

# Moody Theological Seminary

## Student Handbook 2019-2020

Moody Bible Institute

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## Welcome to Moody Theological Seminary

We are pleased that you have been led to study with us at Moody Theological Seminary (MTS). We are committed to the preparation of ministry practitioners for leadership and influence in the body of Christ worldwide. This is achieved through rigorous academic programs that prepare our students with knowledge, relational skills, and practical skills to effectively minister the gospel to a needy world.

We look forward to the opportunity of serving you during your time as a student at MTS. It is our prayer that you will be enhanced in your knowledge and ministry skills during your time with us. However, our ultimate goal for your MTS experience is that you develop a deeper walk with Christ.

Welcome to the Moody community!

## Mission of Moody Bible Institute

As a higher education and media ministry, Moody exists to equip people with the truth of God's Word to be maturing followers of Christ who are making disciples around the world.

## Core Values

The Authority of the Word of God  
The Centrality of the Church  
The Worth and Dignity of the Individual  
The Priority of Servanthood  
The Practice of Integrity  
The Responsibility of Stewardship  
The Call of Evangelism

## Mission Statement of MTS

The mission of Moody Theological Seminary and Graduate School is to train Bible interpreters who will apply and incarnate biblical truth and minister and communicate that truth to others. Our distinctive is that we emphasize academics and relationships as foundational for achieving excellence as we focus on equipping learners to become expert, cross-cultural ministers as pastors, missionaries, and Christian workers in cities, suburbs, and rural settings anywhere in the world.

## Seminary Student Responsibility

The *MTS Student Handbook* has been compiled to aid you in your time as a student. The Seminary Student Handbook supplements the *MTS Catalog* with additional information concerning student policies, community life, campus services and other information of value to the MTS student. It is intended to be a practical guidebook and will hopefully answer most of the questions that arise. For program and course information, please consult the *MTS Catalog*. The Student Handbook is an official document of Moody Theological Seminary that is essential and binding on all students. It contains information that governs the life of the MTS family. Each student is responsible for the information contained in the Student Handbook. As an MTS student you agree to read and to abide by the policies of the Moody Theological Seminary contained in the *Student Handbook* and *Moody Theological Seminary Catalog*.



## Moody Theological Seminary Leadership

The leadership of the Moody Theological Seminary is committed to the enhancement of your academic knowledge regarding the Scriptures, acquiring the competencies of professional ministry and the transformation of your life as a believer in Christ.

### President of Moody Bible Institute

Mark Jobe, DTL

### Interim Provost and Dean of Education

John Jelinek, Th.D.

### Associate Academic Dean, Moody Theological Seminary Michigan Campus

John Restum, Psy.D.

## Seminary Faculty and Staff

### CHICAGO

**Winfred Neely, D.Min.**, Interim BA/MA Program Head

[winfred.neely@moody.edu](mailto:winfred.neely@moody.edu)

312-329-4042

**Gerald Peterman, Ph.D.**

[gerald.peterman@moody.edu](mailto:gerald.peterman@moody.edu)

312-329-4050

**Bradley Baurain, Ph.D.**

[bradley.baurain@moody.edu](mailto:bradley.baurain@moody.edu)

312-329-8071

**Ryan Cook, Ph.D.**

[ryan.cook@moody.edu](mailto:ryan.cook@moody.edu)

312-329-8071

**Deborah Gorton, Ph.D.**

[deborah.gorton@moody.edu](mailto:deborah.gorton@moody.edu)

312-329-8030

**Valencia Wiggins, Ph.D.**

[valencia.wiggins@moody.edu](mailto:valencia.wiggins@moody.edu)

312-329-2862

**Sajan Mathews, Ph.D.**

[sajan.mathews@moody.edu](mailto:sajan.mathews@moody.edu)

312-329-4442

**Andy Pfleiderer, Ph.D.**

[andy.pfleiderer@moody.edu](mailto:andy.pfleiderer@moody.edu)

312-329-4443

**Bill Thrasher, Th.D.**

[bill.thrasher@moody.edu](mailto:bill.thrasher@moody.edu)

312-329-8059

**John Trent, Ph.D.**

[john.trent@moody.edu](mailto:john.trent@moody.edu)

312-329-8019

**David Woodall, Ph.D.**

[david.woodall@moody.edu](mailto:david.woodall@moody.edu)

312-329-8032

**Michele Schwaninger, MA**, SFD Faculty Liaison for Spiritual Formation

[michele.schwaninger@moody.edu](mailto:michele.schwaninger@moody.edu)

312-329-8032

### MICHIGAN

**Gene Mayhew, Th.D.**

[gene.mayhew@moody.edu](mailto:gene.mayhew@moody.edu)

734-207-9581

**Eric Moore, D.Min.**

[eric.moore@moody.edu](mailto:eric.moore@moody.edu)

734-207-9581

**John Restum, Psy.D.**

[john.restum@moody.edu](mailto:john.restum@moody.edu)

734-207-9581

**J. Brian Tucker, Ph.D.**

[brian.tucker@moody.edu](mailto:brian.tucker@moody.edu)

734-207-9581

**Paul Wilson, D.Min.**

[paul.wilson@moody.edu](mailto:paul.wilson@moody.edu)

734-207-9581

**James Wood, Ph.D.**

[james.wood@moody.edu](mailto:james.wood@moody.edu)

734-207-9581

### STUDENT SERVICES STAFF

**Timothy E. Arens, Ed.D.**, VP & Dean of Student Life

[timothy.arens@moody.edu](mailto:timothy.arens@moody.edu)

312-329-4191

**Rachel Puente, M.Ed.**, Associate Dean of Students

[rachel.puente@moody.edu](mailto:rachel.puente@moody.edu)

312-329-4106

**Steve Brasel, M.A., L.C.P.C.**, Associate Dean for Counseling Services

[steve.brasel@moody.edu](mailto:steve.brasel@moody.edu)

312-329-4194

**Gayla Gates, M.A., L.C.P.C.**, Assistant Dean for Student Resource Center

[ggates@moody.edu](mailto:ggates@moody.edu)

312-329-2177

**Ann Meyer, R.N., B.C.** Administrator of Health Service

[ann.meyer@moody.edu](mailto:ann.meyer@moody.edu)

312-329-4417

**Bruce Norquist, Ph.D.**, Associate Dean for Residence Life

[bruce.norquist@moody.edu](mailto:bruce.norquist@moody.edu)

312-329-4192

**Sam Roller**, Assistant Dean of Housing

[samuel.roller@moody.edu](mailto:samuel.roller@moody.edu)

312-329-4189

**Sarah Koch, M.A.**, Assistant Dean of Residential Services

[sarah.koch@moody.edu](mailto:sarah.koch@moody.edu)

312-329-4205

**Patrick Friedline, M.Div.**, Associate Dean for Career Services

[patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu)

312-329-4414

**Joe M. Gonzales Jr., M.Ed.**, Associate Dean for Student Programs

[joe.gonzales@moody.edu](mailto:joe.gonzales@moody.edu)

312-329-4202

**Edward Jones, M.Div.**, Assistant Dean for Multicultural Students

[edward.jones@moody.edu](mailto:edward.jones@moody.edu)

312-329-4354

**Brenda Cuellar, M.A.**, Assistant Dean of International Students

[brenda.cuellar@moody.edu](mailto:brenda.cuellar@moody.edu)

312-329-4199

**Tammy Easter**, Associate Director of Financial Aid

[tammy.easter@moody.edu](mailto:tammy.easter@moody.edu)

312-329-4107

**Samuel Slennett**, Department Manager of Student Accounts

[studentaccountsmanager@moody.edu](mailto:studentaccountsmanager@moody.edu)

312-329-2069

## Financial Information

Good financial planning is important as the seminarian prepares for ministry. Prompt payment is the obligation of the student. Each student can estimate yearly costs by consulting the financial information listed in the current catalog or by contacting the Student Accounts Office. All payments must be made in U.S. dollars. MTS renders all services in good faith and assumes the student's commitment concerning financial responsibilities. This is normally accomplished through: (1) savings or loans, (2) grants and gifts, (3) assistance from churches and individuals, and (4) wise stewardship.

### Student Bills

All students are expected to become familiar with the financial obligations they will incur while attending MTS. Financial information is given in detail in the MTS Academic Catalog. Students may access current billing information through their student portal at my.moody.edu. Student billing statements are emailed/mailed upon request. Failure to receive an account statement does not relieve a student of the responsibility of paying his/her student bill on time.

### Payment Policies

Moody Theological Seminary and Graduate School students are required to pay their bills, in full, by the first day of classes each semester or to enroll in the Seminary Payment Plan. The fee for late payments is \$25.00. The fee for returned payments is \$30.00.

### Methods of Payment

Credit or Debit Card\* or Automatic withdrawal from your bank account can be made online through my.moody.edu > Student Center > Finances > Nelnet > Finances/ Payments Plans/ Refunds. Follow the link to create an account on the Nelnet Campus Commerce website.

Credit or debit card\* payments by phone may be made by calling 312-329-4223.

\*Payments made by credit or debit card will incur a 2.7% Service Fee

### Payment Plan Enrollment

There is a \$60.00 enrollment fee per semester to join the plan. This fee is **nonrefundable** and due at the time of enrollment.

A down payment is required based on a percentage of the current semester balance and the number of payments selected.

A payment schedule\* with payment plan agreement details will be emailed to students after enrollment.

**\*Monthly installment amounts are subject to change based on financial aid adjustments, changes to enrollment and any fees added during the semester.**

For additional information about the Moody Payment Plan, please log in to your my.moody.edu student portal (current students), click on the Students tab > Student Center>Finances>/Payment Plans/Refunds or email gradpaymentplan@moody.edu or call (312) 329-4223.

### Check or Money Order

Tuition and fee payments by check or money order (a student name and ID should be included with a check payment)\* may be sent to:

Moody Bible Institute  
Attn: Student Accounts  
820 N. LaSalle Blvd.  
Chicago, IL 60610

\*Please include student name and ID number on all checks. Allow 2-3 weeks for mail delivery.

A fee of \$30.00 will be charged to your bill for returned payments.

### Outside Aid and Your Payments

Students must communicate Moody's payment deadlines to any scholarship or sponsoring organization to ensure that the amount is received before the respective due date(s). If the scholarship funds are not received by the due date, students must make payment in full at that time. Adjustments to the student's bill will be made when the actual payment is received. Exceptions to this will only be made if the scholarship organization requires certification after sessions begin **and** they provide an award letter on their letterhead stating the amount of the scholarship award. Outside scholarships do not replace regularly scheduled payment plan installments. They can lower the student's overall monthly payment plan amount.

## Refund Policy

### Tuition, Room, Board, and Fee Refund Schedule

When a student receives a financial credit (fee waiver, change of housing, dropping courses, etc.), the adjustments are credited to the student's account according to the refund schedule. This credit will be applied toward remaining charges on the student's account. All credit balances will be refunded.

NOTE: Cost to send/receive will be charge, deducted, or be the student's responsibility.

Dropping courses may have financial penalties (see below) and academic penalties (see Academic Policies). Students

who drop courses before the start date will receive full credit on their accounts for all payments made (if applicable) toward room, board, tuition, and fees.

Refunds will be issued based on the date a course is dropped, according to the schedule below from the first date of the session, which may be earlier than the first meeting day of the course (dates are subject to change). The session for on-campus courses begins the Monday of the week when a course first meets; the session for modular courses begins the first day of any pre-course work. Courses may vary in length and follow a different refund schedule. Please contact [studentbookkeeping@moody.edu](mailto:studentbookkeeping@moody.edu) for specific dates and information regarding Refund Policies.

Length of Course	100% Refund	75% Refund	50% Refund	No Refund
16/15 Weeks	Day 1-7	Day 8-14	Day 15-21	Day 22+
10 Weeks	Day 1-5	Day 6-9	Day 10-14	Day 15+
8 Weeks	Day 1-4	Day 5-7	Day 8-11	Day 12+
3 Weeks	Day 1-2	Day 3	Day 4	Day 5+
2 Weeks	Day 1	Day 2	Day 3	Day 4+

## Tuition Appeals

When you register for a course at Moody Bible Institute, you are responsible for the costs associated with registering for the course. If circumstances beyond your control cause you to stop attending your classes or drop a course after the normal refund period, you may appeal for an exception to the Moody Bible Institute refund policy. Such circumstances may include but are not limited to the following:

- Death in the immediate family
- Serious medical condition
- Military deployment
- Natural disaster, calamity

The following examples do not qualify as extenuating circumstances; therefore, they do not relieve you of your financial responsibilities. Please do not submit an appeal form if the following circumstances apply:

- You exercised poor judgment and/or poor time management skills.
- You lacked knowledge of Moody’s policies and procedures regarding course drops and refunds.
- You were not aware of or you failed to utilize Moody’s available resources.

## Important Notes

Appeals must be made within four months from the final date of the course. Any appeal submitted after this time period will not be considered. If you received Financial Aid for the

term identified in this appeal, be aware that submission of a tuition appeal could impact your Financial Aid and result in money owed. It is recommended that you discuss these implications with the Financial Aid office **before** submitting an appeal.

## Tuition Appeal Process:

1. You must officially drop the course(s) before submitting an appeal (see Course Drops).
2. Complete each step of the online Student Appeal Form located under the Student tab at [my.moody.edu](http://my.moody.edu).
3. Attach required supporting documentation to the appeals form and/or submit to [appeals@moody.edu](mailto:appeals@moody.edu). Appeals submitted without supporting documentation will **not** be reviewed by the committee. The appeals coordinator may request additional information from the student.
4. Completed appeals are sent to the Tuition Appeals Committee to review and make a final decision.
5. The student will be notified by email when a final decision is made.
6. If the appeal is approved, Student Accounts and/or Financial Aid will adjust tuition and fees accordingly. Any outstanding balance will be addressed **first**. If there is a remainder after the balance is waived, this will be given to the student in the form of a tuition voucher towards future classes.
7. At the time of re-enrollment, the student will email [appeals@moody.edu](mailto:appeals@moody.edu) and request to have the voucher applied towards their tuition.

## Room And Board

Students staying in Jenkins Hall over the summer break are charged an additional fee for this service.

## Check Cashing

Teller Services is located on the fourth (4) floor of Crowell Hall and is open M-F 9:00 a.m.– noon. At Teller Services students may cash personal checks up to \$50 provided student’s financial obligations to the Institute are in satisfactory condition. A personal check is a check a student writes to himself/herself drawn on the student’s personal checking account. Checks for cash should be made payable to “cash.” Moody student payroll checks may be cashed at the teller window.

## MTS Logos Information

All MTS students are required to obtain The Logos Bible Software. We recommend the Moody Logos Library (MLL). Students should purchase the software directly from Faithlife. For further questions, please email [logos@moody.edu](mailto:logos@moody.edu).

## Financial Aid

### Direct Loans for Graduate Students

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under

this program, the Department of Education is your loan holder rather than a bank or other financial institution. There are two types of Direct Loans that graduate and professional degree students may receive:

- Direct Unsubsidized Loans – Eligible students may borrow up to \$20,500 per school year. Graduate and professional students enrolled in certain health professional programs may receive additional Direct Unsubsidized Loan amounts each academic year. Contact your school's financial aid office for details.
- Direct Grad PLUS Loans – Eligible graduate and professional degree students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a Grad PLUS loan. A credit check will be performed during the application process.

## Scholarships

Moody has two scholarship programs. The Timothy scholarship is a matching program between you, your church and Moody Theological Seminary. The second scholarship program is awarded based on need and merit, and only one scholarship program will be applied at a time. To help with costs, Moody Theological Seminary also participates in the Federal Loan program. To be considered for need and merit scholarships and loans, students need to complete the FAFSA at [fafsa.ed.gov](http://fafsa.ed.gov).

A comprehensive explanation of MTS's Financial Aid Program can be found on our website. For information about federal aid, visit <https://www.moody.edu/moody-theological-seminary-chicago/financial-aid/>. For our scholarship information, visit <https://www.moody.edu/moody-theological-seminary-chicago/scholarships/>.

## Veterans Benefit Policy

Students eligible for Veteran's benefits may be certified by the VA certifying official in the Financial Aid Office which is located on Culbertson 2. If VA Benefits have been used in previous semesters, Moody's Financial Aid office will send an email to confirm that the student would like to use their benefits for the upcoming semester. A response to this email is required in order for the VA Benefits to be processed. The VA certifying official will report to the VA the number of credit hours for which the student is enrolled. However, if the student adds or drops a course after the start of the semester, they must notify the VA certifying official to ensure the correct information is submitted to the VA.

If you are using your benefits at Moody for the first time, please notify the VA certifying official at [financialaid@moody.edu](mailto:financialaid@moody.edu), that you will be using your benefits. For more information regarding VA benefits, please visit our website <http://www.moody.edu/federal-financial-aid/veterans-benefits/>.

## Academic Information

### The Family Educational Rights and Privacy Act Of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) sets forth requirements which govern the access to and release of educational records and the right of students to inspect and review their records. FERPA allows institutions to release information from a student's record without the written consent of the student to school officials who have "legitimate educational interest" and who need access to the information to fulfill their professional responsibility. A school official is a person employed by the Institute in an administrative, supervisory, academic, research, or support staff position, including law enforcement unit personnel and health staff.

In accordance with the regulations of FERPA, Moody has adopted the following policy:

Students have four primary rights under FERPA: (1) the right to inspect and review the student's education records; (2) the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA; (3) the right to provide written consent before the Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Moody Bible Institute to comply with the requirements of FERPA.

### Directory Information

Unless students have requested that their directory information be listed as confidential through the Office of Academic Records or by the students themselves in their [my.moody.edu](http://my.moody.edu) student portal, information designated as "Directory Information" may be disclosed without the consent or knowledge of the student. Directory information at Moody includes the following information:

- Student's name
- Date of birth
- Marital status
- Photo
- Any audio and/or visual recording, including, without limitation, video, film, audio recording, or digital image
- Job history and/or other information posted to an MBI job board
- Addresses
- Telephone information
- Email addresses
- Dates of attendance
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Enrollment status
- Classification
- Academic program
- Degree(s) and certificate(s) earned
- Honor(s) and award(s) received
- Graduation date

Students who wish to release confidential academic or financial information to a parent, guardian, or other interested individual must complete a FERPA disclosure form which can be obtained from the Office of Academic Records, in addition to being located in the [my.moody.edu](http://my.moody.edu) student portal. All forms must be authorized by the student and returned to the Office of Academic Records. Completed forms will last for the duration of the student’s enrollment at Moody unless the Office of Academic Records is otherwise notified by the student.

A copy of The Family Educational Rights and Privacy Act (FERPA), in addition to questions concerning additional student’s rights, can be obtained from the Office of Academic Records ([academicrecords@moody.edu](mailto:academicrecords@moody.edu) or (312) 329-4469).

### Registration

Students are responsible for course registration through their [my.moody.edu](http://my.moody.edu) student portal. Holds on students’ accounts may prohibit them from enrolling in courses until the holds have been lifted. It is recommended that students follow the program plan, which is the suggested sequence of courses to fulfill their academic requirements.

### Open Enrollment

Open enrollment occurs in the following sequence (see Academic Calendar for specific dates):

Semester	Open Enrollment
Fall	Registration begins in April
Spring	Registration begins in November
Summer	Registration begins in February

### Registration Deadlines

Registration closes at the end of the first week of the semester for a 16-week course, and three days after the start of an 8-week course. Registration closes one week prior to the start of 8-week online courses and three days after the start of 16-week online courses. Students will be prohibited from attending, participating, or receiving credit for courses that are not on their official record. Students may check their [my.moody.edu](http://my.moody.edu) student portal for additional registration information.

### Grading System

A student’s work for any semester in a given subject is evaluated by the faculty member according to the following letter grades:

A	Excellent: outstanding accomplishment in mastering the subject
B	Very good: better-than-average accomplishment in mastering the subject
C	Satisfactory: fulfills the requirements and has made acceptable progress towards mastering the subject
F	Failed: falls below the minimum standards of accomplishment and must be repeated to obtain credit
AU	Audit
AUW	Audit withdrawal
FN	Unofficial withdrawal
I	Incomplete
P/NP	Passed/Not passed
W	Withdrawal
WF	Withdrawal failing
WP	Withdrawal passing
WX	Withdrawal failing course that was successfully repeated
X	Failed course (or equivalent) that was successfully repeated
XN	Unofficial withdrawal course that was successfully repeated

### Grade Points

To provide a basis for averaging letter grades, the following grade point system is used (per credit):

A	4.00	C	2.00
A-	3.70	C-	1.70
B+	3.30	F	0.00
B	3.00	FN	0.00
B-	2.70	WF	0.00
C+	2.30		

### Semester Grade Point Average

A student’s semester GPA is determined by dividing the total number of grade points earned in a semester by the total number of credits taken toward GPA in that semester within a student’s academic career.

### Cumulative Grade Point Average

A student’s cumulative GPA is determined by dividing the cumulative number of grade points earned by the cumulative number of credits taken toward GPA within a student’s academic career.

### Scholastic Honors

Honors at graduation are based on a student’s cumulative GPA and evidence of Christian character. Honors are not automatically granted to graduates. Honors are granted by the faculty and may be withheld or modified, based on the processing of final grades. The following guidelines are used to determine scholastic honors:



Summa Cum Laude	3.90–4.00
Magna Cum Laude	3.80–3.89
Cum Laude	3.70–3.79

## Official Grades

Official grades are required to be posted by the faculty member fourteen calendar days after the last day of the course. Students are able to view their official grades on the my.moody.edu student portal. It is the responsibility of all students to check their official grades at the conclusion of each academic session to ensure that their posted grades are correct and accurate.

## Academic Transcripts

Past and present students may request a transcript of their Moody academic record through Parchment Exchange, which is an online academic credential exchange platform in partnership with the Office of Academic Records. Transcript requests may not be processed for students who have a hold on their account. The following fees are applied to transcript requests per transcript:

- \$10.00 for transcript delivered electronically
- \$10.00 for transcript picked up in person
- \$15.00 for domestic paper delivery of transcript
- \$20.00 for international paper delivery of transcript
- \$40.00 for U.S. domestic overnight shipping of transcript

## Academic Policies

### Academic Credit Policies

Academic credit includes credits earned at Moody, transfer credit, advanced standing credit, and validation examination credit. Institutional credit contributes to the student's grade point average, while transfer credit, advanced standing credit, and validation examination credit do not contribute to the student's grade point average. Students admitted without a bachelor's degree will not be eligible to receive transfer credit and advanced standing credit toward their program. Final approval of academic credits is under the authority of the registrar. Moody Theological Seminary and Graduate School does not grant academic credit for non-academic prior experience. A maximum of 50% of a program may be fulfilled through transfer credit, advanced standing credit, and validation examination credit.

### Transfer Credit

Courses being considered for transfer credit must meet the following criteria:

- The course must be taken at a regionally or Association of Theological Schools (ATS) accredited institution. The institution must have been accredited at the time the courses were completed.
- The course must be equivalent in content and credit hours (i.e. 4.5 quarter hours = 3 semester credit hours).

- The student must earn a grade of B- or better. A course graded on a pass/fail basis will not transfer.
- Credits that exceed ten years from the date of completion are not transferable toward current program requirements.
- The course fulfills one of the student's academic program requirements.
- Records must be submitted on official transcripts within the first semester of enrollment.
- Students submitting international transcripts will be required to have a course-by-course evaluation from World Education Services ([wes.org](http://wes.org) or (212) 966-6311) or Education Credential Evaluators ([ece.org](http://ece.org) or (414) 289-3400), or any current member of the National Association of Credential Evaluation Services. A list of members may be found at [naces.org/members.html](http://naces.org/members.html).

Once admitted to an academic program, a student must take all courses at Moody Theological Seminary and Graduate School.

### Advanced Standing Credit

Advanced standing credit is based on a student's undergraduate coursework and reduces the total number of credits needed to complete a program. Up to 25% of an academic program can be fulfilled with advanced standing. Advanced standing credit and validation examination credit combined cannot exceed 25% of a program (see Academic Credit Limits). In order to receive advanced standing credit, the following criteria must be met:

- The course must be taken at a regionally or Association for Biblical Higher Education (ABHE) accredited institution.
- The course must be upper-level (300–400 level).
- The course must be equivalent in content.
- The student must earn a grade of B- or better. A course graded on a pass/fail basis will not transfer.
- Credits that exceed ten years from the date of completion are not eligible for advanced standing.
- Records must be submitted on official transcripts within the first semester of enrollment.

### Validation Examination Credit

Moody Theological Seminary and Graduate School offers validation examinations to students with extensive personal study or other nontransferable learning who desire to earn graduate credit. Up to 25% of an academic program can be fulfilled with validation examination credit. A fee is charged for each examination. For validation examination information, please contact Moody Theological Seminary and Graduate School. Advanced standing credit and validation examination credit combined cannot exceed 25% of a program (see Academic Credit Limits). Students must

complete validation examinations within their first two semesters (fall and spring).

### Academic Credit Limits

The maximum of transfer, advanced standing, and validation examination credit allowed in each academic program is as follows:

Academic Program	Req'd Credits	AS & VE Credits Combined	Max Transfer Credits*
Graduate Certificates	21	3	9
Graduate Certificate in TESOL	24	6	12
Master of Arts [Biblical Studies]	36	9	18
Master of Arts [Biblical and Theological Studies]	30	0	3
Master of Arts [Pastoral Studies]	30	0	0
Master of Arts [TESOL]	48	12	24
Master of Arts in Clinical Mental Health Counseling (Chicago only)	60	0	30
Master of Arts in Counseling Psychology (Plymouth only)	59	14	29
Master of Arts in Ministry Leadership	45	9	21
Master of Arts in Spiritual Formation and Discipleship	45	9	21
Master of Divinity	87	21	42

**\*Transfer credit, advanced standing credit, and validation examination credit combined cannot exceed 50% of a program.**

### Earned Degree Credit

Credits used to fulfill the requirements of a degree program will not apply toward the completion of a second, equivalent-level degree at Moody. As an exception, a maximum of 21 applicable credits from a previously earned degree may apply towards the Master of Arts in Clinical Mental Health Counseling program.

### Statute of Limitations

Academic credits that exceed ten years from the date of admission are not applicable to current academic program requirements.

### Academic Integrity and Penalties for Academic Misconduct

Academic integrity requires students to be responsible and honest in the fulfillment of all of their academic work.

Assignments, examinations, and other educational requirements are intended to foster student learning. Students are expected to submit original work, to use appropriate citations, giving credit to the ideas or words of another person, and to refrain from cheating of any kind.

### Cheating

Cheating is any act (whether successful or attempted) in which a student is dishonest or seeks to gain an unfair advantage on an assignment, quiz, paper, examination, class, etc. Some common forms of cheating include, but are not necessarily limited to:

- Using unauthorized material during an examination or other assignments.
- Submitting the same assignment in more than one class.
- Lying to an instructor in order to obtain an excused absence, extension on an assignment, makeup examination, admission to a class or program, etc.
- Inappropriate collaboration on classroom assignments.
- Assisting others in academic misconduct.

### Plagiarism

Plagiarism is taking the ideas or words of another person and presenting them as one's own whether intentional or unintentional. Intentional plagiarism is unethical and constitutes a serious infraction of academic policy. When the words or ideas of others are used, proper credit must be given either in a footnote or in the text.

### Penalties for Academic Misconduct

#### First Offense

Automatic failure of any and all assignments, quizzes, examinations, or class requirements in which academic misconduct occurred. The instructor of the course will notify the Academic Standards Committee via the registrar with an explanation of the situation. Discretion is given to the Academic Standards Committee and the Academic Dean to impose more strenuous penalties. The violation will remain on record and information concerning the incident will be communicated to all instructors.

#### Second Offense

Automatic failure of any and all assignments, quizzes, examinations, or class requirements in which academic misconduct occurred. The instructor of the course will notify the Academic Standards Committee via the registrar. Discretion is given to the Academic Standards Committee and the Academic Dean to determine an appropriate penalty with a minimum penalty of failure of a course and a maximum penalty of suspension or dismissal. A record of the violation goes into the student's file. The Academic Dean will notify faculty of the results of this process.

## Academic Probation and Dismissal

Students admitted to Moody are assumed to have preparation, desire, and ability to make satisfactory progress toward the completion of their academic program. Therefore, Moody has established Satisfactory Academic Progress (SAP) standards that students are required to meet in order to receive financial aid and remain in good academic standing. SAP is evaluated on a payment period basis (generally this will be at the end of fall, spring, and summer semesters) after grades are posted. The SAP standards are outlined below.

### Quantitative Measure (Pace of Progress)

Students must successfully complete at least two-thirds of all credits attempted to remain in good academic standing and retain eligibility for financial aid, which includes pass/fail, repeated, and incomplete courses as well as courses dropped after the last day to drop a course without penalty i.e. W, WP, or WF grades).

### Qualitative Measure (Cumulative GPA)

Students are required to meet SAP standards in order to remain in good academic standing and retain eligibility for financial aid. The qualitative measurement requires a certain cumulative GPA based on the number of credits earned according to the chart below.

#### Graduate Certificate and Master of Arts Degrees

<i>Credits Earned</i>	<i>Minimum Cumulative GPA</i>
< 15	2.300
15+	2.500

#### Masters of Divinity Degree

<i>Credits Earned</i>	<i>Minimum Cumulative GPA</i>
<20	2.300
20 to 40	2.400
>40	2.500

### Maximum Time Frame

Financial aid is determined each academic year. However, the maximum time frame for receipt of financial aid will not exceed the maximum number of semesters as outlined in the Academic Program Time Limits.

### Probationary Semesters

If students are not meeting SAP at the end of the semester, they will be placed on academic probation for one semester. While on academic probation, students must maintain continual enrollment for each fall and spring semester of probation. Failure to maintain continual enrollment or to make academic progress while on probation will result in immediate dismissal. Students not meeting SAP by the end of the probationary semester will be reviewed by the Academic Standards Committee. The committee will choose one of the following:

- Permit the student to continue for a final semester of probation, which is subject to dismissal.

- Have the student agree to an Academic Plan for Improvement prepared by the Office of Academic Records for additional semesters of probation.
- Academically dismiss the student (see Academic Dismissal).

If the committee determines that a student can meet SAP standards by the end of one semester, then the student may return for a final semester of probation. If the committee determines that the student needs additional semesters to meet SAP standards, then the student must agree to an Academic Plan for Improvement.

### Academic Plan for Improvement

If the Academic Standards Committee determines that more than one semester is needed to meet SAP standards, then agreeing to an Academic Plan for Improvement is required. The student will be presented with an academic plan for meeting the minimum standards of SAP prepared by the Office of Academic Records. The academic plan is a contract that outlines the strategy that presents the student's goal to "get back on track" and meet the standards of SAP while completing degree requirements. The plan will have strict conditions that the student must follow in order to retain eligibility for financial aid. Following the Academic Plan for Improvement provides additional semesters for the student to receive financial aid, provided the student is meeting all of the conditions of the plan. Students with an approved academic plan who do not fulfill the requirements of the plan will be academically dismissed.

### Academic Dismissal

Students are academically dismissed from Moody when they no longer meet the above SAP standards and the Academic Standards Committee determines that academic improvement cannot be made with additional semesters of probation. Academically dismissed students are no longer active students, will not be permitted to enroll in courses in any venue, and will not have access to their student account. Students who voluntarily discontinue or are not enrolled in courses will be academically dismissed if they are not meeting the above SAP standards. Students may appeal their academic dismissal status to the committee within thirty days. The committee will review the requested appeal and the final decision will be communicated to the student.

### Academic Program Time Limits

Active students are required to meet all academic requirements within their academic program time limit as listed below:

Academic Program	Maximum Years to Complete Program
Graduate Certificates	3 years
Master of Arts	6 years
Master of Arts [Biblical and Theological Studies] and Master of Arts [Pastoral Studies]	2 years
Master of Divinity	8 years

Students who need additional time to complete their certificate or degree program must submit the Graduate Program Extension Appeal prior to the final semester of their program time limit. If denied, students will be required to complete all requirements by the original program time limit. Failure to do so will result in program dismissal. If dismissed, students will have the option to reapply to current academic programs. Not all previous credits may apply

### Change of Program and Campus

Students may request a change of program, track, emphasis, or campus using the form available from the Office of Academic Records. If approved, a student’s program requirements will change to the requirements documented in the corresponding academic catalog, and not all credits may apply. Program and campus changes will be effective for the semester in which the change was approved.

The following program change requests will require students to apply through the Office of Admissions:

- Requests to change to the Master of Arts in Clinical Mental Health Counseling
- Requests to change from the Master of Arts [Pastoral Studies] to another academic program
- Requests to change from Moody Theological Seminary and Graduate School to Moody Bible Institute Distance Learning
- Requests to change from a non-degree program to a certificate or degree program

### Course Attendance

Course attendance is essential to academic achievement and the successful completion of a course. Faculty members have the prerogative to establish their own attendance and participation policies in regard to academic requirements. Students should keep absences to a minimum, making certain that any absence from a course is for extenuating circumstances. Students are personally responsible to keep a record of their absences.

### Course Audits

Auditing a course allows a student to take a course without the benefit of a grade or credit for the course. Courses required for the student’s academic program cannot be audited nor can an audited course be repeated for credit. Students must adhere to the course’s attendance policies,

but are not required to complete course assignments unless requested by the faculty member. Audited courses are charged 50% of the current tuition rate per credit. Financial aid will not apply toward audited courses.

Students may request to audit a course using the audit form available from the Office of Academic Records. Course audits must receive instructor approval and be submitted to the Office of Academic Records by the end of the first week of the semester.

### Course Cancellations

Moody reserves the right to cancel a course due to lack of enrollment or extenuating circumstances. In the event that a course cancellation inhibits students from meeting their expected graduation date, Moody will provide an opportunity to satisfy the course requirement. This may include an approved course substitution or the option to enroll in a directed study course. If the canceled course is an elective, the student will be presented with other elective options.

International students should consult the International Student Office about course cancellations that substitute anything but a traditional on campus course substitution.

### Course Drops

Grades will be assigned based on the date a course is dropped, according to the schedule below from the first date of the session, which may be earlier than the first meeting day of the course (dates are subject to change). The session for on-campus courses begins the Monday of the week when a course first meets. Specific dates for the course drop schedule may be found on the my.moody.edu student portal. Students may drop a course through their my.moody.edu student portal from the beginning of the session up to its halfway point. After the halfway point of the session, students must contact the Office of Academic Records for approval to drop a course. Courses dropped after the halfway point of the session will be assigned a withdrawal failing grade (WF), which will negatively affect GPA. Students dropping courses may be permitted refunds according to the refund policies (see Financial Information).

International students with an F-1 visa status must maintain a full-time academic load (minimum of 9 credits) each fall and spring semester. Federal immigration regulations require students to maintain a full course load. Contact the International Student Office with any questions.

Length of Session	Drop Without Penalty	Drop With Penalty (W)	Drop With Greater Penalty (WF)
<b>*16 Weeks</b>	Day 1–7	Day 8–56	Day 57+
<b>10 Weeks</b>	Day 1–5	Day 6–35	Day 36+
<b>8 Weeks</b>	Day 1–4	Day 5–28	Day 29+
<b>3 Weeks</b>	Day 1–2	Day 3–10	Day 11+
<b>2 Weeks</b>	Day 1–2	Day 3–6	Day 7+

\*Modular courses will also run for 16 weeks.

## Course Exceptions

Any exception to the curriculum as stated in the academic catalog must be approved by the appropriate faculty member using the course exception form. Course exceptions are subject to the review and approval of the registrar.

## Course Extensions

Students unable to complete the requirements of a course by its end date, due to extenuating circumstances beyond the student's control, may request a course extension from their faculty member. The reason for the extension needs to be valid and documented. Extension forms may be obtained from the Office of Academic Records and must be submitted two weeks prior to the end of the course. If an extension request is approved, the student will receive additional time according to the table below. All coursework must be completed by the end of the extension. Students who have received approved extensions are no longer permitted to drop the course. Students who do not complete and submit all final coursework to their instructor by the end of the extension will receive an official grade based on the coursework submitted. This may result in the failure of the course.

Length of Session	Length of Extension
<b>*16 Weeks</b>	5 Weeks
<b>10 Weeks</b>	3 Weeks
<b>8 Weeks</b>	3 Weeks
<b>3 Weeks</b>	No extension
<b>2 Weeks</b>	No extension

\*Modular courses will also run for 16 weeks.

## Course Repeats

Students may repeat a course in which they have previously received a failed grade (F), withdrawal failing grade (WF), or unofficial withdrawal grade (FN) as many times as needed to successfully pass the course. The previously attempted course will remain on the transcript with the respective replacement grade (i.e. X, WX, or XN), which will not affect a student's GPA. Students may repeat a course one time in which they have previously earned a C+ or lower. Additional course repeats or repeats of higher earned grades must receive approval from the Office of Academic Records prior to enrollment.

When a course is repeated, the highest grade will be used to calculate the current and cumulative GPA. Each course attempt will remain on a student's transcript. Repeated courses will be considered attempted credits and be included in a student's SAP calculation (see Academic Probation and Dismissal). Students will be charged the current tuition rate for each credit repeated (see Financial Information).

## Directed Study

A directed study course is an option available to students who, due to extenuating circumstances, are not able to meet program or graduation requirements within the regularly scheduled courses. Directed studies may only be used to meet requirements for a student's designated degree program. Students must request a directed study using the form available from the Office of Academic Records. Approved directed study forms must be submitted prior to the close of registration. All coursework must be submitted within the 16-week (fall or spring) or 10-week (summer) semester.

International students should consult the International Student Office to ensure their course selection maintains their F-1 status.

Students are not permitted to take directed study credits beyond the program limits listed below. They must enroll in a course that is already scheduled, and if a course is not being offered in a traditional, online, or modular format, they may contact their program head to request a directed study:

Academic Program	Credit Limit
<b>Graduate Certificates</b>	3 credits
<b>Master of Arts</b>	6 credits
<b>Master of Divinity</b>	9 credits

## Discontinuation

Students who fail to maintain continual enrollment for two consecutive fall and spring semesters will result in discontinuation (see Non-Enrollment). Discontinued students are no longer active students, will not be permitted to enroll in courses in any venue, and will not have access to their student account. Students not on probation may also voluntarily discontinue their studies at Moody by submitting the Discontinuation form to the Office of Academic Records. Students who desire to return to Moody must apply for readmission through the Office of Admissions.

## Grade Appeals

Students may appeal a grade if they believe that a grade has been miscalculated or graded unfairly. Appeals must be made within four months from the date a grade is issued. After four months, the grade will be considered final and may no longer be appealed. Students must follow the process as outlined below. Questions can be directed to [appeals@moody.edu](mailto:appeals@moody.edu).

1. The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step 2.
2. The student completes the online appeal form, located on the Student tab on my.moody.edu, and includes supporting data. The Appeals Coordinator will send the submitted appeal to the appropriate Division Chair for determination. The instructor also submits a written summary of the issue.

3. The student will be notified by email when a decision is made. If the student wishes to appeal the decision, the student then moves to Step 4.
4. The appeal and documentation are sent to the Registrar. The Registrar initiates and sets a meeting of the Academic Standards Committee after the appeal is received. The decision of the committee is final. A written response of the final decision will be emailed to the student.

- Must notify the Office of Academic Records of their new graduation date and plan to complete their remaining requirements.
- Must reapply for graduation and repay the graduation fee in the semester they complete all graduation requirements.

Failure to follow this process will result in program discontinuation.

### **Commencement Eligibility**

In order to be eligible to participate in the May commencement ceremony, students must complete the Graduation Process and be actively enrolled in all required coursework by the given deadline. Students are permitted to participate if they are enrolled in their remaining courses (up to 6 credits) in the summer semester following commencement. If at any point a student is no longer on track to meet the Graduation Requirements, commencement eligibility will be revoked.

For additional information and instructions regarding Graduation and Commencement, contact the Office of Academic Records.

### **Non-Enrollment**

Students are permitted to retain active status in a program for two consecutive fall and spring semesters of non-enrollment. Non-enrollment at the beginning of the third fall or spring semester will result in discontinuation. Once discontinued, students will be required to apply for readmission through the Office of Admissions.

### **Program Completion**

Program completion allows students who have been discontinued to complete their previous degree requirements, provided the program is still offered at Moody. In order to be eligible for program completion, students must apply for readmission within 2 years of discontinuation and have 9 or fewer credits remaining. Program completion students must complete all remaining requirements within one year of readmission. Failure to do so will result in discontinuation and ineligibility for program completion.

Students who have more than 12 credits remaining are not eligible for program completion and must apply for readmission to complete the academic requirements as documented in the current catalog.

### **Required Academic Load (F-1 Visa Students)**

International students with an F-1 visa status must maintain a full-time academic load (minimum of 9 credits) each fall and spring semester. F-1 status students can only enroll in one 3-credit online course toward their minimum credit hours during each fall and spring semester. The remaining 6 credits must be taken on-campus, or through modular or directed study.

## **Graduation and Commencement Graduation Requirements**

Prospective graduates are responsible to complete the Graduation Process and meet the Graduation Requirements listed below.

Graduation Process:

- Verify that the below Graduation Requirements have been met or are in progress.
- Submit an application for graduation before the deadline announced by the Office of Academic Records.
- Pay the graduation fee.

Graduation Requirements:

- Successfully complete all academic program requirements, including (when applicable) residency, thesis, and ministry internship.
- Submit transcripts and faculty approval for all transfer credit, advanced standing credit, and validation examination credit, if applicable, within the first semester of enrollment (see Academic Credit Policies).
- Maintain a minimum cumulative GPA of 2.50.
- Demonstrate a commendable spiritual life and Christian character and display approved conduct in accordance with Moody's guidelines.
- Sign a statement of agreement with Moody's doctrinal position.
- Submit a student portfolio (not required for students in a certificate program).
- Successfully complete the exit interview with program head.
- Be approved to graduate by the Office of Academic Records and the seminary faculty.

After the above requirements have been completed and posted to official records, students are graduated and diplomas are mailed. Students who have a hold on their account may be prevented from receiving their diploma.

Students who have applied for graduation and do not complete all requirements:

- Will not graduate or be eligible to participate in the commencement ceremony.

International students in their final semester are not required to maintain a full-time academic load. If only one course is needed to complete the program of study, the course cannot be taken online. International students are not required to enroll in courses during the summer.

International students who do not enroll in a full-time academic load have failed to meet a regulatory requirement and are potentially out of status. For additional information regarding the F-1 visa required academic load, contact the International Student Office.

### Residency Requirements

Students enrolled in an ATS accredited professional degree program must fulfill at least one-third of the program with on-campus and modular courses to meet the residency requirement. Online and directed study courses are not accepted. Students are required to meet the residency requirements for the following programs as listed below:

Academic Program	Required Credits	Residency Credit Requirement
<b>Master of Arts in Ministry Leadership (Chicago only)</b>	45	15
<b>Master of Arts in Biblical Spiritual Formation and Discipleship (Chicago only)</b>	45	15

### Term Withdrawal

Students who withdraw from all courses during a session for any reason are considered term withdrawals. These students should complete the term withdrawal process through the Office of Academic Records.

International students must contact the International Student Office if they plan to withdraw from all courses during a semester for any reason.

#### Unofficial Term Withdrawal

Failure to officially withdraw may result in the student receiving unofficial withdrawal grades (FN). Students are issued an unofficial withdrawal grade (FN), indicating unofficial withdrawal from a course, when they cease to attend or participate in academically related activity. The unofficial withdrawal grade (FN) negatively affects GPA. When a student receives unofficial withdrawal grades (FN) in all courses for a session, it results in unofficial term withdrawal and the return of financial aid.

### United States Active Duty/Military Deployment Policy

Students who are deployed or called into active military duty in the United States while enrolled in courses at Moody should notify the Office of Academic Records.

- Students who cannot complete their coursework for a particular semester or session will receive a full financial refund for tuition and fees.
- Students will be withdrawn from all courses from that applicable semester or session and will receive a grade of W or WF based on the timing of the withdrawal. WF grades can be appealed based on academic performance by contacting the Registrar.
- Students who wish to and are able to complete required coursework for the semester or session deployed will be given reasonable accommodations from the course instructor(s) to complete that coursework.
- Students who are deployed or called into active duty will retain their current curriculum status for up to five years. Notification of intention to re-enroll in the following semester or session following deactivation should be submitted to the Office of Academic Records within 90 days of deactivation or discharge. Students will not be required to reapply through the Admissions Office.

## Community Values & Expectations

### A Philosophy of Christian Life

The goal of Moody Theological Seminary is that each facet of the students' academic experience contributes to the development of Christian maturity and Christ likeness. Christian maturity involves a commitment to the truth of God's Word and adherence to explicit statements, which govern behavior. The Bible contains both prohibitions (e.g., the Ten Commandments; warnings against drunkenness, sexual immorality, materialism and an impure thought life) and prescriptions (e.g., to love one another, to assemble or worship, to be helpful to the needy). A mark of spiritual growth is an increasing conformity to all biblical commands.

We draw special attention to the following practices, which we believe expressly violate scriptural absolutes:

1. The use or possession of morally degrading literature or media
2. Improper sexual behavior
3. Dishonesty in any form, such as plagiarism
4. Abusive behavior such as alcoholism, substance abuse, addiction, and violence
5. Theft or destruction of property

However, Christian maturity involves more than adherence to explicit scriptural statements of right and wrong. It involves a total commitment to the lordship of Christ, a life of dynamic discipleship, and a renunciation of self-centeredness. The mature Christian recognizes scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior.

The following biblical principles represent Moody Theological Seminary's emphasis on Christian maturity:

1. A personal responsibility to conduct ourselves in a manner worthy of the gospel of Christ, doing all for His glory (Rom. 14: 4-12; Phil. 1: 20-27; Col. 3:23; 1 Cor. 10:31).
2. A personal desire to abstain from every form of evil (1 Thess. 5:22).
3. Because of the value placed on persons as those created in God's image (Gen. 1: 26-27; Col. 3:10; Matt. 22:39; Rom. 13: 8-10; 1 John 3: 13-18), a controlling principle of Christian love demands the following:
  - a. A genuine desire to please our neighbor for his good and for his edification (Rom. 15:1-3).
  - b. A thoughtful consideration of others lest, in the exercise of Christian liberty, a brother is caused to stumble. A willingness to avoid that which is inexpedient or imprudent because of its damaging consequences, even though it may not be wrong in itself (Rom. 14:13-23; 1 Cor. 8:7-13; 10:23-33; 1 Tim. 2:9).
  - c. A discriminating concern for our influence on the whole body of Christ that we serve, as well as the city and a larger society of which we are a part. A willingness to avoid that which is needlessly divisive or offensive to significant segments of the MTS campus or to the prevalent sensitivities of the evangelical community at large (1 Cor. 10:32-33; 9:22).
  - d. A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differs. A willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).
  - e. A willing submission to authority for the Lord's sake. This includes obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13: 1-7; Heb. 13:17; 1 Pet. 2:13-17).
4. An intelligent concern for the care and use of our bodies and our minds (1 Cor. 6:19, 20; Rom. 12:1-2; Phil. 4:8; 2 Cor. 10:5).
5. A high standard of ethics in the area of separation from the ungodly system of the world (2 Cor. 6:14-18; Eph. 5:3-12; James 1:27; 4:4; 1 Thess. 2:15-18).
6. Awareness that conformity to man-made regulations, which appear religious, does not guarantee spiritual maturity in and of themselves. (Col. 2:20-23).

## Student Life and Conduct

MTS students agree to maintain scholastic, ethical, and moral standards of conduct according to biblical standards (Eph. 5-6; Gal. 5; 1 Tim. 6). In regard to scholastic conduct, a student is not allowed to share information with another student that may give that student an advantage on assignments or tests. Previous homework, quizzes, exams, etc. are not to be shared with students who are working on similar projects.

The student should seek to maintain a vibrant personal relationship with Christ. The student agrees to abstain from the use of tobacco in any form, illicit drugs, alcoholic beverages, and the abuse of prescription drugs. The student should avoid every form of dishonesty, deception, lack of integrity, immorality, abusive speech, and impropriety. Classroom dress should be fitting for those who are preparing for professional ministry. Students should respect one another. All forms of harassment are considered improper conduct. Any disregard for the spirit or practice of these standards constitutes good reason for dismissal from MTS.

## Human Sexuality

Our foundation for understanding human sexuality is rooted in our commitment to the Bible as the only authoritative guide for faith and practice. The first two chapters of Genesis constitute the paradigm and prerequisite of God's enduring creative intent for human personhood, gender and sexual identity, and sexual intimacy in marriage.<sup>1</sup>

Moody Bible Institute believes that humanity came from the hand of God with only two sexual distinctions—male and female—both in the image of God, and emerging from one flesh with the unique physical capacity to reunite as one flesh in complementarity within a marriage. God's creation design and intent for marriage as expressed in Genesis 2 is therefore exclusively between one man and one woman. Marriage alludes to the love of Christ for His Bride, the Church.<sup>2</sup> Within this monogamous context, intended to be lifelong, sexual intimacy is a glorious blessing from God.

We affirm the worth and relevance of human gender and sexuality, and of sexual intimacy as a distinctive of marriage. Based on Scripture,<sup>3</sup> non-marital sex, homosexual sex, same-sex romantic relationships, and gender identification incongruent with one's birth-sex all violate God's generous intention for human relationships. Such practices misrepresent the nature of God Himself, and therefore are sinful under any circumstance. In God's standards, we find merciful restraint on our fallenness. Concerns about sexuality and gender may be difficult to disclose, but suffering in silence is a far greater challenge. Moody Bible Institute believes that people are best supported if we are able to share our questions, struggles, or our self-understanding with trusted others.

God's love and concern for all of humanity compelled Him to offer His Son as a ransom for our lives and we consider His biblically recorded and specifically defined guidelines for sexual practice to be enduring expressions of His love and protection of our human identity.<sup>4</sup> We therefore willingly submit ourselves to these biblical mandates in light of our call to holiness and to self-surrender. Members of our community will neither practice nor propagate positions or activities at variance with Moody's position.

<sup>1</sup> Genesis 1:27, 2:24; cf. Matthew 19:4–5



<sup>2</sup> Ephesians 5:22–33; Revelation 19:7–9

<sup>3</sup> Leviticus 18; 1 Corinthians 5-6

<sup>4</sup> Matthew 19:5–9; Ephesians 4:11–13; 1 Thessalonians 4:3–8

## Alcoholic Beverages and Drugs

Moody Theological Seminary complies with the Drug Free Schools and Community Act of 1989 and as a result maintains the following policies regarding drug-free campuses:

1. Use, possession, or distribution of alcoholic beverages and drugs is forbidden on and off of the Moody Theological Seminary campuses.
2. Persons appearing to be under the influence of alcoholic beverages, narcotics, and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action.
3. Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on and off of the campuses of Moody Theological Seminary.
4. The Seminary will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol.

## Campus Attire

Students are expected to use good judgment, good taste, and decency with regard to their selection of dress. The selection of dress should reflect a proper Christian witness. We believe that personal appearance is important. Students are expected to be clean and modest at all times.

When a seminary student's job requires a professional uniform different than what is expected for classes and the changing of such attire causes unnecessary hardship, the student shall be permitted to wear such clothes to class. We expect each individual to use discretion so that the standards of good taste desired by the school are maintained.

## Smoking

Moody Theological Seminary is a non-smoking facility. Any violation of this policy could result in disciplinary action.

## Mental, Emotional, and Health Issues

Occasionally students are faced with life circumstances and issues which cause significant mental, physical, or emotional distress, making it necessary for the students to cooperate with counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families and are expected to notify the Student Development office or to schedule a counseling appointment with Counseling Services.

## Chapel

The Seminary chapel program consists of participation in optional President's Chapel each Tuesday at 10:00 am during which MTS students join with the Undergraduate students and employees of the Institute for corporate worship and to hear the Word preached by our President. The Seminary also holds a chapel for Seminary students on Wednesday mornings at 11:00 AM.

The ultimate goal of chapel is to be part of providing a Bible-centered education that enables students to know Christ better and to serve Him through His church. Chapel seeks to enhance Christian life and character and to build a sense of community by encouraging the discipline of corporate worship and addressing issues related to Christian living.

## Cultural Competency

At MTS we have a rich cultural environment which includes people from many countries, ethnic backgrounds, and worldviews. Students are encouraged to take advantage of this diverse environment and to learn about people and cultures different from their own, being intentional about becoming culturally competent. Our campus provides a wonderful opportunity to explore ethnic, cultural, and linguistic nuances, and rather than being afraid, critical, or rejecting these differences, our community should be one that embraces them—doing our best to learn about and respect them.

Becoming culturally competent within our world is our duty and demands a conscious effort on our part. We know that this is difficult and can be uncomfortable, but as we work together, we can create an environment that is beneficial to everyone.

## Disability

Moody Theological Seminary does not discriminate against applicants or students who are disabled as defined under the Americans with Disabilities Act, are otherwise qualified for admission, and are able to perform the essential functions of a program or course of study, with or without accommodation. Applications of students requiring accommodation must so inform the Admissions Office as soon as the need for accommodation is known. Students who believe they qualify for accommodations should be in communication with the personnel of the Student Resource Center. More information on registering for accommodations is found in this handbook under the Student Resource Center on page 28.

## Discipline

God places authorities over all of us. We should recognize authority as such and willingly submit to the authorities in our lives whether it is the government, a parent, a pastor, or an institution. While you are a student at Moody, the Seminary

faculty & staff and Student Development staff are responsible for your leadership and oversight. If a situation should arise requiring discipline, it will always be done out of love for the individual and a desire to see them reach their full potential in Christ (Prov. 3:11-12).

Biblical discipline is redemptive in that it seeks to warn, instruct, and correct the member of the community in a way that offers forgiveness and ushers the individual back into a restored relationship with the community. While forgiveness does not mean an absence of consequences, it does mean that the relationship is mended and restored.

Consequences may include probation, dismissal, accountability groups, counseling, or whatever else is deemed necessary by the VP & Dean of Student Life, Residence Life staff, or the Discipline Committee. All disciplinary decisions are made after careful consideration of what is best for the student and the community. We also strive to maintain consistency in dealing with particular actions or situations. However, any student conduct deemed as criminal activity involving minors will be dealt with in a zero tolerance manner.

### Scope

The policies and procedures related to discipline in this Student Handbook apply to all student misconduct except Sex-Based Misconduct (as defined by Moody's Title IX Policy). See Moody's Title IX Policy available at <https://www.moody.edu/about/reports-and-policies/title-ix/> for policies and procedures specific to Sex-Based Misconduct.

### Disciplinary Appeal Process

The student has the right to appeal major disciplinary actions taken by the VP & Dean of Student Life or Student Development staff. Appeals will be heard by the Disciplinary Appeal Committee comprised of two student leaders, two faculty members, a faculty member of the students' choice, two Associate Deans, and chaired by the VP & Dean of Student Life or his designee.

Appeals are to be made in writing, to the VP & Dean of Student Life or the Associate Dean for Residence Life within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts, which make the appeal necessary.

Upon receiving the appeal, the VP & Dean of Student Life or his designee will:

1. Assemble the Disciplinary Appeal Committee (DAC) which will meet with the student at the earliest possible time after the appeal has been requested.
2. Advise the DAC of the rationale for the original disciplinary decision.
3. Provide the student's written statement to the DAC.

4. The decision on the appeal will be rendered within two working days of the appeal and considered final.

A detailed explanation of the appeal process will be given to the student prior to his or her involvement. Only one appeal will be heard on a single disciplinary case.

### Loving Confrontation

As members of the MTS community, we all share the responsibility for maintaining a Christ-centered environment. Maintaining our community life values may also require that, on occasion, it is necessary to hold one another accountable through loving confrontation (Gal. 6:1, Matt. 18:15-17). Confrontation is difficult and uncomfortable, yet it serves to fulfill community responsibility, personal restoration, and builds godly character for all involved.

Our process involves following the guidelines which are set in Matthew 18:15-17. This passage prescribes that the "concerned person" speaks with the "offender" on an individual level. If the person fails to respond, the "concerned person" then takes another with him or her to speak with the "offender" about the matter. Finally, if there is still no change in the "offender's" actions or attitudes, the "concerned person" hands the situation over to the appropriate authority. It is our prayer that individual confrontation be the level at which matters are resolved. The goal in this is always restoration and it should never be about bringing shame or punishment upon a brother or sister in Christ.

If you are in a situation where you believe you need to confront a community member and are unsure about how to proceed, please seek counsel. The Student Development staff is always available to provide advice and support for students who are uncertain as to how they should proceed in confronting someone.

### Information for Crime Victims about Disciplinary Proceedings

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a) (20 U.S. C. 1094) (a): added HEA Sec. 487 (a) (26), Moody Bible Institute must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by Moody against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victims.

### Freedom of Inquiry

As an institution of higher education, Moody Theological Seminary affirms the importance of academic freedom as foundational to maintaining an educational environment. The intellectual growth of students is dependent upon academic freedom. Freedom to speak, to conduct research,

and to publish is the right of all members of the academic community, but freedom in any context carries with it the corollary responsibilities and limitations. Responsible behavior is vital to the maintenance of academic freedom.

In its commitment of promoting academic freedom, Moody Theological Seminary identifies the following principles of academic freedom and responsibility as applicable to all students.

Students are free to examine and discuss all relevant points of inquiry and to present data fairly and objectively. Students may clearly state their own personal convictions but will evaluate all substantive information in light of the Seminary's published "*Doctrinal Qualifications for Students*" found in the Seminary catalog. It is the responsibility of all students to exercise discretion and good judgment in classroom presentations and discussions and in their written assignments.

Students are entitled to freedom of speech and expression. They are also entitled to freedom in research and in the publication of results. It is, however, the student's responsibility to uphold the MTS doctrinal statement in all matters while at Moody Theological Seminary. Free speech and expression does not include obscene or discriminatory speech or expression, illegal activity, activity that endangers or threatens the safety of any member of the community, or any activity that impedes the functions of the Seminary (Gal. 5:13; Phil. 4:8).

Students are free from institutional censorship or discipline if they clearly convey that their opinions are their own and not those of the Seminary. The special position of being a student at Moody Theological Seminary imposes special obligations. In choosing to study at Moody Theological Seminary, students indicate their support of the "*Doctrinal Qualifications for Students*" and their commitment to the mission of the Seminary. Students are encouraged to further the ministry of the Seminary through their life-example and commitment to Jesus Christ as Lord.

## Harassment

MTS is committed to providing a learning environment that respects the worth and dignity of each member of its community and that is pleasant, healthful, and free from all forms of harassment. Accordingly, it is the policy of MBI that no student shall be the object of harassment, and MBI reserves the right to take actions that are consistent with its policies and procedures to deal with students found to have engaged in harassment.

Except for sexual harassment as defined in Moody's Title IX Policy, harassment is unwelcome conduct and is prohibited where (1) enduring the offensive conduct becomes a term or condition of one's academic or living environment, or (2) the

conduct is severe or pervasive enough to create an academic or living environment that a reasonable person would consider intimidating, hostile, or abusive. Minor or isolated incidents (unless sufficiently severe) generally will not rise to the level of prohibited conduct.

Depending on specific circumstances and impact on the academic environment, examples of harassment in violation of this policy include, but are not limited to, verbal abuse, offensive innuendo, derogatory comments, or the open display of offensive objects or pictures.

For Moody's policies and procedures for disciplining harassment that is not sexual harassment as defined in Moody's Title IX Policy, see the Discipline section of this Student Life Guide.

For Moody's policies and procedures, including discipline, related to sexual harassment, see Moody's Title IX Policy available at <https://www.moody.edu/about/reports-and-policies/title-ix/>.

## Liability for Harassment

A student who harasses another student is personally liable for such actions and their consequences. Moody accepts no liability for harassment of one student by another student. Moody will not provide legal, financial or any other assistance to any student accused of harassment.

## Sexual-Based Misconduct

Moody's Title IX Policy and Complaint Procedure provides an avenue for those who have been the target of or who witness Sex-Based Misconduct (as defined by Moody's Title IX Policy) to report such Sex-Based Misconduct, without fear of retaliation (as defined by Moody's Title IX Policy). Please refer to Moody's Title IX Policy at <https://www.moody.edu/about/reports-and-policies/title-ix/> for policies and procedures specific to Sex-Based Misconduct.

## MTS Sex Offender Registration

Any student who is identified as a registered sex offender (as defined by the Illinois State Law 730 ILCS 150) is required to register in person with the Office of Public Safety within 3 days of their successful enrollment at Moody Theological Seminary. The registration process and requirements necessitated by registration will be distributed to the student by the Office of Public Safety. Failure to comply with this process will be cause for immediate withdrawal of the student.

## Student Reproduction of Classroom Material

Approval from the professor is required before classroom material is reproduced in any form. The professor retains the right to grant permission, deny permission, withdraw permission, edit or not edit, and limit production and

distribution of the notes. The professor may require a title page that must include: the name of the seminary, title of the course and year it was taught, name of the professor, whether or not the notes were edited by the professor, that the notes are a student product from the class lecture, and that the material cannot be quoted without permission of the professor. Violation of this regulation will subject the student to disciplinary action.

### Recording Class Sessions and Events

Classes may only be recorded with the permission of the professor. Students with disabilities who must record class as an accommodation for their disability should make arrangements with the Student Resource Center. Students wishing to video or audio record events, including panels, discussions, and presentations, must obtain approval from the designated faculty advisor or the Associate Dean for Student Programs.

### Use of Seminary Directories

Directories are for the personal use of the Moody Bible Institute and Moody Theological Seminary family only.

### Student Grievance Policy

It is the aim of the faculty, staff, and administration of the Moody Bible Institute to provide an increasingly improved curricular and co-curricular program for our students. In addition, it is our desire that the community environment be conducive to student's academic and personal growth. Therefore, input from students is greatly encouraged.

Students who have a specific concern or complaint regarding their experience as a student at MBI are encouraged to use the "Student Grievance Form" to seek to resolve the issue. Grievances that will be addressed through this grievance process include issues related to student safety, interpersonal conflict or behavioral issues, classroom procedures, and/or adverse department decisions. This Student Grievance process does not cover grade complaints, which are addressed in the Grade Appeals section of this MTS Handbook, or issues of Sex-Based Misconduct (as defined by Moody's Title IX Policy), which are addressed in Moody's Title IX Policy.

The "Student Grievance Form" may be completed on the Student Development page located on a student's myMoody portal on the Chicago Campus tab. Once submitted, the Student Grievance Form will be received by the Vice President and Dean of Student Life to determine the best course of action to address the grievance. The report submitted will be held confidential to the extent possible. Grievance information may be shared with college officials in order to conduct a thorough investigation. As appropriate to the grievance reported, the Vice President and

Dean of Student Life may forward the report to the Academic Dean, Vice President of Human Resources, or Title IX Coordinator.

The Student will receive a response from the Vice President and Dean of Student Life within two weeks of the date the form is submitted. This will either give an answer to the grievance or inform about the measures being taken to address the grievance.

A student may file an appeal within 48 hours of notification of the final outcome. The appeal must be received by the Vice President and Dean of Student Life in writing and state clearly the grounds that justify reconsideration. General dissatisfaction with the outcome of the investigation or related proceedings is not a basis for appeal. The appeal will be considered by the Provost and a final outcome communicated within two weeks unless otherwise notified.

If, after completing the Student Grievance Form and receiving the outcome from the Vice President and Dean of Student Life, a student believes the issue has not been resolved, the student has the option of filing a complaint with one of Moody's accreditation agencies. A list of accreditation agencies can be found at <http://www.moody.edu/accreditations-affiliations/>.

Student Life accepts anonymous reports of grievances and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible (similar to that requested in the online form). To assure anonymity, please type the information, print and submit to the Student Life office via campus mail. The Vice President and Dean of Student Life may be limited in the ability to investigate and respond to an anonymous report unless sufficient information is furnished to enable the conduct of a meaningful and fair investigation.

Any questions related to the completion or use of the "Student Grievance Form" should be directed to the Vice President and Dean of Student Life, Dr. Timothy Arens. He can be reached at [timothy.arens@moody.edu](mailto:timothy.arens@moody.edu).

### Student Government

The Seminary Student Council (StuCo) is made up of students elected by the student body. Students who wish to participate in student council are responsible to nominate themselves for a position. Positions are filled for a year at a time. A Seminary faculty member serves as advisor to the Student Council. For more information please contact [MTS.StudentCouncil@moody.edu](mailto:MTS.StudentCouncil@moody.edu).

The Student Council exists for the following purposes:

- To pray for the Seminary, student body, faculty, and staff.
- To create and maintain student life and a sense of community at MTS.

- To serve the student body in ways deemed appropriate by the administration.
- To uphold and promote the mission of MTS.

## Campus Services and Policies

### Moody Central

Located on the second floor of Culbertson Hall, Moody Central houses our one-stop-shop student service center. The following departments are located in Moody Central: Academic Records, Career Services, Financial Aid, International Student Office, Practical Christian Ministries, Residence Life, Student Accounts, and Student Development. You can contact Moody Central by phone: (312)329-2020 or by email: 2020@moody.edu.

### Food Service

Food Service exists to motivate the MBI community to serve Christ by exceeding expectations with fresh, wholesome meals while displaying Christ-like service and attitude as we follow through in our responsibilities. Food Service is made up of the Commons, the Student Dining Room (SDR), JOE's Coffee, and Catering.

For further information regarding menu, hours, special dates and events, please go to [foodservice.moody.edu](http://foodservice.moody.edu). If you have any additional questions, please direct them to the Food Service Office at 312-329-4324.

### The Commons

Our retail café on the first floor of the Alumni Student Center offers deluxe made-to-order salads, Panini's and cold sandwiches along with full grill service, fresh pizza, homemade soups, salad bar and daily specials for staff and students to purchase. For guests in a hurry, we offer many "Grab 'n Go" items such as pre-made sandwiches, wraps, fresh cut fruit, express salads, and various snacks, ice cream, bottled and fountain beverages. During the day, the Commons is a great place for people to meet in smaller groups. In the evening many students find it is a good place to study, play games and build community. Wireless Internet access is available. See the ASC Info Desk for set-up instructions. The Commons accepts cash, Visa and MasterCard, and Moody Food Service gift cards.

### Regular Hours

#### Semester:

Monday-Friday 7:00am-11:00pm

#### Grill Hours:

Breakfast 7:00am-10:00am

Lunch 11:00am-1:00 pm

Dinner 5:00pm-9:00 pm

#### Signature Station:

Lunch 11:00am-1:00pm

### Closed Saturday, Sunday, and Institute Holidays

Special hours and dates will be posted in the Commons for exams, study days, and special events. Our daily menu is available at [foodservice.moody.edu](http://foodservice.moody.edu).

### Campus Breaks:

Monday-Friday 7:00am-2:00 pm

### Gift Cards

Gift card funds can be purchased in either the form of the Food Service gift card or placed directly onto the student fob. Food Service funds are available for purchase from the Commons' cashier for you or as a gift card for others. This convenient alternative eliminates the need to carry cash and helps to speed up transactions; it also saves the institute money by cutting down on credit card transactions and their associated fees. It is accepted at the Commons, JOE's and to purchase meals in the SDR. For more information, contact the Food Service Office at 312-329-4324.

### Student Dining Room (SDR)

#### Regular Hours

	Monday - Friday	Saturday	Sunday
Breakfast	6:30am – 8:45am	8:00am – 9:00am	8:00am – 9:00am
Lunch	11:15am – 1:15pm	11:30am – 12:30pm	12:30pm – 2:00pm
Dinner	4:45pm – 6:15pm	5:00pm – 6:00pm	Not Served

The gathering of the student body in the Dining Room at meal times affords an opportunity for fellowship.

Students may enter upon scanning their fob at the entrance. Using another student's fob is never permitted. Outside food may not be brought into the dining room. Only one piece of fresh fruit may be taken out. If books are needed to be brought into the dining room, for everyone's safety please keep those under your chair so that the aisle ways are clear for the other students.

China, glass, or silverware may not be taken from the dining room or kitchen. Disposable ware may be purchased from catering for special events.

### 20-Meal Cards

The 20-Meal Card is for commuter, graduate, or married students allotting 20 meals to use in the SDR at your own discretion. It is available for purchase from the Food Service Office Administrator at 312-329-4324.

### Guests

Students may bring guests to the SDR. Their meals can be purchased at the main entrance where cash, Visa & MasterCard, and the Moody Food Service gift cards are

welcome. Rates are available by contacting the Food Service Office x4324.

Children under high school age may eat in the Dining Room if accompanied by a student on a one-to one basis.

### **JOE'S Coffee**

Named in honor of Moody Bible Institute's 7<sup>th</sup> President Dr. Joseph Stowell III, JOE'S Coffee is located on the second floor of the Alumni Student Center (ASC2) just inside the Fellowship Hall. JOE'S is MBI's premier, student-led espresso bar serving a wide variety of hot and cold espresso drinks, V60's, loose leaf teas, regular drip coffee, smoothies, and pastries. JOE'S provides a relaxing atmosphere for studying or breaks. This is also a space where students can relax with friends and listen to live music, supporting the creativity of the student body. JOE'S accepts cash, Visa, and MasterCard, and Moody Food Service gift card funds.

### **Catering Events**

Our Catering team can help you cater your next special event for your floor, student group, or even a personal event. If your event requires multiple departments you may be referred to Event Marketing and Management. Contact the catering office at 312-329-4430 or [catering@moody.edu](mailto:catering@moody.edu) to receive guidance on how to plan your event. All arrangements for special meals, banquets, or any other functions where food is served are to be made with the Catering Coordinator at least two weeks prior to the proposed event date.

### **Special Requests**

Please submit any requests to borrow equipment from Food Service through the online request form at least two weeks in advance of the planned event to allow us sufficient time to coordinate the needed equipment. Some rental fees or deposits may apply. Request forms are available at [foodservice.moody.edu](http://foodservice.moody.edu).

### **Care Packages**

This is a special way to encourage a fellow student who may be sick, celebrate someone's birthday or any other special event. There are a wide variety of Care Baskets from which to choose. Please go online to our webpage at [foodservice.moody.edu](http://foodservice.moody.edu) to order.

### **Vending Machine Service**

Food and beverage vending machines are available in all residence halls and throughout campus. Any refunds from these machines are handled through the Food Service Office. Please report vending issues at [foodservice.moody.edu](http://foodservice.moody.edu).

### **Alumni Student Center (ASC)**

The Alumni Student Center provides a central informal setting for students, faculty, employees, alumni, and guests to

interact. The center provides the following services: informal meeting areas, computer kiosks, game room, conference rooms, the Commons, Student Organization offices and the Office of Student Programs. These are the anticipated hours of operation and may be subject to change:

### **Alumni Student Center Hours**

Monday through Friday	6:30 a.m. – Midnight
Saturday	9:00 a.m. – Midnight
Sunday	3:00 p.m. – Midnight

### **Lockers**

On the second floor of the Alumni Student Center, there are lockers designated for use by commuting students. To secure use of a locker, students must apply through the Office of Student Programs where they will be assigned a lock and locker. Only locks issued by the Office of Student Programs can be used on the lockers. A \$30 deposit will be billed to the student's account. At the end of each semester, the locks must be returned to the Office of Student Programs. Failure to return the issued lock will forfeit the \$30 deposit.

### **Room Reservations**

The following areas can be reserved for group functions through the Office of Student Programs.

### **Activity Center**

The Activity Center offers a private setting for group functions such as brother/sister events, special organization presentations, etc. Along with a serving area, the tables and chairs can seat approximately 50.

### **Conference Rooms**

There are three conference rooms to choose from in the center. Two conference rooms seat twelve and the other seats ten. All of these rooms have a dry erase board, on campus phone capability, and wireless Internet. These rooms are used for group meetings, not for individuals to study in.

### **Fellowship Hall**

The Fellowship Hall is composed of clusters of casual seating. The Hall's wireless Internet capability makes it a place for studying as well as a place for casual conversation among students, employees, and faculty.

On occasion, special community wide events such as concerts, film showings, drama presentations, conference displays, etc., will occur in the hall. Also, within the confines of the Fellowship Hall is JOE's, MBI's campus coffee shop. JOE's offers a variety of coffees and smoothies, as well as various other beverages and snacks.

During the evening hours, the Fellowship Hall transforms to a more casual atmosphere. Soft lighting, good music, friends,

and the aroma of fresh brewed coffee make the Fellowship Hall an inviting place to be during Chicago's cold nights.

### **Game Room**

The Game Room has two billiard tables, three table tennis tables, and three foosball tables. A small seating area for board games is provided as well. Table usage is limited to 60 minutes per group. However, if there is no waiting list, participants can continue playing. Payment for damage or loss of any equipment, accidental or otherwise, is the responsibility of each student. The game room cannot be reserved.

### **Fireplace Room**

Unlike the other parts of the Alumni Student Center, the Fireplace Room has a more serene atmosphere. Incandescent lighting, overstuffed chairs and sofas, and a fireplace is where activities such as pleasure reading, quiet conversations, and reflection on the day's events can be experienced. Drinks & snacks (not meals) are allowed in the Fireplace Room. The lights may not be turned off in the Fireplace Room. Recurring offences of this may result in Public Safety removing the person from the room. The fireplace room cannot be reserved.

### **Culbertson Hall**

Culbertson Hall's first floor provides a space primarily for student use which is available 24/7. Informal meeting areas, TV viewing, Internet access, vending area, meeting rooms, fire place areas, and prayer rooms. The Great Room is a multifunction room which is used for organizational functions and social events. The Broman Chapel has a rich history in Culbertson Hall as a place where students may individually or collectively come to pray, to meditate on the Word, and to worship. To maintain the practice of these spiritual disciplines, the Office of Student Programs respectfully asks that the chapel not be used as an event venue (i.e. having speakers, topic presentations, etc.).

## **Media & Technology**

### **Cell Phones, Smart Phones, & Electronic Devices**

Cell phones, Smart Phones, and all electronic devices, other than laptop computers being used for course notes, are prohibited from being used in the classroom. Students are to turn off the ringer on the phones and may leave the vibrator mode on in case of emergency calls. If a student receives an emergency call during class time, they must exit the classroom so as not to disturb the class. Students are not to use these devices to access email, text message, tweet, or access social networks during classroom time. These activities are to be limited to out of the classroom.

### **Computers**

Students are required to follow the standards published in the "Computer Use & Acceptable Use Policy," and "Copyright

and Peer to Peer File Sharing" located in the appendixes of this handbook. Students should exercise caution in the posting of information on the Internet. While the administration ordinarily will not seek this out, students can be held accountable for information found on Internet sites and social media (i.e., Facebook, Twitter, Instagram etc.) that is not consistent with the standards of MTS. Downloading copyrighted material is illegal and disciplinary measures will be taken.

### **Computer Use in Classrooms**

Computers are only to be used in class for note taking, presentations, or access to the Internet which have been approved by the professor. Computers are not allowed while taking course examinations unless otherwise specified by the professor. This policy applies to take-home and proctored examinations, as well as those administered in the classroom. This policy supports fairness to all students and ensures the security of the examination process.

### **Moody Email Address**

All active students at Moody Theological Seminary have an @moody.edu email address. Your Moody email address will be used as Moody's primary means of communication with you, so be sure to check it often or configure it to forward to another email account you use. Please note that this email account will be deactivated 60 days after your degree completion or departure from Moody.

### **Technology Service Desks**

Moody's technology service desks provide technology support and resources to students. If you are in need of technology support, please feel free to visit the Sweeting 1 Service Desk (located across from the Library) or the Crowell 3 Service Desk. You can call ITS at 312-329-4001. We can be reached via email at [ITS@moody.edu](mailto:ITS@moody.edu).

Technology services for students include:

- Computer labs in dorms and Sweeting Center
- Printing services
- Blackboard technical support
- Wireless Internet

Services available only at the Sweeting 1 desk:

- Technology (e.g., projectors, sound systems) for classroom, PCM, or personal use
- Preaching Lab USB flash drives for purchase
- Student computer evaluation/troubleshooting
- Various video adapters for connecting laptops to a classroom projector
- Laptop checkouts
- Lamination services

More information about our services, including hours of operation, is available at [its.moody.edu](http://its.moody.edu).

## Health Service

Health Service, located on Smith 2, is staffed with the Administrator, the Office Coordinator, and Part-Time Staff Nurses. All students and their spouses are welcome to see the nurse at no charge, including students not on the MBI Student Health Insurance Plan. Health Service is not equipped to see children.

## Hours of Operation and Office Procedures

Health Service is open Monday – Friday from 9:30 a.m. – 12:00 noon and 1:00 – 4:00 p.m. and closes daily for lunch and Tuesdays during President’s chapel. Hours are subject to change. Medical emergencies will be seen immediately. Appointments will be seen at the time scheduled. All others will be seen in the order in which they arrive. If there is a health care need when Health Service is closed, students should contact Public Safety at 312-329-4357.

It is not appropriate to ask students who work for Health Service or any other Health Service Staff to either care for a student or for medical advice while they are away from Health Service, such as when they are at lunch or away from the Health Service office. (Reasons for this include respect for the other person’s time, applicable labor laws, confidentiality and the legal requirement that all encounters be properly documented in the patient’s chart.)

For all services offered in the MBI Health Service a valid Insurance ID Card must be presented at the time of service. There is no charge to see a nurse. However, there is a charge for some supplies, services, and appointments with the campus physician. All expenses incurred in the MBI Health Service Department are due at the time of service. Payment can be made in cash, check, and credit card or charged to the student’s account. All inquiries about Health Service fees should be directed to 312-329-4417.

## Required Student Health Records

All Seminary students must have a current Immunization Record (including 2 measles, 1 mumps, 1 rubella, and a current Tdap vaccine series/booster within the past 10 years), and a Meningococcal Conjugate vaccine after the age of 16 for all students 21 and younger [Menomune and Meningitis B do not meet this requirement] as well as a Health History, and TB Skin Test (within the last year and a minimum of 2 weeks after international travel), and HIPAA form on file with Health Service.

All students who take a semester off from MTS must update their health records upon their return, including a TB Skin Test (within the last year and a minimum of 2 weeks after international travel), health history, a current TD vaccine (within the past 10 years), and HIPAA.

Required student health records must be documented on the required MBI health record forms which can be downloaded off of the Health Service website or obtained through the Health Service Department.

All records must be completed to the satisfaction of the Health Service Administrator. Students who arrive on campus without completing the required health records must complete them in Health Service at the student’s own expense. Failure to keep these records current will result in a hold placed on the student’s registration. Questions regarding these requirements can be referred to 312-329-4417 or email [healthservice@moody.edu](mailto:healthservice@moody.edu).

## Off-Campus Medical Procedures, Expenses & Insurance

Each student is personally responsible for any and all health care related expenses they incur while in attendance at MTS. Each student is also personally responsible for following the payment policies of the place they receive medical care, and for paying all bills in a timely manner. MBI does not provide transportation to and from off-campus health care appointments or facilities. Health Service can assist a student in finding a doctor off-campus.

## Possession of Syringes, Needles & Lancets on Campus

In order to comply with government regulations and to protect our janitorial staff and the individual’s roommate(s), all syringes, needles, lancets, or any other “sharps”, as well as medication vials/bottles, etc. are considered hazardous waste and must be disposed of accordingly. Any student who has syringes, needles, lancets, or any other “sharps” must report to Health Service in person within 48 hours of arriving on campus. No one may have any syringes, needles, lancets, or any other injectable medication on campus without a prescription from a licensed physician. No allergy injections may be given or received anywhere on campus.

Diabetics, hemophiliacs, migraine sufferers, or anyone else taking an injectable medication on campus will be given instructions on how to dispose of their used equipment while they are living on campus. Anyone having syringes, needles, lancets, or any other “sharps” must have an appropriate container issued for their disposal from Health Service. The filled container must not be filled above the maximum fill line, and must be hand-delivered in person to Health Service for proper disposal when the student leaves campus at the end of the semester. They may not be left in the student’s room, left by the trash chute or sent through CPO.

## Health Care Practitioners on Campus

Physicians or other health care practitioners are not allowed to examine or treat students in the residence halls. No student is allowed to practice any healing art or therapy in the residence halls. Students who are health care practitioners are not allowed to provide professional service to others anywhere on campus unless they are employed by



MBI, and then are only allowed to provide these services at the work site, on paid work time, while under the oversight of the department, or while acting solely as a "Good Samaritan" in an emergency situation.

### Health Insurance

All residential students (students living in Moody owned housing) are required to be covered by Moody's health insurance plan or a similar plan that offers coverage comparable to that offered by Moody for the entire time they are enrolled as a student, including breaks between semesters. All students are personally responsible for any health care expenses not covered by their insurance (deductibles, copayments, excluded items and services, etc.). Students are responsible for knowing and following the procedures of their insurance company, including remaining current with any forms to be submitted, and for following the payment policy of the health care provider, office, clinic, or hospital from which they receive services; this may mean that payment is required at the time of service.

All students required to have coverage will be automatically enrolled in and charged the Student Individual Plan premium and remain on that plan unless we receive an alternate enrollment form or waiver form. If a student chooses another insurance plan, he or she must provide the Institute with evidence that coverage is in effect by submitting a completed Waiver of Insurance form. This form must be submitted with a copy of both sides of their current insurance card once each semester. The deadline to submit enrollment/waiver documents for Fall semester is July 25; Spring semester is December 14. Students who do not submit documents prior to these deadlines will remain on the MBI student health plan and will be responsible for the full semester premium. Commuter students are eligible to participate in the MBI Student Insurance program provided that one or more of the following conditions apply: (1) full-time status, (2) Educational Ministries students completing their student teaching, (3) graduating seniors in their final semester. Enrollment and waiver forms can be found at [www.my.moody.edu](http://www.my.moody.edu).

International students with F-1 status (including spouses and children) are required to enroll in the Moody health insurance plan.

For additional information about the Moody Student Health Insurance Plan, please visit [www.cirstudenthealth.com/moody](http://www.cirstudenthealth.com/moody) or contact the Insurance Coordinator at (312) 329-2046 or [studenthealthinsurance@moody.edu](mailto:studenthealthinsurance@moody.edu).

The Health Service Department is not able to answer questions regarding the MBI Student Health Insurance Plan.

### Career Services

The services of the Career Services Center, a department within the Student Enrollment Services Division, are available to all MTS students and graduates. Please contact Patrick Friedline at 312-329-4414 from 9:00 AM to 4:30 PM for Career Services or email [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu). The website address is: [www.moody.edu/student-services/career-services](http://www.moody.edu/student-services/career-services).

The services include:

- Assessments to provide you direction in life and in career goals. Assessments are available in Career Match, Personality Inventory, and a Spiritual Gifts Inventory. There is a charge for administering assessment surveys.
- Ministry Search Strategies resources include the online Career Finder which is accessible through [www.moody.edu](http://www.moody.edu) or by emailing [careerdev@moody.edu](mailto:careerdev@moody.edu).
- Counseling by the Career Services Center staff is available in the Career Office, by phone, or email. Counseling can include ministry search, further education, and career interests. Contact Patrick Friedline at: [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu) for further assistance.

### Chicago Campus

Listings of available jobs are found on the Chicago Campus tab of [my.moody.edu](http://my.moody.edu). In the "Student Resources" box, scroll down to the heading "Student Employment Services" and then notice the "on-campus" or "off-campus" links. Each link will take you to the respective job database. With all the jobs listed on or off campus, contact the person who is offering the job directly. Follow the application instructions and prepare for a possible interview.

Both job lists change often, so come back to them often, as you search for a part-time job. You may need to be on campus or in the area to apply for and connect with some of the job opportunities. The Career Services Center is available throughout the year to serve you and to help with job search resources.

If you need advice or ideas, please contact the Associate Dean of Career Services, Patrick Friedline at 312-329-4414 or [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu).

### Selling of Merchandise or Solicitation

Students who desire to sell merchandise or services on campus are required to secure permission from the Associate Dean for Residence Life. Examples would include selling Mary Kay cosmetics, cutting hair, providing car maintenance, etc.

### International Student Employment

F-1 students are required by the U.S. government to be in the U.S. primarily for education. Employment is closely regulated.

F-1 students may not work off-campus, paid or unpaid, during the first academic year, but may accept on-campus employment subject to certain conditions and restrictions. International students may work on-campus for a maximum of 20 hours per week while school is in-session and full-time during Moody approved holidays, breaks, and annual vacation, provided the student is maintaining status, making satisfactory academic progress, and enrolled in the upcoming semester. Students are responsible for not exceeding the permissible hours worked.

F-1 students may work off-campus after the first academic year under limited circumstances with prior International Student Office recommendation and USCIS (United States Citizenship and Immigration Service) approval. Students may not begin off-campus employment until they have received their Employment Authorization Document from USCIS. For more information regarding employment benefits, please refer to <https://studyinthestates.dhs.gov/working-in-the-united-states> and contact the International Student Office.

International Students working on- or off-campus must have a Social Security Number issued by the U.S. Social Security Administration in order to work. Students receiving an offer of on-campus employment must first secure an Employment Authorization Letter from Human Resources, which they then submit to the International Student Office for a Student Status Certification Letter and further instructions. Social Security Numbers must be reported to Human Resources.

All international students, whether they work or do not work during the calendar year, are required to file an IRS Form 8843. Additionally, students who earn income must file both federal and IL state income tax returns. Detailed information is available on <https://studyinthestates.dhs.gov/>.

## Mail Services

The Campus Post Office (CPO) is a full service post office for all inbound and outbound shipping needs. Purchase stamps, envelopes, and receive packages at CPO. Visit CPO in the basement of Doane Memorial, Monday through Friday, 8:30a.m. – 4:30p.m., and Saturdays during the school year from 10a.m. – 1p.m. You can also reach CPO by phone at 312-329-4252.

All outgoing and incoming mail must have the complete address. For all students, this includes name, CPO number, P.O. Box number, city and state, and zip code. This is an U.S. Postal requirement. For UPS and FedEx packages, you must use CPO number and 820 N. LaSalle Boulevard.

### Letters:

Your Name  
CPO \_\_\_\_\_  
P.O. Box 10060  
Chicago, IL 60610-0060

### Packages & Express Mail:

Your Name  
CPO \_\_\_\_\_  
845 N Wells St  
Chicago, IL 60610-3284

## Use of the Institute Name

Students must not use the name of the Institute on personal stationery or other printed matter, and students who belong to outside organizations are not permitted to have stationery printed with the name of the organization listed over the Institute address.

## Post Office Boxes

A private mailbox in the Campus Post Office (CPO) is provided to each student when they begin classes. This box will belong to you as long as you continue as a student. Therefore, the CPO number is a vital part of your address and MUST appear on all letters, papers, exams, and any other items deposited in the campus mail system. Students are responsible to see that their boxes are locked when the door is shut. Post Office services are not extended to students for promoting or advertising any personal enterprise or “regularly scheduled curricular activities.”

## Forwarding Address

Before a student leaves the MTS, a forwarding address should be left at the Campus Post Office. Publishers of all magazines and newspapers to which a student subscribes should be notified of an anticipated change of address at least one month before graduation or termination of enrollment. All first-class mail will be forwarded free of charge, but periodicals and standard mail cannot be forwarded.

## Questionnaires

The VP & Dean of Student Life must approve all questionnaires and publications prior to their publication and insertion into the student mail boxes.

## Copy Center

The Copy Center at Moody Bible Institute is a place where students can take advantage of low cost duplication services. Bulletins, flyers, and booklets, as well as laminated posters, spiral bound materials, and brochures can all be made for your personal and academic needs at the Copy Center. Submit your print job online by accessing our requisition page through [my.moody.edu](http://my.moody.edu) and selecting “Copy Center” under the Chicago Campus tab.

The Copy Center’s hours are 8:30a.m. – 3:30p.m., Monday through Friday, and is located just north of CPO in the basement of Doane Memorial. The Copy Center can be reached by phone at 312-329-4256 or [copycenter@moody.edu](mailto:copycenter@moody.edu).

## Student Wives Fellowship

Mission Statement: ‘To strengthen women to know and love Christ more deeply, encourage them through caring community, and equip them for ministry.’

Student Wives Fellowship (SWF) provides fellowship and spiritual support as well as biblical instruction and training to the students who are wives and wives of students at Moody Bible Institute and Moody Theological Seminary. The program meets on Thursday evenings at 5:30PM on the campus of Moody Bible Institute and gives wives an opportunity to encourage each other as well as be encouraged by administration, faculty, and employee wives. Student wives who live on or off campus are welcome. A free meal and free childcare are provided during SWF.

The Student Wives Fellowship Coordinator is responsible for maintaining the Fellowship and is available for advice and assistance. The Coordinator can be contacted through the Student Development department at 312-329-4193 on Culbertson 2.

### On-Campus Housing

There are a limited number of apartments available for married/family & single graduate students in Jenkins Hall. These are provided to students on a first-come, first-served basis. All questions related to these apartments should be directed to the Assistant Dean of Housing. Students living in Jenkins Hall are expected to abide by the conditions of their housing contract.

To be eligible to live in Jenkins Hall, graduate students must be full-time, Chicago Campus, degree seeking students at Moody Bible Institute. Except for students who are in their last semester of their degree program or have ISO visa requirements, a minimum of 6 credit hours for Seminary/Graduate Students is required to be considered full-time. MABTS students are allowed to continue to live in Undergraduate apartments.

For more information about on-campus housing, please email [housing@moody.edu](mailto:housing@moody.edu).

### On Campus Residents

If you reside in Jenkins Hall, please refer to the "Jenkins Hall Living Guide" for guidelines and responsibilities related to living on campus.

### Other Community Guidelines

#### Plaza

The plaza is a community environment. For the safety and consideration of others, playing ball, skateboarding, rollerblading, cycling, and Frisbee playing are not allowed at any time. The Associate Dean of Student Programs must pre-approve the use of amplified instruments and/or equipment one week before the date of the scheduled activity. Please observe community Quiet Hours.

### Use of Institute Rooms

Requests for the use of rooms may be made through Astra Scheduling at [www.astra.moody.edu](http://www.astra.moody.edu). You can also check the availability of rooms through the website.

### Bicycles

Please register your bicycle with Facilities, whose office is located in the basement of Crowell Hall. All bicycles must be parked in the designated areas around campus.

### Public Safety

With our main campus located in the heart of the city of Chicago, Moody Bible Institute is highly committed to providing and promoting a safe environment for our students, faculty, staff, and visitors. The Public Safety Department maintains a visible presence throughout our campus and is readily available to serve and assist while ensuring that our campus remains secure. The Office of Public Safety was established as a Police Department in 2017 and is currently staffed by nine full-time Police Officers in addition to patrolmen, desk workers, and administrative staff. Public Safety oversees the Crowell, Alumni Student Center, Chapman, Smith Hall, Fitzwater, Jenkins Hall, and Sweeting desks. Educating our students in security issues, personal safety measures, and protective strategies are all part of services we provide. It is our goal to work closely with the student body and other departments on campus to ensure that nothing hinders the educational experience or detracts from the mission of the Institute.

### Moody Alert

In cases of campus-wide emergencies, a mass text and/or email is sent to students, faculty, and staff who sign up for Moody Alert. Visit [my.moody.edu](http://my.moody.edu), click Moody Alert/Moody Connect, fill in your contact information, and save 23177 (Moody Alert 1) and 53291 (Moody Alert 2) to your phone.

### Campus Safety Precautions

Due to the urban setting of the MTS Chicago campus, and our concern for students' safety, we are committed as a community to keep residence hall doors closed and locked, to wear and keep track of identification cards (student IDs), and to report any suspicious or inappropriate behavior to Public Safety. Be alert and safe by following these safety tips:

1. Look assertive and be aware of your surroundings. Take note of any activity that seems unusual.
2. Always lock the door when you leave your room, even if you expect to return momentarily.
3. Place valuables and personal items out of sight and away from easy access to strangers.
4. DO NOT allow unwelcome strangers to enter your room, office, or department.
5. DO NOT prop open locked exterior doors.
6. Be suspicious of unknown persons loitering or checking doors in your building.

7. Avoid using stairs to remote sections of buildings.
8. Think about the routes you frequently walk from the garage or the train stations. Vary your routine and choose populated, well lit areas.
9. Avoid secluded and/or poorly lit areas. If lighting is out, report it to Public Safety.
10. Keep keys accessible and ready to use when you approach your Residence hall or vehicle.
11. Do not overload yourself with packages, books, or large baggage. Be prepared to drop your bags in an emergency.
12. Avoid studying or working alone in a building at night. If you must work late, let someone know when you will be done. Public Safety provides 24/7 officer or vehicle escorts on campus upon request.
13. Walk in groups whenever possible.
14. Always have an escape route. Know where you can go to avoid a threat.
15. Trust your instincts. If you feel that there might be a problem, there probably is.

Additional safety information can be found on our portal page on my.Moody.edu. This page includes the most recent information about district-wide crime alerts, elevator safety, rape prevention, personal safety, fire and lockdown drills, and emergency evacuations. Stay up-to-date with Public Safety by following us on Facebook (@MBIPublicSafety) and on Instagram and Twitter (@MoodySafety).

### Behavioral Threat Assessment Procedures

The Behavioral Evaluation and Threat Assessment (BETA) team is a core group of personnel who hear concerns from their divisions about student and employee behavior and meet regularly to evaluate these concerns. The reason for this is to do whatever is possible to notice and address out-of-the-ordinary behavior before it injures the person of concern or others.

The BETA team is designed to: identify situations of concern, investigate persons and situations that have come to their attention, assess the information gathered, and if necessary, manage persons and situations to reduce any posed threat.

Moody Bible Institute and Theological Seminary teaches students and employees that we need to have a “culture of reporting” where employees and students naturally report behavior or language that is suspicious, threatening or of a concerning nature. Each member of the campus community is in a unique position to see and hear things that they know are out of the ordinary for people to whom they are close. Observing signs of a person in crisis and reporting what you see, is the best way of assisting them in getting the help they need. The goal is to channel important information from those who have it, to those who need it.

If you observe or hear of a student, staff member, visitor, or guest that is exhibiting behavior or language of a concerning nature, you should report it as soon as possible. Reports can be made in the following ways:

1. If the behavior appears to be an immediate threat to do harm to someone, call Public Safety at 312-329-4357. The Public Safety Police Officers are trained to respond to emergencies and will contact the Chicago Police Department for back up, if necessary. (Example: you see someone on campus in possession of a deadly weapon, indicating intent to use it.)
2. If you are uncertain about the immediacy of the threat, but are concerned about the person and what they may do, contact Public Safety at 312-329-4357. (Example: you observe bizarre behavior and fear that the person is in crisis or about to do harm.)
3. If you detect a recurrent theme or activity that could be an indication of a person needing assistance, contact a member of the BETA Team in a timely manner. (Example: you find something written on a social media site that indicates a person is in crisis)

Reports can be made directly to the following BETA team members:

Brian Stoffer, Chief of Public Safety | 312-329-2038  
 Debbie Zelinski, VP of Human Resources | 312-329-4231  
 Tim Arens, VP & Dean of Student Life | 312-329-4191  
 Steve Brasel, Associate Dean of Counseling Services | 312-329-4194  
 Larry Davidhizar, VP and Dean of Undergraduate School | 312-329-4005  
 John Jelinek, VP & Dean of MTS | 312-329-4129

4. If you wish to report concerns anonymously, you can call the TIPS line at 312-329-TIPS or fill out our crime reporting form on our website through my.Moody.edu.

### Identification Cards and Fobs

To ensure the safety of both people and property, students are required to wear their IDs when inside any campus building. Students are expected to have a valid MBI issued student ID card displayed on the front of their body and above the waist. It is a priority of Moody Bible Institute to ensure the safety of our Institute by having all students and staff readily identified in this high profile manner.

Please immediately report lost or stolen ID cards or fobs to the Facilities Department. Replacement ID's are \$15.00. Lost fobs can be temporarily deactivated at no charge to give the owner an opportunity to find their old fob, before purchasing a new one is required. If ID cards are lost, temporary fobs are available for use.

IDs and fobs are the property of MBI. As such they should be returned to the Facilities Office upon final departure whether that be graduation or some other extenuating circumstance.

IDs, keys, and fobs are not to be transferred to anyone, but should remain in the owner's possession at all times. Please take note that the fob is a type of key and if placed in the wrong hands can become a safety concern.

### **Campus Visitors**

For safety reasons, we require that all guests register and wear visitor IDs. Visitor IDs can be obtained at any campus desk by presenting a valid government-issued photo ID.

### **Fire Drills**

When the fire alarm sounds, you must vacate the building. Instructions are posted in classrooms and your professors will give additional explanation. False alarms set off by students will result in a \$100-\$500 fine.

### **Emergency Evacuations:**

1. Leave lights on
2. Open blinds
3. Leave door unlocked
4. Stay with your group, class or floor
5. Do not use elevators
6. Calmly proceed to the nearest stairwell exit
7. Remain 30 feet away from the building until the 'all clear' is stated
8. Follow Floor Monitors (wearing orange vest) and emergency personnel's directions

### **Missing Persons**

In accordance with federal law HEOA Sec.488 (g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485 (j); HEOA amendment effective August 14 2008; August 21, 2009 NPRM (revised 34 CFR 668.41 (a), added 34 CFR 668.46 (b) (14) and 34 CFR 668.46 (h), which requires an institution that provides any on-campus student housing facility to include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities, Moody Bible Institute has the following policy:

1. Upon determining that a resident student has been missing for 24 hours, the VP & Dean of Student Life or the Associate Dean of Residence Life will immediately notify MBI Public Safety and the local law enforcement agency.
2. The VP & Dean of Student Life or the Associate Dean of Residence Life will notify the contact person that has been designated by the student (this contact information will be registered confidentially).
3. If the missing student is under 18 years of age and not emancipated, Moody Bible Institute will (as required by law) notify a custodial parent or guardian within 24 hours when the student is determined to be missing (if such person is different from the contact person designated by the student).

Public Safety will alert the MBI Crisis Response Team (CRT) whenever a student has been reported to local police as missing. MBI personnel will also designate a contact person with the Chicago Police Department to facilitate communication, cooperation, and access to MBI information resources on all missing student cases. The MBI CRT will be updated on the investigation on a regular basis and convene when it is determined that additional resources and manpower are needed to respond.

### **Lockdown**

A lockdown is where a building (academic or corporate) is secured in order to prevent individuals from getting in or out until an emergency situation has been resolved. If a Floor Monitor receives a call from a Crisis Management Response Team (CMRT) person or a public address announcement occurs stating a lockdown is in effect, he or she should:

1. Lock all doors
2. Move all individuals and items out of view
3. Remain quiet – silence all electronic devices
4. Open exterior blinds and turn lights off
5. If a phone is in a secure area, call 911 then call HELP (x4357) and inform them of your location and the number of people in the area (use land line if possible)

### **Shelter-in-Place Procedures**

If a Floor Monitor receives a call from Public Safety, a Moody Alert is sent out, or hears a public address announcement stating to Shelter-in-Place, everyone should:

1. Remain as calm and quiet as possible
2. Move to the lowest levels (tunnels), innermost hallway, or enclosed area of the building
3. Stay away from windows
4. Avoid auditoriums, gymnasiums, or other large rooms
5. If outside, seek shelter indoors

### **Fireworks**

Fireworks of any kind are illegal in Illinois and are prohibited from campus.

### **Weapons**

We do not allow students to possess any kind of weapon, weapon replica or recreational device that presents a risk of injury or property damage, including, but not limited to water balloon launchers, potato guns, pellet guns, firearms, archery equipment, knives, swords, martial arts weaponry or improvised tools capable of inflicting similar injuries. Any weapons found on campus are subject to confiscation. Students found to be in possession of them will be subject to disciplinary action.

## Student Parking Information

A copy of the most current parking policies can be found in the Facilities Office located in Crowell basement and online at the my.Moody.edu Student Resources Tab, Parking Policies link. These policies cover vehicles on campus. Vehicle owners are responsible for any issues concerning their vehicle while it's on campus as well as any damages incurred. Students are responsible for all fines resulting from parking violations. Fines accrue and are not cleared from a student's record annually.

Commuter and Resident parking passes can be purchased through the Facilities office. All students will be notified by email when permit purchasing has opened on my.moody.edu. MTS students do have the option to purchase short term passes for a cheaper price.

Students are not permitted to loiter in their vehicles in the parking garage or any exterior lots. Public Safety will approach vehicles, request ID, and ask occupants to move along to a safer location.

## Vehicle Use and Driver Policy

Student safety as it applies to driving vehicles is a matter that MBI takes very seriously. The MBI Vehicle Use Policy and driver approval process applies to all students and employees who drive vehicles, including personal vehicles, on Moody-related business. A copy of these policies and procedures can be found in the Facilities Office located in the Crowell basement. MBI approval must be granted before students may drive on any MBI sponsored activity. To obtain approval, contact the Facilities Office for all the necessary paperwork. Once the paperwork is complete, please give the office five days for the approval process to be completed.

## Student Counseling Services

One of the vital ministries of the Student Development Department is Counseling Services. MBI's staff of professional counselors is prepared to assist full-time enrolled students through a variety of issues and challenges.

The counselors' offices are located on the third floor of Smith Hall, in the North Wing. Counseling Services provides assistance with struggles including (but not limited to): abuse/trauma recovery, depression, anxiety, spiritual development, relationships, grief, and stress management. Counseling Services also offers several educational and growth groups each semester.

The initial assessment is free of charge with subsequent sessions costing \$5 each. Services will not be denied if a student is unable to afford the fee.

You may schedule an appointment by emailing the Associate Dean for Counseling Services at [steve.brasel@moody.edu](mailto:steve.brasel@moody.edu),

however, counseling availability is limited and is not guaranteed for every student.

## Student Resource Center Disability Services

It is the goal of MBI to ensure that all college services, activities, facilities, and privileges are accessible to qualified persons with disabilities. Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Student Resource Center (SRC) at MBI.

Students who believe they have a disability which might affect their academic performance at MBI and require accommodations or auxiliary aids and services, should visit the Student Resource Center which is located on the third floor of Smith Hall, to meet with the Assistant Dean to discuss possible accommodations.

## Procedures for Accommodations

Prior to receiving any accommodations, students must register with the SRC by completing the Registration/Self-Identification form at this link: <https://fs30.formsite.com/ggates/form7/index.html>. A student must complete the registration form, provide documentation detailing his/her disability and be interviewed by SRC staff. Documentation may include the following:

- A standardized measure of general intelligence (i.e., WISC-II)
- Results of academic achievement test (i.e., Woodstock – Johnson Psycho Educational Battery revised; Tests of Achievement, etc.)
- Results of specialized testing in perceptual, processing, and motor skills, as appropriate.
- A case history including input from parents, teachers, previous records, and/or the student.
- A description of any recommended accommodations(s). MBI will require some or all of the above at the student's expense. There must be sufficient, competent evidence of a specific learning disability. Individual "learning style" and "learning differences" in and of themselves do not constitute a learning disability. If necessary, a student can be referred to community agencies for comprehensive testing (at the cost/responsibility of the student).

Documentation should be directed to:

Gayla Gates, Assistant Dean for the Student  
Resource Center  
820 N. LaSalle Blvd Smith 3  
Chicago, IL 60610

Or faxed to 312-329-4479

For additional information and policy, you may request the complete Moody Disabilities Service Manual from the above contact or view a copy online.

Specific accommodations/services for all students with disabilities may include:

- Information about special test administration and classroom adaptations
- Time extensions
- Letters to instructors discussing classroom and testing accommodations
- Referrals to Moody counseling services or outside counseling agencies
- Advising and guidance on academic, social, and personal needs

The SRC will not provide any assistive devices of a personal nature (i.e., hearing aids). The SRC will provide letters for verification of disability to the student. Students should request updated letters at the beginning of each new fall semester. It is the student's responsibility to deliver these letters to the necessary personnel (i.e. faculty, program directors, academic advisors, etc.) After a class begins, if the student finds that additional or different accommodations are needed, the student must contact the SRC as soon as possible to make appropriate changes. The SRC will remain a liaison between the student and the rest of the Institute's community through the duration of the student's enrollment.

### **SRC Grievance Policy**

If a student or faculty member disagrees with an approved accommodation or feels that an approved accommodation is not being properly implemented, he or she may file a grievance, as described below.

**Informal Resolution.** Moody generally encourages early resolution of complaints. This typically means resolution between the two individuals involved, such as a student and a faculty member. A conversation may resolve a disagreement quickly—occasionally a problem arises because of a misunderstanding or miscommunication; clarification can lead to a quick and effective solution.

Students or faculty are not required, however, to try to resolve the grievance informally; they can proceed directly to filing a formal grievance.

**Formal Resolution.** A student or faculty member initiates the Formal Resolution of his or her grievance by contacting the Disability Coordinator and submitting a written grievance. If the Disability Coordinator is the subject of the grievance, the student or faculty member initiates the formal resolution of his or her grievance by submitting the grievance to the Vice President and Dean of Student Life. The written grievance should include a clear description of the reasons for the Grievance and any supporting information.

The Disability Coordinator (or, if applicable, the Vice President and Dean of Student Life) will review the grievance and may request additional documentation from the student, or consult with appropriate personnel such as faculty, diagnosticians, consultants and professional experts as needed. The Student will receive a written response from the Disability Coordinator or Vice President and Dean of Student Life within two weeks of the date the grievance is submitted. This will either give an answer to the grievance or inform about the measures being taken to address the grievance. Any decision made by the Vice President and Dean of Student Life will be a final ruling with no further appeals.

**Protection from Retaliation.** Federal and state law and Moody policy prohibit any form of retaliation against a person who participates in the grievance process. Accommodations will be provided during the grievance process.

### **Peer Tutoring**

As part of the Student Resource Center, Moody offers academic tutoring to all students free of charge. Students are allowed two hours of tutoring per week, per subject throughout the semester. Peer tutors are Moody students who have outstanding GPA's and have a B+ or higher grade in the specific courses in which the student may need assistance.

### **How to Request a Tutor**

Fill out an online Tutor Request Form found here: <https://fs30.formsite.com/ggates/Peer-Tutor-Request-Form/index.html> or contact the Student Resource Center at [studentresourcecenter@moody.edu](mailto:studentresourcecenter@moody.edu).

### **The Writing Center**

The Writing Center at Moody is a free resource that helps students strengthen their papers and grow as writers. Our highly trained tutors can help with any part of the writing process: from getting started, to organizing an argument, to polishing for grammar and style. We offer several types of instruction:

Face-to-face appointments (in the Crowell library)

Video conferences

Email feedback

Students can request any of these types of assistance by visiting our scheduling assistant (<https://mbiwritingcenter.as.me/>), our Facebook page (<https://www.facebook.com/MBIWritingCenter/>), or our student portal site (see the link on the my.moody homepage).

Handouts and weekly writing tips are available on each site. To request more information, contact the Center's coordinator at [david.hudson@moody.edu](mailto:david.hudson@moody.edu).

## Solheim Center

The Institute offers personal growth through three programs in the Solheim Center: Physical Education Classes, Intramural Recreational Sports, and Intercollegiate Athletics. Use of the Solheim Center facilities is permitted for full-time Seminary and undergraduate students. *A valid MBI ID card and job are required for entrance to the Solheim Center.*

These are the anticipated Solheim Center semester hours, subject to change upon special notice and during spring, summer and winter breaks:

### Solheim Center Hours

Monday – Thursday	6:30 a.m. – 10:00 p.m.
Friday	6:30 a.m. – 8:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.
Sunday	Closed

### Pool Hours

Monday - Friday	6:30a.m.-7:45 a.m.
	11:00 a.m. – 7:00 p.m.
Saturday	12:00 p.m. – 3:45 p.m.
Sunday	Closed

### Solheim Facilities Available

Although the Solheim Center may be open, certain areas within the building may not be available due to a varsity sport practice or contest, an intramural activity, a community ministry event, or a programmed student activity. The Solheim facilities schedule is subject to change; therefore, a monthly schedule is posted on the Athletic website ([moodyarchers.org](http://moodyarchers.org)).

### Policies

Participants are to change into a separate, clean pair of athletic shoes for all activities in the Solheim center. Shoes other than athletic shoes are prohibited in activity areas and weight room. Spikes and marking black soled athletic shoes are also prohibited.

Exercise and gym attire must not be in contradiction to the standards set forth in the Student Life Guide (SLG). Jeans or cut offs are prohibited for exercise at the Solheim Center. All patrons must wear shirts at all times and shirts cannot be showing midriff or torso. Tank tops are permitted as long as they are not low cut or have thin straps. Any form of spandex (leggings, yoga pants, compression shorts, etc.) must have athletic shorts over them.

Food is not allowed in the aerobics and weight rooms, with the exception of liquids IN AN ENCLOSED CONTAINER. Food is only allowed in the front lounge area.

Proper etiquette, language, and courtesy are to be observed at all times. Bicycles, skateboards, rollerblades, and roller skates are prohibited. Personal music that can be heard by

others is not allowed at Solheim. Sparring of any form is not permitted in the Solheim center.

### Aerobics and Weight Room Rules & Guidelines

Max overhead lifting, dropping and bagging weights is prohibited. Kettlebells and Dumbbells used in the aerobic room must be rubber or plastic coated and place on mats when on floor. Weights may not be taken out of the aerobics or weight room.

Jump ropes should be used in gym areas only and should not be used in the weight room, aerobics room and running track.

### Tennis Court Rules & Guidelines

The tennis courts are open the same hours as the Solheim Center or until dusk. Two double courts and one single court are available. The same dress code applies on tennis courts.

### Pool Regulations

Swimmers must shower before entering the pool. One piece swimsuits are required by women and boxer style shorts are required by men.

### Lockers

Lockers are available for the time of activity. Individuals should provide their own lock during the time of usage and removed after each usage. Solheim is not responsible for any lost or stolen items.

### Equipment Check Out

A variety of equipment is available for checkout. A valid MBI card is required as collateral. If the items are lost, the participant will pay a replacement cost for each item. Equipment includes: basketballs, volleyballs, racquetball equipment (a \$1.00 fee for racquetball racquets), balls, etc. Equipment taken off campus requires a \$20.00 deposit and must be returned the following day or the deposit will be forfeited.

### Guest Policy

Students bringing guests are allowed only one registered guest for \$2.00 and guest must remain with student at all times.

### Solheim Center Reservations

1. Reservations for any classroom or sport-facility needed for an MBI academic class and/or MBI program must be made through the Building Operations Manager by calling 312-329-8089.
2. Small groups (PCM, Youth Group, etc.) for Outreach Ministry must have the approval from the Building Operations Manager who can be reached by calling 312-329-8089.



- Racquetball and Tennis court reservations are available the week of play by calling 312-329-4039 or signing up at the Solheim Front Desk. Players who are ten or more minutes late from checking in for their reservation will forfeit that time. Safety goggles are required to play racquetball.

Contact the Solheim Center Front Desk by calling 312-329-4039 for any additional questions regarding Solheim.

## Music Lessons & Performing Ensembles

Moody offers a variety of music lessons and music experiences with modern, classical, and choral ensembles. Visit [www.moody.edu/music](http://www.moody.edu/music) for more information about ensembles and programs, or contact [musicdept@moody.edu](mailto:musicdept@moody.edu) to get started! For music lessons contact [musicdept@moody.edu](mailto:musicdept@moody.edu) for further information and assistance in signing up.

## Crowell Library

### Mission

The Crowell Library supports the curriculum and mission of the Moody Bible Institute by providing services and information sources to its students and faculty. The Crowell Library is located on the first and lower levels of the Sweeting Center.

Library services are available to current students and faculty affiliated with MBI. If you are on campus, you are welcome to check out books from the library. Students who currently reside in the state of Illinois can also check out books from any of the 90 I-Share academic and research libraries in Illinois, with a barcoded MBI student ID card. See <https://library.moody.edu/about-library-services/IShare-2018/> for details. You also have access to dozens of academic databases (<https://library.moody.edu/research-help/database-finder-results/>) and thousands of eBooks, for a wealth of resource materials supporting your studies.

Our library website (<http://library.moody.edu>) provides information about our library, including hours and contact information, staff and services. The library website also functions as a gateway to over 60 LibGuides (<http://libguides.moody.edu/?b=g&d=a>).

### Library Catalog and Databases

In order to access your library membership information, go to the library catalog Creating Your Library Account page at <https://library.moody.edu/crowell-library-chicago/begin-your-search/create-your-library-account/>. Creating your library account will enable you to monitor the library items you have checked out and to renew items that you have already checked out. In addition, you will be able to utilize the Favorites and Tagging features of the Library online catalog. For students and faculty who currently reside in

Illinois, creating a library account is also necessary to request books through the online I-Share catalog at <https://vufind.carli.illinois.edu/all/vf/>.

Your My Moody account provides access to hundreds of electronic resource tools, including online indexes, catalogs, eBooks, journals, databases of reference material and scholarly articles. Some of the more popular resources include the following:

- Academic Search Complete
- ATLA Religion Database
- EBSCO eBooks Online
- JSTOR
- Oxford Biblical Studies Online, Oxford Handbooks Online & Oxford Reference
- Thesaurus Linguae Graecae

For a complete up-to-date list, go to our homepage and click on the Databases and Articles tab, and select Chicago as a location. These databases provide full-text access to thousands of journals, many that are peer-reviewed works. Students and faculty can also access eBooks, book reviews, full-text magazines, newspapers, reference books, maps, videos, and language programs. For questions about logging in and technical support, contact the Information Technology Services (ITS) Help Desk at 312-329-4001. For help selecting which resource is best for you and your information needs or assignment, please contact the library (email: [library@moody.edu](mailto:library@moody.edu); phone: 312-329-4175).

### Reference

For ready-reference, general information, and research assistance, students may contact the library by email by clicking Ask a Librarian at [library.moody.edu](mailto:library.moody.edu); telephone (312-329-4175); and regular mail (Moody Bible Institute, Crowell Library; 820 N La Salle Blvd; Chicago, IL 60610). The reference department promptly responds to queries.

### Reserves

MBIDL administrative staff is responsible for uploading articles to Blackboard (MBI's Learning Management System). All other required texts should be purchased or borrowed from local public or college libraries. Modular courses may utilize the on-campus print book reserves service provided by the library. Check with your professor and syllabus to find out.

### Borrowing Privileges

- Up to 25 items may be checked out at a time
- Full access to online resources in our computer lab or through [my.moody.edu](http://my.moody.edu)
- Universal borrowing privileges at 90 Illinois I-Share academic and research libraries
- Interlibrary loan services
- Library membership active until graduation (cost included in school fees)

## Library Contact Information

For questions about hours, reserve stacks, and your library account, call the Circulation Desk at 312-329-4136 or email [circulation@moody.edu](mailto:circulation@moody.edu). For questions about research, databases and the library catalog, call 312-329-4175 or email [library@moody.edu](mailto:library@moody.edu).

## Library Hours

### Regular\*

Day	Hours
Sunday	6:00 pm-12:00 am
Monday – Thursday	7:30 a.m. – 12:00 a.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 12:00 a.m.

\*The Library may open late and close early during Mission’s Conference, Founder’s Week, vacation periods, and other Institute-wide events. For up-to-date library hours, check the Library homepage and signs posted throughout the Library.

### Last Two Weeks of Fall & Spring Semesters

(Excluding Finals Week)

Day	Hours
Sunday	6:00 pm-12:00 am
Monday - Thursday	7:30 a.m. – 1:00 a.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 1:00 a.m.

## Circulation of Materials

Visit the Circulation Desk on the first floor to check out materials.

- A valid MBI issued ID/Library card with library barcode must be presented.
- For information about circulation periods and lost item fees, please consult the Crowell Library Policies and Guidelines at <https://library.moody.edu/crowell-library-chicago/crowell-library-chicago/policies-and-guidelines/>. Circulation staff may be reached by phone at 312-329-4136.

## Library Staff

Please come by the Library or contact any one of us to learn more about the library services and information sources. We are here to help you succeed academically!

POSITION	NAME
Library Director	James Preston
Public Services Head Librarian	Christopher Ullman
Distance Librarian	Christy Cherney
Circulation Supervisor	Ashley Smith Linton
Resource Coordinator	Jonathan McDaniel
Support Services Coordinator	April Nelson
Curriculum Lab Technician	Karina Reyes
Interlibrary Loan Technician	Rosie Quintana

Administrative Assistant	Rosie Quintana
Archives Assistant	Corie Zylstra
Copy Cataloger	Donna Singley
Cataloger	Blake Walter

## Library Computer Lab

The main computer lab for student use is located on the lower level of the Library. The 42 Microsoft Windows and 2 Apple workstations have standard software and have Internet capabilities for email, library databases, Blackboard, and other online resources. The computer lab hours are the same as the Library hours.

Students who own personal notebooks, laptops, or have checked one out from ITS, may connect to our wireless account in the Library. For directions on how to log in, you can stop by the Information Desk or ITS.

## Ask a Librarian & Interlibrary Loan

The *Ask a Librarian* web form found on our homepage can be used for research questions and database help. The *Interlibrary Loan* web form can be used to order books that our Library does not currently own but is able to borrow from other libraries. This process may take 2-3 weeks. The form can be found on our website.

## Quiet

The lower level of the Library has been designated as a “Quiet Zone.” Please be considerate of other individuals who are studying. The first floor is not designated as a “Quiet Zone.”

## Cell Phones & Mobile Devices

The sound setting on all cell phones and mobile devices must be set to silent or vibrate. Talking on cell phones at a moderate volume is permitted on the first floor of the Library except in the Music/Media Lab and near the stairwell. Per library staff discretion, any patron talking loudly on their cell phone will be asked to finish the call outside the Library.

Talking on cell phones is not allowed on the lower level or restrooms. If you need to answer a call, please do so in the designated areas of the first floor or in the Sweeting lobby outside the Library. For the sake of other Library patrons, please keep volume levels low on iPods, online listening stations, and other sound-producing services that require headphones.

## Food and Beverage Policy

Consumption of food is only permitted in the lobby on the first floor of the Crowell Library. Patrons are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.

Food is limited to meal replacements, snack or wrapped items which are consumed individually, as well as items

purchased from the Library's vending machines (located in the media lab). No food purchased from off-campus restaurants or open plates of food are permitted. The delivery of food to the Library for library users is prohibited.

Patrons with food having a strong odor may be asked to consume it outside the Library. Patrons disregarding the food policy will be asked to leave the Library. Beverages in lidded containers are allowed everywhere in the Library.

**RIGHTS RESERVED STATEMENT**

The provisions of this publication are not to be regarded as an irrevocable contract. The Moody Bible Institute reserves the right to modify, revoke, or add to any and all regulations at any time, and to cancel the registration of any student for reason of deficiency in scholarship, unsatisfactory conduct, or for other just cause. This includes the right to change credit for courses, fees charged, graduation requirements, and any regulations affecting students whether they are academic or pertaining to student life.

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## MBI Computer Use Policy

Effective Date: 04/08/2005  
 Last Revised: 07/20/2015  
 Last Reviewed: 03/27/2018

### Audience

All Users of Moody Bible Institute Network

### Policy

Information Technology Services is the MBI Department that provides access to the MBI computer network for all students, faculty, and staff. The MBI computer network consists of a campus-wide backbone network, local area networks, and many shared computers as well as personal desktop computers. Information Technology Services works to insure that network rights and responsibilities are not violated. This policy will be considered as a part of the "Student Life Guide" and "Employee Information Guide."

### **Rights**

Members of the MBI community can expect certain rights as they use the network and its services.

\* Privacy: All members of the community are entitled to reasonable privacy in their electronic mail. However, it must be recognized that electronic communications are by no means secure, and that during the course of ordinary management of computing and networking services, network administrators may inadvertently view user files. In addition, if a user is suspected of violations of the responsibilities as stated in this document, that user's right to privacy is superseded by the Institute's requirement to maintain the network's integrity and the rights of all network users. User files may be examined under the direction of the Executive Cabinet member responsible for the area and one other member of the Executive Cabinet or the Vice President of Information Technology Services in concurrence with the Executive Cabinet member responsible for the area.

\* Safety: While unwanted or unsolicited contact cannot be controlled on the network, network users who receive threatening communications should bring them to the attention of Information Technology Services and/or the Chief of Public Safety. Users must be aware, however, that there are many services on the Internet that might be considered offensive to groups of users, and therefore network users must take responsibility for their own navigation of the network.

\* Access: Information Technology Services under the direction of the Executive Cabinet reserves the right to limit access to certain areas of the Internet that are of questionable nature. The Employee Standards section of the Employee Information Guide and the Community Living Standards of the Student Life Guide will be used as guideline documents to identify what is of questionable nature.

### **Personal Use of Computer Resources**

All students are given access to Moody Bible Institute's computer resources, which may include hardware, software, and Internet access as part of their educational experience. The access of certain sites on the World Wide Web that are restricted during normal business hours may be unrestricted at other times. This does not include questionable sites as determined by the Executive Cabinet. If a site is restricted that you feel should not be

restricted, please contact Information Technology Services at Ext 4001. If you find a site of questionable nature, please contact Information Technology Services at Ext 4001 so that we can take the appropriate action.

### **Security**

All students and employees should take reasonable and appropriate action to protect the Institute's data, software, and computer equipment along with your data, software and computer equipment. Some of these actions may include but are not limited to:

- Signing off of all computer networks when you are not using them.
- Backing up critical data on a regular basis. Information Technology Services will only retain e-mail messages that are less than **120 days** old.
- Closing and locking doors when no one is present.

### **Responsibilities**

There are also responsibilities that must be met as part of the privilege of network access. Network users are expected to live up to these responsibilities. If you violate a network responsibility, your network access may be suspended. Depending on the seriousness of the violation, you could be referred through the Institute disciplinary procedure process. Violations that also violate federal or state laws will result in referral to the appropriate legal authority.

1. You are responsible for the use of your MBI account. You may not give anyone else access to your account. **You will be held accountable for all usage on your account.** You must not use an MBI computer account that was not assigned to you. You may not try in any way to obtain a password for another user's computer account.
2. You are responsible for the security of your password. This includes changing it on a regular basis and making sure no one else knows it.
3. You are prohibited from the following:
  - a. Misrepresenting yourself or your data on the network.
  - b. Using MBI's network resources to gain or attempt to gain unauthorized access to any MBI or remotely connected computers.
  - c. Extending the Moody computer network by connecting routers, switches, hubs, wireless access points, etc. without approval from Vice President of Information Technology Services or the Division Manager of Enterprise Infrastructure Services.
  - d. Performing an act that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
  - e. Running or installing on any of MBI's computer systems, or giving to another, a program which could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
  - f. Attempting to circumvent data protection schemes or exploit security loopholes.
  - g. Performing acts which are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others.
  - h. Attempting to monitor another user's data communications, nor may you read, copy, change, or delete another user's files or software, without permission of the user.
  - i. Violating the terms of software licensing agreements and copyright laws.

- j. Making copies of copyrighted material (software programs, music files, video files, audio files, etc.) or making copyrighted material available on the network unless permitted by the software license agreement. We recognize that some material that is available on the Internet may not be copyrighted. But we are required by law to support the prosecution of any individual or individuals who make or distribute copyrighted material.
4. The following types of information or software cannot be placed on any Institute-owned computer system:
  - a. That which infringes upon the rights of another person.
  - b. That which gives unauthorized accesses to another computer account or system.
  - c. Software that will violate any copyright laws.
  - d. All anti-virus software is required to be up to date.
5. Network and computer resources are provided to support the mission of the Institute. These resources may not be used for private commercial purposes.
6. Any network traffic exiting the Institute is subject to the acceptable use policies of the Internet, rules of discussion forums in which you participate, and to the policies listed here. See the Qwest Acceptable Use Policy.
7. Information that is published electronically using World Wide Web, Kiosks, Online Forums, or similar electronic applications for broad general consumption outside of the Institute shall be subject to the same standards as conventional publications with respect to the representation of the Institute.
8. Access to information resources beyond the Institute's network (e.g. the Internet) is available and encouraged. However, accessing these resources through a means other than the MBI network while connected to the MBI network (e.g. accessing the Internet through a broadband or DSL connection) may cause a security risk and is therefore prohibited. This includes but is not limited to accessing the Internet via a separate ISP while still connected to the MBI network. In most cases, the same services provided by other providers can be obtained via the Institute's Internet connection.

Information Technology Services and your department head or dean should be notified about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks.

### **Copyright Guidelines**

All use of copyrighted material must conform to copyright laws and guidelines.

### **Copyright and Peer to Peer File Sharing**

See [Copyright and Peer to Peer File Sharing Policy](#) located on the Moody Portal.

### **Software**

Unless you have written a program for your personal use, you do not have the right to make and distribute copies of programs (software, music files, video files, audio files, etc.) without specific permission of the copyright holder. Software programs are protected by Section 117 of the 1976 Copyright Act. Federal copyright laws protect most MBI software. Educational institutions are not exempt from these laws. Software is also protected by the license agreement between supplier and purchaser.

Software provided by MBI can only be used on the computer equipment specified in the software license. It is against Institute policy to copy or reproduce any licensed software on Institute computing equipment or personal computing equipment, except as expressly permitted by the software license.

Unauthorized copies of software may not be used on Institute owned computers or on personal computers housed in Institute facilities. Unauthorized use of software is regarded as a serious matter and any such use is without consent of Moody Bible Institute.

Information Technology Services reserves the right to remove unauthorized software from any Institute-owned computer or personal computer housed in Institute facilities.



**Print Material**

Copyright laws protect any printed or recorded material that is used in conjunction with a computer resource.

The issue of copyright laws is a serious matter as it pertains to software. An organization called the Software Publishers Association (SPA) has the right to come in and inspect Moody to verify that we are using legal copies of software. This means that for every copy of software that we have on a computer we need a license indicating that we purchased it or it was received from someone for no charge. There are cases where companies have been fined hundreds of thousands of dollars because they could not prove that they owned the legal right to use the software. It is critical that we ensure that we have legal copies of software on all of our computers.

**CenturyLink Acceptable Use Policy**

See link below for CenturyLink Acceptable Use Policy

<http://qwest.centurylink.com/legal/usagePolicy.html>

**Definitions, Procedures, Documents, Contacts**

n/a

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4001 or [ITS@moody.edu](mailto:ITS@moody.edu) for assistance.

If you have questions about the policy, you may email [ITSpolicy@moody.edu](mailto:ITSpolicy@moody.edu) for assistance.

**Related** n/a

## MBI Copyright and Peer to Peer Sharing Policy

Effective Date: 7/31/2012

Last Revised: 7/10/2015

Last Reviewed: 3/27/2018

### Audience

All Users of Moody Bible Institute Network

### Policy

Due to significant lobbying from the Motion Picture Association of America (MPAA) and the Recording Industry Association of America (RIAA), the US congress has revised the Higher Education Opportunity Act (HEOA) to address copyright law and file sharing. Title IV of the HEOA legislation deals with Federal Student Assistance, including Pell Grants, the Family Education Loan Program, the Work-Study program, Direct Student loans, and Perkins Loans. However, the reporting requirements of HEOA Title IV now also stipulate that all US colleges and universities must provide:

- An annual disclosure to students describing copyright law and campus policies related to violating copyright law.
- A plan to "effectively combat the unauthorized distribution of copyrighted materials" by users of its network, including "the use of one or more technology-based deterrents".
- A plan to "offer alternatives to illegal downloading".

### Copyright Law

Copyright law provides protections to creators of works against the unauthorized duplication and distribution of the works. In exchange for these protections, the public is provided with specific rights for "Fair Use" of copyrighted works. More specifics about on copyright law and fair use are available at the following sites:

- The US Copyright Office: <http://www.copyright.gov>
- The Copyright Office's FAQ page: <http://www.copyright.gov/help/faq/>
- Chilling Effects explains Fair Use: <http://chillingeffects.org/>

Copyrighted works that are easily stored in digital form, such as software, music, videos, and photographs, can be easily acquired and distributed over computer networks, using freely available file sharing software. However, despite the ease of such transfers, it is illegal to download, and especially to distribute, such copyrighted works without authorization.

Since such activity is illegal, it is prohibited by general Institute policy, and covered by the disciplinary procedures in our student and employee handbooks. In addition, using the MBI network or any other MBI technology resource to copy, store, and/or distribute copyright-infringing material is specifically prohibited by the MBI Computer Use Policy, located on the MBI Portal. All campus users acknowledge this policy when they register personal computer equipment on the network. Loss of campus network access and/or disciplinary actions as specified in the handbooks may result from continued illegal activity by members of the Institute community.

Every user is responsible for their own compliance with the law. Using the MBI network does not in any way shield you from potential law enforcement actions; users who download or distribute copyrighted works may face civil or criminal penalties in addition to sanctions based on Institute policy.

### Penalties for Copyright Violation

If a copyright owner successfully prosecutes an infringer, the penalties are set at "not less than \$750 or more than \$30,000" per infringing work. However, if the copyright owner can establish that the violation was "willful" the penalty

can be \$150,000 per work. (from US Code Title 17 Chapter 5 Section 504:  
<http://www.copyright.gov/title17/92chap5.html> )

Furthermore, The US No Electronic Theft Act establishes that penalties can be charged even if the infringer did not profit in any way from the violation. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. (See [http://en.wikipedia.org/wiki/NET\\_Act](http://en.wikipedia.org/wiki/NET_Act) )

### **File Sharing Software**

Much of the illegal distribution of copyrighted works is done with peer-to-peer (P2P) file sharing software. There are many different peer-to-peer protocols used for sharing, such as BitTorrent and Gnutella, but the primary characteristic of P2P systems is that there is no central server holding the shared files. Instead, every client computer can both download files for local use, and serve files for download by other peers. Thus, if you install peer-to-peer file sharing software, it is your responsibility to assure that it does not illegally serve any copyrighted material on the peer-to-peer network. Since these networks only function if many peers share, the default action of most file sharing packages is to automatically share local files.

Note that some peer-to-peer software, particularly BitTorrent, is used as a legal distribution channel for Open Source and other free software, and for other works that are in the public domain or licensed for distribution. Thus, using P2P software is not inherently illegal, but users must be aware of the licensing and distribution requirements of every file they transfer. Also, as noted above, users must be very careful to not inadvertently share copyrighted files from their own systems.

P2P file sharing can consume large amounts of network bandwidth. Since bandwidth from our campus to and from the Internet is a scarce and expensive resource, Information Technology Services attempts to limit the amount of P2P traffic. If you need to download legal material from a P2P source, please contact Information Technology Services for assistance.

### **Tracking File Sharing**

Internet communication is not anonymous: Every packet of data sent or received includes the source and destination IP addresses of the computers sending the traffic. Moreover, these globally unique addresses are registered to their providers, as this is necessary for routing data. Also, P2P client software must advertise the files it has to share, or else the P2P network would not function. Therefore, major producers of copyrighted works hire companies to track file sharing, which they can do easily by using the same P2P software as everyone else. If a peer is found to be sharing (distributing) or offering to share copyright-infringing content, the agents send violation notices to the infringer's Internet service provider (i.e. MBI). The Information Technology Services department occasionally receives notices of copyright infringement, and we are required by the HEOA regulations to take action on these notices. Information Technology Services will attempt to find the user who had use of the IP address in question, and to forward the copyright violation notice to the user.

Note that the Institute does not provide any network access to these copyright enforcement agents; any evidence of file sharing they detect is publicly available on the Internet. We will not release any user information or network logs to such agents unless required by subpoena or other legal means.

### **Legal Sources for Music and Video**

There are many on-line sources that give legal access to copyrighted music and video.

- EDUCAUSE, an association of colleges and universities, maintains a list of legal media sources: <http://www.educause.edu/legalcontent>
- The MPAA provides a similar list of video sources: <http://www.mpa.org/contentprotection/get-movies-tv-shows>

### **HEOA Compliance Statement**

Moody Bible Institute has implemented the following plan for compliance with the file sharing and copyright protection provisions of HEOA:

1. The Institute sends regular emails (at least annually) to all campus network users to educate our users about copyright law and illegal use and distribution of copyrighted works. These messages include references to this document, which specifies campus policies dealing with illegal activity, and outlines the penalties for copyright infringement that are codified in US law.
2. The Institute uses the following deterrents as part of our plan to effectively combat the unauthorized distribution of copyrighted materials by users of our network:
  - All incoming students are required to attend orientation sessions where copyright laws and penalties are discussed.
  - Our network employs a gateway firewall at the Internet border that prohibits internal hosts from sharing files externally via peer to peer networks.
  - Moody Bible Institute's Information Technology Services department will acknowledge the receipt of each copyright violation notice it receives, and will endeavor to identify the users of the IP addresses referred to. The copyright infringement notices will be forwarded to any identified users, who may face loss of network services and/or other disciplinary action in accordance with institute policies.
3. This document provides links above to lists maintained by EDUCAUSE and the MPAA of legal video and music sources.
4. Information Technology Services will undertake an annual audit to assure the effectiveness of our technical deterrents and our compliance with the requirements of HEOA that pertain to Copyright and File Sharing.

#### **Definitions**

n/a

#### **Procedures**

n/a

#### **Documents**

n/a

#### **Contacts**

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4001 or [ITS@moody.edu](mailto:ITS@moody.edu) for assistance.

If you have questions about the policy, you may email [ITSpolicy@moody.edu](mailto:ITSpolicy@moody.edu) for assistance.

#### **Related**

- n/a