

Moody Theological Seminary

Student Handbook

2016-2017

Moody Bible Institute

Table of Contents

Welcome to Moody Theological Seminary	1
Seminary Faculty and Student Services Staff	2
Financial Information	3
Room & Board	4
Check Cashing	4
Financial Aid	4
Academic Probation	4
Veterans Benefits	5
Academic Information	5
Family Educational Rights and Privacy Act of 1974	5, 14
Grading System	6
Transcripts	6
Academic Probation	7
Active Duty / National Guard or Reserve Forces	8
Attendance Requirements	8
Change of Degree	8
Discontinuation	9
Dropping Classes	9
Course Extensions	9
Grade Appeals	9
Community Values & Expectations	11
Student Life and Conduct	12
Human Sexuality	12
Alcoholic Beverages & Drugs	12
Mental, Emotional, & Health Issues	13
Chapel	13
Disability	13
Discipline	13
Freedom of Inquiry	15
Harassment	15
Plagiarism	16
Student Grievance Policy	17
Student Government	17
Campus Services & Policies	17
Food Service	17
Alumni Student Center	19
LifeWay Bookstore	20
Media & Technology	20
Technology Service Desks	20
Health Service	20
Career Development	22
Mail Services	23
Student Wives Fellowship	23
On-Campus Housing	23
Other Community Guidelines	23
Public Safety & Security	24
Student Parking Information	26
Counseling Services/Student Resource Center	26
Solheim Center	27
Crowell Library	29
Rights Reserved Statement... ..	31
Index..... ..	32
Appendix A Title IX: Chicago Campus, Things you need to know	34
Appendix B MBI Computer User Policy	40
Appendix C Copyright & Peer to Peer Sharing	43

Welcome to Moody Theological Seminary

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

The *MTS Student Handbook* has been compiled to aid you in your time as a student. The handbook supplements the *MTS catalog* and contains information that relates to your life as a student. As an MTS student you agree to read and to abide by the policies of the Moody Theological Seminary contained in the *Student Handbook* and *Moody Theological Seminary Catalog*.

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

Welcome to the Moody community!

Vision 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

Mission Statement of MTS

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

Seminary Student Responsibility

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



Moody Theological Seminary Leadership

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

President of Moody Bible Institute

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Provost and Dean of Education

Junias Venugopal, Ph.D.

Vice President and Academic Dean of Moody Theological Seminary and Graduate School

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

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

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

Hannah Cosper, Assistant Dean of Housing

Neal Anderson, Assistant Dean of Residential Services

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Financial Information

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

Student Bills

All students are expected to become familiar with the financial obligations they will incur while attending MTS. Financial information is given in detail in the MTS Academic Catalog. Students may access current billing information through their student portal at my.moody.edu. Student billing statements are mailed to the students' billing address during the second week of July for the Fall Semester and mailed to the students' CPO box the second week of November for the Spring Semester. Failure to receive an account statement does not relieve the student of the responsibility of paying their student bill on time. All students are required to pay their tuition by the first day of classes.

Payment Policies

Moody Theological Seminary and Graduate School students are required to pay their bills, in full, by the first day of classes each semester or to enroll in the Seminary Payment Plan.

- There is a \$50.00 enrollment fee per semester to join the plan. This fee is **nonrefundable** and due at the time of enrollment. *
- There is an interest free plan: you can use this plan and pay monthly without accruing interest or having a large debt at the time of graduation.
- Choose the number of months (three to five) to spread your installment payments. The installment period is interest free.
- There are due dates for making monthly payments. ** A \$25.00 late fee may be charged for late payments.
- International students (F-1 Visa status) are not eligible for the payment plan in their first semester of attendance.

**New students coming for the first time may matriculate after the payment plan enrollment date. Those students may still enroll in the payment plan without incurring a late fee.*

****Monthly payment amounts are subject to change as subsequent charges are added to the student bill.**

For additional information about the Seminary Payment Plan, please log in to your my.moody.edu student portal (current students), click on the Students tab, scroll to "Moody Central," select "Student Accounts," "Moody Payment Plan Enrollment" or contact the Student Accounts Coordinator at student.accounts@moody.edu or (312) 329-4223.

Payments

MTS students are required to pay their bills, in full, by the first day of classes each semester or to enroll in the Seminary Payment Plan.

Methods of Payment

1. Students may make payments online through the my.moody.edu student portal by debit/credit card (Visa or MasterCard only).

Others* making payments towards a student's bill may make payments online with a debit/credit card at Non-student payment. (Visa or MasterCard only)

*Outside scholarship payments may not be made online.

2. Tuition and fee payments by check or money order** may be sent to:

Moody Bible Institute Department #1018
P.O. Box 6500
Chicago, IL 60680-6500

**Please include student name and ID# on all checks and money orders.

Note: If you are expecting institutional scholarships, outside scholarships, stipends, or loans to help cover your balance and it is not awarded by Moody's due date, you 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 Institute payment deadlines to any scholarship or sponsoring organization so that payment can be made in full by Moody's due date. To ensure that the amount is applied by the due date, please send the check prior to August 1 for the fall semester, December 1 for the spring semester, and May 1 for the summer semester. If the scholarship funds are not received by Moody's due date, students must make payment in full at that time.

Adjustments to your bill will be made when the actual check is received. Exceptions to this can only be made if the scholarship organization requires certification after classes begin **and** they provide an award letter on their letterhead stating the amount of the scholarship award. *Outside scholarships do not replace your regularly scheduled payments. They can, however, lower your overall monthly payment plan amount.*

Refund Policy

Tuition, Room, Board, and Fee Refund Schedule

If it is necessary to withdraw from school prior to the end of a semester, a student must notify the Office of Academic Records immediately. If a student withdraws before classes begin, all payments made against room, board, tuition and fees will be credited to the student. Students who withdraw after classes begin will receive refunds according to the table shown below:

Length of Course	100% Refund	75% Refund	50% Refund	No Refund
26 Weeks	Day 1-12	Day 13-23	Day 24-35	Day 36+
16 Weeks	Day 1-7	Day 8-14	Day 15-21	Day 22+
15 Weeks	Day 1-7	Day 8-14	Day 15-21	Day 22+
14 Weeks	Day 1-6	Day 7-12	Day 12-18	Day 19+
10 Weeks	Day 1-5	Day 6-9	Day 10-14	Day 15+
8 Weeks	Day 1-4	Day 5-7	Day 8-11	Day 12+
7 Weeks	Day 1-4	Day 5-7	Day 8-10	Day 11+
3 Weeks	Day 1-2	Day 3	Day 4	Day 5+
2 Weeks	Day 1	Day 2	Day 3	Day 4+

Room And Board

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

Check Cashing

Teller Services is located on fourth floor Crowell Hall and is open M-F 9:00 a.m.–2:30 p.m. (closed 12-1). At Teller Services students may cash personal checks up to \$50 provided students' financial obligations to the Institute are in satisfactory condition. A personal check is a check a student writes to himself/herself drawn on the student's personal checking account. Checks for cash should be made payable to "cash." Moody student payroll checks may be cashed at the teller window.

Financial Aid

A comprehensive explanation of MTS's Financial Aid Program can be found on our website at:

<http://www.moody.edu/seminary/scholarships-grants/>.

General questions may also be directed to our Financial Aid Office at financialaid@moody.edu or 312-329-4184.

Moody Bible Institute has chosen to participate in Federal Title IV aid programs, but continues to be independent of federal loans. Therefore, the Seminary student will only be asked to file a FAFSA to determine eligibility for need-based institutional aid.

Academic Probation

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, and 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.

Graduate Certificate, Master of Arts Degrees, and Master of Theological Studies Degree

Credits Earned	Minimum Cumulative GPA
< 15	2.300
15 +	2.500

Master of Divinity Degree

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

Maximum Time Frame

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

Appeal Process

Reasons for appeal might include:

- Medical, family, or emotional difficulty
- Documented learning disability
- Other special significant or unusual circumstances

Students must submit the following:

- A detailed statement of their reason for not meeting SAP standards
- What has changed that will enable them to meet SAP standards
- Third party documentation supporting their statement such as, but not limited to:
 - Letter from doctor, minister, counselor, or instructor
 - Hospital records
 - Death certificates

Probationary Semesters

If students are not meeting SAP at the end of a semester, they will be placed on academic probation for one semester. 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.

Veterans Benefit Policy

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

If you are using your benefits at Moody for the first time, please notify the VA certifying official at financialaid@moody.edu, that you will be using your benefits.

For more information regarding VA benefits, please visit our website <http://www.moody.edu/federal-financial-aid/veterans-benefits/>.

Academic Information

The Family Educational Rights and Privacy Act Of 1974

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

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

Students have three primary rights under FERPA: (1) the right to inspect and review their education records; (2) the right to seek to amend education records; and (3) the right to have some control over the disclosure of information from their education records.

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
- 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
- Academic program
- Academic program(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 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).

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

Fall semester:	Registration begins in April.
Spring semester:	Registration begins in November.
Summer semester:	Registration begins in February.

Registration for a 16-week course closes at the end of the first week of the semester. Registration for an online course closes prior to the beginning of the course (see Moody Bible Institute Distance Learning catalog for more information). Students may check their my.moody.edu student portal for additional registration information.

Grading System

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

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

WX	Withdrawal failing course that was successfully repeated
X	Failed course (or equivalent) that was successfully repeated
XN	Unofficial withdrawal course that was successfully repeated

Grade Points

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

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

Semester Grade Point Average

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

Cumulative Grade Point Average

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

Scholastic Honors

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

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

Academic Transcripts

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. Parchment provides transcripts of past and present Moody students and their academic record. Moody will not issue a transcript or release other non-public information except on the written request of the student. Transcript requests may not be processed for students who have a hold on their account. If a request for a transcript is submitted between the completion of a course and the release of grades, the transcript will be sent out without the latest course grade(s) unless otherwise requested by the student to hold the transcript for final

grade(s). The following fees are applied to transcript requests per transcript:

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

Academic Policies

Academic Credit Policies

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

Transfer Credit

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

- The course must be taken at a regionally or Association of Theological Schools (ATS) accredited institution.
- The course must be equivalent in content and credit hours (i.e. 4.5 quarter hours = 3 semester credit hours).
- The student must earn a grade of B- or better. A course graded on a pass/fail basis will not transfer.
- Credits that exceed ten years from the date of completion are not transferable toward current program requirements.
- The course fulfills one of the student's academic program requirements.
- Records must be submitted on official transcripts prior to the start of a student's final semester.
- Students submitting international transcripts will be required to have a course-by-course evaluation from World Education Services (wes.org or (212) 966-6311) or Education Credential Evaluators (ece.org or (414) 289-3400).

Once admitted to an academic program, a student must take all courses at Moody Theological Seminary and Graduate School unless the course will not be offered during the time allotted for completion of their program or if there is a compelling reason to take it elsewhere. Requests for approval to take the courses at another accredited institution must be submitted in writing to the Moody Theological Seminary and Graduate School Instructional Supervision Committee in

sufficient time to be considered prior to a scheduled registration time for the next semester.

Advanced Standing Credit

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

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

Validation Examination Credit

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

Academic Credit Limits

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

Academic Program	Req'd Credits	Max Transfer Credits*	AS & VE Credit Combined
Graduate Certificates	24	6	6
Master of Arts	48	24	12
Master of Arts [Biblical and Theological Studies]	30	3	0
Master of Arts [Pastoral Studies]	30	0	0
Master of Arts in Clinical Mental Health Counseling (Chicago only)	60	30	0
Master of Arts in Counseling Psychology (Michigan only)	59	29	14

Master of Divinity	90	45	22
Master of Theological Studies (Michigan only)	40	20	10
*Transfer credit, advanced standing credit, and validation examination credit combined cannot exceed 50% of a program.			

Earned Degree Credit

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

Statute of Limitations

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

Academic Dismissal

Students are dismissed from Moody on a case-by-case basis by the Academic Standards Committee. Students may appeal their academic dismissal status within thirty days of dismissal to the committee. Students must follow the appeal process as outlined below. The committee will review the requested appeal and the final decision will be communicated to the student. Academically dismissed students who are applying for readmission will be reviewed on a case-by-case basis.

Active Duty/National Guard or Reserve Forces

This policy applies to any student enrolled in the Seminary at the time of a call to active duty. This policy also applies to both those who are involuntarily and voluntarily activated. In case of activation:

The student or family member should notify the Office of Academic Records as soon as possible. The Seminary recognizes that the activation may make notification difficult, and impossible in some cases.

- If the student cannot complete his or her coursework, all tuition for the incomplete work will be refunded, including any fees which have not completely benefited the student. The student will be awarded the appropriate mark for the withdrawal (WP, or WF) depending on the person's standing in a class and without regard to the point in the semester when activation occurs.
- A student may complete coursework, i.e., finish a course or Distance Learning course as appropriate and feasible. If the student desires to complete his or her coursework, the faculty will make a reasonable effort to enable the student to do so.
- A student will retain his or her student status for up to five years of active duty. Notification of intention to re-enroll in the next semester following deactivation will be given to the Seminary by the student within 90 days of honorable deactivation or discharge. The student will not require

readmission to the Seminary but will be required to re-sign the doctrinal statement. If a student has taken coursework at another institution, then transcripts may also be required.

Change of Program and Campus

Students may request a change of program, track, emphasis, or campus using the form available from the Office of Academic Records. If approved, a student's program requirements will change to the requirements documented in the corresponding academic catalog, and will be effective for the semester in which the change was approved.

Students requesting a change to the Master of Arts in Clinical Mental Health Counseling must apply through the Office of Admissions. Students enrolled in a Moody Theological Seminary and Graduate School program who are requesting a change to Moody Bible Institute Distance Learning must apply through the Office of Admissions. Students enrolled in a non-degree program must apply through the Office of Admissions to be admitted into a certificate or degree.

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.

Students may request to audit a course using the audit form available from the Office of Academic Records. Course audits must receive faculty approval. The approved form must be submitted to the Office of Academic Records by the end of the second week of the semester. Tuition and fees apply (see Financial Information).

Course Cancellations

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

Course Drops

Students may drop a course through the my.moody.edu student portal up to the halfway point of a course. After the halfway point of a course, students must contact the Office of Academic Records for approval to drop a course. Grades will be assigned based on the date the course is dropped, according to the schedule below (dates are subject to change). Specific dates for the course drop schedule may be found on the my.moody.edu student portal. Courses dropped after the halfway point of the course will be assigned a withdrawal failing grade (WF), which will negatively affect the GPA. Students dropping courses may be permitted refunds according to the refund policies (see Financial Information).

Length of Course	Drop Without Penalty	Drop With Penalty (W)	Drop With Greater Penalty (WF)
16 Weeks	Day 1–7	Day 8–56	Day 57+
15 Weeks	Day 1–7	Day 8–56	Day 57+
14 Weeks	Day 1–7	Day 8–49	Day 50+
10 Weeks	Day 1–5	Day 6–35	Day 36+
8 Weeks	Day 1–4	Day 5–28	Day 29+
7 Weeks	Day 1–4	Day 5–25	Day 26+
3 Weeks	Day 1–2	Day 3–10	Day 11+
2 Weeks	Day 1–2	Day 3–6	Day 7+

Course Extensions

Students unable to complete the requirements of a course by its end date, due to extenuating circumstances beyond the student's control, may request a course extension from their faculty member. The reason for the extension needs to be valid and documented. Extension forms may be obtained from the Office of Academic Records and must be submitted two weeks prior to the end of the course. If an extension request is approved, the student will receive additional time according to the table below. All coursework must be completed by the end of the extension. Students who 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 Course	Length of Extension
16 Weeks	5 Weeks
15 Weeks	5 Weeks
14 Weeks	5 Weeks
10 Weeks	3 Weeks
8 Weeks	3 Weeks
7 Weeks	3 Weeks
3 Weeks	No extension
2 Weeks	No extension

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). When a course is repeated,

the most current grade will be used to calculate the current and cumulative GPA. The previously attempted course will remain on the transcript with the respective replacement grade (i.e., X, WX, or XN), which will not affect a student's GPA. Students will be required to pay tuition for a repeated course.

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. 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.

Academic Program	Credit Limit
Graduate Certificates	3 credits
Master of Arts and Master of Theological Studies	6 credits
Master of Divinity	9 credits

Discontinuation

Students not on probation may voluntarily discontinue their studies at Moody by submitting the Discontinuation form to the Office of Academic Records. Discontinued students will no longer be permitted to enroll in courses in any venue and will lose access to their student account. Students who desire to return to Moody must apply for readmission through the Office of Admissions.

Grade Appeals

Students may appeal a grade if they believe that a grade has been miscalculated or graded unfairly. Appeals must be made within four months from the date a grade is issued. After four months, the grade will be considered final and may no longer be appealed. Students must follow the process as outlined below.

- 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 appeal and supporting data in writing to the MTS office. If the issue is not resolved at this level, the student moves to Step III.
- Step III The student presents appeal, along with supporting data, in writing to the Office of Academic Records. The MTS office also submits a written report on the appeal. If the appeal reaches this Step, then Step IV is also initiated.
- Step IV 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 (when applicable) residency, thesis, and ministry internship.
- Submit transcripts and faculty approval for all transfer credit, advanced standing credit, and validation examination credit, if applicable, prior to the start of a student's final semester (see Academic Credit Policies).
- Maintain a minimum cumulative GPA of 2.50.
- Demonstrate a commendable spiritual life and Christian character and display approved conduct in accordance with Moody's guidelines.
- Sign a statement of agreement with Moody's doctrinal position.
- Submit a student portfolio (not required for students in a certificate program).
- Successfully complete the exit interview with program head.
- Be approved to graduate by the Office of Academic Records and the seminary faculty.

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

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

- Will not graduate or be eligible to participate in the commencement ceremony.
- Must notify the Office of Academic Records of their new graduation date and plan to complete their remaining requirements.
- Must reapply for graduation and repay the graduation fee in the semester they complete all graduation requirements.

Failure to follow this process will result in program discontinuation.

Commencement Eligibility

In order to be eligible to participate in the May commencement ceremony, students must complete the Graduation Process and be actively enrolled in all required

coursework by the given deadline. Students are permitted to participate if they are enrolled in their remaining courses (up to 6 credits) in the summer semester following commencement. If at any point a student is no longer on track to meet the Graduation Requirements, commencement eligibility will be revoked.

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

Non-Enrollment

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

Plagiarism

Plagiarism is taking the ideas or words of another person and presenting them as one's own. Sometimes plagiarism is an intentional act of deception. Sometimes it is simply the result of ignorance, carelessness, or sloppy work. In either case it is unethical and constitutes a serious infraction of seminary policy. When the words or ideas of others are used, proper credit must be given either in a footnote or in the text.

The procedure for determining penalties for plagiarism is processed in the following manner:

- First offense: a failed grade (F) is given for the assignment; the instructor must notify the academic dean, the dean of students, and the registrar. A record of the violation goes into the student's file.
- Second offense: a failed grade (F) is assigned for the course; the instructor must notify the academic dean, the dean of students, and the registrar. The dean of students and/or the registrar will notify faculty of students who incur a second offense in this area. A record of the violation goes into the student's file.
- Third offense: the instructor must notify the academic dean, the dean of students, and the registrar. The student may be suspended or dismissed from MTS. A record of the violation goes into the student's file.

Upon recommendation of the Academic Standards Committee, consequences for plagiarism may include dismissal from the seminary or the revocation of an academic certificate or degree.

Program Time Limits

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

Academic Program	Maximum Years to Complete Program
Graduate Certificates	3 years

Master of Arts and Master of Theological Studies	6 years
Master of Arts [Biblical and Theological Studies] and Master of Arts [Pastoral Studies]	2 years
Master of Divinity	8 years

Students who fail to complete their program requirements within their program's time limit must submit an appeal to the Office of Academic Records for additional time.

Required Academic Load (F-1 Visa Students)

International students with F-1 visa status must maintain a full-time academic load (minimum of 9 credits) each fall and spring semester. A minimum of 6 credits must be taken in the on-campus 16-week format. Students in their final semester, including summer semesters, are not required to maintain a full-time load, but must be enrolled in a minimum of one traditional, on-campus course. F-1 status students may jeopardize their legal status if they are only enrolled in non-traditional format courses (modular, directed study, or online). For additional information regarding F-1 visa required academic load, contact the Office of International Students.

Residency Requirements

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

Academic Program	Required Credits	Residency Credit Requirement
Master of Arts in Ministry Leadership (Chicago only)	48	16
Master of Arts in Ministry Leadership—Vocational Stewardship (Chicago only)	48	16
Master of Arts in Spiritual Formation and Discipleship	48	16

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.

Unofficial Term Withdrawal

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

Community Values & Expectations

A Philosophy of Christian Lifestyle

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

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

- The use or possession of morally degrading literature or media
- Improper sexual behavior
- Dishonesty in any form, such as plagiarism
- Abusive behavior
- Theft or destruction of property

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

The following biblical principles represent Moody Theological Seminary's emphasis on Christian maturity in areas not mentioned in Scripture:

- 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 Thes. 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; 1 Cor. 8:7-13; 10:23-33; 1 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 MTS 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 Thes. 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).

Student Life and Conduct

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

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

Human Sexuality

The Moody Bible Institute's 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 (Gen. 1:27, 2:24; cf. Matt. 19:4-5).

We affirm that humanity came from the hand of God with only two sexual distinctions, male and female, both bearing 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. Within this monogamous context, intended to be lifelong, sexual intimacy is a glorious blessing from God.

Based on biblical theology (cf. Levi. 18, 1 Cor. 5-6, and other passages), we conclude that non-marital sex, homosexual sex, same-sex romantic relationships, and transgender expressions are deviations from God's standard, misrepresenting the nature of God Himself. As such, these are wrong under any circumstances in God's eyes. We affirm the worth and relevance of human gender and sexuality as a distinctive of marriage. Consequently, we consider all other forms of sexual expression sinful, misaligned with God's purposes.

We affirm God's love and concern for all of humanity, a concern that compelled Him to offer His Son 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 (Matt. 19:5-9).

Our expectation is that each member of the Moody community will honor the biblical obligation to surrender one's body to God. Non-marital sexual intimacy, homosexual sexual intimacy and same-sex romantic relationships, and gender identification that is incongruent with one's birth sex are all violations of biblical teaching from which Moody derives its community standards. We willingly submit ourselves to these biblical mandates in light of our call to holiness and to self-surrender.

Alcoholic Beverages and Drugs

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

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

Campus Attire

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

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

Smoking

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

Mental, Emotional, and Health Issues

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

Chapel

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

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

Cultural Competency

At MTS we have a rich cultural environment which includes people from many countries, ethnic backgrounds, and worldviews. We subscribe to the right of all to pursue their education without discrimination based on race, ethnicity or gender. Students are encouraged to take advantage of this diverse environment and to learn about people and cultures different from their own, being intentional about becoming culturally competent. Our campus provides a wonderful opportunity to explore ethnic, cultural, and linguistic nuances, and rather than being afraid, critical, or rejecting these differences, our community should be one that

embraces them—doing our best to learn about and respect them.

Because of the many ethnic groups that comprise our student body, MTS supports the following special interest groups and encourages students to pursue these opportunities for personal and communal growth: Embrace, International Students Fellowship, *MuKappa*, Urban Fusion, Voices of Praise, *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.

Disability

Moody Theological Seminary does not discriminate against applicants or students who are disabled as defined under the Americans with Disabilities Act, are otherwise qualified for admission, and are able to perform the essential functions of a program or course of study, with or without accommodation. Applications of students requiring accommodation must so inform the Admissions Office as soon as the need for accommodation is known. Students who believe they qualify for accommodations should be in communication with the personnel of the Student Resource Center. More information on registering for accommodations is found in this handbook under the Student Resource Center on page 26.

Discipline

God places authorities over all of us. We should recognize authority as such and willingly submit to the authorities in our lives whether it is the government, a parent, a pastor, or an institution. While you are a student at Moody, the Seminary faculty & staff and Student Development staff are responsible for your leadership and oversight. If a situation should arise requiring discipline, it will always be done out of love for the individual and a desire to see them reach their full potential in Christ (Prov. 3:11-12).

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

Consequences may include probation, dismissal, accountability groups, counseling, or whatever else is deemed necessary by the VP & Dean of Student Life, Residence Life staff, or the Discipline Committee. All disciplinary decisions are made after careful consideration of what is best for the student and the community. We also

strive to maintain consistency in dealing with particular actions or situations.

Discipline Committee

The Discipline Committee's role is to supplement the disciplinary decision-making process of the VP & Dean of Student Life or the Associate Dean. The Discipline Committee acts on behalf of the larger community to determine the nature and extent of discipline. The Committee is comprised of representatives from administration, faculty, and the student body.

Written procedures for the Discipline Committee are thoroughly explained to students entering the process. Any student can review a copy of these procedures by contacting the VP & Dean of Student Life.

Disciplinary Appeal Process

The student has the right to appeal major disciplinary actions taken by the VP & Dean of Student Life, his staff, or the Discipline Committee. Appeals of decisions made by the VP & Dean of Student Life or his staff are heard by the Discipline Committee and require no specific stipulations.

Appeals of decisions by the Discipline Committee may be made to the Provost with the following conditions:

1. There is proof that procedural fairness was not granted during the disciplinary proceeding.
2. New evidence has been discovered that the Discipline Committee was unable to consider at the time of the hearing.
3. There is substantial evidence that a member(s) of the Committee was biased toward the student.

The appeal must be made, in writing, to the VP & Dean of Student Life within 48 hours of the original decision. The written appeal should consist of a statement of detailed facts, which make the appeal necessary.

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

Loving Confrontation

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

Our process involves following the guidelines which are set in Matthew 18:15-17. This passage prescribes that the

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

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

Information for Crime Victims about Disciplinary Proceedings

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

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records.

They are:

- The right to inspect and review their educational records.
- The right to request the amendment of their educational records to ensure the information is not inaccurate, misleading, or otherwise in violation of privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without their consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Moody Theological Seminary to comply with the requirements of FERPA.

According to FERPA laws, directory information can be disclosed by the school without an invasion of privacy. Moody Theological Seminary considers the following to be directory information:

- Student's Full Name
- Address
- Telephone Numbers
- Email Address

- Program
- Dates of Attendance
- Enrollment Status
- Degrees and honors received

Enrolled students and alumni may withhold disclosure of any directory information under the Family Education Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, a written notification must be received in the Academic Records Office prior to the end of the first week of class each semester. Alumni may request withholding permanently.

Directory information is considered approved for discretionary disclosure unless and until a written request of withholding is received by the Registrar. If you prefer that this information not be released, please contact the Academic Records Office.

Freedom of Inquiry

As an institution of higher education, Moody Theological Seminary affirms the importance of academic freedom as foundational to maintaining an educational environment. The intellectual growth of students is dependent upon academic freedom. Freedom to speak, to conduct research, and to publish is the right of all members of the academic community, but freedom in any context carries with it the corollary responsibilities and limitations. Responsible behavior is vital to the maintenance of academic freedom.

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

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

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

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

Harassment

MTS intends to provide a learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort — verbal, physical, visual — will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties as a student or creates an intimidating, hostile or offensive learning environment, or when such conduct is made a condition of admission or advancement, either implicitly or explicitly.

MTS accepts no liability for harassment of one student by another student. The individual who makes unwelcome advances, threatens or in any way harasses another student is personally liable for such actions and their consequences. MTS will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Sexual Assault, Discrimination, & Harassment

Moody Bible Institute views any form of sexual assault, sex discrimination, or sexual harassment as inconsistent with biblical teachings, Institute standards, and applicable laws. The commission of any sexual misconduct prohibited by Illinois or Federal law is a violation of Moody Bible Institute's Sexual Assault Policy. Any violation of this policy as an offender, may lead to criminal prosecution or discipline, up to and including dismissal or expulsion as applicable.

Reporting. Moody Bible Institute encourages all victims of sexual assault (on or off campus) to report incidents to the Title IX Coordinator (Director of Accreditation & Assessment, Office of Institute Effectiveness), the VP & Dean of Student Life, Associate Dean of Residence Life, a member of the Student Development or Residence Life staff, or the Office of Public Safety. Offenses occurring on campus should also be

reported immediately to the Office of Public Safety at ext. 4357.

The decision to file a report with Public Safety, the Student Development office, or any local, county, or state law enforcement agency is to be made by the victim. MBI personnel will assist the victim in contacting the appropriate police department if the victim so desires. While the Office of Public Safety will advise all victims of sexual assault to report the incident to the local police, the reporting of the incident to the police does not obligate the victim to press charges. All reported incidents occurring on campus will become part of the campus crime report statistics.

Process. Upon receiving a report of alleged sexual assault or discrimination the Title IX Coordinator will conduct a preliminary investigation and determine the procedural course of action to be taken. All investigations and hearings will be done in accordance with the established disciplinary procedures. Sexual assault and discrimination victims are entitled to be informed of the status of any and all phases of the investigative and hearing process, including the outcome. Upon request by either party, Institute personnel will help to prevent any unwanted contact between the complainant and the accused by making reasonable adjustments to such things as academic schedules, chapel attendance, or housing situations.

Person(s) accused of sexual assault will be handled through established disciplinary procedures. Accused person(s) are also entitled to be informed of the status of any and all phases of the investigation and discipline process, including the outcome.

For more information regarding Title IX policies and procedures please visit <http://www.moody.edu/titleIX/> or reference the "Title IX – Chicago Campus Things You Need to Know" document in Appendix A.

Responsibility. All MTS students, employees and administrators have a responsibility for keeping our work environment free of harassment. Any student, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to the Title IX Coordinator, VP & Dean of Student Life, or the Public Safety Office. When Administrators become aware that harassment might exist, they are obligated by law to take prompt and appropriate action, whether or not the victim wants the institution to do so.

If You Are Assaulted:

Any victim of sexual assault is encouraged to get to a safe place as soon as possible and proceed with the following:

1. Seek medical attention as soon as possible. If you go to the hospital emergency room, they will conduct a physical examination for your protection and health, and to determine the presence of physical injury,

sexually transmitted diseases or pregnancy. They are also equipped to conduct the proper collection of physical evidence.

2. It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, douche, use the toilet or change clothing. If the assault occurred on a bed or other area with bedclothes, or loose fabrics, do not discard or wash them.
3. Call a close friend, residence hall assistant, or other trusted person who can be with you for support. You do not need to go through this alone.
4. Use the support and expertise of Counseling, Student Development and Public Safety staff for references to confidential crisis counseling, assistance with medical treatment, safe-shelter options, and assistance with legal issues.

Local Sexual Assault Response Resources include:

(888) 293-2080	Rape Crisis Hotline in Chicago Metropolitan Area
(312) 372-6600	YWCA Chicago 360 N. Michigan Ave. Suite 800 Chicago, IL 60601
(217) 753-4117	Illinois Coalition Against Sexual Assault (I.C.A.S.A.)
1-800-656-4673	Rape and Incest National Network (R.A.I.N.N.)

The Student Development Department and Office of Public Safety work in conjunction to offer educational seminars for students and staff upon request. The Office of Public Safety provides the community with timely reports of crimes committed on or off campus considered to be a threat to students or employees through the "theDaily", MoodyCaster, Moody Standard, emails, and chapel announcements. Crime prevention materials are made available to students and staff upon request. In addition, crime awareness and sexual harassment posters are posted on campus.

MTS Sex Offender Registration

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

Plagiarism

Plagiarism is taking the ideas or words of another person and presenting them as one's own. Sometimes plagiarism is an intentional act of deception. Sometimes it is simply the result of ignorance, carelessness, or sloppy work. In either case it is

unethical and constitutes a serious infraction of Seminary policy. When the words or ideas of others are used, proper credit must be given either in a footnote or in the text. Consequences of plagiarism will normally follow a three-step process:

- **First offence** – a grade of F is given for the assignment, the professor must notify the VP & Dean of Student Life and Registrar.
- **Second offence** – a grade of F is assigned for the course; the professor must notify the Registrar and VP & Dean of Student Life. A statement goes into the student's file. The VP & Dean of Student Life and or Registrar will notify faculty of students who incur a second offense in this area.
- **Third offence** – the professor must notify the Registrar and VP & Dean of Student Life. The student may be suspended or dismissed from the Seminary. A statement goes into the student's file.

Student Reproduction of Classroom Material

Approval from the professor is required before classroom material is reproduced in any form. The professor retains the right to grant permission, deny permission, withdraw permission, edit or not edit, limit production and distribution of the notes. The professor may require a title page that must include: the name of the seminary, title of the course and year it was taught, name of the professor, whether or not the notes were edited by the professor, that the notes are a student product from the class lecture, and that the material cannot be quoted without permission of the professor. Violation of this regulation will subject the student to disciplinary action.

Recording Class Sessions and Events

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

Students with disabilities who must record class as an accommodation for their disability should make arrangements with the Student Resource Center.

Students wishing to video or audio record events, including panels, discussions, and presentations, must obtain approval from the designated faculty advisor or the Associate Dean for Student Programs.

Use of Seminary Directories

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

Student Grievance Policy

It is the policy of Moody Theological Seminary to provide an equitable system for the speedy and amicable resolution of

problems between students and Seminary faculty, staff, and administrators. If, during the course of study at Moody Theological Seminary, a student encounters problems that require mediation for resolution, the following procedures have been instituted.

- Offenses against one another should be corrected with the individuals involved, as prescribed in Matt. 18:15-17 and Gal. 6:1-5.
- For course-related issues, the individual should speak to the course instructor. If the problem is still unresolved, the student may petition the VP & Dean of the Seminary in writing. If an issue still exists after the VP & Dean of the Seminary addresses the matter, the student may submit a written petition to the Student Grievance Committee.
- For issues which are not course related, the student should first speak to the individual(s) involved. If resolution is not achieved at that level, appeals must be made, in writing, through the following channels:
 - First, to the VP & Dean of Student Life
 - Second, to the Student Grievance Committee

At each level, evidence will be required of sincere attempts to seek resolution, following the steps outlined above. Decisions of the Student Grievance Committee will be considered final.

The Student Grievance Committee is chaired by the VP & Dean of Student Life and includes the VP & Dean of the Seminary, a faculty member appointed by the VP & Dean of the Seminary and a student representative appointed by the Seminary Student Council.

Student Government

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

The Student Council exists for the following purposes:

- To pray for the Seminary, student body, faculty, and staff.
- To create and maintain student life and a sense of community at MTS.
- To serve the student body in ways deemed appropriate by the administration.
- To uphold and promote the mission of MTS.

Campus Services and Policies

Food Service

Food Service exists to motivate the MBI community to serve Christ by exceeding expectations with fresh, wholesome meals while displaying Christ-like service and attitude as we follow through in our responsibilities. Food Service is made

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

For further information regarding menu, hours, special dates and events, please read your MoodyCaster or foodservice.moody.edu. If you have any additional questions, please direct them to the Food Service Office at 312-329-4324.

The Commons

Our retail café on the first floor of the Alumni Student Center offers deluxe made-to-order salads, Panini's and cold sandwiches along with full grill service, fresh pizza, homemade soups, salad bar and daily specials for staff and students to purchase. For guests in a hurry, we offer many "Grab 'n Go" items such as pre-made 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, Moody Food Service gift cards.

Regular Hours

Semester:

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

Grill Hours:

Breakfast 7:00am-10:00am

Lunch 11:00am-1:00 pm

Dinner 5:00pm-9:00 pm

Signature Station

Lunch 11:00am-1:00pm

Closed Saturday, Sunday, and Institute Holidays

Special hours and dates will be posted in the Commons for Exams, Study Days, and Special Events. Our daily menu is available at foodservice.moody.edu.

Campus Breaks:

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

Gift Cards

Gift card funds can be purchased in either the form of The Food Service ONE 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 is a convenient alternative, eliminating the need to carry cash and helps to speed up your transactions. It is accepted at the Commons, JOE'S and to purchase meals in the SDR. For more information, contact the Food Service Office at 312-329-4324.

Student Dining Room (SDR)

Regular Hours

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

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

Students may enter upon scanning their fob at the entrance. Using another student's fob is never permitted. It is essential for students to observe the dress code guidelines determined by Student Development while dining in the SDR. Food may not be brought into the dining room. Only 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 student allotting 20 meals to use in the SDR at your own discretion. It is available for purchase from the Food Service Office Coordinator 312-329-4324.

Guests

Students may bring guests to the SDR. Their meals can be purchased at the main entrance where cash, Visa & MasterCard, and the Moody Food Service gift cards are welcome. Rates are available by contacting the Food Service Office x4324.

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

JOE'S Coffee

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

body. JOE'S accepts cash, Visa, and MasterCard, Moody Food Service gift card funds.

Catering Events

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

Special Requests

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

Care Packages

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

Vending Machine Service

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

Alumni Student Center (ASC)

The Alumni Student Center provides a central informal setting for students, faculty, employees, alumni, and guests to interact. The center provides the following services: informal meeting areas, computer kiosks, game room, conference rooms, the Commons, Student Organization offices and the Office of Student Programs. These are the anticipated hours of operation and may be subject to change:

Alumni Student Center Hours

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

Lockers

On the second floor of the Alumni Student Center, there are lockers designated for use by commuting students. To secure use of a locker, students must apply through the Office of Student Programs where they will be assigned a lock and locker. Only locks issued by the Office of Student Programs can be used on the lockers. A \$25 deposit will be billed to the

student's account. At the end of each semester, the locks must be returned to the Office of Student Programs. Failure to return the issued lock will forfeit the \$25 deposit.

Room Reservations

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

Activity Center

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

Conference Rooms

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

Fellowship Hall

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

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

During the evening hours, the Fellowship Hall transforms to a more casual atmosphere. Soft lighting, good music, friends, and the aroma of fresh brewed coffee make the Fellowship Hall an inviting place to be during Chicago's cold nights.

Game Room

The Game Room has two billiard tables, three table tennis tables, and three foosball tables. A small seating area for board games is provided as well. Table usage is limited to 60 minutes per group. However, if there is no waiting list, participants can continue playing. Payment for damage or loss of any equipment, accidental or otherwise, is the responsibility of each student.

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. Only drinks are allowed in the reading room.

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 used for organizational functions and social events.

LifeWay Bookstore

LifeWay is one of the largest Christian bookstores in Chicago which offers a variety of services and items. Textbooks are available for purchase for all your classes. They also offer a wide range of Christian literature, Bible references and translations & editions, several selections of music including CD's, printed music and accompaniment tracks. Gifts, cards, clothing, church supplies, and Sunday school materials are readily accessible. Special services include the sale of concert tickets, gift certificates, and the opportunity to special order items not regularly stocked. In addition, LifeWay Christian Stores hosts autograph receptions with authors and artists throughout the year. Contact LifeWay at 312-664-0799 or www.lifeway.com.

Media & Technology

Cell Phones, Smart Phones, & Electronic Devices

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

Computers

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

Computer Use in Classrooms

Computers are only to be used in class for note taking, presentations, or access to the Internet which have been approved by the professor. Computers are not allowed while taking course examinations unless otherwise specified by the professor. This policy applies to take-home and proctored

examinations, as well as those administered in the classroom. This policy supports fairness to all students and ensures the security of the examination process.

Technology Service Desks

Moody's technology service desks provide technology support and resources to students. If you are in need of technology support, please feel free to visit the Sweeting 1 Service Desk (located across from the Library) or the Crowell 3 Service Desk. You can call ITS at 312-329-4067. We can be reached via email at ITS@moody.edu.

Technology services for students include:

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

Services available only at the Sweeting 1 desk:

- Video editing and graphic design workstations for project work or personal use
- Technology (e.g., projectors, sound systems) for classroom, PCM, or personal use
- Recordable media (CD, DVD, cassettes) for purchase
- Mac video adapters for connecting a Mac laptop to a projector
- Laptop checkouts
- Lamination services
- CD and DVD duplications

Services available only at the Crowell 3 desk:

- Student computer evaluation/troubleshooting
- Dorm Internet connectivity
- Student email (@moody.edu address)

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

Health Service

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

Hours of Operation and Office Procedures

Health Service is open Monday – Friday from 9:30 a.m. – 12:00 noon and 1:00 – 4:00 p.m. and closes daily for lunch and Tuesdays during President's chapel. Hours are subject to change. Such changes will be posted weekly in the *MoodyCaster*. Medical emergencies will be seen immediately. Appointments will be seen at the time scheduled. All others will be seen in the order in which they arrive. If there is a

health care need when Health Service is closed, students should contact Public Safety.

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

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

Required Student Health Records

All Seminary students must have a current Immunization Record (including 2 measles, 1 mumps, 1 rubella, and a current TD vaccine series/booster within the past 10 years), Health History, and TB Skin Test (within the last year and a minimum of 2 weeks after international travel), and HIPAA on file in Health Service.

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

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

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

Off-Campus Medical Procedures, Expenses & Insurance

Each student is personally responsible for any and all health care related expenses they incur while in attendance at MTS. Each student is also personally responsible for following the payment policies of the place they receive medical care, and for paying all bills in a timely manner. MBI does not provide

transportation to and from off-campus health care appointments or facilities. Health Service can assist a student in finding a doctor off-campus.

Health Insurance

All residential students and international students (including spouses and children) 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 required students will be automatically enrolled in and charged the Student Individual Plan premium and remain on that plan unless we receive a waiver form or alternate enrollment form (dependent coverage is available; see the MTS Catalog). If a student chooses to be covered under another insurance plan, the student must provide the Institute with evidence that insurance is in effect by submitting a completed Student Insurance Waiver through his or her student portal. This form must be submitted with a copy of both sides of the student's 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 31st; Spring semester is January 31st. 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 Plan provided that they are enrolled in 9 or more credit hours per semester.

All international students, their spouses, and dependent children are required to carry health insurance. International students may waive Moody's insurance plan if they can provide proof of alternate coverage from an insurance company based in the United States. Students must show proof that coverage is in effect for the entire year at the beginning of the school year. Foreign and travel policies will not be accepted.

All inquiries related to student health insurance should be directed to the Student Insurance Coordinator by calling 312-329-4367 or emailing studenthealthinsurance@moody.edu. The Health Service Department is not able to answer questions regarding the MBI Student Health Insurance Plan.

Possession of Syringes, Needles & Lancets on Campus

In order to comply with government regulations and to protect our janitorial staff and the individual's roommate(s), all syringes, needles, lancets, or any other "sharps", as well as medication vials/bottles, etc. are considered hazardous waste and must be disposed of accordingly. *Any student who has syringes, needles, lancets, or any other "sharps" must report to Health Service in person within 48 hours if arriving on campus.*

No one may have any syringe, needles, lancets, or any other injectable medication on campus without a prescription from a licensed physician. *No allergy injections may be given or received anywhere on campus.*

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

Health Care Practitioners on Campus

Physicians or other health care practitioners are not allowed to examine or treat students in the residence halls. No student is allowed to practice any healing art or therapy in the residence halls. Students who are health care practitioners are not allowed to provide professional service to others anywhere on campus unless they are employed by MBI, and then are only allowed to provide these services at the work site, on paid work time, while under the oversight of the department, or while acting solely as a "Good Samaritan" in an emergency situation.

Career Development

The services of the Career Development Center, a department within the Student Services Division, are available to all MTS students and graduates. Please contact Patrick Friedline at 312-329-4414 from 9:00 a.m. to 4:30 p.m. Central Time for Career Development or email patrick.friedline@moody.edu. The website address is: www.moody.edu/careerdevelopment

The services include:

- Assessments to provide you direction in life and in career goals. Assessments are available in Career Match, Personality Inventory, and a Spiritual Gifts Inventory. There is a charge for administering assessment surveys.
- Ministry Search Strategies resources include the Referral Service for graduates and The Job Bulletin. Both are accessible on the Internet at www.moody.edu or email careerdev@moody.edu.

- Counseling by the Career Development Center staff is available in the Career Office, by phone, or email. Counseling can include ministry search, further education, and career interests. Contact Patrick Friedline at: patrick.friedline@moody.edu for further assistance.

Chicago Campus

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

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

If you need advice or ideas, please contact the Associate Dean of Career Development, Patrick Friedline at 312-329-4414 or patrick.friedline@moody.edu.

Selling of Merchandise or Solicitation

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

International Student Employment

U.S. Citizenship and Immigration Services (USCIS) is very restrictive in its regulations concerning employment of international students.

The basic requirements for all types of employment for F-1 status are that the student must maintain a lawful status by being enrolled on a full-time basis (at least 12 hours per semester for Undergraduate students and 9 hours per semester for Seminary students), be in good academic standing, and not have committed any illegal act while in the U.S.

On campus employment is automatically authorized by the USCIS for any student in lawful F-1 status. International students are allowed to accept on-campus employment on a part-time basis (20 hours per week or less). However, students may be employed full-time during vacations and recess periods, so long as they are registered for the next semester. If at any time, the student is engaged in authorized employment and fails to maintain lawful F-1 status, the student's authorization to work is automatically terminated.

Students may be allowed to accept off-campus employment with proper approval from USCIS and only in unique circumstances. To apply for approval to be employed off-campus, obtain forms and consult with the Assistant Dean of International students.

After securing on-campus employment, international students must apply for a Social Security Number with the U.S. Social Security Administration. Once the Social Security Card is received, students must report to Human Resources with the card.

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 tax and IL state returns.

Further information is described in detail in the International Student Handbook, which all International students are required to read as a part of their orientation requirements. Additional questions requests for clarification may be addressed directly by the Assistant Dean of International Students.

Mail Services

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

Letters:

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

Packages & Express Mail:

Your Name
CPO _____
820 N. LaSalle Blvd.
Chicago, IL 60610-3284

Use of the Institute Name

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

Post Office Boxes

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

Forwarding Address

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

Questionnaires

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

Student Wives Fellowship

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

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

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

On-Campus Housing

There are a limited number of apartments available for married/family students in Jenkins Hall. These are provided to students on a first-come, first-served basis. All questions related to these apartments should be directed to the Assistant Dean of Housing. Students living in Jenkins Hall are expected to abide by the conditions of their housing contract. For more information about on-campus housing, please email housing@moody.edu.

On Campus Residents

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

Other Community Guidelines

Plaza

The plaza is a community environment. For the safety and consideration of others, playing ball, skateboarding, rollerblading, cycling, and Frisbee playing are not allowed at

any time. The Associate Dean of Student Programs must pre-approve the use of amplified instruments and/or equipment one week before the date of the scheduled activity. Please observe community Quiet Hours.

Use of Institute Rooms and Roofs

Requests for the use of rooms or roofs may be made through Astra Scheduling at www.astra.moody.edu. You can also check the availability of rooms through the website.

Bicycles

Please register your bike with Facilities, whose office is located in the basement of Crowell Hall.

Public Safety & Security

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 and Security maintains a visible presence throughout our campus and is readily available to serve and assist while ensuring that our campus remains secure. Educating our students in security issues, personal safety measures, and protective strategies are all part of services we provide. It is our goal to work closely with the student body and other departments on campus, to ensure that nothing hinders the educational experience or detracts from the mission of the Institute.

Campus Safety Precautions

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

1. Look assertive and be aware of your surroundings. Take note of any activity that seems unusual.
2. Always lock the door when you leave your room, even if you expect to return momentarily.
3. Place valuables and personal items out of sight and away from easy access to strangers.
4. DO NOT allow unwelcome strangers to enter your room, office, or department.
5. DO NOT prop open locked exterior doors.
6. Be suspicious of unknown persons loitering or checking doors in your building.
7. Avoid using stairs to remote sections of buildings.
8. Think about the routes you frequently walk from the garage or the train stations. Vary your routine and choose populated, well lit areas.
9. Avoid secluded and/or poorly lit areas. If lighting is out, report it to Public Safety and Security.
10. Keep keys accessible and ready to use when you approach your Residence hall or vehicle.

11. Do not overload yourself with packages, books or large baggage. Be prepared to drop your bags in an emergency.
12. Avoid studying or working alone in a building at night. If you must work late, let someone know when you will be done. Public Safety provides 24/7 officer or vehicle escort on campus upon request.
13. Walk in groups whenever possible.
14. Always have an escape route. Know where you can go to avoid a threat.
15. Trust your instincts. If you feel that there might be a problem, there probably is.

Additional safety information can be found on our website through my.moody.edu or on our Facebook page at www.facebook.com/MBIPublicSafety. These pages include the most recent campus alerts, elevator safety, and rape prevention information, personal safety information, instructions for fire drills and lockdown drills and more general safety information.

Behavioral Threat Assessment Procedures

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

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

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

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

1. If the behavior appears to be an immediate threat to do harm to someone, call 911 for police and ambulance response; followed by a call to Public Safety (from any campus phone dial 4357).

(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.
(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 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)
4. If you wish to report concerns anonymously, you can call the TIPS line at (312-329-TIPS).

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 are available for \$5.00 and replacement fobs are \$10.00. Lost fobs can be temporarily deactivated at no charge to give the owner an opportunity to find their old fob, before purchasing a new one is required.

IDs and Fobs are the property of MBI. As such they should be returned to the Facilities Office upon final departure whether that be graduation or some other extenuating circumstance. IDs, keys, and Fobs are not to be transferred to anyone, but should remain in the owner's possession at all times. Please take note that the Fob is a type of key and if placed in the wrong hands can become a security concern.

Campus Visitors

For security and safety reasons, we require that all guests register and wear visitor IDs. Visitor IDs can be obtained at the Alumni Student Center or Crowell Hall desks.

Fire Drills

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

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 Security 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).

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

Lockdown

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

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

Fireworks

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

Weapons

As a community that values the worth of human life, 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 while it's on campus and students are responsible for all fines resulting from parking violations.

Commuter and Resident parking passes can be purchased through the Facilities office.

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

Vehicle Use and Driver Policy

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

Student Counseling Services

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

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

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

You may schedule an appointment by emailing the Associate Dean for Counseling Services at steve.brasel@moody.edu. 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 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:

- 1. Register with the Student Resource Center (SRC)**
Prior to receiving any accommodations from the SRC, students must register with the SRC. In order to register, a student must complete a registration form, provide documentation detailing his/her disability and be interviewed by SRC staff.
- 2. Documentation may include:**
 - Specific information about the student's disability
 - An explanation of why reasonable accommodations are needed
 - A suggestion of reasonable accommodations from which the student would benefit
 - The signature of a doctor, psychologist or other qualified diagnostician who is not immediately related to the student and licensed/certified in the area for which the diagnosis is made.
 - 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 styles” 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).**

3. 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.

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

- Information about special test administration and classroom adaptations
- Extended time on exams and quizzes.
- Letters of verification 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. This process should be repeated at the beginning of each new semester and 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.

Dispute Resolution

If a student or faculty member disagrees with a proposed accommodation or feels that the accommodation is not being properly implemented, either party must:

- Submit the dispute in writing to the Assistant Dean of SRC. The Assistant Dean will consult with the VP & Dean of Student Life, the faculty member(s) involved, and the student to come up with an amicable solution. The solution will be put in writing and sent to all parties involved.

- If this fails, the dis-satisfied party can appeal any decision made by the first resolution by contacting the VP & Dean of Student Life, in writing, requesting an appeal. The VP & Dean of Student Life will make any final ruling with the best interests of the Institute and the student in mind.
- Accommodations will be provided during the dispute process.

How to Request a Tutor

1. Pick up a request form in the Counseling Services office, third floor Smith Hall.
2. Read the policies stated on the Tutor Request Form and check that you agree.
3. You will be assigned a tutor who will contact you within seven working days of your request.

If you have not heard from your tutor within a week or for any other concerns, please contact Gayla Gates, Assistant Dean for the Student Resource Center at 312-329-2177 or email gayla.gates@moody.edu

Solheim Center

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

These are the anticipated Solheim Center semester hours, subject to change upon special notice:

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

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 schedule is posted weekly to update participants concerning the weekly events and activities.

General Information

Participants are to change into a separate, clean pair of shoes for all activities in the Solheim center. Proper gym attire is required. Men must wear shirts at all times. Dark soled running shoes, turf shoes, and spiked shoes are prohibited. Any other types of shoes, which mark the floor, are not permitted. Food and beverages are allowed only in the front lounge area. Contact the Solheim Center Control Desk by calling 312-329-4039 for any additional questions regarding Solheim.

Solheim Facilities Available

The main gym, running track, classrooms, aerobics room, weight room, racquetball courts, tennis courts, locker rooms, and swimming pool are open as listed in the schedule above.

Racquetball court reservations are available the week of play by calling extension 4039 or signing up at the Solheim Front Desk. Safety goggles are required to play racquetball.

Pool Regulations

Natatorium swimsuits are required: Women – 1 piece; Men-boxer style. Swimmers must shower before entering the pool.

Lockers

Lockers are available for the time of activity. Individuals should furnish a lock during the time of usage. Locks must be removed after each usage.

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, bats, etc. A \$20.00 refundable deposit is required for equipment taken off campus.

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. Students bringing guests for Outreach Ministry are allowed only one registered guest (\$2.00 per individual). MBI students must stay with their registered guest at ALL TIMES. Small groups (PCM, or Youth Group) for Outreach Ministry must have the approval from the Building

Operations Manager who can be reached by calling 312-329-8089.

Aerobics and Weight Room Rules & Guidelines

The aerobics room and weight room are some of the most used areas in the Solheim facility and are available for resistance and aerobics programs. Physical Education classes are given priority usage from 8:00 a.m. – 3:00 p.m.

Policies

Exercise dress must not be in contradiction to the standards set forth in the Student Life Guide (SLG).

Aerobics/weight room users are required to wear appropriate footwear. Footwear, which marks the floor, is not permitted and all footwear must be changed before entrance.

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

Individual hand weights used during the aerobic exercise must be rubber or plastic covered. Hand weights may NOT be taken from the aerobics or weight room.

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.

Reservations

Tennis courts are reserved for 1 hour at a time, with reservations beginning on the hour. Call the front desk at 312-329-4039 to make a reservation. When there are only 2 players, reserve the singles court. Players who are ten or more minutes late for their reservation will forfeit that time.

Players

All players must report to the front desk to confirm their reservation prior to going onto the assigned court. Failure to register at the Solheim Desk before play eliminates the right to play, and the court time is automatically cancelled.

Dress Code

Tennis attire is not to contradict the standard set forth in the SLG. T-shirts, shorts, sweatshirts, sweatpants, and warm-up suits are standard, acceptable dress. Men must wear shirts at all times. Only tennis shoes are accepted footwear on the tennis courts.

General

Proper etiquette, language, and courtesy are to be observed at all times. Bicycles, skateboards, rollerblades, and roller skates are prohibited.

Music Lessons & Touring Ensembles

Moody offers a variety of music lessons and touring choral and instrumental ensembles. Visit

<http://www.moodycommunitymusic.com/> for more information about lessons, or contact musicdept@moody.edu for a choir or band audition.

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

- 25 items can be checked out at a time (10 for part-time students)
- 1 renewal limit
- Full access to online resources in our computer lab or through library.moody.edu
- Interlibrary loan services
- Library membership active until graduation (cost included in school fees)

Library Contact Information

For questions about hours, reserve stacks, and your library account, call the Circulation Desk at 312-329-4136 or email circulation@moody.edu.

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

Library Hours

Regular*

Day	Hours
Sunday	6:00 pm-12:00 am
Monday – Thursday	7:30 a.m. – 12:00 a.m.
Friday	7:30 a.m. – 11:00 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 *MoodyCaster*, the Library homepage, and signs posted throughout the Library.

Last Two Weeks of Fall & Spring Semesters

(Excluding Finals Week)

Day	Hours
Sunday	6:00 pm-12:00 am
Monday - Thursday	7:30 a.m. – 1:00 a.m.
Friday	7:30 a.m. – 11:00 p.m.
Saturday	9:00 a.m. – 1:00 a.m.

Library Computer Lab

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

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

Ask a Librarian & Interlibrary Loan

The *Ask a Librarian* web form found on our homepage can be used for research questions and database help. The *Interlibrary Loan* web form can be used to order books that our Library does not currently own but is able to borrow from other libraries. This process takes 2-3 weeks. The form can be found on our website, or requests can be sent directly to interlibraryloan@moody.edu.

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 & Mobile Devices

The sound setting on all cell phones and mobile devices must be set to silent or vibrate.

Talking on cell phones in a reasonable voice 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 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.

For the sake of other Library patrons, please keep volume levels low on iPods, online listening stations, and other sound-producing services that require headphones.

Food and Beverage Policy

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

Food is limited to meal replacements, snack or wrapped items which are consumed individually, as well as items purchased from the Library's vending machines (located in the media lab). No food purchased from off-campus

restaurants or open plates of food are permitted. The delivery of food to the Library for library users is prohibited.

Beverages in lidded containers are allowed everywhere in the Library.

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.

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
Theological Reference Librarian	Christy Cherney	312-329-4122	christine.cherney@moody.edu
Circulation Supervisor	Joy Houser	312-329-4136	steven.thomson@moody.edu
Resource Coordinator	Nikki Tochalauski	312-329-4148	ntochalauski@moody.edu
Interlibrary Loan Technician	Ashley Smith	312-329-4138	interlibraryloan@moody.edu
Support Services Coordinator	April Nelson	312-329-3575	april.nelson@moody.edu
Curriculum Lab Technician	Karina Reyes	312-329-3575	karina.reyes@moody.edu
MDL Librarian	Amy Koehler	312-329-4139	amy.koehler@moody.edu
Administrative Assistant	Ashley Smith	312-329-2068	ashley.smith@moody.edu
Archives Assistant	Corie Zylstra	312-329-4880	corie.zylstra@moody.edu

Circulation of Materials

Visit the Circulation Desk on the first floor to check out materials. A valid MBI issued ID/Library card must be presented. If you have questions about the circulation periods outlined below, please contact the Circulation Desk.

Loan Period	Type	Location	Late Fees*
3 Week checkout	Main Stacks, Oversize books & pamphlets,	Lower Level	\$0.10/day
	Juvenile Books	First Floor	\$0.10/day
	Music Scores	Media/Music Library	\$0.10/day
1 Week checkout	Juvenile Media: Puppets & Games	Curriculum Lab-1 st Floor	\$1.00/day
3 Day checkout	Curriculum Lab materials with a 3 Day sticker	Curriculum Lab-1 st Floor	\$1.00/day
	Media (DVD's, VHS, non-music CD's, etc.)	Media/Music Library- 1 st Floor	\$1.00/day
1 Day checkout	Cassettes, headphones, laptop security cables	Media/Music Library- 1 st Floor	\$1.00/day
	Curriculum Lab Reference	Curriculum Lab -1 st Floor	\$1.00/day
3 Hour checkout	Reserve Materials**, Craft Kits	Behind Circulation Desk	\$0.25/hour or part of hour
Non-circulating Materials	MACP materials (Clinical Psychology Lab)	Lower Level	
	Archival materials	Lower Level	
	Newspapers	Current 1 st Floor Past- Lower Level	
	Journals & Magazines	Lower Level	
	Reference	Lower Level	
Lost/Damaged Materials			\$40.00

*In calculating fines, holidays do not count. All fines are to be paid when late items are returned; they are not charged to the student's school bill. If the fine reaches \$5.00 maximum limit, the student's borrowing privileges will be locked out until all fines are paid in full.

**Reserve materials checked out three hours before closing are due (1) hour after opening the next day the Library is open.

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.

Index

A

Academic Information · 5
Academic Probation/Dismissal · 4
Active Duty/National Guard or Reserve Forces · 8
Activity Center · 19
Adding Classes · 6
Alcoholic Beverages and Drugs · 12
Alumni Student Center Hours · 19
Alumni Student Center (ASC) · 19
Ask a Librarian · 29
Attendance Requirements · 8

B

Bicycles · 24
Bookstore, LifeWay · 20

C

Calculating Library Fines · 31
Campus Attire · 13
Campus Safety Precautions · 24
Campus Services and Policies · 17
Campus Visitors · 25
Career Development · 22
Cell Phones, Smart Phones, and Electronic Devices · 20
Change of Program · 8
Chapel · 13
Check Cashing · 4
Christian Lifestyle · 11
Circulation of Materials
 Checkout Lenth & Fines · 30
Computer Use in Classrooms · 20
Computers · 20
Conference Rooms · 19
Core Values · 1
Counseling Services · 26
Crowell Library · 29
Crowell library, Borrowing Privileges · 29
Cultural Competency · 13

D

Disability · 13
Disability Services · 26
Disability Services, Procedures for Accommodations · 26
Discipline · 13
Discipline Committee · 14
Discontinuation · 9
Dropping Classes · 9

E

Equipment Check Out
 Solhiem, equipment rental · 28
Extension of Course · 9

F

Family Educational Rights and Privacy Act · 5, 14
Fellowship Hall · 19
Financial Information · 3
Fire Drills · 25
Fireworks · 25
Food Service · 17
Forwarding Address · 23
Freedom of Inquiry · 15

G

Game Room · 19
Grade Appeals · 9
Grading Systems · 6
Graduation and Commencement · 10

H

Harrassment · 15
Health Care Practitioners on Campus · 22
Health Insurance · 21
Health Service · 20
Health Service, Hours of Operation and Office Procedures · 20
Hours, Alumni Student Center · 19
Hours, Commons · 18
Hours, Library · 29
Hours, Solheim Center · 27

I

Identification Cards and Fobs · 25
Information for Crime Victims about Disciplinary Proceedings · 14
Interlibrary Loan · 29
International Student Employment · 22

L

Library Computer Lab · 29
Library Contact Information · 29
Library Staff · 30
Library,
 Cell Phones & Mobile Devices · 29
Library, Food and Beverage Policy · 29
Library, Quiet Zone · 29

Lifeway Christian Stores · 20
Lockdown · 25
Lockers, ASC · 19
Lockers, Solheim · 28
Loving Confrontation · 14

M

Mail Services · 23
MBI Computer Use Policy, Appendix B · 37
MBI Copyright and Peer to Peer Sharing Policy, Appendix C · 40
Mental, Emotional, and Health Issues · 13
Missing Persons · 25
Mission Statement of MTS · 1
Music Lessons · 29

N

Non-Enrollment · 10
Non-Credit Courses · 8

O

Off-Campus Medical Procedures, Expenses & Insurance · 21
On-Campus Housing · 23

P

Parking Information · 26
Payment plan · 3
Plagiarism · 10, 16
Plaza · 23
Pool Hours · 27
Pool Regulations · 28
Possession of Syringes, Needles & Lancets on Campus · 22
Post Office Boxes · 23
Public Safety & Security · 24

Q

Questionnaires · 23

R

Recording Class Sessions and Events · 17
Request a Tutor · 27

Required Student Health Records · 21
Room and Board · 4
Room Reservation, ASC · 19

S

Selling of Merchandise or Solicitation · 22
Seminary Leadership · 2
Seminary Student Responsibility · 1
Sexual Assault, Discrimination, & Harassment · 15
Smoking · 13
Solheim Center · 27
Solheim Center Reservations · 28
Solheim, Aerobics Room Rules & Guidelines · 28
Solheim, Facilities Available · 28
Student Aid · 3
Student Bills · 3
Student Government · 17
Student Grievance Policy · 17
Student Life and Conduct · 12
Student Reproduction of Classroom Material · 17
Student Resource Center · 26
Student Wives Fellowship · 23

T

Technology Service Desks · 20
Tennis Court Rules & Guidelines · 28
The Family Educational Rights and Privacy Act of 1974 · 5, 14
Transcripts · 6
Transfer Credits · 7

U

Use of Institute Rooms and Roofs · 24
Use of Seminary Directories · 17
Use of the Institute Name · 23

V

Vehicle Use and Driver Policy · 26
Veterans' Benefit Policy · 5
Vision of Moody Bible Institute · 1

W

Weapons · 26

Title IX: Chicago Campus Things You Need To Know

The Moody Bible Institute of Chicago (Moody) wishes for all students and employees who either have been involved or are currently involved in sexual harassment, sexual violence or other gender-based harassment or discrimination to be aware of their rights and options under the Title IX federal law.

Sexual harassment, sexual violence and other gender-based harassment or discrimination (hereafter referred to as Sex-Based Misconduct) occurring in the college setting implicates a federal law called Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities and which triggers certain responsibilities on the part of an institute. Moody has a Title IX Team whose members can help explain Moody's responsibilities in these cases. For their contact information, see www.moody.edu/TitleIX.

Moody is committed to maintaining a positive learning, working and living environment. Moody will not tolerate Sex-Based Misconduct or related retaliation against or by any employee or student. When Sex-Based Misconduct has occurred and is brought to the attention of Moody personnel, the Title IX Coordinator will take steps to end the harassment, discrimination and/or violence, prevent its reoccurrence, and address its effects. For more information, see Moody's Title IX policy found at www.moody.edu/TitleIX.

Amnesty for Student Misconduct

Moody's primary concern is student safety and encouraging students to report information about Sex-Based Misconduct. Therefore, in order to facilitate reporting and resolution of Sex-Based Misconduct, Moody will extend immunity for any violation of Moody's student conduct policies, including policies concerning drug or alcohol possession or consumption or sexual activity, for conduct in which any victim or witness of Sex-Based Misconduct might have engaged in connection with the reported Title IX incident. Immunity will not be applied if Moody determines that the violation was egregious, including without limitation an action that is illegal or actions that did, do, or may place the health or safety of any other person at risk.

Reporting Rights, Resources, and Roles

Within Moody's Title IX Policy, the person making the allegation is referred to as the *Reporter*. The person who is the alleged victim is referred to as the *Complainant*. The person who the allegations have been made against is referred to as the *Respondent*.

Any person who has been the victim of Sex-Based Misconduct has the right to report or not report the alleged incident. There are a number of reporting options available. It is important to understand that choosing one option does not preclude you from pursuing another option now or in the future

A person who wishes to report Sex-Based Misconduct may report directly to any or all of the following:

- **Any Moody employee, including faculty**
All Moody employees must refer reports of Sex-Based Misconduct to the Title IX Coordinator. No staff or faculty member can provide a person with confidentiality when a report is made known to them about Sex-Based Misconduct. Any staff or faculty member can help a person report Sex-Based Misconduct to the Title IX Coordinator.
- **Moody's Public Safety Officers**

Public Safety can assist Reporters and/or Complainants in making reports to law enforcement and to the Title IX Coordinator.

- **Any Title IX Member**
- **Title IX Coordinator**
- **Local law enforcement**

Moody's process is completely separate from the police and courts. Moody's Title IX process and the criminal process may be pursued simultaneously.

- **Office of Civil Rights of the U.S. Department of Education**

A person who wishes to **confidentially** report Sex-Based Misconduct may report directly to any or all of the following:

- **Any confidential resource**

This includes on-campus and off-campus counselors and healthcare professionals, crisis centers, etc. See Resource Page for more information.

- **Confidential Advisor**

For students in Illinois, Moody's Counseling Center has a Confidential Advisor available to survivors of sexual violence. Please call the 312-329-4194

Complaint Resolution Procedures

Reporting Complaints and Preliminary Investigation

When Moody personnel become aware of Sex-Based Misconduct, the Title IX Coordinator will begin the Formal Process by conducting a Preliminary Investigation in order to determine Title IX jurisdiction. Complainants have the right to request that the Formal Process begin promptly and proceed in a timely manner. If the alleged misconduct doesn't fall under Title IX's jurisdiction, the incident will be referred to the appropriate department. If the alleged misconduct does fall under Title IX's jurisdiction, a Formal Investigation will commence. A Complainant may choose not to participate in the Title IX process. While a Complainant is not required to participate, this may limit Moody's ability to respond to the incident. In some cases, the Title IX Coordinator may have an obligation to proceed with an investigation, regardless of a Complainant's wishes, in order to ensure campus safety. If the Complainant wishes to remain unidentified during the investigation, the Title IX Coordinator will consider the request in light of the context of Moody's responsibility to provide a safe and nondiscriminatory environment. In most cases, information including the Complainant's name may be shared with the Respondent, witnesses, and with Moody officials who have been assigned to process the case information. Beyond that, the Title IX Coordinator will take steps to protect the identities of both the Complainant and Respondent as well as the identities of all individuals involved.

Interim Measures

The Title IX Coordinator will make interim protective measures and accommodations for the Complainant while the case is pending. Depending on the case and the Complainant's request, these measures may include arranging for changes in class schedules, living, dining, or transportation arrangements, issuing and enforcing a no-contact order, obtaining counseling, modifying test schedules or other class requirements temporarily, and honoring an order of protection or no-contact order entered by a State civil or criminal court, if such measure are applicable and reasonably available. Moody may temporarily reassign or place on administrative leave an employee Respondent alleged to have violated the Title IX policy. Any adjustments made will be designed to minimize the burden on the Complainant's educational or work experience. Some of these actions may also be remedies in those cases resulting in a finding of a policy violation.

Formal Investigation

At the start of the Formal Investigation, both the Complainant and Respondent will receive notice of the Investigators and, if applicable, the Discipline Authority involved in resolving the complaint, before being contacted by such persons. The Complainant and Respondent will have the opportunity to request a substitution of an Investigator(s) or Discipline

Authority if that person's participation in the Formal Process poses a conflict of interest. A detailed explanation of the suggested conflict of interest must be submitted to the Title IX Coordinator in writing. The Title IX Coordinator will consider the request and make a substitution if deemed necessary. The Title IX Investigator(s) will review the allegations and determine an appropriate course of action. All investigations will be conducted in a thorough and neutral manner.

An advisor may accompany both the Complainant and Respondent during any meeting. The advisor may be an attorney or any support person. In Moody's process, the Complainant and Respondent will not be permitted to directly question each other and are not required to be present together at any point. Both the Complainant and the Respondent have the right to identify witnesses and provide other information relevant to the Formal Investigation. The Title IX Coordinator will decide the case based on a preponderance of the evidence gathered through the investigation whether or not it is more likely than not that the alleged Sex-Based Misconduct occurred.

In the event that a police report has also been filed, the Investigators will not wait until a criminal case is resolved before proceeding with the Title IX case. In addition, if a Moody personnel has a reasonable belief that a crime has been committed, she or he may be obligated to report that to law enforcement if police have not already been notified. In cases where a police investigation has been conducted or is being conducted, law enforcement may be able to provide some information to the Title IX Coordinator with the victim's consent. The formal investigation may be delayed for a short period of time upon a request from law enforcement, but we will promptly resume the investigation as soon as possible.

Most Sex-Based Misconduct investigations conducted through the Title IX process take up to 60 days to be resolved, depending on the complexity of the case and the number of parties involved. The Investigators will keep the Complainant and the Respondent advised as to the status of the case as the Complainant and the Respondent desires and as is reasonable. The Complainant and the Respondent will be informed of the outcome of the case, simultaneously, in writing.

Petition for Appeal

The Complainant or Respondent may file a Petition for Appeal in writing within 48 hours of receiving the notification of the final outcome of the Investigation. The appeal must clearly state the grounds that justify reconsideration. General dissatisfaction with the outcome of the Investigation or related proceedings is not a basis for appeal.

Retaliation

Moody has a policy which prohibits retaliation against any employee or student who reports an incident of alleged Sex-Based Misconduct, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations. Respondents are informed of this provision, and any retaliation should be reported immediately to the Title IX Coordinator.

Examples

Incidents which may be policy violations include the following: an instructor suggests that a higher grade might be given to a student if the student submits to sexual advances; a supervisor implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email; a student or employee touches an individual in an unwelcome, sexual manner without consent; a student or employee repeatedly makes unwelcome comments about an individual's body in person, on the phone, or in any other way; a student or employee records a person's engagement in sexual activity without consent; students in a dormitory repeatedly draw sexually explicit graffiti on the whiteboard of a student's dorm door; a student or employee exposes their sexual organs to an individual without consent and in an unwelcome manner.

For a thorough explanation of Moody's Title IX policy and incident report procedure, please see our website at www.moody.edu/TitleIX or contact a Title IX Officer.

Resources

Moody can provide assistance to any person who requests help with accessing or navigating campus and local health and mental health services, counseling, and advocacy services.

On-campus resources

- **Counseling Department (confidential session available)**

Steve Brasel – Confidential Advisor

steve.brasel@moody.edu

(312) 329-4191

- **Health Service (confidential session available)**

Ann Meyer

ann.meyer@moody.edu

(312) 329-4417

- **Public Safety**

public.safety@moody.edu

(312) 329-4357 (HELP)

- **Student Development**

Tim Arens

timothy.arenas@moody.edu

(312) 329-4191

Bruce Norquist

bruce.norquist@moody.edu

(312) 329-4192

Neal Anderson

neal.anderson@moody.edu

(312) 329-4205

Rachel Monfette

rachel.monfette@moody.edu

(312) 329-4106

- **Human Resources – Employees**

Debbie Zelinski

debbie.zelinski@moody.edu

(312) 329-4231

- **International Student Office (visa and immigration assistance)**

Joe Gonzales

joe.gonzales@moody.edu

(312) 329-4202

Off-campus resources

- **Hospitals (confidential session available)**

Northwestern Memorial Hospital

251 East Huron Street

Chicago, IL 60611

(312) 926-2000

Rush University Medical Center

1653 W. Congress Parkway

Chicago, IL 60612

(888) 325-7874

- **Domestic Violence Resources (confidential session available)**

Cook County Domestic Violence Resources
 Richard Daley Center, Room 1001
 50 West Washington Street
 Chicago, IL 60602
 (312) 603-5031
www.cookcountyclerkofcourt.org

Domestic Violence Legal Clinic
 555 W. Harrison Street
 Suite 1900
 Chicago, IL 60607
 (312) 325-9155
www.dvlcchicago.org

Illinois Domestic Violence 24-hour Helpline
 (877) 863-6338
www.ilcadv.org

- **Local Sexual Assault Crisis Centers (confidential session available)**

Rape Victim Advocates (RVA)
 180 N. Michigan Ave
 Chicago, IL 60601
 (312) 443-9603 or (888) 293-2080
www.rapevictimadvocates.org

YMCA Metropolitan Chicago
 1 N. LaSalle St., Suite 1150
 Chicago, IL 60602
 (312) 762-6600 or (888) 293-2080
www.ywcachicago.org/programs

- **State Sexual Assault Crisis Centers (confidential session available)**

Illinois Coalition Against Sexual Assault
 100 North 16th Street
 Springfield, IL 62703
 (217) 753-4117
www.icasa.org/crisiscenters.aspx?pageid=501

- **National Sexual Assault Crisis Centers (confidential session available)**

National Sexual Violence Resource Center
 123 North Enola Drive
 Enola, PA 17025
 (717) 909-0710
www.nsvrc.org/

Rape, Abuse & Incest National Network
 National Sexual Assault Hotline available 24/7
 800-656-HOPE (4673)
www.rainn.org/
 Online chat: online.rainn.org
 Español: rainn.org/es

- **Civil Rights Resource**

Chicago Office
 Office for Civil Rights
 U.S. Department of Education
 Citigroup Center
 500 W. Madison Street, Suite 1475
 Chicago, IL 60661
 (312) 730-1560 or (877) 521-2172 (TDD)
OCR.Chicago@ed.gov
www.ed.gov

- **Chicago Police Resources**

Chicago Police Department – 18th District
1160 North Larrabee Avenue
Chicago, IL 60610
(312) 742-5870

In cases of emergency, please
find a phone and dial 911.

- **Legal Service Resources (confidential session available)**

Chicago Volunteer Legal Services
33 N. Dearborn St – Suite 400
Chicago, IL 60610
(312) 332-1624
www.cvls.org

The Chicago Bar Association
Lawyer Referral Service
(312) 554-2001
www.chicagobar.org

- **Equal Employment Opportunity Resources – Employees**

Equal Employment Opportunity Commission
Chicago District Office
500 W. Madison Street, Suite 200
Chicago, IL 60661
(312)353-2713
TTY: (312) 353-2421
www.eeoc.gov

Illinois Department of Human Rights
James R. Thompson Center
100 W. Randolph Street, Suite 10-100
Chicago, IL 60601
(312) 814-6200
TDD: (312) 263-1579
www.state.il.us/dhr

- **Illinois Department of Children and Family Services (DCFS)**

To report abuse or neglect of a child or vulnerable adult,
call the DCFS hotline (800) 252-2873

- **Visa and Immigration Resource**

U.S. Citizenship and Immigration Services
Illinois – Chicago Field Office
101 West Congress Parkway
Chicago, IL 60605
www.uscis.gov

If citizenship is with a different country,
contact that country's local consulate.

Appendix B

MBI Computer Use Policy

Effective Date: 04/08/2005

Last Revised: 07/31/2012

Last Reviewed: 03/17/2015

Audience

All Users of Moody Bible Institute Network

Policy

Information Systems is the MBI Department that provides access to the MBI 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 Systems 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 Systems 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 Systems 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 Systems 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, both hardware, software, and Internet access as part of their educational experience. The MOODY BIBLE INSTITUTE 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 Systems at Ext 4001. If you find a site of questionable nature please contact Information Systems 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.
- 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 campus LAN or Moody's WAN by connecting routers, switches, hubs, wireless access points, etc. without approval from Vice President of Information Systems or Division Manager of Network and System Support.
 - 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 Systems 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 or in Appendix B.

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 Systems 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 for 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. So far educational institutions have not been looked at, but the SPA is starting to look at the big universities as possible violators. Thus, we need to 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>

Contacts

If you have questions or concerns about the execution of this policy, you may contact the Information Systems Help Desk at x4001 or ishelp@moody.edu for assistance.

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

MBI Copyright and Peer to Peer Sharing Policy

Effective Date: 7/31/2012

Last Revised: 7/31/2012

Last Reviewed: 3/17/2015

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 of course 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 or in Appendix A. 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 his or her 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 Systems attempts to limit the amount of P2P traffic. If you need to download legal material from a P2P source, please contact Information Systems 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 Systems department occasionally receives notices of copyright infringement, and we are required by the HEOA regulations to take action on these notices. Information Systems 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 Systems 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 Systems 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.

Contacts

If you have questions or concerns about the execution of this policy, you may contact the Information Systems Help Desk at x4001 or ishelp@moody.edu for assistance. If you have questions about the policy, you may email ispolicy@moody.edu for assistance.