual Harassment**

### *For Grievances of Academic or Administrative Issues Related to Sexual Harassment*

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

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

Submission to such conduct is made either explicitly or implicitly as terms or conditions of a student's academic achievement, or

Submission to or rejection of such conduct is used as the basis for decisions regarding the student's academic status, or

Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile or offensive learning environment.

If a student feels that he/she has been subjected to any type of harassment, the offense is to be reported to the President's Office within 48 hours. A written complaint should include the name of the person(s) involved, the specific nature of the offense, and the date that it occurred. The President's Office will conduct a thorough investigation of the complaint, and appropriate

remedial action will be taken. Any information as is gathered will be treated as confidentially as practical. Where investigation confirms the offensive behavior, prompt corrective action will be taken with appropriate redress to the complaining party. Students reporting incidents of sexual harassment or cooperating with an investigation thereof will be protected from reprisals in any form. The confidentiality of the parties involved will be protected throughout the investigation, and only those parties whom the President deems necessary to have knowledge of the case will be informed.

Any employee found to be guilty of violating this policy will be disciplined, up to and including termination. Likewise, disciplinary measures will be applied in any instance determined fabricated for malicious reasons.

If the student feels that he/she has been subjected to any type of harassment, the offense may be reported to the President's Office or the student may follow the steps below:

1. The student completes and delivers the *Student Grievance Form* to the Director of Campus Life, who will forward the grievance to the President's office within 48 hours to establish a resolution to the grievance with appropriate personnel.
2. If the situation remains unresolved, the matter will be addressed by the President, who will attempt to establish a resolution to the grievance.
3. After a thorough investigation, the President will make a final decision concerning the grievance.

## **Section IV – Honor Code**

Each Student Agrees:

I understand and will support and follow the Honor Code.

I will not personally use unauthorized materials, and I will not participate with others in cheating.

I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the Mid-America community and will at least say something to the student involved or discuss the situation with a professor or the appropriate Dean.

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

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

Failure on a student's part to live up to this Honor Code becomes the concern of the appropriate Dean and Faculty Advisor. (It is assumed, however, that any matter of concern in this area between members of the Mid-America community will first be dealt with according to the principles of Matthew 18:15-22). All disciplinary matters are subject to review before a Student Disciplinary Committee. This Committee is composed of the Dean of Women or the Dean of Men, as chairperson, the Faculty Advisor of the student in question, the President of the Student Council, and one other faculty member.

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

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

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal. Appeal of any action of the Student Disciplinary

Committee may be made to the faculty in writing. Further appeal may be made after the faculty's decision to the President of Mid-America. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

If the student feels that he or she has witnessed a violation of the honor code or if they themselves have violated the honor code, they are to take the following steps:

1. The student completes and delivers the Student Grievance Form to the Director of Campus Life, who will then contact the appropriate person(s) to attempt to establish a resolution to the grievance.
2. If the situation remains unresolved, the matter will be addressed by the Academic Vice President, who will attempt to establish a resolution to the grievance. The student may request that a student council representative or another faculty member attend the meeting as well.
3. The Academic Vice President will make a final decision concerning the grievance.

## **Section V – Accreditation**

*For Grievances Related to Compliance with the State Authorization Reciprocity Agreements (SARA)*

Any current or former student enrolled in an online course leading to a degree or certificate provided by a SARA approved institution in the State of Tennessee may file a complaint against that institution.

An allegation that the institution violated deceptive trade practices or consumer protections.

An allegation that the institution does not meet the standards established by the institution's accrediting agency or state authorization requirements under the regional SARA compact or NC-SARA.

*Note: Complaints involving student grades or student conduct violations are governed entirely by institutional policy.*

Complaints must first go through the institution's complaint process for purposes of resolution before the complaint is brought to the SARA Portal Agency in Tennessee.

## **Student Discipline and the Judicial Process**



Mid-America is dedicated to the training of students who are committed to Christian ministries. This type of student greatly reduces the occasion of disciplinary problems. The locus of authority in dealing with discipline problems is the faculty through the Dean of Men or Dean of Women and a Student Disciplinary Committee.

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

## **Ethical and Moral Development**

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

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

1. Dishonesty, including cheating, theft, plagiarism, forgery, or giving false information on official documents;
2. Obstruction or disruption of teaching, research administration, or Mid-America sponsored activities by force or violence or threat of violence;
3. Physical, verbal, written, or mental abuse or threat of abuse of another member of Mid-America;
4. Theft or damage to Mid-America or community property or the personal property of a member of the Mid-America community, which includes taking materials from the library;
5. The use of tobacco, alcohol, or the abuse of controlled substances;
6. Solicitation to or participation in immoral relationships, including but not limited to sodomy, adultery, and sex outside of marriage, or participation in same-sex relationships (“marriage”);

7. Any blurring of the boundary between maleness and femaleness, such as identifying oneself as a transvestite, transsexual, or transgendered, is contrary to biblical standards and is considered grounds for removal from the school.
8. Participation in or viewing of pornography;
9. Participation in spousal abuse, whether physical, verbal, mental, or psychological;
10. Unauthorized entry to or use of Mid-America facilities or equipment;
11. Failure to comply with directions of the president or other officers of Mid-America when acting in the performance of their duties;
12. Conduct which adversely affects the member's suitability as a member of the Mid-America community or which interferes with the rights and privileges of another member of the Mid-America community; or
13. The willful commission of any act which is a crime under the laws of the state of Tennessee that results in a criminal charge and conviction in any court of competent jurisdiction.

## Honor Code

Each student agrees:

I understand and will support and follow the honor code.

I will not personally use unauthorized materials, and I will not participate with others in cheating.

I will not facilitate cheating, and if I become aware of violations of academic or moral integrity, I understand that I have a responsibility to the Mid-America community and will at least say something to the student involved or discuss the situation with a professor or the appropriate Dean.

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

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

Failure on a student's part to live up to this honor code becomes the concern of the appropriate dean and faculty advisor. (It is assumed, however, that any matter of concern in this area between members of the Mid-America community will first be dealt with according to the principles of Matthew 18:15–22.) All disciplinary matters are subject to review before a Student Disciplinary Committee. This committee is composed of the Dean of Women or the Dean of Men, as chairperson, the faculty advisor of the student in question, the president of the Student Council, and one other faculty member.

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

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

Should the situation warrant it, the student may be given a warning, a disciplinary probation, a required leave of absence, or dismissal. Appeal of any action of the Student Disciplinary Committee may be made to the faculty in writing. Further appeal may be made after the faculty's

decision to the president of Mid-America. Such an appeal must be in writing, and a personal interview will be granted with the appeal.

## **Presidential Prerogative**

As the final administrative authority for Mid-America, the President has, and must have, the authority to act in emergencies without consultation with any other person or judiciary and suspend or dismiss any student who is acting in a manner which he feels is contrary to and dangerous to Mid-America as an institution or to persons belonging to or associated with the Mid-America community.

## **Student Dress Code**

Mid-America seeks to provide an atmosphere of respect for faculty and staff, students, and friends of Mid-America. Preparation for ministry is a high calling, and all members of the Mid-America family represent Christ and are considered leaders in the church. For this reason, Mid-America has established a standard of dress for the Mid-America community that is conducive to worship, serious study, and development of each student's calling to ministry. It is therefore necessary that all students be dressed and groomed both modestly and in good taste while on campus. For example, clothing should not be excessively short or revealing: skirts/dresses should be to the top of the knee; midriffs or undergarments should not show; and shirts should not be low-cut and should have at least a modest strap. Students should consider the tightness of form fitting pants. Hats, caps, shorts, mini-skirts, t-shirts, frayed/ripped pants, yoga pants, sweatpants, leggings, tank tops, pajamas, and flip flops are not allowed on campus. Earrings are allowed for women only; other visible body piercings for men or women must be removed while on campus. Facial hair for men should be well-groomed. Clothing should not have slogans that are inconsistent with Christian values. Students must maintain the dress code even during December and May examinations.

Flagrant deviations from these guidelines will be addressed in the following manner:

1. First offense: warning from the Dean of Men or Dean of Women
2. Second offense: warning from the Dean of Men or Dean of Women; student will be asked to leave the Mid-America campus and may return upon changing into clothes which are deemed appropriate for class.
3. Third offense: meeting between the student and the Student Disciplinary Committee.

## **Parking**

- All numbered parking spaces are reserved. Unauthorized vehicles parked in numbered spaces are subject to towing at the expense of the owner.

- Vehicles parked in a fire lane (red curb) are subject to fines and/or towing at the expense of the owner.
- Parking decals are required for all student vehicles parked on campus, including housing. Decals may be obtained in the Campus Life office at no cost.
- Handicap parking spaces are reserved for vehicles with an authorized handicap permit issued by any local or state governmental agency. Unauthorized vehicles in handicapped spaces are subject to fines and/or towing at the expense of the owner.
- Parking violations: (no parking decal, parking in a numbered space, parking in a loading or fire zone, etc.)
  - First offense: Warning
  - Second offense: \$5.00 fine
  - Third offense: \$10.00 fine
  - Additional offense(s): Disciplinary actions by the respective Dean of Men or Women
- Traffic violations: (speeding, reckless driving, exhibitionism, etc.)
  - First offense: Warning
  - Second offense: \$10.00 fine
  - Third offense: \$20.00 fine
  - Additional offense(s): Disciplinary actions by the respective Dean of Men or Women

Temporary parking permits for overnight guests at Mid-America Student Housing (MASH) are available from the Housing Manager from 8:00 a.m.–4:30 p.m. Residents should secure a temporary parking permit for any overnight guest arriving after office hours. Vehicles parked at housing without a temporary parking permit or a student decal are subject to fines and/or towing at the expense of the owner.

## Identification Cards

An ID card is available to students at the opening of the academic year. This card is necessary for entrance in certain areas of the campus, library use, and to register chapel attendance in the chapel. The fee to replace an ID card is \$6.00 and the card may be obtained in the Campus Life office.

All faculty, staff, and students must have the Campus Life issued Mid-America identification card on their person while on campus. This is a safety precaution that will aid Mid-America security in maintaining campus safety and it will give the holder access to all exterior doors on campus.

## **Viewing Grades**

Students may view grades at the end of a semester or mini-term by logging in to SonisWeb at [www.mabtssonisweb.com](http://www.mabtssonisweb.com). To login, you must have your student ID and PIN, which was issued during the first semester as a student.

# Mid-America Student Housing (MASH)

Mid-America Student Housing (MASH) is an apartment community of Mid-America whose primary purpose is to provide quality, affordable housing for students and their families. Guidelines have been established concerning Mid-America Student Housing (MASH), located in Cordova, TN. Mid-America students should be aware of the following regarding Student Housing:

## Requirements for Eligibility

In order to secure residence in MASH, one member of a household must maintain enrollment as an associate, bachelor, or master level student in at least three semester hours (for credit or audit). Doctoral students must be continuously enrolled in their program (up to seven years). If a student fails to meet these minimum requirements, he or she will be given thirty days to vacate the premises. Students may submit a "Housing Eligibility Exception" form to continue living in housing, which will be evaluated and decided upon by the President's Cabinet (PC).

## Housing Office

Housing Manager: Sarah Shepherd, [sarah.shepherd@envolvellc.com](mailto:sarah.shepherd@envolvellc.com)

Management Assistant: Roger Weddle

Maintenance Supervisor: Alvin Standard

## Contact Information

901-381-9255

1975 South Beaman Circle

Cordova, TN 38016

## Office Hours

Monday–Friday, 8:00 a.m.–5:00 p.m.

Saturday, 10:00 a.m.–5:00 p.m.

After-Hours Safety Officer: 901-326-2077

## Apartments

The beautiful apartments at MASH can be rented by one or more undergraduate, master, or doctoral level students at the rates shown below. Furniture and utility costs are not included. All apartments include a washer, dryer, refrigerator, dishwasher, and disposal.

### **Apartment Rates (Beginning May 1, 2020)**

\$587/month – 1 bedroom, bath, kitchen

\$691/month – 2 bedrooms, 2 baths, kitchen

\$775/month – 3 bedrooms, 2 baths, kitchen

### Married Residents

Married couples are greatly encouraged to live in MASH. The affordability of student housing and proximity to Mid-America is perfect for couples. All family units must have at least one student enrolled in classes (at least one course) per semester.

### Single Residents

Single students are also invited to live in MASH. These students have the right to live alone or choose other single roommates that are students of Mid-America.

### Residents with Children

Married or single students with children are welcome to live in MASH. All family units must have at least one student enrolled in classes (at least one course) per semester. The apartments are zoned for Shelby County Schools, which consist of Dexter Elementary, Dexter Middle, and Cordova High. There are also many private Christian schools in the area and an active homeschool network.

## **Dorm Rooms**

MASH also offers affordable male and female dorm rooms for undergraduate students. Some exceptions may apply for master and doctoral level students. MASH does not offer coed dorms. All associate and bachelor level students are encouraged to live in the dorms. Priority will be given to residential students, but online students are welcome to live in the dorms so long as their immunizations are current. The expectations of students living in the dorms are as follows: single, no children, and 18-24 years of age (some exceptions may apply). In the dorms, roommates are assigned, and utilities are included in the furnished room pricing. Renting a room consists of a ten-month lease (August–May).

Each dorm consists of three individual bedrooms and two bathrooms. These three-bedroom units offer one master bedroom and two single bedrooms. Residents renting the master bedroom will utilize a private bathroom connected directly to the master bedroom. Residents



living in a single bedroom will utilize a shared bathroom with easy access in the adjoining hallway. Dorm units will not house more than three students at a time.

Students living in the dorms have their own bedroom, but they will share a kitchen, appliances, and living spaces. Each unit includes a full-size washer, dryer, refrigerator, dishwasher, and disposal. The dorm rates also include furniture and utility costs.

### **Dorm Rates (Beginning May 1, 2020)**

\$357/month – single bedroom, shared bath

\$377/month – master bedroom, private bath

## **Availability**

A waiting list will be established when MASH is fully occupied. The waiting list will consist of applicants according to the date in which the student submitted his or her housing application. Master level students are given priority in renting apartments over undergraduate students. A prospective student will not be added to this list until he or she receives approval to enroll in Mid-America. For those who are in need of a roommate, a list of prospects is maintained in the Campus Life office at Mid-America and by the Property Manager in the Housing office.

## **Priority for Residency at MASH**

Any current or future residents are welcome to live in MASH, but priority will be given in the following order:

1. Full-time Students (at least 12 hours per semester)
2. Part-time Students (at least 6 hours per semester)
3. Faculty and Staff
4. Auditing Students

\*Exceptions may be considered for residency at MASH but must be approved by the Mid-America President's Cabinet.

## **Housing Account and Rental Payment**

Residents of MASH must keep their rental account current. If a student fails to make his or her monthly rent payment repeatedly, he or she will be given a thirty-day notice to vacate the premises.

<b>Security Deposit</b>	\$250.00 (per family or per roommate)
<b>Late Fees</b>	10% of rent
<b>Returned Check Fee</b>	\$50.00

Rent is due on the first of the month, but residents have until the fifth of the month. Payment after the fifth will be assessed a late fee equal to ten percent of the monthly rent.

Violation of any part of the rules and regulations addendum to the lease is a default of the lease agreement. Fines are imposed for any violation of the lease and/or lease addendum. Fines are imposed as follows:

<b>First offense</b>	Warning notice
<b>Second offense</b>	\$10.00 fine
<b>Third offense</b>	\$20.00 fine
<b>Fourth offense</b>	\$50.00 fine (meet with the Dean of Men or Dean of Women)

### **Utility Information**

Utilities must be in the resident's name at the time of move-in or the resident will receive a \$50 fine.

### **Lease Renewal**

At the beginning of the month at least thirty days prior to the end of a lease, residents will schedule a time to renew their lease with the housing manager. If a resident cannot make the scheduled time for signing a new lease, he or she should give the housing manager at least twenty-four hours' notice and reschedule the lease signing.

### **Breaking a Lease**

Residents of MASH are bound by the terms of their leases in their entirety. In rare circumstances, select charges for breaking a lease may be waived.

MASH leases require residents to pay an additional two months rent to forfeit their security deposit, and to pay a redecoration fee (\$350/family; \$175/person when there are two roommates; \$125/person when there are three roommates) in the event a lease is broken for

any reason. The following list provides clarification of circumstance that *may* result in a waiver of charges:

- If a current student-resident accepts a new paid ministry position, which requires him or her to relocate to the new field of ministry, the following charges for breaking a lease *may* be waived: the additional two months rent and the forfeiture of the security deposit. The redecoration fee will not be waived.
- If a resident has an emergency medical need that requires him/her to move out of the area for treatment.
- Other circumstances may also be considered.

In order for a resident's request for waiver of charges to be considered, the request must be submitted to the Property Manager in writing by completing a "Waiver of Housing Charges" form with the resident's 30-day written notice of an "Intent to Vacate" form. The written request will be reviewed by the Property Manager and will be submitted to the Campus Life office for a decision.

If a completed "Waiver of Housing Charges" form is not submitted to the Property Manager with a 30-day written notice of an "Intent to Vacate" form at least 30 days before the resident plans to move out, a waiver of charges will not be considered.

If a roommate decides to move out of an apartment prior to the termination of the lease, he or she must have each of his or her roommates sign that the resident who is moving has kept his portion of the apartment in good condition. By having the remaining roommates sign, the resident is released from an obligation to give restitution for damages to the apartment beyond what is assessed by the property manager during the walk-through.

## **Move-Out Procedures**

1. When a resident is ready to give notice or move out, he or she should be sure the decision is final. The next person on the waiting list will be notified of a move-in date as soon as a notice to vacate is received.
2. Prior to vacating, a thirty-day written notice of an "Intent to Vacate" form is required on or before the first of the month. This form may be obtained from the Property Manager. Residents will be responsible for rent until the apartment keys are returned to the housing manager.
3. The "Intent to Vacate" form is provided to the property manager located in the community center, Building 1 at MASH.

4. Upon providing an "Intent to Vacate" form, it is the resident's responsibility to schedule a walk-through with the Property Manager so he or she can be informed of any damages or further cleaning that may be needed before vacating. This is required in order to be considered for refund of the resident's deposit.
5. After a walk-through, a resident should hand deliver the apartment keys and gate key to the Property Manager. Do not leave keys with another student or leave them for Envolve to pick-up. Failure to return keys will result in a \$20.00 apartment key charge and a \$50.00 gate key charge being deducted from the security deposit. Should a resident leave after normal business hours, keys may be placed in the mail drop slot. Please make sure the keys are labeled with the resident's name and apartment number. A resident is not considered moved-out until the keys have been returned, and the resident will be responsible for rent until that time.
6. After the actual move-out date, the security deposit will be held for thirty days. The security deposit will be processed for a refund if the apartment is left in good condition and all final utility bills have been paid. Any damage to the apartment will be deducted from the security deposit. Should the damages exceed the amount of the security deposit, the resident will be billed for the difference. If a walk-through is not scheduled with the Housing Manager, the deposit will be automatically forfeited.

## **Sub-leasing Policy**

It is expressly understood and agreed that a lease in MASH shall not be assigned nor shall the premises be sublet or transferred in any fashion without the written consent of the landlord, which consent shall not be considered as a waiver of the agreement as to any subsequent assignment, transfer or subletting, nor shall any such consent release in any manner said primary resident from the obligations of the agreement. It is further understood and agreed if a lease is executed by more than one resident, each resident will become individually as well as jointly liable for all of the obligations herein stated. Resident covenants and agrees no persons other than the immediate family or co-signer of the lease shall be allowed to take up legal residence, or to make their home, on the premises.

## **Pet Policy**

Residents may not have pets of any kind living or visiting in their apartments, except a small bowl of goldfish (or other small fish) or a small bird kept in a birdcage (no parrots). This policy is a practical consideration for maintenance and child safety issues and for minimizing disturbances to other residents. If a resident is found with a pet living or visiting in your apartment, her or she will be responsible to pay for new carpet, padding, and labor for the entire apartment.

## **Graduation**

Residents must settle their housing accounts to be eligible to graduate. In the event a student owes rent, fees, or other charges for student housing, he or she will not be able to participate during the graduation ceremony and will not graduate. Upon graduating from Mid-America, residents of MASH will be given 60 days to vacate the premises. A thirty-day written notice is required in the Housing Office by the first of the month at least one month prior to move-out. To request staying past graduation, you must fill out a housing extension form and return it to the Campus Life office, to be reviewed and presented to the EAC.

## **Residents' Council**

The Student Council housing representative serves as the chair of the Resident Council. He or she plans, organizes, and leads monthly council meetings with the building representatives at Mid-America.

The housing representative serves as the chair of the Resident Council for the year he or she serves on the Student Council. He or she may serve as a building representative prior to or following his or her service on the Student Council.

Building representatives are appointed by the Director of Campus Life. Each building of eight apartments will have one representative. Each building of more than eight apartments will have two representatives. The director of Campus Life will accept recommendations when a position is vacant.

Building representatives serve two primary purposes: They are responsible for monitoring activity on MASH property, similar to a neighborhood watch; and they are responsible for communicating their observations and/or reports received from other students to the Resident Council. Resident Council members also will assist the housing manager as required.

## **Resident Guidelines**

### **Emergency Procedures**

In an emergency situation, residents should exit their apartments in an orderly manner and in single file until they are a safe distance away from the buildings. In the event of a tornado, residents should stand in a doorway away from windows.

### **Safety Guidelines**

All Student Housing residents are expected to abide by the following guidelines in order to ensure the safety and enjoyment of everyone in the community:

1. Parents must supervise their children (up to age 6) at all times when they are outside. The only exception to this is when parents have made arrangements with fellow residents to have their children supervised. Ultimately, however, the parents are responsible.
2. Children must not sit or stand on, kick, or drop things into the air conditioning units.
3. Sidewalk chalk is for sidewalks only. It is not to be used to write or draw on the side of buildings.
4. Standing or bouncing on the automated gates at the front of the property is absolutely prohibited.
5. Playing in or around the dumpster unit is unsafe and therefore is not permitted.
6. Pre-school children are never to be left unattended, including inside of vehicles.
7. Speeding through the parking lot is prohibited and will result in a fine. Residents are to abide by the posted speed limit (15 mph).
8. Children are not to leave their bikes, scooters, skateboards, or other toys on the lawn, the sidewalk, or in the street. These items are to be put away when not in use.
9. Children are not to play in the street or in the parking lot. The playground, ball field, and yard areas are available for that purpose.
10. Children are not to ride their bikes through the breezeways of apartment buildings; this could result in injury to someone entering or exiting an apartment.

It is our foremost desire that your children are safe, so please make every effort to work toward that end as well. It is also important for us to be good stewards of what we've been given, so it is important to take care of the outdoor as well as the indoor features of the property.

- 1<sup>st</sup> infraction will result in a warning
- 2<sup>nd</sup> infraction will result in a fine of \$10.00.
- 3<sup>rd</sup> infraction will result in a fine of \$20.00
- 4<sup>th</sup> infraction will result in a fine of \$50.00 and a meeting with the Dean of Men or Dean of Women.

## **Student Discipline**

Mid-America is dedicated to training students who are committed to Christ and vocational Christian ministry. This type of student greatly reduces the occasion of disciplinary problems. The locus of authority in dealing with discipline problems is the faculty through the Dean of Men, the Dean of Women, and a Student Disciplinary Committee.

It is the desire of Mid-America to be responsive to the needs of the student in all areas of his or her life. As a school we have established policies and procedures in both academic and financial areas as well as personal, moral/ethical, and spiritual development. These standards are to be met while on campus, at MASH, or off campus.

## **Sexual Harassment Policy**

Mid-America respects the personhood of all individuals, regardless of race, color, national origin, sex, age, or religion. Mid-America, therefore, will not tolerate the abuse of individuals in regard to these matters.

No student, employee, or resident of MASH is expected to tolerate unwelcome and unsolicited sexual overtures or conduct, whether physical or verbal. This includes, but is not limited to, offensive jokes, comments, innuendos, and other sexually oriented statements.

If any student, employee, or resident of MASH feels that he or she has been subjected to any type of harassment, the offense is to be reported to the president's office within forty-eight hours. A written complaint should include the name of the person involved, the specific nature of the offense, and the date that it occurred.

## **Residents' Dress Code**

Neatness, cleanliness, and propriety are expected. Modest dress is an expectation of residents of MASH. If immodest dress becomes an issue at MASH, it will be addressed on an individual basis by the Dean of Men or the Dean of Women.

## **Parking**

- Parking decals are required for all student vehicles parked on campus, including housing. Decals may be obtained in the Campus Life office at no cost.
- Handicap parking spaces are reserved for vehicles with an authorized handicap permit issued by any local or state governmental agency. Unauthorized vehicles in handicapped spaces are subject to fines and/or towing at the expense of the owner.
- Temporary parking permits for overnight guests at MASH are available from the housing manager from 8:00 a.m.–4:30 p.m. Residents should secure a temporary parking permit for any overnight guest arriving after office hours. Vehicles parked at housing without a

temporary parking permit or a student parking decal are subject to fines and/or towing at the expense of the owner.

- Students who have a vehicle that is out of commission more than one week should notify the housing manager or they will be subject to a fine. After the initial notification, students should update the housing manager about the schedule and progress of making repairs. After a total of thirty days the vehicle must be removed from the property or it will be towed at the expense of the owner.
- Vehicle repairs are allowed on MASH property as long as vehicles are not placed on blocks or raised by jacks any longer than twenty-four hours.

## **Linens and Dorm Furniture**

Students who live in the dorms are responsible for supplying their own bed linens and towels. Dorm furniture may not be moved from its original position for any reason.

## **Residence Room Searches**

Mid-America reserves the right to search any residence room at any time under the direction of the Dean of Men or Dean of Women. Resident Advisors initiate monthly dorm room searches during the months of August-May.

## **Room Assignments**

Room assignments (for bachelor-level students who live in the dorms) are made at the direction of the Campus Life office. Students may not occupy any room without approval. Mid-America administration reserves the right to change room assignments during the academic year, if in its judgment it is beneficial both to Mid-America and to the student.

## **Respect for Other MASH Residents**

Because MASH also is the place of residence for master-level students and their families, bachelor students must seek to respect the family atmosphere. Students should be cautious in the parking lot as many children play outside. They should also keep noise and activity to a minimum after 10:00 p.m.

## **Reckless Behavior**



Any behavior which creates a risk of danger to one's self or others in the Mid-America community is strictly prohibited. This includes but is not limited to throwing/ launching/setting fire to objects and disclosing or giving access to MASH to unauthorized persons.

## Hazing

Hazing in any form is prohibited by Mid-America and Tennessee law. This regulation also governs off-campus initiation activities. Hazing is to be interpreted as any activity that endangers the physical safety of a person, produces mental or physical discomfort, causes embarrassment, fright, humiliation or ridicule, or degrades the individual whether it is intentional or unintentional. It is defined as doing any act or coercing another to do any act of initiation of a student into an organization that causes or creates a substantial risk bringing mental, emotional, or physical harm to a person.

It is understood as any forced or required intentional or negligent action, situation, or activity that recklessly places any person at risk of physical injury, mental distress or personal indignity. All initiation activities are subject to the approval of the Director of Campus Life. Violators will also be subject to state fines and/or imprisonment.

## Visitor Guidelines

In seeking to aid our brothers and sisters to advance in their conformity into the image of Christ and in an effort to walk in a manner pleasing to the Lord, Mid-America has put into place two guidelines, in the spirit of Ephesians 5:3, which says, "But immorality . . . must not even be named among you, as is proper among saints."

1. Single students are not permitted to have guests of the opposite gender in their bedroom at any time.
2. Single students are not permitted to have guests of the opposite gender spend the night in their apartment or dorm. (Siblings of the same gender are permitted.)

## MASH Dorm Curfew

Students who live in the dorms at MASH are instructed to be in their dorms for the evening, with no guests of the opposite gender present, by the following times:

Mondays – Thursdays	11:00 p.m.
Fridays – Sundays	12:00 a.m.

## Roommates

All students living with roommates in the dorms or regular apartments have:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit this right.
- The right to sleep without undue disturbance from noise, guests, or a roommate, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to expect a roommate's guests to respect your rights, the rights of other residents, and the outreach policy.
- The right to address grievances. Student supervisors and Campus Life personnel are available for assistance in settling conflicts.
- The right to be free from fear and intimidation, physical, and/or emotional harm and racial or sexual harassment.
- The right to respect at all times.
- Students who encounter problems with roommates should pursue reconciliation in the spirit of Matthew 18:15-16. If reconciliation cannot be established, students should contact the Resident Advisors and/or the Director of Campus Life.

## **Use of the Community Center**

The community center of MASH is for the use of students, staff, faculty, and trustees of Mid-America. Use by any other group or organization must receive permission from the Executive Administration Committee of Mid-America. The furnishings provided by friends of Mid-America are both beautiful and functional and are committed to the glory of God. Those using the building should do so with care.

- There is a \$25.00 refundable usage fee for using the community center. After the community center is cleaned and it has been checked for damages, the fee will be refunded.
- Mid-America will provide no childcare at any time for events held in the community center.

- The person or group scheduling the event will be responsible for setting up for the event and cleaning up/taking down tables and chairs after the event.
- Use of the community center must be reserved by completing and submitting a Calendar Request Form to the housing manager no less than two weeks prior to the event. The Campus Life office will notify residents concerning approval once the request has been decided upon by the calendaring committee.
- No pets will be allowed in the community center at any time. Failure to have the community center cleaned and vacated by the posted closing time may result in partial loss of the deposit paid.
- Furniture and accessories of the community center are not to be moved or relocated for any reason.
- The community center is a no-smoking facility. The person or group scheduling an event is responsible for ensuring that guests do not smoke at the MASH campus.
- Any event scheduled for Saturday evening must conclude by 10:00 p.m. due to Sunday morning activities.

## **Proper Use of Community Center Space and Resources**

*The Management Office.* This office space is used by Envolve's property manager during normal office hours. The telephone and business equipment in the management office is for office use only.

*The Foyer.* The foyer is a beautiful entrance into the community center but is not a place for children to loiter or congregate without parental supervision. *Unattended children are not permitted in the building and will be asked to leave.*

*The Kitchen.* The kitchen is for those using the commons room. Those reserving the commons room will receive a full refund of their deposit if the kitchen area is cleaned according to the posted cleanup checklist.

*The Commons Room.* The commons room is a beautiful and spacious room intended for parties, meetings, weddings, Bible studies, and many kinds of gatherings. This room is used by reservation only and is not a daily gathering place for families or children. Unsupervised children playing or loitering in the commons room will be asked to leave.

*The Multi-purpose Room.* The multi-purpose room is set aside for indoor recreation for all ages. This room is available for use by individual residents and will not be used by groups to the exclusion of other residents.

*Men's and Women's Restrooms.* The restrooms in the community center are for students using the student study room, for those using the commons room, or for those using the multi-purpose room. *These restrooms are not to be used for children playing outside.*

*The Patio.* The patio area is reserved for those who are using the commons room. Unsupervised children are not allowed in the patio area and will be asked to leave.

## Community Center Reservation Procedures

- Contact the property manager in the management office during office hours, 8:00 a.m.–5:00 p.m., Monday through Friday, to place your name on the reservation list. *All reservations are on a first come, first served basis.*
- Complete the *Calendar Request Form*.
- Pay the required \$25.00 usage fee. When an organization uses the facilities rather than a student, the organization will pay a \$50.00 non-refundable usage fee and a refundable deposit.

Deposit requirements are as follows:

1–50 people	\$50.00
51–100 people	\$75.00
101–150+ people	\$100.00

A deposit is required for every event unless Mid-America directly sponsors it.

- Any cost of repairs to the community center that exceeds the \$25.00 usage fee or the usage fee and deposit for other organizations is the responsibility of the person who reserved use of the facilities. The cost of repairs to the community center is the responsibility of the person who submitted the Calendar Request Form and paid the usage fee.
- The property manager will return deposits in part or full upon inspection of the kitchen and commons room. Deposits for evening events (ending after 5:00 p.m.) may be refunded on the next business day. Any dispute concerning deposits should be made in writing to the Campus Life office of Mid-America.
- When reserving the Commons room, be sure to allow at least one hour for set-up before the event, and one hour afterwards for clean-up. Remember, there will probably be multiple events scheduled per day, especially on weekends.

- Reservations are made in three-month blocks. For example, an individual or group may not reserve the room for every Saturday afternoon from 1:00–3:00 p.m. for all twelve months of the year. Instead, on January 1, an individual or group may reserve the room up to March 1. On January 2, an individual or group may reserve the room up to March 2, and so on.
- An individual or group may only make three reservations in a three-month period.
- Events sponsored by Mid-America take precedence on the calendar.

## **MASH Commuter Apartment**

The commuter apartment at MASH is intended for the use of married and single students who would like to stay in a furnished apartment on a short-term basis. Students enrolled in doctoral, master, bachelor, or associate programs that plan to spend two or three nights a week in Cordova to complete coursework may rent a room or portion of a room.

One three-bedroom apartment has been set-aside for this purpose and once it is occupied, students will need to make other arrangements. There will be a maximum of two students per room and six students total. For price information, please contact the Campus Life office. The application for using the commuter unit is available on the MABTS website.

## **Missionary Housing**

MASH has set aside six apartments to be used primarily for stateside missionaries. They are on a first come first served basis; however, Mid-America graduates that are IMB and NAMB missionaries have first opportunity. If there are still open units, we will rent them to other Mid-America graduates. A missionary housing request form, available on the MABTS website, must be filled out, sent to the Campus Life office and approved. At that time, a move-in date is coordinated with the property manager. All procedures and policies in this handbook are to be followed.

## **Registration, Graduation, and Fee Payment**

At the beginning of each semester, students will be allowed to register for classes after clearance from the following offices: Housing office(housing account must be current); Witness One:Seven / GO! Program (registration for Witness One:Seven / GO! Program assignments); Campus Life (picture taken for Student ID); the business office (tuition is to be paid in full or a payment plan set up prior to registration); and the Library (library fines are to be paid and overdue books returned).

Students who have not settled all of their accounts (i.e. for tuition and fees, library fees and books, and housing rent and fees) will not be able to register for classes until payment is made. Students preparing for graduation who have not settled all of their accounts at least one week prior to graduation will not be allowed to graduate until the next semester after payment is made.

## **Policy Regarding Use of Students as Subjects for Research**

Occasionally we have requests to use our students in research projects. The following policy has been constructed for such requests:

1. Before any request involving the use of Mid-America students as research subjects may be approved, the person/group must:
  - a. Submit a copy of the full proposal of the study, including both the objectives and the design; and
  - b. Indicate compliance with the Department of Health, Education, and Welfare's (DHEW) "Policy on Protection of Human Subjects" (q.v.).
2. Research projects will not be demeaning to Mid-America students.
3. Research projects and/or methods will not be contrary to the doctrinal, ethical, or moral position of Mid-America.
4. Only requests from schools holding regional or professional accreditation will be considered.
5. Care will be taken to see that Mid-America as an institution and/or the student will not be overburdened by such requests. Priority will be given to requests from Mid-America students.

## **Protection of Human Rights**

The Policy on Protection of Human Subjects, adopted by the Department of Health, Education, and Welfare, calls for:

1. A statement describing the risks to the subject;
2. A statement of the expected benefits from the research to the subjects and to the advancement of knowledge, as well as supportive arguments that the benefits justify the risks;
3. Verification that the rights and welfare of subjects, especially their anonymity, will be adequately protected; and
4. A complete statement illustrating the method to be used for obtaining written consent of each subject, which will include:
  - a. A fair explanation of the procedures followed and their purposes, including identification of any procedures that are experimental;
  - b. A description of any attendant discomforts and risks reasonably to be expected;
  - c. A description of any benefits reasonably to be expected;
  - d. An offer to answer any inquiries concerning the procedures; and
  - e. An instruction that the person is free to withdraw his or her consent and to discontinue his or her participation in the project or activity at any time without prejudice to the subject.

## **Solicitation**

It is the policy of Mid-America that no sales representative of any kind be allowed to solicit business among the student body on campus or in student housing. Furthermore, it is the policy of Mid-America that no list of student names or addresses is made available to such individuals for off-campus solicitation. If such a person or sales representative feels that his or her product or service is so worthy that exception should be made to the above stated policy, he or she may apply in writing for permission to present said product on the campus. Such an application should be very specific in stating why it is felt an exception should be made and should be submitted to the office of the Director of Campus Life. It should be recognized that any exception to the established policy is just that (an exception) and does not constitute any endorsement of the product or service on the part of the committee or the Mid-America administration.

## **Educational Rights and Privacy**

Mid-America is subject to federal legislation popularly known as the Buckley Amendment, establishing rights and duties with respect to the education records of students attending Mid-America. It is our intention to fully comply with this legislation and to protect the rights of students. These rights include the right to (1) inspect and review the student's records, (2) request an amendment to the student's records to ensure that they are correct and otherwise not in violation of the student's right to privacy; (3) consent to the disclosure of information to other individuals or entities, (4) file a complaint with the OCR to seek redress if Mid-America fails to comply with the requirements of the Act; and (5) obtain a copy of the school's policy.

For purposes of this legislation, Mid-America has designated as directory information the following information about students: name, spouse's name, address, telephone listing, email address, date and place of birth, major field of study, dates of attendance, class schedule, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Questions about the application or of the provisions of the Buckley Amendment should be directed to the Academic Records office. A period of two weeks following the beginning of each semester is provided during which a student may request that directory information not be released. Any request must be submitted in writing to the Academic Records Office.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of aspects of a student's educational record that are not considered 'directory' information. Educational records include financial aid, student account records, and academic records, which are considered confidential and will not be released without written consent from the student, except to the extent that FERPA authorized disclosure without consent. For this reason, it is necessary for the Campus Life office at Mid-America to obtain permission from a student in order to release financial and academic information not excluded by FERPA laws. Copies of FERPA are available in the Campus Life office, Admissions office, Registrar's office, and the Dean of Men/Dean of Women's Office.

Students may complete the Consent for Student Release of Information form in the Campus Life office with the name and relationship or any individuals they wish to be able to access their information. Authorization for an individual can also be revoked at any time by completing the same form in the Campus Life office.

## **Veterans' Education Benefits and Records**



Mid-America maintains educational benefit records of veteran students in confidentiality and does not release records to unauthorized personnel without the written consent of the student. Personnel authorized to view records are: (1) a Veterans Administration Education representative who annually views the file of at least one student who receives VA educational benefits, and (2) a Tennessee or New York Higher Education Commission representative who reviews all files of students receiving VA educational benefits.

United States military service members, veterans, and dependents of veterans who are eligible for Veterans education benefits may apply to the Academic Vice President's office to defer payment of tuition for the current term. Application must be received on or before the final registration day of the current term. If approved, tuition must then be paid to the Business Office no later than the last day of the current academic term . This is in conjunction with the following information from the Tennessee Higher Education Commission.

*Service members, veterans, and dependents of veterans who are eligible beneficiaries of U.S. Department of Veterans Affairs education benefits or other governmentally funded educational assistance, subject to the conditions and guidelines set forth in Tennessee Code Annotated 49-7-104 as amended, may elect, upon formal application, to defer payment of required tuition and fees until the final day of the semester for which the deferment has been requested. Application for the deferment must be made no later than 14 days after the beginning of the semester, and the amount of the deferment shall not exceed the total monetary benefits to be received for the semester.*

*Students who have been granted deferments are expected to make timely payments on their outstanding tuition and fees balance once education benefits are being delivered, and eligibility for such deferment shall terminate if the student fails to abide by any applicable rule or regulation, or to act in good faith in making timely payments. This notice is published pursuant to Public Chapter 279, Acts of 2003, effective July 1, 2003.*

## **On-Campus Crime Statistics**

Mid-America is subject to Tennessee State legislation known as the College and University Security Information Act, whereby all institutions of higher education are required to report and maintain crime statistic records for on-campus crime. These records are maintained in the Security Office and are reported to the Tennessee Bureau of Investigation (TBI) through the TBI Crime Statistics Unit (CSU). These statistics are required to be made available to Mid-America employees, current students, and prospective students.

## **Institutional Guidelines on AIDS**

Mid-America recognizes the serious threat to our society posed by the AIDS epidemic. These guidelines are adopted to guide our community in a Christian response by:

1. Encouraging a redemptive response to a major health crisis;
2. Developing a better understanding of AIDS;
3. Developing necessary and appropriate actions and procedures to prevent the spread of AIDS; and
4. Assisting those whose lives might be affected by AIDS.
  - a. Christian Response—Mid-America will be guided by a firm commitment to biblical teachings and all information and guidelines will be presented in a manner that affirms the importance of Christian ethics.
  - b. Medical Knowledge—Mid-America will be guided by the latest and best medical knowledge concerning AIDS as a contagious disease and its prevention and treatment. The recommendations of federal and state health agencies and the American College Health Association will be sources of information.
  - c. Education—Mid-America will make available to students, employees, and their families current information concerning AIDS and will also include such information in the orientation processes for students and employees. Individuals will also be informed of their responsibility, if they know themselves to be antibody positive for the AIDS virus, to report this fact to the Campus Life office or to their private physician, in order to obtain treatment and consultation for the protection of themselves and others. Individuals will also be strongly encouraged to seek counseling in order to assist them in dealing with the consequences of the disease.
  - d. Confidentiality—Mid-America will, to the extent legally and medically permissible, maintain the confidentiality of information concerning the identity of individuals with AIDS or the AIDS virus.
  - e. Student or Employment Status—Mid-America will not base enrollment or employment decisions on the existence of AIDS or the AIDS antibody, so long as the individuals are able to function fully in their academic programs or employee roles.
  - f. Infection—Mid-America will encourage any individual with an infectious disease to seek medical evaluation. Individuals evidencing special susceptibility to the consequences of infections or special risk of spreading an infectious disease, including AIDS, will be required to seek medical

evaluation of their condition, and their permitted activities at Mid-America will be determined based on the medical evaluation and recommendations applicable to their individual case. The determination of whether special conditions exist will be made on a case-by-case basis utilizing the latest and best medical advice.

- g. Safety Guidelines—Mid-America will adopt safety guidelines as proposed by the United States Public Health Service for the handling of blood and bodily fluids for all persons, not just those known to have infectious diseases.
5. Current knowledge indicates that students or employees with any form of HIV infection do not pose a health risk to other students or employees in an academic setting. ("General Statement on Institutional Response to AIDS," American College Health Association, Revised January 1988.)
6. The Public Health Service states that there is no risk created by living in the same place as an infected person; caring for an AIDS patient; eating food handled by an infected person; being coughed or sneezed upon by an infected person; casual kissing; or swimming in a pool with an infected person. (Surgeon General's Report on Acquired Immune Deficiency Syndrome, US Department of Health and Human Services, October 22, 1986).
7. The American College Health Association statement indicates that persons with AIDS and other diseases that compromise the immune system are especially susceptible to infections.
8. The Surgeon General's report states that a special risk might exist if an individual loses control of body secretions or knowingly and willingly exposes others in ways that are known to spread the infection.

## Internet Access Policy

As part of Mid-America's commitment to meet the educational, informational, and research needs of the Mid-America community, we are pleased to offer on-campus access to the Internet for faculty, staff, students, and alumni. The Internet allows users to connect to resources outside those available at Mid-America and its library. Mid-America does not have control over information available on the Internet. The Information accessed there may be reliable and current, or it may be inaccurate and obsolete. It is up to the user to determine the accuracy of information obtained from the Internet. When using the Internet for research, students should verify the information with other sources when possible.

Some sites or information accessible through the Internet may be inappropriate, controversial, or offensive. For this and other reasons, we have developed the following guidelines for the acceptable usage of Internet access.

## Acceptable Usage Guidelines

The Computer Lab is equipped with sixteen computers, accessible to the Internet, and a HP Laser Jet printer.

1. Computers and network resources at Mid-America are property of Mid-America and are provided for school-related business. Therefore, use of the Internet for unproductive Web surfing, participation in online chat rooms or other non-school related activities is inappropriate and prohibited.
2. Because of the international and unregulated nature of the Internet, users must take great care in the type of information accessed and web sites visited. Students should always be aware of their personal testimony of Christ, their obligation to follow His lordship, and the ethical and moral guidelines set forth in the catalog and the *Student Supplement Handbook*. Students should not distribute or access any information that is offensive, obscene, harassing, sexist, racist, malicious, or slanderous.
3. Mid-America seeks to protect and preserve the privacy of personal communications. Users of Mid-America computer equipment should be aware, however, that electronic communications by nature cannot be made entirely private.
4. Do not perform any activity on the Mid-America's computer systems or on the Internet that would degrade the performance or otherwise harm any Mid-America computer system.
5. Internet access is available to valid library patrons using the public access catalog computers in the library. Information retrieved from the Internet using these computers should be saved to a flash drive or CD only, not the computers' hard drives. The Internet may be accessed on these computers during regular library hours for a period of thirty minutes per day. A patron may continue to use the computer for another thirty minutes if there is no one waiting for a turn.
6. Use of the Internet is a privilege, not a right, and violation of Mid-America's Internet access policies will result in loss of internet and/or computer use, and possible disciplinary action.

## Priority of Lab Use

Mid-America computing equipment is primarily for academic use and scheduled classes have priority of lab use.

## Software and Configuration

1. Possession of any software or hardware used to corrupt files, introduce viruses, or otherwise harm the network is prohibited in the facilities of Mid-America.
2. Users may not attempt to install any software on Mid-America computers.
3. Users may not attempt to alter the configuration of any computer, network server, or network component anywhere on the Mid-America network.

## Limitations of Usage

The viewing or distribution of pornographic or other inappropriate (offensive) material on the Mid-America computer network will result in suspension of the individual's Computer Lab rights and referral to the appropriate dean for possible suspension or dismissal from Mid-America.

1. Users may not play games on any computer in the lab.
2. No one shall use Mid-America resources to transmit abusive, threatening, or harassing material, chain letters, spam, or communications prohibited by state or federal laws.
3. Computing equipment is not to be moved without the authorization of the Director of Information Services. Do not stretch the cords or place the keyboard on your lap. Never put anything on top of the monitors. Do not vandalize or otherwise change any physical or software configuration.
4. Users may not solicit goods or services, electronically or otherwise, using Mid-America computing facilities or equipment without the consent of the Director of Information Services. Users may be required to reimburse Mid-America for damage to Mid-America equipment at the discretion of the Executive Administration Committee.
5. Access into Room A-112 is prohibited to all users unless authorized by the Director of Information Services.

## Laptops in the Classroom

The use of laptops in the classroom is subject to approval by the professor of the class. Normally, laptops are used for taking notes or making class presentations. Misuse of laptops (surfing the Internet, listening to music, playing games, etc.) can result in the loss of this privilege.

## Individual Responsibilities

1. There is no food or drink allowed in the computer lab at any time.
2. Users should back up their work frequently on their own flash drive. Mid-America is not responsible for any work lost due to any system malfunction or power outage.

## Lab Hours

1. When classes are in session, the Computer Lab operation hours are 7:00 a.m. – 4:30 p.m.
2. The Computer Lab will be closed from 11:00–11:45 a.m. for chapel (Tuesday and Thursday).
3. There are 24 computers in the Library with full access during Library hours. Be sure to save your work on a flash drive rather than the hard drive.

## Gym

### Participation

Use of the athletic facilities of Mid-America is open to faculty, staff, and enrolled students and their families.

The fitness area and equipment are permitted for participants who are sixteen years old or older, however, they must be accompanied by a parent. Those under the age of sixteen are not allowed in the fitness area/locker room at any time unaccompanied by a parent.

Students and family members must sign a release of liability form in order to use the athletic facilities. Children under the age of sixteen will need to be supervised by an adult at all times. Unattended children will be asked to leave. Parents assume liability for their children.

## **Dress Code**

Exercise clothing for the athletic area must be modest and in good taste. Appropriate attire includes a shirt that is loose fitting, covers the midriff and has sleeves, and shorts that are loose fitting and are mid-thigh in length or longer. Indoor athletic shoes are required in the athletic area for your safety.

## **Locker Rooms**

Men's and women's locker rooms are equipped with shower and locker facilities. Lockers are available for day use only. Participants are responsible for securing their personal items with their own locks. Mid-America will not be responsible for items left in lockers unsecured.

## **Fitness Equipment**

Each piece of equipment provides a minimal amount of instruction to get you started. Other charts are provided to give you guidance with various exercises. Should you need additional assistance with the equipment, contact Campus Life.

Equipment use may be limited during peak times, so please be considerate as you share equipment and space with others. Elliptical and treadmill machines have a maximum time limit of thirty minutes per user.

Please report any unsafe machine use or improperly functioning equipment to Campus Life.

## **Walking/Jogging Track**

The track is sixteen laps to one mile. Walkers should use the inside lane and runners should stay to the outside lane. Everyone should walk/run in the same direction as posted on the directional signs as you enter the track.

The track is restricted for the use of those who are walking or running for exercise. Children and others must not use the track for socializing or for viewing activity on the court below.

## **Guest Policy**

All faculty, staff, and students may host out-of-town family members. Each guest visit is limited to three persons or one family. Guests must fill out the Assumption of Risk and Release of

Liability Agreement to be turned in to the Campus Life office before using the gym facilities. Students should contact Campus Life about this form prior to bringing guests.

## Hours of Operation

Monday–Friday	8 a.m.–9 p.m. (closed Wed. at 4:30 p.m.)
Saturday	8 a.m.–4:30 p.m.
Sunday	Closed

The gym will be closed on all major holidays such as New Year’s Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. All schedules are subject to change.

## Mid-America Policy on Intellectual Property

Mid-America encourages the development, writing, invention, and production of intellectual property designed to improve the productivity of Mid-America and/or to enhance the teaching/learning environment.

A Mid-America employee or student owns all rights to copyrightable or patentable independent works created by that employee or student without Mid-America support. Unless otherwise provided in a rights agreement, Mid-America owns all rights to a copyrightable or patentable work created by an employee with Mid-America support. Students may not use Mid-America equipment or resources for works for hire. Both students and Mid-America retain portfolio rights to the works that may result from student assignments.

Intellectual and creative works that can be copyrighted or patented, such as literary, dramatic, musical, and artistic works, computer software, multimedia presentations, inventions, etc., are intellectual property. The ownership of a copyright or patent resulting from the development of intellectual property and any rewards or recognition attributed to the copyright or patent will be determined according to the following conditions:

1. Ownership resides with the employee or student if the following criteria are met:
  - a. The work is not the product of a specific contract or assignment made as a result of employment with Mid-America.



- b. The work is not prepared within the scope of the individual's Mid-America job duties.
  - c. The work involves insignificant use of Mid-America facilities, time, and/or other resources and is not derivative of any other Mid-America owned copyright.
2. Ownership resides with Mid-America if the above criteria are not met and if the following criteria apply:
- a. The work is prepared within the scope of an employee's job duties.
  - b. The work is the product of a specific contract or assignment made in the course of the employee's employment with Mid-America.
  - c. The development of the work involved significant facilities, time, and/or other resources of Mid-America including, but not limited to, Mid-America personnel, salary supplement, leave with pay, equipment, or other materials or financial assistance, or is derivative of any other Mid-America-owned copyright.
  - d. Notwithstanding these provisions, a student retains portfolio rights to works created by the student as a class assignment.
  - e. Mid-America and the employee or Mid-America and the student may enter into an agreement for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to Mid-America for its costs and support. When it can be foreseen that commercially valuable property will be created, Mid-America and the employee or Mid-America and the student should negotiate an agreement for ownership and the sharing of benefits prior to creation of the property. In all such cases, the agreement shall provide that Mid-America will have a perpetual license to use the work without compensation to the employee or student for such use.
  - f. If an employee is granted full or partial leave with pay (e.g., release time or educational leave), to write, develop, produce, or invent intellectual property, the employee and Mid-America will share in any financial gain, and the school's share will be negotiated prior to the time the leave is taken.