



MOODY  
Bible Institute™  
DISTANCE LEARNING

2018–2019 Undergraduate and Graduate Catalog

*From the Word to Life®*

# MOODY BIBLE INSTITUTE DISTANCE LEARNING

## UNDERGRADUATE AND GRADUATE ACADEMIC CATALOG 2018–2019

### **Chicago Campus**

820 N. LaSalle Blvd., Chicago, IL 60610

### **Office of Admissions**

(312) 329-4400

(800) 967-4MBI

[moody.edu/distance-learning](http://moody.edu/distance-learning)

Welcome!

You have picked up this catalog because you are interested in Bible education through an online format. We are glad you are considering Moody Bible Institute Distance Learning!

Whether your goal is to earn an accredited degree or simply to grow deeper in your understanding of the Bible, our prayer is that these online programs will help you develop a passion for God's Word and give you the tools to make the most of your daily walk with Christ. At Moody, you will prepare for ministry in our rapidly changing world, joining thousands of other students who desire a trusted Bible education within a diverse international biblical community.

Through distance learning, you can remain rooted in your present location (and perhaps your current ministry opportunity) while at the same time enrolling in Bible and ministry education! We offer a variety of degrees, programs, and course formats, taught by experts who will prepare you for whatever ministry role you envision.

Today more than ever, the world needs godly, loving, and courageous people who are rooted in God's Word, fearlessly proclaiming its lifesaving message. This is the Moody legacy that reaches back to evangelist Dwight L. Moody himself. We hope you will be a part of it!

As you consider further education and service to our Lord, I encourage you to make Moody Bible Institute Distance Learning part of your journey. Please let us know how we can best serve you and your educational needs.

Together in His service,



Gregory R. Thornton, MBA  
Interim President, Moody Bible Institute  
Senior Vice President, Media



Welcome!

The mission of Moody Bible Institute has been from the beginning to equip men and women to serve the Lord Jesus and his Church in whatever field or venue to which an individual is called. Many associate “ministry” with full-time, paid, Christian work, and we are grateful that so many people look to Moody to provide the necessary training suitable to such work. Others labor for Christ in their homes, schools, workplaces and neighborhoods, without financial compensation. Again, we at Moody are privileged to serve the Church by educating these “gap men” and “gap women” who fill the space between the general laity and the paid minister.

Historically, Moody Distance Learning (formerly Moody Correspondence School) has continually explored innovated ways to communicate the timeless truths of Scripture using advancing and ever-changing technologies. We have come a long way from the days when all students would hand mail their tests to Chicago for grading and await their scores by return mail. Now, we use the instantaneous tools of electronic communication, like the Internet, laptops, and smartphones (as well as on-going print-based materials) to come alongside this current body of Bible students and world-changers.

Indeed, as technology has made the world smaller, it has made the Moody student body broader. Now, it is possible to be in class in regular fellowship with students ministering around the country and around the world. Students can remain in their communities, in their families, in their vocations, while still growing in the knowledge of and service to Christ by studying online, and through distance education means. Several years ago there was a popular evangelistic book called *Out of the Salt Shaker and Into the World* admonishing Christians to move beyond their churches and cloistered schools. Today we are training “salt” even while it is active in the local ministry context!

Thank you for your interest in Moody Distance Learning. If you are serious about knowing God and His Word, and serving Him right now as well as later—you have come to the right place. Let’s get going, together!

Blessings,



Bryan L. O’Neal, PhD  
Vice President and Academic Dean  
Moody Bible Institute Distance Learning



## **The Three Schools of Moody**

The Moody Bible Institute of Chicago, hereafter referred to as Moody, includes three schools: Moody Bible Institute, Moody Theological Seminary and Graduate School, and Moody Bible Institute Distance Learning. These three schools constitute the educational institution of Moody, which offers both undergraduate and graduate certificates and degrees.

## **Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

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. For more information, please see the website of the U.S. Copyright Office at [copyright.gov](http://copyright.gov).

## **Illinois Board of Higher Education**

As a participant in Title IV Federal Financial Aid, Moody is required to direct students to the Illinois Board of Higher Education for assistance with unresolved complaints. Institutional complaints that were not resolved by Moody should be directed to the IBHE online complaint system at [complaints.ibhe.org](http://complaints.ibhe.org), accessible through the agency’s homepage ([ibhe.org](http://ibhe.org)). Complaints may also be sent to IBHE via mail at 1 North Old State Capitol Plaza, Suite 333, Springfield, IL 62701-1377.

## **Washington Student Achievement Council**

Moody is authorized by the Washington student achievement council (the council) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Moody to offer specific degree programs. The council may be contacted for a list of currently authorized programs. Authorization by the council does not carry with it an endorsement by the council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the council at P.O. Box 43430, Olympia, WA 98504-3430 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

## TABLE OF CONTENTS

<b>Academic Calendar</b>	<b>6</b>
<b>About Moody</b>	<b>8</b>
<i>Mission</i>	8
<i>Heritage</i>	8
<i>Statement of Faith</i>	9
<i>The Schools of Moody</i>	11
<i>Educational Philosophy</i>	11
<i>Programs and Degrees Offered</i>	15
<i>Accreditation</i>	17
<b>Admissions</b>	<b>18</b>
<b>Financial Information</b>	<b>23</b>
<b>Financial Aid</b>	<b>25</b>
<i>Undergraduate Financial Aid</i>	25
<i>Graduate Financial Aid</i>	34
<b>Student Services</b>	<b>41</b>
<b>Academic Information</b>	<b>45</b>
<b>Academic Policies</b>	<b>49</b>
<b>Academic Programs and Program Plans</b>	<b>55</b>
<i>Academic Discipline Courses</i>	55
<i>Academic Divisions</i>	
Applied Theology and Church Ministries	56
Bible and Theology	71
<b>Course Descriptions</b>	<b>85</b>
<b>Administration</b>	<b>98</b>

# MOODY BIBLE INSTITUTE DISTANCE LEARNING 2018–2019 ACADEMIC CALENDAR

## FALL 2018\*

### AUGUST

- 7 Last day of registration for first 8-week online session courses
- 14 First 8-week online session courses begin
- 21 16-week online self-paced courses begin\*\*
- 21 Opening convocation ceremony (Chicago campus)
- 24 Last day of registration for 16-week online self-paced courses\*\*

### SEPTEMBER

- 3 Labor Day – offices closed

### OCTOBER

- 8 Last day of first 8-week online session courses
- 9 Last day of registration for second 8-week online session courses
- 9–12 Missions Conference (Chicago campus)
- 16 Second 8-week online session courses begin

### NOVEMBER

- 5 Spring 2019 open enrollment
- 22–23 Thanksgiving holiday – offices closed

### DECEMBER

- 10 Last day of 16-week online self-paced courses\*\*
- 10 Last day of second 8-week online session courses
- 14 Degree conferral date
- 24–26 Christmas holiday – offices closed

## SPRING 2019\*

### JANUARY

- 1 New Year's Day – offices closed
- 8 Last day of registration for first 8-week online session courses
- 15 First 8-week online session courses begin
- 21 Martin Luther King Day – offices closed
- 22 16-week online self-paced courses begin\*\*
- 25 Last day of registration for 16-week online self-paced courses\*\*

### FEBRUARY

- 4–8 Founder's Week Conference (Chicago campus)
- 25 Summer 2019 open enrollment

### MARCH

- 6 Day of Prayer
- 11 Last day of first 8-week online session courses
- 12 Last day of registration for second 8-week online session courses
- 19 Second 8-week online session courses begin

### APRIL

- 15 Fall 2019 open enrollment
- 19 Good Friday – offices closed

### MAY

- 13 Last day of 16-week online self-paced courses\*\*
- 13 Last day of 8-week online session courses
- 18 Commencement ceremony and degree conferral date

## SUMMER 2019\*

### MAY

- 14 Last day of registration for 8-week online session courses
- 21 10-week online self-paced courses begin\*\*
- 21 8-week online session courses begin
- 24 Last day of registration for 10-week online self-paced courses\*\*
- 27 Memorial Day – offices closed

### JULY

- 4 Independence Day – offices closed
- 15 Last day of 8-week online session courses
- 25 Last day of 10-week online self-paced courses\*\*
- 26 Degree conferral date

\*Courses may be offered through sessions of various lengths during each semester. Dates are subject to change; current information and specific dates may be found on the [my.moody.edu](http://my.moody.edu) student portal and at [moody.edu/academic-calendar](http://moody.edu/academic-calendar). Registration closes one week prior to the start of 8-week online courses and three days after the start of 16-week online self-paced courses. For calendar and session information pertaining to undergraduate Chicago campus and Spokane aviation courses or graduate Chicago campus or Plymouth campus courses refer to the 2018-2019 Moody Bible Institute or 2018–2019 Moody Theological Seminary and Graduate School catalogs.

\*\*Online self-paced courses are only available at the undergraduate level.

# MOODY BIBLE INSTITUTE DISTANCE LEARNING PRELIMINARY 2019–2020 ACADEMIC CALENDAR

## FALL 2019\*

### AUGUST

- 13 Last day of registration for first 8-week online session courses
- 20 16-week online self-paced courses begin\*\*
- 20 First 8-week online session courses begin
- 20 Opening convocation ceremony (Chicago campus)
- 23 Last day of registration for 16-week online self-paced courses\*\*

### SEPTEMBER

- 2 Labor Day – offices closed

### OCTOBER

- 14 Last day of first 8-week online session courses
- 15 Last day of registration for second 8-week online session courses
- 15–18 Missions Conference (Chicago campus)
- 22 Second 8-week online session courses begin

### NOVEMBER

- 4 Spring 2020 open enrollment
- 28–29 Thanksgiving holiday – offices closed

### DECEMBER

- 9 Last day of 16-week online self-paced session courses\*\*
- 16 Last day of second 8-week online session courses
- 20 Degree conferral date
- TBD Christmas holiday – offices closed

## SPRING 2020\*

### JANUARY

- 1 New Year's Day – offices closed
- 7 Last day of registration for first 8-week online session courses
- 14 First 8-week online session courses begin
- 20 Martin Luther King Day – offices closed
- 21 16-week online self-paced courses begin\*\*
- 24 Last day of registration for 16-week online self-paced courses\*\*

### FEBRUARY

- 3–7 Founder's Week Conference (Chicago campus)
- 24 Summer 2020 open enrollment

### MARCH

- 4 Day of Prayer
- 9 Last day of first 8-week online session courses
- 10 Last day of registration for second 8-week online session courses
- 17 Second 8-week online session courses begin

### APRIL

- 6 Fall 2020 open enrollment
- 10 Good Friday – offices closed

### MAY

- 11 Last day of 16-week online self-paced courses\*\*
- 11 Last day of second 8-week online session courses
- 16 Commencement ceremony and degree conferral date

## SUMMER 2020\*

### MAY

- 12 Last day of registration for 8-week online session courses
- 19 8-week online session courses begin
- 19 10-week online self-paced courses begin\*\*
- 22 Last day of registration for 10-week online self-paced courses\*\*
- 25 Memorial Day – offices closed

### JULY

- 3 Independence Day Observed – offices closed
- 13 Last day of 8-week online session courses
- 24 Last day of 10-week online self-paced courses\*\*
- 31 Degree conferral date

\*Courses may be offered through sessions of various lengths during each semester. Dates are subject to change; current information and specific dates may be found on the [my.moody.edu](http://my.moody.edu) student portal and at [moody.edu/academic-calendar](http://moody.edu/academic-calendar). Registration closes one week prior to the start of 8-week online courses and three days after the start of 16-week online self-paced courses. For calendar and session information pertaining to undergraduate Chicago campus and Spokane aviation courses or graduate Chicago campus or Plymouth campus courses refer to the 2018-2019 Moody Bible Institute or 2018–2019 Moody Theological Seminary and Graduate School catalogs.

\*\*Online self-paced courses are only available at the undergraduate level.



# ABOUT MOODY

## MISSION

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.

The mission of Moody Education is to educate students to think biblically, live christianly, and serve the church effectively.

### Moody Bible Institute Mission

The mission of the Moody Bible Institute is to provide a Bible-centered education that enables students to know Christ and serve Him through His church.

### Moody Theological Seminary and Graduate School Mission

The mission of the 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.

### Moody Bible Institute Distance Learning Mission

The mission of the Moody Bible Institute Distance Learning is to provide a Bible-centered, flexible education to adult learners who have commitments to family, church, ministry, vocation, and/or community, training them to serve the evangelical Christian church in its worldwide ministry.

## HERITAGE

Moody is driven by the belief that people committed to living and declaring the Word of God can actually change the world. Since our founding by D.L. Moody in 1886, Moody has been committed to equipping people across the globe, cultures and generations to take the next step toward spiritual maturity.

For more than 125 years, people have come to Moody to be richly equipped in God's Word to impact the world for Christ. Generations of Christ-followers at Moody have committed themselves to studying the Bible and compassionately sharing it with the world.

### Dwight L. Moody, Founder

D.L. Moody arrived in Chicago in 1856 with dreams of making a fortune in the shoe business. Deeply burdened by the city's poor, uneducated children, Moody's mission quickly shifted to teaching them the Bible. These initial Sunday school meetings in a converted saloon birthed Moody Bible Institute and the ministries that followed.

D.L. Moody's passion for honoring God's call on his life and his heart for serving others is the foundation for each of Moody's ministries. From its beginnings and through today, Moody has followed the example of its founder to be a practical, compassionate pioneer in training a multicultural, multi-generational worldwide network of influencers to impact the world for Christ.

### Moody's Presidents

- Dwight L. Moody (1887–1899),
- R. A. Torrey (1899–1904),
- James M. Gray (1904–1934),
- Will H. Houghton (1934–1947),
- William Culbertson (1948–1971),
- George Sweeting (1971–1987),
- Joseph Stowell III (1987–2005),
- Michael J. Easley (2005–2008),
- J. Paul Nyquist (2009–2018)

Read more about Moody's history at [moody.edu/history](http://moody.edu/history).

### Moody Bible Institute Ministries

The leadership and guidance of Moody's founder and its presidents have created various ministries throughout its history of more than one hundred twenty-five years. In addition to education, Moody has offered ways to edify and evangelize with the truth of God's Word.

### Moody Publishers

D. L. Moody founded the Bible Institute Colportage Association in 1894 with the goal of providing "good Christian books at a price everyone can afford." Today, that same organization—now known as Moody Publishers—publishes more than one thousand print and eBook titles through its imprints: Moody, Northfield, River North Fiction, and WingSpread. These titles are available in more than one hundred languages and in more than sixty countries around the world. Moody Publishers continues its commitment to reach the lost for Christ and to help readers know, love, and serve Jesus Christ. For more information, visit [moodypublishers.com](http://moodypublishers.com) or call (800) 678-8812.

## Moody Radio

Moody owns and operates 70 non-commercial FM and AM stations throughout the United States. In addition to these stations, Moody operates a satellite network, six online stations, and the Moody Radio app. The satellite network provides news and programming for over 700 ministry affiliates, representing over 1500 outlets. The Moody Radio app provides all Moody Radio content to mobile devices and tablets around the world. For a complete list of stations, programming, and other information, visit [moodyradio.org](http://moodyradio.org).

## STATEMENT OF FAITH

Throughout its history Moody has without qualification held to the essentials of biblical orthodoxy. In addition, it has defined itself in other distinct ways in terms of more specific interpretations of Scripture. Moody's doctrinal statement was adopted by the Board of Trustees in 1928 to reflect the historic doctrinal position of Moody. In May 2000 the trustees also approved an additional statement, Institutional Positions Related to the Moody Bible Institute Doctrinal Statement (1928), to clarify and make explicit the doctrinal positions of Moody. While Moody's particular definitions are important to its position, it is readily recognized that they do not define orthodoxy for the whole body of Christ. Moody gladly embraces all who faithfully adhere to the essentials of biblical Christianity as fellow believers and colleagues in Christ's cause.

Whereas biblical Christianity is defined by the central tenets of the faith, throughout the history of the church various groups have employed more specific definitions to define themselves. Historically, Moody has maintained positions that have identified it as noncharismatic, dispensational, and generally Calvinistic. To maintain continuity and consistency with the heritage entrusted to its care, Moody expects faculty and administration to agree with, personally adhere to, and support Moody's distinctive doctrines as set forth in the following:

### Doctrinal Statement

**Article I:** God is triune, one Being eternally existing in three co-equal Persons: Father, Son, and Holy Spirit; these divine Persons, together possessing the same eternal perfections, work inseparably and harmoniously in creating, sustaining, and redeeming the world (Genesis 1; John 1:1-3; Hebrews 1:1-3; Deuteronomy 6:4; Ephesians 4:4-6; Acts 5:3-4; I Corinthians 8:6; I Timothy 2:5; John 14:9-10, 26; Matthew 28:18-19; 2 Corinthians 13:14; Revelation 4:11).

**Article II:** The Bible, including both the Old and New Testaments, is a divine revelation, the original autographs of which were verbally inspired by the Holy Spirit<sup>1</sup> (2 Timothy 3:16; 2 Peter 1:21).

**Article III:** Jesus Christ is the image of the invisible God, which is to say, He is Himself very God; He took upon Him our nature, being conceived by the Holy Spirit and born of the Virgin Mary;<sup>2</sup> He died upon the cross as a substitutionary sacrifice for the sin of the world;<sup>3</sup> He arose from the dead in the body in which He was crucified; He ascended into heaven in that body glorified, where He is now our interceding High Priest; He will come again personally and visibly to set up His kingdom<sup>4</sup> and to judge the quick and the dead (Colossians 1:15; Philippians 2:5-8; Matthew 1:18-25; 1 Peter 2:24-25; Luke 24; Hebrews 4:14-16; Acts 1:9-11; 1 Thessalonians 4:16-18; Matthew 25:31-46; Revelation 11:15-17; 20:4-6, 11-15).

**Article IV:** Man was created<sup>5</sup> in the image of God but fell into sin, and, in that sense, is lost; this is true of all men, and except a man be born again he cannot see the kingdom of God; salvation is by grace through faith in Christ who His own self bare our sins in His own body on the tree; the retribution of the wicked and unbelieving and the reward of the righteous are everlasting, and as the reward is conscious, so is the retribution<sup>6</sup> (Genesis 1:26-27; Romans 3:10, 23; John 3:3; Acts 13:38-39; 4:12; John 3:16; Matthew 25:46; 2 Corinthians 5:1; 2 Thessalonians 1:7-10).

**Article V:** The church<sup>7</sup> is an elect company of believers baptized by the Holy Spirit into one body; its mission is to witness concerning its Head, Jesus Christ, preaching the gospel among all nations; it will be caught up to meet the Lord in the air ere He appears to set up His kingdom<sup>8</sup> (Acts 2:41; 15:13-17; Ephesians 1:3-6; 1 Corinthians 12:12-13; Matthew 28:19-20; Acts 1:6-8; 1 Thessalonians 4:16-18).

*(Adopted at the annual meeting of the Board of Trustees, October 1928.*

*Article I was revised and approved by the Board of Trustees at their meeting held on October 24, 2017.)*

---

<sup>1</sup> The Bible is without error in all it affirms in the original autographs and is the only authoritative guide for faith and practice and as such must not be supplanted by any other fields of human learning.

<sup>2</sup> Jesus Christ, the only begotten Son of God, is fully God and fully man possessing both deity and humanity united in one person, without division of the person or confusion of the two natures.

<sup>3</sup> An individual receives the benefit of Christ's substitutionary death by faith as the result of responding to the message of the gospel. Salvation is the free gift of God's grace through faith alone, therefore not dependent upon church membership, intermediaries, sacraments, or works of righteousness to attain or sustain it.

<sup>4</sup> It is Moody's position that this refers to the premillennial return of Christ at which time He will set up His millennial reign during which time He will fulfill His promises to Israel.

<sup>5</sup> This affirms that the first human beings were special and unique creations by God as contrasted to being derived from any preexisting life-forms. Further, God created everything, after its kind, which excludes any position that allows for any evolutionary process between kinds.

<sup>6</sup> This statement excludes any position that asserts a temporary or complete cessation of consciousness, or merging with eternal oneness, or annihilation of the damned, or a "second chance" or a period of suffering or purification in preparation for entrance into the presence of God.

<sup>7</sup> The church of Jesus Christ is a distinct entity from Israel in the ongoing program of God. Further, this universal church consists of all who possess saving faith in the death and resurrection of Jesus Christ from Pentecost to the Rapture of the Church and that will represent every language, people, and nation.

<sup>8</sup> Christ will return in the air preceding the seven-year Tribulation at which time He will receive into heaven all believers who constitute His church. During that Tribulation period, God will bring salvation to Israel and the nations while exercising judgment on unbelievers.

## **Institutional Positions Related to the Moody Bible Institute Doctrinal Statement**

In addition to the distinctive elements derived from a historic understanding of the 1928 Doctrinal Statement, Moody has historically been identified with the positions outlined below. Although trustees, education administrators, and faculty are expected to hold these positions, we recognize that we serve and minister with others whose traditions differ on these subjects.

### ***Gender Roles in Ministry***

Moody values the worth and dignity of all persons without distinction as created in God's image. We affirm the priesthood of all believers and the responsibility of every Christian woman and man to take an active role in edifying the church. For that purpose, the Holy Spirit distributes ministry gifts to believers without distinction of any kind. That reality imposes the responsibility on every believer to fulfill ministry consistent with God's grace.

Moody distinguishes between ministry function and church office. While upholding the necessity of mutual respect and affirmation as those subject to the Word of God, Moody understands that the biblical office of elder/pastor in the early church was gender specific. Therefore, it maintains that it is consistent with that understanding of Scripture that those church offices should be limited to the male gender.

### ***Sign Gifts of the Holy Spirit***

Moody maintains that there is one baptism of the Holy Spirit that occurs at the time a person is born again, placing that one into the body of Christ. Moody also distinguishes between spiritual gifts distributed to believers to equip them for ministry and the "sign gifts," which are understood to have been manifestations of the Holy Spirit to authenticate the messenger and the gospel message during the foundational period of the church. Therefore, Moody holds that "sign gifts" are not normative for the church today. While this institutional position is not and must not be a test of fellowship with those whose traditions differ, members of this community will neither practice nor propagate practices at variance with Moody's position.

### ***Human Sexuality***

Moody'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 for God's creative intent for human personhood, gender and sexual identity, and sexual intimacy in marriage (Genesis 1:27; 2:24; cf. Matthew 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. Leviticus 18; 1 Corinthians 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 (Matthew 19:5–9).

Our expectation is that each member of Moody's 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.

## **Doctrinal Qualifications for Students**

To maintain continuity and consistency with the heritage entrusted to its care, Moody requires its faculty and administration to agree with, personally adhere to, and support all the school's distinctive doctrines. These identify what is believed and taught in our classes. However, the school also recognizes that its specific theological positions do not define orthodoxy for the whole body of Christ. For this reason, Moody accepts students from other theological traditions within conservative evangelicalism. However, to be admitted and to graduate, students must personally adhere to and support the following doctrinal positions:

- The inspiration, authority, and inerrancy of Scripture,
- The Trinity,
- The full deity and full humanity of Christ,
- The creation of the human race in the image of God,
- The spiritual lostness of the human race,
- The substitutionary atonement and bodily resurrection of Christ,
- Salvation by grace through faith alone in Christ alone,
- The physical and imminent return of Christ, and
- The eternal reward of the righteous and the eternal judgment of the lost

# THE SCHOOLS OF MOODY

## Introduction

Moody includes three schools: Moody Bible Institute, Moody Theological Seminary and Graduate School, and Moody Bible Institute Distance Learning. The vice president and dean of each school reports to the provost and administers the school through program heads and faculty. The vice president and dean of each school has overall responsibility for the programs and degrees offered through the school over which he or she resides.

Students of Moody have the opportunity to study the Word of God through several different locations and venues. Our main Chicago campus provides a traditional classroom setting in an urban environment for students in undergraduate and graduate programs and degrees. An intimate classroom setting in Spokane, Washington is available to undergraduate students in the Missionary Aviation Technology degree program. The branch campus in Michigan is available for graduate students, giving them access to three diverse areas surrounding Plymouth. Those who are “rooted learners” can choose classes offered via distance learning venues toward undergraduate and graduate programs and degrees.

Competent Moody-trained men and women are found in every field of Christian activity. In just a few years, students who are now sitting in classes will be on every continent of the globe, taking the good news of salvation to those who have never heard it. Others will be pastors serving active, growing churches in many denominations in the United States. Some will become home missionaries, church musicians, evangelists, choir directors, child evangelism directors, mission superintendents, youth ministers, or Christian communications specialists, or be involved in one of many other vocational ministries.

## Moody Bible Institute



### **Chicago, Illinois**

Moody Bible Institute is strategically located at the “crossroads of America,” and the school gives students many unusual advantages. Perhaps no other city in the world offers a better clinic for observation and experience in all phases of Christian work than Chicago. The city’s lakefront cultural center is a short distance from Moody. For students who must work to help finance their training, there are opportunities for employment within Moody as well as in the industries that have made Chicago a world business center.



### **Moody Aviation—Spokane, Washington**

Moody Aviation in Spokane is located in the heart of the Pacific Northwest region. The second largest city in Washington, with the amenities of a big city and the feel of a small town, Spokane is easy to navigate and provides convenient housing options. Moody Aviation students can secure employment at local grocery stores, coffee shops, or businesses. With the foothills of the Rocky Mountains rising to the east, outdoor activities such as biking, rock climbing, hiking, hunting, and skiing are just a short drive from campus, allowing students to enjoy incredible day trips.

## Moody Theological Seminary and Graduate School



### **Chicago, Illinois**

Moody Theological Seminary and Graduate School’s Chicago campus is located in the heart of the city, offering to students hundreds of ministry opportunities in rescue missions, prisons, children’s programs, retirement homes and in diverse urban and ethnic settings. This seminary campus shares more than twenty-four acres in Chicago’s Near North community with the Moody campus. It is within walking distance of the famous Magnificent Mile, the shores of scenic Lake Michigan and inner-city neighborhoods.



### **Plymouth, Michigan**

Moody Theological Seminary and Graduate School’s Michigan campus is conveniently located, with access to the intimate community of Plymouth, the urban center of Detroit, and the bustling college town of Ann Arbor, all of which afford myriad opportunities for ministry. This campus has taken great strides to accommodate students who have family or full-time work obligations by providing evening classes and academic tracks that consider realistic schedules outside of the classroom. Because of this, Michigan campus classes are inherently diverse, attracting students with various backgrounds, ages and levels of training, providing a rich and interactive learning experience.

## Moody Bible Institute Distance Learning



### **Online and Independent Studies**

Moody Bible Institute Distance Learning offers online and independent study venues for those considered rooted learners who desire distance education. Flexible and convenient online courses allow students to study at Moody, joining thousands of others around the globe seeking a trusted Bible education within a diverse biblical community. Independent studies allow students to take courses on their own time and at their own pace either online or via correspondence. These courses are available anytime and do not operate on the traditional semester format. These venues allow students in various locales around the United States to be better equipped to advance the cause of Christ.

## EDUCATIONAL PHILOSOPHY

The educational philosophy of Moody is rooted in the conviction that the Bible in its original manuscripts is the verbally inspired, inerrant, and authoritative Word of God. Consequently, a study of the Bible constitutes the most significant discipline for any person. This concept is reflected in Moody’s verse: “Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15 KJV).

## **Educational Values**

In keeping with the mission statement and philosophy of Moody, the following values provide a framework for the student educational experience and a basis for assessing student progress.

### ***Christian Life and Character***

This value emphasizes the need for students to develop a proper relationship and commitment to Jesus Christ through knowledge of the Scriptures, through spiritual discipline and obedience, and through the cultivation of a maturing Christian lifestyle and worldview. Such growth, maturity, and character formation for students encompasses all aspects of life, including the intellectual, social, and physical habits of fitness and well-being.

### ***Biblical and Theological Literacy***

This value emphasizes the educational importance of a foundational knowledge of Bible and theology as well as the methodology and skills for thoughtful analysis, interpretation, and application of Scripture. This value also presupposes the thoughtful defense of the Christian faith and the personal application of the Bible to the students' personal lives and to vocational and avocational calls and commitments.

### ***Christian Life and Worldview***

This value stresses the educational importance of the thoughtful integration of biblical truth by students into the totality of life experience and learning. Thus, biblical truth is not only a part but also a condition of general knowledge. Students are encouraged to harmonize faith and learning systematically and to develop a coherent view of contemporary issues from a biblical perspective.

### ***Ministry and Vocational Skills***

This value stresses the importance for students to understand the call, requirements, and needed skills for effective vocational ministry through study in organized fields of learning, practical experience, and Christian service. This value presupposes the vocational and avocational application of the students' classroom experience and training to ministries of education, edification, and evangelization through the church. Likewise, this value anticipates a commitment to vocational currency, continuing education, and lifelong learning.

### ***Analytical and Creative Thinking***

This value affirms the need for students to develop skills in critical and analytical thinking and to value the unity of truth. This value also presupposes the development of problem solving techniques, research methodology, and ways of expressing ideas clearly, logically, thoughtfully, and persuasively through aesthetic as well as oral and written forms.

### ***Personal and Group Relationships***

This value emphasizes the need for students to grow in relational understanding with others based on biblical patterns and to become responsible, compassionate, and productive participants within the body of Christ. This value presupposes service to society, family, and the church through personal example, leadership, and organizational skills.

### ***Social and Cultural Sensitivity***

This value accentuates the need for students to foster an understanding of both national and international cultures and to develop an appreciation for the richness and interdependence of multicultural communities. This anticipates a respect by students for the dignity of each person as a unique image-bearer of God. Furthermore, this value focuses on the need for students to be socially, aesthetically, and politically sensitive and to reflect the attributes of responsible citizenship.

## **ESSENTIAL ELEMENTS**

As the central integrating factor of the total curriculum of Moody, the Bible grants us a unique perspective on four key elements in the teaching-learning process: the curricular content, the social and cultural context, the maturing learner, and the godly teacher.

### **Moody Bible Institute Essential Elements**

#### ***Curricular Content***

All truth, ultimately, is related to and unified by the revealed Word. Therefore, the educational program of the Moody Bible Institute is built upon a biblical and theological core curriculum. All subject areas of the curriculum, as well as the goals and values communicated in the co-curricular programs, are guided and informed by the teachings of the Bible. Philosophically, we are committed to an educational approach that values human learning while submitting that learning quest to the authority of the Bible.

#### ***Social/Cultural Context***

We are committed to an educational approach that is culturally relevant and socially aware. We do not isolate or insulate students from contact with the world around them. Instead, the educational program is built on the philosophy of education that engages students in culture and society. Moody's undergraduate degrees are practical in nature and exist to equip students to impact their world for Christ. This occurs through the communication of the gospel and through Christian service. Education at Moody demands experience and training in the real world as well as the classroom; therefore, all degrees require an extensive experiential component.

#### ***Learner Maturity***

Education is the encouragement of a maturing process. Teachers are not only to communicate subject matter but also to equip students to think critically and creatively about the subject under consideration. Education at Moody promotes increasingly greater responsibility on the part of the students for their learning. We recognize that students will not be under our instruction indefinitely. Therefore, an undergraduate education is designed to develop mature learners who are able to continue their development after graduation (Colossians 1:28–29).

## **Godly Teachers**

Jesus said, "A student is not above his teacher, but everyone who is fully trained will be like his teacher" (Luke 6:40 NIV). We see teachers as an essential component in the educational process. Teachers impact lives. Therefore, the life and character of teachers are as important as their knowledge and pedagogical skill. The role of teachers is to provide direction and structure to the educational endeavor as they communicate their subject. Teachers exist not only to communicate subject matter but also to equip students to think critically and creatively about the subject under consideration.

## **Moody Theological Seminary and Graduate School Essential Elements**

Delivering a unique blend of practical Christian training and sound biblical scholarship requires that we value and employ the following:

### ***The Scholarship of Biblical Discovery***

This is exegetical research that engages the biblical text in order to state new paradigms supported by biblical exegesis while engaging with contrary and complementary critical scholarship (Study the Word).

### ***The Scholarship of Engagement***

Also known as applied biblical research, this engagement takes a specific biblical/theological discovery and shows its application in life in varied settings (Study/Live the Word).

### ***The Scholarship of Biblical Integration***

Utilizing reflective observation of basic/applied biblical research, this discipline brings together two or more areas of biblical discovery in a creative synthesis (Study/Live the Word).

### ***The Scholarship of Teaching and Preaching***

This discipline builds on the first three scholarships in order to communicate and impart skills in a format that can be acquired, integrated, and applied within specific audiences (Teach the Word).

Most seminaries focus on one or two characteristics for their students. Moody Theological Seminary and Graduate School seeks to produce balanced and exceptional leaders in all four vital areas of **Discovery, Integration, Engagement, and Teaching**. Students come to Moody Theological Seminary and Graduate School and discover scholarship that not only transforms but produces leaders who can integrate the balance of skills necessary to make them truly exceptional.

## **Statement of Values and Competency**

The programs and degrees at Moody Theological Seminary and Graduate School seek to encourage a thirst for knowing the Lord Jesus Christ, obeying Him, increasing in Christlike character, and serving Him effectively through the use of spiritual gifts. Toward this end, the programs and degrees seek to attain the following values and competencies:

### **VALUES**

We seek three types of outcomes in the life of the student:

#### **Academic**

We value the intellectual development of students toward a practical working knowledge of the text.

#### **Professional**

We value the ability to incorporate biblical knowledge with the practice of ministry skills.

#### **Relational**

We value the development of relational skills and the formation of Christian character in our students.

### **COMPETENCIES**

A graduate of Moody Theological Seminary and Graduate School will:

#### **Theological Understanding**

- Demonstrate an ability to objectively interpret and apply the Scriptures to life and ministry.
- Understand and articulate the essential doctrines of evangelical/Christian belief.

#### **Critical Thinking**

- Demonstrate competency to conduct scholarly research, evidencing careful analysis and critical judgment.
- Articulate and apply a biblical worldview to life.

#### **Professional Competency**

- Conduct their ministries with skills appropriate to each ministry.
- Integrate biblical knowledge to communicate or preach with accuracy and relevance.
- Demonstrate a commitment to lifelong learning.

#### **Supervised Internships**

- Develop ministry skills under guided supervision.

#### **Spiritual Formation**

- Demonstrate consistent habits of cultivating Christlike character.
- Demonstrate Christlike character in all relationships, especially in the seminary and internship communities.
- Exhibit commitment to continued obedience to Christ and service to people.

#### **Cultural Sensitivity**

- Exhibit a respect and appreciation for cultural, theological, and denominational diversity in partnership with the church community in varied settings.

## Moody Bible Institute Distance Learning Essential Elements

The programs and degrees of Moody Bible Institute Distance Learning seek to attain the following values and competencies:

### ***Leveraging the Learner's Context***

Moody Bible Institute Distance Learning will seek to design instruction that empowers students to see that their participation in the world around them is a rich learning experience supplemented and informed by instruction.

### ***Inspiring Inquiry***

Moody Bible Institute Distance Learning students are active learners who participate as scholars in research and in the interpretation of Scripture and its application to diverse and distinct scenarios in a variety of contexts.

### ***Provoking Critical Thinking***

Moody Bible Institute Distance Learning students are intellectually disciplined thinkers who skillfully and graciously evaluate issues, events, and positions.

### ***Fostering Engagement with and Compassion for Global and Contextual Concerns***

Moody Bible Institute Distance Learning students are informed about, concerned with, and capable of designing strategies for impacting the state and character of the local and global church while promoting the biblical mandate to reach the world for Christ.

### ***Integrating and Applying Learning Creatively and Collaboratively***

Moody Bible Institute Distance Learning students are capable of synthesizing and transferring learning to new, complex situations in unique ways within a variety of contexts in life and ministry as they collaborate with other students and ministry leaders in various settings.

### ***Cultivating Spiritual Formation***

Moody Bible Institute Distance Learning students are committed to living a life faithful to God through the working out of their identity in Christ by responding to the empowering and transformative work of the Holy Spirit in their lives.

## PROFILE OF A GRADUATING STUDENT

In keeping with its mission, Moody's intent is to graduate students who have developed a biblical worldview that enables them to be production in building Christ's church worldwide. Graduates of Moody will be noted for their commitment to the following:

- **The Preeminence of Christ** as demonstrated through maturing lifestyles that reflect continuing submission to the Lordship of Christ.
- **The Authority of the Scriptures** as demonstrated by a knowledge of the Bible and theology, and the ability to interpret, apply, and integrate the inerrant Scriptures in all of life consistent with an orthodox, evangelical theology.
- **The Centrality of the Church** as demonstrated by service to the church of Jesus Christ through the use of ministry and vocational skills, spiritual gifts, and natural talents.
- **The Task of World Evangelization** as demonstrated in a passion of the proclamation of the unique message of the gospel to the lost world.
- **The Healthy Development of Relationships** as demonstrated in interpersonal, family, church, and social relationship that affirm the dignity of the individual and show sensitivity to diverse cultures and communities.
- **The Pursuit of Intellectual Excellence** as demonstrated by analytical and creative thinking (formulation of a Christian worldview), lifelong development of vocational skills, clear expression of ideas, and appreciation of aesthetic values.
- **The Stewardship of the Body and Life Resources** as demonstrated in the practice of a healthy physical lifestyle and the wise management of the resources God has given.

## PROGRAMS AND DEGREES OFFERED AT THE LOCATIONS OF MOODY



### Chicago, IL

#### **Applied Theology and Church Ministries Division**

Bachelor of Arts in Bible Secondary Education with Association of Christian Schools International Certification

Bachelor of Arts in Biblical Preaching\*

Bachelor of Arts in Children and Family Ministry\*

Bachelor of Arts in Elementary Education with Association of Christian Schools International Certification

Bachelor of Arts in Evangelism and Discipleship\*

Bachelor of Arts in Human Services and Pre-Counseling

Bachelor of Arts in Ministry to Victims of Sexual Exploitation

Bachelor of Arts in Ministry to Women\*

Bachelor of Arts in Pastoral Ministry\*

Bachelor of Arts in Pastoral Studies

Bachelor of Arts in Youth Ministry\*

Graduate Certificate in Ministry Leadership

Graduate Certificate in Spiritual Formation and Discipleship

Master of Arts in Clinical Mental Health Counseling

Master of Arts in Ministry Leadership\*\*

Master of Arts [Pastoral Studies]\*\*

Master of Arts in Spiritual Formation and Discipleship\*\*

Master of Divinity—Interdisciplinary Studies\*\*

Master of Divinity—Ministry Leadership\*\*

Master of Divinity—Pastoral Studies\*\*†

Master of Divinity—Spiritual Formation and Discipleship\*\*

#### **Bible and Theology Division**

Bachelor of Arts in Biblical Languages

Bachelor of Arts in Biblical Studies\*

Bachelor of Arts in Biblical Studies—Music Emphasis

Bachelor of Arts in Theology

Graduate Certificate in Biblical Foundation‡

Graduate Certificate of Biblical Studies‡

Master of Arts [Biblical and Theological Studies]\*\*

Master of Arts [Biblical Studies]\*\*†

#### **Intercultural Studies Division**

Bachelor of Arts in Applied Linguistics\*

Bachelor of Arts in Intercultural Studies\*

Bachelor of Arts in Jewish Studies\*

Bachelor of Arts in TESOL (Teaching English to Speakers of Other Languages) \*

Bachelor of Arts in Urban Ministries\*

Graduate Certificate in TESOL

Master of Arts [TESOL]\*\*

Master of Divinity—TESOL\*\*

#### **Music and Media Arts Division**

Bachelor of Arts in Communications

Bachelor of Arts in Music—Music Ministry\*\*\*

Bachelor of Arts in Music—Worship and Media Arts\*\*\*

Bachelor of Music in Music and Worship\*\*\*†



### Spokane, WA

#### **Intercultural Studies Division**

Bachelor of Science in Missionary Aviation Technology—Flight†

Bachelor of Science in Missionary Aviation Technology—Maintenance†

\*Interdisciplinary option

\*\*ATS accredited program

\*\*\*NASM accredited program

†Five-year degree program

‡Also offered online





## Plymouth, MI

### ***Applied Theology and Church Ministries Division***

Master of Arts in Counseling Psychology\*\*

Master of Divinity—Interdisciplinary Studies\*\*

Master of Divinity—Pastoral Studies\*\*‡

### ***Bible and Theology Division***

Master of Arts [Biblical Studies]\*\*‡



## Distance Learning

### ***Applied Theology and Church Ministries Division***

Certificate of Biblical Leadership

Certificate of Ministry to Women

Bachelor of Science in Integrated Ministry Studies

Bachelor of Science in Ministry Leadership—Children and Family Ministry

Bachelor of Science in Ministry Leadership—Disability Ministry

Bachelor of Science in Ministry Leadership—Leadership

Bachelor of Science in Ministry Leadership—Preaching

Bachelor of Science in Ministry Leadership—Ministry to Women

Master of Arts in Biblical Preaching

Master of Arts in Global Ministry Design

### ***Bible and Theology Division***

Certificate of Biblical Studies

Associate of Biblical Studies

Bachelor of Science in Biblical Studies

Bachelor of Science in Theological Studies—Christian Thought

Bachelor of Science in Theological Studies—Spiritual Formation

Bachelor of Science in Theology and Cultural Engagement

\*Interdisciplinary option

\*\*ATS accredited program

\*\*\*NASM accredited program

†Five-year degree program

‡Also offered online

## ACCREDITATION

Moody is accredited by the following organizations:

### **INSTITUTIONAL ACCREDITATION**

Higher Learning Commission  
230 South LaSalle St.  
Suite 7-500  
Chicago, IL 60604  
(800) 621-7440  
[hlcommission.org](http://hlcommission.org)

### **INSTITUTIONAL ACCREDITATION**

Association for Biblical Higher Education  
5850 T. G. Lee Blvd.  
Suite 130  
Orlando, FL 32822  
(407) 207-0808  
[abhe.org](http://abhe.org)

### **PROGRAMMATIC ACCREDITATION**

National Association of Schools of Music  
11250 Roger Bacon Dr.  
Suite 21  
Reston, VA 20190  
(703) 437-0700  
[nasm.arts-accredit.org](http://nasm.arts-accredit.org)

### **PROGRAMMATIC ACCREDITATION**

The Association of Theological Schools in the  
United States and Canada  
The Commission on Accrediting  
10 Summit Park Dr.  
Pittsburgh, PA 15275  
(412) 788-6505  
[ats.edu](http://ats.edu)

# ADMISSIONS

## Assessment of Educational Effectiveness

Moody evaluates its educational effectiveness by measuring students' attainment of learning outcomes in programs and degrees, while conducting periodic reviews using course evaluations and surveys. Students are expected to participate in these surveys and other institutional assessment activities so that Moody can maintain and improve its effectiveness.

## Nondiscrimination Policy

Moody admits students of any race, color, gender, nationality, age, disability, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Moody. It does not discriminate on the basis of race, color, gender, nationality, age, disability, or ethnic origin in its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## STUDENT STATUS DESCRIPTIONS

### Admitted

Students who have met all of the entrance requirements are given admitted classification.

### Conditional

Students who have been approved by the Admissions Committee for conditional admittance and are subject to requirements of this classification. Conditional admittance is not applicable to non-degree or certificate-seeking applicants. It is only available to degree-seeking applicants.

### Non-Degree

Students who wish to take courses, but do not intend to seek a degree at Moody, may study as a non-degree student. Students may take up to 18 credits as an undergraduate non-degree student and up to 12 credits as a graduate non-degree student. Students who wish to continue studies beyond this point must apply to a certificate or degree program.

Students who want to take classes for personal enrichment can take up to a maximum of 12 credits. If, at a later date, a student enrolls as a certificate or degree-seeking student, credit will not be extended for any audited course. Repeated courses will incur all expenses as outlined in the financial section of this catalog. Online courses cannot be taken for audit.

### Readmission

Students who discontinue their status at Moody or have been released for academic or non-academic reasons must apply for readmission through the Office of Admissions. Students who have attended other colleges since leaving Moody must provide a transcript of all courses taken while at those schools. The transcript will be part of the readmission process. Transcripts for coursework currently in progress should be sent to the Office of Admissions upon completion. Students who left Moody for financial reasons must pay off all outstanding bills before they will be considered for readmission. Students must have maintained a consistent Christian walk since leaving Moody and desire to re-enroll as a certificate or degree seeking student in a specific program. Readmission of former students is not guaranteed. Academically dismissed students who are applying for readmission will be reviewed on a case-by-case basis. Students who are readmitted will be subject to the catalog requirements in effect at the time of readmission, unless approved for program completion (see [Academic Policies](#)).

## APPLYING TO MOODY BIBLE INSTITUTE DISTANCE LEARNING

### The Online Application

Prospective students can access the self-managed application online by going to [moody.edu](http://moody.edu), clicking Admissions and following the links to the "Apply Now!" button. The online application consists of the application, autobiographical essays, an outline of Moody's Doctrinal Statement, reference forms, and all necessary instructions. Please follow the application instructions carefully. Applicants may receive assistance by calling (800) 967-4624 or by emailing [admissions@moody.edu](mailto:admissions@moody.edu).

### Application Deadlines

Allow sufficient time for transcripts and references to be received so that they arrive in the Office of Admissions by the deadlines below. Admission decisions will be made on a rolling basis.

#### Beginning Semester (Undergraduate)\*

Fall Semester First 8-week Session  
Fall Semester Second 8-week Session  
Spring Semester First 8-week Session  
Spring Semester Second 8-week Session  
Summer Semester

#### Application Deadline

July 24  
September 25  
December 7  
February 19  
April 22

**Beginning Cohort (MA-BP and MA-GMD)\*\***

Cohort Group (September):

Cohort Group (January):

**Application Deadline**

July 24

December 7

\*Independent Study Courses (Applications should be submitted two weeks prior to desired start date).

\*\*Master of Arts in Biblical Preaching and Master of Arts in Global Ministry Design degree programs.

**The Application Process**

All credentials presented to Moody become property of the institution and cannot be returned to the applicant. Therefore, it is advisable that applicants make photocopies of materials submitted for personal records and future use. When completing the application, applicants should be certain to include information about personal and academic circumstances that would be helpful in the evaluation of his or her profile. No applicant can be admitted who has not been approved by the Admissions Committee and received an official notice from the Office of Admissions.

Admission decisions are based on an evaluation of all required materials submitted in support of the application. Applicants who wish to be considered must submit the following items to the Office of Admissions by the appropriate application deadline of the respective program, degree, and/or semester:

- Completed application for admission
- Nonrefundable application fee
- Signed agreement to Moody's Doctrinal Statement
- Unofficial transcript from high school or secondary school will be acceptable, if currently attending high school
- Official transcript from high school or secondary school (undergraduate applicants only) will be required prior to enrollment
- Official transcripts from all post-secondary schools attended (undergraduate and graduate applicants)
- TOEFL or IELTS scores (international applicants only)
- Official evaluation of all international transcripts
- Pastor's reference

**GENERAL ADMISSION REQUIREMENTS FOR UNDERGRADUATE APPLICANTS**

Moody uses a selective process for admission. Applications from prospective students of diverse ethnicity, interests, and special abilities are welcomed by Moody and each application is evaluated on its own merits. Through this process, the spiritual qualifications and scholastic ability of applicants are considered in relation to other applicants in an attempt to admit those with the strongest references, academic credentials, evangelistic zeal, and motivation for Christian ministry. Applicants should possess qualities that would make them a desirable member of Moody's family.

**Academic Requirements**

Moody does not impose specific secondary course requirements for admission. However, most applicants will have successfully completed the more challenging programs of study available in their high schools, which should include English grammar, composition, and a total of at least 12 units of academic subjects. Health, physical education, choir, band, driver's education, or vocational courses are not considered academic subjects. Computer literacy skills are expected for students admitted into Moody.

A minimum of a 2.00 cumulative grade point average of academic courses is required of all applicants; meeting this requirement does not guarantee admission to Moody. Transcripts verifying the applicant's high school graduation and all completed college-level coursework must be in the student's file at the time of enrollment. Applicants who do not meet all of the criteria required for admission are reviewed by the Admissions Committee and may be granted admission on a conditional basis into the degree program, if there is evidence of academic promise that shows the determination and discipline needed to succeed in college. Students admitted on a conditional basis will only be allowed to enroll in up to 12 credits. A student's conditional status will be evaluated by the Admissions Committee after the student has attempted 12 credits. If the student achieves a cumulative GPA of 2.00 or higher after attempting 12 credits, the conditional status will be removed and the student's admission classification will be changed to regular status. If a student does not achieve a GPA of 2.00 after attempting 12 credits, then the student will be academically dismissed. Students admitted on a conditional basis may be eligible for some forms of financial aid.

**Courses for High School Students**

High school juniors or seniors may take up to 18 credits of distance learning undergraduate courses for college credit as a non-degree student. These courses may meet Christian high school Bible requirements. These courses also provide a foundational program of study for Christian students who will be attending a secular college or university. Credits earned are applicable to current Moody Bible Institute Distance Learning academic programs. Credits earned may also be transferable to another college. For further information, call (800) 588-8344.

**General Educational Development**

Candidates who opted to take the GED diploma must submit an official copy of their score results with all other required application materials. A photocopy of a high school diploma certificate is not sufficient for our evaluation. Admission is not guaranteed by meeting the minimum requirements but also depends upon the strength of other qualifications in relation to other applicants.

**Home-Schooled Applicants**

Moody recognizes home-schooling as a viable educational alternative and welcomes applications from qualified home-schooled students who desire to pursue training for full-time Christian ministry. In recent years, many such students have enrolled in the undergraduate program. In the assessment of home-schooled candidates, Moody looks for the same scholastic and spiritual qualifications sought in any

applicant. Applicants must submit an official transcript with letter grades or an official General Educational Development test score, as well as ACT or SAT scores for evaluation. Verification that the homeschool has met the applicant's home state requirements will be necessary.

Generally, applicants must be recognized as high school graduates. A minimum of 12 units of academic subjects must be completed by the time of application. ACT and/or SAT scores will play an important role in the admission evaluation process. Therefore, applicants must take either exam in sufficient time for Moody to receive the score results by the application deadlines.

### **International Student Applicants**

Moody welcomes the presence of qualified students from countries outside the United States and believes that such individuals enhance the cultural, intellectual, and spiritual atmosphere of Moody by adding diversity of experiences and perspectives.

All international applicants must be able to read, write, speak, and understand the English language with a high degree of proficiency. Academic success for students at Moody will depend on the level of fluency in English. Therefore, all applicants must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) and have the scores submitted directly to the Office of Admissions. Undergraduate applicants must earn a minimum TOEFL score of 550 on paper-based tests, 213 on computer-based tests, or 79 on internet-based tests. Undergraduate applicants must earn a minimum IELTS score of 6.5. Graduate applicants must earn a minimum score of 575 on paper-based tests, 233 on computer-based tests, 85 on internet-based tests, or a minimum IELTS score of 6.5. Applicants who do not meet a minimum English proficiency requirement will not be admitted.

Exceptions to the required TOEFL or IELTS test scores will be made in the following two instances only: (1) the applicant is a citizen of Australia, the British West Indies, Canada, Great Britain, or New Zealand and is a native speaker of the English language in these countries; or (2) the applicant has been admitted to and studied at an accredited educational institution in one of the countries mentioned above or in the United States for one year within the past two years at the time of application and has a good academic record at the school(s) attended. Graduate applicants must have earned an accredited post-secondary degree. Applicants should be aware that several attempts may be necessary before the minimum score is achieved. Furthermore, the tests are offered only at certain times during the year. Go to TOEFL at [toefl.org](http://toefl.org) (school code: 1486) or IELTS at [ielts.org](http://ielts.org).

International students will be required to have all documents and records evaluated by World Education Services ([wes.org](http://wes.org) or (212) 966-6311) or Education Credential Evaluators ([ece.org](http://ece.org) or (414) 289-3400) or any current member of the National Association of Credential Evaluation Services. A list of members may be found at [naces.org/members.html](http://naces.org/members.html). The evaluation must include a grade point average for a high school transcript and a course by course evaluation for a college transcript. Applicants are responsible for paying the evaluation fee.

### **Transfer Student Applicants**

Each year a number of transfer students with at least one semester of college (12 college credits) after graduation from high school completed at the time of application enroll at Moody. Transfer applicants are required to have a 2.00 or better cumulative college grade point average. To be considered for admission, transfer applicants must meet all general entrance requirements, in addition to being in good standing and eligible to return to the most recently attended educational institution (without being on any form of probation). Applicants must request that official transcripts be sent to the Office of Admissions from all colleges previously attended. Applicants must also request their secondary school to send an official transcript of courses, including a statement of graduation, unless a bachelor degree has already been earned. Final transcripts of all college work must be in the student's file prior to enrollment at Moody. Moody does not grant academic credit for non-academic prior experience.

Credits from regionally accredited colleges, members of the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), members of the Transnational Association of Christian Colleges and Schools (TRACS), or members of the European Evangelical Accrediting Association will be evaluated according to the [Academic Credit Policies](#). Upon matriculation, an official evaluation of all transfer credits will determine each student's projected graduation date

Students who already possess a bachelor degree in another field but desire to gain training in Bible and theology are encouraged to consider Moody Theological Seminary and Graduate School or one of the graduate programs of Moody Bible Institute Distance Learning. Moody does not apply credit used to fulfill the requirements of a degree program toward the completion of a second, equivalent-level degree at Moody. Please contact the Office of Admissions for more information.

### **Non-Academic Requirements**

Candidates for admission are required to give evidence of proven Christian character and acceptance of the Lord Jesus Christ as personal Savior at least one year prior to enrollment. The candidate must maintain a lifestyle consistent with biblical standards that mark itself by a daily walk with Christ, a consistent prayer life, and strong character traits. A life of discipline, evidence of emotional maturity, developed social skills that allow for friendships, Christian identity, and positive influence with peers are also strongly weighed in the evaluation process.

Applicants must be in agreement with, personally adhere to, and support Moody's Doctrinal Statement. By completing and signing the application, the applicant promises to respect and adhere to the standards of Moody. Since Moody is an interdenominational school, the applicant agrees not to teach his or her own special views of doctrine or practice, nor to press them on fellow students.

Abstinence from the use of tobacco, alcohol, illegal drugs, and from sexual promiscuity for at least one year prior to enrollment is also required. In addition, the applicant must verify active participation in regular worship attendance and church ministry opportunities at an evangelical Protestant church. A positive recommendation from the pastoral leadership of the church is required. All character references will be thoroughly evaluated to establish the spiritual qualifications of prospective students.

## Marriage and Divorce

Persons who have been divorced, married to a spouse previously divorced, or currently separated will be considered for admission on a case-by-case basis. Please carefully follow the instructions provided on the application regarding this additional information needed by the Admissions Committee.

## Change of Program

Matriculated students who want to change from one academic program to another should contact the Office of Academic Records (see [Academic Policies](#)).

Students enrolled at Moody Bible Institute Distance Learning who are requesting a change to the Chicago campus must apply through the Office of Admissions. Non-degree students must apply through the Office of Admissions to be admitted into a certificate or degree program.

## GENERAL ADMISSION REQUIREMENTS FOR GRADUATE APPLICANTS

Graduate students admitted to Moody Bible Institute Distance Learning are chosen on the basis of spirituality, ministry zeal, character references, and scholastic ability. Applicants should possess qualities that give evidence of usefulness in the Lord's service that will make them desirable members of Moody's family. All applicants are evaluated for admission on the basis of the following four criteria: all academic records of post-secondary work, personal ministry history, character references, and statement of purpose for applying to the program.

### Academic Requirements

A bachelor degree from an accredited college or university is required. Graduate applicants must provide transcripts verifying a 2.50 grade point average on a scale of 4.00. Applicants who do not meet all of the criteria required for admission, such as minimum cumulative undergraduate GPA of 2.50, for graduate studies are reviewed by the Admissions Committee and may be granted admission on a conditional basis into the degree program, if there is evidence of academic promise that shows the determination and discipline needed to succeed for graduate studies. Students admitted on a conditional basis will only be allowed to enroll in up to 12 credits. A student's conditional status will be evaluated by the Admissions Committee after the student has attempted 12 credits. If the student achieves a cumulative GPA of 2.50 after attempting 12 credits, the conditional status will be removed and the student's admission classification will be changed to regular status. If a student does not achieve a GPA of 2.50 after attempting 12 credits, then the student will be academically dismissed. Students admitted on a conditional basis may be eligible for some forms of financial aid.

### Non-Bachelors Admissions

A limited number of applicants without an accredited bachelor degree may be admitted to graduate programs with approval from the Admissions Committee. Applicants will be required to complete additional requirements for admission as evidence of their extensive ministry experience and to demonstrate academic ability at a graduate level. Applicants who desire to be considered for admission may contact the Office of Admissions for further information.

### International Student Applicants

Moody welcomes the presence of qualified students from countries outside the United States and believes that such individuals enhance the cultural, intellectual, and spiritual atmosphere of Moody by adding a diversity of experiences and perspectives. International students who wish to come and study with F-1 status as a full-time student cannot pursue the non-degree program.

International applicants should consult the nearest American consul or embassy regarding study in the United States. All international applicants must be able to read, write, speak, and understand the English language with a high degree of proficiency. Academic success at Moody will depend on the student's level of fluency in English. Therefore, all applicants coming from non-English-speaking countries or where English is not the primary language must take the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) and have the scores submitted directly to the Office of Admissions. Applicants must earn a minimum score of 575 on paper-based tests, 233 on computer-based tests, 85 on internet-based tests, or a minimum IELTS score of 6.5. Applicants who do not meet a minimum English proficiency requirement will not be admitted.

Exceptions to the required TOEFL or IELTS test scores will be made in the following two instances only: (1) the applicant is a citizen of Australia, the British West Indies, Canada, Great Britain, or New Zealand and is a native speaker of the English language in these countries; or (2) the applicant has been admitted to and studied at an accredited educational institution in one of the countries mentioned above or in the United States within the past two years and has earned an accredited post-secondary degree. Applicants should be aware that several attempts may be necessary before the minimum score is achieved. Furthermore, the tests are offered only at certain times during the year. For more information on test dates and testing sites, go to [toefl.org](http://toefl.org) (school code: 1486) or IELTS at [ielts.org](http://ielts.org).

International students will be required to have all documents and records evaluated by World Education Services ([wes.org](http://wes.org) or (212) 966-6311) or Education Credential Evaluators ([ece.org](http://ece.org) or (414) 289-3400) or any current member of the National Association of Credential Evaluation Services. A list of members may be found at [naces.org/members.html](http://naces.org/members.html). The evaluation must include a grade point average and a course by course evaluation. Applicants will be notified if this requirement is applicable and are responsible for paying the evaluation fee.

## **Non-Academic Requirements**

Candidates for admission are required to give evidence of proven Christian character and acceptance of the Lord Jesus Christ as personal Savior at least one year prior to enrollment. The candidate must maintain a lifestyle consistent with biblical standards that mark itself by a daily walk with Christ, a consistent prayer life, and strong character traits. A life of discipline, evidence of emotional maturity, developed social skills that allow for friendships, Christian identity, and positive influence with peers are also strongly weighed in the evaluation process.

Applicants must be in agreement with, personally adhere to, and support Moody's Doctrinal Statement. By completing and signing the application, the applicant promises to respect and adhere to the standards of Moody. Since Moody is an interdenominational school, the applicant agrees not to teach his or her own special views of doctrine or practice, nor to press them on fellow students.

Abstinence from the use of tobacco, alcohol, illegal drugs, and from sexual promiscuity for at least one year prior to enrollment is also required. In addition, the candidate must verify active participation in regular worship attendance and church ministry opportunities at an evangelical Protestant church. A positive recommendation from the pastoral leadership of the church is required. All character references will be thoroughly evaluated to establish the spiritual qualifications of prospective students.

## **Marriage and Divorce**

Persons who have been divorced, married to a spouse previously divorced, or currently separated will be considered for admission on a case-by-case basis. Please carefully follow the instructions provided on the application regarding this additional information needed by the Admissions Committee.

## **Change of Program**

Matriculated students who want to change from one academic program to another should contact the Office of Academic Records (see [Academic Policies](#)).

Students requesting a change to Moody Theological Seminary and Graduate School must apply through the Office of Admissions.

## **CAMPUS VISIT INFORMATION**

Prospective online students are cordially invited to visit the Chicago campus and to enjoy a full day of activities on Tuesday through Thursday, including classes, chapel, a tour of Moody, and a meeting with an admissions counselor. Campus visits should be arranged through the Office of Admissions at least one week in advance. Please call (312) 329-4400 or (800) 967-4624 to make visit arrangements.

Regularly scheduled tours of Moody are conducted weekdays at 11:00 a.m. and 2:00 p.m.

# FINANCIAL INFORMATION

## TUITION AND FEES

The following fees apply for students enrolled in a Moody Bible Institute Distance Learning academic program.

### Admissions Fees

Undergraduate application fee*	\$50
Graduate application fee*	\$50
Non-Degree application fee*	\$35

\*A nonrefundable application fee must accompany the student's application to Moody Bible Institute Distance Learning.

### Tuition (per credit)

Undergraduate tuition (online courses)	\$340
Undergraduate tuition (independent study courses)	\$340
Graduate tuition	\$430

### Student Fee (per semester enrolled, required)

General term fee	\$40
------------------	------

### Miscellaneous Fees

Certificate or degree extension fee	\$50
Copy of cashed check	\$15
Credit by examination fee	\$100
First Year Online Program fee (FYOP)	\$450
Graduation fee	\$125
Independent study extension fee	\$100
Late application for graduation fee	\$75
Late payment fee	\$25
Overnight fee (per check)	\$25
Returned ACH/check fee	\$30
Shipping/handling fee for independent study course	\$12
Stop payment on check	\$25
Validation Exam fee	\$100
Void check	\$10

<b>Credit/Debit Card Service Fee</b>	2.75%
--------------------------------------	-------

### Audit Discount

A 50% tuition discount applies to audited courses. Audits are not permitted for online or independent study courses. Financial Aid does not cover the cost of tuition for audited courses. Students are responsible to pay the cost.

### Payment Policies

In order to receive access to a course, students must pay the balance in full according to the following policies. Students with past due balances will not be allowed to enroll in future terms, receive official transcripts, grades, certificates of scholastic standing, or their degrees. Students must check their Moody email address and student portal regularly to receive pertinent account information.

### Payments

1. Balances are due in full one week before online or self-paced courses begin, unless other payment arrangements have been made (i.e. payment plan, employment vouchers, etc.). Payments for Independent Study courses are due at the time of registration. Contact [studentbookkeeping@moody.edu](mailto:studentbookkeeping@moody.edu) with any questions regarding amount due.
2. A semester payment plan is available for eligible students, fees may apply. Information on this plan is available by calling (800) 609-8056 or (312) 329-4223. You may sign up for the plan by logging into the [my.moody.edu](http://my.moody.edu) > Students Tab > Student Center, scroll down to the "Finances" section in the middle of the page. Below the word "Nelnet" is the following link: "Finances / Payment Plans / Refunds". Then follow the prompts. Contact [paymentplan@moody.edu](mailto:paymentplan@moody.edu) with any payment plan questions.

\*If you are a Chicago, Michigan, or Spokane campus student taking online courses you must enroll in the Campus Payment Plan online through your [my.moody.edu](http://my.moody.edu) student portal > Students tab > Moody Central > Student Accounts > Moody Payment Plan Enrollment.

If students are expecting Institutional scholarships, outside scholarships, stipends, or loans to help cover their balance and **they are not** awarded by Moody's due date, students are still responsible to make payments on time for the amount due.

Note: All prices quoted in this catalog are subject to change without notice. Please contact [studentbookkeeping@moody.edu](mailto:studentbookkeeping@moody.edu) if you have questions.



## Outside Aid and Your Payments

Students must communicate Moody's payment deadlines to any scholarship or sponsoring organization to ensure that the amount is received before the respective course due date. If the scholarship funds are not received by the due date, students must make payment in full at that time. Adjustments to the student's bill will be made when the actual payment is received. Exceptions to this will only be made if the scholarship organization requires certification after courses begin **and** they provide an award letter on their letterhead before Moody's due date stating the amount of the scholarship award. Outside scholarships do not replace the student's regularly scheduled payments; however, they can lower the student's overall monthly payment amount. Contact [financial.aid@moody.edu](mailto:financial.aid@moody.edu) with any questions regarding financial aid.

## Methods of Payment

### Application Fee

1. Application fee payments by check are to be mailed to:  
  
Moody Bible Institute  
Admissions Office  
820 N. LaSalle Blvd.  
Chicago, IL 60610
2. By debit/credit card (Discover, MasterCard, and Visa are accepted) to 312-329-4000.

### Student Payments

1. Students may make payments online through the [my.moody.edu](http://my.moody.edu) student portal by ACH (automatic debit) or credit/debit card (Discover, MasterCard, and Visa are accepted).
2. Others\* making payments towards a student's bill may make payments online with a debit/credit card at Moody's [Non-Student Payment](#) website (Discover, MasterCard, and Visa are accepted).
3. Payments by check† or money order† may be sent payable to:

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

\*Outside scholarship payments and matriculation deposits may not be made online.

†Please include student name and ID# on all checks and money orders. Allow 2-3 weeks for mail delivery.

## Refund Policies

### Tuition and Fees Refund Schedule

When a student receives a financial credit (fee waiver, dropping courses, etc.), this credit will be applied toward remaining charges on the student's account according to the refund schedule; however, credit balances from Title IV funds must be refunded. All other credit balances will be refunded at the end of each academic year.

Dropping courses may have financial penalties (see below) and academic penalties (see [Academic Policies](#)). Students who drop courses before the start date will receive full credit on their accounts for all payments made (if applicable) toward tuition and fees.

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

Length of Session	100% Refund	75% Refund	50% Refund	No Refund
26 Weeks*	Day 1–7	---	Day 8–28	Day 29+
16 Weeks	Day 1–7	Day 8–14	Day 15–21	Day 22+
10 Weeks	Day 1–5	Day 6–9	Day 10–14	Day 15+
8 Weeks	Day 1–4	Day 5–7	Day 8–11	Day 12+

\*Independent Study courses only.

Note: All prices quoted in this catalog are subject to change without notice. Please contact [studentbookkeeping@moody.edu](mailto:studentbookkeeping@moody.edu) if you have questions.

# UNDERGRADUATE FINANCIAL AID

## FEDERAL STUDENT AID

Students applying for Federal Student Aid funds must complete the Free Application for Federal Student Aid at [fafsa.gov](https://fafsa.gov) each academic year. Students may also be required to submit additional documentation for verification of their financial or dependency status. Students and parents of dependent students are encouraged to utilize the IRS Data Retrieval Tool when completing the FAFSA when it is available.

Federal Student Aid eligibility requirements include the following:

- Must be enrolled in Moody.
- Must be a high school graduate or have a GED.
- Must file a FAFSA.
- Must not be in default of your student loans or have an overpayment due on any Title IV aid program from any source.
- Must be a U.S. citizen or an eligible noncitizen. Documentation of citizenship status may be required.
- Must be enrolled as a regular student in eligible courses and programs of study.
- Must meet Satisfactory Academic Progress standards; according to Moody's Satisfactory Academic Progress policy for Federal Student Aid.
- Must be registered with the Selective Service and confirm registration, if required.
- Must not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Cannot receive aid for audited courses.
- Must complete verification, if required.

Steps in applying for federal financial assistance at Moody Bible Institute:

- You must have submitted an admissions application to Moody.
- Complete the Free Application for Federal Student Aid (school code 001727).
- Moody will receive an electronic copy of your FAFSA results.
- Your file will be evaluated for awards and you will receive an Award Letter detailing the type and amounts of aid for which you are eligible.
- Students may be asked to submit documentation such as tax returns, birth certificates, and Social Security cards and other items needed to verify financial or dependency status. Students who do not wish to submit requested documentation will not receive a financial aid award.

## Determining Your Financial Aid

Beginning as early as April you will receive an official communication from the Office of Financial Aid providing you with your award offer. If you opted to have your award notifications provided to you by email you will receive these notifications at your Moody email address. You can log on to the [my.moody.edu](https://my.moody.edu) student portal to see your award details. If you declined or did not opt in to the electronic notification for your award letters, you will receive an award letter in the mail once each semester directly before disbursement. If you have been selected for verification you will also receive email notifications to your Moody email address prompting you to log on to the [my.moody.edu](https://my.moody.edu) student portal to view your to-do list.

Your financial aid award may include funds from several sources. Those funds labeled 'Federal' financial aid were awarded strictly on the basis of information you and your family provided on the Free Application for Federal Student Aid. These may include a combination of Pell grants, SEOG, Federal Direct Loans, and Federal Work-Study (a federally funded, part-time job program).

When you complete the FAFSA, a standard formula is applied to the information entered and an Expected Family Contribution number is produced. The EFC provides the number necessary to determine your financial aid eligibility for Pell Grants, SEOG, and Federal Direct Subsidized Loans. The lower a student's EFC, the higher the student's Federal Student Aid eligibility. To determine eligibility for Federal Work-Study and other need based aid, Moody takes the cost of attendance and subtracts your EFC and other need based aid (for example scholarships). Federal Student Aid funds are awarded in amounts that take into account the funding available to us and the maximum federal eligibility level for each student.

Please note: The amount of aid you are eligible for is contingent upon the number of credits in which you are enrolled. This means Federal Student Aid may increase or decrease as you add and drop courses. There are consequences to dropping courses or withdrawing from Moody completely. If you drop a course the system will determine if your financial aid needs to be recalculated based on your new enrollment status. For example, if you were enrolled in 12 credits (full-time) and drop to 9 credits (three-quarter time) your amount of Pell Grants will be different. This could result in an increase in your balance with the Office of Student Accounts. In most cases federal funding sources are not adequate to fund all of the direct charges for tuition, fees, room and board.

## Summer Semester Financial Aid

Summer is treated as a trailer for the aid year. This means Direct Loans may be available to students who have not used all of their funds in the preceding fall and spring semesters. Pell grants will be available to students who are enrolled at least half time (6 credits) and are otherwise eligible for Pell grant. In order to be considered for summer aid, you must complete the FAFSA for the prior academic year (i.e.:

to receive aid in summer 2019, you must complete the 2018–2019 FAFSA). If, after enrolling in summer courses, you are eligible for summer aid, you will see the Federal Student Aid noted on the [my.moody.edu](http://my.moody.edu) student portal under “financial aid” if you opted to receive notifications electronically; otherwise, you will receive your award letter and disbursement notification via mail.

Please note: The amount of aid you are eligible for in the summer is contingent upon the number of credits in which you are enrolled and how much eligible aid you have left after the fall and spring payment periods. This means Federal Student Aid may increase or decrease as you add and drop courses or maxed out due to less summer eligibility.

### Disbursement of Aid

- Fall disbursement of aid will happen no earlier than 10 days before the start of classes.
- Spring disbursement of aid will happen no earlier than 10 days before the start of classes.
- Summer disbursement of aid will happen around the fourth week in May.

### Credit Balance Refunds

At times the financial aid can be in excess of allowable charges. This means the student has a credit balance on their student account. To refund such a credit balance to a student or parent, Moody uses NelNet. Once the funds are available (financial aid has posted to the student account), the student may go to [my.moody.edu](http://my.moody.edu) and access their NelNet account by going to “manage my refunds.” Students will be able to update their address or enter ACH information of the bank account to which they would like their refund deposited. If the ACH option is not selected, a paper check will be mailed to the address on the account. Parents, if you determined a refund from a PLUS loan should come to you, you will receive a paper check. Refunds are processed twice each week. ACH refunds process in 3-5 business days, and refunds by paper check may take 7-10 days to arrive in the mail.

### Federal Verification

#### Completing Verification, if Required

If your FAFSA is selected for verification, you will be required to provide additional information in order for your financial aid eligibility to be determined. Your financial aid cannot be disbursed until the verification process is complete. If your FAFSA is selected for verification, you will be notified at your Moody email address of any required information that you must submit. You can also log on to the [my.moody.edu](http://my.moody.edu) student portal and look for items on your to-do list. To see the details and instructions of what each item requires click on the item listed. The specific information requested will vary from student to student, so you will need to carefully review the requirements added to your to-do list to determine what additional information you must submit.

#### Verification Policy

Moody has implemented procedures to verify the accuracy of information on the student’s FAFSA. Federal guidelines require verification of FAFSA’s selected by the Central Processing System. Moody will not disburse federal aid and institutional scholarships and grants until the verification process is completed and all discrepancies are resolved. Requested documents should be turned in upon our request. If the required items are not turned in (if we are asking for documents) or resolved (if we are asking you to make a correction) by the close of business on September 1, the financial aid that shows as pending will be removed until verification is complete or the federal deadlines are past. If your pending aid is removed because of failure to meet the September 1 deadline, your balance will be subject to late fees and your account will be put on hold, which will prevent you from enrolling in future semesters. If you fail to turn in the required documents by the federally determined deadlines, then Moody will be unable to process your funds and you will be required to pay any balance remaining on your account.

Types of documentation to be submitted:

- Tax return transcripts
- Verification worksheets
- W2s
- Additional worksheets to determine untaxed income
- Other documentation as needed to clear up any conflicting information

Once all documentation has been turned in the verification team will be comparing the information on the student’s FAFSA with the information on the required documents. Any discrepancies between the FAFSA data and its corresponding documentation will be resolved. In some cases, additional supporting documentation may be required. If the verification process identifies errors or inconsistencies a correction will be submitted, providing the discrepancy is clearly identified and the correct information is available on the signed verification documents. If your award changes because of verification you will be notified with a revised award letter.

### Financial Aid Eligibility and Illegal Drug Use

A federal or state drug conviction for an offense that occurs while a student is receiving Federal Student Aid may disqualify a student from receiving Federal Student Aid funds including, but not limited to, Pell Grants, SEOG Grants, Federal Work-Study, Federal Direct Loans, and institutional sources of aid.

For students convicted of possession or sale (including conspiring to sell) of illegal drugs where the offense occurred while the student was receiving Federal Student Aid, the student will be ineligible for Federal Student Aid as described below.

#### *Possession of Illegal Drugs—1st Offense:*

Ineligible for Federal Student Aid and institutional aid for 1 year from date of conviction.

#### *Possession of Illegal Drugs—2nd Offense:*

Ineligible for Federal Student Aid and institutional aid for 2 years from date of conviction.

*Possession of Illegal Drugs—3rd Offense:*

Ineligible for Federal Student Aid and institutional aid indefinitely.

*Sale of Illegal Drugs—1st Offense:*

Ineligible for Federal Student Aid and institutional aid for 2 years from date of conviction.

*Sale of Illegal Drugs—2nd Offense:*

Ineligible for Federal Student Aid and institutional aid indefinitely.

Please don't risk your health and financial aid eligibility by possessing, using, or selling illegal drugs.

## **Rights and Responsibilities—Federal Student Aid**

As a Federal Student Aid recipient, it is your responsibility to:

- Complete and submit application materials to the appropriate agencies prior to any applicable deadlines.
- Provide complete and accurate information in applying for financial aid and understand that any false statements could be cause for denial, reduction, withdrawal, or required repayment of financial aid.
- Review any messages associated with your financial aid award and accept and/or decline your financial aid award promptly (i.e., once the accept/decline options have been made available).
- Monitor your Moody email address and read all e-mails and materials sent to you from the Office of Financial Aid and other agencies awarding you aid. Read, understand, and keep copies of all forms you sign.
- Respond promptly to any requests from the Office of Financial Aid for additional information or action.
- Understand that a financial aid award is subject to change based on: correction of computational errors, changes in availability of funds, changes and/or corrections to any information reported on the Free Application for Federal Student Aid, changes to enrollment status or academic standing, or receipt of financial assistance not listed in your award package.
- Understand that if you have been awarded a scholarship from funds that were donated to Moody, then your name, major, and home town may be released to the donor of the funds.
- Know and comply with the rules governing the aid you receive. These rules include but are not limited to:
- You must not be in default on any prior educational loan.
- You must not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Academic Competitiveness Grant, or Federal SMART Grant.
- You may not receive financial aid for audited courses or examination credit.
- Complete the registration process each semester by the end of the drop/add period or census date in order to ensure availability of all student aid funds you have been awarded.
- Use student financial aid proceeds solely for educational costs.
- Know the impact that dropping a course or withdrawing from Moody will have on your student financial aid.
- Understand that students who are receiving Federal Student Aid funds must make satisfactory academic progress towards completing their degree program in a timely manner.
- Understand that student financial aid recipients who do not receive any passing grades in a semester as a result of non-attendance will have their aid adjusted according to federal regulations and may be required to repay part or all of the federal/state student aid funds received.
- Notify the Office of Financial Aid of any changes to your enrollment status, including changes to your course load or student status. Report sources of student financial aid not listed in your award package to the Office of Financial Aid.
- Keep your local and permanent addresses current on the [my.moody.edu](http://my.moody.edu) student portal.

As a student financial aid recipient, you have the right to:

- Know the correct procedures for applying for student financial aid, your cost of attendance, and the types of aid available.
- Know how financial need is determined, how academic progress is determined, and what you have to do to continue receiving aid.
- Know the type and amount of assistance you will receive and how and when you will receive your aid.
- View the contents of your student financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the terms, conditions, and pay rate for any student job you accept under the Federal Work-Study program.
- Notify the Office of Financial Aid of any extenuating circumstances that may affect your family's financial circumstances and request a re-evaluation of your financial aid eligibility. Any re-evaluations are subject to available funding.

Questions about student financial aid can be directed to:

Moody Bible Institute  
Office of Financial Aid  
820 N. LaSalle Blvd.  
Chicago, IL 60610  
Tel: (312) 329-4184  
Fax: (312) 329-4274  
E-mail: [financial.aid@moody.edu](mailto:financial.aid@moody.edu)

## SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) ensures students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. Federal regulations mandate that all students are required to meet SAP standards as they work towards a degree in order for them to qualify to receive financial assistance. 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 and will affect eligibility for the upcoming payment period.

### 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.

#### Undergraduate Certificate and Associate Degree

<i>Credits Earned</i>	<i>Minimum Cumulative GPA</i>
< 15	1.800
15 +	2.000

#### Bachelor Degrees

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

### Maximum Time Frame

The maximum time frame for receipt of financial aid must be no longer **than 150% of the published length of an academic program**. At Moody, many Bachelor of Arts degrees require students to earn 120 credits; therefore, students enrolled in a 120 credit Bachelor degree are allowed up to 180 attempted credits (including all transfer credits accepted toward completion of a student's program) to be considered for financial aid. *The maximum time limits include all credits attempted regardless of whether or not financial aid was received.*

### Grades

The following grades are not considered satisfactory completion of a course and, therefore, are not earned credits. They will, however, count as attempted credits against the quantitative measure and maximum time frame. Moody does not offer remedial or developmental courses and transfer credit is not awarded for any courses that are designated as such.

- I (Incomplete)*
- F (Failed)*
- FN (Unofficial withdrawal)*
- X (Failed course that was successfully repeated)*
- XN (Unofficial withdrawal course that was successfully repeated)*
- WX (Withdrawal failing course that was successfully repeated)*
- W (Withdrawal)*
- WF (Withdrawal failing)*
- WP (Withdrawal passing)*

### Transfer Students

Transfer students are evaluated based on the number of credits accepted by Moody. Once transfer credit has been evaluated by the Office of Academic Records and the student has been awarded credits, then that student will fall under the same quantitative and qualitative measures as previously mentioned based on that designated classification. Transfer grades are not factored into the student's cumulative GPA for SAP purposes. The maximum time frame for eligibility for financial aid is also applied to transfer students based on the number of credits accepted by Moody.

### Changing Programs and Second degrees

When students change their program all of their previous coursework will count as part of the 150% attempted credits in their new program. Once a student completes all the requirements for their program, they can no longer receive financial aid unless the student enters a new degree program. All courses in the completed program will count as part of the 150% attempted credits in the student's second degree program.

### Satisfactory Academic Progress Procedures

Satisfactory Academic Progress is reviewed at the end of each payment period. The cumulative academic record at Moody is considered when SAP is evaluated (not just the semesters when financial aid was received). Students who are not successfully completing courses at the pace and GPA outlined above are placed on financial aid warning for the following payment period and will be notified by the Office of Financial Aid. If SAP is still not being met after the warning period, then the student will receive notification from the Office of Financial Aid that he or she is no longer eligible to receive financial aid and will need to be meeting SAP before Financial Aid is offered again.

## Financial Aid Warning

Students may receive financial aid during the semester they are on warning. However, they will need to follow any restrictions put in place by the Office of Academic Records, due to their probationary status. If the student fails to meet SAP at the end of their warning payment period, the student will be ineligible for financial aid.

After the warning period, any student not making Satisfactory Academic Progress (SAP) for financial aid will receive a letter from the Office of Financial Aid stating that he or she is no longer eligible to receive aid from any program. At this point, that student will have two options:

- Attend Moody using the student's own financial resources without financial aid, until the minimum requirements of the Institute's Federal Satisfactory Academic Progress policy have been met.
- Submit an appeal stating the reason(s) why he or she has not met the minimum standards along with any supporting documentation that verifies the circumstances that affected his or her ability to meet the minimum standards. Additional information on the appeal process is provided below.

## Appeal Process

A student may submit a written statement of appeal for additional federal assistance if he or she feels that their special circumstances prevented him or her from meeting the minimum standards of Federal Satisfactory Academic Progress. Note that a student may only submit up to two SAP appeals during his or her academic career at Moody.

Reasons for appeal might include:

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

Students must submit the following to the Office of Financial Aid:

- 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

The SAP Appeals Committee will review the request, the written statement, and any other submitted documentation to determine if the student can meet SAP standards by the end of the next semester in tandem with the Office of Academic Records. If the committee determines that the student cannot meet the required standards after completion of one semester, he or she will need to agree to an Academic Plan for Improvement as prepared by the Office of Academic Records.

All students will be notified in writing of the committee's decisions. Please note that if approved, only one semester of financial aid eligibility can be offered without an approved Academic Plan for Improvement. The student must meet the minimum standards of SAP by the end of the approved semester to retain eligibility. If the student does not improve the deficiencies within the approved semester(s), the student will no longer be eligible to receive financial aid. Students will continue to be ineligible for financial aid until the minimum requirements are met or an Academic Plan for Improvement is approved.

## Academic Plan for Improvement

If the SAP Appeals 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 towards 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.

Important: A student not making Satisfactory Academic Progress after their warning payment period understands that failure to submit a successful appeal to the SAP Appeals Committee by the published deadlines will mean that no further aid will be awarded to that student for future semesters of enrollment. It is necessary that the student take immediate action upon receipt of the notification that he or she is not meeting SAP. If you have any questions regarding this policy, please contact [financial.aid@moody.edu](mailto:financial.aid@moody.edu).

## WITHDRAWING FROM MOODY BIBLE INSTITUTE

### Return to Title IV Refund Policy

Students are awarded Title IV aid and institutional aid with the assumption that they will complete the entire period for which assistance was provided. While the aid will be disbursed before the end of the semester, students have not earned all of the money on the first day of courses. Once a student has started attending courses, he or she begins to earn the federal aid awarded. When a student ceases enrollment in all courses after a semester begins, the student is considered to be withdrawn for that semester. The U.S. Department of Education requires schools to determine if such students earned all the Federal Student Aid they received. This is a percentage based on the number of calendar days attended versus the total calendar days for the enrollment period. Once this percentage is calculated, it

is used to determine the amount of Title IV aid that may be retained to cover charges on the student's account. If a student withdraws prior to 60% of the payment period being completed, any unearned aid must be returned to the U.S. Department of Education. Federal Student Aid recipients who are considering withdrawing from a semester are encouraged to contact the Office of Financial Aid prior to withdrawal.

Failure to officially withdraw from Moody may result in the student receiving all unofficial withdrawal grades (FN), resulting in an unofficial term withdrawal and the return of Title IV aid. In order to withdraw from Moody you need to contact the associate registrars in the Office of Academic Records and provide official notification and follow the Term Withdrawal policy (see [Academic Policies](#)). If a student withdraws from Moody, either by completing the official withdrawal process or by dropping all of their classes, the student will **forfeit all** institutional money awarded for the semester.

## Determining Withdrawal Date

A student's withdrawal date is determined based upon one of the following:

- The date the student began the official withdrawal process.
- The student expressed intent to withdraw to one of the associate registrars in person, in writing (including emailing), or by phone.
- If the student did not complete the official withdrawal process, or express intent to withdraw, or was not administratively dropped, then the midpoint of the semester may be used. If there is documentation of an academically related activity (submitted an assignment, was active on the course website, participated in a course activity, etc.), then that date may be used instead.

Once the withdrawal date is determined, a Title IV refund calculation will be performed. All unearned Title IV aid funds will be returned to their respective programs within 45 days of the determined date of withdrawal. Funds will be returned in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- PLUS Federal Direct Loans
- Federal Pell Grant
- Iraq and Afghanistan Service Grant (IASG)
- Federal Supplemental Educational Opportunity Grant

After the Office of Financial Aid has a withdrawal date the Return to Title IV calculation will begin as follows:

**Step 1:** Determine the percentage of aid earned by calculating the percentage of the period that the student completed.

**Step 2:** Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.

**Step 3:** Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.

**Step 4:** If unearned funds must be returned, determine the school's and the student's shares; or if a post-withdrawal disbursement is due, determine the sources from which it will be funded.

**Step 5:** If unearned funds must be returned, allocate unearned aid to programs from which student was funded; or if a post-withdrawal disbursement is due, send student applicable notification.

**Step 6:** Return the Moody's share and any funds repaid by the student or refer the student to the Department of Education; or make the post-withdrawal disbursement.

If the student did not receive all of the funds earned, they may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the institution must get the student's permission before the funds can be disbursed. The student may choose to decline all or part of the loan funds so they do not incur additional debt. Students who wish to have loan funds credited to their account will need to make the request in writing to the Office of Financial Aid within 14 calendar days of receiving their notification letter. If the Post-withdrawal disbursement is from Pell, then the money will be applied to any outstanding tuition, fees, room or board. If there is a credit balance, it will be sent to the student within 14 days of being created.

There are some Title IV funds that a student may have been scheduled to receive that cannot be disbursed to a student once they have completely withdrawn because of other eligibility requirements. For example, if a student is a first-time, first year undergraduate student and has not completed the first 30 days of their program before they withdraw, they will not receive any Federal Stafford Loan funds that they would have received if they had remained enrolled past the 30th day.

Once the institution has determined that a student has completely withdrawn, a Return of Title IV funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an updated invoice from the institution.

## Unofficial Withdrawal

A student who receives failed grades (F) will be considered to have completed the semester. A student who receives unofficial withdrawal grades (FN) in all courses at the end of the semester may be subject to the Return to Title IV policy. If a student is receiving Title IV funds and receives unofficial withdrawal grades (FN) in all courses, generally the midpoint of the semester will be used. If there is documentation of an academically related activity (submitted an assignment, was active on the course website, participated in a course activity, etc.) after the midpoint of the semester, then the withdrawal calculation may be based on this date instead.

# TYPES OF FINANCIAL AID AVAILABLE AT MOODY BIBLE INSTITUTE DISTANCE LEARNING

## Pell Grants

Students may receive up to \$6,095 per year of Pell Grants.

- Pell Grants are available to eligible undergraduate students.
- Financial need is based on information submitted on the FAFSA.
- Students must be working on their first bachelor degree.
- Grant recipients may receive Pell Grants for up to 12 semesters or the equivalent.

If you have already met or exceeded 12 semesters of eligibility, you will no longer be able to receive Pell Grants even if you meet all other criteria. Equivalency is calculated by adding together the percentage of Pell Grants you received each year. For example: Your annual maximum Pell Grant eligibility in 2017–2018 was \$5,920; however, you only received \$2,960 because you were only enrolled for one semester, and would have used 50% of your 600% (12 semesters equal 600%, your lifetime limit). If the next year you enroll in both semesters and receive your full amount of Pell Grants, you would use 100% of your Pell Grant eligibility and 150% of your lifetime limit.

## Federal Supplemental Educational Opportunity Grant

Students may receive \$100–\$600 per year of Federal Supplemental Educational Opportunity Grants.

SEOG program is a supplemental grant for undergraduates with exceptional financial need. Because it is a grant, it does not need to be paid back. Pell Grant recipients with the lowest expected family contributions will be considered first for a SEOG award. Awards are automatically assigned until all funds are awarded. If you are awarded these funds they will show up on your award letter.

## Federal Work-Study Programs

This program is a portion of Federal Student Aid, designed to provide eligible students an opportunity to earn a portion of their educational expenses through campus and community service based employment in various campus departments, offices and off-campus community services positions. Eligibility for this program is determined by the Federal government calculation using information from the FAFSA.

Students are paid at an hourly rate and receive pay every two weeks for the hours worked. The Federal Work-Study hourly rate is highest minimum wage between federal, state and city requirements. It is Moody's policy that a student may not be employed more than 24 hours per week during an academic period or 38.75 hours per week during a break period. A student's work study award cannot be used as a credit on the student's bill. Federal Work-Study positions are subject to campus availability.

## Federal Loans

For more information on federal loans you may visit [studentaid.gov/loans](http://studentaid.gov/loans). Your loan and grant history is available at [nslds.gov](http://nslds.gov).

### **Federal Direct Subsidized Direct Loan**

- Low interest federal loan for qualified students.
- Repayment (principal and interest) begins six months after a student graduates, withdraws, or drops below half-time status.
- Fixed interest rate of 4.45% for loans disbursed on or after July 1, 2017 and before July 1, 2018.
- Origination fee of 1.069% for loans disbursed on or after October 1, 2017 and before October 1, 2018.
- Loan must be repaid within 10 years at payments of no less than \$50 per month. Other payment options are available.
- Loan amounts are up to \$3,500 for freshmen, \$4,500 for sophomores, and \$5,500 for juniors and seniors.

### **Federal Direct Unsubsidized Direct Loan**

- This federal loan has the same terms and conditions as the Direct Subsidized Loan.
- Loan amount of \$2,000 awarded to ALL students per year.
- In addition to the guaranteed \$2,000 unsubsidized loan, additional unsubsidized loan monies are available to students who are not eligible for the full subsidized Stafford amount.
- Independent freshmen or sophomores may borrow an additional \$4,000 above regular Stafford limits and independent juniors and seniors may borrow an additional \$5,000 above regular Stafford limits.
- Dependent students whose parents have been denied a PLUS Loan (credit reviewed annually) qualify for an additional unsubsidized Stafford Loan of \$4,000 in their freshman and sophomore years and \$5,000 in their junior and senior years. This is in addition to the \$2,000 unsubsidized loan awarded to all students.

### **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

- Parents of dependent students may borrow the difference between the student's cost of attendance and financial aid awarded.
- Repayment begins within 60 days of second disbursement or may be deferred until 6 months after the student graduates, withdraws, or drops below half-time.
- Fixed interest rate of 7% for loans disbursed on or after July 1, 2017 and before July 1, 2018.
- Origination fee of 4.264% for loans disbursed on or after October 1, 2017 and before October 1, 2018.
- Loan amounts vary and cannot exceed the cost of attendance minus other financial aid received.
- To apply the dependent student will need to complete the FAFSA and you will need to request the loan at [studentloans.gov](http://studentloans.gov).



## Private Loans

If a loan becomes necessary, we believe families should have as much information as possible to make individual loan choices that are in their best interest. To assist you, Moody maintains a list of possible lenders families may wish to include when comparing private loans, however, borrowers are not limited to Moody's private lender list and may select a lender not on Moody's private lender list. We receive no incentives or benefits from any lender, whether or not they are designated as a preferred lender.

### Criteria

Moody's Office of Financial Aid seeks lenders that offer favorable loan products as determined through an annual review of the following:

- Loan Terms (e.g., interest rates, fees charged, and front or back end borrower benefits)
- Customer Service (e.g., timeliness of processing and disbursement, ease of application, web-based services)
- The availability of borrower benefits (e.g., rate reduction and/or consolidation options)
- Default Prevention (e.g., standards to help students maintain good account standing)
- Products available (e.g. loans for parents or others to take out on behalf of the students)

For the most recent list of private lenders please visit our website at [moody.edu/federal-financial-aid/loans](http://moody.edu/federal-financial-aid/loans). These loans are based on the Prime Lending Rate or the London Interbank Offered Rate index which is the average interest rate that leading banks in London charge when lending to other banks. LIBOR fluctuates throughout the year.

## Outside Scholarships

If you receive any assistance from an organization outside Moody, this aid must be taken into consideration in calculating your financial aid award. Please send all outside scholarship checks\* payable to:

Moody Bible Institute  
Financial Aid  
820 N. LaSalle Blvd.  
Chicago, IL 60610

Please note that outside scholarship awards become a part of the total financial aid award package and your financial aid may be reduced. Financial aid award packages cannot exceed the cost of attendance.

Students must communicate Moody's payment deadlines to any scholarship or sponsoring organization. To ensure that the amount is applied to the fall and spring semester bills by the due date, please send the check prior to August 1 for the fall semester and December 1 for the spring. Outside scholarships will show up on your financial aid record and reduce your overall bill only when the actual check is received. Exceptions to this can only be made if the scholarship provider sends Moody an award letter on their letterhead stating the amount of the scholarship award and semester(s) the scholarship is for. Send all outside scholarship correspondence to [financial.aid@moody.edu](mailto:financial.aid@moody.edu). Scholarship checks received for students who are not enrolled will be returned to the sender.

\*Please include student name and ID # with all checks.

## Institutional Aid

### *Institutional Scholarship Aid*

The institutional scholarship program incorporates merit- and need-based scholarships funded by generous donors. Institutional scholarship funds are allocated annually based on institutional and donor guidelines. Students interested in applying for Moody scholarships and grants to help cover the cost of education are required to fill out the FAFSA to determine need. Besides documented financial need, full-time upperclassmen are given preference for any available aid. Additionally, students must submit financial aid application materials available on the [my.moody.edu](http://my.moody.edu) student portal > Financial Aid > 2018–2019 Institutional Scholarship Application and meet deadline requirements, May 1 for returning students and July 1 for new students. Scholarships are not automatically renewable; students must apply each year. Amounts and availability of scholarships are dependent upon funding each year.

### *Awarding Institutional Aid*

Institutional funds are allocated annually by the Office of Financial Aid and must be managed within institutional and donors' guidelines and criteria. Funds are limited. All students who apply will not be awarded aid. Priority is given to students who demonstrate a high need, fit donors' criteria and exhibit good academic standing (minimum cumulative GPA of 2.00 or higher), have met the institutional deadlines, and are enrolled full-time (12 credits for undergraduate students). Institutional award amounts will be determined using both need and cumulative GPA. Awards will continue to be applied until all funds have been exhausted. All awards are disbursed over two semesters. Exceptions: December graduates will only receive the fall portion of their awarded scholarship and students who have less than 12 credits remaining in their final semester may be awarded a pro-rated scholarship based on the number of credits they are enrolled in. Awards will not exceed the cost of attendance.

## Tuition Assistance/Vouchers

Employers, governmental agencies, and branches of the military sometimes provide Tuition Assistance for students. The Office of Student Accounts and the Office of Financial Aid are available to provide verification or certification of a student's eligibility benefits when necessary. For Vocational Rehabilitation and Employment for Veterans contact the VA certifying official at [financial.aid@moody.edu](mailto:financial.aid@moody.edu). For all other TA benefits and vouchers contact [student.accounts@moody.edu](mailto:student.accounts@moody.edu).

If the benefit is in the form of a voucher (which generally has a stated value) the student may apply that value to their school bill by emailing a copy to the Office of Student Accounts before Moody's payment deadline (see [Payment Policies](#)). If the benefit covers 100% of a student's school bill, no payment is necessary. For benefits that are less than 100%, students are required to pay the remaining balance by Moody's payment deadline of the specific semester or to use the appropriate payment plan (see [Payment Policies](#)).

Please note the following:

- Moody is bound by the rules of the agency or organization with regards to withdrawals, refunds and filing dates.
- Military Tuition Assistance regulations require accurate start and end dates on all TA authorizations. Please reference the appropriate dates for each enrollment period.
- Tuition assistance vouchers are specific to the courses and or periods for which they are offered and course substitutions cannot be made unless written authorization for such substitutions are provided by an authorized member of the participating agency.

## **Veterans Benefits**

Moody is honored to serve veterans and active-duty members of the U.S. military and their dependents. Veterans new to Moody Bible Institute Distance Learning should email the VA Certifying Official at [financialaid@moody.edu](mailto:financialaid@moody.edu) or go to the financial aid website at [moody.edu](http://moody.edu) to receive proper instructions to begin activation of benefits. Veterans must be meeting the Satisfactory Academic Progress policy of the Office of Financial Aid (see [Satisfactory Academic Progress](#)). All of Moody's degrees have been approved by the appropriate agency, under Title 38, U.S. Code Chapters 30, 33, 35, 1606, 1607 and Vocational Rehab (Chapter 31), (this excludes certificate programs).

### ***Veterans Benefits and Your Payments***

Those wishing to use their VA benefits should keep in mind that due to the time needed for processing, the veteran may not receive initial benefits for several weeks and will need to plan accordingly. Payments are due in full by August 1 for the fall semester, December 1 for the spring semester, and May 1 for the summer semester. If the benefit is in the form of Chapter 31 Vocational Rehab or Post 9/11 Chapter 33 and the benefit will cover 100% of the student's charges and the student has been corresponding with the certifying official, an exception to having their balance paid in full by the due dates will be granted. For benefits that are less than 100%, students are required to pay the remaining balance by the payment deadline of the specific semester or to a Moody payment plan (see [Payment Policies](#)).

Moody does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance. For a complete overview of VA participating programs, please visit [moody.edu/federal-financial-aid/veterans-benefits](http://moody.edu/federal-financial-aid/veterans-benefits).

# GRADUATE FINANCIAL AID

## FEDERAL STUDENT AID

### Loans

#### **Federal Direct Unsubsidized Direct Loan**

\$20,500 - Maximum per year.

This is a low-interest loan with repayment deferred until six months after the student graduates or withdraws. The interest rate for loans disbursed on or after July 1, 2017 and before July 1, 2018 is fixed at 5.31% and begins to accrue when the loan is disbursed. Interest can be paid as it accrues or can be added to the principal and paid after the six-month grace period. There is an origination fee (loan fee) of 1.069% charged for loans disbursed on or after October 1, 2017 and before October 1, 2018.

Steps to complete to receive your loan:

- Complete the FAFSA ([fafsa.ed.gov](http://fafsa.ed.gov))
- Meet the general eligibility requirements for federal student aid
  - Federal Student Aid eligibility requirements include the following:
    - Must be enrolled in Moody.
    - Must be a high school graduate or have a GED.
    - Must file a FAFSA.
    - Must not be in default of your student loans or have an overpayment due on any Title IV aid program from any source.
    - Must be a U.S. citizen or an eligible noncitizen. Documentation of citizenship status may be required.
    - Must be enrolled as a regular student in eligible courses and programs of study.
    - Must meet Satisfactory Academic Progress standards; according to Moody's Satisfactory Academic Progress policy.
    - Must be registered with the Selective Service and confirm registration, if required.
    - Must not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
    - Cannot receive aid for audited courses.
    - Be enrolled at least half time (4.5 credits) for Direct Loan Program funds.
- Complete entrance counseling ([studentloans.gov/myDirectLoan](http://studentloans.gov/myDirectLoan))
- Sign a Master Promissory Note (MPN) ([studentloans.gov/myDirectLoan](http://studentloans.gov/myDirectLoan))

#### **Direct PLUS Loan for Graduate Students**

PLUS loans can help pay for educational expenses not covered by other financial aid. To be eligible for a Direct PLUS loan you must be a graduate student enrolled at least half-time at an eligible school in a program leading to a graduate and not have adverse credit history. You may only borrow this loan if there is remaining need in your financial aid budget after all other aid has been awarded.

To apply for a Direct PLUS Loan for Graduate Students:

- Complete the FAFSA ([fafsa.ed.gov](http://fafsa.ed.gov))
- Meet the general eligibility requirements for federal student aid
- Apply online at [studentloans.gov/myDirectLoan/launchPLUS.action](http://studentloans.gov/myDirectLoan/launchPLUS.action)
- Complete a Direct PLUS Loan Master Promissory Note (MPN), agreeing to the terms of the loan
- Graduate or professional students who haven't previously received a PLUS loan will also be required to complete entrance counseling ([studentloans.gov/myDirectLoan](http://studentloans.gov/myDirectLoan))

### Outside Scholarships

If you receive any assistance from an organization outside Moody, this aid must be taken into consideration in calculating your financial aid award. Please send all outside scholarship checks\* payable to:

Moody Bible Institute  
Financial Aid  
820 N. LaSalle Blvd.  
Chicago, IL 60610

\*Please include student name and ID # with all checks.

Please note that outside scholarship awards become a part of the total financial aid award package and your financial aid may be reduced. Financial aid award packages cannot exceed the cost of attendance.

Students must communicate Moody's payment deadlines to any scholarship or sponsoring organization. To ensure that the amount is applied to the fall and spring semester bills by the due date, please send the check prior to August 1 for the fall semester and December 1 for the spring. Outside scholarships will show up on your financial aid record and reduce your overall bill only 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 and semester the scholarship is for. Send all outside scholarship correspondence to [financial.aid@moody.edu](mailto:financial.aid@moody.edu).

### **Tuition Assistance/Vouchers**

Employers, governmental agencies and branches of the military sometimes provide Tuition Assistance, for students. Student Accounts and Financial Aid are available to provide verification or certification of a student's eligibility benefits when necessary. For Vocational Rehabilitation and Employment for Veterans contact the VA certifying official at [financial.aid@moody.edu](mailto:financial.aid@moody.edu). For all other TA benefits and vouchers contact [student.accounts@moody.edu](mailto:student.accounts@moody.edu).

If the benefit is in the form of a voucher (which generally has a stated value) the student may apply that value to their school bill by emailing a copy to Student Accounts before the semester payment deadline (See [Payment Policies](#)). If the benefit covers 100% of a student's school bill, no payment is necessary. For benefits that are less than 100%, students are required to pay the remaining balance by the payment deadline of the specific semester or to use a Moody payment plan.

Please note the following:

- Moody is bound by the rules of the agency or organization with regards to withdrawals, refunds and filing dates.
- Military Tuition Assistance regulations require accurate start and end dates on all TA authorizations. Please reference the appropriate dates for each enrollment period.
- Tuition assistance vouchers are specific to the courses and or periods for which they are offered and course substitutions cannot be made unless written authorization for such substitutions are provided by an authorized member of the participating agency.

### **Veterans Benefits**

Moody is honored to serve veterans and active-duty members of the U.S. military and their dependents. Veterans new to Moody Bible Institute Distance Learning should email the VA Certifying Official at [financialaid@moody.edu](mailto:financialaid@moody.edu) or go to the financial aid website at [moody.edu](http://moody.edu) to receive proper instructions to begin activation of benefits. All of Moody's degrees have been approved by the appropriate agency, under Title 38, U.S. Code Chapters 30, 33, 35, 1606, 1607 and Vocational Rehab (Chapter 31), (this excludes certificate programs).

#### ***Veterans Benefits and Your Payments***

Those wishing to use their VA benefits should keep in mind that due to the time needed for processing, the veteran may not receive initial benefits for several weeks and will need to plan accordingly. If the benefit is in the form of Chapter 31 Vocational Rehab or Post 9/11 Chapter 33 and the benefit will cover 100% of the student's charges and the student has been corresponding with the certifying official, an exception to having their balance paid in full by the due dates will be granted. For benefits that are less than 100%, students are required to pay the remaining balance by the payment deadline of the specific semester or to use a Moody payment plan (see [Payment Policies](#)). Moody does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance. For a complete overview of VA participating programs, please visit [moody.edu/federal-financial-aid/veterans-benefits](http://moody.edu/federal-financial-aid/veterans-benefits).

### **Determining Your Financial Aid**

Beginning as early as April you will receive an official communication from the Office of Financial Aid providing you with your award offer. If you opted to have your award notifications provided to you by email you will receive these notifications at your Moody email address. You can log on to the [my.moody.edu](http://my.moody.edu) student portal to see your award details. If you declined or did not opt in to the electronic notification for your award letters, you will receive an award letter in the mail once each semester directly before disbursement. If you have been selected for verification you will also receive email notifications to your Moody email address prompting you to log on to the [my.moody.edu](http://my.moody.edu) student portal to view your to-do list.

Your financial aid award may include funds from several sources. Those funds labeled 'Federal' financial aid were awarded strictly on the basis of information you and your family provided on the Free Application for Federal Student Aid. These may include a combination of Pell grants, SEOG, Federal Direct Loans, and Federal Work-Study (a federally funded, part-time job program).

When you complete the FAFSA, a standard formula is applied to the information entered and an Expected Family Contribution number is produced. The EFC provides the number necessary to determine your financial aid eligibility for Federal Direct Loans. The lower a student's EFC, the higher the student's Federal Student Aid eligibility. To determine eligibility for Federal Work-Study and other need based aid, Moody takes the cost of attendance and subtracts your EFC and other need based aid (for example scholarships). Federal Student Aid funds are awarded in amounts that take into account the funding available to us and the maximum federal eligibility level for each student.

Please note: The amount of aid you are eligible for is contingent upon the number of credits in which you are enrolled. This means Federal Student Aid may increase or decrease as you add and drop courses. There are consequences to dropping courses or withdrawing from Moody completely. If you drop a course the system will determine if your financial aid needs to be recalculated based on your new enrollment status. For example, if you were enrolled in 9 credits (full-time) and drop to 3 credits, you will not be eligible for your loans.

## Summer Semester Financial Aid

Summer is treated as a trailer for the aid year. This means Direct Loans may be available to students who have not used all of their funds in the preceding fall and spring semesters. In order to be considered for summer aid, you must complete the FAFSA for the prior academic year (i.e.: to receive aid in summer 2019, you must complete the 2018–2019 FAFSA). If, after enrolling in summer courses, you are eligible for summer aid, you will see the Federal Student Aid noted on the [my.moody.edu](http://my.moody.edu) student portal under “financial aid”.

Please note: The amount of aid you are eligible for in the summer is contingent upon the number of credits you are enrolled in and how much eligible you have left after the fall and spring payment periods. This means Federal Student Aid may increase or decrease as you add and drop courses or maxed out due to less summer eligibility.

## Financial Aid Eligibility and Illegal Drug Use

A federal or state drug conviction for an offense that occurs while a student is receiving Federal Student Aid may disqualify a student from receiving Federal Student Aid funds including, but not limited to, Federal Work-Study, Federal Direct Loans, and institutional sources of aid.

For students convicted of possession or sale (including conspiring to sell) of illegal drugs where the offense occurred while the student was receiving Federal Student Aid, the student will be ineligible for Federal Student Aid as described below.

### *Possession of Illegal Drugs—1st Offense:*

Ineligible for Federal Student Aid and institutional aid for 1 year from date of conviction.

### *Possession of Illegal Drugs—2nd Offense:*

Ineligible for Federal Student Aid and institutional aid for 2 years from date of conviction.

### *Possession of Illegal Drugs—3rd Offense:*

Ineligible for Federal Student Aid and institutional aid indefinitely.

### *Sale of Illegal Drugs—1st Offense:*

Ineligible for Federal Student Aid and institutional aid for 2 years from date of conviction.

### *Sale of Illegal Drugs—2nd Offense:*

Ineligible for Federal Student Aid and institutional aid indefinitely.

Please don't risk your health and financial aid eligibility by possessing, using, or selling illegal drugs.

## Rights and Responsibilities—Federal Student Aid

As a Federal Student Aid recipient, it is your responsibility to:

- Complete and submit application materials to the appropriate agencies prior to any applicable deadlines.
- Provide complete and accurate information in applying for financial aid and understand that any false statements could be cause for denial, reduction, withdrawal, or required repayment of financial aid.
- Review any messages associated with your financial aid award and accept and/or decline your financial aid award promptly (i.e., once the accept/decline options have been made available).
- Monitor your Moody email address and read all e-mails and materials sent to you from the Office of Financial Aid and other agencies awarding you aid. Read, understand, and keep copies of all forms you sign.
- Respond promptly to any requests from the Office of Financial Aid for additional information or action.
- Understand that a financial aid award is subject to change based on: correction of computational errors, changes in availability of funds, changes and/or corrections to any information reported on the Free Application for Federal Student Aid, changes to enrollment status or academic standing, or receipt of financial assistance not listed in your award.
- Understand that if you have been awarded a scholarship from funds that were donated to Moody, then your name, major, and address may be released to the donor of the funds.
- Know and comply with the rules governing the aid you receive. These rules include but are not limited to:
  - You must not be in default on any prior educational loan.
  - You must not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Academic Competitiveness Grant, or Federal SMART Grant.
  - You may not receive financial aid for audited courses or examination credit.
- Complete the registration process each semester by the end of the drop/add period or census date in order to ensure availability of all student aid funds you have been awarded.
- Use student financial aid proceeds solely for educational costs.
- Know the impact that dropping a course or withdrawing from Moody will have on your student financial aid.
- Understand that students who are receiving Federal Student Aid funds must make satisfactory academic progress towards completing their degree program in a timely manner.
- Understand that student financial aid recipients who do not receive any passing grades in a semester as a result of non-attendance will have their aid adjusted according to federal regulations and may be required to repay part or all of the federal/state student aid funds received.
- Notify the Office of Financial Aid of any changes to your enrollment status, including changes to your course load or student status. Report sources of student financial aid not listed in your award to the Office of Financial Aid.
- Keep your local and permanent addresses current on the [my.moody.edu](http://my.moody.edu) student portal.

As a student financial aid recipient, you have the right to:

- Know the correct procedures for applying for student financial aid, your cost of attendance, and the types of aid available.
- Know how financial need is determined, how academic progress is determined, and what you have to do to continue receiving aid.
- Know the type and amount of assistance you will receive and how and when you will receive your aid.
- View the contents of your student financial aid file, in accordance with the Family Educational Rights and Privacy Act.
- Know the terms, conditions, and pay rate for any student job you accept under the Federal Work-Study program.
- Notify the Office of Financial Aid of any extenuating circumstances that may affect your family's financial circumstances and request a re-evaluation of your financial aid eligibility. Any re-evaluations are subject to available funding.

Questions about student financial aid can be directed to:

Moody Bible Institute  
Office of Financial Aid  
820 N. LaSalle Blvd.  
Chicago, IL 60610  
Tel: (312) 329-4184  
Fax: (312) 329-4274  
E-mail: [financial.aid@moody.edu](mailto:financial.aid@moody.edu)

## SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) ensures students are able to complete their academic program in a timely manner while achieving and maintaining compliance with minimum academic standards. All students are required to meet SAP standards as they work towards a degree in order for them to qualify to receive financial assistance. 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 and will affect eligibility for the upcoming payment period.

### 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.

#### Master of Arts Degrees

<i>Credits Earned</i>	<i>Minimum Cumulative GPA</i>
< 15	2.300
15 +	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 by as outlined in the Academic Program Time Limits.

### Grades

The following grades are not considered satisfactory completion of a course and, therefore, are not earned credits. They will, however, count as attempted credits against the quantitative measure and maximum time frame. Moody does not offer remedial or developmental courses and transfer credit is not awarded for any courses that are designated as such.

*I (Incomplete)*  
*F (Failed)*  
*FN (Unofficial withdrawal)*  
*X (Failed course that was successfully repeated)*  
*XN (Unofficial withdrawal course that was successfully repeated)*  
*WX (Withdrawal failing course that was successfully repeated)*  
*W (Withdrawal)*  
*WF (Withdrawal failing)*  
*WP (Withdrawal passing)*

### Transfer Students

Transfer students are evaluated based on the number of credits accepted by Moody. Once transfer credit has been evaluated by the Office of Academic Records and the student has been awarded credits, then that student will fall under the same quantitative and qualitative measures as previously mentioned based on that designated classification. Transfer grades are not factored into the student's cumulative GPA for SAP purposes. The maximum time frame for eligibility for financial aid is also applied to transfer students based on the number of credits accepted by Moody.

## Changing Majors and Second degrees

When students change their program all of their previous coursework will count as part of the 150% attempted credits in their new program. Once a student completes all the requirements for their program, they can no longer receive financial aid unless the student enters a new degree program. All courses in the completed program will count as part of the 150% attempted credits in the student's second degree program.

## Satisfactory Academic Progress Procedures

Satisfactory Academic Progress is reviewed at the end of each payment period. The cumulative academic record at Moody is considered when SAP is evaluated (not just the semesters when financial aid was received). Students who are not successfully completing courses at the pace and GPA outlined above are placed on financial aid warning for the following payment period and will be notified by the Office of Financial Aid. If SAP is still not being met after the warning period, then the student will receive notification from the Office of Financial Aid that he or she is no longer eligible to receive financial aid and will need to be meeting SAP before Financial Aid is offered again.

## Financial Aid Warning

After the warning period, any student not making Satisfactory Academic Progress (SAP) for financial aid will receive a letter from the Office of Financial Aid stating that he or she is no longer eligible to receive aid from any program. At this point, that student will have two options:

- Attend Moody using the student's own financial or institutional resources and without federal financial aid, until the minimum requirements of the Institute's Federal Satisfactory Academic Progress policy have been met.
- Submit an appeal stating the reason(s) why he or she has not met the minimum standards along with any supporting documentation that verifies the circumstances that affected his or her ability to meet the minimum standards. Additional information on the appeal process is provided below.

## Appeal Process

A student may submit a written statement of appeal for additional federal assistance if he or she feels that their special circumstances that prevented him or her from meeting the minimum standards of Federal Satisfactory Academic Progress. Note that a student may only submit up to two SAP appeals during his/her academic career at Moody.

Reasons for appeal might include:

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

Students must submit the following to the Office of Financial Aid:

- 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

The SAP Appeals Committee will review the request, the written statement, and any other submitted documentation to determine if the student can meet SAP standards by the end of the next semester in tandem with the Office of Academic Records. If the committee determines that the student cannot meet the required standards after completion of one semester, he or she will need to agree to an Academic Plan for Improvement as prepared by the Office of Academic Records.

All students will be notified in writing of the committee's decisions. Please note that if approved, only one semester of financial aid eligibility can be offered without an approved Academic Plan for Improvement. The student must meet the minimum standards of SAP by the end of the approved semester to retain eligibility. If the student does not improve the deficiencies within the approved semester(s), the student will no longer be eligible to receive financial aid. Students will continue to be ineligible for financial aid until the minimum requirements are met or an Academic Plan for Improvement is approved.

## Academic Plan for Improvement

If the SAP Appeals 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.

Important: A student not making Satisfactory Academic Progress after their warning payment period understands that failure to submit a successful appeal to the SAP Appeals Committee by the published deadlines will mean that no further aid will be awarded to that student for future semesters of enrollment. It is necessary that the student take immediate action upon receipt of the notification that he or she is not meeting SAP. Please direct questions regarding this policy to the Office of Financial Aid at [financial.aid@moody.edu](mailto:financial.aid@moody.edu).

## WITHDRAWING FROM MOODY BIBLE INSTITUTE

### Return to Title IV Refund Policy

Students are awarded Title IV aid and institutional aid with the assumption that they will complete the entire period for which assistance was provided. While the aid will be disbursed before the end of the semester, students have not earned all of the money on the first day of courses. Once a student has started attending courses, he or she begins to earn their federal aid awarded. When a student ceases enrollment in all courses after a semester begins, the student is considered to be withdrawn for that semester. The U.S. Department of Education requires schools to determine if such students earned all the Federal Student Aid they received. This is a percentage based on the number of calendar days attended versus the total calendar days for the enrollment period. Once this percentage is calculated, it is used to determine the amount of Title IV aid that may be retained to cover charges on the student's account. If a student withdraws prior to 60% of the payment period being completed, any unearned aid must be returned to the U.S. Department of Education. Federal Student Aid recipients who are considering withdrawing from a semester are encouraged to contact the Office of Financial Aid prior to withdrawal.

Failure to officially withdraw from Moody may result in the student receiving all unofficial withdrawal grades (FN), resulting in an unofficial term withdrawal and the return of Title IV aid. In order to withdraw from Moody you need to contact the associate registrars in the Office of Academic Records and provide official notification and follow the Term Withdrawal policy (see [Academic Policies](#)). If a student withdraws from Moody, either by completing the official withdrawal process or by dropping all of their classes, the student will **forfeit all** institutional money awarded for the semester.

### Determining Withdrawal Date

A student's withdrawal date is determined based upon one of the following:

- The date the student began the official withdrawal process.
- The student expressed intent to withdraw to one of the associate registrars in person, in writing (including emailing), or by phone.
- If the student did not complete the official withdrawal process, or express intent to withdraw, or was not administratively dropped, then the midpoint of the semester may be used. If there is documentation of an academically related activity (submitted an assignment, was active on the course website, participated in a course activity, etc.), then that date may be used instead.
- Once the withdrawal date is determined, a Title IV refund calculation will be performed. All unearned Title IV aid funds will be returned to their respective programs within 45 days of the determined date of withdrawal.
- Funds will be returned in the following order:
  - Unsubsidized Federal Direct Loans.
  - Subsidized Federal Direct Loans
  - PLUS Federal Direct Loans
  - Federal Pell Grant
  - Iraq and Afghanistan Service Grant (IASG)
  - Federal Supplemental Opportunity Grant

After the Office of Financial Aid has a withdrawal date the Return to Title IV calculation will begin as follows:

**Step 1:** Determine the percentage of aid earned by calculating the percentage of the period that the student completed.

**Step 2:** Determine the amount of earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.

**Step 3:** Determine the amount of unearned aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.

**Step 4:** If unearned funds must be returned, determine the school's and the student's shares; or if a post-withdrawal disbursement is due, determine the sources from which it will be funded.

**Step 5:** If unearned funds must be returned, allocate unearned aid to programs from which student was funded; or if a post-withdrawal disbursement is due, send student applicable notification.\*

**Step 6:** Return the Moody's share and any funds repaid by the student or refer the student to the Department of Education; or make the post-withdrawal disbursement.

If the student did not receive all of the funds earned, they may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the institution must get the student's permission before the funds can be disbursed. The student may choose to decline all or part of the loan funds so they do not incur additional debt. Students who wish to have loan funds credited to their account will need to make the request in writing to the Office of Financial Aid within 14 calendar days of receiving their notification letter.

There are some Title IV funds that a student may have been scheduled to receive that cannot be disbursed to a student once they have completely withdrawn because of other eligibility requirements. For example, if a student is a first-time, first year undergraduate student and has not completed the first 30 days of their program before they withdraw, they will not receive any Federal Stafford Loan funds that they would have received if they had remained enrolled past the 30th day.

Once the institution has determined that a student has completely withdrawn, a Return of Title IV funds calculation will be performed within 45 days. The institution will notify the student in writing of their revised eligibility after the Return of Title IV funds calculation is completed. If the student owes unpaid tuition and fees, the student will receive an updated invoice from the institution.



## **Unofficial Withdrawal**

A student who receives failed grades (F) will be considered to have completed the semester. A student who receives unofficial withdrawal grades (FN) in all courses at the end of the semester may be subject to the Return to Title IV policy. If a student is receiving Title IV funds and receives unofficial withdrawal grades (FN) in all courses, generally the midpoint of the semester will be used. If there is documentation of an academically related activity (submitted an assignment, was active on the course website, participated in a course activity, etc.) after the midpoint of the semester, then the withdrawal calculation may be based on this date instead.

Questions about student financial aid can be directed to:

Moody Bible Institute  
Financial Aid  
820 N. LaSalle Blvd.  
Chicago, IL 60610  
Tel: (312) 329-4184  
Fax: (312) 329-4274  
E-mail: [financial.aid@moody.edu](mailto:financial.aid@moody.edu)

# STUDENT SERVICES

## EDUCATIONAL SERVICES

### Moody Library Services

The purpose of Moody Library Services is to provide support for the global vision and biblical mission of Moody by the advancement of resources and services that promote the curricular and information needs of its user constituency through effective new technology, while supporting and developing traditional information formats..

The Chicago Crowell Library provides access to 165,000 volumes, 11,000 e-books, 1,292 print serials, 123,096 online serial titles, and 16,624 film, video, and sound recordings, as well as 98 electronic databases. In addition to over 80,000 books dedicated to Bible and theology in its main Chicago collection, specialized resources are provided through its media collection, music collection, education curriculum lab, reference section, and archives room.

Chicago Crowell Library and Michigan Library resources are accessible through an online catalog, a website, and an on-campus wireless connection. Comfortable lounge and study chairs, desks and carrels, printers, photocopiers, and computers are available in each location, and each provides services in circulation and reserves, interlibrary loan, reference and research, and information literacy and other special programs, as well as acquisitions, cataloging, processing, and preservation of resources, all of which is managed by dedicated support and professional staff, including a Distance Learning Librarian.

### Information Technology Services

Information Technology Services (ITS) provides technology support to students and faculty. This support includes assistance in connecting to and using the smart desks in the classroom environment. Students can check out cameras, projectors, and other technology devices for use in classes and PCM service. ITS also supports Blackboard, computer labs, and the campus printing system. For further information about ITS services, please visit the ITS website at [its.moody.edu](http://its.moody.edu).

### Student Advocacy Team

The student advocacy team exists to encourage student success by actively working with the student to understand and make full use of all of the student services provided by Moody. A student advocate is assigned to the student at the time of admission to MDL and will continue with the student through completion of their program.

Where many student service departments provide resources to students as they have need, the student advocacy team is primarily concerned with the student themselves. Student advocates can assist students with goal setting, time management, troubleshooting of registration, elevating student concerns to the appropriate supervisors, among many other things. Moody Bible Institute Distance Learning provides each degree seeking student with a student advocate. If you are unsure of who your student advocate is after you have been admitted, please contact [mdlc@moody.edu](mailto:mdlc@moody.edu).

## DISABILITY SERVICES

It is the goal of Moody to ensure 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 [studentresourcecenter@moody.edu](mailto:studentresourcecenter@moody.edu). For more information please visit the website, [moody.edu/disability-services](http://moody.edu/disability-services).

## STUDENT LIFE

### Standards of Conduct

In a changing world, the Christian has an unchanging standard, God's Word. Moody's standards of conduct are based on the teaching and principles of Scripture, seeking to develop personal holiness and discipline exemplified in a lifestyle glorifying to God. For these reasons, students enrolled at Moody are required to refrain from the following activities: the abuse of any tobacco products and alcoholic beverages, consumption of non-medicinal narcotics and hallucinogenic drugs, gambling, and the reading of obscene or pornographic material. Members of the Moody community are expected to use discernment in making choices concerning music, drama, dance, comedy, literature, television, and movies. The students should avoid every appearance of dishonesty, deception, lack of integrity, immorality, abusive speech, and impropriety.

Moody reserves the right to require the withdrawal of students whose behavior is in conflict with these standards. Individuals who do not fit in with the objectives and ideals of Moody may be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of contract. More detailed explanations are provided in the current Moody Bible Institute Distance Learning Student Handbook.

## ALUMNI ASSOCIATION

### **Purpose**

The Alumni Association exists to facilitate mutually beneficial relationships based upon common Moody experiences and to serve as a vehicle for a relevant ministry to alumni around the world.

### **Membership**

Former students are considered alumni when they have completed at least 15 hours of college-level work in a degree or certificate program. Some benefits are restricted to graduates of Moody. There is no membership fee for the Alumni Association, though there are various opportunities for alumni to contribute to specific Institute projects and alumni awards.

### **Alumni Board of Directors**

The Alumni Board, made up of ten to fifteen individuals, is a diverse representation of alumni from all programs offered by Moody. They serve as an advisory board to the Alumni Association staff regarding policy matters, communications, and special projects, as well as give insight to the administration based on their own experiences in ministry and relationships with alumni. Members serve a term of three years, with the option of a second three-year term. The missionary representative on the board serves a single three-year term.

### **Alumni Brick Walkway**

The walkway surrounding the Alumni Student Center is a visible tribute to alumni and employees throughout the history of Moody who have influenced the ministry of Moody or benefited from it. The initial phase of the Alumni Walkway campaign funded a significant portion of the construction cost of the Alumni Student Center. Currently, brick sponsorships are donated to the Faculty Travel Endowment Fund.

### **Alumni Gatherings**

Gatherings give alumni the opportunity to fellowship together and to interact with Institute staff. Events are planned by office staff along with the assistance of Alumni Board members and local alumni. Often the events coincide with other Institute functions or music touring groups' schedules both across the United States and abroad. All alumni and prospective students are welcome and are encouraged to participate in gatherings held in their geographical area.

### **Alumni Directories**

The Alumni Association produces a printed directory every four to five years and maintains a secure online directory, via the Moody Alumni portal, in which alumni can interact. To register for the online directory, go to [moody.edu/alumni](http://moody.edu/alumni) and select the link for the "Alumni Portal." Alumni may also contact the office to update their contact information and locate former classmates at (312) 329-4412 or [mbialum@moody.edu](mailto:mbialum@moody.edu).

### **Alumni Online**

In addition to the online directory, the Alumni Association has a growing internet presence. The official website, [moody.edu/alumni](http://moody.edu/alumni), features alumni stories, campus news, event information, and more. Alumni have the opportunity to develop a professional network with each other through the LinkedIn group, while the Facebook fan page activities and Twitter updates and links offer alumni more relational opportunities. Links to these groups can be located on the Alumni website.

### **Alumni Photo Identification**

The Alumni Association has established a photo ID policy for those alumni in good standing who frequently visit the campus. This may be obtained through visiting the Alumni Office and must be renewed every 4 years. This ID will serve as your Solheim Center alumni pass as well.

### **Alumnus of the Year**

Each year one alumnus is chosen to receive the Alumnus of the Year award based on a lifetime of exemplary Christian character, service, and loyalty to the Word of God. This recipient is recognized on Alumni Day of Founder's Week, has his or her name placed on the Wilbur Smith trophy on display in the Alumni Office, receives a crystal trophy, and is awarded an engraved commemorative desk chair. The Alumnus of the Year is nominated by alumni, endorsed by others in the ministry, selected by the Alumni Board of Directors, and affirmed by the administration. Nominations can be submitted through the Alumni Association website at [moody.edu/alumni](http://moody.edu/alumni).

### **Distinguished Service Awards**

The Distinguished Service Award is given to several recipients every year to recognize the achievements and service of Moody alumni. In this vein, graduates are selected and honored who have distinguished themselves through faithfulness to Christ, perseverance in service, and contributions to advance the cause of Christ around the world. Recipients are nominated by alumni, endorsed by others in the ministry, selected by the Alumni Board of Directors, and affirmed by the administration. Nominations can be submitted through the Alumni Association website at [moody.edu/alumni](http://moody.edu/alumni).

### **Faculty Citation Award**

A \$3,500 grant is awarded annually to an outstanding faculty member based on attitude, writing achievement, public ministry, classroom effectiveness, and involvement with students. The recipient is nominated by his or her division or the senior class council, chosen by a selection committee, and approved by the Alumni Board. The award is announced on Alumni Day during Founder's Week.

### **Faculty Travel Endowment Fund**

The Faculty Travel Endowment Fund was created to help professors gain more experience in cross-cultural ministry opportunities. The fund provides the means for professors to serve on ministry trips during spring or summer breaks and sabbaticals. For every \$500 gift received for this fund, the name of an alumnus or employee to be honored may be engraved on a brick and placed in the Alumni Walkway.

### **Founder's Week**

Founder's Week provides the alumni family with opportunities to reconnect with former classmates and to hear from alumni across the globe through a variety of reunions and events. Alumni Day allows for the opportunity to hear alumni speakers, award special recognitions, host our annual alumni banquet, and hold class reunions. These special days are equivalent to homecoming at other colleges and universities and celebrate our founder, Dwight L. Moody.

### **Moody Alumni News**

The Moody Alumni News magazine is printed three times a year. It highlights campus news and upcoming events and provides alumni updates and photos. It is distributed to all alumni, unless otherwise requested, and is also made available in digital format via the Alumni Association website at [moody.edu/alumni](http://moody.edu/alumni).

### **Student Grants**

The Alumni Association awards five grants of \$1,000 each year: three are awarded to undergraduate juniors who will be returning as seniors and two to seminary students. The criteria for the awards include Christian character, academic achievement, extracurricular activities, and financial need.

## **CAREER DEVELOPMENT CENTER**

### **Purpose**

The Career Development Center is a ministry of Moody. Its purpose is to serve the current students and alumni of Moody and the church of Jesus Christ by connecting students and alumni primarily with ministry opportunities and prospective employers in ministry and secondarily in the marketplace. All students enrolled in a certificate or degree program and alumni of Moody may use the Career Development Center's services, with the only restriction of church pastoral staff positions where a minimum level of training is required. To use the referral service to connect to church pastoral staff positions, a person needs to have graduated from one of Moody's undergraduate or graduate academic programs.

### **Website**

The website for the Career Development Center is the main portal of entry for those seeking career assistance. Helpful assistance may be arranged depending on the need and location of the student or alumni. The website address is [moody.edu/careerdevelopment](http://moody.edu/careerdevelopment). There is a great amount of helpful information to assist students and alumni in ministry/job transitions or if they are contemplating a change of employment. Some of the services are career counseling, self-assessment, career research, job-search skills, and job opportunities.

### **Contact Information**

Patrick Friedline, Associate Dean of Career Development, 820 N. LaSalle Blvd., Chicago, IL 60610, [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu) or (800) DLMOODY (356-6639) and ask for Career Development.

## **FACILITIES**

Various facilities of Moody which provide student services are available for use by distance learning students. For more information on facilities and student services, please refer to the respective Moody Bible Institute and Moody Theological Seminary and Graduate School academic catalogs. Information pertaining to distance learning student services may also be obtained from the website, [moody.edu/moody-bible-institute-distance-learning/student-services](http://moody.edu/moody-bible-institute-distance-learning/student-services), or by contacting the student advocacy team at (800) 758-6352 or [mdlc@moody.edu](mailto:mdlc@moody.edu).

### **Crowell Hall**

The twelve-story administration building houses these departments:

- Basement—Facilities Management and Planning, Public Safety and Security
- First floor—Human Resources
- Second floor—Moody Bible Institute Distance Learning
- Third floor—Information Technology Services
- Fourth floor—Treasury Operations, Procurement Services, Payroll, Information Technology Services, Customer Service Center
- Fifth floor—Constituency Response Team, Controller
- Sixth floor—Legal, Executive, and Business offices
- Seventh floor—Marketing Communications, Stewardship
- Eighth, Tenth, Eleventh, Twelfth floors—Moody Radio
- Ninth floor—Executive offices

### **Facilities Department**

The Facilities Department exists to provide safe, clean and comfortable environments for all those working and/or studying at Moody. We desire to serve the student body with excellent service in a timely manner helping to promote the mission of Moody. The Facilities Department provides many different services from plumbing to painting, custodial to electrical, as well as many other student services. These include fobs and ID's as well as parking permits and bicycle permits. Our department also provides fleet vehicles for Institute related events.

**Moody Central**

Located on the second floor of Culbertson Hall, Moody Central houses our one-stop-shop student service center. The following departments are located in Moody Central: Academic Records, Career Services, Financial Aid, Practical Christian Ministries, Student Accounts, and Student Development.

**Smith Hall**

Smith Hall is the location for the Office of Admissions and the Alumni Association (1<sup>st</sup> floor), Health Service, Office of Institutional Effectiveness, Counseling Center, Tutoring Center, Public Relations, and most student organizations. It is home to some Chicago campus female students and is the site of the D.L. Moody Museum.

# ACADEMIC INFORMATION

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

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

### **Directory Information**

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

- Student's name
- Date of birth
- Marital status
- Photo
- Video, film, digital image, or any other audio or audiovisual recording
- Addresses
- Telephone information
- Email addresses
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Enrollment status
- Classification
- Academic program
- Degree(s) and certificate(s) earned
- Honor(s) and award(s) received
- Graduation date

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

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

## CLASSIFICATION AND CREDITS

### **Credit Hour Definition**

Credits at Moody are given in semester hours. A semester credit hour is defined as one 50-minute period and two to three hours of out-of-class student work per week for approximately 15–16 weeks. An equivalent or greater amount of work is required for internships, practice, studio work, and other academic work for which credit hours are awarded. Semester sessions that are less than 15–16 weeks provide a concentrated schedule to achieve the required semester credit hours.

## Academic Semesters

Moody has three semesters during each academic year whereby students may complete credits toward their academic program through semester course offerings and alternative sessions in which dates may vary. Please see the academic calendars for specific session dates.

Fall semester:	August through December
Spring semester:	January through May
Summer semester:	May through July

## Student Classifications

Students are classified by the number of credits completed.

Undergraduate Classification	Credits Completed
Freshman	0–29
Sophomore	30–59
Junior	60–89
Senior	90+

## REGISTRATION

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

### Open Enrollment

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

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

### Registration Deadlines

Students will be prohibited from attending, participating, or receiving credit for courses that are not on their official record. Students may check their [my.moody.edu](http://my.moody.edu) student portal for additional registration information. Registration deadlines are as follows:

Length of Course	Registration Deadline
8-week online course	One week prior to start of course
16-week online course	3 days after start of course
16-week online self-paced course	3 days after start of course

## Academic Advising

Academic advisors, located in the Office of Academic Records, are available to meet with students to discuss their academic program requirements, program plans, academic credits, and graduation requirements.

## Academic Load

### Undergraduate

The average academic load to complete an academic program according to its program plan is 12 to 14 credits for each fall and spring semester.

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

### Graduate

The average academic load to complete an academic program according to its program plan is 6 credits for each semester.

Credits Per Semester	Academic Load
9+	Full time
6.75	Three-quarters time
4.50	Half time
Less than 4.50	Less than half time

## Course Numbering

### Undergraduate

<i>Catalog Number</i>	<i>Academic Level</i>
0000–1099	Non-academic or remedial subjects
1100–2200	Lower-level
3300–4400	Upper-level

### Graduate

<i>Catalog Number</i>	<i>Academic Level</i>
5500–5599	Lower-level
6600–7799	Upper-level

## GRADING

### Grading System

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

A	Excellent: outstanding accomplishment in mastering the subject
B	Very good: better-than-average accomplishment in mastering the subject
C	Satisfactory: fulfills the requirements and has made acceptable progress towards mastering the subject
D	Passed: deficient in some respects but meets the minimum standards for obtaining credit in the subject (not applicable to graduate courses)
F	Failed: falls below the minimum standards of accomplishment and must be repeated to obtain credit

---

AU	Audit
AUW	Audit withdrawal
FN	Unofficial withdrawal
I	Incomplete
P/NP	Passed/Not passed
W	Withdrawal
WF	Withdrawal failing
WP	Withdrawal passing
WX	Withdrawal failing course that was successfully repeated
X	Failed course (or equivalent) that was successfully repeated
XN	Unofficial withdrawal course that was successfully repeated

### Grade Points

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

A	4.00	C-	1.70
A-	3.70	D+	1.30*
B+	3.30	D	1.00*
B	3.00	D-	0.70*
B-	2.70	F	0.00
C+	2.30	FN	0.00
C	2.00	WF	0.00

\*Not applicable to graduate courses.

### 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:

### Undergraduate Scholastic Honors

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

### Graduate Scholastic Honors

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

## Official Grades

Official grades are required to be posted by the faculty member fourteen calendar days after the last day of the course. Students are able to view their official grades on the [my.moody.edu](http://my.moody.edu) student portal.

## ACADEMIC TRANSCRIPTS

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

- \$10.00 for transcript delivered electronically
- \$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

Students are responsible to fulfill the requirements of their academic program as documented in the catalog for the academic year in which they were admitted, readmitted, or changed their program. However, academic information and policies are subject to change and will be updated in the most current academic catalog. Students are responsible for adhering to the most current academic policies below.

## **Academic Credit Policies (Undergraduate)**

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

A maximum of 75% of a program may be fulfilled through transfer credit or test credit. The combined total of all test credits cannot exceed 25% of a student's program requirements.

### ***Transfer Credit***

Undergraduate courses being considered for transfer credit must meet the following criteria:

- The course must be taken at an institution of higher learning that is regionally accredited, accredited by the Association for Biblical Higher Education (ABHE), accredited by the Transnational Association of Christian Colleges and Schools (TRACS), or accredited by the European Evangelical Accrediting Association. The institution must have been accredited at the time the courses were completed.
- The course must be equivalent in content and credit hours (i.e. 4.5 quarter hours = 3 semester credit hours).
- The student must earn a grade of C or better for the transfer of undergraduate courses completed within the past fifteen years or the student must earn a grade of B or better for the transfer of undergraduate courses completed within the past thirty years. A course graded on a pass/fail basis will not transfer.
- Credits that exceed thirty years from the date of completion are not transferable toward current academic program requirements.
- The course fulfills one of the student's academic program requirements.
- Official transcripts must be submitted prior to the start of a student's final semester.
- 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).

### ***Test Credit***

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

### ***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.

### ***Bachelor of Science in Integrated Ministry Studies***

Undergraduate courses and test credits being considered for transfer to the Bachelor of Science in Integrated Ministry Studies are not subject to the 10- and 30-year transfer credit time limits, provided a grade of C or better was earned. This program is also exempt from the 75% transfer credit limit and the 25% test credit limit. All other academic credit policies still apply.

### ***Statute of Limitations***

Undergraduate academic credits that exceed thirty years from the date of admission are not applicable to current academic program requirements. The Bachelor of Science in Integrated Ministry Studies is not subject to this Statute of Limitations policy.

### ***Transferability of Credit Earned at Moody***

The transferability of credits earned at Moody is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any academic program at Moody will be accepted by the receiving institution. Similarly, the ability of a certificate or degree earned at Moody to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee certificates, degrees, or credits earned at Moody will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and acceptability of certificates or degrees earned.

## **Academic Credit Policies (Graduate)**

Graduate academic credit includes credits earned at Moody, which contribute to the student's grade point average. Moody Bible Institute Distance Learning does not accept transfer credit, advanced standing credit, or validation examination credit for its graduate programs. Final approval of academic credits is under the authority of the registrar. Moody Bible Institute Distance Learning does not grant academic credit for non-academic prior experience.

### **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.

### **Statute of Limitations**

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

### **Transferability of Credit Earned at Moody**

The transferability of credits earned at Moody is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any academic program at Moody will be accepted by the receiving institution. Similarly, the ability of a certificate or degree earned at Moody to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee certificates, degrees, or credits earned at Moody will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and acceptability of certificates or degrees earned.

### **Academic Integrity and Penalties for Academic Misconduct**

Academic integrity requires students to be responsible and honest in the fulfillment of all of their academic work. Assignments, examinations, and other educational requirements are intended to foster student learning. Students are expected to submit original work, to use appropriate citations, giving credit to the ideas or words of another person, and to refrain from cheating of any kind.

#### **Cheating**

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

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

#### **Plagiarism**

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

#### **Penalties for Academic Misconduct**

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

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

### **Academic Probation and Dismissal**

Students admitted to Moody are assumed to have the preparation, desire, and ability to make satisfactory progress toward the completion of their academic program. Therefore, Moody has established Satisfactory Academic Progress 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 as well as courses dropped after the last day to drop a course without penalty (i.e., W, WP, or WF grades).

#### **Qualitative Measure (Cumulative GPA)**

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

#### **Undergraduate Certificate and Associate Degree**

<i>Credits Earned</i>	<i>Minimum Cumulative GPA</i>
< 15	1.800
15 +	2.000

## Bachelor Degrees

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

## Master of Arts Degrees

Credits Earned	Minimum Cumulative GPA
< 15	2.300
15 +	2.500

### Maximum Time Frame

The maximum time frame for receipt of financial aid must be no longer **than 150% of the published length of an academic program**. At Moody, many Bachelor of Science degrees require students to earn 120 credits; therefore, students enrolled in a 120 credit Bachelor degree are allowed up to 180 attempted credits (including all transfer credits accepted toward completion of a student's program) to be considered for financial aid. **The maximum time limits include all credits attempted regardless of whether or not financial aid was received.**

### Probationary Semesters

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

- Permit the student to continue for a final semester of probation, which is subject to dismissal.
- Have the student agree to an Academic Plan for Improvement prepared by the Office of Academic Records for additional semesters of probation.
- Academically dismiss the student (see [Academic Dismissal](#)).

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

### Academic Plan for Improvement

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

### Academic Dismissal

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

### Academic Program Time Limits

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

Program	Maximum Years to Complete Program
Undergraduate Certificate	5 years
Associate of Biblical Studies degree	7 years
Bachelor of Science degree	10 years
Master of Arts degree	5 years

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

### Change of Program

Undergraduate students may request a change of program or concentration 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 most current academic catalog, and not all credits may apply. Program changes will be effective for the semester in which the change was approved.

Students requesting a change to Moody Aviation in Spokane must use the Spokane change of program form. Students enrolled at Moody Bible Institute Distance Learning who are requesting a change to the Chicago campus must apply through the Office of Admissions. Non-degree students must apply through the Office of Admissions to be admitted into a certificate or degree program (see [Admissions](#)).

Graduate students requesting a change to Moody Theological Seminary and Graduate School must apply through the Office of Admissions (see [Admissions](#)).

### 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.

### Course Audits

Students are not eligible to audit online or independent study courses.

### 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 alternative to fulfill the course requirement. This may include a 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

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

Length of Session	Drop Without Penalty	Drop With Penalty (W)	Drop With Greater Penalty (WF)
26 Weeks	Day 1–12	Day 13–91	Day 92+
16 Weeks	Day 1–7	Day 8–56	Day 57+
10 Weeks	Day 1–5	Day 6–35	Day 36+
8 Weeks	Day 1–4	Day 5–28	Day 29+

### Course Exceptions

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

### Course Extensions

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

Length of Session	Length of Extension
26 Weeks	26 weeks
16 Weeks	5 weeks
10 Weeks	3 weeks
8 Weeks	3 weeks

### Course Repeats

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

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

## Directed Study

A directed study course is an option available to students who, due to extenuating circumstances, are not able to meet program or graduation requirements within the regularly scheduled courses. Directed studies may only be used to meet requirements for a student's designated degree program. Students must request a directed study using the form available from the Office of Academic Records. Approved directed study forms must be submitted three weeks prior to the beginning of the 8-week session being requested. Directed study requests will not be granted after the beginning of the session in which they are requested. All coursework must be submitted within the 8-week session assigned to the course.

## Discontinuation

Discontinued students are no longer active students, will not be permitted to enroll in courses in any venue, and will not have access to their student account. Non-enrollment after a specified period of time will result in discontinuation (see [Non-enrollment](#)). Students not on probation may also voluntarily discontinue their studies at Moody by submitting the Discontinuation form to the Office of Academic Records. Students who desire to return to Moody must apply for readmission through the Office of Admissions.

## Grade Appeals

Students may appeal a grade if they believe that a grade has been miscalculated or graded unfairly. Appeals must be made within four months from the date a grade is issued. Students must contact the faculty member and attempt to resolve the issue. In the event the issue is not resolved, students must follow the Grade Appeal process outlined in the [Student Handbook](#). After four months, the grade will be considered final and may no longer be appealed.

## Graduation and Commencement

### **Graduation Process**

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 (Undergraduate)**

The graduation requirements for undergraduate students are as follows:

- Successfully complete all academic program requirements.
- Submit transcripts or test scores, if applicable, prior to the start of a student's final semester (see [Academic Credit Policies](#)).
- Maintain a minimum cumulative GPA of 2.00.
- Demonstrate a commendable spiritual life and Christian character and display approved conduct in accordance with Moody's guidelines.
- Complete the following Graduate Assessment requirements:
  - One-page graduation essay
  - Signed Moody's doctrinal statement and questionnaire.
  - New pastoral reference verifying good standing in a local, evangelical Protestant church.
- Be approved to graduate by the Office of Academic Records and the Undergraduate Faculty.

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

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

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

Failure to follow this process will result in program discontinuation.

### **Commencement Eligibility (Undergraduate)**

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. 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.

### ***Graduation Requirements (Graduate)***

The graduation requirements for graduate students are as follows:

- Successfully complete all academic program requirements.
- 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.
- Be approved to graduate by the Office of Academic Records and the Graduate 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 or a past-due balance 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 (Graduate)***

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. These courses must end by the last day of the summer semester. If at any point a student is no longer on track to meet the Graduation Requirements, commencement eligibility will be revoked.

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

### **Non-Enrollment**

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

### **Program Completion**

#### ***Undergraduate Students***

Program completion allows students who have been discontinued to complete their previous degree requirements, provided the program is still offered at Moody. In order to be eligible for program completion, students must apply for readmission within 2 years of discontinuation and have 12 or fewer credits remaining. Program completion students must complete all remaining requirements within one year of readmission. Failure to do so will result in discontinuation and ineligibility for program completion.

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

#### ***Graduate Students***

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

Students who have more than 9 credits remaining are not eligible for program completion and must apply for readmission to complete the academic requirements as documented in the current catalog.

### **Term Withdrawal**

Students who withdraw from all courses during a semester for any reason are considered term withdrawals. These students 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 Federal Title IV aid (see [Financial Aid](#)).

# APPROVED ACADEMIC DISCIPLINE COURSES

To determine the number of credits needed in each Academic Discipline, check your Academic Requirements Report. Courses indicated by a degree program superscript are required for that degree program and will not apply in an Academic Discipline.

\*Students in a program that requires the Religious Studies and Philosophy Academic Discipline can fulfill this requirement with any Theology, Philosophy, and Religious Studies courses.

Critical Thinking and Math (CRI)					
CRI-2208	Introduction to Statistics	3	CRI-3303	Problem Solving and the Challenges of the Church	3
CRI-2209	Introduction to Economics	3	GSU-1131	Physical Sciences†	3
CRI-2215	Principles of Accounting	3	GSU-1132	Life Sciences†	3

Oral and Written Communication (OWC)					
GSU-1120	Speech Communication†	3	PS-3330	Communication of Biblical Truth <sup>BSML</sup>	3
CUL-3300	Communicating in a Globalized World <sup>BSTCE</sup>	3	PS-3340	Theology of Biblical Preaching <sup>BSML-PR</sup>	3
OWC-2206	Communicating Scripture through Audio and Video Technology	3	PS-4430	Narrative Messages <sup>BSML-PR</sup>	3
			PS-4433	Evangelistic Messages <sup>BSML-PR</sup>	3
OWC-3302	Communicating in Organizations	3			

Social and Behavioral Sciences (SOC)					
CUL-2200	Introduction to Cultural Studies <sup>BSTCE</sup>	3	GSU-2213	Introduction to Sociology†	3
CUL-2201	Understanding Worldviews <sup>BSTCE</sup>	3	SOC-2204	Media, Culture, and the Church	3
CUL-3301	Analyzing Cultural Challenges: Action Research <sup>BSTCE</sup>	3	SOC-3301	Race, Gender and Class in World Systems and the Church	3
ED-3340	Marriage and Family Systems <sup>BSML</sup>	3	SOC-4402	Applied Human Development I	3
ED-3366	People Helping Skills <sup>BSML-LD</sup>	3	SOC-4403	Applied Human Development II	3
ED-3371	Introduction to Disability & the Church <sup>BSML-DM</sup>	3			

Humanities (HUM)					
BI-2211	John	3	HUM-1109	Introduction to Literature	3
BI-2230	Bible Introduction	3	HUM-2267	Christian Worship	3
BI 2260	Historical Geography of Ancient Israel <sup>ABS, BSBS</sup>	3	TH-1102	Survey of Historical Theology <sup>BSTS-CT</sup>	3
BI-2281	Greek Grammar I (Spring Term Only)	4	TH-1103	Survey of Contemporary Theology <sup>BSTS-CT</sup>	3
BI-2282	Greek Grammar II (Fall Term Only)	4	TH-1110	The Church and Its Doctrines <sup>BSBS, BSTS</sup>	3
BI-3301	Ancient Near Eastern Backgrounds and the Old Testament <sup>ABS, BSBS</sup>	3	TH-2201	The Theological Task and Bibliology <sup>BSTS</sup>	3
			TH-2210	Theology and Culture <sup>BSTCE</sup>	3
BI-3302	Second Temple Jewish Backgrounds <sup>ABS, BSBS</sup>	3	TH-2211	Theology in a Globalized World <sup>BSTCE</sup>	3
BI-3312	Genesis†	3	TH-3302	Method for Biblical Theology <sup>BSBS, BSTS, BSTCE</sup>	3
BI-3323	Life of Christ	3	TH-3304	Father, Son, and Holy Spirit <sup>BSTS</sup>	3
BI-4402	Teaching the Scriptures <sup>BSBS</sup>	4	TH-3305	Theology of Social Justice & Righteousness <sup>BSTCE</sup>	3
BI-4404	Applying Scripture in the Contemporary World <sup>BSBS, BSTS-CT</sup>	3	TH-4401	Christian Anthropology and Hamartiology <sup>BSTS, BSTCE</sup>	3
			TH-4402	The Church and Salvation <sup>BSTS, BSTCE</sup>	3
BI-4405	Interpreting Isaiah for Teaching <sup>BSBS</sup>	3	TH-4403	Philosophy and Theology <sup>BSTS-CT</sup>	4
BI-4406	Interpreting Romans for Teaching <sup>BSBS, BSML</sup>	3	TH-4451	Analyzing and Engaging Worldviews <sup>BS-IMS</sup>	3
BI-4495	Biblical Studies Capstone	3	TH-4471	Topics in Systematic Theology	3
GSU-2250	Introduction to Philosophy <sup>BSTS-CT</sup>	3			

Open electives					
Any course not required for a degree program. Additional credits from any Academic Discipline will apply as open electives.					

†Online self-paced only



# APPLIED THEOLOGY AND CHURCH MINISTRIES DIVISION

## Division Faculty

Winfred O. Neely, Interim Division Chair; Timothy E. Downey; Dennis D. Fledderjohann; Deborah E. Gorton; Craig S. Hendrickson; John M. Koessler; Pamela L. MacRae; Robert A. MacRae; Mary E. Martin; Donald K. Martindell; Sajan Mathews; Michael R. Milco; Eric W. Moore; Laurie L. Norris; Christopher C. Rappazini; John M. Restum; Kerwin A. Rodriguez; Elizabeth A. Smith; William D. Thrasher; John T. Trent; Valencia Wiggins; James M. Wood; Peter J. Worrall

## Academic Programs

Certificate of Biblical Leadership  
Certificate of Ministry to Women  
Bachelor of Science in Integrated Ministry Studies  
Bachelor of Science in Ministry Leadership—Children and Family Ministry  
Bachelor of Science in Ministry Leadership—Disability Ministry  
Bachelor of Science in Ministry Leadership—Leadership  
Bachelor of Science in Ministry Leadership—Preaching  
Bachelor of Science in Ministry Leadership—Ministry to Women  
Master of Arts in Biblical Preaching  
Master of Arts in Global Ministry Design



## CERTIFICATE OF BIBLICAL LEADERSHIP

The Certificate of Biblical Leadership program is designed to engage students in an overview of biblical interpretation and church doctrine, an overview of leadership theories, and equip students with basic skills in evaluating biblical leadership within ministry contexts.

## Student Learning Outcomes

- Articulate an understanding of biblical and theological foundations.
- Assess cultural and ministry contexts and challenges.
- Apply leadership skills and principles to ministry contexts.

## Distinctive Areas of Interest

The program offers a focused study in biblical leadership as applied to ministry contexts.

## Potential Careers & Educational Paths

The program would be useful to lay ministers interested in developing a foundational understanding of theology and Bible, with a particular focus on effectively growing in leadership roles in local ministry contexts.

The program is not intended as preparation for vocational ministry, but as a supplemental program for those who wish to gain a greater effectiveness in ministry service. All courses in the certificate program may be applicable to a Moody Bible Institute Distance Learning's Associate or Baccalaureate credential.

## Requirements

A total of 24 credits must be completed to receive the Certificate of Biblical Leadership. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 5 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements.

## Course Requirements: Certificate of Biblical Leadership

Program Core		
BI-2201	Interpreting Scripture	3
BI-2230	Bible Introduction	3
ED-1111	Foundations of Biblical Leadership	3
ED-3309	Principles of Leadership	3
ED-3315	Capstone: Impacting Sustainable Change	3
ED-4424	Practices of Leadership	3
PS-4463	Cultural Dynamics of Congregational Ministry	3
TH-1110	The Church and its Doctrines	3
<b>Total Program Credits</b>		<b>24</b>



# CERTIFICATE OF BIBLICAL LEADERSHIP—PROGRAM PLAN 2018–2019

## *Distance Learning*

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

### First Year—Fall

Ses 1	ED-1111	Foundations of Biblical Leadership*†	3
	BI-2230	Bible Introduction†	3
Ses 2	BI-2201	Interpreting Scripture	3
	TH-1110	The Church and its Doctrines	3
			<b>12</b>

### Spring

Ses 1	ED-3309	Principles of Leadership	3
	PS-4463	Cultural Dynamics of Congreg. Min.	3
Ses 2	ED-4424	Practices of Leadership	3
	ED-3315	Impacting Sustainable Change**†	3
			<b>12</b>

**Total Program Credits 24**

\*Must be completed first semester.

\*\*Must be completed last semester.

†Only offered in the session listed.



## CERTIFICATE OF MINISTRY TO WOMEN

The Certificate of Ministry to Women program is designed to equip students in theological and biblical interpretation, ministry to women within church and parachurch settings, and practical methodologies for discipling women.

### Student Learning Outcomes

- Apply foundational biblical interpretation skills.
- Articulate basic women’s ministry leadership skills.
- Apply discipleship skills within a women’s ministry setting.

### Distinctive Areas of Interest

The program offers a focused study in ministry to women as applied to ministry contexts.

### Potential Careers & Educational Paths

The program would be useful to women interested in developing a foundational understanding of theology and Bible, with a particular focus on effective ministry to women in leadership roles in ministry contexts.

The program is a supplemental and enrichment program for those who wish to gain a greater effectiveness in ministry service. All courses in the certificate program may be applicable to a Moody Bible Institute Distance Learning’s Associate or Baccalaureate credential.

### Requirements

A total of 22 credits must be completed to receive the Certificate of Ministry to Women. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 5 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog’s requirements.

### Course Requirements: Certificate of Ministry to Women

<b>Program Core</b>		
BI-2201	Interpreting Scripture	3
BI-4402	Teaching the Scriptures	4
GSU-1115	The Story and Structure of the Bible	3
PS-2253	Theology and Philosophy of Ministry to Women	3
PS-2264	Contemporary Strategies of Ministry to Women	3
PS-3321	Discipling and Mentoring Women	3
PS-3322	Ministry to Women in Pain	3
<b>Total Program Credits</b>		<b>22</b>



# CERTIFICATE OF MINISTRY TO WOMEN—PROGRAM PLAN 2018–2019

## Distance Learning

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

### First Year—Fall

Ses 1	PS-2253	Theo. & Phil. of Min. to Women†	3
Ses 2	PS-3322	Ministry to Women in Pain†	3
			<b>6</b>

### Spring

Ses 1	BI-2201	Interpreting Scripture	3
Ses 2	PS-3321	Discipling and Mentoring Women	3
			<b>6</b>

### Second Year—Fall

Ses 1	GSU-1115	The Story and Structure of the Bible	3
Ses 2	BI-4402	Teaching the Scriptures†	4
			<b>7</b>

### Spring

Ses 1	PS-2264	Contemp. Strat. of Min. to Women	3
			<b>3</b>

**Total Program Credits 22**

†Only offered in the session listed.



## BACHELOR OF SCIENCE IN INTEGRATED MINISTRY STUDIES

The Bachelor of Science in Integrated Ministry Studies program is designed for students with transferable learning to expedite the awarding of a baccalaureate degree and preparedness for ministry. Students will acquire the basic hermeneutical skills for interpreting biblical texts, be equipped to engage at a fundamental level in theological discourse, and be able to integrate a biblical worldview into personal settings.

### Student Learning Outcomes

- Employ the grammatical-historical method of biblical interpretation within a dispensational theological system.
- Participate constructively in theological discourse.
- Integrate theology into personal scenarios.

### Distinctive Areas of Interest

Unlike other ministry leadership degrees, Moody Bible Institute Distance Learning's Integrated Ministry Studies degree utilizes a unique blocked curriculum designed to foster student success. The program also differs from other biblical studies programs in its educational philosophy which moves from biblical interpretation to biblical integration. The emphasis on theological discourse is unique in providing immediate application of biblical and interpretive skills for current ministry of the students.

The program differs from Moody Bible Institute Distance Learning's other bachelor programs by providing an emphasis on transferable learning. The 90 open elective credits provide flexibility and customizability for students to transfer credit and apply current ministry contexts to their education.

### Potential Careers & Educational Paths

After completing the program, students will be prepared to serve as leaders, staff persons, or volunteers. Graduates will possess the skills to think biblically about the issues facing a particular Christian ministry and to bring value to a ministry team. Graduates would also be prepared to pursue academically oriented Master of Arts programs including, but not limited to the Master of Theological Studies and Master of Divinity degrees, as well as more practically oriented programs such as the Master of Arts in Biblical Preaching.

### Requirements

A total of 120 credits must be completed to receive the Bachelor of Science in Integrated Ministry Studies degree. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 10 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements. The academic requirements are divided into core requirements and open elective requirements.

### Course Requirements: Bachelor of Science in Integrated Ministry Studies

<b>Program Core</b>		
BI-1103	Reading the Old Testament	4
BI-1104	Reading the New Testament	4
BI-2201	Interpreting Scripture	3
BI-4406	Interpreting Romans for Teaching	3
GSU-2203	Self and Social Identity in Christianity	4
MS-4401	Integration of Faith, Work, and Economy	3
TH-2201	The Theological Task and Bibliology	3
TH-3302	Method for Biblical Theology	3
TH-4450	Analyzing and Engaging Worldviews	3
		<b>30</b>
	Open electives	90
		<b>90</b>
	<b>Total Program Credits</b>	<b>120</b>



# BS IN INTEGRATED MINISTRY STUDIES—PROGRAM PLAN 2018–2019

## *Distance Learning*

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

### First Year—Fall

Ses 1	BI-1103	Reading the Old Testament	4
	TH-2201	The Theological Task and Bibliology	3
Ses 2	BI-1104	Reading the New Testament	4
	BI-2201	Interpreting Scripture	3
			<b>14</b>

### Spring

Ses 1	GSU-2203	Self and Social Identity in Christianity	4
	TH-3302	Method for Biblical Theology	3
Ses 2	BI-4406	Interpreting Romans for Teaching	3
	TH-4450	Analyzing and Engaging Worldviews	3
	MS-4401	Integration of Faith, Work, and Economy	3

16

**Open Electives 90**

**Total Program Credits 120**



## BACHELOR OF SCIENCE IN MINISTRY LEADERSHIP

The Bachelor of Science in Ministry Leadership program equips students with fundamental biblical leadership skills to inform their ministry leadership practices and to communicate biblical truth to others. Through study and reflection of Scripture and Christian ministry leadership theory/practices, students will develop a philosophy of ministry leadership and be equipped with leadership skills for their chosen ministry subject area.

### Student Learning Outcomes

- Deliver a homiletical message to any audience.
- Create a philosophy of ministry practice.
- Apply ministry leadership skills in a specific setting.

#### **Concentration Specific Student Learning Outcomes**

- Develop an effective model of children and family ministry (Children and Family Ministry).
- Develop an effective model of ministry to those with disabilities and their families throughout the life cycle (Disability Ministry).
- Develop strategies for effective leadership in church and parachurch organizations (Leadership).
- Develop expository messages from a variety of biblical genres for multiple ministry contexts (Preaching).
- Develop an effective model of ministry to women in all stages of life (Women's Ministry).

### Distinctive Areas of Interest

Unlike other ministry leadership degrees, Moody Bible Institute Distance Learning's Ministry Leadership degree utilizes a unique blocked curriculum designed to foster student success. The program is also built on a biblical foundation so that students receive a strong education in both biblical studies and leadership. The use of a cross program portfolio project allows students to develop a strong sense of personal identity, as well as a body of work to support student vocational goals.

The program differs from Moody Bible Institute Distance Learning's other bachelor programs by providing a focused concentration in specialized areas of ministry.

### Potential Careers & Educational Paths

After completing the program, students will be prepared to serve as leaders, staff persons, or volunteers. Graduates will possess the skills to think biblically about the issues facing a particular Christian ministry and to bring value to a ministry team. Graduates would also be prepared to pursue academically oriented Master of Arts programs including, but not limited to the Master of Theological Studies and Master of Divinity degrees, as well as more practically oriented programs such as the Master of Arts in Applied Biblical Studies.

### Requirements

A total of 120 credits must be completed to receive the Bachelor of Science in Ministry Leadership degree. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 10 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements. The academic requirements are divided into core requirements and academic disciplines of general studies requirements. See [Academic Discipline Course List](#) for a list of approved courses in each academic discipline.

### Bachelor of Science in Ministry Leadership Concentrations

The program allows students to take courses toward a concentration in a particular ministry area. Students may choose from the following pre-determined concentrations or others as noted on the website.

#### **Children and Family Ministry**

In the children and family ministry concentration, you will gain skills to develop, lead, and administrate effective children and family ministry in church and parachurch organizations. You will develop a theologically informed philosophy of ministry to children and families with age-appropriate teaching methods, ministry philosophies and strategies, and helping skills that are information by biblically based developmental and sociological perspectives.

ED-3303	Foundations for Children and Family Ministry	3
ED-3322	Special Needs Children and Family Ministry	3
ED-3342	Teaching & Ministry Skills for Children and Family Ministry	3
ED-4405	Parenting and Family Programming	3

### **Disability Ministry**

In the disability ministry concentration, you will acquire biblically informed skills for developing and leading ministry to individuals and families impacted by disabilities in the local church and parachurch organizations. You will learn about various special needs throughout the life cycle, different models of ministry, ways to support families as they navigate the unique aspects of life with special needs, and how to assist those with disabilities so they fully belong in the Church.

ED-3322	Special Needs Children and Family Ministry	3
ED-3371	Introduction to Disability and the Church	3
ED-3372	Engaging Disability in the Church	3
ED-3373	Supporting Families Impacted by Disability	3

### **Leadership**

In the leadership concentration you will acquire biblically informed skills for leadership in the local church and parachurch organizations. You will learn to develop organizational structures and become familiar with biblical principles and practices essential to effective ministry leadership.

ED-3309	Principles of Leadership	3
ED-3314	Principles of Administration	3
ED-3366	People Helping Skills	3
ED-4424	Practices of Leadership	3

### **Preaching**

In the preaching concentration you will be equipped to compose and deliver biblically based sermons. You will learn to formulate relevant expository messages from multiple genres of biblical leadership.

PS-3340	Theology of Biblical Preaching	3
PS-4430	Narrative Messages	3
PS-4433	Evangelistic Messages	3
PS-4440	Structure and Style in Biblical Preaching	3

### **Ministry to Women**

In the ministry to women concentration you will learn to organize and lead church and parachurch programs that disciple, counsel, and teach women. You will also develop an understanding of the biblical theology of women in ministry, as well as studying effective organizational structures for ministries serving women in various life stages.

PS-2253	Theology and Philosophy of Ministry to Women	3
PS-2264	Contemporary Strategies of Ministry to Women	3
PS-3321	Discipling and Mentoring Women	3
PS-3322	Ministry to Women in Pain	3

## **Course Requirements: Bachelor of Science in Ministry Leadership**

### **Program Core**

BI-4406	Interpreting Romans for Teaching	3
ED-3340	Marriage and Family Systems	3
PS-3310	The Church and Its Ministries	3
PS-3330	Communication of Biblical Truth	3
PS-3342	Ministry Leadership and Staff Relationships	3
PS-3382	The Care of the Ministry Leader's Soul	3
PS-4410	The Church and the Community	3
PS-4463	Cultural Dynamics of Congregational Ministry	3
		<b>24</b>

### **Selected Concentration**

XX-XXXX	Concentration courses (see above)	12
		<b>12</b>

### **Biblical and Theological Core Requirements**

BI-1103	Reading the Old Testament	4
BI-1104	Reading the New Testament	4
BI-2201	Interpreting Scripture	3
TH-1105	The Old Testament and Theology	3
TH-1106	The New Testament and Theology	3
		<b>17</b>



## General Studies Requirements

<i>General Studies Core</i>		
GSU-1110	College Writing	3
GSU-1112	Research Writing	3
GSU-2202	Introduction to Critical Thinking	3
GSU-1107	Foundations of Learning	3
GSU-1115	The Story and Structure of the Bible	3
GSU-2203	Self and Social Identity in Christianity	4
		19
 <i>Academic Disciplines (see <a href="#">Academic Discipline Courses</a>)</i>		
	Critical Thinking and Math	3
	Oral and Written Communication	3
	Social and Behavioral Sciences	9
	Humanities	6
	Open electives	27
		48
		<b>67</b>
	<b>Total Program Credits</b>	<b>120</b>



# BS IN MINISTRY LEADERSHIP—PROGRAM PLAN

2018–2019

## Distance Learning

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

### First Year—Fall

Ses 1	GSU-1107	Foundations of Learning*	3
	BI-1103	Reading the Old Testament	4
Ses 2	GSU-1115	The Story and Structure of the Bible*	3
	GSU-1110	College Writing	3
			<b>13</b>

### Spring

Ses 1	GSU-1112	Research Writing	3
	BI-1104	Reading the New Testament	4
Ses 2	GSU-2202	Introduction to Critical Thinking	3
	BI-2201	Interpreting Scripture	3
			<b>13</b>

### Second Year—Fall

Ses 1	TH-1105	The Old Testament and Theology	3
	ED-3340	Marriage and Family Systems	3
Ses 2	OWC-XXXX	Oral and Written Communication	3
	GSU-2203	Self & Social Identity in Christianity	4
			<b>13</b>

### Spring

Ses 1	TH-1106	The New Testament and Theology	3
	PS-3330	Communication of Biblical Truth	3
Ses 2	PS-3310	The Church and Its Ministries	3
	PS-3342	Min. Leadership & Staff Rel.	3
			<b>12</b>

### Third Year—Fall

Ses 1	HUM-XXXX	Humanities	3
	SOC-XXXX	Social and Behavioral Sciences	3
Ses 2	PS-3382	The Care of the Min. Leader's Soul	3
	CRI-XXXX	Critical Thinking and Math	3
			<b>12</b>

### Spring

Ses 1	PS-4410	The Church and the Community	3
	SOC-XXXX	Social and Behavioral Sciences	3
Ses 2	BI-4406	Interpreting Romans for Teaching	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Fourth Year—Fall

Ses 1	PS-4463	Cultural Dynamics of Congreg, Min.	3
	XX-XXXX	Open Elective	3
Ses 2	HUM-XXXX	Humanities	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Spring

Ses 1	SOC-XXXX	Social and Behavioral Sciences	3
	XX-XXXX	Open Elective	3
Ses 2	XX-XXXX	Open Elective	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Fifth Year—Fall

Ses 1	ED or PS	Concentration	3
	XX-XXXX	Open Elective	3
Ses 2	ED or PS	Concentration	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Spring

Ses 1	ED or PS	Concentration	3
	XX-XXXX	Open Elective	3
Ses 2	ED or PS	Concentration	3
			<b>9</b>

**Total Program Credits 120**

\*Must be completed first semester (available fall and spring).

†Only offered in the session listed.

Refer to the [Academic Discipline Courses](#) list for elective options.

## Concentration Courses

### Leadership Concentration

#### Fall

Ses 1	ED-3309	Principles of Leadership†	3
Ses 2	ED-4424	Practices of Leadership†	3

### Ministry to Women Concentration

#### Fall

Ses 1	PS-2253	Theo. & Phil. of Ministry to Women†	3
Ses 2	PS-3322	Ministry to Women in Pain†	3

### Preaching Concentration

#### Fall

Ses 1	PS-3340	Theology of Biblical Preaching†	3
Ses 2	PS-4430	Narrative Messages†	3

### Children and Family Ministry Concentration

#### Fall

Ses 1	ED-3303	Found. for Children & Family Min.†	3
Ses 2	ED-3322	Special Needs Children & Family Min.†	3

### Disability Ministry Concentration

#### Fall

Ses 1	ED-3371	Intro. to Disability & the Church†	3
Ses 2	ED-3322	Special Needs Child. & Fam. Min†	3

#### Spring

Ses 1	ED-3366	People Helping Skills†	3
Ses 2	ED-3314	Principles of Administration†	3

#### Spring

Ses 1	PS-2264	Contemp. Strategies of Min. to Women	3
Ses 2	PS-3321	Discipling and Mentoring Women†	3

#### Spring

Ses 1	PS-4433	Evangelistic Messages†	3
Ses 2	PS-4440	Structure & Style in Biblical Preaching†	3

#### Spring

Ses 1	ED-3342	Teach./Min. Skills Child. & Fam. Min.†	3
Ses 2	ED-4405	Parenting and Family Programming†	3

#### Spring

Ses 1	ED-3372	Engaging Disability in the Church†	3
Ses 2	ED-3373	Supp. Families Impacted by Disability†	3

†Only offered in the session listed.



## MASTER OF ARTS IN BIBLICAL PREACHING

The Master of Arts in Biblical Preaching program is designed to educate and equip student to effectively preach the Scriptures in a variety of contexts. Students will learn to prepare expository sermons that impact communities. Throughout the program, students will develop a philosophy of preaching that integrates theology, hermeneutics, and cultural perspectives.

### Student Learning Outcomes

- Deliver creative and engaging sermons with relevance for a variety of contexts.
- Prepare expository sermons from a variety of genres of Scripture.
- Formulate a philosophy of preaching.

### Distinctive Areas of Interest

The degree offers the creative research normally found in a Doctor of Ministry degree on the Masters level. Throughout the program students advance their capacities for interpretation and preaching in order to transform their communities for Christ.

### Potential Careers & Educational Paths

The degree would prepare students to serve in various capacities within the church or para-church settings in either professional positions or as lay leaders. The program allows students to develop new ministries in response to an identified need in their church or community. The program would be useful in developing students who are able to preach regularly in various ministry contexts.

### Requirements

A total of 36 credits must be completed to receive the Master of Arts in Biblical Preaching. This program is offered through Moody Bible Institute Distance Learning as a cohort program and is effective for students admitted in fall 2018 through summer 2019. This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within five years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements.

### Course Requirements: Master of Arts in Biblical Preaching

#### Core Requirements

BI-5528	Methods for Biblical Interpretation	3
BI-7700	Action Research	3
TH-5525	Theological Foundations for Biblical Interpretation	3
		<b>9</b>

#### Biblical Preaching Requirements

BE-5501	Hermeneutics for Preaching	3
BE-5502	Communicating Scripture	3
BE-5503	Preaching Narrative and Parabolic Literature	3
BE-6601	Preaching Poetic and Prophetic Literature	3
BE-6602	Advanced Homiletics	3
BE-6603	Preaching and Culture	3
BE-7701	Contextualized Preaching	3
BE-7702	Theology and Preaching	3
TH-6601	Church and Culture	3
		<b>27</b>

<b>Total Program Credits</b>		<b>36</b>
------------------------------	--	-----------



# MA IN BIBLICAL PREACHING—PROGRAM PLAN

## 2018–2019

### *Distance Learning*

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

#### **First Year—Fall**

Ses 1	TH-5525	Theo. Foundations for Biblical Interpret.	3
Ses 2	BI-5528	Methods for Biblical Interpretation	3
			<b>6</b>

#### **Spring**

Ses 1	BE-5501	Hermeneutics for Preaching	3
Ses 2	BE-5502	Communicating Scripture	3
			<b>6</b>

#### **Summer**

	BE-5503	Preaching Narrative and Parabolic Lit.	3
			<b>3</b>

#### **Second Year—Fall**

Ses 1	BE-6601	Preaching Poetic and Prophetic Lit.	3
Ses 2	BE-6602	Advanced Homiletics	3
			<b>6</b>

#### **Spring**

Ses 1	TH-6601	Church and Culture	3
Ses 2	BE-6603	Preaching and Culture	3
			<b>6</b>

#### **Summer**

	BE-7701	Contextualized Preaching	3
			<b>3</b>

#### **Third Year—Fall**

Ses 1	BI-7700	Action Research	3
Ses 2	BE-7702	Theology and Preaching	3
			<b>6</b>

**Total Program Credits 36**



## MASTER OF ARTS IN GLOBAL MINISTRY DESIGN

The Master of Arts in Global Ministry Design program is designed to develop and equip effective, global-minded leaders for the next generation of missional communities. Students will apply theological and hermeneutical principles to ministry leadership in a global context. Through advanced study of biblical leadership and ministry design, students will be equipped to design a global-minded ministry and apply practical ministry leadership principles that contribute to church's mission of expanding and developing Christ's kingdom.

### Student Learning Outcomes

- Integrate theological and hermeneutical concepts.
- Implement a global-minded ministry design process.
- Apply leadership practices within ministry contexts.

### Distinctive Areas of Interest

The program offers a focused study in biblical leadership, theology, and hermeneutics, as well as practical Christian ministry as applied to ministry in a global context.

### Potential Careers & Educational Paths

The program is useful to for professional development training for those pursuing ministry leadership. The program is intended as preparation for vocational ministry, but a student might choose to pursue further graduate studies after completing this program.

### Requirements

A total of 30 credits must be completed to receive the Master of Arts in Global Ministry Design. This program is offered through Moody Bible Institute Distance Learning as a cohort program and is effective for students admitted in fall 2018 through summer 2019. This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within five years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements.

### Course Requirements: Master of Arts in Global Ministry Design

#### Core Requirements

BI-5528	Methods for Biblical Interpretation	3
BI-7700	Action Research	3
TH-5525	Theological Foundations for Biblical Interpretation	3
		<b>9</b>

#### Global Ministry Design Requirements

CL-6601	Principles of Management	3
CL-7702	Leading Teams within an Organizational Context	3
CL-7703	Creating a Leadership Development Team	3
CUL-5501	Ministry Innovation	3
CUL-5502	Communication and Partner Development	3
CUL-6601	Ministry Entrepreneurship	3
CUL-6602	Global Mission and Culture	3
		<b>21</b>

<b>Total Program Credits</b>		<b>30</b>
------------------------------	--	-----------



# MA IN GLOBAL MINISTRY DESIGN—PROGRAM PLAN

## 2018–2019

### *Distance Learning*

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

#### **First Year—Fall**

Ses 1	TH-5525	Theo. Foundations for Biblical Interpret.	3
Ses 2	BI-5528	Methods for Biblical Interpretation	3
			<b>6</b>

#### **Spring**

Ses 1	CUL-5501	Ministry Innovation	3
Ses 2	CUL-5502	Communication & Partner Development	3
			<b>6</b>

#### **Summer**

	CL-6601	Principles of Management	3
			<b>3</b>

#### **Second Year—Fall**

Ses 1	CUL-6601	Ministry Entrepreneurship	3
Ses 2	CUL-6602	Global Mission and Culture	3
			<b>6</b>

#### **Spring**

Ses 1	CL-7702	Leading Teams within an Org. Context	3
Ses 2	CL-7703	Creating a Leadership Dev. Team	3
			<b>6</b>

#### **Summer**

	BI-7700	Action Research	3
			<b>3</b>

**Total Program Credits 30**

# BIBLE AND THEOLOGY DIVISION

## Division Faculty

Steven H. Sanchez, Division Chair; Jonathan J. Armstrong; John C. Clark; James F. Coakley; David B. Finkbeiner; John K. Goodrich; Ernest D. Gray Jr.; Marcus P. Johnson; Michael B. McDuffee; Sanjay V. Merchant; Bryan L. O'Neal; Gerald W. Peterman; Gregg W. Quiggle; Eric C. Redmond; Ronald C. Sauer; Andrew J. Schmutzer; J. Brian Tucker; Ashish Varma; Michael G. Wechsler; Benjamin R. Wilson; David L. Woodall

## Academic Programs

Certificate of Biblical Studies  
Associate of Biblical Studies  
Bachelor of Science in Biblical Studies  
Bachelor of Science in Theological Studies—Christian Thought  
Bachelor of Science in Theological Studies—Spiritual Formation  
Bachelor of Science in Theology and Cultural Engagement



## CERTIFICATE OF BIBLICAL STUDIES

The Certificate of Biblical Studies program is designed to provide students with an overview of the Bible and to equip students with basic skills in biblical interpretation and Bible teaching.

## Student Learning Outcomes

- Teach a lesson on any passage of Scripture.
- Demonstrate a fundamental knowledge of important biblical and theological concepts and the development of the redemptive storyline.
- Employ the grammatical-historical method of biblical interpretation within a dispensational theological system.

## Distinctive Areas of Interest

The program offers a specialized, focused treatment of the Old and New Testaments with an emphasis in biblical interpretation.

## Potential Careers & Educational Paths

The program would be useful to lay ministers interested in developing new interpretive skills to help them minister more effectively. The geographical and ancient Near Eastern elements of the program also make the program valuable to those interested in visiting Israel.

The program is not intended as preparation for vocational ministry, but as a supplemental program for those who wish to gain a greater depth of understanding of the Scriptures. All courses in the certificate program may be applicable to a Moody Bible Institute Distance Learning's Associate or Baccalaureate credential.

## Requirements

A total of 26 credits must be completed to receive the Certificate of Biblical Studies. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 5 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements.

## Course Requirements: Certificate of Biblical Studies

Program Core		
BI-1103	Reading the Old Testament	4
BI-1104	Reading the New Testament	4
BI-2201	Interpreting Scripture	3
BI-4405	Interpreting Isaiah for Teaching	3
BI-4406	Interpreting Romans for Teaching	3
TH-1105	The Old Testament and Theology	3
TH-1106	The New Testament and Theology	3
BI or TH	Bible or Theology elective	3
<b>Total Program Credits</b>		<b>26</b>





# CERTIFICATE OF BIBLICAL STUDIES—PROGRAM PLAN

## 2018–2019

### *Distance Learning*

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

#### **First Year—Fall**

Ses 1	BI-1103	Reading the Old Testament	4
	BI-1104	Reading the New Testament	4
Ses 2	TH-1105	The Old Testament and Theology	3
	TH-1106	The New Testament and Theology	3
			<b>14</b>

#### **Spring**

Ses 1	BI-2201	Interpreting Scripture	3
	BI-4405	Interpreting Isaiah for Teaching	3
Ses 2	BI-4406	Interpreting Romans for Teaching	3
	BI or TH	Bible or Theology elective	3
			<b>12</b>

**Total Program Credits 26**



## ASSOCIATE OF BIBLICAL STUDIES

The Associate of Biblical Studies program is designed to equip students to study the Bible at an intermediate level. Students will engage in a study of the historical geography and ancient backgrounds of Scripture and be equipped to integrate historical-cultural contexts into the process of biblical interpretation.

### Student Learning Outcomes

- Analyze historical geography and ancient cultural contexts.
- Apply historical and cultural themes to biblical interpretation.

### Distinctive Areas of Interest

The program utilizes an integrative approach in which the various courses build on one another to provide a unique focus that will help students to connect biblical interpretation with an understanding of the world around them while developing skills needed to succeed within an academic setting.

### Potential Careers & Educational Paths

It would provide preparation for those seeking entry level positions in a ministry profession or for improving one's abilities for interpreting Scripture more generally. All courses in the program may be applicable to a Moody Bible Institute Distance Learning's Baccalaureate credential.

### Requirements

A total of 60 credits must be completed to receive the Associate of Biblical Studies degree. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 7 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements. The academic requirements are divided into core requirements and academic disciplines of general studies requirements. See [Academic Discipline Course List](#) for a list of approved courses in each academic discipline.

### Course Requirements: Associate of Biblical Studies

#### Program Core

BI-2260	Historical Geography of Ancient Israel	3
BI-3301	Ancient Near Eastern Backgrounds and the Old Testament	3
BI-3302	Second Temple Jewish Backgrounds	3
		<b>9</b>

#### Biblical and Theological Core Requirements

BI-1103	Reading the Old Testament	4
BI-1104	Reading the New Testament	4
BI-2201	Interpreting Scripture	3
TH-1105	The Old Testament and Theology	3
TH-1106	The New Testament and Theology	3
		<b>17</b>

#### General Studies Requirements

##### *General Studies Core*

GSU-1110	College Writing	3
GSU-1112	Research Writing	3
GSU-2202	Introduction to Critical Thinking	3
GSU-1107	Foundations of Learning	3
GSU-1115	The Story and Structure of the Bible	3
GSU-2203	Self and Social Identity in Christianity	4
		<b>19</b>

##### *Academic Disciplines (see [Academic Discipline Courses](#))*

Critical Thinking and Math	3
Oral and Written Communication	3
Social and Behavioral Sciences	3
Humanities	3
Open electives	3
	<b>15</b>

**34**

#### Total Program Credits

**60**



# ASSOCIATE OF BIBLICAL STUDIES—PROGRAM PLAN

## 2018–2019

### Distance Learning

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

#### First Year—Fall

Ses 1	GSU-1107	Foundations of Learning*	3
	BI-1103	Reading the Old Testament	4
Ses 2	GSU-1115	The Story and Structure of the Bible*	3
	GSU-1110	College Writing	3
			<b>13</b>

#### Spring

Ses 1	GSU-1112	Research Writing	3
	BI-1104	Reading the New Testament	4
Ses 2	SOC-XXXX	Social and Behavioral Sciences	3
	BI-2201	Interpreting Scripture	3
			<b>13</b>

#### Second Year—Fall

Ses 1	TH-1105	The Old Testament and Theology	3
	GSU-2203	Self and Social Identity in Christianity	4
Ses 2	OWC-XXXX	Oral and Written Communication	3
	GSU-2202	Introduction to Critical Thinking	3
			<b>13</b>

#### Spring

Ses 1	TH-1106	The New Testament and Theology	3
	BI-2260	Historical Geog. of Ancient Israel	3
Ses 2	CRI-XXXX	Critical Thinking and Math	3
	BI-3301	Ancient Near Eastern Backgrounds	3
			<b>12</b>

#### Third Year—Fall

Ses 1	HUM-XXXX	Humanities	3
	XX-XXXX	Open Elective	3
Ses 2	BI-3302	Second Temple Jewish Backgrounds	3
			<b>9</b>

**Total Program Credits 60**

\*Must be completed first semester (available fall and spring).  
Refer to the [Academic Discipline Courses](#) list for elective options.



## BACHELOR OF SCIENCE IN BIBLICAL STUDIES

The Bachelor of Science in Biblical Studies degree is designed to train students to apply the Scriptures to any context or situation and to communicate Scriptural truths effectively. Students will employ research methodologies appropriate in the study of Scripture and integrate historical, geographical, and cultural insights into the process of biblical interpretation.

### Student Learning Outcomes

- Apply research methodologies to identified topics related to biblical studies.
- Communicate the message of the Scriptures to identified audiences.
- Relate the historical-cultural setting of the Old and New Testaments.
- Apply Scripture to the lives of contemporary Christians.

### Distinctive Areas of Interest

Unlike other biblical studies degrees, Moody Bible Institute Distance Learning's Biblical Studies degree utilizes a unique blocked curriculum designed to foster student success. The program also differs from other biblical studies programs in its educational philosophy which moves from biblical interpretation to biblical integration. The use of a cross program portfolio project allows students to develop a strong sense of personal identity, as well as a body of work to support student vocational goals.

The program differs from Moody Bible Institute Distance Learning's other bachelor programs through its emphasis on the Scriptures. Students entering the degree will take at least 18 credit hours of additional coursework in Bible including courses related to the communication and application of the Scriptures. Students completing the degree would be well equipped to interpret and apply the Scriptures as a member of a ministry team.

### Potential Careers & Educational Paths

After completing the program, students will be prepared to serve as leaders, staff persons, or volunteers. Graduates will possess the skills to think biblically about the issues facing a particular Christian ministry and to bring value to a ministry team.

Graduates would also be prepared to pursue academically oriented Master of Arts programs including, but not limited to the Master of Theological Studies and Master of Divinity degrees, as well as more practically oriented programs such as the Master of Arts in Applied Biblical Studies.

### Requirements

A total of 121 credits must be completed to receive the Bachelor of Science in Biblical Studies degree. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 10 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements. The academic requirements are divided into core requirements and academic disciplines of general studies requirements. See [Academic Discipline Course List](#) for a list of approved courses in each academic discipline.

### Course Requirements: Bachelor of Science in Biblical Studies

#### Program Core

BI-2260	Historical Geography of Ancient Israel	3
BI-3301	Ancient Near Eastern Backgrounds and the Old Testament	3
BI-3302	Second Temple Jewish Backgrounds	3
BI-4402	Teaching the Scriptures	4
BI-4404	Applying Scripture in the Contemporary World	3
BI-4405	Interpreting Isaiah for Teaching	3
BI-4406	Interpreting Romans for Teaching	3
TH-1110	The Church and Its Doctrines	3
TH-3302	Method for Biblical Theology	3
		<b>28</b>

#### Biblical and Theological Core Requirements

BI-1103	Reading the Old Testament	4
BI-1104	Reading the New Testament	4
BI-2201	Interpreting Scripture	3
TH-1105	The Old Testament and Theology	3
TH-1106	The New Testament and Theology	3
		<b>17</b>

## General Studies Requirements

### *General Studies Core*

GSU-1110	College Writing	3
GSU-1112	Research Writing	3
GSU-2202	Introduction to Critical Thinking	3
GSU-1107	Foundations of Learning	3
GSU-1115	The Story and Structure of the Bible	3
GSU-2203	Self and Social Identity in Christianity	4
		19

### *Academic Disciplines (see [Academic Discipline Courses](#))*

Critical Thinking and Math	6
Oral and Written Communication	3
Social and Behavioral Sciences	9
Humanities	12
Open electives	27
	57

**76**

## **Total Program Credits**

**121**



# BS IN BIBLICAL STUDIES—PROGRAM PLAN

## Distance Learning

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

### First Year—Fall

Ses 1	GSU-1107	Foundations of Learning*	3
	BI-1103	Reading the Old Testament	4
Ses 2	GSU-1115	The Story and Structure of the Bible*	3
	GSU-1110	College Writing	3
			<b>13</b>

### Spring

Ses 1	GSU-1112	Research Writing	3
	BI-1104	Reading the New Testament	4
Ses 2	TH-1110	The Church and Its Doctrines	3
	BI-2201	Interpreting Scripture	3
			<b>13</b>

### Second Year—Fall

Ses 1	TH-1105	The Old Testament and Theology	3
	GSU-2203	Self & Social Identity in Christianity	4
Ses 2	OWC-XXXX	Oral and Written Communication	3
	GSU-2202	Introduction to Critical Thinking	3
			<b>13</b>

### Spring

Ses 1	TH-1106	The New Testament and Theology	3
	BI-2260	Historical Geog. of Ancient Israel	3
Ses 2	CRI-XXXX	Critical Thinking and Math	3
	BI-3301	Ancient Near Eastern Backgrounds	3
			<b>12</b>

### Third Year—Fall

Ses 1	TH-3302	Method for Biblical Theology	3
	SOC-XXXX	Social and Behavioral Sciences	3
Ses 2	BI-4402	Teaching the Scriptures†	4
	BI-3302	Second Temple Jewish Backgr.	3
			<b>13</b>

### Spring

Ses 1	BI-4405	Interpreting Isaiah for Teaching	3
	SOC-XXXX	Social and Behavioral Sciences	3
Ses 2	BI-4406	Interpreting Romans for Teaching	3
	HUM-XXXX	Humanities	3
			<b>12</b>

### Fourth Year—Fall

Ses 1	HUM-XXXX	Humanities	3
	XX-XXXX	Open Elective	3
Ses 2	XX-XXXX	Open Elective	3
	HUM-XXXX	Humanities	3
			<b>12</b>

### Spring

Ses 1	HUM-XXXX	Humanities	3
	XX-XXXX	Open Elective	3
Ses 2	SOC-XXXX	Social and Behavioral Sciences	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Fifth Year—Fall

Ses 1	XX-XXXX	Open Elective	3
	XX-XXXX	Open Elective	3
Ses 2	XX-XXXX	Open Elective	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Spring

Ses 1	BI-4404	App. Scripture in Contemp. World†	3
	CRI-XXXX	Critical Thinking and Math	3
Ses 2	XX-XXXX	Open Elective	3
			<b>9</b>

**Total Program Credits 121**

\*Must be completed first semester (available fall and spring).

†Only offered in the session listed.

Refer to the [Academic Discipline Courses](#) list for elective options.



## BACHELOR OF SCIENCE IN THEOLOGICAL STUDIES

The Bachelor of Science in Theological Studies program equips students to critically evaluate theological positions and develop a dispensational theological framework for ministry settings. The program has two concentrations: Christian Thought and Spiritual Formation. The Christian Thought concentration trains students to think critically about theology and to explain theology to others. The Spiritual Formation concentration equips students to integrate theology and spiritual formation into their life, and trains students to foster spiritual formation in others.

### Student Learning Outcomes

- Critically analyze various perspectives on biblical doctrines.
- Explain the principles of dispensational theology.

#### **Concentration Specific Student Learning Outcomes**

- Engage in theological/philosophical discourse (Christian Thought).
- Relate theology to a variety of audiences (Christian Thought).
- Articulate the integration of theology and spiritual disciplines (Spiritual Formation).
- Create projects for ongoing spiritual formation (Spiritual Formation).

### Distinctive Areas of Interest

Unlike other theological studies degrees, Moody Bible Institute Distance Learning's Theological Studies program seeks to cultivate skills that will allow students to have a unique, immediate impact on the local church. The program also utilizes a unique blocked curriculum designed to foster student success. The use of a cross program portfolio project allows students to develop a strong sense of personal identity, as well as a body of work to support student vocational goals.

The program differs from Moody Bible Institute Distance Learning's other bachelor programs through its emphasis on theology. Students entering the program will take a substantial amount of theological coursework that is rooted in Scripture. Students will be challenged to use Scripture in the development of theology across the curriculum ensuring that the Bible is the final authority for all theological and doctrinal thinking. Students completing the degree would be well equipped to interpret and apply the Scriptures, as well as constructing theology, as a member of a ministry team.

### Potential Careers & Educational Paths

After completing the program with a concentration in Christian Thought, graduates are well prepared to work in an associate pastor role with the local church, or in para-church ministries. This concentration would be particularly well suited for those planning to pursue graduate degrees in Bible, Theology, or Ministry.

After completing the program with a concentration in Spiritual Formation, graduates would be prepared to work in the local church as small group pastors, men's or women's ministry pastors, or in other associate pastor roles.

Graduates of either concentration would also be prepared to pursue academically oriented Master of Arts programs including, but not limited to the Master of Theological Studies and Master of Divinity degrees, as well as more practically oriented programs such as the Master of Arts in Applied Biblical Studies.

### Requirements

A total of 120 credits must be completed to receive the Bachelor of Science in Theological Studies degree. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 10 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements. The academic requirements are divided into core requirements and academic disciplines of general studies requirements. See [Academic Discipline Course List](#) for a list of approved courses in each academic discipline.

### Bachelor of Science in Theological Studies Concentrations

#### **Christian Thought**

The Christian Thought concentration includes six unique courses covering topics in theology, philosophy, and apologetics. The concentration is intended to give students the skills to engage in academic discourse, as well as assisting the church to live according to the Scriptures. The Christian Thought concentration provides students with strong academic skills that will allow them to engage in academic discourse, as well as utilizing their academic skills in the context of the church.

GSU-2250	Introduction to Philosophy	3
TH-1102	Survey of Historical Theology	3
TH-1103	Survey of Contemporary Theology	3
TH-4403	Philosophy and Theology	4
TH-4404	Theological Thought	4
TH-4405	Doing Theology in the Church	4

### **Spiritual Formation**

The Spiritual Formation concentration includes seven unique courses intended to provide students with a theological framework for spiritual formation, as well as the tools to engage in personal spiritual formation and discipleship within the church. The Spiritual Formation concentration offers students a unique integration of theology and spiritual formation. The concentration will provide students with the understanding and skills needed to engage in personal spiritual formation, as well as disciplining individuals within the church.

SF-3301	Theology and Practice in the Early Church through the Reformation	3
SF-3302	Theology and Practice in the Modern World	3
SF-4401	Christ and the Spirit	3
SF-4402	Communities and Spiritual Formation	3
SF-4403	Theological Ethics and the Christian Life	3
SF-4404	Reflection and Practice in Spiritual Formation	3
SF-4405	Discipline in Spiritual Formation	3

### **Course Requirements: Bachelor of Science in Theological Studies**

#### **Program Core**

TH-1110	The Church and Its Doctrines	3
TH-2201	The Theological Task and Bibliology	3
TH-3302	Method for Biblical Theology	3
TH-3304	Father, Son, and Holy Spirit	3
TH-4401	Christian Anthropology and Hamartiology	3
TH-4402	The Church and Salvation	3
		<b>18</b>

#### **Christian Thought or Spiritual Formation Concentration**

XX-XXXX	Concentration courses	21
		<b>21</b>

#### **Biblical and Theological Core Requirements**

BI-1103	Reading the Old Testament	4
BI-1104	Reading the New Testament	4
BI-2201	Interpreting Scripture	3
TH-1105	The Old Testament and Theology	3
TH-1106	The New Testament and Theology	3
		<b>17</b>

#### **General Studies Requirements**

##### *General Studies Core*

GSU-1110	College Writing	3
GSU-1112	Research Writing	3
GSU-2202	Introduction to Critical Thinking	3
GSU-1107	Foundations of Learning	3
GSU-1115	The Story and Structure of the Bible	3
GSU-2203	Self and Social Identity in Christianity	4
		<b>19</b>

##### *Academic Disciplines (see [Academic Discipline Courses](#))*

Critical Thinking and Math	6
Oral and Written Communication	6
Social and Behavioral Sciences	6
Humanities	6
Open electives	21
	<b>45</b>
	<b>64</b>

<b>Total Program Credits</b>	<b>120</b>
------------------------------	------------





# BS IN THEOLOGICAL STUDIES—PROGRAM PLAN

2018–2019

## Distance Learning

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

### First Year—Fall

Ses 1	GSU-1107	Foundations of Learning*	3
	BI-1103	Reading the Old Testament	4
Ses 2	GSU-1115	The Story and Structure of the Bible*	3
	GSU-1110	College Writing	3
			<b>13</b>

### Spring

Ses 1	GSU-1112	Research Writing	3
	BI-1104	Reading the New Testament	4
Ses 2	TH-1110	The Church and Its Doctrines	3
	BI-2201	Interpreting Scripture	3
			<b>13</b>

### Second Year—Fall

Ses 1	TH-1105	The Old Testament and Theology	3
	GSU-2203	Self & Social Identity in Christianity	4
Ses 2	GSU-2202	Introduction to Critical Thinking	3
	OWC-XXXX	Oral and Written Communication	3
			<b>13</b>

### Spring

Ses 1	TH-1106	The New Testament and Theology	3
	TH-2201	The Theological Task and Bibliology	3
Ses 2	SOC-XXXX	Social and Behavioral Sciences	3
	HUM-XXXX	Humanities	3
			<b>12</b>

### Third Year—Fall

Ses 1	CRI-XXXX	Critical Thinking and Math	3
	HUM-XXXX	Humanities	3
Ses 2	TH-3302	Method for Biblical Theology	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Spring

Ses 1	XX-XXXX	Open Elective	3
	OWC-XXXX	Oral and Written Communication	3
Ses 2	TH-3304	Father, Son, and Holy Spirit†	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Fourth Year—Fall

Ses 1	TH-4401	Christian Anthro. and Hamartiology†	3
	XX-XXXX	Open Elective	3
Ses 2	TH-4402	The Church and Salvation†	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Spring

Ses 1	SOC-XXXX	Social and Behavioral Sciences	3
	CRI-XXXX	Critical Thinking and Math	3
Ses 2	XX-XXXX	Open Elective	3
	XX-XXXX	Open Elective	3
			<b>12</b>

### Fifth Year—Fall

Ses 1	XX-XXXX	Concentration	3
	XX-XXXX	Concentration	3
Ses 2	XX-XXXX	Concentration	3
	XX-XXXX	Concentration	3
			<b>12</b>

### Spring

Ses 1	XX-XXXX	Concentration	3
Ses 2	XX-XXXX	Concentration	3
	XX-XXXX	Concentration	3
			<b>9**</b>

**Total Program Credits 120**

\*Must be completed first semester (available fall and spring).

†Only offered in the session listed.

\*\*The Christian Thought concentration will end with two concentration courses.

Refer to the [Academic Discipline Courses](#) list for elective options.

## Concentration Courses

### Christian Thought Concentration

#### Fall

Ses 1	TH-1102	Survey of Historical Theology	3
	TH-4403	Philosophy and Theology†	4
Ses 2	GSU-2250	Introduction to Philosophy	3
	TH-4404	Theological Thought†	4

### Spiritual Formation Concentration

#### Fall

Ses 1	SF-3301	Theology and Practice in the Early Church through the Reformation†	3
	SF-3302	Theology and Practice in the Modern World†	3
Ses 2	SF-4401	Christ and the Spirit†	3
	SF-4402	Communities and Spiritual Formation†	3

#### Spring

Ses 1	TH-4405	Doing Theology in the Church†	4
Ses 2	TH-1103	Survey of Contemporary Theology	3

#### Spring

Ses 1	SF-4403	Theological Ethics and the Christian Life†	3
	SF-4404	Reflection and Practice in Spiritual Formation†	3
Ses 2	SF-4405	Discipline in Spiritual Formation†	3

†Only offered in the session listed.



# BACHELOR OF SCIENCE IN THEOLOGY AND CULTURAL ENGAGEMENT

The Bachelor of Science in Theological and Cultural Engagement program equips students to engage in ministry that is relevant to today's global environment, through courses in theological studies, cultural and global studies, and economic and political theory. This program will also equip students with skills to engage culture and effect change in culture. Students will be able to integrate theology and cultural studies in order to address challenges of the world within a ministry setting.

## Student Learning Outcomes

- Apply cross-cultural communication skills within a global context.
- Develop an integration of theology and cultural studies project for effecting change in culture.
- Develop contemporary ministry ventures.
- Apply theological concepts to globalized ideas and systems.

## Distinctive Areas of Interest

The combination of theology and cultural studies infused with an entrepreneurial, forward-thinking spirit makes the program unique within the context of Christian higher education. The program recognizes the challenges facing believers as they interact within an increasingly global, multicultural environment and seeks to provide the resources for approaching cultural challenges from a theological perspective that is both theoretical and practical.

In addition, the program recognizes that religious systems are not the only systems with a theological base. Economic and political realities are rooted in an understanding of God and creation. Such realities often hinder human capacity to see new possibilities.

## Potential Careers & Educational Paths

Because of its broad coverage of areas impacting institutions of all sorts, as well as the inclusion of biblical and theological coursework, those graduating from the program would be well prepared to adapt to almost any setting.

Within the church, graduates would be well prepared for roles such as associate, non-preaching pastoral roles. Graduates would be well prepared to work with parachurch organizations, Christian think-tanks, and entrepreneurial ventures. Though the program is not limited to international studies, students would be uniquely prepared for service with international agencies due to the cultural studies aspects of the program.

Graduates would also be prepared to pursue academically oriented Master of Arts programs including, but not limited to the Master of Theological Studies and Master of Divinity degrees, as well as more practically oriented programs such as the Master of Arts in Applied Biblical Studies.

## Requirements

A total of 121 credits must be completed to receive the Bachelor of Science in Theology and Cultural Engagement degree. This program is offered through Moody Bible Institute Distance Learning and is effective for students admitted in fall 2018 through summer 2019.

This curriculum will remain in effect for students who remain active and do not change programs. Students who fail to complete this program within 10 years will be discontinued and required to apply through the Office of Admissions into the current academic catalog's requirements. The academic requirements are divided into core requirements and academic disciplines of general studies requirements. See [Academic Discipline Course List](#) for a list of approved courses in each academic discipline.

## Course Requirements: Bachelor of Science in Theology and Cultural Engagement

### Program Core

BI-2201	Interpreting Scripture	3
CUL-2200	Introduction to Cultural Studies	3
CUL-2201	Understanding Worldviews	3
CUL-3300	Communicating in a Globalized World	3
CUL-3301	Analyzing Cultural Challenges: Action Research	3
CUL-4400	Discourse and Globalization	3
CUL-4401	Leading Cultural Change	3
CUL-4402	Innovation and Cultural Challenges	3
CUL-4403	Cultural Studies Project Research	3
CUL-4404	Cultural Studies Major Project	3
MN-4400	Planning New Ministry Ventures	3
MN-4401	Executing Strategy	3
TH-2210	Theology and Culture	3
TH-2211	Theology in a Globalized World	3
TH-3302	Method for Biblical Theology	3
TH-3305	Theology of Social Justice and Righteousness	3
TH-4401	Christian Anthropology and Hamartiology	3
TH-4406	The Trinity and the Christian Life	3
TH-4407	Thinking Theologically About World Systems	3
TH-4409	God and Politics: Kingdom, Sovereignty, and Freedom	3
		<b>60</b>

## General Studies Requirements

### *General Studies Core*

GSU-1110	College Writing	3
GSU-1112	Research Writing	3
GSU-2202	Introduction to Critical Thinking	3
GSU-1107	Foundations of Learning	3
GSU-1115	The Story and Structure of the Bible	3
GSU-2203	Self and Social Identity in Christianity	4
		19

### *Academic Disciplines (see [Academic Discipline Courses](#))*

Critical Thinking and Math	6
Oral and Written Communication	3
Social and Behavioral Sciences	6
Humanities	6
Open electives	21
	42

61

**Total Program Credits** 121



# BS IN THEOLOGY AND CULTURAL ENGAGEMENT— PROGRAM PLAN

2018–2019

## Distance Learning

This program plan is a suggested sequence of courses for students who changed their program or were admitted during the 2018–2019 academic year. Adjustments may be made as needed based on course availability, prerequisite courses, and transfer credits. Students are responsible to satisfy all program requirements by their expected graduation date.

### First Year—Fall

Ses 1	GSU-1107	Foundations of Learning*	3
	CUL-2200	Introduction to Cultural Studies	3
Ses 2	GSU-1110	College Writing	3
	GSU-1115	The Story and Structure of the Bible*	3

12

### Spring

Ses 1	GSU-2202	Introduction to Critical Thinking	3
	GSU-1112	Research Writing	3
Ses 2	BI-2201	Interpreting Scripture	3
	CRI-XXXX	Critical Thinking and Math	3

12

### Second Year—Fall

Ses 1	GSU-2203	Self & Social Identity in Christianity	4
	XX-XXXX	Open Elective	3
Ses 2	CUL-2201	Understanding Worldviews	3
	TH-3302	Method for Biblical Theology	3

13

### Spring

Ses 1	TH-2210	Theology and Culture	3
	HUM-XXXX	Humanities	3
Ses 2	TH-2211	Theology in a Globalized World	3
	HUM-XXXX	Humanities	3

12

### Third Year—Fall

Ses 1	TH-3305	Theo. Social Just. & Righteousness†	3
	OWC-XXXX	Oral and Written Communication	3
Ses 2	CUL-3300	Comm. in a Globalized World†	3
	SOC-XXXX	Social and Behavioral Sciences	3

12

### Spring

Ses 1	CUL-3301	Analyzing Cultural Challenges†	3
	CUL-4400	Discourse and Globalization†	3
Ses 2	TH-4406	The Trinity and the Christian Life†	3
	XX-XXXX	Open Elective	3

12

### Fourth Year—Fall

Ses 1	TH-4401	Christian Anthro. and Hamartiology†	3
	CRI-XXXX	Critical Thinking and Math	3
Ses 2	XX-XXXX	Open Elective	3
	XX-XXXX	Open Elective	3

12

### Spring

Ses 1	TH-4407	Thinking Theo. About World Sys.†	3
	SOC-XXXX	Social and Behavioral Sciences	3
Ses 2	TH-4409	God and Politics†	3
	XX-XXXX	Open Elective	3

12

### Fifth Year—Fall

Ses 1	CUL-4401	Leading Cultural Change†	3
	MN-4400	Planning New Ministry Ventures†	3
Ses 2	CUL-4402	Innovation and Cultural Challenges†	3
	XX-XXXX	Open Elective	3

12

### Spring

Ses 1	CUL-4403	Cultural Studies Project Research†	3
	MN-4401	Executing Strategy†	3
Ses 2	CUL-4404	Cultural Studies Major Project†	3
	XX-XXXX	Open Elective	3

12

**Total Program Credits 121**

\*Must be completed first semester (available fall and spring).

†Only offered in the session listed.

Refer to the [Academic Discipline Courses](#) list for elective options.

# COURSE DESCRIPTIONS

## UNDERGRADUATE COURSE DESCRIPTIONS

### BIBLE

#### **BI-1103 Reading the Old Testament (4 credits)**

Examination of the interpretive techniques necessary in the interpretation of the major genres of the Old Testament. Emphasis placed on the discussion of key theological themes appearing in a variety of Old Testament texts. Methods for moving from the interpretation of Old Testament texts to the development of theology introduced.

#### **BI-1104 Reading the New Testament (4 credits)**

Examination of the interpretive techniques necessary in the interpretation of the major genres of the New Testament. Emphasis placed on the discussion of key theological themes appearing in a variety of New Testament texts. Methods for moving from the interpretation of New Testament texts to the development of theology introduced.

#### **BI-1111 Old Testament Survey (4 credits)**

A chronological survey of Old Testament people, places, and events, this course highlights the basic message of the Old Testament books, their contribution to God's redemptive storyline, and their significance for Christian thought and practice.

#### **BI-1112 New Testament Survey (4 credits)**

A chronological survey of New Testament people, places, and events, this course highlights the basic message of the New Testament books, their contribution to God's redemptive storyline, and their significance for Christian thought and practice.

#### **BI-1999 Bible Elective**

A Biblical studies transfer course that may include an analysis of the structure, content, historical-cultural background, and theological significance of a Bible book or section of the Bible, and may introduce various methods and approaches to the book(s).

#### **BI-2201 Interpreting Scripture (3 credits)**

This course guides students in the interpretive techniques utilized in the study of the Scriptures. Emphasis is placed on understanding the primacy of the Scriptures in the intersection of text and experience, as well as the benefits and hindrances of one's own preunderstandings in the study of the biblical text. Necessity of interpreting culture and context to adequately apply the Scriptures will also be discussed.

#### **BI-2211 John (3 credits)**

Come to know Jesus Christ better through the study of His life as uniquely presented by the apostle John. Learn the basic content of each chapter, follow the flow of John's emphasis on belief throughout the book, delineate the key events and teachings of Christ, and experience personal growth in your own life through them.

#### **BI-2214 Acts (3 credits)**

This examination into the book of Acts will enable students to understand the birth and growth of the church under the sovereign direction of the resurrected Christ. The emphasis is on understanding the purpose of the book, with special consideration given to the literary structure of the book, problem passages, church growth, and personal application.

#### **BI-2230 Bible Introduction (3 credits)**

This course provides an introduction to the origin, transmission, and translation of the Bible, including its inspiration, canonization, preservation, and textual reconstruction. This course also addresses the major historical-critical questions that relate to the Bible's authority, and provides the student with an apologetic for the inspiration and inerrancy of Scripture.

#### **BI-2260 Historical Geography of Ancient Israel (3 credits)**

This course is a survey of the principal physical features of the land of Israel, and a review of the historical geography of Israel for all the important periods in the Old and New Testaments, with attention to the relationship between Israel's geography and her history. Prerequisite: GSU-1115 The Story and Structure of the Bible. May be taken concurrently with GSU-1115.

#### **BI-2280 Hermeneutics/Bible Study Methods (3 credits)**

This course examines the principles and practices of biblical interpretation, as well as the primary tools for biblical research. Students will become acquainted with the history of interpretation and a defense of the literal-historical-grammatical approach. Hermeneutical strategies will be used to interpret various literary genres, examine historical and literary contexts, analyze structural relationships, perform word studies, and develop principles for practical application. Prerequisites: BI-1111 Old Testament Survey, BI-1112 New Testament Survey, and MS-1102 Studying and Teaching the Bible.

#### **BI-2281 Greek Grammar I (4 credits)**

This course is an introductory study of New Testament Greek, including intensive drill in vocabulary, conjugations, declensions, and grammatical constructions, with translation of sentences from the textbook. This course cannot be credited as a Bible elective.

#### **BI-2282 Greek Grammar II (4 credits)**

This course is a continuation of BI-2281, including intensive drill in new vocabulary, conjugations, declensions, and grammatical constructions, with translation of sentences from the textbook. Prerequisite: BI-2281 Greek Grammar I. This course cannot be credited as a Bible elective.

**BI-3301 Ancient Near Eastern Backgrounds and the Old Testament (3 credits)**

This course leads the student in the use of comparative studies in the interpretation of the Old Testament. Emphasis is placed on the review of broad themes drawn from the ancient Near East and their relevance to the study of Scripture. Perspectives on the method of comparative studies are also addressed.

**BI-3302 Second Temple Jewish Backgrounds (3 credits)**

This course provides students with an introduction to various social, cultural, political, and religious aspects of the Second Temple Jewish world. Emphasis is placed on the use of Second Temple Jewish backgrounds in the interpretation of various New Testament texts. Course focuses on the application of Jewish backgrounds in a specific biblical book. Prerequisite: GSU-1115 The Story and Structure of the Bible. May be taken concurrently with GSU-1115.

**BI-3312 Genesis (3 credits)**

Presenting a holistic view of Genesis while seeking to examine specific exegetical problems, students are introduced to historical, cultural, literary, and methodological issues. Emphasis is on the book's purpose and message through its biblical-theological development in order to reclaim its practical use and teaching in the church. Prerequisite: MS-1102 Studying and Teaching the Bible (or BI-4402 Teaching the Scriptures).

**BI-3316 Major Prophets I (3 credits)**

An examination of the book of Isaiah, this course emphasizes the theological significance of the purpose and message of the book for both Old and New Testaments. Special attention is given to its historical background and the critical issues surrounding the book, while focusing primarily on a detailed analysis of the content.

**BI-3323 The Life of Christ (3 credits)**

A comprehensive study, both thematically and chronologically, of the earthly life and ministry of the Lord Jesus Christ, this course will help students interpret correctly and discover the practical application of key events and discourses. This course is not open to freshmen.

**BI-3325 Pauline Epistles I (3 credits)**

In this expository study of 1 and 2 Corinthians, attention is given to the background, church problems, doctrine, and practical applications of these books. Prerequisite: BI-2280 Hermeneutics/Bible Study Methods (or BI-2201 Interpreting Scripture).

**BI-3333 Hebrews (3 credits)**

An exposition of the book of Hebrews emphasizes the preeminence of the Lord Jesus Christ in His deity and high priestly ministry as a fulfillment of Old Testament theology. This course applies the great spiritual truths of Hebrews to everyday living and Christian service. This course is not open to freshmen.

**BI-4402 Teaching the Scriptures (4 credits)**

This course guides students through an investigation of a setting (e.g., church, family, workplace) and the social groups and/or individuals that operate within it. Emphasis is placed on the use of frameworks for contextual and audience analysis and effective communication. Students will create a teaching outline and lesson as part of this course. Prerequisite: BI-2201 Interpreting Scripture.

**BI-4404 Applying Scripture in the Contemporary World (3 credits)**

This course will address contemporary issues impacting the church through the analysis of biblical texts. Emphasis is placed on the development of action plans to address identified concerns.

**BI-4405 Interpreting Isaiah for Teaching (3 credits)**

Evaluates the book of Isaiah utilizing a variety of interpretive techniques. Specific passages and theological issues will also be addressed. Emphasis placed on the development of interpretations of the book that will be utilized to create teaching and/or preaching outlines for use in various ministry contexts. Prerequisite: BI-2201 Interpreting Scripture.

**BI-4406 Interpreting Romans for Teaching (3 credits)**

Evaluates the book of Romans utilizing a variety of interpretive techniques. Specific passages and theological issues will also be addressed. Emphasis placed on the development of interpretations of the book that will be utilized to create teaching and/or preaching outlines that will serve as the foundation for student work in BI-4402 Teaching the Scriptures and/or PS-3330 Communication of Biblical Truth. Prerequisite: BI-2201 Interpreting Scripture.

**BI-4410 Romans (3 credits)**

This is an expository study of Paul's epistle to the Romans that stresses its contribution to the doctrines of salvation and sanctification, and to understanding the place of Israel and the church in the divine plan. This course also assesses important perspectives on how to interpret Romans, as well as explores how the theological and ethical principles of the epistle contribute to spiritual formation and relevant issues in contemporary society. Prerequisites: BI-2280 Hermeneutics/Bible Study Methods (or BI-2201 Interpreting Scripture) and TH-3330 Systematic Theology I (or TH-3321 Survey of Theology II).

**BI-4495 Biblical Studies Capstone (3 credits)**

The purpose of this course is to review, discover, and cement the overall goals of the Biblical Studies program. Objectives include the testing and refining of the following: writing, critical thinking, and communications skills; analytical, synthetic, and hermeneutical skills in interpreting the Bible and theology; the development of a personal doctrinal statement. Normally this course is taken at the end of the program.

**BI-4499 Directed Study in Bible**

A directed study course in the area of Bible designed to allow students to complete a guided analysis of specified topics in the Old or New Testaments.

---

## CRITICAL THINKING

**CRI-1999 Critical Thinking and Math Elective**

A transfer course in the field of critical thinking, logic, mathematics, physical science, life science, or engineering.

**CRI-2208 Introduction to Statistics (3 credits)**

A survey of the fundamental methods and concepts of statistics. Emphasis placed on the analysis and use of statistics. Principles of data analysis and an introduction to "big data" will also be addressed.

**CRI-2209 Introduction to Economics (3 credits)**

An introduction to the basic principles of economics and the evaluation of the manner in which economic concerns impact global conversation. Surveys the economic roles of private and governmental entities, as well as areas such as market types, distribution of income and wealth, and economic policy.

**CRI-2215 Principles of Accounting (3 credits)**

A basic understanding of the logic behind the principles of accounting for the non-accounting student, enabling them to prepare, read, analyze, and interpret financial statements for the purpose of decision making. Ethical business practices are stressed throughout all phases of the course.

**CRI-2299 Directed Study in Critical Thinking and Math**

A directed study course in the field of critical thinking and math. Topics may include critical thinking, logic, mathematics, physical science, life science, engineering, or computer science.

**CRI-3303 Problem Solving and the Challenges of the Church (3 credits)**

This course will guide students in the development of a critical consciousness through the analysis of various issues facing the contemporary church. Emphasis is placed on the ability to think critically, assess information, and develop consistent and coherent arguments which seek to address the challenges of the Christian church worldwide.

---

## CULTURAL STUDIES

**CUL-2200 Introduction to Cultural Studies (3 credits)**

An introduction to the theories, concerns, and methods in cultural studies. Emphasis placed on the evaluation of various works within cultural studies, as well as on the application of particular methods. Prerequisite: GSU-1107 Foundations of Learning or junior status. May be taken concurrently with GSU-1107.

**CUL-2201 Understanding Worldviews (3 credits)**

An application of methods for analyzing worldviews. Emphasis placed on the development of multi-faceted perspectives on a variety of worldviews. Prerequisite: GSU-1107 Foundations of Learning or junior status. May be taken concurrently with GSU-1107.

**CUL-3300 Communicating in a Globalized World (3 credits)**

An examination of challenges and opportunities in communicating within a technology rich, increasingly global and multi-cultural world. Emphasis placed both on modes of communication, as well as the analysis of cultural intelligence in various forms of communication.

**CUL-3301 Analyzing Cultural Challenges: Action Research (3 credits)**

An introduction to the theory and practice of action research methodologies. Focus on the application of action research methods to a cultural challenge. Data gathering, organization, and analysis will also be addressed.

**CUL-4400 Discourse and Globalization (3 credits)**

An exploration of discourse from a variety of sources including academic and popular literature, podcasts, and other social media. Issues related to qualitative research and the development of themes will be addressed. Prerequisites: CUL-2201 Understanding Worldviews and TH-2210 Theology and Culture.

**CUL-4401 Leading Cultural Change (3 credits)**

An examination of the techniques, attitudes, and skills needed to bring lasting change within a particular culture. Focus given to personal skills needed to influence people and cultures. Strategies for bringing about change will also be addressed. Prerequisite: CUL-4400 Discourse and Globalization. May be taken concurrently with CUL-4400.

**CUL-4402 Innovation and Cultural Challenges (3 credits)**

An application of techniques drawn from the field of innovation to the analysis of cultural challenges. Emphasis placed on the development of new paradigms and potential means for addressing cultural challenges. Evaluation of new paradigms will also be addressed. Prerequisite: CUL-4400 Discourse and Globalization.

**CUL-4403 Cultural Studies Project Research (3 credits)**

Utilizing skills gained across the curriculum, students will research a particular cultural challenge using appropriate primary and/or secondary research methods. Prerequisite: CUL-4400 Discourse and Globalization.

**CUL-4404 Cultural Studies Major Project (3 credits)**

Utilizing skills gained across the curriculum, students will analyze a particular cultural challenge from a biblical and theological perspective, as well as developing a proposal for addressing that challenge. Prerequisite: CUL-4403 Cultural Studies Project Research.

---

## EDUCATION

**ED-1111 Foundations of Biblical Leadership (3 credits)**

This course focuses on the attitude, knowledge, practice, and skills needed to become a successful life-long learner. Emphasis placed on introducing and integrating biblical, theological, and leadership scholarship, as well as assessing one's current understanding of leadership.



**ED-3303 Foundations for Children and Family Ministry (3 credits)**

In order to create a biblically informed philosophy and model of children and family ministry, topics as parent discipleship, children's spiritual formation, age of accountability, church ordinances, and other appropriate issues will be investigated. Attention is also given to the life of the children's minister and the importance of nurturing one's relationship with Christ. Prerequisite: TH-1105 The Old Testament and Theology and TH-1106 The New Testament and Theology, or TH-1110 The Church and Its Doctrines.

**ED-3309 Principles of Leadership (3 credits)**

Special attention is given to cultivating spiritually healthy leadership qualities within the leader and to the function of the leader in facilitating positive team relationships and environments within Christian organizations, including: creating trust, conflict resolution, effective systems, empowering others, etc.

**ED-3314 Principles of Administration (3 credits)**

This course establishes a biblical foundation and basic strategies for effective administration in ministry. Teachings and examples found in Scripture are combined with proven ministry experience to describe five key elements of effective administration: planning, organizing, recruiting, leading, and evaluating. The student will practice strategies of effective administration by applying it in a ministry context.

**ED-3315 Capstone: Impacting Sustainable Change (3 credits)**

An investigation of the principles and processes related to the field of Action Research and the role it plays in impacting sustainable change. Emphasis placed on applying the leadership principles and skills required in the Certificate of Biblical Leadership program to everyday ministry roles.

**ED-3322 Special Needs Children and Family Ministry (3 credits)**

This course focuses on families with special needs children who are atypical in learning, sensory, social and physical development with the goal of understanding and learning appropriate teaching and helping skills for the benefit of these children and their families. With a strong theological and biblical approach so as to create an effective ministry mindset, a variety of topics as Autism, ADHD, genetic disorders and physical disabilities as well as identifying unique family needs will be considered. Open to juniors and seniors only.

**ED-3340 Marriage and Family Systems (3 credits)**

This sociology course examines the nature and needs of various family systems. Students study family structures, issues, concerns, problems, and dynamics. A theology of the family will be developed. As part of this course, an examination of the Christian family will be considered, including the biblical basis, distinctives, and functions for the family; preparing for Christian marriage; family roles and relationships; and parenting and child training. Prerequisites: GSU-1112 Research Writing and MS-1102 Studying and Teaching the Bible (or enrolled in a Moody Bible Institute Distance Learning degree program). Course offered every semester.

**ED-3342 Teaching and Ministry Skills for Children and Family Ministry (3 credits)**

This course begins with a brief overview of different children's ministry models and an investigation of teaching methods from a theologically informed Christian worldview. Relevant ministry topics such as worship, Bible study, and faith development for the child and family will be discussed. Teaching paradigms and skills with creative elements such as object lessons, drama, storytelling, and technology will be investigated, modeled, and then practiced by students. Ministry skills needed to lead and ensure a safe, effective ministry to children will be taught. Field experience, ministry observations, and guest speakers are a part of this course's hands-on learning. Prerequisite: ED-3303 Foundations for Children and Family Ministry.

**ED-3366 People Helping Skills (3 credits)**

This course introduces students to fundamental ministry skills as a lay counselor that assists people in times of difficulty. Students gain an understanding for the people-helping process and are equipped with skills in listening and responding to needs of others in a Christian manner. Only open to juniors in the Bachelor of Science degrees.

**ED 3371 Introduction to Disability and the Church (3 credits)**

Students will learn different models and definitions of disability and examine the historical, societal, ethical and religious attitudes that have affected people with disabilities and led to their marginalization in much of society and the church. They will examine biblical passages related to disability and learn a biblical model of disability.

**ED-3372 Engaging Disability In the Church (3 Credits)**

Students will explore the concept of belonging in the church and learn inclusive practices for integrating people with disabilities throughout their life cycle into the following five practical areas of church life: corporate worship, Christian education, congregational care, community life and serving. Focus will be given to the role of the church ordinances in belonging. Prerequisite: ED-3371 Introduction to Disability and the Church.

**ED-3373 Supporting Families Impacted by Disability (3 credits)**

Students will explore the unique challenges that face families who have a member with a disability. Students will learn to partner with families in providing support through the development of a sensitive intake process, provision of proactive and reactive practical supports and becoming advocates for families in the church and community. Students will learn various methodologies for encouraging and equipping the congregation, church leadership and volunteers to provide the necessary supports. Prerequisite: ED-3371 Introduction to Disability and the Church.

**ED-4405 Parenting and Family Programming (3 credits)**

This course explores the study of parent-child relationships from infancy through adulthood and the systemic and environmental factors which have an impact upon family dynamics. The student will learn to lead and execute a ministry plan, making use of administrative skills, program management and interpersonal leadership skills for mentoring, small group and large group environments.

**ED-4424 Practices of Leadership (3 credits)**

This course is the last of a three-course series that brings into practice the principles learned in ED-3309 and ED-3314. This course will engage students in real-life leadership situations and circumstances. It approaches leadership first by the personal/spiritual evaluation of the leader, and then transitions into the practice of solving distinct leadership problems based on biblical principles and critical thinking.

---

## EVANGELISM

### **EV-2210 Principles of Discipleship (3 credits)**

The approach in this course is threefold. Initially students will examine the nature of a disciple. Unit 1 assists them in defining what a disciple is as well as understanding the role of a disciple. It also considers issues of growth. Unit 2 emphasizes Christ's example in discipleship as it relates to individuals. This unit will equip students to begin the discipleship process in the life of another individual. Unit 3 will equip them to approach discipleship through the small group. Students will be instructed concerning the multiplication process as it is realized through a small group setting.

---

## FIELD EDUCATION

### **FE-4400 Ministry Internship (3–6 credits)**

The ministry internship provides a one- or two-semester experience in a Christian organization that requires skills directly related to the student's academic preparation. Students will be given an opportunity to confirm the call to their chosen ministry path. Students will serve under the supervision of faculty within the department of their major. Internships usually are scheduled for the student's senior year. However, in some cases, internships may take place over the summer (normally between the student's junior and senior years). In these instances, PCM fulfillment may be required during the senior academic year. All internships require the advanced approval of the student's faculty advisor as well as the Department of Field Education. Prerequisite: Student must be classified as a junior or senior. Academic departments may establish other prerequisites or enrollment limitations.

---

## GENERAL STUDIES

### **GSU-1107 Foundations of Learning (3 credits)**

This course focuses on the attitude, knowledge, practice, and skills needed to become a successful learner. Emphasis is placed on principles of personal effectiveness and study strategies. Course also includes an introduction to the philosophy of learning utilized throughout the program, as well as incorporating a variety of assessments to assist students in understanding their personal learning style.

### **GSU-1110 College Writing (3 credits)**

Trains students in essay writing and critical reading using process approach involving methods of prewriting, organizing, developing ideas, and revising.

### **GSU-1112 Research Writing (3 credits)**

Trains students in research writing and analytical reading by focusing on a research paper including thesis development, gathering and evaluation of source material, organization, and MLA documentation.

### **GSU-1115 The Story and Structure of the Bible (3 credits)**

An overview of the main plotline of the books that form the canon of Protestant scripture. Important subthemes and characters will also be explored. Issues of continuity and discontinuity between the Old and New Testaments also addressed.

### **GSU-1120 Speech Communication (3 credits)**

This is a practice-oriented introduction to public speaking, small group, and interpersonal communications skills. Attention is given to the fundamental process of ideas, organization of materials, speaker-listener relationship, and group dynamics, along with the use of the voice, articulation, and body expression. Course fee required.

### **GSU-1131 Physical Sciences (3 credits)**

An introduction to the universal principles that operate in our physical world. Provides the facts, vocabulary, and concepts necessary for understanding issues in contemporary society and for the integration of faith and natural science.

### **GSU-1132 Life Sciences (3 credits)**

An introduction to the universal principles that operate in biology and chemistry. Provides the facts, vocabulary, and concepts necessary for understanding issues in contemporary society and for the integration of faith and natural science.

### **GSU-1999 Open Elective**

A college-level transfer course in any discipline.

### **GSU-2202 Introduction to Critical Thinking (3 credits)**

This course provides students with the skills necessary for analyzing and critiquing the messages and arguments presented by the world around us in a variety of media. Emphasis is placed on the construction of reasoned, defensible responses to specified instances of discourse. Reflective thinking in which the student identifies the weaknesses of one's own arguments is also addressed.

### **GSU-2203 Self and Social Identity in Christianity (4 credits)**

Explores the complex relationships contributing to identity formation. Focus given to the exploration of identity from theological, cultural, and intercultural perspectives. Emphasis placed on the evaluation of identity shaping structures within society, as well as on the development of strategies for cultivating a biblical identity. Prerequisite: GSU-1107 Foundations of Learning or junior status. May be taken concurrently with GSU-1107.

### **GSU-2210 Introduction to Psychology (3 credits)**

This course examines historic and contemporary psychological theories of maturity, motivation, personality, emotions, and mental health. Theories are understood, evaluated, and, where appropriate, integrated with biblical teachings about human nature and the Christian life. This course fulfills the General Studies social science elective requirement.

**GSU-2213 Introduction to Sociology (3 credits)**

This survey course deals with the principles of social structure, social institutions, social processes, and social change, and gives special attention to religious institutions to help students understand and relate Christianity to a secular society. This course fulfills the General Studies social science elective requirement.

**GSU-2250 Introduction to Philosophy (3 credits)**

This is an introductory study of philosophy, partly historical and partly topical, examining the methods and assumptions of philosophical systems, theories of knowledge, metaphysics, values, ethics, philosophy of religion, and the worldviews of leading philosophers in these areas. The course considers some of the trends in contemporary philosophy, and emphasizes the development of a Christian philosophy of life.

**GSU-4499 Directed Study in General Studies**

A directed study course in the area of General Studies designed to allow students to complete a guided analysis of specified topics in Math, Science, Social and Behavioral Science, or the Humanities.

---

## HUMANITIES

**HUM-1109 Introduction to Literature (3 credits)**

This course is a college-level introduction to literature in which the student will learn to think and react to literature in a meaningful manner. Students will be able to distinguish between literary genres and build general and specific interpretive skills that will make them capable and discerning readers of imaginative literature. The structure of this course is twofold: materials will be presented according to genre; and fewer texts will be examined in order to provide a more in-depth study rather than an extensive sampling. The successful completion of this course will yield recognition of how literature and human imagination play a vital part in the Christian pilgrimage and ministry. The student will learn to evaluate ideas and to apply learning to life situations.

**HUM-1999 Humanities Elective**

A transfer course in the field of humanities. Topics include biblical studies, history, literature, language, music, theology, philosophy, religious studies, or the visual and performing arts.

**HUM-2267 Christian Worship (3 credits)**

A study of the biblical components of public and private worship. Focuses on the meaning, role, and effects of worship, praise, prayer, and music in various cultural settings.

**HUM-2299 Directed Study in Humanities**

A directed study course in the field of humanities. Topics may include history, literature, language, music, philosophy, research, or the visual and performing arts.

---

## MINISTRY LEADERSHIP

**MN-4400 Planning New Ministry Ventures (3 credits)**

An investigation of the processes related to the development of a strategy including, but not necessarily limited to, the identification of opportunities, the design of sustainable models, and funding new venues. Differentiation from other organizations or offerings, as well as the creation of a unique value proposition are also addressed.

**MN-4401 Executing Strategy (3 credits)**

An examination of the disciplines associated with the implementation of strategy. Issues related to organizational culture, leadership practices, measurement, and other activities associated with the execution of strategy.

---

## MINISTRY STUDIES

**MS-1100 Spiritual Life and Community (3 credits)**

A foundational course focusing on the nature of discipleship and an introduction to the foundational principles of the spiritual life, this course will examine the nature and obligations of the spiritual life and the principles and practices that nurture it. It will explore the relationship between grace and effort in spiritual development and introduce the student to the disciplines of the spiritual life, with the goal of developing lifelong patterns and practice. It will also explore the relationship between the spiritual life and the local church.

**MS-1102 Studying and Teaching the Bible (4 credits)**

This course develops skills in inductive Bible study, assessment of learner needs and issues, and the design of effective Bible lessons. This course seeks to equip students to study the English Bible accurately using basic principles of observation and interpretation of the biblical text. Building on this foundation, students learn to assess their audience and develop an appropriate Bible-based lesson for that audience. Students are introduced to fundamental principles of the teaching-learning process and are guided in the application of those principles to the teaching of the Scriptures.

**MS-1103 Christian Missions (3 credits)**

This course introduces students to five dimensions of global Disciplemaking: the biblical basis, the historical dimension, the cultural dimension, the contemporary dimension, and the local church dimension.

**MS-4401 Integration of Faith, Work, and Economy (3 credits)**

This course is a study of the theology of work, its goodness and importance, the callings of people within and outside the church, and the integration of faith, work, and economic activity in the ways that people pursue excellence and find meaning and fulfillment in personal (spiritual) and professional life. It includes an exegesis of multiple contexts with a view to help the church in three primary ways: (1) by empowering laypeople for a whole life, meaning, and 24/7 discipleship; (2) by equipping them to take biblical workplace values and insights into a diverse and global marketplace that does not possess a clear faith or biblical worldview and to live and describe their approach to life and work in an appealing, constructive, and positive way; (3) by casting a vision for virtuous membership and participation in civic community.

---

## MUSIC

**MU-1113 Worship and Music (1 credit)**

A course designed to help non-music majors explore the relationship between worship and music.

---

## ORAL AND WRITTEN COMMUNICATION

**OWC-1999 Oral and Written Communication Elective**

A transfer course in the fields of English composition or public speaking.

**OWC-2206 Communicating Scripture through Audio and Video Technology (3 credits)**

This course guides students in the effective use of web-based audio and video technology, identifying online resources for audio and video production, storage, and hosting, as well as discussing strategies for marketing podcasts and vodcasts. Emphasis is placed on strategic, responsible, and innovative use of technology in communicating Scripture in media settings.

**OWC-2299 Directed Study in Oral and Written Communication**

A directed study course in the fields of oral and written communication.

**OWC-3302 Communicating in Organizations (3 credits)**

This course analyzes the significance of organizational communication. Emphasis is placed on the development of effective communication strategies with attention being given to diverse modes of communication. Discussion of the impact of leadership, culture, and teamwork will also be addressed, as will the ethics of communication.

---

## PASTORAL STUDIES

**PS-2253 Theology and Philosophy of Ministry to Women (3 credits)**

A biblical and theological study of the role of women in the ministry of the local church. It will examine the significant contribution women have made in the church's ministry, from the New Testament era to the present. It will also discuss the nature and place of women's ministries in church and parachurch contexts. The student will formulate a biblically based philosophy of ministry as a result of this course.

**PS-2264 Contemporary Strategies of Ministry to Women (3 credits)**

The student will be exposed to a variety of contemporary models and current programs of ministry to women. Students will study principles of team building, ministry management, techniques for planning special events, and develop strategies for implementing a ministry to women in the local church.

**PS-3310 The Church and Its Ministries (3 credits)**

Students will study the nature of the church, its structure, purpose and how these shape its approach to ministry. The course will survey historic approaches to church leadership and provide students with an opportunity to explore their own congregational heritage.

**PS-3321 Discipling and Mentoring Women (3 credits)**

In this course the student will study the practice of discipleship and mentoring as it relates to women. Biblical patterns of discipleship and mentoring will be explored with special emphasis on the task of mentoring women. As a part of this course, students will meet in peer groups to practice mentoring and discipleship.

**PS-3322 Ministry to Women in Pain (3 credits)**

This course concentrates on those whose special needs are a particular challenge within the context of ministry to women. Special attention will be given to those who have experienced physical and sexual abuse, single women, and mothers.

**PS-3330 Communication of Biblical Truth (3 credits)**

An examination of the structure and preparation of expository messages, the major emphasis is on formulating a homiletical idea from a biblical text and developing and supporting it with appropriate application to a given audience. Students prepare and deliver messages in class. Prerequisites: BI-2201 Interpreting Scripture and enrolled in any MBIDL academic program (or BI-2280 Hermeneutics/Bible Study Methods and GSU-1120 Speech Communication; or GSU-1120 Speech Communication and enrolled in BSMAT major). Course offered every semester.

**PS-3340 Theology of Biblical Preaching (3 credits)**

This course examines the theology of biblical preaching. It explores the nature of preaching by analyzing the divine and human dimensions of the preaching event. Students will develop a theological framework for the practice of biblical proclamation.

**PS-3342 Ministry Leadership and Staff Relationships (3 credits)**

This course includes a study of the principles of effective leadership and administration for church-based ministries. It integrates biblical principles for church leadership with principles of organizational communication and management. Attention will be given to the dynamics of ministering in a congregational setting where there are multiple staff members. It will discuss the nature and techniques of successful ministry in such a context.

**PS-3382 The Care of the Ministry Leader's Soul (3 credits)**

This course will help the student assess and diagnose the state of their soul and acquire habits and practices promoting spiritual health. Included is an exploration into the concepts of soul care, spiritual formation, and spiritual direction. Focus is placed on developing the spiritual health of the ministry leader in order that they may promote spiritual vitality in those to whom they minister.

**PS-4410 The Church and the Community (3 credits)**

This course will provide students with a framework for engaging the community. Students will learn principles and strategies for community involvement and development. Students will also acquire skills for grant writing and community networking.

**PS-4430 Narrative Messages (3 credits)**

A study of homiletical style, delivery, and development of effective communication with an audience. Special emphasis is placed on preaching from a biblical narrative. Student messages are evaluated by both professor and classmates. Prerequisite: PS-3330 Communication of Biblical Truth.

**PS-4433 Evangelistic Messages (3 credits)**

A study of effective principles of communication as they relate to the proclamation of the gospel. Exploration of concepts of audience analysis and its relationship to persuasive preaching. Students will prepare several evangelistic messages and deliver them in class. Prerequisite: PS-3330 Communication of Biblical Truth.

**PS-4440 Structure and Style in Biblical Preaching (3 credits)**

A study of biblical preaching with an emphasis on advanced expositional techniques. Special attention will be given to structure, style, imagination, and the use of creativity in message development and delivery. Prerequisite: PS-4430 Narrative Messages. May be taken concurrently with PS-4430.

**PS-4463 Cultural Dynamics of Congregational Ministry (3 credits)**

This course examines the human and religious dynamics that affect congregational ministry. It will explore the differences in thinking and values that affect ministry. Special attention will be given to the differences between ministry in the smaller church and larger congregation and to the nature and importance of congregational culture.

---

## RELIGIOUS STUDIES AND PHILOSOPHY

**RSP-1999 Religious Studies and Philosophy Elective**

A transfer course in the field of religious studies, philosophy or theology.

---

## SPIRITUAL FORMATION

**SF-3301 Theology and Practice in the Early Church through the Reformation (3 credits)**

An analysis of the theology, methods, and practices of key figures from the ancient church through the reformation. Evaluates conceptions of theology in comparison to various subsets of theology, including systematic, pastoral, and biblical theology, in modern academic discourse. Prerequisite: TH-3302 Method for Biblical Theology.

**SF-3302 Theology and Practice in the Modern World (3 credits)**

An exploration of theological discourses within the university and the church, as well as an analysis of the relationship between those discourses. Examines of the postmodern shift in theology, as well as contemporary trends within theology and potential future prospects for theology as an ongoing practice within the church. Prerequisite: TH-3302 Method for Biblical Theology.

**SF-4401 Christ and the Spirit (3 credits)**

A consideration of the relationship between Christology and Pneumatology. Develops an understanding of these doctrines, as representative of systematic theology as a whole, and their significance to the life of the church and to individual believers. Prerequisite: TH-3304 Father, Son, and Holy Spirit. May be taken concurrently with TH-3304.

**SF-4402 Communities and Spiritual Formation (3 credits)**

An evaluation of relationship between individual formation and one's own social setting. Emphasis placed on the investigation of structural evil and power relations and how they impact the formation of individuals. Individual responsibility for impacting their context is also addressed. Prerequisite: TH-4402 The Church and Salvation. May be taken concurrently with TH-4402.

**SF-4403 Theological Ethics and the Christian Life (3 credits)**

An integrative study investigating the connections between theological ethics, the Trinity, and the life and ongoing formation of believers. Focus placed on the development of a framework for ethics as a Christian task flowing from transformation in Christ by the Spirit. Prerequisite: TH-4401 Christian Anthropology and Hamartiology. May be taken concurrently with TH-4401.

**SF-4404 Reflection and Practice in Spiritual Formation (3 credits)**

An experiential study of spiritual formation techniques tailored to the individual student. Emphasis placed on the choice and execution of practices within the life of the student. Techniques to cultivate consistent practice will also be discussed.

**SF-4405 Discipline in Spiritual Formation (3 credits)**

An experiential study of various spiritually formative disciplines. Focus placed on reflective techniques leading to the revision of spiritual practice. Integration of theology with spiritual practice will also be addressed.

---

## SOCIAL AND BEHAVIORAL SCIENCES

### **SOC-1999 Social and Behavioral Sciences Elective**

A transfer course in the field of social and behavioral sciences. Topics include psychology, sociology, anthropology, human geography, political science, or cultural and ethnic studies.

### **SOC-2204 Media, Culture, and the Church (3 credits)**

This course surveys the field of media ecology, as well as identifying the workings of media in relation to culture. The goals and values, organization, and potential for constructing reality will be discussed with reference to the local church or other Christian ministry. Emphasis is placed on the interpretation of specific examples of media and the manner in which those examples shape one's view of reality.

### **SOC-2299 Directed Study in Social and Behavioral Sciences**

A directed study course in the field of social and behavioral sciences. Topics may include psychology, sociology, anthropology, human geography, political science, or cultural and ethnic studies.

### **SOC-3301 Race, Gender, and Class in World Systems and the Church (3 credits)**

This course evaluates the concepts of race, gender, and class from a sociological and biblical perspective. Emphasis is placed on the analysis of race, gender, and class within various institutional contexts including the Christian church. Discussion of the manner in which race, gender, and class are related to the development and persistence of specific power relations will also be addressed.

### **SOC-4402 Applied Human Development I (3 credits)**

This course guides students in the analysis of human growth and development across major life stages spanning birth to adolescence. Emphasis is placed on integration of a biblical perspective on human development. Insights from human development will be utilized in conjunction with the Scriptures to create developmentally appropriate discipleship strategies.

### **SOC-4403 Applied Human Development II (3 credits)**

This course guides students in the analysis of human growth and development across major life stages beginning after adolescence and spanning the various stages of adulthood. Emphasis placed on integration of a biblical perspective on human development. Insights from human development will be utilized in conjunction with the Scriptures to create developmentally appropriate discipleship strategies.

---

## THEOLOGY

### **TH-1102 Survey of Historical Theology (3 credits)**

This course surveys historical movements in theology up to the eighteenth century. Major figures, controversies, creeds, and theological works will be addressed. Significance of historical theology to the modern church emphasized. Prerequisite: GSU-1107 Foundations of Learning or junior status. May be taken concurrently with GSU-1107.

### **TH-1103 Survey of Contemporary Theology (3 credits)**

This course introduces a variety of approaches to the development of contextual theology including theologies of liberation, feminist theology, and other non-Western theological formulations. Emphasis is placed on the evaluation of approaches and the identification of strengths and weaknesses. Perspectives on the similarities between contextual and western theologies will also be addressed. Prerequisite: GSU-1107 Foundations of Learning or junior status. May be taken concurrently with GSU-1107.

### **TH-1105 The Old Testament and Theology (3 credits)**

Investigation of a variety of theologies derived from the Old Testament. Targets areas of theology in both Western and non-Western theological thinking. Emphasis placed on the construction of theology based on the interpretation of Old Testament texts. Prerequisite: GSU-1107 Foundations of Learning or junior status. May be taken concurrently with GSU-1107.

### **TH-1106 The New Testament and Theology (3 credits)**

Investigation of a variety of theologies derived from the New Testament. Targets areas of theology in both Western and non-Western theological thinking. Emphasis placed on the construction of theology based on the interpretation of New Testament texts. Prerequisite: GSU-1107 Foundations of Learning or junior status. May be taken concurrently with GSU-1107.

### **TH-1110 The Church and Its Doctrines (3 credits)**

A foundational course, using primarily a Bible doctrine approach that surveys basic doctrines of the church and their implications for life. Specifically, the course will survey bibliology, theology proper, anthropology, angelology, Christology, soteriology, pneumatology, ecclesiology, and eschatology. Special attention will be paid to key terms, concepts, and biblical texts. The course also will introduce the various branches of theology.

### **TH-2201 The Theological Task and Bibliology (3 credits)**

This course guides students in the investigation of theological prolegomena, the character of theology, and bibliology. Emphasis is placed on the essentially active nature of theology and the methods utilized in theological research. The role of the Scriptures in the life of the church is also addressed, as well as developing a theology of the Word. Prerequisite: GSU-1107 Foundations of Learning or junior status. May be taken concurrently with GSU-1107.

### **TH-2210 Theology and Culture (3 credits)**

An evaluation of the relationship between theology and culture. Emphasis placed on the transformative nature of theology. Prerequisite: BI-2201 Interpreting Scripture.

### **TH-2211 Theology in a Globalized World (3 credits)**

An examination of the factors impacting the global community, as well as the interdependence between individuals, corporations, and nations. Emphasis placed on the impact of globalization on theological method. Issues related to human rights and social concerns are also addressed. Prerequisite: BI-2201 Interpreting Scripture.

**TH-3302 Method for Biblical Theology (3 credits)**

This course guides students through the application of methods used in the development of biblical theologies. Features of specific authors, literary genres, and the purpose of specific works, as well as historical and cultural influences, will be examined. Course is focused on a selected topic in biblical theology. Distinction between biblical and systematic theology will also be addressed. Prerequisite: BI-2201 Interpreting Scripture. May be taken concurrently with BI-2201.

**TH-3304 Father, Son, and Holy Spirit (3 credits)**

This course guides students in the investigation of theology proper, Christology, and pneumatology, as well as evaluating various views of the Trinitarian relation and its implications for the Christian life. Emphasis is placed on the implications of these theologies for the practice of Christian ministry. Prerequisite: BI-2201 Interpreting Scripture.

**TH-3305 Theology of Social Justice and Righteousness (3 credits)**

Examination of the biblical and theological basis for social justice and righteousness. Human rights discourses will be evaluated. Emphasis placed on the development of a biblical and theological orientation to social justice and righteousness. Prerequisite: BI-2201 Interpreting Scripture.

**TH-4401 Christian Anthropology and Hamartiology (3 credits)**

This course investigates the doctrines of anthropology and hamartiology. The creation and fall of humanity, as well as the nature of sin and its consequences will be evaluated. Course will also address the reciprocal relationship between structural evil and individual humans and the manner in which this relationship impacts the contemporary church. Prerequisite: BI-2201 Interpreting Scripture.

**TH-4402 The Church and Salvation (3 credits)**

This course examines the doctrines of ecclesiology and soteriology. The relationship between these two doctrines is explored. Emphasis is placed on the role of the church in society and the manner in which the body of Christ functions within God's overall plan of restoration. Eschatology will also be addressed with regard to its position at the end of salvation, as well as the implications of one's eschatological views for understanding the role of the church in society. Prerequisite: BI-2201 Interpreting Scripture.

**TH-4403 Philosophy and Theology (4 credits)**

This course guides students through the investigation of various philosophical positions and their bearing on Christian theology. Emphasis is placed on the application of theological concepts to the study of Christian theology.

**TH-4404 Theological Thought (4 credits)**

This course leads students through the development of responsible theological thought in relation to issues and concerns in society and the church. Emphasis is placed on the evaluation of specified issues and concerns through reflection on multiple theological themes. Methods for analyzing and defending various positions of the church are also introduced. Prerequisites: GSU-2250 Introduction to Philosophy and TH-3302 Method for Biblical Theology. May be taken concurrently with GSU-2250 and TH-3302.

**TH 4405 Doing Theology in the Church (4 credits)**

This course focuses on the communication of theology within the church. Emphasis is placed on the explanation of academic theology within a specific ecclesial context for the promotion of theological literacy. Models and strategies for cultivating theological reflection in the church are evaluated. Students will create an action plan for cultivating theological literacy within their local church. Prerequisites: TH-3302 Method for Biblical Theology and TH-4402 The Church and Salvation.

**TH-4406 The Trinity and the Christian Life (3 credits)**

Analysis of the implications of God's life in Trinity for the life of the church and individual believers within it. Emphasis placed on evaluating the relationships between Father, Son, and Spirit. Prerequisite: TH-3302 Method for Biblical Theology.

**TH-4407 Thinking Theologically About World Systems (3 credits)**

An evaluation of the interrelationship between political, economic, and religious institutions historically and in the contemporary world. Issues of influence and ideology will be addressed. Special emphasis on the theological evaluation of these world systems. Prerequisite: TH-3302 Method for Biblical Theology.

**TH-4409 God and Politics: Kingdom, Sovereignty, and Freedom (3 credits)**

Theological investigation of God as King. Special emphasis given to the evaluation of Divine sovereignty and Divine freedom, as well as the establishment of the kingdom of God and the implications of God's kingship for believers. Prerequisite: TH-3302 Method for Biblical Theology.

**TH-4450 Analyzing and Engaging Worldviews (3 credits)**

Contrasts the biblical concept of apologetics with various alternative positions, both theistic and non-theistic. Considers major problem areas such as authority, miracles, evil, and evolution. Sets forth a basis for a Christian apologetic that is theologically and historically sound. Prerequisite: TH-2201 The Theological Task and Bibliology (or TH-3330 Systematic Theology I).

**TH-4471 Topics in Systematic Theology (3 credits)**

An investigation of selected topics in systematic theology, topics will be chosen in accord with the professor's interests and competencies, student interest, and the consent of the department. The course may be repeated for credit if the topic of study differs. Topics recently offered include "Sin and Salvation," "Spiritual Theology," and "Ecclesiology." This course can be credited as a Theology elective.

**TH-4499 Directed Study in Theology**

A directed study course in the area of theology designed to allow students to complete a guided analysis of specified topics in theology.

## GRADUATE COURSE DESCRIPTIONS

### BIBLICAL EXPOSITION

#### **BE-5501 Hermeneutics for Preaching (3 credits)**

This course examines foundational exegetical methods for analyzing biblical texts for preaching. Students will learn to analyze a particular passage for sermon preparation. The class will focus on the examination of passages from a variety of genres and the preparation of sermon outlines from these passages. Prerequisites: BI-5528 Methods for Biblical Interpretation and TH-5525 Theological Foundations for Biblical Interpretation. May be taken concurrently with BI-5528.

#### **BE-5502 Communicating Scripture (3 credits)**

This course is designed to equip students to structure and prepare messages from biblical passages. Students will learn to analyze biblical texts, formulate a central idea statement from the text, and explain and support the central idea with appropriate applications in a message. Students will prepare and deliver messages in class to the instructor and classmates.

#### **BE-5503 Preaching Narrative and Parabolic Literature (3 credits)**

This course examines the method of preparing and delivering sermons from the narrative and parabolic genres of scripture. Issues related to interpreting these genres will be addressed. Students will prepare sermons from Old and New Testament narratives and Jesus' parables in the Gospels. Prerequisites: BE-5501 Hermeneutics for Preaching and BE-5502 Communicating Scripture. May be taken concurrently with BE-5502.

#### **BE-6601 Preaching Poetic and Prophetic Literature (3 credits)**

This course examines the method of preparing and delivering sermons from the poetic and prophetic genres of scripture. Issues related to interpreting these genres will be addressed. Students will prepare sermons from Old Testament poetic and prophetic passages. Prerequisites: BE-5501 Hermeneutics for Preaching and BE-5502 Communicating Scripture. May be taken concurrently with BE-5502.

#### **BE-6602 Advanced Homiletics (3 credits)**

This course is a study of stylistic differences in biblical exposition, with an emphasis on advanced expository techniques. Special attention will be given to structure, style, and the use of creativity in message development and delivery. Prerequisites: BE-5501 Hermeneutics for Preaching and BE-5502 Communicating Scripture. May be taken concurrently with BE-5502.

#### **BE-6603 Preaching and Culture (3 credits)**

This course equips preachers to conceive of preaching in particular as sites for cultural engagement. This course invites them to fuse exegetical competency with cultural competency by using the insights gained in TH-6601 Church and Culture. In dialogue with the shifts in contemporary culture, students preach sermons designed to enhance theirs and that of their congregation's ability to engage with a diverse world. Emphasis will be on preaching as a means to transform the culture. Prerequisite: TH-6601 Church and Culture.

#### **BE-7701 Contextualized Preaching (3 credits)**

This course trains students to analyze various types of listeners in a church context for the purpose of effective sermon construction and delivery. The course will also include an examination of ethnically and culturally diverse preachers and their methodology of preaching for their particular communities. Students will assess their own particular cultural situation and examine its impact on their preaching to their local community.

#### **BE-7702 Theology and Preaching (3 credits)**

This course provides an understanding of the theology of preaching. Students will formulate a philosophy of preaching that integrates theology, hermeneutics, and cultural perspectives and practice. Emphasis will be given to the exploration of the relationship between the divine and human dimensions of the preaching event. As part of this study, students will study the theological content of classic and contemporary sermons. Prerequisites: BE-6603 Preaching and Culture and BE-7701 Contextualized Preaching. May be taken concurrently with BE-6603 and BE-7701.

---

### BIBLE

#### **BI-5527 Christian Character in Biblical Interpretation (1 credit)**

An exploration of techniques and philosophies related to the cultivation of Christian character with particular emphasis on the role of Christian character in biblical interpretation. Emphasis placed on the development of disciplines that foster spiritual formation through reflection on self, society, and Scripture under the guidance of the Holy Spirit, as well as on the manner in which one's understanding of God's character influences interpretation. The spiritual formation component of the program portfolio is introduced.

#### **BI-5528 Methods for Biblical Interpretation (3 credits)**

An exploration of contextualization as an aspect of biblical interpretation, and an orientation to the principles, practice, and philosophy of biblical interpretation. Specifies biblical interpretation as a holistic activity spanning the analysis of self, society, and Scripture with the help of the Holy Spirit. Provides a broad overview of hermeneutics with an emphasis on the grammatical-historical hermeneutic, the hermeneutical spiral, the formation of themes from biblical texts, and the role of research in the interpretation of the Scriptures. Provides students with the framework necessary for bringing interpretation of Scripture to bear upon contemporary contexts using methods bearing on the interpretation of various gospel passages. Study focused on one of the synoptic gospels. Analysis of forms in the gospels and the use of parallel passages in interpretation addressed. Application of interpretive results to contemporary contexts achieved through case study method.

#### **BI-5561 Christian Character and Family (pass/fail, noncredit)**

The student will explore the role of one's family of origin in the shaping of the minister's soul and worldview. Theological concepts from TH-5525 will be incorporated as a redeeming influence in the ongoing development of the student's spiritual formation.

#### **BI-5562 Christian Character and Culture (pass/fail, noncredit)**

The student will explore the role one's local and national culture has played in the shaping of the minister's soul and worldview. Theological concepts from TH-5525 will be incorporated as a redeeming influence in the ongoing development of the student's spiritual formation.



**BI-5563 Christian Character and Talents (pass/fail, noncredit)**

The student will explore the role one's spiritual gifts and talents play in God's calling to life and ministry. Theological concepts from TH-5525 will be incorporated as a redeeming influence in the ongoing development of the student's spiritual formation.

**BI-5564 Christian Character and Suffering (pass/fail, noncredit)**

The student will explore the role that hardship and suffering plays in the shaping of one's soul. Theological concepts from TH-5525 will be incorporated as a redeeming influence in the ongoing development of the student's spiritual formation.

**BI-6612 Interpreting the Pentateuch (3 credits)**

Examination and utilization of various interpretive methods employed in the study of the Pentateuch. Emphasis placed on the development of skills and techniques in the analysis of narrative and legal texts, the exposition of themes within the Pentateuch, the use of ancient and modern sources in the interpretation of the Pentateuch, and the contextualization of these interpretations within contemporary contexts. Contextualization of textually interpretive results to contemporary contexts achieved through case study method. Prerequisites: BI-5528 Methods for Biblical Interpretation and TH-5525 Theological Foundations for Biblical Interpretation. May be taken concurrently with BI-5528.

**BI-6613 Interpreting Old Testament Historiography (3 credits)**

Examination and utilization of various interpretive methods employed in the study of Old Testament historiography. Emphasis placed on the development of skills and techniques in analysis of historiography, the exposition of theological themes from Old Testament historiography, the use of ancient and modern sources in the interpretation of historiography, and the relevance of the relation between history and historiography for interpretation. Study focused on one of the Old Testament historical books. Prerequisites: BI-5528 Methods for Biblical Interpretation and TH-5525 Theological Foundations for Biblical Interpretation. May be taken concurrently with BI-5528.

**BI-6614 Interpreting Old Testament Poetry and Wisdom Literature (3 credits)**

Examination and utilization of various interpretive methods employed in the study of Old Testament Poetry and Wisdom. Emphasis placed on the development of skills and techniques in the analysis of Old Testament poetic and wisdom texts. The relation between poetic and historiographical texts, as well as strategies for reading wisdom texts addressed. Application of interpretive results to contemporary contexts achieved through case study method. Prerequisites: BI-5528 Methods for Biblical Interpretation and TH-5525 Theological Foundations for Biblical Interpretation. May be taken concurrently with BI-5528.

**BI-6615 Interpreting Old Testament Prophetic Literature (3 credits)**

Examination and utilization of various interpretive methods employed in the study of Old Testament prophetic texts. Emphasis placed on the social context of the prophets and its bearing on the interpretation of specific prophetic texts. Study focused on one of the Old Testament prophetic books. Prophetic forms and the functions of prophecy addressed. Application of interpretive results to contemporary context achieved through case study method. Prerequisites: BI-5528 Methods for Biblical Interpretation and TH-5525 Theological Foundations for Biblical Interpretation. May be taken concurrently with BI-5528.

**BI-6616 Interpreting the Gospels (3 credits)**

Examination and utilization of various interpretive methods employed in the study of the Gospels and parables. Exploration of the social context of the gospels and its bearing on the interpretation of various gospel passages. Study focused on one of the synoptic gospels. Analysis of forms in the gospels and the use of parallel passages in interpretation addressed. Application of interpretive results to contemporary contexts achieved through case study method. Prerequisites: BI-5528 Methods for Biblical Interpretation and TH-5525 Theological Foundations for Biblical Interpretation. May be taken concurrently with BI-5528.

**BI-6617 Interpreting Acts and the Epistles (3 credits)**

Examination and utilization of various interpretive methods employed in the study of Acts and the New Testament Epistles. Emphasis placed on the development of skills and techniques in analysis of narrative and epistolary texts, the exposition of themes within these texts, and the use of Acts in the interpretation of the epistles. Study focused on one of the New Testament Epistles along with the book of Acts. Application of interpretive results to contemporary contexts achieved through case study method. Prerequisites: BI-5528 Methods for Biblical Interpretation and TH-5525 Theological Foundations for Biblical Interpretation. May be taken concurrently with BI-5528.

**BI-6618 Interpreting Apocalyptic Literature (4 credits)**

Examination of apocalyptic literature in the Old and New Testaments and in literature from the Second Temple period. Emphasis placed on the development of skills and techniques for the analysis and interpretation of apocalyptic literature. Interpretive aspects of the course focused primarily on the book of Revelation. Application of interpretive results to contemporary contexts achieved through case study method. Prerequisites: BI-5528 Methods for Biblical Interpretation and TH-5525 Theological Foundations for Biblical Interpretation; BI-5528 can be taken concurrently.

**BI-6619 Christian Character Portfolio (1 credit)**

Compilation and completion of assignments related to the fulfillment of program portfolio requirements. Includes completion of exercises designated in the Program Portfolio Guide.

**BI-7700 Action Research (3 credits)**

Investigation of the principles and processes related to the field of action research. Emphasis placed on the value of action research for the application of Scripture in everyday situations. Students will complete an action research study as part of the course.

**BI-7701 Interpreting Psalms (4 credits)**

Focused practice in the analysis of Old Testament poetic literature through the interpretation of Psalms. Emphasis placed on the interpretation of psalms prominent in the book of Hebrews. Modern commentaries, as well as second temple literature, will be utilized to guide interpretations of the Psalms.

**BI-7702 Use of the Old Testament in the New Testament (4 credits)**

Integration of student case study with an interpretive project evaluating New Testament epistolary passages utilizing Old Testament quotations. Emphasis on comparison of varying methodologies for the interpretation of the Old Testament in the New Testament, as well as the examination of specific examples of the use of the Old Testament in the New Testament. Exploration of uses of the Old Testament in Second Temple literature addressed with special attention paid to the implications of such use to contemporary biblical interpretation. Integration of student action research with a biblically interpretive project covering multiple biblical genres. Students will also reflect on their understanding of biblical interpretation at the completion of the program.

---

## CHRISTIAN LEADERSHIP

### **CL-6601 Principles of Management (3 credits)**

This course guides students in the development of skills related to various tasks of management within an organization. Human resource management, the development of organizational structures and policies, the use of effective documentation, and other essential tasks will be addressed.

### **CL-7702 Leading Teams within an Organizational Context (3 credits)**

This course examines the skills needed to successfully leverage the resources and expertise across the whole organization. Emphasis is placed on the development of communication strategies between various stakeholders with the framework of biblical instruction related to communication.

### **CL-7703 Creating a Leadership Development Plan (3 credits)**

This course addresses the philosophy, methods, skills, and character for becoming a leader through the creation of a leadership development plan. The plan is based upon assessments taken throughout the program and 360-degree reviews of the student that will be performed as part of the course requirements. The course is intended to prepare students to become more effective Christian leaders. Students learn to assess leadership development needs and examine options to meet those needs. Students will create an initial leadership development plan that will be implemented throughout the rest of the program.

---

## CULTURAL STUDIES

### **CUL-5501 Ministry Innovation (3 credits)**

This course presents biblical and sociological constructs contributing to a conceptual framework for outcome-based ministry. It examines the relationship between outcomes and design, and explores approaches to design from related disciplines. It guides students in the development of preliminary skills using simple design tools to improve program interventions, service offerings, or product concepts.

### **CUL-5502 Communication and Partner Development (3 credits)**

This course introduces key principles and emerging practices in communication, partner development, branding, and marketing. Shifts in these areas resulting from modern communication technology are explored. A framework for values development for financial stakeholders and operational stakeholders is provided.

### **CUL-6601 Ministry Entrepreneurship (3 credits)**

This course advances Ministry Innovation concepts as students learn to develop ministry value propositions into functioning ministry programs and initiatives. It combines entrepreneurial best practice with insights from organizational management theory to equip students for practical ministry development. It guides students designing and refining ministry ideas, understanding organizations and strategies for change, and effectively communicating their ideas and plans. Prerequisite: CUL-5501 Ministry Innovation.

### **CUL-6602 Global Mission and Culture (3 credits)**

This course provides a contemporary survey of the changing nature of world missions, and introduces foundational principles for missional practice in the 21st century. Survey topics will include salient sociological trends, the rise of the majority world church and modern movements, and the evolving role of North American "missions" in global Christianity. Secondly, this course introduces foundational principles in charitable giving, program research and evaluation, cross-cultural contextualization and competency, and doing theology in a global context to prepare students for informed missional practice. Topics will be drawn from multiple disciplines.

---

## THEOLOGY

### **TH-5525 Theological Foundations for Biblical Interpretation (3 credits)**

An exploration of theological and doctrinal concepts and their bearing on Christian interpretations of Scripture. Emphasis placed on evaluation of various theological perspectives and the bearing such perspectives have on biblical interpretation. Specific continuity and discontinuity positions, including dispensationalism, will be examined. The impact of one's own theological perspectives on interpretation is also introduced.

### **TH-6601 Church and Culture (3 credits)**

This course is an examination of the relationship between church and the broader contemporary culture. It examines how the biblical metanarrative can be used as a hermeneutical tool to analyze, interpret, and renew culture. The course will be divided into four sections: The Narrative, The Community, The Space, and The Time. Students will be required to define and evaluate the way contemporary culture defines these things, and will then create proposals for change-producing ministries in the local church and in the broader Christian community.

# ADMINISTRATION

## BOARD OF TRUSTEES

Chair	T. Randall Fairfax
Vice Chair	Richard E. Warren
Secretary	Thomas S. Fortson Jr.
Assistant Secretary	Mark A. Wagner
Trustee	Christopher (Kit) W. Denison
Trustee	Orbelina Eguizabal E.
Trustee	Mark A. Flannery
Trustee	Manuel Gutierrez
Trustee	James Meeks
Trustee	David J. Schipper
Trustee	Julianna Slattery
Trustee	Gregory R. Thornton
Trustee	Richard H. Yook
Trustee Emeritus	Paul H. Johnson

## OFFICERS

Interim President	Gregory R. Thornton
Interim Provost and Dean of Education	John A. Jelinek
Interim Executive Vice President and Chief Operating Officer	Mark A. Wagner
Senior Vice President, Media	Gregory R. Thornton
Chief Financial Officer	Kenneth D. Heulitt
Vice President and General Counsel	Janet A. Stiven
Vice President and Associate Provost of Faculty	Larry J. Davidhizar
Vice President and Dean, Moody Bible Institute	To be determined
Vice President and Dean, Moody Bible Institute Distance Learning	Bryan L. O'Neal
Vice President and Dean, Moody Theological Seminary and Graduate School	John A. Jelinek
Vice President and Dean, Student Enrollment Services	Anthony Turner
Vice President and Dean, Student Life	Timothy E. Arens
Vice President, Stewardship	Jim G. Elliott
Vice President, Donor Development and Channel Strategy	Bruce Everhart
Vice President, Chief Marketing Officer	Samuel S. Choy
Vice President, Moody Radio	Douglas W. Hastings
Vice President, Information Technology Services	Frank W. Leber Jr.
Vice President, Moody Publishers	Paul Santhouse
Vice President, Human Resources	Debbie Zelinski

## EDUCATION

### **Interim Provost and Dean of Education**

Director of Accreditation and Assessment  
Director of Change Management

John A. Jelinek  
Camille E. Ward  
Daniel M. Hassler

### **Vice President and Associate Provost of Faculty**

Associate Dean of Faculty Development; Professor of Applied Theology and Church Ministries

Larry J. Davidhizar  
Dennis D. Fledderjohann

### **Library Director**

James E. Preston

### **Vice President and Dean of Moody Bible Institute**

Administrator of Practical Christian Ministries and Program Head of Field Education  
Athletic Director and Administrator, Solheim Center  
Dean of Study Abroad Programs  
Program Manager of Missionary Aviation Technology

To be determined  
Donald K. Martindell  
Daniel A. Dunn  
Gregg W. Quiggle  
James A. Conrad

### **Vice President and Dean of Moody Bible Institute Distance Learning**

Director of the Center for Global Theological Education  
Director of Finance for Education  
Director of Instructional Design  
Director of Programs and Instruction

Bryan L. O'Neal  
Jonathan Armstrong  
Benjamin Chelladurai  
Kevin Mahaffy  
Doug Murphy

### **Vice President and Dean of Moody Theological Seminary and Graduate School**

Associate Academic Dean, Moody Theological Seminary and Graduate School, Plymouth Campus  
Community Relations Liaison, Moody Theological Seminary and Graduate School,  
Plymouth Campus  
Student Services Liaison, Moody Theological Seminary and Graduate School,  
Plymouth Campus

John A. Jelinek  
John Restum  
Eric W. Moore

Paul E. Wilson

### **Vice President and Dean of Student Enrollment Services**

Director of Admissions and Financial Aid  
Registrar and Director of Academic Records  
Director of CRM for Education  
Director of Education Marketing  
Associate Dean of Career Development

Anthony Turner  
Heather Shalley  
George W. Mosher  
John M. Engelkemier  
To be determined  
Patrick Friedline

### **Vice President and Dean of Student Life**

Associate Dean for Counseling Services  
Associate Dean for Residence Life  
Associate Dean for Student Programs  
Associate Dean of Students  
Department Manager of Food Service  
Department Manager of Mail Services

Timothy E. Arens  
Stephen M. Brasel  
Bruce R. Norquist  
Joseph M. Gonzales Jr.  
Rachel Monfette  
Greg A. Dickson  
Richard Tatina



MOODY  
**Bible Institute**™  
DISTANCE LEARNING

820 N. LaSalle Blvd., Chicago, IL 60610  
(800) 588-8344 | [moody.edu/distancelearning](http://moody.edu/distancelearning)