



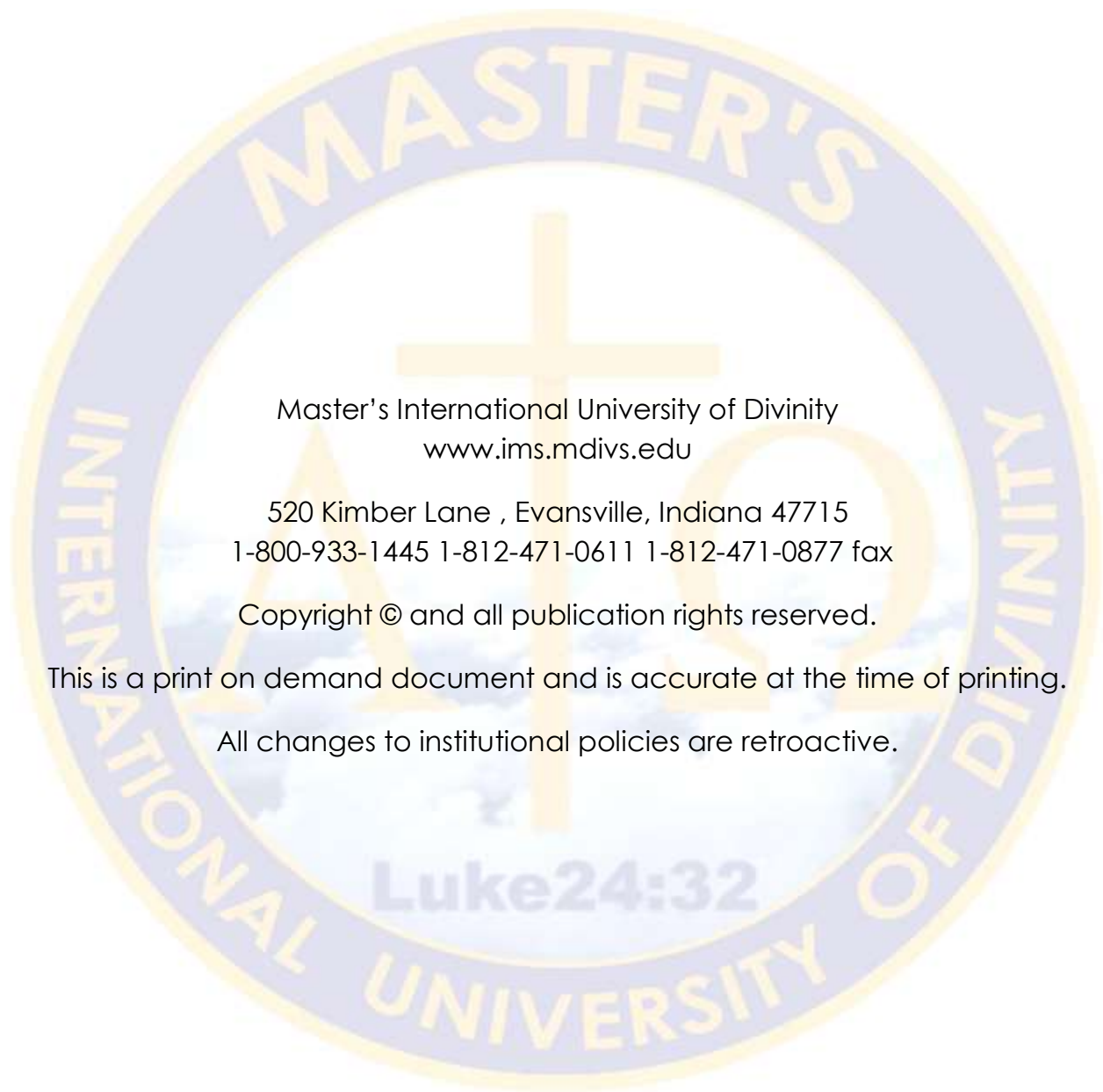
# MASTER'S International UNIVERSITY of Divinity

General Student Handbook

This document sets forth policy that pertains to individuals enrolled in a program of study.

**Issue XVIII Volume 1**

MASTER'S International  
UNIVERSITY of Divinity  
Student Handbook  
Issue XV111 Volume 1



Master's International University of Divinity  
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All changes to institutional policies are retroactive.

## INTRODUCTORY STATEMENT

Even though Master's International University of Divinity is a distance education institution, and as such, does not support a traditional resident campus, it is none-the-less a Christian ministry institution of higher learning. Therefore, enrolled students are expected to abide by acceptable standards of conduct. At the core of such standards is the demonstration of an evidence of a Christian life both in the workplace and outside the workplace. Master's International University of Divinity student behavior and lifestyles are expected to reflect the Biblical standards of morality, integrity, and effective Christian witness.

### MIUD MORAL POLICY

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

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

As Scripture clearly indicates (James 3:1), individuals privileged to obtain a higher level of learning ought to be held to the highest standard of conduct, faithfulness, and character.

We consider ourselves bound to interpret actions or decisions inconsistent with a commitment to a Christian lifestyle and Scriptural teaching, as a violation of the core values of MIUD. Because the morality of our students and graduates has everything to do with the integrity of our public message, acts of immorality are a serious blight on the good name of Christ and the Church for which He shed His own blood (Colossians 3:1-25).

## ACKNOWLEDGEMENT OF THE DOCTRINAL CREED

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

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

### Doctrinal Creed

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

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

1. The Divine inspiration of the Canonical Books of the Old and New Testaments as originally given, and preserved throughout the ages as the only infallible, inerrant and sufficient source of theology and doctrine;
2. The Triune Godhead existing in One Eternal, Transcendent, Omnipotent, personal God, manifested in three Persons: Father, Son, and Holy Spirit;

3. Special creation of the existing space-time universe, including all of its basic systems and organisms in the six literal days of the creation week;
4. The perfect, sinless humanity and absolute full deity of the Lord Jesus Christ, indissolubly united in one divine/human Person since His unique incarnation by miraculous virgin conception and birth;
5. The substitutionary and redemptive sacrifice of the Lord Jesus Christ for the sin of the world, through His literal physical death, burial, and bodily resurrection followed by His bodily ascension into Heaven;
6. Personal salvation from the eternal penalty of sin, provided exclusively by the grace of God on the basis of the atoning death and resurrection of the Lord Jesus Christ, to be received only through confession of, and individual faith in, His Person and redemptive work on the cross, to be followed by baptism and conversion from a life of sin to a life characterized by the empowering grace of the Holy Spirit, giving evidence in loving service and adherence to the principles and practices of the Christian Faith as set forth in the Holy Scriptures.
7. The future personal, bodily return of the Lord Jesus Christ to the earth to judge and establish His eternal kingdom and to consummate and fulfill all His purposes, the works of creation, and redemption, with eternal reward for believers and eternal punishment for the unsaved.

### **REGISTRATION AGREEMENT**

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

### **TRANSCRIPTS**

Students are responsible for ordering official transcripts to document transfer units, and degrees awarded within 90 days from the date of registration activation.

### **STUDENT EMAIL ADDRESS**

All students at MIUD are required to have an email address and to keep the University informed immediately if their address changes. Student

communications are not sent by postal mail. Therefore, an email address is the primary contact point between students and the University.

### **REGISTRATION PROGRESS**

Registration is the step immediately following Application. At the time of Registration, tuition and fees are payable using one of the Institution's approved payment plans. Registered students may then commence study, and are considered an official student at the Institution. The initial Registration period is between three to five years (depending upon the type of program).

Nearly all students are able to complete their program during this time (or sooner). However, students who have not completed the program at the end of the initial Registration period, may request up to two additional extensions of one year (12 months), at which time a nominal extension fee will be assessed.

In the event that a student has not completed the program at the end of the granted extension(s), a complete program evaluation will be required to determine the most suitable program completion plan based upon requirements current at that time. This policy assures students that unforeseen circumstances need not prevent them from graduating.

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

### **ACADEMIC LATE POLICY**

Student submitted courses may be held and not graded or a request for the next course may be withheld for the following reasons:

- The student is behind on meeting financial obligations.
- The student has not submitted required document (signed registration form and official transcripts from previous schools attended).

- The student's registration has expired.

## **ACADEMIC INTEGRITY POLICY**

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

### **Cheating/Plagiarism**

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

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

### **Reporting Procedures First Offense**

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

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

### **Second Offense**

The student will receive a "0" for that assignment and will need to re-submit the assignment with a full letter grade reduction as penalty. A notice of the academic offence will be submitted to the Vice President for of Student Affairs

with a copy of the incident report form and the plagiarized paper or relevant material put in the student's file.

### Third Offense

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

## **WITHDRAWAL AND REFUND POLICY**

**Withdrawal** - All withdrawal notices must be made in writing, and sent as postal letter, faxed letter or within the body of an email. The withdrawal date is confirmed upon receipt by the University. Send withdrawal notices to: MASTER'S, PO Box 5009, Evansville, Indiana, 47716-5009; by email to [masters@mdivs.edu](mailto:masters@mdivs.edu); by fax to (812) 471-0877. To telephone call (800) 933-145 or (812) 471-0611.

Students who are experiencing study or financial difficulties should first seek consultation before making a final decision. The University provides several special options.

### **Refund of the Application Fee/Enrollment Fee -**

These fees cover the cost of assessing the application, transcript analysis, interactions with the prospective student, and the presentation of an official program enrollment offer. They are not paid in advance, but paid after such services have been rendered, and are therefore not refundable.



**Refund of Tuition Payments** - Tuition is not paid in advance. The first tuition payment is made in the month following enrollment, and therefore after educational services to the student have begun.

These services include (but are not necessarily limited to) academic advising, program-level course study guides, personal online program guide, qualified faculty support, bookstore services, dedicated telephone and email communication services, administrative services, program consultation, grade and transcript recording keeping, secure data warehousing, secure international banking services for the payment of tuition and fees, official Web site services, regular information messages, and opportunities for external experiences and services.

Because the student is a consumer of educational services that the institution is continuously providing, the student's monthly tuition payments fund these services daily until such a time as the student either completes the program or officially withdraws according to the withdrawal policy. The institution is dedicated to providing ongoing service during the period of the student's enrollment. The institution's cost of providing educational services remains the same whether or not the student completes the program. It is the student's responsibility to take advantage of these services, and work toward program completion.

Therefore, since no tuition is actually paid in advance of services rendered, tuition is not refundable.

### **GRADING/GPA**

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

### **GRADUATION INFORMATION**

After all academic and financial requirements are validated by the office of the Registrar, the student will be graduated. Students have the option of graduating

off-campus. In which case, the degree is mailed to the graduate's preferred postal address. Students also have the option of attending the on-campus graduation exercises held annually. Graduation information is sent to all prospective graduates each year. Annual graduation exercises are extraordinary events, and students are encouraged to consider adding that unique component to their educational experience

### How to Apply for Graduation

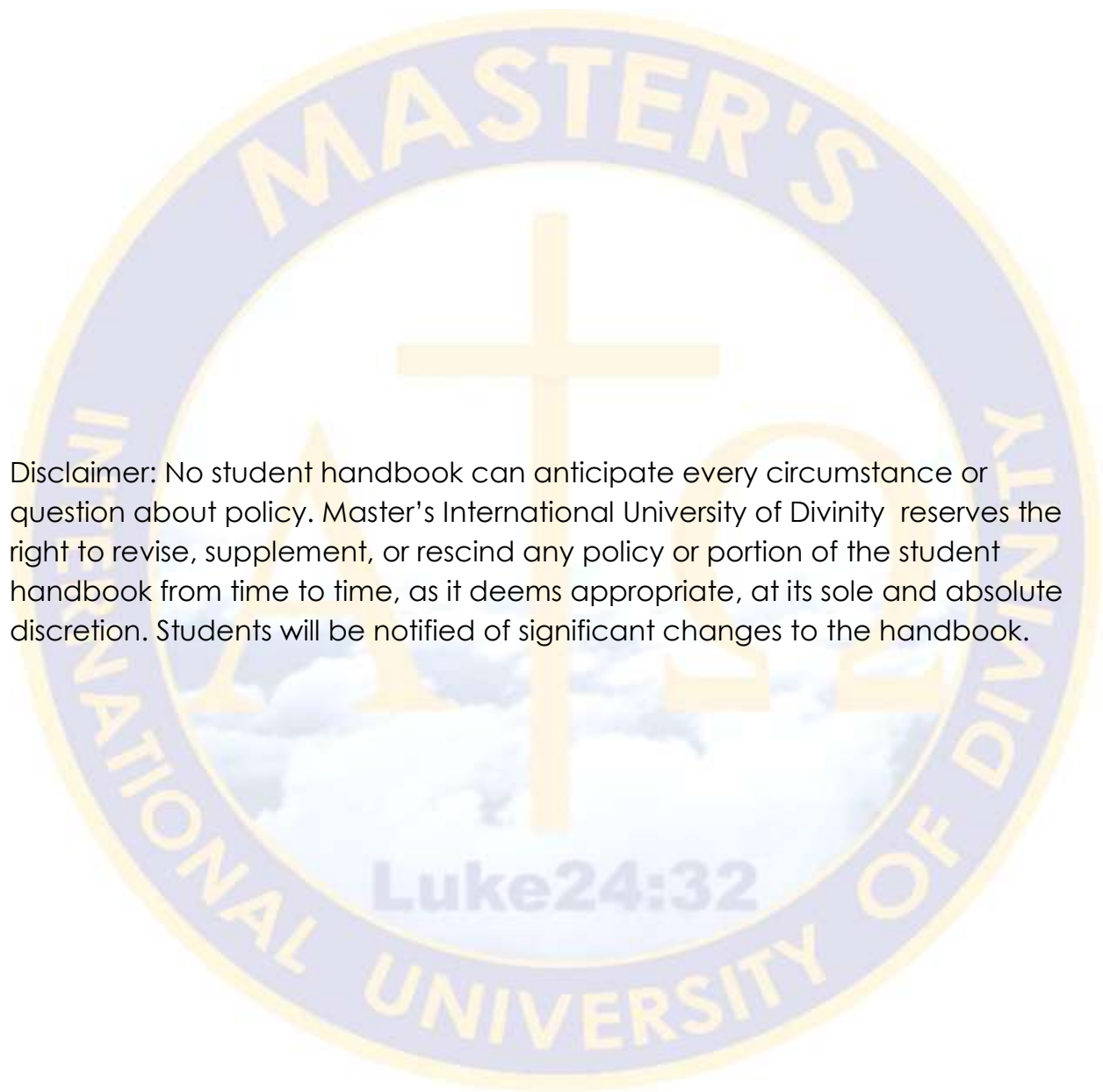
IMPORTANT...Even though we attempt to contact students once they have completed the final course in your program, it is the student's responsibility to petition for graduation. The general check-list is as follows:

1. All Financial Accounts Paid in Full.
2. All Courses Completed and Graded.
3. Official Transcripts and Other Required Documentation on File.
4. Select the Mode of Graduation.
5. Contact the Registrar for the Correct Graduation Request Form.
6. Submit the Correct Graduation Request Form Along With Any Appropriate Fees.

### **A FINAL WORD OF ENCOURAGEMENT**

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

*"Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved" (Acts 4:12).*



Disclaimer: No student handbook can anticipate every circumstance or question about policy. Master's International University of Divinity reserves the right to revise, supplement, or rescind any policy or portion of the student handbook from time to time, as it deems appropriate, at its sole and absolute discretion. Students will be notified of significant changes to the handbook.