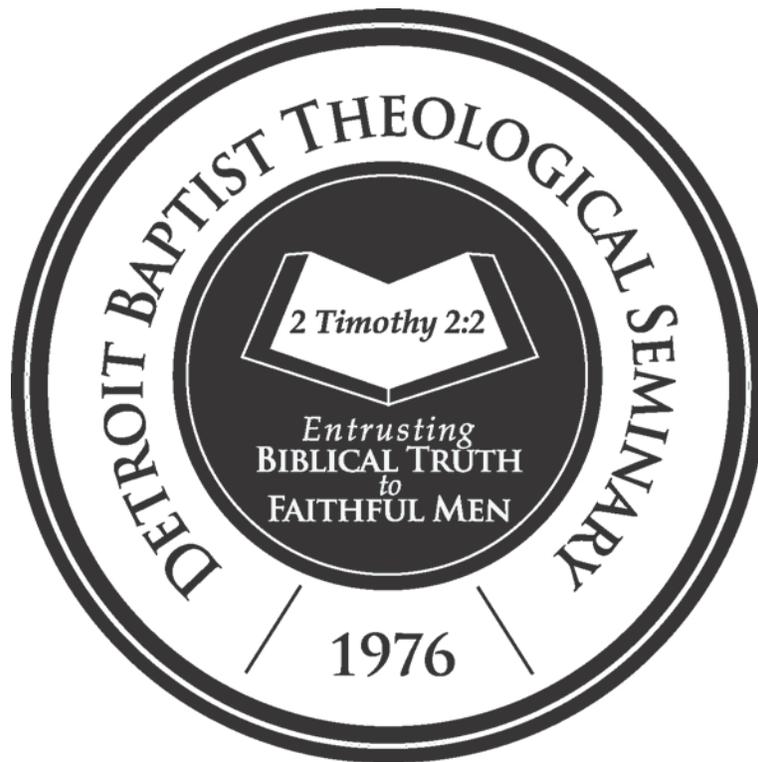


Student Handbook

2011-2012



Detroit Baptist Theological Seminary
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Allen Park, MI 48101
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Detroit Baptist Theological Seminary 2011-2012

DBTS Faculty and Staff

President, Professor	Dr. David Doran
Academic Dean, Professor	Dr. William Combs
Registrar, Professor	Dr. Robert McCabe
Asst. Prof., Asst. Librarian	Mr. John Aloisi
Instructor	Mr. Jared Compton
Professor	Dr. R. Bruce Compton
Associate Professor	Dr. Sam Dawson
Assistant Professor	Dr. Pearson Johnson
Assistant Prof., Librarian	Dr. Mark Snoeberger
Asst. to the President	Dr. Claude Wiggins
Assistant Registrar	Mr. David Smith
Assistant Librarian	Miss Andrea Miller
Administrative Assistant	Mr. Matthew Gass

DBTS Student Body Officers

President	Josh Scally
Vice-President	David Doran, Jr.
Secretary/Treasurer	Tim Aynes

Academic Calendar 2011-2012

Fall Semester 2010

August	22	Convocation Dinner 6:30 p.m.
	23	Registration and Orientation of New Students 8:00 a.m. – 12:00 p.m.
	25	Classes Begin 7:30 a.m.
September	13	Last Day to Register for Classes or Change Courses
	21	Fall Day of Prayer
October	18	Last Day to Withdraw or Switch to Audit
	20–21	Mid-America Conference on Preaching
November	1	Th.M. Thesis Prospectus Due
	18	Thanksgiving Recess Begins 12:00 p.m.
	28	Classes Resume 6:30 p.m.
December	9	Last Day of Classes
	12–16	Fall Semester Final Exams

Spring Semester 2011

January	4	First Two Chapters of Th.M. Thesis Due
	16	Classes Begin 6:30 p.m.
	31	Last Day to Register for Classes or Change Courses
February	17	Winter Recess Begins 12:00 p.m.
	27	Classes Resume 6:30 p.m.
March	13	Last Day to Withdraw or Switch to Audit
	14	William R. Rice Lecture Series
	30	Spring Recess Begins 12:00 p.m.
April	9	Classes Resume 6:30pm
May	1	Final Draft of Th.M. Thesis Due
	4	Last Day of Classes
	7–11	Spring Semester Final Exams
	10	Commencement 7:00pm

Summer School 2012

May 15–25	1st Session
May 29–June 8	2nd Session
June 12–22	3rd Session

ACADEMIC RESPONSIBILITIES

Registration

Each student is required to register for courses by the prescribed date specified in the registration packet. Failure to do so will result in a late registration fee of \$25 being added to his account. In addition to the late registration fee, any extra discount extended to the DBTS student through Inter-City Christian Bookstore for requested books from the "Textbook Checklist" for a specified semester will be limited to those who have submitted their registration packets by the announced deadline. If a student has a genuine conflict with the registration deadline, he should fill out a "Registration Extension" form. Rather than turning in the registration packet, he will submit the "Registration Extension" form to either the Registrar or the Administrative Assistant.

Class attendance is not permissible until official registration with the Registrar's Office is complete. Changes in registration (dropping or adding a course) must be made in accordance with the prescribed deadlines for this purpose. Withdrawal from a course without penalty is permissible up through the eighth week of the semester (see Academic Calendar, p. 2), but only after consultation with the professor of the course and the permission of the Registrar.

Changes in Registration

Course Addition

Class attendance is not permissible until official registration is complete. The forms for adding a course must be obtained from the Administrative Assistant. No further additions may be made after the last day to register for or change classes.

Course Withdrawal

Students who anticipate withdrawing from Detroit Baptist Theological Seminary must schedule an appointment with the Registrar prior to initiating withdrawal procedures. Withdrawal shall not be considered complete until a final settlement with the Registrar's Office and Business Office has been made. Students withdrawing from the school or reducing their academic load prior to eight weeks into the semester may receive a refund on a pro-rated basis. No refund will be given after eight weeks. Refunds will be granted as stated in the section in this Handbook listed under "Tuition Policy" (pp. 6–7) and in the Catalog under "Refund Policy". Any refund will be based upon the date of withdrawal as stated on the withdrawal form, obtained only from the Administrative Assistant. An "F" will be given for a course dropped without following the proper withdrawal procedures. Therefore, it is most important to withdraw properly from any course that cannot be completed with credit. Withdrawal up to and including the eighth week will be noted with a "W," after that it will be "F." No switch from credit to audit can be made after the eighth week of classes.

Student Records

Each student has in the Registrar's Office a permanent record recording the courses he has taken each semester and the grade achieved in each course. Photocopies are available to the student upon request. These are unofficial when issued to the student and will be so stamped. In addition, a list of the current semester's grades will be given to each student from the Registrar's Office.

Grading System

Detroit Baptist Theological Seminary upholds high standards in every area of the curriculum, and the grading standards are no different. The following is the grading scale to which we adhere:

A	(96–100)	= 4.00	C	(80–83)	= 2.00
A-	(94–95)	= 3.66	C-	(78–79)	= 1.66
B+	(92–93)	= 3.33	D+	(76–77)	= 1.33
B	(88–91)	= 3.00	D	(72–75)	= 1.00
B-	(86–87)	= 2.66	D-	(70–71)	= 0.66
C+	(84–85)	= 2.33	F	(69 & below)	= 0.00

Academic Honors

Honors are bestowed on the Master of Divinity level only. To qualify for academic honors the student must have completed the program within six consecutive years with a minimum of sixty semester hours in residence at the Detroit Baptist Theological Seminary. The academic honors are as follows:

Cum Laude	3.50 minimum grade point average
Magna Cum Laude	3.65 minimum grade point average
Summa Cum Laude	3.80 minimum grade point average

Academic Probation

If a student's cumulative grade point average falls below 2.0 (3.0 in Master of Theology program) at the conclusion of a semester, he will be placed on academic probation for the next semester. The student will be given counseling in an attempt to aid him in raising his grade point average. This consists of lightening his academic load, if advisable; in developing better self-discipline; in practicing more effective study habits; in exercising stronger motivation; and in solving any personal difficulties that may be contributing to his underachievement. No student on academic probation will be allowed to hold an office in the Student Body Association until his probationary status is removed.

If, after two consecutive semesters of academic probation, the student's cumulative grade point average is still below 2.0 (3.0 in Master of Theology program), he will be placed on academic suspension and will not be allowed to take classes for one semester. The Veterans Administration will be informed if a student receiving VA benefits is placed on academic suspension. Such a student cannot be certified for VA benefits.

If, at the end of the suspension period, the student desires to reenter, he must make a formal request to the Admissions Committee through the Registrar's Office, particularly stating why he wishes to reenter and specifically how he plans to avoid his former difficulties that resulted in his academic suspension. The Academic Dean, Registrar, or other appointed faculty member may counsel with the student prior to his acceptance. The Admissions Committee votes upon his petition, and, if approved, he may reenter on probation. The student must raise his cumulative grade point average to 2.0 (3.0 in Master of Theology program) or above within two semesters of his readmission or he will be permanently suspended.

Class Periods

Class periods are approximately two hours long. Under the block system of scheduling used by the Seminary, two-hour courses meet once a week for two hours back-to-back for fifteen weeks. Four-hour courses meet twice a week in two-hour blocks.

Class Attendance

Absenteeism from Class

A student is allowed one week of unexcused absences and up to three weeks of excused absences. The maximum number of absences is four weeks for a class. Anyone who is absent from class beyond this will receive an "F" for that course, except by vote of the faculty in extenuating circumstances.

When a student has gone beyond his one week of permissible unexcused absences for a given course, his final grade will be penalized 2% for each class period he has gone beyond this limit and extending until he has missed four full weeks of class. After this, he will receive an "F" for the course.

An excused absence is one where the student's absence is beyond his control. In order to have his absence excused, the student is required to fill out an absence slip, which should include a written explanation for his absence, and to submit it to the course instructor. However, if the student knows his absence is unexcused, there is no need to fill out an absence slip. Based upon the student's written explanation, the instructor will then determine whether or not the absence should be excused.

Tardiness to Class

Three tardies will be counted as one absence. Tardiness beyond fifteen minutes is counted as an absence.

Chapel Attendance

Absenteeism from Chapel

Absences: Every student is required to attend chapel whenever he has a class immediately before or immediately after chapel, or whenever he is in the Seminary building during chapel. He will indicate his presence on the attendance sheet posted in the chapel room. The student is allowed to miss chapel only on days when he has no regular classes. Generally, excuses for required chapel attendance are governed by the same criteria as excuses from required classes. Nevertheless, the student must submit to the Student Life Director a written excuse for each chapel absence.

Notification of Absences: Unexcused chapel absences will become a part of the student's permanent record. Careless attendance at chapel may bring dismissal from the Seminary.

Tardiness to Chapel

Three tardies will be counted as one absence. When a student is tardy and wishes to be excused for it, he should notify the Student Life Director in writing.

Convocation Dinner & Commencement

Attendance is required at the Convocation Dinner in August. Attendance is also required at Commencement in May. A graduating student must attend Commencement to receive his diploma. No one is graduated in absentia. Students unable to attend either event must submit a written excuse to the Student Life Director.

Late Exams, Projects, and Term Papers

All major examinations (not quizzes), projects, and term papers that have been scheduled in advance must be completed at the time scheduled by the instructor. When a student does not complete the work at the appointed time, two options are open to the professor. First, if the student has an unexcused absence, the professor will penalize the student 10% for that assignment. Second, if the student's absence when accompanied by a written explanation is excused by the professor, there will be no penalty for this late assignment. In either case, the student must then make up this assignment according to the prescribed guidelines set forth by the professor.

Incomplete work for which an extension has been given beyond the end of the semester will result in a grade of "I" being given for the course until the work is completed. All incomplete work must be completed within one month after the last day of final examinations or a grade of "F" will be entered for the course.

PERSONAL RESPONSIBILITIES

Tuition Policy

Fees for application, late registration, library, student activities, etc., are due and payable with the first tuition payment.

Tuition for the semester is due in full the first day of classes for the semester. However, if a student is unable to meet this requirement due to financial inability, he may elect to pay the semester's tuition in five equal monthly installments, the first (1/5) of which is due the first day of classes. Subsequent payments of one-fifth of the total semester's tuition each will be due by the first of each following month. If payment is not made by the end of the grace period each month, a 1% per month charge will be assessed on the overdue amount. Students are personally responsible for making each payment and will not receive a statement, though they will receive a receipt, from the Business Office unless there is an overdue amount or credit balance.

A \$20.00 charge will be added to the student's account whenever a check is returned for insufficient funds.

A schedule of payments for each semester follows:

FALL SEMESTER		SPRING SEMESTER	
Payment	Payment Due Date	Payment	Payment Due Date
#1	First Day of Classes	#1	First Day of Classes
#2	September 1	#2	February 1
#3	October 1	#3	March 1
#4	November 1	#4	April 1
#5	December 1	#5	May 1

Students are expected to take final exams on time, but until all bills for the semester are paid, the exams cannot be returned, and credit cannot be given and recorded for the course. Continuation in class during the following semester is contingent upon payment in full of the previous semester's financial obligation. Any questions should be referred to the Student Life Director.

Students who are consistently delinquent with financial obligations to the Seminary are subject to counseling and may be dismissed or required to lower their course load.

If a student drops a course, he will receive a refund as stated in the Catalog:

After First Day of Classes	Refund
Second Week	80%
3–4 Weeks	60%
5–6 Weeks	40%
7–8 Weeks	20%
Beyond 8 Weeks	None

The total installment payment will remain the same after a course has been dropped. The amount of credit from a dropped course will be deducted from the payment due the following month.

NOTE: In the event of payment of VA benefits, all the above regulations are subject to the rules distributed by the Veterans Administration.

Summer School Tuition

Tuition for a Summer School course is due and payable on the FIRST DAY of classes for that course. Thereafter a 1% per month charge will be assessed on the overdue amount.

Re-enrollment with Unpaid Balances

A student with an unpaid balance on his account is not permitted to re-enroll for the following semester unless an acceptable repayment schedule is in effect. In order for a repayment plan to be valid, this plan must be reviewed by the Student Life Director and approved by the President or his designated surrogate. However, the establishment of a repayment schedule does not remove the 1% per month late payment fee on a student's monthly account balance. In cases of genuine hardship, along with appropriate communication of this to the Student Life Director, the repayment plan will be reasonably implemented.

Veterans Benefits

For all students receiving VA benefits, the following refund policy applies: If a student fails to enter or withdraws, or is discontinued there from at any time prior to completion, the refund of advanced payments will be an approximate pro-rata portion of the charges for tuition, registration fee less \$10.00, and other charges that the length of the completed portion of the course bears to its total length.

Payment of Class Textbooks through the Bookstore

When a student orders books for himself from the "Textbook Checklist" for a specified semester, Inter-City Christian Bookstore passes along to the Seminary student a discounted price off a book's retail price (the discount is proportional to whatever discount the publisher

gives to the bookstore plus shipping). Inter-City's gracious policy provides a good way to build a student's library. In keeping with Inter-City's provisions, Seminary students must pick up and purchase their books from the bookstore in a timely fashion. Textbooks not purchased by the announced deadline for each semester (October 1, March 1, July 1) will be delivered to the Seminary and the balance due will be added to the student's account. A 1% per month late payment fee will be applied to the student's account until the balance is fully paid. Any extra discount provided for students at the bookstore for text orders will be limited to those who have submitted their registration packets by the prescribed deadline. Questions should be directed to the Student Life Director.

Practical Christian Service

It is the firm conviction of Detroit Baptist Theological Seminary that a good minister of the Word of God needs not only academic and spiritual preparation, but additionally needs practical experience in implementing the skills and knowledge that he is learning in the classroom. In keeping with this conviction, students training at the Seminary are expected to be actively involved each week in the ministry of their local church—one that is in agreement with the Seminary Creed. Each student is also required to submit a Christian Service Report on a monthly basis. Report forms will be placed in student mailboxes. Completed forms will be reviewed by the Student Life Director and retained in the Seminary office for possible use with references for churches, mission boards, etc. Satisfactory practical work must be accomplished in order to graduate from the Seminary.

Standards of Conduct

Because of the biblical demands of discipleship and the great responsibility of example that is placed on Christian leaders, it is expected that students at Detroit Baptist Theological Seminary will maintain the highest of standards in personal conduct. We believe that those who aspire to the ministry of the Word must seek to live above reproach (1 Tim 3:1) and should "cleanse [themselves] from all defilement of flesh and spirit, perfecting holiness in the fear of God" (2 Cor 7:1). The Seminary expects that students will carefully follow Paul's admonition to Timothy, "Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe" (1 Tim 4:12). Seminary students should maintain a personal testimony that evidences maturing spiritual discernment (Heb 5:14) and concern for the consciences and spiritual well being of other believers (Rom 14:19–21). In keeping with these biblical values, the Seminary requires students to maintain the following standards of conduct:

- Each student is expected to be a faithful, committed member of a local church.
- Seminary standards for dress and appearance should be carefully honored.
- Students must abstain from sexual immorality, consumption of alcoholic beverages, and the use of illegal drugs and tobacco.
- Students should maintain very high standards and exercise godly discipline with regards to their reading, viewing, and listening habits.
- Students must avoid all forms of dishonesty, including lying, plagiarism, and cheating on exams and assignments.
- All financial obligations should be met in a timely manner.
- The family relationships and responsibilities of students should be cared for diligently, and the biblical teaching regarding marriage and family should be carefully obeyed.

Detroit Baptist Theological Seminary reserves the right to discipline or dismiss any student who does not abide by these standards of conduct.

Dress and Appearance

In keeping with its mission to prepare men for NT ministry, the Seminary has established standards of dress and appearance based on the following principles: (1) leadership example—a pastor is to set a high standard that honors the dignity and importance of his ministry; (2) propriety—we should meet and exceed the prevailing customs of the secular and church culture; and (3) testimony—we want the atmosphere and appearance of the Seminary to reinforce our commitment to the seriousness of ministry preparation and the excellence with which we should serve the Lord. While styles are continually changing, student dress and appearance should reflect the character of the Seminary's commitment to biblical, separatist fundamentalism. Specifically, during class and chapel times, male students are required to wear dress socks and shoes, dress slacks, and a collared shirt. Hairstyles should be conservative, short, and neatly groomed. Beards and mustaches are permitted if kept short and neatly trimmed. Female students should dress modestly with skirts or dresses coming at least to the knee, or business casual slacks.

Officers of the Student Body and Seminary Wives

All candidates for officers of the Student Body must be approved by the Administration and cannot have been divorced or married to a divorced spouse.

ADDITIONAL RESPONSIBILITIES

Student Advisors

One of the advantages of a small school is the ready availability of all members of the faculty to each student and the personal interest that each faculty member can sustain in relation to each student under his ministry. Even in the busy schedule of academic activities, there is opportunity for prayer, counsel, and fellowship among faculty and students. Beyond this, however, some matters require official attention: matters of specific academic concern should be referred to the Academic Dean; registration problems, transcripts, grades, etc., should be referred to the Registrar. Christian service questions should be taken to the Student Life Director.

Building Care

God in His good providence has given the Seminary a spacious and well-appointed facility. It is important that proper care be taken of the premises as good stewards of what the Lord has granted us. Therefore, the student is asked not to lean on the walls, or to prop his feet up on desks or other furniture, or to bump briefcases on the walls and furniture or put them on top of the library checkout desk, etc. Thoughtful common sense will preserve our building from unnecessary deterioration.

Winter Weather

It is very rare for the Seminary to cancel classes due to weather issues. However, in the event of extreme winter weather, an official cancellation notice will be posted on the radio, television and website venues shown below, normally by 6:00 a.m. All three websites now allow you to register for automated alerts delivered by email and/or text message. Closing announcements may also appear on other media outlets, but these are the primary ones contacted. As a courtesy, an effort will also be made to update the Seminary's automated phone message as early as possible. That number is (313) 381-0111, ext. 400. If classes have not been cancelled and the weather conditions are severe where the student lives, he should use his own discretion as to the advisability of traveling. In this situation, he should inform each of his professors concerning this in order to have the absence excused.

WWJ 950 News Radio	http://www.wwj.com (school closings)
Fox 2 WJBK TV	http://www.myfoxdetroit.com (weather/closings)
Detroit Free Press	http://www.freep.com (First School Closings)

Student Use of Photocopier

The copier for student use is located in the library. A copier code is required; instructions may be found in the Library Handbook. Students are charged five cents (\$.05) per page. Records of copier usage are maintained by the copier and then added to the student's monthly bill. The library staff is available to support students with copier access and operation issues. Please see the Administrative Assistant if you have questions regarding the copier billing.

Wireless Internet Access

The Seminary is fortunate to have free wireless access in our building for use by students, faculty, and staff. Generally, this access should not be used in the classroom. In particular, students are not allowed to use their computers or other wireless devices to check their email or access the Internet during Seminary classes unless specifically authorized by the professor.