Student Life Guide

Moody Bible Institute

2019-2020

Student Development

Chicago, IL

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Welcome to Moody Bible Institute

We are pleased that you have been led to study with us at Moody Bible Institute (MBI). 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 and co-curricular 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 MBI. 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 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 MBI Undergraduate School

The mission of Moody Bible Institute is to provide a Bible-centered education that enables students to know Christ and serve Him through His Church. We educate students to think biblically, live Christianly, and serve the church effectively.

Student Responsibility

The *Student Life Guide (SLG)* has been compiled to aid you in your time as a student. The *SLG* supplements the *Moody Bible Institute Catalog* with additional information concerning student policies, community life, campus services and other information of value to the 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 *MBI Catalog*. The SLG is an official document of Moody Bible Institute that is essential and binding on all students. As an MBI student you agree to read and to abide by the policies of the Moody Bible Institute contained in the *Student Life Guide* and *Moody Bible Institute Undergraduate Catalog*.

Students agree to maintain scholastic, ethical, and moral standards of conduct according to Biblical standards (Eph. 5-6; Gal. 5; 1 Tim. 6). The student should avoid every form of dishonesty, deception, lack of integrity, immorality, abusive speech, and impropriety. Any disregard for the spirit or practice of these standards constitutes good reason for dismissal from MBI.

Student Development

As an integral part of the Educational division, the staff of Student Development serve as co-educators and spiritual leaders who love and lead the student body. We attempt to lead students through life-giving relationships that add value, deepen character, and encourage development in each student. Our residence hall program is intended to provide a training ground for leadership and ministry because we believe in students' potential as ministers and leaders. We seek to serve students from a posture of love and respect, not fear and control. This redeeming, relational love is the context in which we strive to maintain rules and exercise discipline.

Our mission is to serve as a catalyst for students to become complete in Christ (Col. 1:28-29) and to encourage them to become growing and complementary members of the body of Christ (Eph. 4:15-16). It is to this end that we care for students and help them to grow in every aspect of their lives. We desire to see students reach their full potential and take hold of the gifts that the Lord has given them. Our goal is that students would leave Moody as whole individuals who love the Lord, love others, and serve for the advancement of the kingdom.

Successful growth as a student at MBI means maturing in Christ. We are intentional about helping you incorporate your spiritual growth with your academic, physical, and social growth. You will have many opportunities to apply your MBI learning in conversation, Scripture study, hospitality, practical ministry, creative expression, and worship.

We desire to see our students incorporate God into even the mundane areas of life. Students can expect to be challenged spiritually, emotionally, and relationally at MBI. We want to assist students in any way that we can to integrate what is learned in the classroom or chapel into their lives. We believe the choices that students make about the way they spend their time is part of maturing in Christ, and our hope is that our students would see how Christ can be glorified in all that they do and say and how the information they learn in the classroom can be applied in their everyday lives.

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Community Standards

A Philosophy of Christian Life

The goal of Moody Bible Institute is that each facet of the students' academic and co-curricular 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:

- The use or possession of morally degrading literature or media
- Improper sexual behavior
- Dishonesty in any form such as plagiarism
- Abusive behavior such as alcoholism, substance abuse, addiction, or violence
- 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 MBI's emphasis on Christian maturity:

- 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).
- A personal desire to abstain from every form of evil (1 Thess. 5: 22).
- 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 genuine desire to please our neighbor for his good and for his edification (Rom. 15:1-3).
    - 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; I Cor. 8:7-13; 10:23-33; I Tim. 2:9).
    - 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 MBI campus or to the prevalent sensitivities of the evangelical community at large (I Cor. 10:32-33; 9:22).
    - 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).
    - 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; I Pet. 2:13-17).
- An intelligent concern for the care and use of our bodies and our minds (I Cor. 6:19, 20; Rom. 12:1-2; Phil. 4:8; 2 Cor. 10:5).
- 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; I Thess. 2:15-18).
- Awareness that conformity to man-made regulations, which appear religious, does not guarantee spiritual maturity in and of themselves. (Col. 2:20-23).

Stewardship of Our Bodies

We are physical beings, and our bodies matter for two reasons: God created our bodies (Gen. 1:26; 2:4-7) and Jesus Himself came in bodily form (John 1:14; 1 Cor. 6:14-15). Our bodies aren't disposable soul-shells; they are destined for resurrection (1 Cor. 15:12-24). Being

that they are temples of worship (Rom 12:1-2; 1 Cor. 6:19-20), even bodily activities - like eating and sex - are spiritual pursuits. Because of Christ's resurrection, we take physical existence very seriously. Here are some practical ways for you to live out Christ likeness in your time at Moody.

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.[1]

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.[2] 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,[3] 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.[4] 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.

[1] Genesis 1:27, 2:24; cf. Matthew 19:4–5
[2] Ephesians 5:22–33; Revelation 19:7–9
[3] Leviticus 18; 1 Corinthians 5-6
[4] Matthew 19:5–9; Ephesians 4:11–13; 1 Thessalonians 4:3–8

Relationships and Physical Expression

While at Moody, we encourage you to make all of your relationships reflective of God's character and love. We expect you to honor others and yourself both emotionally and physically, finding your identity and approval in Christ rather than a relationship. Relationships exist within the community and not only impact ourselves but also those around us. As a Moody community, we have an active responsibility to discourage exploitive and sinful behavior and encourage others towards healthy, sustainable, and God-honoring relationships.

Our expectation is that all expression of physical affection be characterized by a commitment to mutual respect for each other and an awareness of the impact our actions have on the surrounding community. Please limit public displays of affection to hand-holding and brief hugs. Unmarried students are not permitted to be alone in an apartment or home with a member of the opposite sex. Students are encouraged to hold each other accountable by courageously and respectfully expressing their concern to their peers when they observe interactions that conflict with these values.

Sexual Addictions and Pornography

God designed our sexuality to be communal, drawing us to our spouse. That is why private, solitary sexual fulfillment such as fantasizing, use of pornography, masturbation, and self-exposure are all sinful and self-destructive.

In Student Development, we understand that many students already know sexual brokenness. We are here to aid you in your journey toward sexual wholeness. We encourage you to ask your RA or RS for prayer and guidance. In addition, we encourage you to take part in holistic accountability with other students where verbal

confession and healing prayer is practiced (James 5:13-16).

Body Image and Eating Disorders

Our bodies were designed by God in His own image and as such should be cared for and respected. Our hope is that students will develop healthy eating, sleeping, and exercising habits that will continue into the future. Bulimia, anorexia, and other eating disorders are difficult to battle on your own. Knowing that students may already be struggling with eating issues, we are here to help you as you strive to break unhealthy patterns. Please seek out your RA or RS or a member of the counseling staff for help and work at developing accountability with other students so that you can find support, encouragement, and healing.

Tobacco, Alcohol, and Drugs

As members of the MBI community, students must refrain from smoking any substance, using tobacco in any form, using any kind of nicotine or smoking device, non-medical narcotics, hallucinogenic drugs (including marijuana or hookah), consuming alcoholic beverages of any kind, or misusing any legal or prescribed substances for the duration of their time as enrolled students. In addition, these substances may not be possessed or distributed by students on or off campus. MBI complies with the Drug Free Schools and Community Act of 1989. A Drug and Alcohol Abuse Prevention Program is annually distributed to students and can be accessed at the following link (http://www.moody.edu/consumer-information/Alcohol-and-Drug-Free-Schools-and-Communities-Policy/). If you find yourself addicted to any substance, please seek help through the Counseling Services Office.

Because there are so many varying Christian perspectives, particularly on alcohol consumption, we want to provide the rationale for why we require that students commit to abstaining from alcohol consumption through the duration of their educational experience at Moody Bible Institute.

At MBI we require students to abstain from alcohol consumption as a community practice for the following reasons:

- Alcohol can be addictive and have devastating consequences when misused and abused.
- Alcohol misuse has a vast and adverse impact in the college context as evidenced by statistics citing that student's alcohol consumption is responsible for accidents, violence, abuse, sexual assaults and arrests.
- Many students coming to MBI have had an addition to alcohol or have been negatively impacted by a loved one's addiction. We desire to be sensitive and attentive to the unique needs of these students.
- Scripture repeatedly warns against drunkenness and instead calls believers and church leaders to moderation regarding alcohol use and sober-minded attentiveness to the Spirit. (Ephesians 5:18, I Timothy 3:8, I Peter 5:8, Titus 1:7, I Corinthians 6:9-10, et al).
- Excessive alcohol use and misuse has had destructive impacts on our society and history.
- The alcohol industry tends to promote values that contradictory to a Christ-following life.

It is critical to understand that we do not believe that abstaining from alcohol makes a student more holy or spiritual. We do not believe that abstaining from alcohol is necessary to live a good Christian life. Finally, we do not believe that abstaining from alcohol is a prerequisite for ministry or that alcohol is inherently evil. Rather, we recognize that this choice is a community preference and should not be interpreted to be an absolute moral value.

Regardless of one's personal perspective regarding alcohol consumption, each student can approach this value in a posture that leads to growth by:

- Utilizing this time of practicing restraint and abstinence from alcohol at Moody as an exercise of spiritual formation where longings and desire can be directed towards Christ.
- Discussing different perspectives and approaches to alcohol consumption within a Christian world view and a context of Christian ministry and leadership.
- Intentionally developing individual convictions, beliefs, and attitudes toward alcohol use in the context of Christian ministry.

We understand that there is a diversity of Christian perspectives on alcohol consumption and that our students hold some of those views. We are comfortable with that dissonance and welcome

conversations about dissenting opinions to our communal expectations.

Entertainment, Media, and Technology

Members of the MBI community are expected to use discernment in making choices concerning music, drama, dance, comedy, literature, television, movies, video games, and the Internet as our choices and decisions affect not only ourselves, but those around us. We want technology to have an appropriate place in your life. Technology is a resource that we encourage you to use and engage for all of the benefits it has to offer. However, we also desire that you would use technology as a means of freedom and not be a slave to it. As a result, we want our students to be good stewards of their time. Many forms of technology can be used excessively, and we encourage balance in how students spend their leisure time. We recognize that the Internet has become a normal way to connect with friends, and we desire to see students go beyond the Internet and engage in authentic relationships with one another.

Understanding a wide variety of opinions exist within the Christian community regarding the many forms of entertainment and desiring to strike a balance between these views and provide an atmosphere best suited for student's development, we have chosen to prohibit certain forms of entertainment. Students are to refrain from gambling, viewing obscene or pornographic material, and patronizing pubs, bars, night clubs, dance clubs, comedy clubs, and similar establishments. There will be no on or off-campus dances sponsored or organized by Moody Bible Institute students or personnel.

Music

We ask that students use discernment about the music they listen to and are courteous with the volume of their music for those that live around them and may not share their preferences. Desiring freedom of musical taste and expression, we also require that music played or performed in public areas (hallways, lounges, or assemblies) keep with the spirit and standards of MBI. The Institute reserves the right to decide on the suitability of music played or performed on campus.

DVDs/Movies/Video Games

Decisions regarding both time invested and the content of movies watched, video games played, and social media sites visited should be governed by the values of prudence, moderation, and modesty. We encourage all students, not simply Residence Life staff, to hold each other accountable to these values when making entertainment choices.

We exhort students to be mindful of their academic pursuits and respectful of the needs of others as they set up their rooms. It is our strong desire that students not set their rooms up with entertainment equipment being the focal point of the rooms. Therefore, we strongly discourage students from bringing monitors that are larger than 32 inches.

Furthermore, Moody also recognizes that Federal Copyright laws restrict student groups and Residence Life staff from incorporating movies into programs and events without purchasing a "public performance rights" fee to the copyright holder. Due to the high cost, in most cases, purchasing public performance rights for movies will not be a practical option for a student group or residence life staff member. All questions regarding obtaining rights to films should be directed to the Associate Dean of Student Programs for student groups and the Associate Dean of Residence Life for RAs.

Internet/Social Media Use

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 (i.e. Twitter, Facebook, Instagram, Pinterest, personal blogs, etc.) that is not consistent with the standards of MBI.

If you choose to engage in using Social Media, be sure to write in the first person, making it clear that you are speaking for yourself and not on behalf of MBI. If you are writing specifically about your time at Moody, identify yourself as a student and realize that by doing so you are creating perceptions about MBI to others.

Computer Use

Students are required to follow the standards published in the *Computer Use & Acceptable Use Policy* and *Copyright and Peer to Peer File Sharing Policy* found on the student portal and appendices of this guide. Downloading copyrighted material (i.e. software programs, music files, video files, or audio files) is illegal and disciplinary measures will be taken.

Recording Class Sessions and Events

Classes may only be recorded with the permission of the professor.

Students with disabilities who must record classes 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.

Halloween

In an effort to honor the variety of convictions within the Christian community about celebrating Halloween, students are not allowed to plan or participate in any on-campus activities that celebrate Halloween or activities associated with the holiday (i.e. trick or treating, costume parties around October 31, carving pumpkins, or using traditional decorations like ghosts, witches, spiders, etc. in the Residence Halls).

Campus Attire

What you wear matters; it's symbolic. Because of this, Moody has historically required its students to live under a dress code that is relatively conservative. While our current dress code has been updated for contemporary relevancy, conservative standards of appearance are part of our received tradition.

Moody encourages students in their clothing choices to exercise responsible freedom while representing themselves as image bearers of God. The established dress guidelines reflect our commitment to our values of individual dignity, self-worth, and a humble awareness of other perspectives. Our desire is to empower students to make dress choices which honor God, others, and themselves.

As a community of Christians from many different backgrounds around the world, encountering differences within our community (e.g. culture, age, gender, and personal preferences) is natural. Because of the diversity present at Moody, we must intentionally communicate our community values, both verbally and non-verbally.

Dress is an expression of our non-verbal communication. The purpose of the dress guidelines is to ensure that we communicate by our dress the respect and dignity due each other.

Since we live in a community with differences in perspective regarding dress standards, these guidelines help students make decisions about personal appearance while enrolled at MBI. In an effort to support students and provide clarity, the following guidelines reflect the expectations for dress:

The following guidelines apply to the men and women of Moody Bible Institute:

- T-shirts with graphics or words that are in contradiction to Moody's values (e.g. content that is provocative in nature or promoting drug/alcohol culture) are not permitted.
- Shorts must reach mid-thigh in length.
- Dresses and skirts must come near the knee in length.
- Undergarments must be covered and must not be visible through clothing.
- Clothing which is strapless, sideless, backless, or which reveals the chest or midriff is not permitted.
- Tight-fitting clothing is not permitted including leggings, yoga pants, etc.
- In settings such as the residence halls and public spaces, casual attire (e.g. sweatpants, shorts, loungewear) is appropriate. In settings such as classroom and chapel, casual wear is not permitted.
- Hats are not permitted in chapel or in the classroom, as it is a traditional standard of respect.
- Swimwear must be consistent with Solheim guidelines (Women: 1 piece; Men: swim trunks) for MBI affiliated events and outings.

Faculty and Staff reserve the right to ask students to adjust their attire to better reflect our community standards. Professors, conductors, coaches, and on-campus employers may require a higher standard of dress as they deem necessary to appropriately represent MBI within their context.

This is not solely the responsibility of Faculty and Staff, but rather a commitment we are holding together as a community. Students are encouraged to respectfully

and courageously initiate conversations with one another. We desire students to grow in approaching and receiving one another in gentleness and humility, speaking honestly and truthfully in love. Please keep this in mind as you enter into these conversations.

Community Expectations

Our relationships are sacred because we reflect God's image. We must honor each other by showing respect, shaping each other's character, speaking the truth in love, and exercising mutual submission and encouragement. As an institution, we desire to live and grow together in a safe environment. We provide this experience so that you can learn communal practices such as vulnerability, healthy boundaries, and mutual accountability.

Your experiences in the residence halls and on campus will be a vital part of your MBI education. Time spent on your floor or at other campus activities will provide opportunities for you to learn and grow from and with the people God has placed around you. By purposefully mixing major, ages, and academic years on each floor, our desire is that everyone will develop healthy relational skills by daily interacting with people who have different perspectives from their own. Another aspect of living within a community is the challenge of having to sacrifice personal convenience for the sake of those around you, whether you live on or off campus. Some of the expectations given here are for the good of the student body as a whole, rather than being personal convictions. As Christians, we believe that living in community is one of the ways that God refines and develops our character and personhood, and we are excited to walk alongside you during your time at MBI.

Cultural Competency

At MBI 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. 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.

Because of the many ethnic groups that comprise our student body, Student Development supports the following special interest groups on campus and encourages students to pursue these opportunities for personal and communal growth: *Embrace, International Students Fellowship, MuKappa, Korean Student Fellowship, Kesher,* and *Puente.*

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.

Vandalism, including but not limited to the use of anti-Semitic symbolism, racist symbolism, or other ethnic or cultural hate crimes will not be tolerated. All evil symbols, racial slurs and jokes, and sexually explicit language and illustrations are not representative of our values as followers of Christ and all such behavior are not acceptable at Moody. Such actions are offensive to those within our community, grieve the heart of the Lord and harm the cause of Christ. Disciplinary action, up to and/or including expulsion will be taken on those identified perpetrating such behavior.

Harassment

MBI is committed to providing a learning environment that respects the worth and dignity of each member of its community and that is pleasant, healthful, comfortable, 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.

MBI 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 Bible Institute. 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.

Hazing

The Institute does not encourage or allow "hazing" as a part of our school culture. No one is to be forced or pressured to be involved in activities which pose a risk of physical injury, cause embarrassment, require unwelcomed conduct or dress as a condition of joining or being admitted to a group or participating in a school activity. The Institute does recognize that, in residence hall life and normal student creativity, building floor or team spirit may result in spontaneous group actions. However, nothing should be carried out which poses any risk of harm, embarrassment, or coercion. Questions as to whether an activity violates this policy should be directed to a Resident Assistant or Residence Supervisor.

Student Grievances

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 students' 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. The Student Grievance process does not cover grade complaints, which are addressed in the Grade Appeals section of this Student Life Guide, 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.

Discipline Processes

God places authorities over all of us. Whether it is the government, a parent, a pastor, or an institution, we should recognize authority as such and willingly submit to the authorities in our lives. Student Development is responsible for providing you with leadership and oversight while you are a student at Moody. It is our goal that students would mature and develop self-discipline which leads to godliness and is profitable in this life and that will reap rewards in eternity (I Tim 4:7b-8).

Throughout the course of a student's time at MBI, encountering a discipline situation may be a part of his or her maturation process. This discipline is always done out of love for the individual and a desire to see them reach their full potential in Christ (Proverbs 2:11-12).

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.

Scope

The policies and procedures related to discipline in this Student Life Guide 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.

Loving Confrontation

As members of the MBI community, we all share the responsibility for maintaining a Christ-centered environment. Keeping our "Community Life Agreement" 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 forth 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 at 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.

Disciplinary Procedure

Reports of misconduct should be referred to the Residence Supervisors, the Associate Dean for Residence Life, or the VP & Dean of Student Life who will investigate the alleged incident(s). As a result of this research, the appropriate staff member will interview the students and appropriate action will be taken. All disciplinary decisions are made after careful consideration of what is best for the student, the community, and maintaining consistency in dealing with the particular infraction or situation. Every precaution is taken to ensure that students are able to fully represent their perspective in disciplinary matters.

Consequences may include fines, work duties, formal reprimand, warning, disciplinary 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. However, any student conduct deemed as criminal activity involving minors will be dealt with in a zero tolerance manner. Please see Appendix A for a full description of each discipline consequence.

At MBI we believe we are in a partnership with parents as we aid students in their developmental process. Therefore, parents of dependent children may be notified when their student is subject to significant disciplinary actions.

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 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.

Information for Crime Victims about Disciplinary Proceedings

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (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 Bible Institute 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 to the next of kin of the alleged victim.

Mental 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 the counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families and are expected to notify their RA, RS, or the VP & Dean of Student Life's office or to schedule a counseling appointment with Counseling Services. A student dealing with mental or emotional health issues who refuses to cooperate in obtaining the prescribed counseling, therapy, or medical treatment will not be permitted to continue as a student, especially as his or her actions begin to negatively affect the community or pose a risk to health or safety.

On occasion, it is necessary for a student to be hospitalized as a result of their mental or emotional circumstances. The Counseling and Residence Life staff will do everything possible to aid the student in this unique recovery process. At the time when the student is to be released from the hospital, it will be necessary for a consideration hearing to be conducted by the VP & Dean of Student Life. The purpose for this hearing is to determine whether or not the student will be permitted to return to the residence hall. Any hearing decision may be appealed by the student using the disciplinary appeal process.

Student Involvement

Spiritual Enrichment

We desire that students at MBI would integrate their spiritual development with all other aspects of their life. MBI offers multiple opportunities for students to gather for corporate worship, which includes MBI's chapel program that is intended to spiritually challenge students on a weekly basis.

Sabbath

At MBI we encourage students to get into the routine of setting time aside each week to refresh themselves physically, emotionally, and spiritually. Regular attendance of worship services at a local church is required to make it a special day of renewal set apart from other activities of the week. While we do not prohibit employment on particular days, we caution students from allowing work to encroach on their participation in regular worship services.

Chapel

The chapel program is an important part of the MBI undergraduate educational experience and is subject to the educational values and outcomes outlined in the Undergraduate catalog found in the "Student Center" of your my.moody.edu student portal. The ultimate goal is to be part of providing a Bible-centered education that enables students to know Christ better and to serve Him through His church in vocational ministry. Therefore, the chapel program is committed to the following goals:

1. Chapel seeks to enhance Christian life and character by encouraging the discipline of corporate worship and addressing issues related to Christian living.
2. Chapel is designed to enhance biblical and theological literacy through expositional preaching and theological lectures.
3. Chapel is a forum for articulating a Christian worldview and showing how Christians address current cultural issues.
4. Chapel teaches ministry skills by modeling and by providing hands-on opportunities for student involvement.
5. Chapel improves critical thinking by providing a context for important spokespersons to raise critical points of view.
6. Chapel builds a sense of community through corporate gatherings.
7. Chapel provides a forum for addressing important community issues such as: cultural awareness, sexuality, alcohol/drugs, politics, campus issues, etc.

Chapel Absences/Attendance

Chapel and conference attendance is housed in the Office of Student Programs located on ASC 2. Chapel is held in Torrey Gray Auditorium Tuesday through Thursday and on specified Fridays at 10:00 a.m. Attendance is taken through the fob system. Attendance at assemblies held on Fridays is strongly encouraged but not required.

All students are permitted eight absences per semester. Students have one day after each recorded absence to appeal it. Students are responsible to track their own absences on the chapel website, which can be found on your my.moody.edu student portal. To access the chapel attendance record, complete the following: log in to your my.moody.edu student portal, click on the Chicago tab and click on Chapel Attendance under Chicago Student Forms.

Chapel Behavior

Students are expected to show respect to chapel speakers by being active participants and listeners. Students who need to study, sleep, talk, or text should take a cut.

Chapel Exemptions

Chapel exemption is granted to those students who regularly work or attend an off-campus class during the chapel hour. Students seeking work exemptions must arrange their work schedule to comply with the minimum requirement of attending a Tuesday, Wednesday, or Thursday chapel. The student must complete and submit the online Chapel Excuse Request Form located on the Chicago Campus tab of your student portal at the beginning of each semester. Each day for which a student is granted a semester long exemption from chapel will automatically result in the deduction of two permitted absences.

Commuter and part-time students are expected to attend chapel if they have classes immediately before (including 8:00 a.m. classes that end at 9:45 a.m.) and/or immediately after chapel (including 11:00 a.m. classes). Exemptions will not be given for illness, PCM, off-campus class trips, or meeting with faculty and staff.

Tardiness to Chapel

Students will be able to fob in between 10:01 & 10:10 a.m. but students who fob during this time will be recorded as tardy. If a student is tardy three times he or she will be charged with one absence.

Chapel Probation

Students exceeding their allotted absences by one will be placed on chapel probation for the balance of the semester.

Those students who exceed their allotted absences by two or more will not be allowed to return the following semester. If a student exceeds their allotted absences by three, he or she will forfeit the current semester, be required to leave school immediately, and will not be allowed to return the following semester. Any requests for additional emergency absences must be submitted in writing to the Associate Dean for Student Programs within two weeks of the emergency. Students on chapel probation are not allowed excused absences from chapel for athletic or music responsibilities. Students who falsify attendance records will be placed on chapel probation immediately, forfeit their remaining absences for the semester, and may be referred for disciplinary action.

Seniors in their last semester on chapel probation for the second time will not be allowed to graduate, and those on chapel probation for the first time will have their diploma held until the last day of the following semester. Students, upon accumulation of two conference and/or chapel probations during their MBI enrollment will be asked to withdraw at the end of the semester.

Missions Conference

The annual Missions Conference (required attendance) is a three-day conference held in the fall, on which major areas and issues in worldwide missions are focused and emphasized.

Founder's Week

Our annual Bible Conference (required attendance) is held during the first week of February (February 5 is DL Moody's birthday) for the edification of students, alumni, staff, and friends of the Institute.

Required Attendance for Founder's Week and Missions Conference

No commitments should be made which will keep you from attending any required sessions of Founder's Week or Missions Conference. Undergraduate students will be excused from attendance only for regularly scheduled employment, off-campus classes, or PCM assignments. An online excuse form should be submitted to the Associate Dean for Student Programs. To access the excuse form, complete the following: log in to your my.moody.edu student portal, click on the Chicago tab and click on Excuse Form under the conference forms.

Discipline from Founder's Week and Missions Conference

Penalties for unexcused absences include a Formal Reprimand or Conference Probation. This action is used specifically for excessive absences for Founder's Week and Missions Conference. Students exceeding their allotted conference absences by two (2) will be placed on conference probation during their MBI enrollment. Students missing all of the conference will forfeit the current semester, be required to leave school immediately, and will not be allowed to return the following semester. This disciplinary action does not, in any way, affect the student's chapel record.

Day of Prayer

Each year, the Wednesday before Spring Break is set aside for MBI's annual Day of Prayer. Students, faculty, and staff members meet corporately and privately throughout the day for intercessory prayer. Since these times of prayer take the place of some classes, attendance for undergraduate students will be taken for the 8:30am morning and 2:30pm afternoon sessions. Students who already have a Wednesday Chapel exemption must still file an exemption for the Day of Prayer via the Chapel Excuse Form.

Communion

Students wanting to incorporate communion into any campus-related activity must receive prior approval

from the VP & Dean of Student Life. Such communion services must be led by an ordained minister or someone functioning as an elder in a local congregation. The service must be conducted so that it shows respect for the students, who for conscience sake, object to participating in communion services outside of a local church.

Student Organizations

At Moody Bible Institute there are many opportunities for a student to develop leadership skills in extracurricular organizations. The following information is essential for a student desiring to take full advantage of these leadership experiences.

Qualifications for Student Offices

Candidates for student offices are chosen based on the following criteria:

1. Consistent Christian character evidencing spiritual growth.
2. Willingness to serve, characterized by dedication and humility.
3. Grade point average consistent with the requirements stated under "Eligibility for Student Offices."
4. Commitment to the spirit and standards of MBI.
5. Not on any type of probation or warning status.

Eligibility for Student Offices

For a student to be eligible to run for office, he or she must have the specified grade point averages (GPA) for the type of office:

Major Office - 2.50 cumulative GPA and a 2.00 semester GPA (previous semester)
Intermediate Office - 2.25 cumulative GPA and a 2.00 semester GPA
Minor Office - 2.00 cumulative GPA and a 2.00 semester GPA

All students holding offices will be asked to resign if their semester GPA falls below 2.00 or if their cumulative GPA falls below the requirement for that office. It is the responsibility of the office holder to check his or her GPA and report to the appropriate faculty advisor if his or her resignation is forthcoming. Freshmen may only hold a major office in their class organization, one intermediate or two minor offices in their class and /or other student organization. The necessary cumulative grade point averages will be required for the student to continue in office.

Classification of Student Offices

To encourage the distribution of leadership opportunities, a student may hold one major office or one intermediate office and one minor office or three minor offices. Offices are classified and regulated as follows:

Major Offices

- Presidents of classes and music groups
- Student Government Association president and vice president
- Student Missions Fellowship president and vice president
- Residence Activities Council president and vice president
- Resident Assistant
- ARCH and Moody Standard editors-in-chief

Intermediate Offices

- Class officers other than the president
- Student Government Association executive officers other than the president and vice president
- Student Missions Fellowship executive officers other than president and vice president
- Big Brother/Sister executive officers
- All organizational presidents not listed above
- Junior/Senior banquet chairpersons
- Residence Activities Council secretary and treasurer
- Life Group Executive Team Members

Minor Offices

- Class committee chairman and members
- Student Government Association representatives
- Student Missions Fellowship floor representatives
- Student Missions Fellowship Prayer Focus Leaders
- Student Government Association ad hoc committee members (non-representatives)
- Life Group Leaders
- Lead Team Members
- All other organizational offices not listed above.

Note: Employees of the student publications will meet the grade point average required by the faculty advisors, except for the editor-in-chief, which is a major office.

New Student Organizations

Students seeking to form a new student organization must see the Associate Dean for Student Programs concerning the guidelines for establishing an organizational charter.

Resigning from a Student Office

If a student has accepted the responsibility of an office or membership on a committee, he or she must discharge the responsibility to the end of the term of office, except as follows:

1. The student will be allowed to resign from a major office to become president of the Junior or Senior class, but only with the approval of the faculty advisors involved and the Office of Student Programs.
2. In case of ill health or unforeseen circumstances, a student may be permitted to resign if the faculty advisors involved and the Office of Student Programs give approval.
3. Students placed on academic or disciplinary probation will not be allowed to hold office and must resign.
4. If a student receives a stipend, upon resignation or dismissal, the stipend will be forfeited on a prorated basis.

Faculty Advisors

A faculty advisor is appointed for each extracurricular organization and is to be consulted when information is needed by the organization. All details concerning each activity must be cleared in advance with the advisor.

Program Standards for Curricular & Extracurricular Activities

Student performances, whether curricular or extracurricular are expected to conform to the following standards:

1. Biblical or sacred themes are to be handled reverently. Humorous or fanciful songs based on biblical or sacred themes may not be used.
2. Nothing is to be used which would reflect unfavorably on any individual, group, church, denomination, school, or other Christian organization.
3. Everything must be in good taste.
4. No music is to be used which would violate the standards and testimony of the Institute. All scripts, music, costumes, etc. are to be approved by the faculty advisor early in the planning stages.

Residence Life

Residential Requirement

Undergraduate students enrolled in the BA and BMUS programs at Moody's Chicago campus are required to live in the residence halls or apartments throughout their educational experience. The only exceptions to this requirement are students who are married or who have obtained off-campus approval from the Residence Life office.

Moody's commitment to maintaining an environment in which students are required to live on campus is rooted in the Institution's desire to prepare exceptional Christian students for ministry by developing them into whole and effective servants of Jesus Christ. A guiding philosophy and fundamental characteristic of Christian student development is Christian character and growth which occurs within community.

Living in Community

As Christians, we believe that living in community is a critical way that God refines us, develops our character, and encourages us to become more like Christ. Therefore, your experience of living in the residence halls will be a vital part of your MBI education. The life you live with others on your floor will provide opportunities for you to learn and grow. By purposefully mixing majors, ages, and academic years on each floor, our desire is that you will develop essential relational skills by daily interacting with people who have different perspectives from your own.

Living with others in community also provides you the opportunity to encourage and exhort others, as well as to be encouraged and sharpened by others. As you approach your life with others this year, consider how you might, "…spur one another on toward love and good deeds" (Hebrews 10:24).

Spurring one another on toward love and good deeds requires that we take time to notice the behavior and health of others. When you see the good others are doing, take time to speak out the growth or the good that you see others doing as a form of encouragement. Conversely, when you see unhealthy behavior or choices that are outside of our values, develop the internal fortitude to have the hard conversation that lovingly confronts.

Spurring one another on toward love and good deeds also requires you receive encouragement and difficult feedback humbly with a spirit that seeks to grow. Be encouraged when others acknowledge that Christ is being formed more fully in you. Also, receive admonition with a posture that seeks to learn, grow, and become more like Jesus.

Spurring one other on toward love and good deeds is a way that we can encourage each other to hold fast to the hope that we profess. This is a task that we, as a Residence Life staff, are excited to share with you during your time here at MBI.

Residence Life Mission

Residence Life at Moody Bible Institute exists to provide students with a healthy living and learning environment that encourages maturity in Christ by mentoring student leaders, providing authentic student care and discipline, engaging campus culture constructively, and modeling the servanthood of Jesus. Therefore, providing you with a healthy living learning environment and encouraging you to become more mature in Christ is what every Residence Life staff member is committed to doing.

Residence Hall Staff

Residence Supervisors (RSs)

The RSs are full-time professionals, live on campus, provide leadership to the Resident Assistants (RAs), and oversee the residence halls for all on-campus students. There is always an RS on call to respond to emergencies and other concerns that may arise. The RS on call may be contacted through the front desks of each residence hall.

Resident Assistants (RAs)

The RAs are student leaders who serve the floor on which they live. RAs assist the RSs, the Associate Dean of Residence Life and VP & Dean of Student Life in upholding Moody values and providing peer support

and care to students. They seek to foster a floor culture that helps students mature in Christ.

Graduate Resident Advisors (GRAs)

The GRAs are graduate students enrolled in Moody Theological Seminary, who provide spiritual formation leadership to undergraduate Campus Ministries. The GRAs also assist the Assistant Dean of Residential Services in helping oversee Jenkins Hall RAs and residents.

Desk Attendants (DAs)

The DAs manage the Houghton and Culbertson front desks. DAs provide customer service, security, and administrative support to students, employees, and guests of Moody.

Residence Hall Living

Quiet Hours

In an educational environment, students must be able to study and sleep without unnecessary distractions. Because of this, the residence hall floors have quiet hours from 11:00 p.m. – 7:00 a.m. Monday – Thursday and midnight - 7a.m. Friday – Sunday.

Electronic or Digital Entertainment

We, as a community, deeply value the active nature of personal, face-to-face interaction over and above the passive nature of electronic or digital entertainment. Therefore, apart from an RA approved event, we have chosen to limit watching movies, streaming programs, and playing video games to only student rooms in the Residence Halls, not in floor lounges. You are also expected to be considerate of the volume levels coming from any electronic or digital devices.

Floor Funds

$15 of every student's room charge is designated for Residence Life programming. This also contributes to the RA floor fund managed by Residence Life staff. This money is used to help foster a sense of community on the floors by providing funds for floor or bro-sis socials. Please see your RA if you would like to have input into how these funds are used.

Respect of Community

Believing that we should take care of the buildings and facilities we have been given, be good neighbors to our surrounding community, and honor one another's dignity, we expect that pranks not be malicious, damage property, compromise life-safety to self/others, or pose any risk of injury to individuals.

Hallways

The hallways are to stay clear of all items. Under no circumstances should hallways or doors be obstructed (City of Chicago fire code).

Storage

Limited storage is available. MBI is not responsible for any items that are lost or stolen while in MBI storage. Items left in storage will be shipped at the student's expense.

Laundry

Each residence hall has a 24-hour laundry facility. Please be prudent in removing your laundry from the washers and dryers to enable the next person to use them in a timely manner. Unattended laundry left on top machines and countertops will be bagged and dated by Facilities personnel and will be disposed of the following day.

Your Room

Students are responsible to maintain the room they are occupying in its present condition. This includes both the movable items and all items which are affixed to the room. Students are responsible for the cost of repairs or replacement of property that is defaced, damaged, or removed. Under no circumstance are repairs to be undertaken by residents.

In order to maintain safety and accurate records of the bed spaces within the residence halls, no room changes will take place outside the approval of the housing department. An unapproved room change includes occupying a bed space on your floor or building that has not been assigned to you. Residence Life will be conducting unannounced floor-checks that will take place at various times through the semester. If a student is found occupying a bed space or room that is not assigned to him/her, there will be a $500 fine added to the student's account and a disciplinary meeting with the Associate Dean of Residence Life and Assistant Dean of Housing.

Fostering a Pest-Free Living Environment

Because we live in an urban environment, you are asked to help promote a positive and pest-free living experience by being sure to keep your room, floor

lounges, kitchens, bathrooms, and other shared living areas clean and picked up. Please be careful to bring in items that are pest-free.

Decorations

Because MBI is a tobacco, drug, and alcohol free institution, advertisements of these industries are prohibited in any form. Any material exploiting either sex is not allowed.

Poster putty is the only substance to be applied to the walls in the residence hall. Any other substances or methods used to hang decorations on residence hall walls (including using spray or liquid starch to apply fabric) are not permitted and must be removed immediately. Both fines and repair costs will be charged to the student responsible. You may use 3M hooks at your own risk, but you will be responsible for any damages.

Only LED Christmas lights may be used for decorative purposes. They must not be hung on or around any fire safety equipment (sprinkler system, smoke detectors, etc.), neither can they be used excessively in room or hallways.

Pets

Fish are the only pets that are allowed in the residence halls. Aquarium tank sizes must not exceed 10 gallons. If a student is discovered to have an unauthorized pet, the pet must be removed from campus within 24 hours and a $250 fine will be assessed to the student's account. If a second infraction occurs, a $500 fine will be assessed. In addition, Facilities will conduct an assessment of the living space to determine if any damages have occurred. The cost of any necessary repairs will be assessed in addition to any fines.

Students who have an approved Emotional Support Animal (ESA) must still obtain Moody approval by the Assistant Dean for the Student Resource Center before having the animal on campus. An Emotional Support Animal found living in campus housing without Moody approval is still subject to the above charges/fines.

Furniture

1. No Moody-owned furniture is to be removed or improperly stacked or taken apart, even if there is only one student in a double room. Bunk beds may be separated within the room.
2. Students are not allowed to bring their own upholstered furniture into the Residence Halls (except Jenkins Hall). Bringing furniture into the Residence Halls without special approval may incur a fine of up to $100 and be immediately removed.
3. Lofts (other than Moody provided lofting kits) are prohibited in the Residence Halls and in Jenkins.
4. Halogen lamps are not allowed because they are a fire hazard.

Door Unlock Policy

In the event that a student is locked out of his or her room, the RA is supplied with a master key for the floor and may be available to open the door. The RA may set a specific door unlock policy for the floor. If the RA or roommate is not available, you may contact the residence hall desk to have the door unlocked. A $25 fee will be charged for this service.

Keys

If keys are lost, a $15 charge will be incurred to replace one key or $25 to replace a complete set. If the keys are found within 14 days of the order, everything but the cost of the keys will be refunded. Cracked or bent keys that are brought to the residence hall desk before they break will be replaced without charge. Students are not allowed to possess or make duplicate keys, master keys, or any other unauthorized Institute keys. Replacement keys can be ordered at the Houghton or Culbertson Residence hall desks.

Because our residence halls are often used for conferences, we collect all residence hall room keys during major break periods (Christmas, spring and summer break). This procedure helps to reduce key replacement costs and keep security intact. Students who neglect to turn in their keys at the specified closing dates will be charged $75.00.

Personal Property

Moody Bible Institute cannot assume responsibility for students' belongings or possessions under any circumstances. Students must assume the complete responsibility for the security and risk of their personal property.

Personal Property Insurance

The Institute shall not be liable for loss or damage of student possessions resulting from accidents, acts of God, or actions of any third party. Students are strongly

encouraged to carry personal property and liability insurance in their own names or under a parent's policy.

Use of Institute Rooms

Requests for the use of rooms on the second floor of the Alumni Student Center and Culbertson 1 may be made through Microsoft Outlook or you may call Student Programs at 312-329-4206.

Room Entry

Authorized MBI staff reserve the right to enter student rooms at any time for the purposes of emergency care, maintenance, repair, health inspection, safety, or violation of regulations. Exercise of this right will be used with restraint.

Room Inspections

Your RA will schedule times for room inspections throughout the semester. Room inspections are conducted when a student departs from school, leaves for a recess period, or changes rooms.

Windows

The Facilities Department routinely cleans the outside windows of each residence hall during the summer.

For safety reasons, items of any kind are not to be hung, dropped, or thrown from the windows. Please do not yell out of the windows. Students who exit through a window will be immediately dismissed. Damage or removal of a screen will result in a $100.00 fine.

Candles/Open Flames

Incense, sealing wax, lighters, candles, candle warmers, and open flames of any kind are prohibited. Birthday candles in the floor kitchen are the only exception.

Doors

Due to City of Chicago Fire Codes, doors must not be propped open.

Electrical Appliances

Because of the energy draw required and the possibility of circuit overload, space heaters of any kind are prohibited in the residence halls and apartments. Appliances that are capable of causing intense heat (e.g., sun lamps, infra-red lights, lamps that use halogen bulbs), that have a visible glowing heating element (e.g., some space heaters, toasters, toaster ovens), or employ an open flame are considered a fire hazard and may not be used in student dwellings. Kitchen appliances such as toasters, microwave ovens, and toaster ovens may only be used in the designated kitchen areas on each floor. The kitchen appliances mentioned above are prohibited in residence hall rooms (not applicable in Jenkins Hall or Smith 6 & 7) due to the possibility of circuit overload and other fire safety concerns.

Electrical appliances which may be used in a residence hall room include: small personal refrigerators, bread machines, coffee makers, curling irons, electric razors, fans, hair dryers, and humidifiers. Other appliances for food preparation must be used in the kitchen areas only.

Personal refrigerators should not exceed 3.5 cubic feet. Refrigerators must be kept clean (inside and out) and must be plugged directly into a surge protector. Waste food and empty food containers should be securely wrapped before depositing in waste receptacles. Storage for refrigerators is not available at any time.

The Institute encourages students to purchase and use surge protectors to safeguard their electrical appliances. The Institute will not be held liable for damages to personal appliances due to power surges.

When do the Residence Halls Open and Close for the Academic Year?

- **Wednesday, August 14 at 8:00 am:** New students are expected to arrive on campus and begin moving into their room.
- **Saturday, August 17 at 8:00 am:** Residence Halls open for continuing students.
- **Friday, December 13 at 10:00 am:** Residence Halls close for Christmas Break.
- **Thursday, January 9 at 8:00 am:** New students expected to arrive and begin moving into their room.
- **Saturday, January 11 at 8:00 am:** Residence Halls open for continuing students.
- **Saturday, March 7 at 10:00 am:** Residence Halls close for Spring Break.
- **Saturday, March 21 at 8:00 am:** Residence Halls open after Spring Break.
- **Saturday, May 16 at 5:00 pm:** Residence Halls close for Summer Break.

Residence Hall Desk Services

The front desks of Culbertson and Houghton are responsible for the safety of the residence halls. Business conducted at the desks includes recess residence reservation (RRR), guest registration, and the administration of keys and other residential services. There is always at least one desk open 24 hours a day, year round, and is available to assist students, employees, guests, and visitors of Moody Bible Institute.

Disclosing Student Telephone Numbers & Addresses

The disclosure of a student's address and telephone number is restricted to current employees and students of MBI. Students calling from an off-campus location or a public accessible campus phone will be asked to verify their enrollment. Off-campus students will be asked to provide their name and ID number and on-campus students will be asked to provide their, name, ID number, and Residence Hall room number.

Houghton Hall Lobby Hours

The Houghton Hall lobby closes to all male students every day from 12am-6am.

Semester Breaks in the Residence Halls

As MBI has a variety of education venues, students are sometimes asked to share their living spaces with other parts of the MBI community during breaks. Please clean your room before leaving campus and help clean your floor as your RA requests.

What dates are considered break housing?

- **Christmas Break Housing**: Friday, December 13 at 10:00a.m. through Saturday, January 11 at 8:00 a.m.
- **Spring Break Housing**: Saturday, March 7 at 10:00 a.m. through Saturday, March 21 at 8:00 a.m.
- **Summer Break Housing:** Saturday, May 16 at 5:00 p.m. through Saturday, August 15 at 8:00 a.m.

Need to stay on-campus over a break?

Students must book a Recess Residence Reservation (RRR) with Residence Life Desk Services.
Students with an F-1 Visa Status may stay free during winter and spring break however, an RRR must be completed. There is no free housing for F-1 visa students during summer break.
Questions regarding housing during the break periods may be directed to the Assistant Dean of Housing at 312-329-4189.

RRR Information

1. Nightly charges are placed on students' school bills.
2. Students not returning for the following semester are eligible for RRR only by approval from the Associate Dean for Residence Life.
3. If you stay on campus without an approved application or if you return to campus prior to your approved return date without notifying us in advance, you will be fined $75.
4. Students are not permitted to stay with other students in Jenkins Hall during breaks.

Need to change your RRR information?

Contact the Assistant Dean of Housing at 312-329-4189 prior to the date of arrival.

Campus Visitors

For security and safety reasons, we require that all non-resident guests sign-in and out at residence hall desks. All visitors who have not filled out an *Overnight Guest Form* need to leave the residence hall by 12 a.m.

Hosting a visitor just for the day?

The following guidelines are to make sure that our students and your guest have a positive experience:

1. Come down to the desk to meet your guest.
2. Members of the opposite sex are not allowed as guests on your floor.
3. Immediate family members of the opposite sex may be on your floor between 10:00 a.m. - 6:00 p.m. for 30 minutes.

Visitors of the same sex are permitted between the hours of 6:00 a.m. and 12 a.m.

Can I have a visitor who is 15 years of age or younger?

Due to legal reasons, visitors 15 years of age or younger are not allowed in the residence halls without their legal parent or guardian. This includes children who are part of the Big Brother/Big Sister program or other PCM programs. Children who are part of the Big Bro/Big Sis, a church youth group, or a PCM program are allowed on

the first floor of each residence hall and must remain with their student host. Students can only have one under-aged visitor at a time and are responsible for the child's behavior. No babysitting is allowed in the residence halls. The only exception to the above rule is a student's brother or sister, but the student must get approval from the Associate Dean of Residence Life and notify his or her RA **before** the visitor comes.

Hosting a guest overnight?

In order to ensure a good experience for our students and any guests, please follow these guidelines:

1. Register your overnight guest with Residence Life Desk Services at Culby or Houghton desk.
2. Make sure your guest carries a state or government ID for identification purposes during his or her stay.
3. Host only people you know (family, friends, or guests of the Institute).
4. You will be charged $10.00 per night (limited to staying 3 nights during a seven-day period) per guest (limit two guests per room).
5. Requests for extended stay must be approved by Residence Life. See the Assistant Dean of Residential Services. Approved extensions will incur a one-time $30 charge in addition to the nightly charge.
6. No exceptions are granted for a stay of 7 nights or longer. The maximum number of nights a guest may stay is 6 nights.
7. If you host a guest without filling out the Overnight Guest Form with Residence Life Desk Services, you will incur a minimum $50.00 fine.

You are responsible for your guests while they are on campus and for communicating MBI policies and procedures to them. We ask that guests comply with the MBI policies and procedures.

Cost Overview:

1 night	2 nights	3 nights	4-6 nights
$10	**$20**	**$30**	**$70+**
no special approval needed	**no special approval needed**	**no special approval needed**	**special approval needed**

Can I have an off-campus student stay overnight?

Yes. However, off-campus students staying past 12 a.m. must fill out an *Overnight Guest Form*.

Can overnight guests stay anytime?

Guests are **not permitted** to stay overnight during the following periods:

- **Fall Finals and Winter Break** – Sunday, December 8 through Sunday, January 12 (the first night a guest may stay is Monday, January 13).
- **Founder's Week** – Sunday, February 2 through Friday, February 7 (the first night a guest may stay is Saturday, February 8).
- **Spring Break** – Friday, March 6 through Sunday, March 22 (the first night a guest may stay is Monday, March 23).
- **Spring Finals and Summer Break** – Monday, May 11 through Sunday, August 16 (the first night a guest may stay is Monday, August 17).

There is a $75.00 fine if you have an overnight guest during any of these times.

Can I Live Off Campus?

Undergraduate students enrolled in the BA and BMUS program on the Chicago campus are required to live in Moody's residence halls throughout their educational experience. The only exceptions to this requirement are students who: 1) are married 2) have obtained off-campus approval from the Residence Life Office, or 3) are participating in the Urban Cohort. Residence Life and Urban Cohort only approve off-campus housing for a limited number of students who meet the following requirements:

1. Obtain a senior academic standing (90 credit hours) by the time they enter the semester which they desire to live off-campus.
2. Maintain a 2.50 or 2.0 GPA respectively.
3. Are not currently on academic or disciplinary probation.

Students who meet the requirements must obtain an official campus application from the Residence Life office and submit it by the due date prior to the semester they desire to live off-campus. Senior off-campus approval is prioritized to students who qualify at the time of applying. Information regarding off-campus application due dates will be emailed to you

during the first 30 days of every semester and you can access the application on your housing portal during this time. Questions regarding senior off-campus applications can be directed to the Assistant Dean of Housing at 312-329-4189. Questions regarding Urban Cohort applications can be directed to Unity Ostercamp by calling 312-329-4119 or by emailing unity.ostercamp@moody.edu.

New Student Temporary Curfew

New students are under curfew for the first six weeks of the semester (until Mission's Conference for new students in the fall and Founder's Week for new students in the spring) as an extension of their New Student Orientation. Curfew hours are midnight until 6 a.m. Monday through Thursday; 1:00 a.m. until 6 a.m. Friday through Sunday. Any new student who arrives at a residence hall after curfew during the first six weeks of the semester is required to sign in at the desk. We understand a curfew's necessity varies from student to student, but we appreciate and expect every new student's participation.

New Student Temporary Curfew has a three-fold purpose.

- It is intended to facilitate the transition between home life and life in an urban context.
- It provides boundaries at the beginning of the Moody experience that can help establish healthy student life patterns.
- It gives students an opportunity to learn how to navigate the city in a healthy and wise manner.
- Finally, it provides the time needed to develop friends and groups of people to travel with.

Regardless of what time of night or day you might travel around the city, remember the following: a) stay alert, b) stay in public areas, c) travel in groups, and d) avoid poorly-lit areas.

During this curfew period prior to Mission's conference (fall) or Founder's Week (spring), new students are also required to attend a two-hour "Informed U – Standing Together Against Sexual Violence and Misconduct" discussion-based session. The session focuses on actions students can take to help Moody stand together to make our campus one that does not tolerate sexual violence.

Safety Guidelines

Fire Drills

When the fire alarm sounds, you must vacate the building. Instructions are posted on the floors and your RA 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

Fireworks

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

Hallways, Stairwells, & Elevator Lobbies

Keeping in accordance with the City of Chicago fire ordinances, these areas must be kept free of all furniture, luggage, clothes, boxes, appliances, etc. This also helps avoid safety hazards and a cluttered appearance. Halls and stairwells must be free of all boxes and personal belongings the first Friday after classes begin through the Friday before finals begin.

Lockdown

A lockdown is when 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 Public Safety, a public address announcement is made, or a Moody Alert is sent stating a lockdown is in effect, the following procedures should be followed:

Lockdown procedures

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 (312-329-4357) 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 public address announcement is made, or a Moody Alert is sent 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.

Other Community Guidelines

Plaza

The Plaza is a community environment. For the safety and consideration of others, playing ball, skateboarding, rollerblading, cycling, and Frisbee throwing 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.

Elevators

Any tampering or misuse of elevators may result in a fine of up to $1,000 for all offending parties. In addition, please do not impede the elevator doors from closing. This is unsafe and is the number one cause of elevators breaking down due to wearing out the sensors. Be aware of the elevator's capacity and do not overload them. When elevators are at capacity, wait for the next elevator or consider taking the stairs.

Sprinkler System

The MBI residence halls are equipped with sprinkler systems for fire protection. Tampering with or hanging items from this fire safety equipment is strictly prohibited by law and by MBI rules. Any student violating these rules will be subject to discipline and possible legal action.
Moody Bible Institute will not be liable for loss or damage to students' personal belongings caused by activation of the sprinkler system if such an act is caused by student negligence or intentional act. Further, the Institute will seek restitution from students, and/or their insurance carriers, their parents, or their parents' insurance carriers for any damage to Institute property caused by student actions.

Bicycles

If bicycles are found in the residence halls at any time, you will be charged a $15 fine and will have to take the bike to the parking garage. You must register your bike with the Facilities office and park and lock your bike in designated areas.

Rollerblades & Skateboards

Rollerblades and skateboards are not to be worn or used inside any buildings. Please put on and take of your rollerblades in the first floor lobby of your residence hall. Rollerblading and skateboarding are prohibited on the ADA entrances of Culbertson Hall and the Alumni Student Center.

Commuter Students

General Information

Even though commuting students are not in residence at MBI, adherence to the Community Life Standards set forth in this Student Life Guide is expected. This pertains to activities both on and off campus. After reading the SLG, a Community Life Agreement must be electronically signed on the student portal each academic year. Failure to do so will result in a hold placed on your account and will jeopardize your status as a student at MBI.

Campus Post Office

All commuter students are assigned a campus post office (CPO) box. Report to the CPO window for your assignment and lock combination. Post office services will include sale of stamps and other mailing supplies, as well as handling lost and found items.

Parking

The date and time for obtaining parking permits will be emailed to students as well as posted on the Facilities webpage on my.moody.edu. See Student Parking information on page 51.

Snack Room & Commuter Lounge

A commuter lounge is located on the second floor of the Alumni Student Center (ASC II). The lounge provides a place of relaxation, rest, and study. The snack room contains microwave ovens, a refrigerator, vending machines and ample space for eating. This commuter area also includes lockers designated for use by commuting students. See Lockers on page 33 for more information.

Chapel Excuses

All students are expected to be in chapel if they are on campus at the 10:00 a.m. hour. Commuting students may be excused from chapel provided the 8:00 – 8:50 a.m. class is their only class of the day, the 12:00 p.m. class is their first class of the day, or students who do not have class on that day. Chapel Excuse Request Forms are available online in the student portal and must be submitted at the beginning of each semester.

Reporting Illness

Ill students have the choice of receiving care from Health Services or seeking their own physician. It is not possible for Health Service to care for students' children. The Student Development department appreciates and requests the knowledge of serious illness of not only the student, but of family members as well.

Change of Address

All changes of address and phone numbers should be changed online through my.moody.edu immediately.

Residence Hall Visitation

We encourage interaction of commuting and residence students, but please be reminded that it is necessary for commuting students to sign in at the respective residence hall desk before proceeding to visit an on campus student. Off-campus students must vacate the residence halls by the start of 12 a.m. Off-campus students staying the night on campus are considered guests of the resident and must adhere to the overnight guest policy (see page 39).

Married Students

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 the wives of students at Moody Bible Institute and Moody Theological Seminary. The program meets on Thursday evenings at 5:30 PM in the Kimball Room 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 is available 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 Married/Family Housing

There are a limited number of apartments available for married/family 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 at 312-329-4189.

Students living in Jenkins Hall are expected to participate in floor meetings and abide by the conditions of their housing contract.

Campus Buildings

Alumni Office

Before graduating, take a minute to visit the Alumni Office located on the 1st floor of Smith Hall, across from the Welcome Desk. The friendly staff can give ideas how you can stay connected to MBI and your classmates for years to come. Visit our website at www.moody.edu/alumni or follow us on Twitter, Linked In or become our friend on Facebook, at Moody Alumni Association. Remember to send us your life and ministry news to be included in the Moody Alumni News magazine (a marriage, births, moves, updates, etc.). Look for future notices of class reunions or Alumni events scheduled in your area. The Alumni website allows you to get connected to an Alumni Community in your area, identify a church where Moody alumni serve on staff, make plans to visit campus, find updates of coming events and read about how Moody graduates are impacting our world for Christ. Through the Alumni portal, you have access to the Atlas Religion Database and the Career Finder Service of Career Services. You may contact the Alumni office with questions at mbialum@moody.edu or by calling 312-329-4412.

Alumni Photo ID

The Alumni Office offers our alumni the opportunity to secure a photo ID that will allow them to visit campus and serve as a pass to the Solheim Center facilities (additional cost of $2 per person, per visit). This is especially nice for alumni who frequently visit campus.

To receive an alumni photo ID, please stop by the Alumni Office (between the hours of 8:00-3:15, Monday thru Friday) and a representative will assist you in making those arrangements. These ID's are good for a period of 4 years.

Moody Bible Institute seeks to maintain a safe campus environment and reserves the right to regulate visitor access as they deem appropriate. Only alumni who are in good standing will be issued an ID.

Alumni Student Center

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, Joe's Coffee shop, student organization offices and the Office of Student Programs. For liability reasons, the use of lighters, matches, candles, and open flames of any kind are prohibited. These are the anticipated hours of operation and may be subject to change:

Alumni Student Center	
Monday – Friday	**6:30 a.m. – Midnight**
Saturday	**9:00 a.m. – Midnight**
Sunday	**3:00 p.m. – Midnight**
The Commons (see page 44 for more information)	
Monday – Friday	**7:00 a.m. – 11:00 p.m.**
Saturday and Sunday	**Closed**

Although the Alumni Student Center may be open, certain areas within the building may not be available due to scheduled functions.

Lockers

On the second floor of the Alumni Student Center, there are lockers designated for use by commuting students. Any commuter student desiring a locker must apply in the Office of Student Programs. Only locks issued by the Office of Student Programs can be used. A $30 deposit will be billed to the student's account. At the end of the student's use of the locker each semester, the lock 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: the Activity Center, Conference Rooms, and Fellowship Hall on ASC 2, and the Great Room in Culbertson Hall. Since classes already have an assigned room location, requests for academic related events will be denied. Out of class study groups are welcome to reserve a room.

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 Alumni Student Center. Two conference rooms seat 12 and the other seats 10. Two have 70" TVs for Computer hook-up. All of these rooms have a dry erase board, on-campus phone capability, and Internet hook-up. These rooms are for group meetings and are not to be used for individual study.

Fellowship Hall
The Fellowship Hall is comprised 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.

The following areas cannot be reserved:
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 one waiting, participants can continue playing. Payment for damaged or lost equipment, accidental or otherwise, is the responsibility of each student.

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 and snacks (not meals) are allowed in the Fireplace Room.

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.

Borrowing Privileges
- Up to 25 items can be checked out at a time
- Full access to online resources in our computer lab or through 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, checking out materials, reserve stacks, and your library account call the Circulation Desk at 312-329-4136 or email circulation@moody.edu.

For questions about research, databases, and the library catalog call the Information Desk at 312-329-4175 or email library@moody.edu.

Library Hours [Regular]*

Day	Hours
Sunday	6:00 p.m. – 12:00 a.m.
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 p.m. – 12:00 a.m.
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	PHONE	EMAIL
Library Director	James Preston	312-329-4140	james.preston@moody.edu
Public Services Head Librarian	Christopher Ullman	312-329-4353	christopher.ullman@moody.edu
Distance Learning Librarian	Christy Cherney	Skype ID: joyandbooks	christine.cherney@moody.edu
Circulation Supervisor	Ashley Smith Linton	312-329-2053 x3571	ashley.smith@moody.edu
Technical Services Coordinator	Jonathan McDaniel	312-329-4148	jonathan.mcdaniel@moody.edu
Support Services Coordinator	April Nelson	312-329-2071	april.nelson@moody.edu
Curriculum Lab Technician	Karina Reyes	312-329-8937	karina.reyes@moody.edu
Interlibrary Loan Technician	Rosie Quintana	312-329-2068	interlibraryloan@moody.edu
Administrative Assistant	Rosie Quintana	312-329-2068	rosie.quintana@moody.edu
Archives Assistant	Corie Zylstra	312-329-4000 x4880	corie.zylstra@moody.edu
Copy Cataloger	Donna Singley	312-329-8941	donna.singley@moody.edu

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 each feature standard software and 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 login 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 takes 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 a "Quiet Zone."

Cell Phones & Other Electronic Devices
The sound setting on cell phones must be set to *silent* or *vibrate*, and the volume level on listening devices using headphones must be kept low, to avoid disturbing patrons.

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. 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. Cell phones may not be used in the restrooms.

Food and Beverage Policy

Consumption of food is permitted on the first-floor of the Crowell Library, if consumed responsibly. 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. No fast food or open plates of food are allowed. 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.

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, prayer rooms, and Broman Chapel are some of the features on the first floor. The Great Room is a multifunction room which is also used for organizational functions and social events.

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.)

Doane Memorial Music Building

The Music Department provides a variety of services and opportunities; come enjoy and develop your musical abilities!

Semester hours (subject to change with notice)

Monday to Thursday	7:30 a.m. – 10:45 p.m.
Friday	7:30 a.m. – 9:00 p.m.
Saturday	9:00 a.m. – 8:00 p.m.
Sunday	2:00 p.m. – 6:00 p.m.

Practice Rooms

Doane Memorial has 23 practice rooms. Practice rooms on Doane 3 are accessible to all undergraduate and graduate students as well as employees, and are equipped with a piano, a music stand, and a mirror.

Grand piano practice rooms on the 4th floor of Doane can be used and reserved as needed by those taking private piano lessons for credit. Keys for these rooms are available at the front desk; please bring appropriate collateral to exchange for the key (something of value that identifies you; examples include government-issued ID, driver's license, or your phone). Receptionists will not accept student IDs, passports, or credit cards; we reserve the right to determine appropriate collateral given the situation.

Rehearsal Spaces

The following large-rehearsal rooms are available for key check-out at any time provided an event is not scheduled (reservation is encouraged):

- Doane 101
- Doane 201
- Doane 202
- Fitzwater 405
- Fitzwater 408

Torrey-Gray Auditorium and Dryer Auditorium are available on a reservation basis only. All students and student groups who are reserving a room for non-academic or recital purposes must contact EMM at eventcoordinator@moody.edu. Fitzwater 405 and 408 classrooms can also be requested this way.

Fitzwater 404 is available on a reservation basis only. All students and student groups who have an on-campus performance can request its use by filling out a request form at Doane Desk. All requests are subject to approval by the Music Events Coordinator and should

be made at least 48 hours in advance.

All rooms are equipped with at least one piano, and several have sound system capability (please contact ITS to make use of sound systems in TG or AA). Use of the concert grand pianos in TG and AA is contingent upon reading and signing the piano usage policy available at Doane Desk. Contact ITS for use of the sound system in TG or AA.

Locker and Equipment Checkout

1. Lockers are available on the 3rd and 4th floors for music storage. A $5 non-refundable rental fee and a $5 refundable security deposit are required for usage. Small, medium, and large instrument lockers are also available for a $5 non-refundable rental fee and a $10 refundable security deposit. If your locker or padlock key is lost, the deposit will be used to replace it.
2. The chapel drum set is available for use with permission from the Associate Dean of Students.
3. Music stands are available for checkout with collateral and are free of charge.

Large Instrument Storage

Storage of very large instruments, such as harps, cellos, or string basses, if available, is free of charge for students who have an emphasis in that particular instrument or are playing that instrument in a music department ensemble. On a "space available" basis, students wanting to store instruments not covered by the conditions mentioned above may be able to do so for $100 per semester or summer. The Music Department unfortunately does not have room to store drum sets except for those belonging to students who have an emphasis in percussion.

Music Ensembles

The Music Department offers multiple ensemble options, including choral groups, worship collectives, a campus orchestra, and the One O' Clock Jazz Combo. These ensembles perform in on- and off-campus concerts and worship services throughout the school year including Moody's annual Christmas concert and Candlelight Carols. Membership is open to students in all majors by means of audition. Contact us at musicdept@moody.edu or 312-329-4080 with questions or to schedule an audition.

Music Lessons

Private and group music lessons for most orchestral instruments, piano, organ, voice, and guitar are available for credit; current fees are posted in the course catalog. To register, contact us at musicdept@moody.edu.

Concerts and Music Job Opportunities

Chicagoland concerts, summer camp and competition information, and music job opportunities are posted on the bulletin boards on Doane 2. If you are looking to hire or collaborate with a musician, you can submit a request at the Doane front desk and it will be posted on the second floor.

On-campus degree and non-degree recitals and concerts are free and open to the public. Visit www.moody.edu/concerts for an updated schedule of Music Department events, or check us out on Facebook (www.facebook.com/moodymusicdepartment) for more information.

Key Policies

The following policies have been set in place in order to encourage healthy practicing, allow for fair usage of rooms, and maintain security.

1. In order to receive permission for specialty keys, you must ask the faculty or staff member overseeing the room you are interested in to send your name to the Event Coordinator. Check at Doane Desk about your eligibility for various rooms and whom to contact.
2. To ensure availability of the room at a specific time, you can reserve certain rooms through Astra. See the receptionist at Doane Desk to check availability and to fill out a reservation. All reservations for the following week must be submitted by Thursdays at 4pm.
3. Keys will not be checked out 10 minutes prior to a reservation to a person who does not hold that reservation. Keys will be available for check out 10 minutes after the start of the reservation if the reservation has not been fulfilled.
4. Keys should be returned anytime you are vacating the room for more than a 10-minute break or if leaving the building (except in the case the key is to another building).
5. Anyone who loses a key will be required to pay a $3 replacement fee and will not be able to check out a key until the fee is paid.

6. Practice Room Violations:
   A practice room violation includes (but is not limited to) any of the following:
   a. Keeping a key overnight.
   b. Keeping a key for longer than 3 hours (unless pre-arranged). Following 3-hour usage, a student may check out another practice room no less than one hour from the end of their previous time.
   c. Neglecting to lock the room or piano upon leaving.
   d. Inflicting damages on a practice room or its contents (monetary value of damages may be added to your school bill).
   e. Using your access to a room to provide access to any unauthorized person.
   f. Using a room for a non-practice or musical purpose.
7. Fines and Restriction of Privileges:
   a. Fines and restrictions are on an annual basis. If the violation involves damage of property, fines for the repairs may also be added.
   b. 1st and 2nd Violations: You will receive an email from Doane Desk making you aware of the violation.
   c. 3rd through 5th Violations: These will incur a monetary fine (placed on your school bill) that starts at $5 and increases $5 for every additional violation. The fine must be paid before another key can be checked out.
   d. 6th Violation: A sixth violation will result in the inability to check out a key for a length to be determined by the Event Coordinator.

Contact

Feel free to contact us with any questions at musicdept@moody.edu or (312) 329-4080 regarding general questions, private lessons, classes, registration, reservation, or facilities and equipment checkout.

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 fob 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 Athletics website (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 the 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 placed on mats when on the 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 deposit will be forfeited.

Guest Policy

Students bringing guests are allowed only one registered guest for $2.00, and the guest must remain with the 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.

3. 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 the Solheim Center.

Campus Services

Career Services

The services of the Career Services Center, a department with the Student Enrollment Services Division, are available to all students and graduates. Please contact Patrick Friedline at 312-329-4414 from 9:00 a.m. to 4:30 p.m. for Career Services or email patrick.friedline@moody.edu. You can also visit the website at www.moody.edu/student-services/career-services.

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 counselor's 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 calling or emailing the Associate Dean for Counseling Services at 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 accommodation(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.

The Writing Center

The Writing Center at Moody (WCM) is a free resource that can help students strengthen their papers and grow as writers. Our highly trained writing tutors can help with any part of the writing process, from getting

started, to organizing an argument, to polishing for grammar and style.

Students can make appointments by visiting our headquarters in the Crowell Library (Sweeting 101) or going to https://mbiwritingcenter.as.me/. We also provide free handouts and online tutorials on our Facebook page.

Employment Resources

Part Time Jobs

Listings of available jobs are found at the "Chicago Campus" tab of my.moody.edu. In the Chicago Student Resources box, scroll down to the heading "Student Employment Services" and then notice the "On-Campus Jobs" or "P/T Off-Campus Jobs" links found under the Student Employment Services heading. Each link will take you to the respective job database.

With on-campus jobs you need to follow the instructions for applying and you are looking only for "Part Time Student" jobs on the listing.

When you click on the "P/T Off-Campus Jobs" you get to the CareerFinder Job Board. Under "Students and Alumni" click on "Register" and use your myMoody username and password to register. You will be sent an email that you have to respond to so that your account is validated and activated. Then you can search the jobs.

If you need advice or ideas, please see the Associate Dean of Career Services located on Culbertson Hall 2. You can contact him by email at patrick.friedline@moody.edu or by phone at 312-329-4414 to set up an appointment.

Maximum Hours of Employment

During the semester, full-time students are permitted to work a maximum of 24 hours per week on or off campus. International students with F-1 status are allowed to work 20 hours per week on campus. We understand that students often must work to pay for college expenses. We recommend that students carefully assess the number of hours they must work while still giving proper attention to their academic responsibilities. Any questions regarding the maximum hours of employment should be addressed with the Associate Dean of Career Services by email at patrick.friedline@moody.edu.

On-Campus Student Employment and Intermission

It is the Moody Bible Institute of Chicago's Human Resources' policy that all part-time student jobs on campus are only available for students currently enrolled in on-campus classes. Therefore, a student on Intermission status and not enrolled in on-campus classes, though still an "active" student, is not eligible to hold a part-time student employment on campus. If you have questions about this policy, please stop by Human Resources on Crowell One on the Chicago campus, or give them a call at 312-329-4237.

Babysitting

Childcare opportunities are provided through the Career Finder Job Board that is part of the Career Services Center. Other opportunities available to students would be:

1. Church sponsored activities in the church facilities
2. MBI faculty and staff or married student's families

Babysitting is not to be done by unmarried couples, nor is it permitted on campus.

Safety

Students must be concerned about their safety when they accept employment requiring travel after dark. Women are to have a male student accompany them (if walking) to or from work during dark hours. They may choose to take a cab but should be dropped off in front of the work place or the Institute.

Students are not to take jobs which involve the use or sale of pornographic materials, bartending, or that encroach on participation in regular worship services. Questions about employment policy and exception requests should be directed to the Associate Dean of Career Services.

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 guidelines, 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/.

Selling of Merchandise or Solicitation

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

Fundraising

The Office of Student Programs does not question the validity of the agencies for which students desire to raise funds. Fundraising is not permitted for special interests such as internships, covering medical expenses, financial hardship, mission trips, or relief efforts by individuals or groups. Door to door solicitation for any purpose within the Institute's community is not permitted.

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 Student Dining Room (SDR), the Commons, Joe's Coffee and Catering.

For further information regarding menu, hours, special dates and events, please go to the Food Service webpage: foodservice.moody.edu. If you have any additional questions, please direct them to 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 – 1:15 pm**	**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 Student 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.

Meal Replacements

All on-campus unmarried students must participate in the meal plan. Meal replacements are available for students if work, class, or PCM requires them to miss a meal. All students registered on the meal plan are allowed to replace a missed meal with a meal replacement in the Commons from 1:45pm-4:00pm Monday through Friday without needing approval from the Food Service office. The Food Service office is in charge of approving all meal replacements outside of the general Meal Replacement Time; please complete a request form to apply for such meals.

Meal Plan Accommodations

Due to the nature of our Food Service program at Moody Bible Institute, we are not able to make the meal plan an optional element of the on-campus student experience. We try our best to provide a variety of food options on a daily basis that will give students with varying dietary needs several options to choose from at every meal. However, we do recognize that there may be medical conditions that require a special diet which cannot be reasonably accommodated in the Student Dining Room.

In order to participate in current accommodations such as gluten free, dairy free or vegetarian options, or to discuss other needs within the MBI Meal Plan, the student must submit a completed Meal Plan Accommodations Application to the Student Resource Center. Full exemptions are a last resort accommodation and are granted on a case by case basis only if Food Service is unable to meet the dietary needs as prescribed by a doctor. An application can be obtained from the Food Services web page.

Dining Room Sign-Up Table

To reserve the front table in the SDR for your student group to showcase upcoming events please fill out the form on the foodservice.moody.edu webpage found under the SDR tab.

Guests

Students may bring guests to the SDR. Their meals can be purchased at the main entrance where cash, Visa and MasterCard, and the Moody Food Service gift cards are welcome. Rates are available by contacting the Food Service Office at 312-329-4324.

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

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 deli 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 gifts cards.

Commons Regular Hours

Semester:

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

Grill Hours:

Breakfast 7:00am-10:00am
Lunch 11:00 am-1:00 pm
Dinner 5:00 pm-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.

Campus Breaks:

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

JOE'S Coffee Shop

Named in honor of Moody Bible Institute's 7th President Dr. Joseph Stowell III, JOE's 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 drinks: hot and cold espresso drinks, V60's regular drip coffee, loose leaf tea, smoothies, and pastries. They also host live music, provide a popular gathering space, and aim to support the creativity of the student body. JOE's accepts cash, Visa and MasterCard, and Moody Food Service Gift Cards.

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 to receive guidance on how to plan your event. Food purchases and service for special parties, Bro/Sis events, floor activities, etc., are to be arranged through the Catering Office at least two weeks prior to the event.

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 in order to allow us sufficient time to coordinate the needed equipment. Some rental fees of deposits may apply. Please go online to our website at foodservice.moody.edu for request forms.

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 Common's 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 the SDR. Please go online to our webpage at foodservice.moody.edu for more information or contact the Food Service office at 312-329-4324.

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 is a wide variety of Care Packages to choose from. Please go online to our webpage at foodservice.moody.edu to order.

Box Meals

If you are too sick to come down to eat in the SDR, there are special box meals available. Simply contact the Food Service Office for more information 312-329-4324.

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 go online to our webpage at foodservice.moody.edu to report any vending issues.

Health Service

Health Service is located on the second floor of Smith Hall offering services to all MBI students and their spouses. The Department is staffed with qualified professionals who are prepared to meet the physical needs of students. Services offered include consultation with a staff nurse, doctor appointments, referrals, and some medical testing.

Hours of Operation

Health Service is open Monday – Friday from 9:30 a.m. – 12:00 noon and 1:00 – 4:00 p.m. Health Service is closed Tuesdays during President's chapel. Hours are subject to change. Priority will be given to medical emergencies. Appointments will be seen at the time scheduled. Walk-ins will be seen in the order in which they arrive as a time becomes available.

Health Service Online Portal

Students can access the Health Service portal online to schedule appointments and message Health Service directly and securely. Please visit https://patient.nuemd.com/moodybiblec and create a new account using your Moody email address to get started!

What if Health Services is closed?

If there is a health care need when Health Service is closed, students can receive advice from their Resident

Assistant (RA) or the Residence Supervisor (RS) on duty. The RS on duty can be contacted through either their RA or the Culbertson desk worker. The RS can contact the Health Service Administrator if needed.
Students who need to go to the Emergency Room should contact Public Safety. After discharge from the ER/hospital, the student should bring a copy of their discharge papers to Health Service the next business day in order to arrange for proper follow-up care.

Charges for Services

There is no charge to see a nurse in Health Service. However, there is a charge for some supplies, services, and appointments with the campus physician**.** All expenses incurred in the MBI Health Service area are due at the time of service. Payments can be made with cash, check, or credit card, or charged to the student's account. Students who miss a scheduled doctor's appointment will incur a $10 charge. For a list of common charges, please visit the www.my.moody.edu website and navigate by doing the following:

1. Click on the "Chicago Campus" tab.
2. Select "Health Service Home" from the Chicago Campus Services Health Service link.
3. Click on the "Fee Schedule" link from the navigation bar.

All inquiries about fees related to Health Service should be directed to the Health Service office at 312-329-4417.

Required Student Health Records

To be in compliance with Illinois state laws, all undergraduate students must have a current physical exam, immunization record (including 2 measles, 2 mumps, 2 rubella, and a current TDap vaccine series/booster within the past 10 years), health history, TB skin test (less than 1 year from the date of enrollment and a minimum of 2 weeks after international travel), and HIPAA form on file in Health Service.

All students who take a semester off from MBI 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 TDap vaccine (within the past 10 years), and a HIPAA form.

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

To download the Health forms, go to my.moody.edu, the Chicago Campus tab, select Health Service, Policies & Forms, and then "Click here for required health forms" specific to undergrad or grad students.

All records must be completed to the satisfaction of the campus physician. Health Records are due by July 15 for fall students and January 1 for spring students. 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 being placed on the student's registration. All inquiries regarding these requirements should be directed to the Health Service office at 312-329-4417 or email healthservice@moody.edu.

Off Campus Medical Procedures, Expenses & Insurance

Students must evaluate their total school load to balance it with the urgency of any planned surgeries, therapies, or procedures in deciding when to undergo them. Since the student is here for educational purposes, it is expected that maintaining class and PCM attendance is a high priority in the timing of surgeries or procedures. In addition, students must consult with Health Service and their RS if they expect to recover from surgery or procedures while living in the Residence Halls. It may not be possible to live in the Residence Halls while recuperating from some illnesses, surgeries, or procedures.

Each student is personally responsible for any and all health care related expenses they incur while in attendance at MBI. Each student is also personally responsible for following the payment policies of the facility where they receive medical care and paying the bill in a timely manner. Students are personally responsible for transportation to and from all off-campus health care appointments or facilities. Health Service can assist a student in finding a doctor off-campus as well as help the student find public transportation to the appointment.

All inquiries related to the student health insurance requirements should be directed to Moody Central by emailing 2020@moody.edu or calling 312-329-2020. The Health Service department is not able to answer questions regarding the MBI Student Health Insurance Plan.

Illness and Class Attendance Policy

Health Service cannot write an excuse for missed classes, assignments, chapel or PCM, due to illness. Students are responsible to notify professors about missed classes due to illness.

Any further medical documentation of illness, which might be requested by a professor, place of employment, or Academic Records, is required to be obtained from the physician giving care to the student. Health Service can only provide supporting documentation if the student was seen by the campus physician.

Possession of Syringes, Needles & Lancets in the Residence Halls

In order to comply with government regulations and protect our janitorial staff and students, all syringes, needles, lancets, or any other "sharps," or 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 within 48 hours of arriving on campus.

No syringe, needles, lancets, or any other injectable medication may be 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 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 it is full and when the student leaves campus at the end of the semester. The container 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 services to others anywhere on campus unless they are employed by MBI. The individual is only allowed to provide services at the work site, on paid work time, while under the oversight of the Health Service department, or while acting solely as a "Good Samaritan" in an emergency situation.

International Student Office

Assistant Dean of International Students

Brenda Cuellar is responsible for advising international students with immigration matters, adjusting to life in the US, and overseeing the International Student Fellowship (ISF) and MuKappa, a student group for Missionary Kids (MK's) and Third Culture Kids (TCK's). She is the primary Designated School Official and can sign and make updates to your Form I-20. The ISO Assistants are also Designated School Officials and can assist with this as well. Other services offered for International Students include help with preparing immigration documents, issuing university letters for banking, obtaining a driver's license, and employment.

Information Technology Services

Moody Email Address

All active students at Moody Bible Institute 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 also call 312-329-4001 or email ITS@moody.edu.

Technology services for students include:

- Computer labs in dorms and Sweeting Center

- Printing services
- Blackboard technical support
- Student email (@moody.edu address) support
    - Note: You will lose all access to your @moody.edu mailbox when you depart Moody)
- Wireless Internet

Services available only at the Sweeting 1 desk:

- Audio visual equipment (e.g., projectors, cameras, sound systems) for classroom, PCM, or personal use
- Recordable media (CD, DVD, and flash drives) for purchase
- Mac video adapters for connecting a Mac laptop to a Smart Desk (in every classroom)
- Laptop checkouts (as available)
- Lamination services
- CD and DVD duplications

Services available only at the Crowell 3 desk:

- Student computer evaluation/troubleshooting

More information about our services, including hours of operation, is available at ITS.moody.edu.

Mail Services

The Campus Post Office (CPO) is a full service post office for all inbound and outbound shipping needs. You may purchase stamps, envelopes, and receive your mail and packages at CPO. Visit CPO in the basement of Doane Memorial, Monday through Friday, 8:30a.m. - 4p.m., and Saturdays during the school year from 10a.m. - 1p.m. CPO can also be reached 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 a U.S. Postal requirement. For packages sent by a private carrier such as UPS, FedEx, etc., you must use your CPO number and 820 N LaSalle Boulevard.

Letters and packages sent via US Postal Service

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

Packages sent via UPS, FedEx, etc.

Your Name
CPO _____
820 N LaSalle Blvd
Chicago, IL 60610-0060

Use of the Institute Name

Students must not use the name of the Institute on personal stationary or other printed materials. Students who belong to outside organizations are not permitted to have stationary printed with the name of the organization listed over the Institute address.

Post Office Boxes

A private mailbox in the Central Post Office is provided for all students registered for classes on campus and will be assigned during orientation. This box will remain with you for each consecutive semester that you take classes on campus. Should you take a break from campus for any reason (sabbatical, international studies, Intermission, etc.) you will most likely be assigned a different box upon return. Please include your name and CPO number on all papers, exams, letters and 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.

Questionnaires/Publications

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

Cash in the Mail

Never send or ask to receive cash in any mail system. The US Postal Service, UPS, FedEx, and Moody's CPO are not liable for loss of cash in the mail.

Forwarding Address

Before a student leaves MBI, they should update their mailing address in their my.moody.edu Student Center. On your last day on campus, please stop by CPO to receive your final mail, turn in any key and fill out a forwarding instruction form. Publishers of all magazines and newspapers to which a student subscribes should be notified at least one month prior to graduation or

termination of enrollment. All first-class mail will be forwarded free of charge, but periodicals and standard mail cannot be forwarded. Forwarding is provided over summer break, terminating on August 1. No forwarding is provided over Christmas break for returning students.

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 and selecting Directory by Department.

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. Copy Center can be reached by phone at 312-329-4256 or copycenter@moody.edu.

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, Practical Christian Ministries, Student Accounts, and Student Development. You can contact Moody Central by phone at (312)329-2020 or by email at 2020@moody.edu.

Multicultural Student Office

Assistant Dean for Multicultural Students

Edward Jones (edward.jones@moody.edu; 312-329-4354) provides support for minority students and leads efforts to give regular and intentional attention to issues of diversity, inclusion, and equity in the student body.

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 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, Fitzwater, Jenkins Hall, and Sweeting desks. 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. Educating students about safety protocols and protective strategies are part of the 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.

Additional safety information can be found on our portal page through my.Moody.edu. This page includes the most recent information about district-wide alerts, elevator safety, 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).

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, click Moody Alert/Moody Connect, fill in your contact information, and save 23177(Moody Alert 1) and 53291 (Moody Alert 2) to your phone.

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 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 911 or Public Safety at 312-329-4357. Public Safety staff are trained to respond to emergencies.
   (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 Behavioral Evaluation and Threat Assessment Team (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
John Jelinek, VP & Dean of MTS | 312-329-4129

4. If you wish to report concerns anonymously, you can call the TIPS line by dialing x8477 from an on-campus phone or you can fill out our crime reporting form on our website through my.Moody.edu. You can also email publicsafety@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 MBI 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 cards with a built in fob are available for $15.00. Lost ID cards and fobs can be temporarily deactivated at no charge to give the owner an opportunity to find their old ID card or 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 Moody Bible Institute. 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 your ID card or 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 ID.

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.

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 my.Moody.edu (Student Resources Tab, Parking Policies link). These policies cover vehicles and bicycles on campus. Vehicle owners are responsible for any issues concerning their vehicle or any damage incurred while it is on campus. Students are responsible for all fines resulting from parking violations.

Commuter and Resident parking passes can be purchased through the Facilities office. All students will be notified via email and chapel announcements when permit purchasing has opened on my.Moody. Permits are purchased based on seniority, similar to class registration. Freshmen are not allowed to keep a car on campus.

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 Moody Bible Institute takes very seriously. The Moody Bible Institute Vehicle Use Policy and driver approval process applies to all students and employees who drive vehicles, including personal vehicles, for Moody-related business. A copy of these policies and procedures can be found in the Facilities Office located in the Crowell basement. Approval must be granted before students may drive for any Moody Bible Institute-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.

Moody Guidelines for Posting Signs and Posters

All posters:

1. Must be approved and stamped by the appropriate department before posting (see chart below).
2. Posters placed in the residence hall elevators of Smith, Houghton, and Culbertson dorms do not require a stamp.
3. Each poster must be no larger than 11x17.
4. A limit of 10 posters can be approved per event or item and may be placed on bulletin boards or cork strips in the dorms and the tunnels or in the Houghton, Culby, Smith & Dryer elevators. Signs may only be posted in these designated areas (posters may not be posted in Crowell Library).
5. Due to copyright laws, you are not able to post signs to sell video games or movies in any form of media.
6. Please do not use staples on the bulletin boards as they are time consuming to remove. Student Development has tacks for your use.
7. Scotch tape or sticky tack may be used in the elevators (any other adhesives, i.e. duct tape, will be cause for removal of the poster without explanation to the individual who posted it).
8. Do not cover up a current poster. If you find a poster for an event that has past or the stamped date is more than a month old, recycle it.
9. Failure to have your sign approved or posting your signs on walls will result in it being taken down and discarded without notice.

Posting in Jenkins

10. Jenkins posters need to be approved by Student Development and then taken to the Jenkins RA or GRA to post only inside glass covered bulletin boards.
11. No posters may be hung in Jenkins elevators without permission from Student Development or the Morningside manager.

Where to get your posters approved:

Type of Poster	Description	What Department Approves?	Where is the Department?
General Signs	Services offered, recitals, department announcements & for sale items	Student Development	Culby 2
Student Group Activities	Any official planned activity by a student group	Student Programs	ASC 2
Job Postings	Babysitting or otherwise	Career Services	Culby 2

For questions about posting signs, please contact the Student Development office at 312-329-4193 or email studentdevelopment@moody.edu.

Family Educational Rights and Privacy Act

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 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 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 MBI 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 or (312) 329-4469).

Student Classifications

Students are classified by the number of credits completed.

YEAR	HOURS COMPLETED
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90 and above

Registration

Students are responsible for course registration through their 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. Pre-registration begins one week prior to open enrollment and occurs in the following sequence (see the Academic Calendar in the catalog or at www.moody.edu/academic-calendar for specific dates):

Fall Semester: Registration begins in April
Spring Semester: Registration begins in October
Summer Semester: Registration begins in February.

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 self-paced courses (see Moody Bible Institute Distance Learning catalog for more information). 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 student portal for additional registration information.

Academic Load

The average academic load to complete an academic program within its time limit is 15 to 16 credits for each fall and spring semester. Chicago campus students are required to maintain a full-time academic load in order to be eligible for the Chicago Undergraduate Tuition Grant (see Financial Aid).

Credits Per Semester	Academic Load
12+	Full time
9	Three-quarters time
6	Half time
Less than 6	Less than half time

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
D	Passed: deficient in some respects but meets the minimum standards for obtaining credit in the subject
F	Failed: falls below the minimum standards of accomplishment and must be repeated to obtain credit

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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-	1.70
A-	3.70	D+	1.30
B+	3.30	D	1.00
B	3.00	D-	0.70
B-	2.70	F	0.00
C+	2.30	FN	0.00
C	2.00	WF	0.00

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:

Highest Honors	3.80–4.00
High Honors	3.60–3.79
Honors	3.30–3.59

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 Credit Policies

Academic credit includes credits earned at Moody, transfer credit, test credit, and credit by examination. Institutional credit contributes to the student's grade point average, while transfer credit and credit by examination do not contribute to the student's grade point average. Final approval of academic credits is under the authority of the registrar. Moody Bible Institute does not grant academic credit for non-academic prior experience.

A maximum of 75% of a program may be fulfilled through transfer credit, test credit, or credit by examination. The combined total of all test credits and credit by exam cannot exceed 25% of the program requirements for the BA and BMus programs.

Transfer Credit

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

1. The course must be taken at an institution of higher learning that is regionally accredited, accredited by the Association for Biblical Higher Education (ABHE), or accredited by the Transnational Association of Christian Colleges and Schools (TRACS).
2. The course must be equivalent in content and credit hours (i.e. 4.5 quarter hours = 3 semester credit hours).
3. The student must earn a grade of C or better. A course graded on a pass/fail basis will not transfer.
4. Credits that exceed ten years from the date of completion are not transferable toward current program requirements.
5. The course fulfills one of the student's academic program requirements.
6. Records must be submitted on official transcripts prior to the start of a student's final semester.
7. Students submitting international transcripts will be required to have a course-by-course evaluation from the World Education Services (wes.org or (212) 966-6311) or Education Credential Evaluators (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.

Test Credit

Moody Bible Institute accepts Advanced Placement (AP) Examination, College-Level Examination Program (CLEP), International Baccalaureate (IB), and other test credit recognized by the American Council on Education (ACE). Official test scores must be submitted prior to the start of a student's final semester. For a list of courses and the established acceptable scores, contact the Office of Academic Records.

Credit by Examination

Students who desire to earn undergraduate credit based on extensive personal study or other non-transferable learning may appeal for credit by

examination. Eligibility for credit by examination is determined by the program head. Students must complete credit by examination prior to the start of their final semester and will be charged a fee (see Financial Information).

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 to this policy, students admitted into the Bachelor of Science in Missionary Aviation Technology who have previously earned a Bachelor's degree in another field may apply a limited number of undergraduate equivalent credits from their previous degree. These credits must meet the Transfer Credit criteria listed above. Please contact the Office of Academic Records for more information.

Statute of Limitations

Academic credits completed at Moody prior to 1990 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 citation giving credit to the ideas of 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 assignment
- 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 intentionally or unintentionally taking the ideas or words of another person and presenting them as one's own. Intentional plagiarism is unethical and constitutes a serious infraction of academic policy. When the words or ideas of others are used, credit must be given 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 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 the 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 include pass/fail, repeated, incomplete courses, and 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.

Undergraduate Certificate and Associate Degree

Credits Earned	Minimum Cumulative GPA
< 15	1.800
15 +	2.000

Bachelor Degrees

Credits Earned	Minimum Cumulative GPA
< 30	1.800
30 to 60	1.900
> 60	2.000

Maximum Time Frame

The maximum time frame for receipt of financial aid must be no longer than 150% of the published length of an academic program. For example, if a student is enrolled in a 120-credit degree program, they are allowed up to 180 attempted credits (including all transfer credits accepted toward completion of a student's program) to be considered for financial aid. The maximum time limits include all credits attempted regardless of whether or not financial aid was received.

Probationary Semesters

If students are not meeting SAP at the end of a 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 a 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 are no longer meeting 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.

Change of Campus

Students requesting a change to Moody Bible Institute Distance Learning or Moody Aviation in Spokane must use the change of program form associated with that school. Students enrolled in Moody Bible Institute Distance Learning or Moody Aviation in Spokane who are requesting to change to the Chicago campus must apply through the Office of Admissions.

Change of Program

Students requesting a change of program, major, or emphasis must use the form available from the Office of Academic Records. Requests must receive program head approval. If approved, a student's program requirements will change to the requirements documented in the most current academic catalog, and not all credits may apply. If not all credits apply to the new program, the student may incur a fee. Students are not permitted to request changes once they have attained junior or senior status. Change of programs are subject to the review and approval of the registrar.

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, including the Chicago Undergraduate Tuition Grant, 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. The approved form must be submitted to the Office of Academic Records by the end of the first week of the semester.

Course Cancelations

Moody reserves the right to cancel a course due to lack of enrollment or extenuating circumstances. In the event that a course cancelation 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 cancelations 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 day 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. The WF grade may be appealed to become a withdrawal passing grade (WP) by following the grade appeal process below. Students are only eligible to appeal if they are passing the course at the point of withdrawal.

Students dropping courses may be permitted refunds according to the refund policies (see Financial Information section of the undergraduate catalog). International students with an F-1 visa status must

maintain a full-time academic load (minimum of 12 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 with No Grade	Drop with Penalty (W)	Drop with Greater Penalty (WF)
16 Weeks	Day 1–7	Day 8–56	Day 57+
10 Weeks	Day 1–5	Day 6–35	Day 36+
8 Weeks	Day 1–4	Day 5–28	Day 29+
3 Weeks	Day 1–2	Day 3–10	Day 11+
2 Weeks	Day 1–2	Day 3–6	Day 7+
1 Week	Day 1	Day 2	Day 3+

Course Exceptions

Any exception to the curriculum as stated in the academic catalog must be approved by the appropriate instructor using the course exception form. Course exceptions are subject to 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 instructor. 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
16 Weeks	5 Weeks
10 Weeks	3 Weeks
8 Weeks	3 Weeks
3 Weeks	No Extension
2 Weeks	No Extension
1 Week	No Extension

Late Course Work/Extensions

Required notes, papers, or projects are due at the time appointed by the instructor. Students are responsible to learn from the instructor what special papers are required and the due dates. When it is impossible to submit course work on time, the student should consult the instructor who may grant an extension not beyond the last day of the semester.

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 a transcript in the semester when taken, but the grade for the previously attempted course will be noted 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 previously earned a D+ or lower. Additional course repeats of 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 the 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.

Discontinuation

Students who fail to maintain continual enrollment for each fall and spring semester will be discontinued (see Required Academic Load). 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. Previous Chicago students who reapply into a different Chicago program where not all of their previous credits apply may incur a fee.

Expected Graduation Date

Chicago campus students are assigned an expected graduation date based on the degree Program Plans. Students are allotted eight semesters (fall and spring) to complete the BA degree or ten semesters (fall and spring) to complete the BMus degree. For every 15 applicable Spokane campus credits, Moody Bible Institute Distance Learning credits, transfer credits, and test credits students will receive one less fall or spring semester to complete their degree. Students who need additional time to complete their degree program must submit the Program Extension Appeal prior to the semester of their expected graduation date. If denied, students will be required to complete all requirements by the expected graduation date. Failure to do so will result in program dismissal. If dismissed, students will have the option to reapply to current degree programs. Not all previous credits may apply.

Please note that the appeal form is not an extension of the Chicago Undergraduate Tuition Grant. For aid eligibility, please contact the Financial Aid office.

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.

Step I The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step II.

Step II The student presents the appeal and supporting data in writing to the Division Chair. The instructor also submits a written summary of the issue. If the issue is not resolved at this level, the student moves to Step III.

Step III The student presents their appeal, along with supporting data, in writing 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 will be sent to the student as soon as a decision has been reached.

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 Ministry Internship requirements.
- Submit transcripts or scores for all transfer credit, test credit, and credit by examination, if applicable, prior to the start of a student's final semester (see Academic Credit Policies).
- Maintain a minimum cumulative GPA of 2.00.
- Receive passing credit for New Student Orientation and each semester of Practical Christian Ministry.
- 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.
- Be approved to graduate by the Office of Academic Records and the Undergraduate 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.
- 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 in certain majors are permitted to participate if their only outstanding requirement is a summer internship following commencement. Any other summer courses or late CLEP exams will result in ineligibility to participate in 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.

Intermission

Intermission allows students to retain active student status in an academic program while not enrolled in residential, on-campus courses. Students who are in good standing and meet all SAP requirements (see Academic Probation and Dismissal in current catalog) may request intermission for up to two semesters (fall or spring) during the course of their degree program. Students must apply for intermission prior to the first day of both fall and spring semesters through the Office of Academic Records.
Students with an outstanding balance must make noticeable progress towards paying off their debt while on their first semester of intermission or they will be denied a second semester of intermission.
Students on intermission are required to follow the Student Life Guide Standards and sign the Community Life Agreement form.

Going on intermission will affect your eligibility for securing or maintaining part-time student employment on campus at the Moody Bible Institute. Please consult the Employment Policies section concerning intermission.

Program Completion

Program completion allows discontinued students who have 12 or fewer remaining credits to return to Moody to complete the program requirements, which are documented in the catalog in which they originally started. Students must have 12 credits or less remaining to complete their program, and must apply to return within two years of being discontinued as a student. Students who have more than 12 credits remaining are not qualified 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 12 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 9 credits must be taken on-campus or through directed study.

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.

International students must contact the International Student Office if they plan to withdraw from all courses

during a semester for any reason.

Term Withdrawal

Students who must withdraw from all courses during a semester for any reason should complete the term withdrawal process through the Office of Academic Records.
International students who withdraw from all courses during a semester for any reason are expected to leave the U.S. immediately.

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 Federal Title IV aid (see 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.

Marriage of Students

Students who plan to marry while enrolled in the Undergraduate School must schedule the ceremony during the winter or summer break periods. No student is allowed to get married while the fall or spring semesters are in session. Any questions regarding this policy should be directed to the VP & Dean of Student Life at timothy.arens@moody.edu or 312-329-4191.
Students who intend to marry while enrolled are asked to read our *Intent to Marry* information form. This form can be accessed on the Student Development home page of your student portal or received from the Student Development office on Culby 2. *The Intent to Marry* information form contains a checklist of departments to contact prior to marriage and those to contact after marriage. By contacting these departments, you will be able to: adjust your student billing to reflect your married status, change your marital status on your permanent record, and change the permanent record of the female student's maiden name to reflect their married name.
Premarital counseling is available on campus for students who are unable to meet with the pastor or person performing the ceremony. If you are interested in such services, please contact the Counseling Services staff located on Smith 3.

Marriage of International Students

International students must follow state student marriage policies along with Immigration regulations if it involves any kind of status change. Students must be aware of the following school requirements:

1. A marriage license should be obtained within each state's permissible time frame (i.e. IL is 60 days).
2. Students cannot process a Permanent Resident application before the wedding is held.
3. Students cannot be out of status or have held an incomplete F-1 status during the process of the *Permanent Residence* application.
4. Students should not falsify any information (i.e. marriage date) on documents to comply with *Permanent Resident Regulations.*

Further information can be discussed with the Assistant Dean of International Students located on Culbertson 2.

References

Students presently enrolled who are requested to submit a Moody Bible Institute reference must only use the Student Development Department as an official reference. Faculty members or other staff may provide only personal references.

Student Lists

Students are not permitted to post or distribute lists of names of other students for any reason (please see “FERPA” on page 53 for more details).

Financial Information

Student Bills

Room, board, and student fees required of all students in residence, total approximately $6,100 - $7,400 per semester for students housed in a double-occupancy room. The cost of books and supplies is estimated at $500 per semester, personal expenses may total $500–$700 per semester, depending on the student's needs and desires.

Special fees for music and other course fees are listed in the fees section of the catalog. Students may estimate their semester expenses by totaling all applicable fees plus personal items.

Students who remain on campus during breaks will be billed for this stay. No meals will be served during the breaks. Students who stay on campus over spring, summer, or winter break may be eligible to have their room partially paid for by a Moody department that employs them, if approved.

Payment Policies

Balances are due in full August 1 for the fall semester, January 1 for the spring semester, and May 1 for summer, unless the student is enrolled in the Moody Payment Plan. A $25 late fee per month will be charged if the account is not current by Moody's due date. 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

The cost for enrolling in the Moody Payment Plan is $60 per semester. 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.

Students may choose to participate in the plan for one or all semesters. Students should have a $0 balance before enrolling in the payment plan for the subsequent semester. It is the student's responsibility to enroll in the payment plan each semester. The payment plan does not carry over to future semesters.

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

Note: If students are expecting institutional scholarships, outside scholarships, stipends, or loans to help cover their balance **and it is not awarded** by Moody's due date, students are still responsible to make payments on time for the amount due. Contact studentbookkeeping@moody.edu with any questions regarding amount due.

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 your overall monthly payment plan amount.

Health Insurance Requirement

All Chicago campus residential students are required to be covered by a health insurance plan that provides for hospitalization and medical-surgical coverage in the event of sickness or accident 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 Chicago campus and international students 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 school year, prior to the fall semester (or the first semester of the school year during which the student is enrolled). The deadline to submit enrollment/waiver documents for fall semester is August 1 and the spring semester is December 19. 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.
Chicago undergraduate students living off campus are not required to show proof of insurance but must submit an insurance waiver form to be removed from the student health plan.
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 https://www.studentplanscenter.com/school.aspx?school=84 or contact the Insurance Coordinator at (312) 329-2046 or studenthealthinsurance@moody.edu.

Check Cashing

Teller Services is located on the fourth floor of Crowell Hall and is open M-F 9 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 that a student writes to himself/herself that draws 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.

Financial Aid

Tuition-Paid Program—FAFSA required

Moody Bible Institute has been providing a tuition-paid education on its Chicago campus for all undergraduate students for over 125 years. The current model is made possible through the Chicago Undergraduate Tuition Grant, funded by gifts from generous donors, as well as grants from Title IV programs (federal Pell Grants and federal Supplemental Educational Opportunity Grants) accepted on behalf of eligible Moody students. The total tuition charge for each Chicago undergraduate campus student is covered through these means, assuming the student annually submits the FAFSA so as to be eligible for MBI grants. Those who do not complete the FAFSA or complete the required paperwork will be responsible for the cost of tuition. This FAFSA requirement does not apply to international students (F-1 status).

Scholarships

Each student must complete the FAFSA in order to be eligible for Institutional Scholarships. The Financial Aid department utilizes the FAFSA to determine the financial need of a student. Any scholarships awarded will be offered annually. Students must re-apply each year.

Applications are available online in the student portal: www.my.moody.edu
For any questions on financial aid, please contact us at 312-329-4184. Our fax number is 312-329-4274 and email is financial.aid@moody.edu. If sending documents or outside scholarship checks, please send paperwork to Moody's address:

Moody Bible Institute
Attn: Financial Aid Department
820 N LaSalle Blvd
Chicago, IL 60610

Loans

Students who borrow their Federal Direct Loans will need to complete all necessary paperwork required by the Financial Aid office including accepting the loans in their student center, completing Entrance Counseling, and completing their MPN online at https://studentsloans.gov/myDirectLoan/. For students who will not be taking out their student loans, you must decline your loans in the student center.

Veterans Benefit Policy

For more information regarding VA Benefits please visit our website at www.moody.edu.

Students eligible for Veteran's benefits may be certified by the VA certifying official. To receive or continue receiving benefits, the Veteran must be registered for classes prior to the start of the semester. 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, that you will be using your benefits.

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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.

Appendix A

Disciplinary Descriptions

Possible disciplinary actions and consequences are as follows:

DISCIPLINE	DESCRIPTION
Community Service	The student will complete work hours benefiting the community as assigned by Residence Life staff or the VP & Dean of Student Life.
Fines	Assessed for rule violations and certain behaviors, particularly those causing harm to property, expense to MBI, or disruption to Institute processes
Formal Reprimand	A formal reprimand will be given to a student whose character/conduct is unacceptable by community standards. Failure to respond positively may lead to further discipline.
Warning Status	A status which a student is placed in when he or she is in jeopardy of more serious disciplinary action. A student may lose his or her leadership position or the privilege of representing MBI. Further conditions of disciplinary action are outlined in a written statement.
Disciplinary Probation*	Short of dismissal, Disciplinary Probation is the most serious statement made by the Institute regarding a student's conduct. A student may be placed on disciplinary probation without a formal warning if the infraction is deemed serious enough by Student Development. During the probationary period, a student may not represent the Institute on any musical or athletic team or student group and will forfeit his or her privileges as a student leader. Students on Disciplinary Probation in their final semester may not graduate.
Dismissal*	The student must leave school for a minimum of one year, after which he or she may be considered for readmission at the discretion of the VP & Dean of Student Life and the Dean of Admissions. A student dismissed by college authorities will not be entitled to any refund of room and board or student fees.
Expulsion*	The student must leave school immediately and will not be readmitted.
Withdrawal*	The student is permitted to withdraw without privilege of returning until a time specified by the VP & Dean of Student Life or the Associate Dean for Residence Life.
Multiple Probations	Students who are simultaneously on two probations (i.e., academic, chapel, or disciplinary) during a semester may be required to withdraw for the following semester. After the semester away, the student must complete a readmission application and have a personal interview with the VP & Dean of Student Life prior to re-admittance.
Additional Sanctions	a) Loss of privilege b) Developmental/educational assignments c) Referred for counseling and/or assessment d) Restitution/reconciliation

*Major disciplinary action

Appendix B

MBI Computer Use Policy

Effective Date: 04/08/2005
Last Revised: 7/20/2015
Last Reviewed: 3/27/2018

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 for assistance.

If you have questions about the policy, you may email ITSpolicy@moody.edu for assistance.

Related n/a

Appendix C

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)

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.mpaa.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 for assistance.

If you have questions about the policy, you may email ITSpolicy@moody.edu for assistance.

Related

- n/a