MBI

Student Life Guide

Moody Bible Institute

Student Development

2012-2013

Chicago, IL

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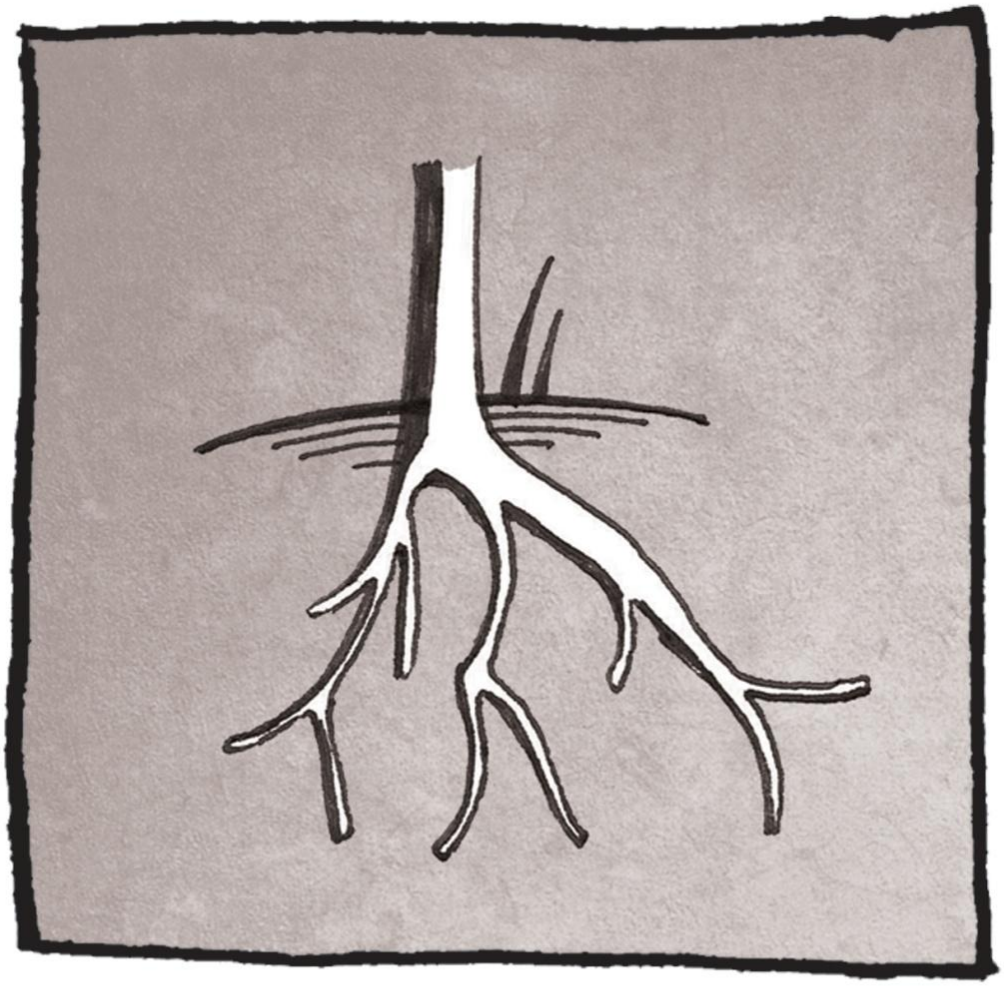
Community Values & Expectations



VALUING TRADITION

Welcome to Moody Bible Institute!

You are a part of a larger story. As your educational partners and spiritual leaders, we want you to play a dynamic role in this story by valuing our tradition. During your time here, you will learn about Moody's heritage and get your chance to participate in it. Our goal is to familiarize you with our tradition an invite you to make it your own.

Why do we value tradition?
We value tradition because it tells us who we are. Tradition is a story or legacy that predates us but shapes our identity. It helps answer fundamental questions about who we are (as a nation, a group, or an individual) and what our purpose is. Tradition connects us with our roots and provides meaning, order, and mission.

What is our valued tradition?
We value Scripture. Scripture reveals the story of God's decisive activity in history. This story finds its center in the person of Jesus: His life, death, and resurrection. Scripture demonstrates how God's people are thus redeemed to the Father by Jesus and empowered by the Holy Spirit for kingdom mission. The story of Scripture forms our communal identity: we are God's redeemed people. It also forms our missional identity: we are anointed to fulfill the Great Commission as articulated in Matthew 28:18-20.

We value the story of Moody Bible Institute (MBI), which forms the generational expectation for our community and our mission. In 1886, D.L. Moody established our school to equip men and women to minister the gospel of Jesus Christ. Since 1886, six generation of men and women, (totaling over 36,000), have passed through our halls to study in preparation for ministry. As a student body, you stand in continuity with these generations. Their legacy fills your MBI education with value, sacredness, and responsibility; you are a continuing act of their story. This history of D.L. Moody and the educational legacy of MBI help us understand how we might live together and carry on our mission in our context of time and history.

How do we value tradition?
Respect: we value tradition by respecting it. The first step in respecting our tradition is to seek to know and understand it. We invite you to become a student of the story of MBI, of which you are now a part. Secondly, an essential part of respecting tradition is submitting to it with virtue and thereby benefitting from those who have gone before you.
Engage: as part of MBI's story, we all take part in renovating its tradition and renewing its mission. A genuine tradition is not marked by rigidity but is distinguished by its very ability to expand or modify as a response to legitimate challenges and opportunities. Engaging tradition will involve imagination and courage as you challenge the status quo, create a new ministry, or invest in fellow students. You are given the task to make new the old story of which you are a part.

How can I express need for change?
Because it is the desire of the MBI staff, faculty, and administration to provide improved programs and a community environment that is conducive to academic and personal growth, we welcome input from students on ways to improve their experience at MBI. Please submit specific suggestions, concerns, or complaints by completing the Student Concerns Form, which is available in the Student Development Office or on the website, and submitting it to the Dean of Students. Students can also voice concerns directly to the appropriate individual in writing or in person.

Final Thoughts
Our belief in the need for tradition comes from our heart. We believe your college experience will be the most fruitful and fulfilling if you know and live in the larger narrative of Scripture and MBI. Valuing tradition is not a fancy way for us to say "obey us because we said so." As your leaders, we live under the same tradition you do.

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

Sunday Dress
Observe the dress standards of your local church and match it, but do not wear something that you could not wear to class.

Classroom Dress (Chapel, Day & Evening Classes, and lunch in the SDR) Classroom dress guidelines as follows:

Men

Collared, knit or ribbed shirts (not plain or athletic t-shirts), sweaters, hoodies and sweatshirts, track jackets, dress slacks, khakis, and jeans in good repair[1].

Women

Women can wear dresses, skirts, blouses, hoodies and sweatshirts, sweaters, shirts with two-inch or wider shoulder straps, dress slacks, khakis, and jeans in good repair. The hemlines of dresses and skirts are to reach the top of the kneecap, and slits may be two inches above the kneecap. **Not permitted:**

- Stretch pants, leggings or knit gauchos.
- Garments that are tight fitting, shoulder-less, low-cut or fail to cover the midriff and back area at all times.
- Plain or athletic t-shirts.

Friday Exception to Classroom Dress

T-Shirts displaying logos or artwork of residence hall floors, student organizations, or Moody Bible Institute may only be worn on Fridays.

Casual Dress (Any time other than the times listed above)

Hats, athletic tank tops, and sweat pants are not permitted in the Student Dining Room. Shorts (not athletic) must be at least mid-thigh in length.

Sports (Phys Ed Classes, intramurals, and active recreation)

All these are permitted: Warm-up suits, sweat pants, sweatshirts, t-shirts, shorts, modest tank tops, Spandex (only with shorts over them), and one-piece conservative swimwear (trunks for men). Some classes and activities may require other guidelines.

Additional Guidelines

- Students must have a natural hair color. Hair is to be well-groomed and should avoid extremes.
- Athletic and stocking hats on men and women are not to be worn in chapel. Professors have the prerogative to ask students to remove hats in classrooms.
- Body piercing of any kind, other than on women's ears or women's nose studs, is not permitted. Clear or flesh colored spacers are allowed to be worn.
- Masked hoodies are not permitted.

Entertainment

Members of the MBI community are expected to use discernment in making choices concerning music, drama, dance, comedy, literature, television, movies, video games, and the Internet as our choices and decisions affect not only ourselves, but those around us.

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

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

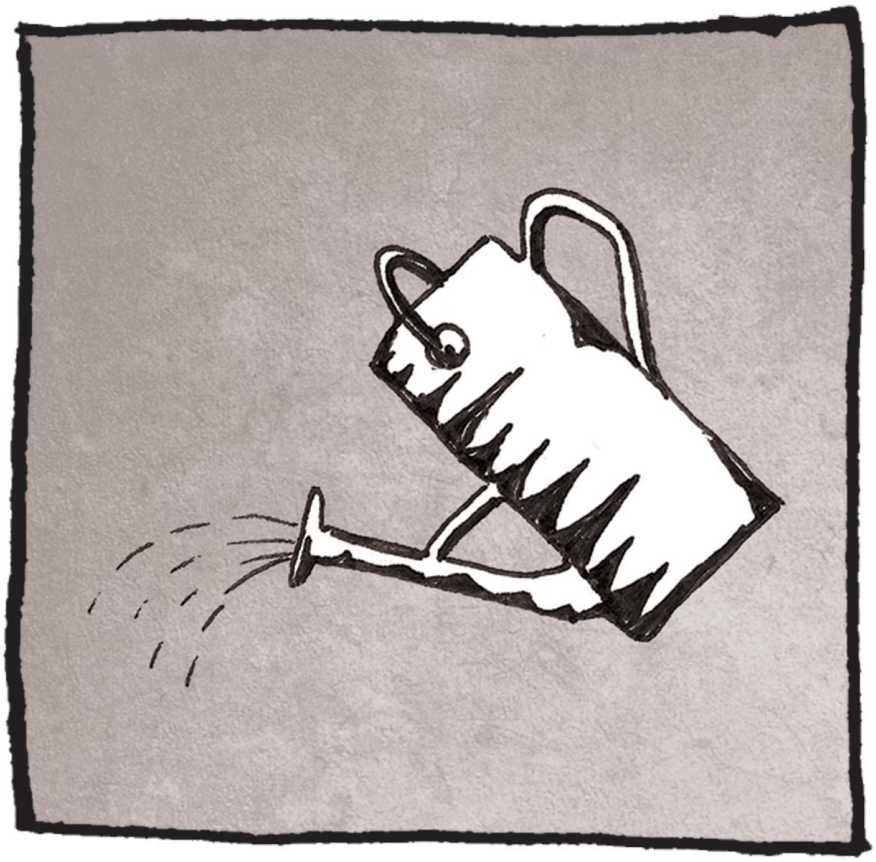
[1] Good Repair: no holes, patches rips, tears, or excessive fraying. Overalls are not permitted.

MBI Policy Guide

Policy	On Campus	Visits Home	Visits to a Friend's Home	Recesses: Christmas, Spring Break, Summer	Comments
Entertainment & Media					
Pubs, bars, night clubs, comedy clubs, gambling	NO	NO	NO	NO	
Dancing	Not Allowed	Allowed	Allowed	Allowed	*There will be no on or off-campus dances sponsored or organized by MBI students or personnel.
Substance Use					
Tobacco, alcohol, smoking and illegal drugs	NO	NO	NO	NO	
Bartending	NO	NO	NO	NO	
Dating					
Public displays of affection (PDA) – hand holding, brief hugs, and taking an escorts arm	Allowed*	Allowed	Allowed	Allowed	*This is the maximum PDA allowed
Being alone as a couple in a dwelling	**NO**	Allowed*	**NO**	Allowed	*Adhere to the guidelines of the home and church

MBI Dress Code

Clothing	Classroom (Chapel, day classes, SDR Lunch)	Casual (SDR Breakfast & dinner, evening classes, and weekends)	Sports (Physical education classes, intramurals & active recreation)
Collared, knit or ribbed shirts	YES	YES	YES
Plain or printed t-shirts	NO	YES	YES
Moody Apparel: Monday - Thursday	NO	YES	YES
Moody Apparel, Friday exception: Current t-shirts displaying logos, current artwork of residence hall floors, student organizations or MBI.	YES	YES	YES
Sweatshirts (including hooded and zipped), track jackets, and fleece	YES	YES	YES
Sweaters	YES	YES	YES
Suits	YES	YES	YES
Khakis, dress slacks	YES	YES	YES
Jeans (in good repair) No holes, patches, rips, tears or excessive fraying	YES	YES	YES
Sweat pants, pajama pants	NO	NO	YES
Warm-ups	NO	YES	YES
Shorts (athletic)	NO	NO	YES
Shorts (non-athletic) must be at least mid-thigh in length	NO	YES	YES
Overalls	NO	YES	N/A
MEN			
Modest athletic tank tops	NO	NO	YES
Hats (Athletic & stocking caps)	YES – except in Chapel	YES	YES
WOMEN			
Dresses/Skirts Hemlines are to reach the top of the kneecap, and slits may be two inches above the kneecap. Straps on dresses must be at least 2-inches wide. Not tight fitting.	YES	YES	N/A
Stretch pants, leggings alone, knit gauchos	NO	NO	NO
Tank Tops Straps must at least 2 inches wide. Not tight fitting.	YES	YES	YES
Hats (athletic and stocking caps)	YES – except in Chapel	YES	YES
Hats (non-athletic)	YES	YES	N/A



LOVING LEADERSHIP

Student Development

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

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

Dean of Students
Tim Arens directs the department, administers the student life program, and leads the Student Development Department.

Administrative Assistant
Melissa King, Administrative Assistant to the Dean of Students can address questions including: scheduling appointments to the see Dean of Students or the Associate Dean of Residence Life, Moodycaster announcements, campus communication, emergency letters, scheduling meeting rooms in Culbertson, and other general questions.

Counseling Services

Steve Brasel counsels students and provides direction for the Counseling Staff.

Counseling Staff
Our team of trained and certified men and women, such as: Patty Vander Sande, Holly Porter, Amy Baker, Freddy Tung, and practicum students have a heart to help students grow. They provide a variety of individual and group counseling opportunities. See page 38 for more information.

Assistant Dean for the Student Resource Center
Gayla Gates is responsible for overseeing peer tutoring and student disability services. See pages 38-39 for more information

Health Service

Administrator of Health Service
Ann Meyer supervises MBI's Health Service facility, which provides limited in-patient and outpatient care, access to physicians, and health education. See pages 40-41 for more information.

Health Service Office Coordinator
Any questions regarding Health Service can be addressed to Queren Domingues, Health Service Office Coordinator, including: scheduling appointments to see the doctor, nurse, or the Administrator for Health Service, health and immunization records, and basic health education.

Student Programs

Joe Gonzales, Associate Dean for Student Programs, oversees student activities on campus, advises student organizations, and assists in the administration of the student leadership program, Sigma Phi, chapel and conference attendance records, and the U-Pass program. See pages 18-19 for more information.

Sarah Green, Student Programs Office Coordinator, can address your student program questions including: scheduling appointments for the Associate Dean of Student Programs, questions regarding student organizations, reserving rooms on ASC II, chapel attendance, and conference attendance records, and the U-Pass program.

Patcharaporn (Nok) Prukpitikul, Assistant Dean of International Students, is responsible for advising international students with immigration matters, adjusting to life in the US, overseeing the International

Student Fellowship (ISF), and MuKappa, a group led by students of "Missionary Kids" (MK's).

Food Service

Greg Dickson, Department manager, and the food service staff are committed, "to motivate the MBI community to serve Christ by exceeding expectations to serve fresh, wholesome meals while displaying a Christ-like attitude".

Food Service Manager & Staff

The Food Service Department is led by a team of five managers including Karen Davis, Purchasing Coordinator, Natoshia Portis, Catering Coordinator, Jonathan True, Production Chef, and Jeff Williams, Assistant Manager of Food Service, all under the direction of Greg Dickson, Department Manager.

Food Service Office Coordinator

Any questions regarding Food Service can be directed to Rachel Campbell, Food Service Office Coordinator, including: scheduling appointments to see the Department Manager of Food Service, Care package requests, Commons/Joe's gift card questions, meal plan exemptions, meal replacements, and general food service questions. Contact Rachel at extension 4324 or foodservice@moody.edu.

Residence Life

Residence Life at Moody's Chicago campus exists to provide students with a safe and healthy living and learning environment that encourages holistic growth and maturity in Christ by: mentoring student leaders, influencing campus culture, building relationships, and collaborating with other departments. Residence Life Staff includes:

Associate Dean for Residence Life

Bruce Norquist provides leadership to the Residence Life program. This includes working with the Residence Supervisors (RS) and Resident Assistants (RA) to provide an environment where students can learn and grow together. The Associate Dean also works closely with the Dean of Students concerning student issues and conduct.

Assistant Dean for Housing

Any questions regarding Residence Life and Housing related issues in the residence halls can be addressed to Rachel Monfette, the Assistant Dean for Housing, including: on-campus housing in the residence halls (Culbertson, Dryer, Houghton, and Smith Halls), undergraduate off-campus requests, and Jenkins Hall.

Assistant Dean of Residential Services

The Assistant Dean of Residential Services, Neal Anderson, oversees the management of residence hall desks and the training of residence hall attendants (see page 43 for more information). He also serves as a resource to students regarding safety and facility issues within all on-campus housing areas. and assists those looking for off-campus housing. Any questions regarding Recess Residence Requests (RRR) can be addressed with Neal by calling his on-campus extension 4205.

Residence Supervisors (RSs)

The RSs; Brenton Smith, Min Choi, Sarah Youssef, and Jill Doyle, live on campus and provide leadership to the Residence Assistants (RAs) and oversee the residence halls for all on-campus students. There is always an RS on call to respond to emergencies and other concerns that may arise. The RS on call may be contacted through the front desks of each residence hall. RSs are also responsible for maintenance reports and other administrative functions.

In addition, they carry out restorative discipline and shepherd students through difficult situations. They are available for personal, spiritual, and relational support and welcome suggestions from students for improvements that will benefit their residence hall experience. They also oversee the residence assistance program by hiring, leading, and training the residence assistants.

Jenkins Hall Graduate Residence Advisor (GRA)

Jenkins Hall Graduate Residence Advisor (GRA), Michelle Schwaninger, is a graduate student enrolled in a Moody Theological Seminary (MTS) graduate program and serves as a Residence Life's primary point person regarding the community needs within Jenkins Hall. The GRA oversees the move-in and move out process for Jenkins Hall and provides leadership to the Jenkins Residence Life staff. The Residence Life staff in Jenkins also supports Jenkins Hall residents in regard to their emotional, relational, spiritual needs and facility needs.

Residence Assistants (RAs)

RAs are students who serve and lead the floor they live on. They facilitate floor events and programs and promote a healthy community on their floor. They assist the RSs, Associate Dean of Residence Life and Dean of Students in upholding the community standards. An RA is available on each floor to assist you and serve as a connection between the student body and Student Development. RAs are a helpful resource for any questions you may have.

Staff Directory

Student Services-Crowell 1

Thomas A. Shaw, Ed. D., Vice President of Student Services	thomas.shaw@moody.edu	X4016

Student Development – Culbertson 1

Timothy E. Arens, Ed. D., Dean of Students	tarens@moody.edu	X4191
Melissa King, M.S. in Ed, Administrative Assistant	melissa.king@moody.edu	X4193
Grace Matthews, Student Wives Fellowship (SWF) Coordinator	gmathews1@gmail.com	N/A
Student Development Student Receptionist	studentdevelopment@moody.edu	X4190

Counseling Services –Smith 3

Steve Brasel, M.A. L.C.P.C, Associate Dean for Counseling Services	steve.brasel@moody.edu	X4194
Gayla Gates, M.A. L.C.P.C, Assistant Dean for Student Resource Center	gayla.gates@moody.edu	X2177
Holly Porter, M.A. L.C.P.C, Counselor	holly.porter@moody.edu	X8939
Patricia Vander Sande, M.A. L.C.P.C, Part-time Counselor	patricia.sande@moody.edu	X4195
Amy Baker, M.A. L.C.P.C, Part-time Counselor	amy.baker@moody.edu	X4342
Freddy Tung, Psy. D., , Part-time Counselor	freddy.tund@moody.edu	X4342
Intern and Practicum Students, Part-time Counselors		X4198

Health Service – Smith 2

Ann Meyer, R.N.-BC, MHA Administrator of Health Service	ann.meyer@moody.edu	X2278
Queren Domingues, Health Service Office Coordinator	queren.domingues@moody.edu	X4417
Part-time Health Service Nurses	healthservice@moody.edu	X4417

Residence Life - Culbertson 1

Bruce Norquist, Ph, D., Associate Dean for Residence Life	bruce.norquist@moody.edu	X4192
Rachel Monfette, Assistant Dean for Housing	rachel.monfette@moody.edu	X4189
Neal Anderson, Assistant Dean for Residential Services	neal.anderson@moody.edu	X4205
Brenton Smith, M.Div., Residence Supervisor for Dryer and Culbertson 3-9	brenton.smith@moody.edu	X2029
Min Choi, Residence Supervisor for Culbertson 10-19	min.choi@moody.edu	X2028
Sarah Youssef, Residence Supervisor for Smith & Houghton 8-10	sarah.youssef@moody.edu	X4356
Jill Doyle, M.A. L.C.P.C, Residence Supervisor for Houghton 2-7	jill.doyle@moody.edu	X4203
Michelle Schwaninger, Graduate Residence Advisor for Jenkins Hall	michele.schwaninger@moody.edu	X2021

Student Programs – Alumni Student Center (ASC) 2

Joe M. Gonzales, Jr. M.Ed. Associate Dean for Student Programs	joe.gonzales@moody.edu	X4202
Sarah Green, Student Programs Office Coordinator	sarah.green@moody.edu	X4206
Patcharaporn (Nok) Prukpitikul, Assistant Dean for International Students	nok.prukpitikul@moody.edu	X4199
Part-time International Students' Assistant	iso@moody.edu	X4741

Food Service- Smith Basement

Greg Dickson, Department Manager of Food Service	greg.dickson@moody.edu	X4321
Rachel Campbell, Food Service Office Coordinator	rachel.a.campbell@moody.edu	X4324
Jonathan True, Chef	jonathan.true@moody.edu	X4327
Jeff Williams, Assistant Manager of Food Service	jeff.williams@moody.edu	X4322
Natoshia Portis, Catering and Special Events Coordinator	natoshia.portis@moody.edu	X4430
Karen Davis, Food Service Purchasing Coordinator	karen.davis@moody.edu	X4323

Staff Directory, continued

Financial Aid – Culbertson 1

Berdia Marshall, Director of Financial Aid	berdia.marshall@moody.edu	X4425
Richard Wilson, Financial Aid Counselor	richard.wilson1@moody.edu	X4254
Diane Hill, Financial Aid Counselor	diane.hill@moody.edu	X4178
Eugenia Jones, Financial Aid Counselor	eugenia.jones@moody.edu	X4165
Financial Aid Assistant	financialaid@moody.edu	X4184

Career Development – Culbertson 1

Patrick Friedline, Associate Dean of Career Development	Patrick.friedline@moody.edu	X4414

Discipline

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

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

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

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

Mental, Emotional and Health Issues

Occasionally students are faced with life circumstances and issues which cause significant mental, physical, or emotional distress, making it necessary for the students to cooperate with the counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families and are expected to notify their RAs, RS, or the Dean of Students office or to schedule a counseling appointment with Counseling Services. A student dealing with mental or emotional health issues who refuses to cooperate in obtaining the prescribed counseling, therapy, or medical treatment will not be permitted to continue as a student, especially as his or her actions begin to negatively affect the community or pose a risk to health or safety.

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

Loving Confrontation

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

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

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

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

Discipline Committee

The Discipline Committee's role is to supplement the disciplinary decision-making process of the Dean of Students or the Associate Dean and to serve as the body who hears disciplinary appeals. The Discipline Committee acts on behalf of the larger community to determine the nature and extent of the discipline. The committee is comprised of representatives from administration, faculty, and student body.

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

Disciplinary Appeal Process

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

Appeals of decisions by the Discipline Committee may be made to the Vice President of Student Services with the following conditions:

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

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

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

Information for Crime Victims about Disciplinary Proceedings

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

Student Programs

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

Qualifications for Student Offices

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

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

Eligibility for Student Offices

For a student to be eligible to run for office, he or she must have the specified grade point averages (GPA) for the type of office:
Major Office- 2.50 cumulative GPA and a 2.00 semester GPA (previous semester)
Intermediate Office- 2.25 cumulative GPA and a 2.00 semester GPA
Minor Office- 2.00 cumulative GPA and a 2.00 semester GPA

All students holding offices will be asked to resign if their semester GPA falls below 2.00 or if their cumulative GPA falls below the requirement for that office. It is the responsibility of the office holder to check his or her GPA and report to the appropriate faculty advisor if his or her resignation is forthcoming.

Freshmen may only hold a major office in their class organization, one intermediate or two minor offices in their class and /or other student organization. The necessary cumulative grade point averages will be required for the student to continue in office.

Classification of Student Offices

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

Major Offices

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

Intermediate Offices

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

Minor Offices

- Class committee chairman and members
- Student Council representatives
- Student Missions Fellowship floor representatives
- Student Missions Fellowship Prayer Focus Leaders
- Student Council ad hoc committee members (non-representatives)
- All other organizational offices not listed above.

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

Student Music Groups

All groups must be granted approval through the Dean of Students before performing in an official or unofficial capacity.

New Student Organizations

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

Resigning from a Student Office

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

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

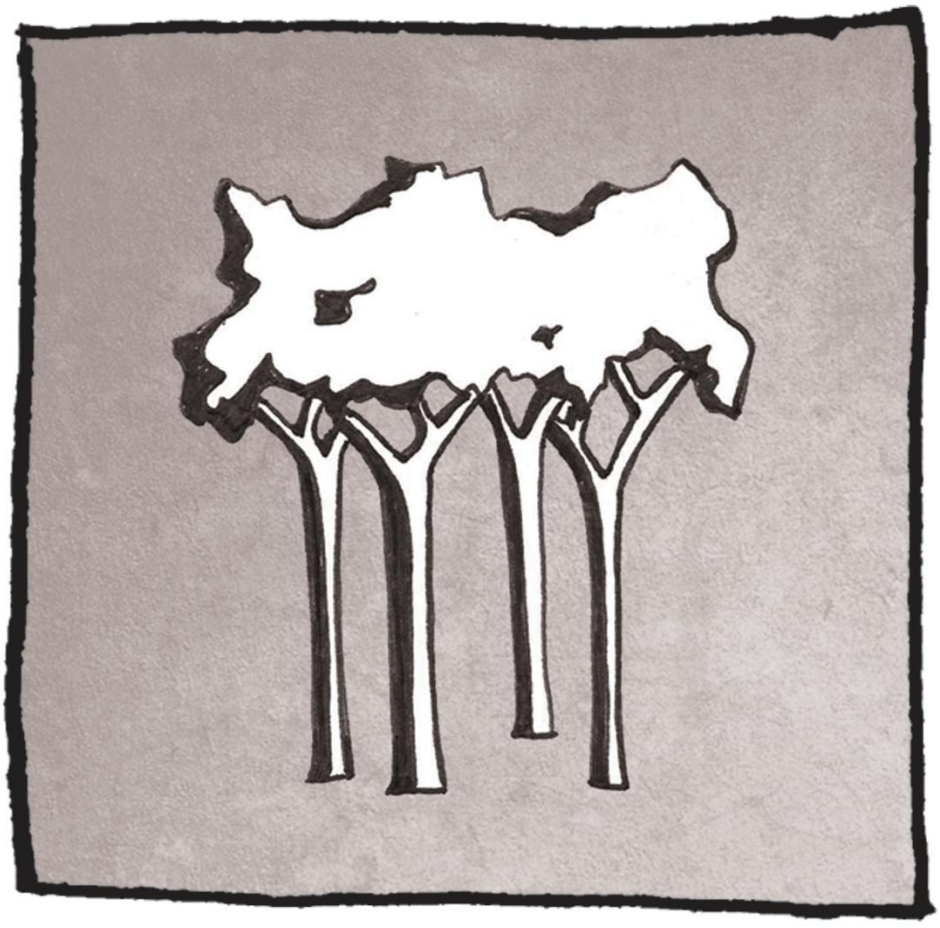
Faculty Advisors

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

Program Standards for Curricular & Extracurricular Activities

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

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



HOLY COMMUNITY

Holy Community

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

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

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

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

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

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

Moody Bible Institute encourages all victims of sexual assault to report incidents to the Title IX Coordinator (Gayla Gates, Assistant Dean of Student Resources), the Dean of Students, Associate Dean of Residence Life, a member of the Student Development or Residence Life staff, or the Office of Public Safety. Offenses occurring on campus should also be reported immediately to the Office of Public Safety at ext. 4357.

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

Upon receiving a report of sexual assault or discrimination, the Dean of Students or Associate Dean of Residence Life will conduct an investigation in cooperation with the Office of Public Safety and will conduct hearings in accordance with established disciplinary procedures. Sexual assault and discrimination victims are entitled to be informed of the status of any and all phases of the hearing process, including the outcome.

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

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

1. Seek medical attention as soon as possible. If you go to the hospital emergency room, they will conduct a physical examination for your protection and health, and to determine the presence of physical injury, sexually transmitted diseases or pregnancy. They are also equipped to conduct the proper collection of physical evidence.
2. It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, douche, use the toilet or change clothing. If the assault occurred on a bed or other area with bedclothes, or loose fabrics, do not discard or wash them.
3. Call a close friend, residence hall assistant, or other trusted person who can be with you for support. You do not need to go through this alone.
4. Use the support and expertise of the Counseling, Student Development and Public Safety staff for references to confidential crisis counseling, assistance with medical treatment, safe-shelter options, and assistance with legal issues.

Local Sexual Assault Response Resources include:

(888) 293-2080	Rape Crisis Hotline in Chicago Metropolitan Area
(312) 372-6600	YWCA Chicago 360 N. Michigan Ave. Suite 800 Chicago, IL 60601
(217) 750-4117	Illinois Coalition Against Sexual Assault (I.C.A.S.A.)
1 -800 -656-4673	Rape and Incest National Network (R.A.I.N.N.)

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

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

The Institute does accommodate humorous student recognition of major events such as "flag poling" for engagements. Those activities are to be conducted in strict accordance with the approved Campus Policies and Procedures. Please consult with the Residence Supervisors for further details.

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

Students are encouraged to submit their specific suggestions, concerns, or complaints regarding their experience at MBI. This can be accomplished by completing the "*Student Concerns Form*", which is available in the Student Development office located on Culbertson 1 or on the *Student Life* website, and submitting it to the Dean of students. Students may also choose to voice their concerns directly to the appropriate individuals either in writing or in person.

Shared Living Spaces
Because of the number of people living on our campus, you are asked to help promote a positive and pest-free living experience by being sure to keep your room, floor lounges, kitchens, bathrooms, and other shared living areas clean and picked up. Please be careful to bring in items that are pest-free. You are also asked to be

considerate of the volume of your music, computer, conversations, and the like.

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

Floor Funds
Your RA will ask you to contribute to a floor fund each semester. This money is used to help foster a sense of community on the floors by providing funds for floor or bro-sis socials. Please see your RA if you would like to have input into how these funds are used.

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

Can I Live off Campus?

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

1. Obtain a senior academic standing (90 credit hours) by the time they enter the semester which they desire to live off-campus.
2. Maintain a 2.50 and 2.0 GPA
3. Exhibit responsible Christian character

Students, who meet the requirements, must obtain an official campus application from the Residence Life office and submit it by the due date prior to the semester they desire to live off-campus. Senior off-campus approval is given to students with the highest number of credit hours earned at the time of applying. Information regarding off-campus application due dates can be obtained through the MoodyCaster during the first month of every semester. Questions regarding senior off-campus applications can be directed to the Assistant Dean for Housing, Rachel Monfette, ext 4189. Questions regarding Urban Cohort applications can be directed to Clive Craigen, ext 4422.

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

- **Wednesday, August 22 at 8:00 am:** New students are expected to arrive on campus and begin moving into their room.
- **Saturday, August 25 at 8:00 am:** Residence Halls open for continuing students
- **Friday, December 21 at 10:00 am:** Residence Halls close for Christmas break.
- **Thursday, January 10 at 8:00 am:** New students expected to arrive and begin moving into their room
- **Saturday, January 12 at 8:00 am:** Residence Halls open for continuing students
- **Saturday, March 9 at 10:00 am**: Residence Halls close for Spring Break.
- **Saturday, March 23 at 8:00 am**: Residence Halls open after Spring Break.
- **Saturday, May 18 at 6:00 pm**: Residence Halls close for summer break.

Semester Breaks in the Residence Halls

As MBI has a variety of education venues, students are sometimes asked to share their living spaces with other parts of the MBI community during breaks. During semester breaks, Moody Theological Seminary hosts on-campus modular courses. Because these students need a place to live, some floors will have Seminary modular students staying in their rooms. Regardless of whether your floor will be hosting guests, please clean your room before leaving campus and help clean your floor as your RA requests. This cleaning allows you to come back to a clean room and floor.

What dates are considered break housing?

- **Christmas Break Housing**: Friday, December 20- Saturday, January 12 after 8:00 a.m.
- **Spring Break Housing**: Saturday, March 9 – Saturday, March 23 after 8:00 a.m.
- **Summer Break Housing:** Saturday, May 18 at 6:00 p.m. – Saturday, August 18 at 8:00 a.m.

Need to stay on-campus over a break?

Students meeting the following criteria must fill out a Recess Residence Request (RRR) that can be obtained in the Student Development office:

1. A Non U.S. Resident or a US resident whose parents live overseas
2. Taking a Moody academic course during break
3. Working a minimum of 15 hours a week on or off campus
4. Participating in a student group trip led by a Moody staff or faculty member who has coordinated recess housing with the Residence Life office.

MK's and International students without a US residence can stay free during spring break. You still need to fill out a RRR form.

Questions regarding housing during the break periods may be directed to the Assistant Dean of Residential Services at extension 4205.

RRR Information

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

Need to change your RRR information?
Contact the Assistant Dean of Residential Services at extension 4205, prior to the date of change.

Leaving campus for one night or more?
With MBI's campus being in the heart of Chicago, student safety is always a priority. One of the ways that the Residence Life administration and staff can help maintain students' safety is by being able to reach a student if he or she is reported missing. Failure to fill out a departure card will result in a $25 fine.

Going Home?
Any time during the year when you are headed home, fill out the **white**, *Frequent Departure Card.*
Staying somewhere other than home?
Use the **yellow** *Temporary Departure Card* even if you are curfew-exempt or if you are staying on campus over a break. For safety reasons, students are not permitted to spend the night at coffee shops, airports, or on the streets of Chicago.

Are you coming back to campus?
Please notify the desk when you return. We will remove your card from the file so that we have a record of your safe return to campus.

Campus Visitors

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

Hosting a visitor just for the day?
The following guidelines are to make sure that our students and your guest have a positive experience:

1. Come down to the desk to meet your guest. If you live in Smith and Dryer, notify your RA about your guest.
2. Members of the opposite sex are not allowed as guests on your floor.
3. Immediate family members of the opposite sex may be on your floor between 10:00 a.m. - 4:00 p.m. for 30 minutes.
4. Visitors of the same sex are permitted between the hours of 6:00 a.m. and curfew.

Can I have a visitor who is 15 years of age or younger?
Due to legal reasons, visitors 15 years of age or younger are not allowed in the residence halls without their legal parent or guardian, this includes children who are part of the Big Brother/Big Sister program or other PCM programs. Children, who are part of the Big Bro/Big Sis, church youth group or a PCM program, are allowed on the first floor of each residence hall and must remain with their student host. Students can only have one under-aged visitor at a time and are responsible for the child's behavior. No babysitting is allowed in the residence halls. The only exception to the above rule is a student's brother or sister, but the student must get approval from the Associate Dean of Residence Life and notify his or her RA **before** the visitor comes.

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

1. Fill out an Overnight Guest Form.

2. Return the completed form to Houghton or Culbertson desk by 8:00 p.m. on the day your guest arrives.
3. Make sure your guest carries a copy of the form for identification purposes during his or her stay.
4. You will be charged $5.00 per night (limited to staying 3 nights during a seven day period) per guest (limit two guests per room).
5. Host only people you know (family, friends, or guests of the Institute).
6. Requests for extended stay must be approved by Residence Life.
7. No exceptions are granted for a stay of 7 nights or longer
8. If you host a guest without turning in the Overnight Guest Form, you will incur a minimum $30.00 fine.

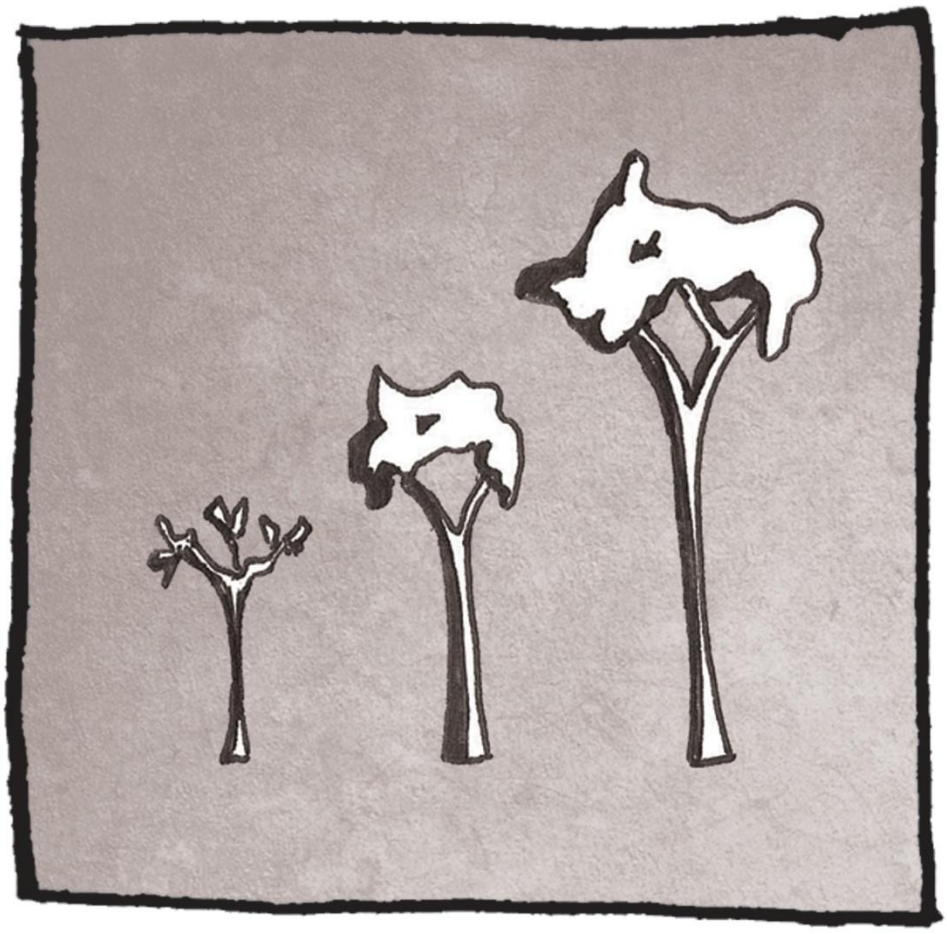
You are responsible for your guests while they are on campus and for communicating MBI policies and procedures to them. We ask that guests comply with the MBI policies and procedures.

Can I have an off-campus student stay overnight?
Yes. Full-time, off-campus students may visit with a student in their residence hall until curfew. Off-campus students staying past curfew must fill out an *Overnight Guest Form*.

Can overnight guests stay anytime?
Guests are **not** permitted to stay overnight during the following periods:

- **Fall Semester Week of Finals through the end of the Winter Break** (the Sunday before the start of finals through Monday on the first day of classes of the Spring semester)
- **Founder's Week** (the Sunday before the start of the conference to the Saturday after the conference)
- **Spring Break** (the Friday before Spring Break through the first Monday after the end of the Spring Break)
- **Spring Semester Week of Finals and graduations through the end of Summer Break** (the Monday before the start of finals through Monday on the first day of classes of the Fall Semester)

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



HOLISTIC FORMATION

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

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

Stewardship of Our Bodies

We are physical beings, and our bodies matter for two reasons: God created our bodies (Gen. 1:26; 2:4-7) and Jesus Himself came in bodily form (John 1:14; 1 Cor. 6:14-15). Our bodies aren't disposable soul-shells; they are destined for resurrection (1Cor 15:12-24). Being that they are temples of worship (Rom 12:1-2: 1 Cor. 6:19-20), even bodily activities-like eating and sex-are spiritual pursuits. Because of Christ's resurrection, we take physical existence very seriously. Here are some practical ways for your to "flesh out: (pun intended) Christ likeness in your time at Moody.

Dating and Sex

As a religious community that holds to biblical standards, we believe that all forms of sexual activity are reserved by God for marriage between a man and a woman and, if you are single, you must refrain from all forms of it (1 Cor. 6:12-20; 1 Thess. 4:3-8). Unmarried students are not permitted to be alone in an apartment or home with a member of the opposite sex.

While on campus, we require that you keep affectionate contact to holding hands, taking an escort's arm, or brief hugs. When showing affection, please be sensitive to others around you and do not make them uncomfortable with mushy or sensual behavior.
Your experience at MBI is a great time to meet a variety of people. We encourage you to make the most of your opportunities to form relationships with both males and females. We expect that you treat one another with respect both emotionally and physically, keeping in mind that we are all made in the image of God. In the same spirit, encourage each other to resist romantic speculation or gossip about the relationship choices made by people around you.
In short: Enjoy people of the opposite sex without exploiting or offending them.

Sexual Addictions and Pornography

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

In Student Development, we understand that many students already know sexual brokenness. We are here to aid you in your fight for sexual purity. We encourage you to ask your RA or RS for prayer and guidance. In addition, we encourage you to take part in holistic accountability with other students where verbal confession and healing prayer is practiced (James 5:13-16).

Body Image and Eating Disorders

Our bodies were designed by God in his own image and as such should be cared for and respected. Our hope is that students will develop healthy eating, sleeping, and exercising habits that will continue into the future. Bulimia, anorexia, and other eating disorders are destructive and can keep students from focusing on their true purpose.

Knowing that students may already be struggling with eating issues, we are here to help you as you strive to break unhealthy patterns. Please seek out your RA or RS or a member of the counseling staff for help and work at developing accountability with other students so that you can find support, encouragement, and healing.

Tobacco, Alcohol, and Illegal Drugs

As members of the MBI community, students must refrain from using tobacco in any form, smoking, alcoholic beverages, non-medicinal narcotics, hallucinogenic drugs (including marijuana and hookah) and the abuse of legal or prescribed substances for the duration of their time as enrolled students. In addition, tobacco, alcoholic beverages and unlawful substances may not be possessed or distributed by students on or off campus. MBI complies with the Drug Free Schools and Community Act of 1989. A Substance Use and Abuse Policy is annually distributed to students and is available in the Student Development department.

Media and Technology

We want technology to have an appropriate place in your life. Technology is a resource that we encourage you to use and engage for all of the benefits it has to offer. However, we also desire that you would use technology as a means of freedom and not be a slave to it. As a result, we want our students to be good stewards of their time. Many forms of technology can be used excessively, and we encourage balance in how students spend their leisure time. We recognize that the Internet has become a normal way to connect with friends, and we desire to see students go beyond the Internet and engage in authentic relationships with one another.

Music

Realizing that personal preferences in music vary widely among individuals, we ask that students use discernment about the music they listen to and are courteous with the volume of their music for those that live around them and may not share their preferences.

Desiring freedom of musical taste and expression, we also require that music played or performed in public areas (hallways, lounges, or assemblies) keep with the spirit and standards of MBI. The Institute reserves the right to decide on the suitability of music played or performed on campus.

Entertainment: DVDs/Movies/Social Media Use/ Video Games/Internet

At MBI, we understand that there are an abundance of entertainment venues within our modern culture. Decisions regarding both time invested and the content of movies watched, video games played, and social media sites visited should be governed by the values of prudence, moderation, and modesty. With this in mind, we expect students to exercise care regarding their entertainment choices. We encourage all students, not simply Residence Life staff, to hold each other accountable to these values when making entertainment choices.

At MBI, we deeply value the active nature of personal, face-to-face interaction over the passive nature of electronic communication and community. Therefore, as a community we have chosen to limit watching movies and playing video games to only student rooms in the Residence Halls. Watching movies in public areas, such as a Residence Hall lounge and the Alumni Student Center, are prohibited as these areas are intended for social and relational interaction.

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

Computer Use

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

Students should exercise caution in the posting of information on the Internet. While the administration ordinarily will not seek this out, students can be held accountable for information found on Internet sites (i.e. Twitter, Facebook, MySpace, Xanga, personal blogs, etc.) that is not consistent with the standards of MBI.

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

Televisions

Television viewing is permitted in student rooms on computer monitors and televisions that do not exceed 27 inches in size. Students are expected to exercise discretion in the selection of programs which are viewed. No external antennae or dish of any kind may be used for the receipt of television signals.

Spiritual Enrichment

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

Sabbath

At MBI we encourage students to get into the routine of setting time aside each week to refresh themselves physically, emotionally, and spiritually. Regular attendance of worship services at a local church is required to make it a special day of renewal set apart from other activities of the week.

Missions Conference

The annual Missions Conference (required attendance) is a four day conference held in the fall, on which major areas and issues in worldwide missions are focused and emphasized. ***This year's conference will be held October 9-12, 2012.***

Founder's Week

Our annual Bible Conference (required attendance) is held during the first week of February (February 5 is DL Moody's birthday) for the edification of students, alumni, staff, and friends of the Institute. ***This year's conference will be held February 4-8, 2013.***

Required Attendance for Founder's Week and Missions Conference

No commitments should be made which will keep you from attending any required sessions of Founder's Week or Missions conference. Undergraduate students will be automatically excused from attendance only for regularly scheduled employment, off-campus classes, or PCM assignments. A written request for other absences should be submitted to the Associate Dean for Student Programs.

Discipline from Founder's Week and Missions Conference

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

Day of Prayer

Each year, the first Wednesday of March is set aside for MBI's annual Day of Prayer. Students, faculty, and staff members meet corporately and privately throughout the day for intercessory prayer. Since these times of prayer take the place of some classes, attendance for undergraduate students will be taken for the morning and afternoon sessions.

Communion

Students wanting to incorporate communion into any campus-related activity must receive prior approval from the Dean of Students. Such communion services must be led by an ordained minister or someone functioning as an elder in a local congregation. The service must be conducted so that it shows respect for the students, who for conscience sake, object to participating in communion services outside of a local church.

Chapel

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

1. Chapel seeks to enhance Christian life and character and to build a sense of community by encouraging the discipline of corporate worship and addressing issues related to Christian living.
2. Chapel is designed to enhance biblical and theological literacy through expositional preaching and theological lectures, which encourage students to think critically.
3. Chapel is a forum for articulating a Christian worldview and showing how Christians address current cultural issues.
4. Chapel teaches ministry skills by modeling and providing hands-on opportunities for student involvement.

Chapel Absences/Attendance
Chapel is held in Torrey Gray Auditorium Tuesday through Thursday and on specified Fridays at 10:00 a.m. Attendance is taken through the fob system. Attendance at assemblies held on Fridays is strongly encouraged but not required. Please check the Moodycaster for the current chapel requirements.

All students are permitted eight absences per semester. Students have one day after each recorded absence to appeal it. Students are responsible to track their own absences on the chapel website, which can be found on your my.moody.edu student portal. To access the chapel attendance record; complete the following: log in to your my.moody.edu student portal, under the "Students" tab click on "Student Center", Select the "Academic Self Service" link and scroll down to the Chapel Attendance and select. Follow the prompts making sure you select the correct term.

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

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

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

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

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

Seniors in their last semester on chapel probation for the second time will not be allowed to graduate, and those on chapel probation for the first time will have their diploma held until the last day of the following semester. Students, upon accumulation of two (2) conference and/or chapel probations during their MBI enrollment will be asked to withdraw at the end of the semester.

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

Philosophy of Curfew

We understand that many of you may not have had a curfew when you lived at home and do not feel that you need one in college, However, our purpose in providing a curfew is two-fold. We want to ensure the safety of everyone living in our community as much as possible, and we also believe that having boundaries helps establish healthy life patterns. Curfew will be lifted in the future if you meet the requirements stated below.

Who has a curfew?

Any student who has not completed at least two semesters at MBI, or does not maintain a 2.50 GPA has a curfew. Students who have completed at least 2 semesters at the MBI Chicago campus, are classified as a Junior or Senior, or are 21 years of age will be exempt from curfew.

When is curfew?

Curfew hours are 11:00 p.m. until 6:00 a.m. Monday through Thursday and 1:00 a.m. until 6:00 a.m. Friday through Sunday.

What if I enter the residence hall after curfew?

Students out after their curfew will be required to sign in for late minutes at the residence hall desk. Curfew-exempt students who fail to carry their ID card when entering the residence halls after curfew must sign in.

Can I leave the residence hall after curfew?

Students who have curfew are not allowed to leave the residence halls between the designated curfew and 6:00 a.m. Anyone who arrives in the residence hall after the designated curfew will be required to sign in at the desk. Students who use more than the number of late minutes allotted to them each semester will be subject to disciplinary action.

What are late minutes?

Each student is given 120 late minutes at the beginning of each semester to be used during curfew hours for any reason. Curfew students who exceed their allotted 120 late minutes will receive disciplinary action by an RS.

Have a curfew but want to visit another residence hall?

If a student is visiting another student of the same sex in their residence hall after curfew, late minutes will not be deducted as long as the student leaves to visit before curfew. Before the student returns to their residence hall, the student must have the desk worker from the residence hall they are visiting inform their desk worker of their return.

What do I do when I become eligible to be curfew exempt?

When a student is eligible to be curfew exempt the student must verify their eligibility at Culby or Houghton desk. Once confirmed, the student's status will be updated and a Residence Life sticker will be placed on the ID. Exemption status begins when the curfew exempt sticker is placed on the MBI ID.

Curfew is extended to 1:00 a.m. on the following days:

1. The evening before the first day of the semester
2. During semester breaks
3. The evening before and during a holiday or recess
4. The evening before Reading/Study days
5. During the final exam period
6. Each evening during Founder's Week
7. Missions Conference

Can I get Curfew extended?

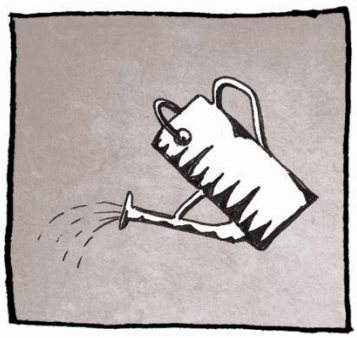
Under special circumstances, late permission, ("late pers") may be requested for a one-hour extension. These special occasions would include birthdays, engagements, visits from parents or other friends from out of town, and special cultural events. Late pers will be approved for work or PCM for the needed amount of time.

Late Permission forms are available in the Houghton and Culby lobbies. The form must be turned in to the desk before 4:00 p.m. the day the permission is being requested. The student is responsible to verify that the late per has been approved and to obtain a copy before leaving campus.

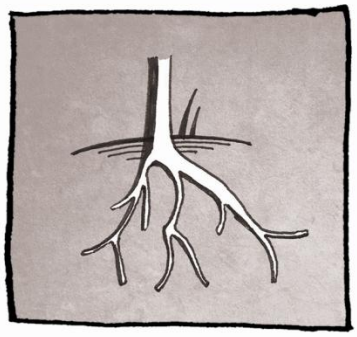
What if I am going to be late?

If a student is unexpectedly delayed returning to campus, the student is responsible to call the residence hall desk and let them know that you will be late. Retroactive late pers may be submitted to your RS, but they will only be considered if you called and informed the desk worker of your situation.

Additional Important Information



LOVING LEADERSHIP



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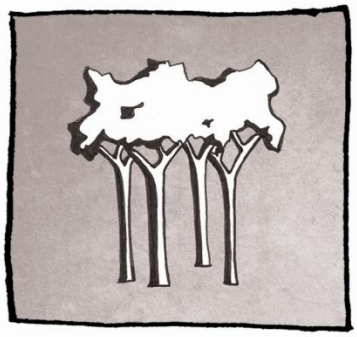
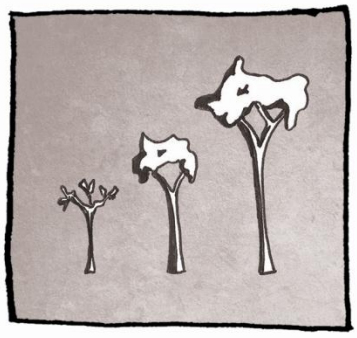


HOLY COMMUNITY



HOLISTIC FORMATION

Residence Hall Living: Additional Important Information

Your Floor:

Hallways

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

Storage

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

Laundry

Each residence hall has a 24 hour laundry facility. The Institute does not assume responsibility for clothing left unattended. Do not use any machines or stationary tubs for dyeing.

Your Room:

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

Decorations

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

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

Pets

Fish are the only pets you are allowed in the residence halls.

Furniture

1. No furniture is to be removed, improperly stacked, or taken apart, even if there is only one student in a double room. Bunk beds may be separated within the room.
2. Once-piece of freestanding, factory manufactured metal or wood furniture is acceptable if it is on the floor (filing cabinet, dresser, bookcase, chair, etc)
3. All personal furniture must be removed at the close of the school year except desk chairs and lamps, which may be moved to storage areas.
4. Halogen lamps are not allowed because they are a fire hazard,
5. If you bring furniture that is found to have pests, there is a $300 fine.

Door Unlock Policy

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

Keys

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

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

Personal Property

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

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

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

Telephones
Prank, abusive, or threatening phone calls are to be reported immediately to your RS and Telecommunications by calling 312-329-4345. Please leave your name, phone number, and time of the call(s).

An online telephone directory of a students' room or cell phone number is available to students on my.moody.edu.

Windows
The Facilities Department routinely cleans the outside windows of each residence hall during the summer. Students who want their windows cleaned may submit a work order to the Facilities Department.

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

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

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

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

Personal refrigerators should not exceed 3.0 cubic feet. Refrigerators must be kept clean (inside and out) and must be plugged directly into a surge protector. Waste food and empty food containers should be securely wrapped before depositing in waste receptacles. Storage for refrigerators is not available anytime.

Safety Guidelines

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

Fire Alarm Evacuating Procedures:

1. Close your window.
2. Turn your room light on
3. Wear proper clothing to exit the building
4. Close your door behind you. Do NOT lock it.
5. Exit via the nearest stairwell. Those residing in main campus halls are to go to the ground floor and out the doors onto the Plaza. Dryer residents go to the ground floor and out the rear door. DO NOT USE AN ELEVATOR.
6. Stand clear of your residence hall a minimum of 30 feet. Do NOT crowd the exit doors.
7. In the event of an extended evacuation and/or inclement weather, Public Safety personnel will direct you into another building.
8. When Public Safety and Student Development personnel give the "All Clear", you may re-enter the building. Silencing of the fire alarm does NOT indicate and "All Clear".

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

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

Lockdown

A lockdown is when a building (academic or corporate) is secured in order to prevent individuals from getting in or out until an emergency situation has been resolved. If a Floor Representative receives a call from Public Safety or a public address announcement occurs stating a lockdown is in effect, everyone should:

Lockdown procedures:

1. Remain as calm and quiet as possible.
2. Help alert other individuals in your general area (i.e. hallway, restroom, lobbies, and dorm rooms).
3. Everyone should be relocated to the innermost room or area and lock every door.
4. Use any available materials to block view from any hallway windows or doors (the less movement the better).
5. Stay out of view of all hallway windows.
6. If a telephone is in a secure area, contact Public Safety and inform them of your location and the number of individuals.

Tornado Warning Procedures

If a Floor Representative receives a call from Public Safety or hears a public address announcement stating a tornado warning is in effect, everyone should:

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

Other Community Guidelines

Plaza

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

Elevators

When using an elevator only ride in the direction you are traveling. Please observe posted elevator guidelines. Be considerate of others using the elevators and make the stairs an option whenever possible. Any tampering or misuse of elevators may result in a fine for all offending parties.

Sprinkler System

The MBI residence halls are equipped with sprinkler systems for fire protection. Tampering with or hanging items from this fire safety equipment is strictly prohibited by law and by MBI rules. Any student violating these rules will be subject to discipline and possible legal action.

Moody Bible Institute will not be liable for loss or damage to students' personal belongings caused by activation of the sprinkler system if such act is caused by student negligence or intentional act. Further, the Institute will seek restitution from students, and/or their insurance carriers, their parents, or their parents' insurance carriers for any damage to Institute property caused by student actions.

Personal Property Insurance

The Institute shall not be liable for loss or damage of student possessions resulting from accidents, acts of God, or actions of any third party. Students are strongly encouraged to carry personal property and liability insurance in their own names or under a parent's policy.

Use of Institute Rooms and Roofs

Requests for the use of rooms or roofs may be made through my.moody.edu under student resources. For reservations of Houghton roof or Culbertson 2, please see Rachel Monfette or email Residence Life at residencelife@moody.edu.

Bicycles

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

Rollerblades & Skateboards

Rollerblades and skateboards are not to be worn or used inside any buildings. Please put on and take of your rollerblades in the first floor lobby of your residence hall. The Culby ramp is not for rollerblading or skateboarding.

Campus Services

Student Counseling Services

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

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

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

All MBI students are greatly encouraged to avail themselves of these services.

Student Resource Center

Disability Services

It is the goal of MBI to ensure that all college services, activities, facilities, and privileges are accessible to qualified persons with disabilities.

Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Student Resource Center at MBI.

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

Procedures for Accommodations:

1. **Register with the Student Resource Center (SRC)**
   Prior to receiving any accommodations from the SRC, students must register with the SRC. In order to register, a student must complete a registration form, provide documentation detailing his/her disability and be interviewed by SRC staff. Documentation must be no more than 3 years old. Documentation must be typed on physician/doctor letterhead or our disability verification form and include:
   - Specific information about the student's disability
   - An explanation of why reasonable accommodations are needed
   - A suggestion of reasonable accommodations from which the student would benefit
   - The signature of a doctor, psychologist or other qualified diagnostician who is not immediately related to the student and licensed/certified in the area for which the diagnosis is made.

The following forms need to be completed and submitted for a student to be considered "registered" for accommodations:

- Self-Identification Form (beginning of the semester
- Release of Information
- Verification Form

2. **Documentation may include:**
   - A standardized measure of general intelligence (i.e., WISC-II)
   - Results of academic achievement test (i.e., Woodstock - Johnson Psycho Educational Battery Revised; Tests of Achievement, etc.)
   - Results of specialize testing in perceptual, processing, and motor skills, as appropriate.
   - A case history including input from parents, teachers, previous records, and/or the student.
   - A description of any recommended accommodation(s). MBI will require some or all of the above at the student's expense. There must be sufficient, competent evidence of a specific learning disability. Individual "learning styles" and "learning differences" in and of themselves do not constitute a learning disability. **If necessary, a student can be referred to community agencies for comprehensive testing (at the cost/responsibility of the student).**
3. **Documentation should be directed to:**
   Gayla Gates, Assistant Dean for the Student Resource Center
   820 N LaSalle Blvd Smith 3
   Chicago, IL 60610
   Or faxed to 312-329-4479

4. For additional information and policy, you may request the complete Moody Disabilities Service Manual from the above.
5. **Specific accommodations/services for <u>all</u> students with disabilities include:**
    - Information about special test administration and classroom adaptations
    - Time extensions
    - Letters to instructors discussing classroom and testing accommodations.
    - Referrals to Moody counseling services or outside counseling agencies
    - Advising and guidance on academic, social, and personal needs

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

Dispute Resolution

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

- Submit the dispute in writing to the Assistant Dean of SRC. The Assistant Dean will consult with the Dean of Students, the faculty member(s) involved, and the student to come up with an amicable solution. The solution will be put in writing and sent to all parties involved.
- If this fails, the dissatisfied party can appeal any decision made by the first resolution by contacting the Dean of Students, in writing, requesting an appeal. The Dean of Students will make any final ruling with the best interests of the Institute and the student in mind.
- Accommodations will be provided during the dispute process.

Peer Tutoring

As part of the Counseling Services Department, Moody offers academic tutoring to all students free of charge. Students are allowed (2) hours of tutoring per week, per subject throughout the semester. Peer tutors are Moody students who have outstanding GPA's and have a B+ or higher grade in the specific courses in which the student may need assistance.

We also have Peer Tutors, who can help students with more general skills such as writing papers, decreasing study by half, test taking, eliminating negative stress, and learning the mastery of time management. For more information on these services, please contact the Assistant Dean for the Student Resource Center.

How to Request a Tutor

1. Pick up a request form in the Counseling Services office located on Smith 3.
2. Have your Professor fill out their part of the request form and fill in your part of the form
3. Read the policies stated on the Tutor request form and sign the contract.
4. Return the request form to the Counseling Services office located on Smith 3.
5. **You will then be assigned a tutor who will contact you.** If you have not heard from your tutor with a week or for any other concerns, please contact Gayla Gates, Assistant Dean, Student Resource Center at 312-329-2177 or email gayla.gates@moody.edu.

Health Service

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

Hours of Operation

Health Service is open Monday – Friday from 9:30 a.m. – 12:00 noon and 1:00 – 4:00 p.m. and closes daily for lunch and Tuesdays during President's chapel. Hours are subject to change.

Priority will be given to medical emergencies. Appointments will be seen at the time scheduled. Walk-ins will be seen in the order in which they arrive as a time becomes available.

What if Health Services is Closed?

If there is a health care need when Health Service is closed, students can receive advice from their Resident Assistant (RA) or the Residence Supervisor (RS) on duty. The RS on duty can be contacted through either their RA or the Culbertson desk worker. The RS can contact the Health Service Administrator if needed.

Students who need to go to the Emergency Room should contact public Safety. After discharge from the ER/hospital, the student should bring a copy of their discharge papers the next business day in order to arrange for proper follow-up care.

Charges for Services

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

1. Click on the "Undergraduate" link on the top left of the page.
2. Select "Student Services" from the top middle of the page
3. Select "Health Services" on the left side of the page
4. Click on the "Fee Schedule" link in the text of the page.

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

Required Student Health Records

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

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

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

To download the Health forms, visit the www.moody.edu website and navigate by doing the following:

1. Click on the "Undergraduate" link on the top left of the page.
2. Select "Student Services" from the top middle of the page
3. Select "Health Services" on the left side of the page
4. For the Health forms to be completed take and fill out at your doctor's office, click on the "health forms" link in the text of the page.
5. For the HIPAA form click on "Moody Notice of Privacy Practices" link in the text of the page under the "Privacy" heading.

All records must be completed to the satisfaction of the campus physician. Health Records are due by July 15 for fall students and January 1 for spring students. **Students who arrive on campus without completing the required health records must complete them in Health Service at the student's own expense.** Failure to keep these records current will result in a service indicator being placed on the student's registration. All inquiries regarding these requirements should be directed to the Health Service office at 312-329-4417 or email healthservice@moody.edu.

Off Campus Medical Procedures, Expenses & Insurance

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

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

All inquiries related to the student health insurance requirements, should be directed to the MBI treasury Operations department located on Crowell 4 by calling 312-329-4367. The Health Service department is not able to answer questions regarding the MBI Student Health Insurance Plan.

Illness and Class Attendance Policy

Health Service cannot write an excuse for missed classes, assignments, chapel or PCM, due to illness. Specific guidelines for notifying professors about missed classes due to illness are outlined in the Academic and Business section on page 59.

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

Possession of Syringes, Needles & Lancets in the Residence Halls

In order to comply with government regulations, protect our janitorial staff and students, all syringes, needles, lancets, or any other "sharps", or medication vials/bottles, etc. are considered hazardous waste and must be disposed of accordingly. ***Any student who has syringes, needles, lancets, or any other "sharps" must report to Health Service within 48 hours of arriving on campus.***

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

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

Health Care Practitioners on Campus

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

Employment Resources

On Campus
Available on campus employment is listed on the "Chicago Campus" tab on my.moody.edu. In the "Student Resources" box, scroll down and click on the "HR Student employment Services" link. You will need to sign in again to the HR site. To access jobs, click on the "Job Opportunities" link in the left hand column. You can also stop by the Human resources department located on the first floor of Crowell Hall to inquire. It is advisable to contact the supervisor directly for the job you are interested in.

Off Campus
To access a list of available off campus jobs, log into my.moody.edu. Select the "Students" tab, find the "Career Development" box and click on the "Part-Time Off campus Employment". You will need to sign in again. You may contact the Career Development office, located on Culbertson 1, by stopping by, calling 312-329-4414 or emailing Patrick Friedline at patrick.friedline@moody.edu.

Maximum Hours of Employment
During the semester, full-time students are permitted to work a maximum of 24 hours per week on or off campus. International students with F-1 status are allowed to work 20 hours per week on campus. We understand that students must work to pay for college expenses. We recommend that students carefully assess the number of hours they must work while still giving proper attention to their academic responsibilities. Any questions regarding the maximum hours of employment should be addressed to the Associate Dean for Residence Life.

Sunday Employment
Sunday employment is permitted only for those students with on campus jobs that are necessary to maintain essential services.

Babysitting
MBI does not encourage students to solicit babysitting jobs from the general public. Consistent, regularly scheduled childcare is permitted for the general public only as arranged through the student employment listings located in the Career Development department. Other opportunities available to students would be:
1. Church sponsored activities in the church facilities
2. MBI faculty and staff or married student's families

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

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

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

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

Students are not to take jobs which involve the use or sale of pornographic materials, serving alcohol, or that require Sunday employment. Questions about employment policy and exception requests should be directed to the Associate Dean for Residence Life.

International Student Employment
US citizenship and Immigration Services (USCIS) are very restrictive in its regulations concerning employment of international students.

The basic requirements for all types of employment for F-1 status are the following:
1. A student must maintain a lawful status by being enrolled on a full-time basis (at least 12 hours per semester for undergraduate students) and 9 hours per semester for graduate students.
2. A student must be in good academic standing
3. A student may not have committed any illegal activity while in the United States.

On campus employment is automatically authorized by the USCIS for any student in lawful F-1 status. International students are allowed to accept on-campus employment on a part-time basis (20 hours a week or less). However, students may be employed full-time during vacations and recess periods, so long as they are

registered for the next semester. If at any time, the student is engaged in any type of F-1 employment and fails to maintain lawful F-1 status, the student's authorization to work is automatically terminated.

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

After securing on campus employment, international students must apply for a social security number with the Social Security office. Once the social security card is received, students must report to Human Resources, located on Crowell 1, with the card.

All international students, whether they work or do not work during the calendar year, are required to file an IRS Form 8843. Additionally, students who earn income are required to file Federal and State tax return forms. The International Student Office holds tax assistance workshops in February. Times for the workshops will be in the Moodycaster.

Further information is described in detail in the *International Student Handbook*. All international students are required to read the international Student Handbook as a part of their orientation requirements. The Assistant Dean of International Students can answer any further questions about the handbook or any employment question the international student may have. Email nok.prukpitikul@moody.edu or iso@moody.edu or stop by the International Student Office located on Culbertson 1. You may also call the ISO at 312-329-4199.

Residence Hall Desk Services

The front desks of Culbertson and Houghton are responsible for the security of the residence halls. Business conducted at the desks includes temporary departures, recess departures, guest registration, Late Permission forms, and the administration of keys. The desks are open 24 hours a day, year round, and are available to assist students, employees, guests, and visitors of the Moody Bible Institute.

Disclosing Student Telephone Numbers & Addresses

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

Leaving Items at a Residence Hall Desk

The "Hold it!" policy addresses the guidelines and procedures for items left at the residence hall desks to be held for resident students. It is ONLY under these guidelines and procedures that the residence hall desk workers will accept the items being held at the desk: Leaving items at the desk is a service to and for the students of MBI. It is a privilege given by Residence Life.

1. All items left at the desk must have a completed "Hold It!" slip containing the full name, phone and CPO number.
2. Items can be held at the desk for a maximum of 5 business days. After the 5th day, the item(s) may be taken to CPO where it will be considered "Lost and Found".
3. Food and perishable items (such as live fish, plants, and cut flowers) can be held at the desk for a maximum of 3 days. After 3 days, these items will be discarded.
4. Keys and money left at the desk must be placed in an envelope of some type provided by the student.
5. Students may not leave items for themselves.
6. Large items, such as suitcases, boxes, desktop computers, as well as items that would pose a threat to the desk worker, and /or compromise the security and safety of the student body or residence halls may not be held.
7. Residence Life and the Residence Hall Desk Attendants reserve the right to refuse to hold any item(s) at the desk.
8. Residence Life staff and Desk Attendants workers are not responsible for items missing, lost, stolen, damaged, or misplaced while behind the desk,
9. PLEASE NOTE: By filling out the "Hold It!" slip, along with leaving item(s) at the desk, the party agrees and accepts the terms and conditions stated under the "Hold It!" policy.

Commuter Students

General Information

Even though commuting students are not in residence at MBI, adherence to the Community Life Standards set forth in this Student Life Guide is expected. This pertains to activities both on and off campus. After reading the SLG, a signed Community Life Agreement must be signed on the student portal each academic year. Failure to do so will result in a $50 fine and jeopardize your status as a student at MBI.

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

Parking
The Moodycaster will publicize the date and time for obtaining parking permits. See Student Parking information on page 56.

Snack Room & Commuter Lounge
A commuter lounge is located on the second floor of the Academic Student Center (ASC II). The lounge provides a place of relaxation, rest, and study. The snack room contains microwave ovens, a refrigerator, vending machines and ample space for eating.

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

Reporting Illness
Please reference page 59 for instructions regarding missing classes due to illness or emergency. Ill students have the choice of receiving care from Health Services or seeking their own physician. It is not possible for Health Service to care for students' children.

The Student Development department appreciates and requests the knowledge of serious illness; not only of the student, but of family members as well.

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

Residence Hall Visitation
We encourage interaction of commuting and residence students, but please be reminded that it is necessary for commuting students to sign in at the respective residence hall desk before proceeding to visit an on campus student. Off Campus students must vacate the residence halls by the start of curfew.

Married Students' Program

Student Wives Fellowship
The Student Wives Fellowship Program provides biblical instruction and training as well as fellowship and spiritual support to the wives of married students. The program meets on Thursday evenings and gives wives an opportunity to encourage each other as well as be encouraged by administration, faculty, and employee wives.

A Student Wives Fellowship Coordinator is responsible for maintaining the Fellowship and is available for advice and assistance. The Coordinator can be contacted through the Student Development department located on Culbertson 1.

On-Campus Married Housing
There are a limited number of apartments available for married students in Jenkins Hall. These are provided to students on a first-come, first-served basis. All questions related to these apartments should be directed to the Assistant Dean for Residential Services at extension 4205.

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

Alumni Student Center

The Alumni Student Center provides a central, informal setting for students, faculty, employees, alumni, and guests to interact. The center provides the following services: informal meeting areas, computer kiosks, game room, conference rooms, the Commons, student organization offices and the Office of Student Programs. For liability reasons, the use of lighters, matches, candles, and open flames of any kind are prohibited. These are the anticipated hours of operation and may be subject to change:

Alumni Student Center

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

The Commons (see page 47 for more information)

Monday – Friday	**7:00 a.m. – 11:00 p.m.**
Saturday and Sunday	**Closed**

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

Lockers

On the second floor of the Alumni Student Center there are lockers designated for use by commuting students. Any commuter student desiring a locker must apply in the Office of Student Programs. Only locks issued by the Office of Student Programs can be used. A $25 deposit will be billed to the student's account. At the end of the use of the locker each semester, the locks must be returned to the Office of Student Programs. Failure to return the issued lock will forfeit the $25 deposit.

Room Reservations

The following areas can be reserved for group functions through the Office of Student Programs: Activity Center, Conference Rooms, and Fellowship Hall. Since classes already have an assigned room location, requests for academic related events will be denied. Out of class study groups are welcome to reserve a room.

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

Conference Rooms: There are three conference rooms to choose from in the Alumni Student Center. Two conference rooms seat 12 and the other seats 10. All of these rooms have a dry erase board, on campus phone capability, and internet hook-up. These rooms are for group meetings and are not to be used for individual study.

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

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

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

The following areas cannot be reserved:

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

Fireplace Room:

Unlike the other parts of the Alumni Student Center, the Fireplace Room has a more serene atmosphere. Incandescent lighting, overstuffed chairs and sofas, and a fireplace, is where activities such as pleasure reading, quiet conversations, and reflection on the day's events can be experienced. Drinks & snacks (not meals) are allowed in the Fireplace Room.

Alumni Office

Before graduating, take a minute to visit the Alumni Office located on Crowell 2. The friendly staff can give ideas how you can stay connected to MBI and your classmates for years to come. Visit our website at www.moodyalumni.org or follow us on Twitter, Linked In or become our friend on Facebook, your Moody Alumni Association. Remember to send us your class news to be included in the Moody Alumni News magazine (marriages, births, moves, updates). Look for future notices of class reunions or Alumni scheduled in your area. The Alumni portal is a convenient, one-stop site that allows you to make plans to visit campus, locate a fellow classmate and read about how Moody graduates are impacting our world for Christ. You may contact the Alumni office with questions by calling 312-329-4412.

Email Forwarding

The Alumni Association offers an e-mail forwarding service for all alumni of MBI. You must already have e-mail service through another provider. Once enrolled, you will be issued a "@alumni.moody.edu" e-mail address. This will allow you to keep a single, constant e-mail address even if you change your provider. Moody will forward your electronic mail to whatever e-mail address you provide us without looking at or accessing the message in any way.

When you graduate or withdraw from MBI, you will generally have 30 days from the date of your leaving before your student e-mail address is no longer valid. This means that at any time past 30 days, your Moody e-mail account and everything in it will cease to exist. If you would like to continue receiving Moody e-mail, we strongly recommend you complete the Alumni E-Mail Forwarding Request form available on the Moody Alumni Website by navigating using the following:

- Log on to www.moody.edu
- Select the "Education" tab
- Select the "Alumni" folder
- Click "FAQ'S"
- Select "Email Forwarding" from the left hand column
- Select the "Alumni E-Mail Forwarding Request" link in the text.

Or type the following URL into your browser: http://www.moody.edu/edu_WebForm.aspx?ekfrm=58424

Once having been provisioned, Moody will then forward **any future** electronic mail to the e-mail address you provide. Questions can be directed to the Alumni Web associate by calling 312-329-4412.

If you do not wish to continue receiving e-mail from Moody, you do not have to take any further action. However, if have been receiving e-mails to your Moody account from friends (or vendors, subscriptions, banks, etc.), please be sure and alert them to an alternate e-mail address of your choice before 30 days has past, in order to continue receiving their e-mails.

Food Service

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

Student Dining Room (SDR)

Regular Hours

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

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

Students may enter upon scanning their fob at the entrance. Using another student's fob is never permitted. It is essential for students to observe the dress code guidelines determined by Student Development while dining in the SDR. Entrance will not be granted to those out of dress code. Food may not be brought into the dining room. Only fresh fruit may be taken out. If books are needed to be brought into the dining room, for everyone's safety please keep those under your chair so that the aisle ways are clear for the other students.

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

Meal Replacements
All on campus unmarried students must participate in the meal plan. Meal replacements are available for students if work or PCM requires them to miss a meal. Students who miss dinner due to work Monday through Friday must obtain an approved meal replacement from the Food Service Office for the missed dinner meal. Students who miss dinner due to their ministry obligations for PCM must obtain an approved meal voucher from the PCM Office. Lunch meal replacements may be obtained in the Commons between 1:45pm and 4:00pm. Meal replacements are not available on Saturdays and Sundays. Meals are not served during campus breaks.

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

In order to be considered for medical exemption for the MBI Meal Plan, the student must submit a completed Meal Plan Exemption Application to the Food Service Manager. An application can be obtained from the Food Services web page located on the my.moody.edu website.

Dining Room Sign-Up Table
To reserve the front table in the SDR for your student group to showcase upcoming events you can contact Jeff Williams at extension 4322 or jeff.williams@moody.edu.

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

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

"The Commons"
The Commons is our campus retail operation serving full grill service, fresh pizza, homemade soups, salad bar, special bar, and our Blue plate lunch special. For "grab and go" we have deli sandwiches, signature wraps, fresh cut fruit, and express salads. Various snacks, ice cream, and beverages are also available for a quick purchase. We are conveniently located in the Alumni Student Center on the first level, and accept cash, Visa, Master Card, and the Moody Food Service ONE gift card. Wireless internet access is available; see ASC info desk for set-up instructions.

Regular Hours
Semester: Monday-Friday 7:00am-11:00pm

Grill Hours: Breakfast 7:00am-10:00am
Lunch 11:00-1:00
Dinner 5:00-9:00

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

Closed Saturday, Sunday, and Institute Holidays
Special hours and dates will be posted in the Moodycaster for Exams, Study Days, and Special Events. Our daily menu is available on the my.moody.edu website.

"JOE'S Coffee Shop"
To honor MBI's 6th President, Dr. Joseph Stowell, III, JOE'S Coffee Shop was created. "JOE'S" is located on the second floor of the Alumni Student Center (ASC 2) by the Fellowship Hall. JOE'S is MBI's premier, student lead, espresso bar serving a wide variety of drinks: hot and cold espresso drinks, smoothies, regular drip coffee and pastries. JOE'S accepts cash, Visa, Master Card, and the Moody Food Service ONE gift card. For further information about hours or specific services offered please call x5637.

Catering Events
Our catering team can help you cater your next special event for your floor, student group, or even a personal event. Some events may need to go through Event and Guest Services. Contact the catering office at x4430 or catering@moody.edu to receive guidance on how to plan your event. All arrangements for special meals, banquets, or any other functions where food is served are to be made with the Catering Coordinator at least two weeks prior to the proposed event date. Food purchases and service for special parties, Bro/Sis events, floor activities, etc., may be arranged through the Catering Office.

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

Gift Cards
The Food Service ONE card is available for purchase from the Common's cashier for you or as a gift card for others. This gift card is a convenient alternative, eliminating the need to carry cash and helps speed your transactions. It is accepted at the Commons, JOE'S and to purchase meals in the SDR. For more information contact the Food Service Office at 312-329-4324.

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

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

Vending Machine Service
Food and beverage vending machines are available in all residence halls and throughout campus. Any refunds from these machines are handled through the Food Service Office Coordinator.

For further information regarding hours, special dates and events please read your Moodycaster. Each week the menu is updated on our webpage at my.moody.edu. If you have any additional questions please direct them to the Food Service Office at 312-329-4324.

Crowell Library

Mission

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

Borrowing Privileges

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

Library Contact Information

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

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

Library Hours

Regular*

Day	Hours
Sunday	Closed
Monday – Thursday	7:30 a.m. – 12:00 a.m.
Friday	7:30 a.m. – 11:00 p.m.
Saturday	9:00 a.m. – 12:00 a.m.

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

Last Two Weeks of Fall & Spring Semesters
(Excluding Finals Week)

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

Library Staff

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

POSITION	NAME	PHONE	EMAIL
Library Director	James Preston	312-329-4140	james.preston@moody.edu
Technical Services Librarian	Lori Johnson	312-329-4102	lori.johnson@moody.edu
Public Services Librarian	Amy Koehler	312-329-4139	amy.koehler@moody.edu
Circulation Supervisor	Amy Fields	312-329-4136 or ext. 3571	amy.fields@moody.edu
Acquisitions & Interlibrary Loan	Joe Cataio	312-329-4078	joseph.cataio@moody.edu
Library Technician	Jillian Newbury	312-329-4148	jillian.newbury@moody.edu

Circulation of Materials

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

Loan Period	Type	Location	Late Fees*
3 Week checkout	Main Stacks, Oversize books & pamphlets,	Lower Level	$0.10/day
	Juvenile Books	First Floor	$0.10/day
	Music Scores	Media/Music Library	$0.10/day
1 Week checkout	Juvenile Media: Puppets & Games	Curriculum Lab-1st Floor	$1.00/day
3 Day checkout	Curriculum Lab materials with a 3 Day sticker	Curriculum Lab-1st Floor	$1.00/day
	Media Kits	Media/Music Library- 1st Floor	$1.00/day
	Media (DVD's, VHS, non-music CD's, etc.)	Media/Music Library- 1st Floor	$1.00/day
1 Day checkout	Cassettes, headphones, laptop security cables	Media/Music Library- 1st Floor	$1.00/day
4 Hour checkout	Music CD's	Media/Music Library- 1st Floor	$1.00/**hour**
3 Hour checkout	Reserve Materials**, Craft Kits	Behind Circulation Desk	$0.25/hour or part of hour
Non-circulating Materials	Moody Independent Studies	Curriculum Lab-1st Floor	
	Curriculum Lab Material without a 3-day sticker	Curriculum Lab-1st Floor	
	Archival materials	Lower Level	
	Newspapers	Current 1st Floor Past- Lower Level	
	Journals & Magazines	Lower Level	
	Reference	Lower Level	
Lost/Damaged Materials			$10-$95

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

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

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

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

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

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

Cell Phones & Mobile Devices
The sound setting on all cell phones and mobile devices must be set to silent or vibrate.

Talking on cell phones in a reasonable voice is permitted on the first floor of the Library except in the Music/Media Lab and near the stairwell. Per library staff discretion, any patron talking loudly on their cell phone will be asked to finish the call outside the Library.

Talking is not allowed on the lower level. If you need to answer a call, please do so in the designated areas of the first floor or in the Sweeting lobby outside the Library. Cell phones may not be used in the restrooms.

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

Food and Beverage Policy
Certain food is only allowed in the lobby of the Crowell Library, if consumed responsibly. Patrons are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.

Food is limited to meal replacements, snack or wrapped items which are consumed individually. No fast food or open plates of food are allowed. The delivery of food to the Library for library users is prohibited.

Patrons with food having a strong odor may be asked to consume it outside the Library. Patrons disregarding the food policy will be asked to leave the Library.

Beverages in lidded containers are allowed everywhere in the Library.

Education Technology Services (ETS)

Education Technology Services (ETS) provides technology support and resources for educational use and other institute events (i.e., Founder's Week and Candlelight Carols). ETS services include:

- Computer labs in dorms and Sweeting Center
- Multimedia workstations for project work or personal use
- Collaboration space for group projects
- Electronic equipment for classroom, PCM, or personal use
- Easels and whiteboards for PCM use
- Recordable media (CD, DVD, mini-DV, cassettes) for purchase
- Ethernet cables for connecting a computer in a dorm room for purchase
- Mac video adapters for connecting a Mac laptop to a projector
- Laptop checkouts
- Lamination services
- Chapel recordings and duplications

Contact the ETS Service Desk with technology questions by calling 312-329-4067 or emailing ets@moody.edu. To learn more about ETS services, including the ETS hours of operation, please go to the ETS website at ets.moody.edu. The ETS office is located on Sweeting 1 across from the Library entrance.

LifeWay Christian Bookstore

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

Mail Services

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

Letters and packages sent via US Postal Service:
Your Name
CPO _____
P.O. Box 10060
Chicago, IL 60610-3284

Packages sent via UPS, FedEx, etc.
Your Name
CPO _____
820 N LaSalle Blvd
Chicago, IL 60610-3284

Use of the Institute Name

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

Post Office Boxes

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

Students are responsible to see that their boxes are locked when the door is shut. Post Office services are not extended to students for promoting or advertising any personal enterprise or "regularly scheduled curricular activities".

Questionnaires/Publications

The Dean of Students must approve all questionnaires and publications prior to their publication and insertion into student mailboxes.

Cash in the Mail

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

Forwarding Address

Before a student leaves MBI, a forwarding address should be left on the Campus Solutions program. On your last day on campus, please stop by CPO to receive your final mail, turn in any key and fill out a forwarding instruction form. Publishers of all magazines and newspapers to which a student subscribes should be notified at least one month prior to graduation or termination of enrollment. All first-class mail will be forwarded free of charge, but periodicals and standard mail cannot be forwarded. Forwarding is provided over summer break, terminating on August 1. No forwarding is provided over Christmas break.

Solheim Center

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

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

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

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

Although the Solheim Center may be open, certain areas within the building may not be available due to a varsity sport practice or contest, an intramural activity, a community ministry event, or a programmed student activity. The Solheim facilities schedule is subject to change; therefore, a schedule is posted weekly to update participants concerning the weekly events and activities.

General Information

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

Facilities Available

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

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

Pool Regulations

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

Lockers

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

Equipment Check Out

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

Solheim Center Reservations

1. Reservations for any classroom or sport-facility needed for an MBI academic class and/or MBI program must be made through the Building Operations Manager by calling 312-329-8089.

2. Students bringing guests for Outreach Ministry are allowed only one registered guest ($2.00 per individual). MBI students must stay with their registered guest at ALL TIMES. Small groups (PCM, or Youth Group) for Outreach Ministry must have the approval from the Building Operations Manager who can be reached by calling 312-329-8089.

Aerobics Room Rules & Guidelines

The Aerobics room is one of the most used areas in the Solheim facility and is available for resistance and aerobics programs. Physical Education classes are given priority usage from 8:00 a.m. – 3:00 p.m. The following standards, policies, and guidelines provide a focus for safe and effective performance of aerobics exercise.

Policies:

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

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

Food or drink is not allowed in the aerobics room, with the exception of WATER IN AN ENCLOSED CONTAINER.

Individual hand weights used during the aerobic exercise must be rubber or plastic covered. Hand weights MAY NOT BE TAKEN FROM THE AEROBICS OR WEIGHT ROOM.

Tennis Court Rules & Guidelines

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

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

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

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

GENERAL: Proper etiquette, language, and courtesy are to be observed at all times. Bicycles, skateboards, rollerblades, and roller skates are prohibited. Children under the age of 12 must be accompanied by an adult at all times.

Public Safety and Security

With our main campus located in the heart of the city of Chicago, Moody Bible Institute is highly committed to providing and promoting a safe environment for our students, faculty, staff and visitors. The Office of Public Safety and Security maintains a visible presence throughout our campus and is readily available to serve and assist while ensuring that our campus remains secure. Educating our students in security issues, personal safety measures, and protective strategies are all part of services we provide. It is our goal to work closely with the student body and other departments on campus, to ensure that nothing hinders the educational experience or detracts from the mission of the Institute.

Campus Safety Precautions

Due to the urban setting of MBI's campus, and our concern for students' safety and security, we are committed as a community to keeping residence hall doors closed and locked, to wearing and keeping track of identification cards (Student IDs), and reporting any suspicious or inappropriate behavior to Public Safety. Be alert and safe by following these good safety tips:

1. Look assertive and be aware of your surroundings. Take note of any activity that seems unusual.
2. Always lock the door when you leave your room, even if you expect to return momentarily.
3. Place valuables and personal items out of sight and away from easy access to strangers.
4. DO NOT allow unwelcome strangers to enter your room, office, or department.
5. DO NOT prop open locked exterior doors.
6. Be suspicious of unknown persons loitering or checking doors in your building.
7. Avoid using stairs to remote sections of buildings
8. Think about the routes you frequently walk from the garage or the train stations. Vary your routine and choose populated, well lit areas.
9. Avoid secluded and/or poorly lit areas. If lighting is out, report it to Public Safety and Security.
10. Keep keys accessible and ready to use when you approach your Residence hall or vehicle.
11. Do not overload yourself with packages, books or large baggage. Be prepared to drop your bags in an emergency.
12. Avoid studying or working alone in a building at night. If you must work late, let someone know when you will be done.
13. Walk in groups whenever possible.
14. Always have an escape route. Know where you can go to avoid a threat.
15. Trust your instincts. If you feel that there might be a problem, there probably is.

Additional safety information can be found at ps.moody.edu. Our website includes the most recent campus alerts, elevator safety, and rape prevention information, personal safety information, instructions for fire drills and lockdown drills and more general safety information.

Behavioral Threat Assessment Procedures

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

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

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

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

1. If the behavior appears to be an immediate threat to do harm to someone, call 911 for police and ambulance response; followed by a call to Campus Public Safety (from any campus phone dial 4357)
   (Example: you see someone on campus in possession of a deadly weapon, indicating intent to use it)

2. If you are uncertain about the immediacy of the threat, but are concerned about the person and what they may do, contact Campus Public Safety.
   (Example: you observe bizarre behavior and fear that the person is in crisis or about to do harm.

3. If you detect a recurrent theme or activity that could be indication of a person needing assistance, contact a member of the Behavioral Evaluation and Threat Assessment Team (BETA Team) in a timely manner.
   (Example: you find something written on a social media site that indicates a person is in crisis)

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

Identification Cards and Fobs

To ensure the safety of both people and property, students are required to wear their IDs when inside any campus building. Students are expected to have a valid MBI issued student ID card displayed on the front of their body and above the waist. When a student enters a classroom building or residence hall without their ID, they will be required to sign in. After multiple sign-ins, the student will be contacted by Student Development; further violations will result in disciplinary action. It is a priority of MBI to ensure the safety of our Institute by having all students and staff readily identified in this high profile manner.

Please immediately report lost or stolen ID cards or fobs to the Facilities Department. Replacement ID cards are available for $5.00 and replacement fobs are $10.00. Lost fobs can be temporarily deactivated at no charge to give the owner an opportunity to find their old fob, before purchasing a new one is required.

Missing Persons

The Moody Bible Institute provides on-campus student housing and has established notification procedures for reports of missing students. The MBI Residence Life, Student Development, and Public Safety departments have been designated to receive reports of missing students. It is required that any missing student report must be referred immediately to the Office of Public Safety.

Students are given the option of identifying a contact person or persons whom the institution will notify within 24 hours, if the student is determined to be missing. This contact information is kept on file in the Student Development office and is registered confidential, accessible only to authorized campus officials, and not disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Students are made aware that MBI will notify the Chicago Police within 24 hours, if they are determined to be missing. If a missing student has identified a contact person, MBI will notify that contact person within 24 hours. If a student is 18 years of age and not emancipated, MBI will notify a custodial parent or guardian, in addition to any designated contact person listed by the student, within 24 hours when the student is determined to be missing.

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

Parking Information, Students

A copy of the most current parking policies can be found in the Facilities office located in Crowell basement and online at my.moody.edu, Student Resources Tab, Parking Policies link. These policies cover vehicles and bicycles on campus. Vehicle owners are responsible for any issues concerning their vehicle while it's on campus and students are responsible for all fines resulting from parking violations.

Parking of student cars is only available to students who are sophomore level or above (i.e. have completed at least 30 credits) and those who live off campus. Parking Administration will consider exceptions individually. If space remains available after Labor Day (fall) or Martin Luther King Jr, Day (spring), freshman parking applications will be considered.

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

Vehicle Use and Driver Policy

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

Weapons

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

Academic & Business Information

Undergraduate School

Students are strongly encouraged and reminded that the *Student Life Guide* and the catalog are very thorough in the statement and explanation of current academic regulations.

Class Attendance Requirements

Class attendance is of primary importance to academic achievements. Students should keep absences to a minimum making certain that any absence from class is for unavoidable reasons only. Class attendance is of critical importance for those who have a grade point average of 2.00 or less. **Students are personally responsible to keep records of all absences.**

The maximum number of absences for any reason shall not exceed twice the number of hours a class meets per week. None of these absences will be penalized.

If a student exceeds the maximum number of absences, the following penalties will be applied:

- One hour excess absence **(overcut)**: Loss of one letter of the final grade.
- Two hours excess absences **(overcut)**: Loss of two letters of the final grade.
- Three hours excess absences **(overcut)**: Failure of the course.

If absences occur on days when tests and other personal student assignments are scheduled, normally the work may not be made up. It is the instructor's prerogative to determine if an exception can be made. Any document submitted by the student to support a request would be helpful to the teacher making a decision. In any event, the student is responsible for all work due and for class work missed. The instructor is under no obligation to give private tutoring to students who have taken absences.

Seniors in their last semester or summer school session who have a cumulative grade point average of 3.50 may be granted, at the discretion of the instructor, unlimited absence privileges. Each qualifying senior is responsible to determine whether this privilege is available in each individual course.

Tardiness to class

A student who has been tardy 3 times to class will be penalized one absence for that class. If the student is more than 15 minutes late on any one occasion, the student is penalized one absence for that class. Leaving class 10 minutes or less before the end of class is treated as a tardy.

Absence Due to Illness

In case of illness, students are responsible to email their professors some time (preferably prior to the class session) during the day of their illness that they will not be in attendance at the class. This email serves as a notification to faculty that you will be absent and serves as a record of the reason for your absence. Copies of these emails must be submitted along with any over cut appeal submitted to the Committee on Academic Standards. Over cut appeals submitted without proper documentation will not be considered for possible reduction of penalties.

Absence Due to Emergency

Students with off campus emergency situations beyond their control such as hospitalization, death in the family, or interrupted travel plans due to bad weather, must report, in person, to the Student Development Office within one week, preferably prior to leaving campus, of their return on campus. A notification letter is sent to each of the student's faculty by the Dean of Students to verify the reason for the student's absence. **This letter does not excuse the student from the absences taken in class, but serves as the official recognition of the reason for the student's absence from class**.

Absence of Instructor

No attendance will be taken in a class when the teacher fails to appear. However, the class should remain in session for at least ten (10) minutes before disbanding unless word is received that the class is to remain longer.

Appeal Policy for OVERCUTS

Very unusual circumstances may cause the student to incur grade penalties due to excessive absences. If absences were unavoidable, an appeal for special consideration may be submitted to the Committee for Academic Standards. Faculty members are not authorized to handle attendance appeals. Oversleeping, misreading schedules or absence from one class to study for another class are avoidable situations and are not appealable.

1. A separate appeal form must be completed for each overcut class. The forms can be obtained from the Academic Records office on Crowell 2nd floor. The deadlines for the appeals must be met. They are posted in the Moodycaster and an email is sent to all students each semester indicating this deadline.

2. There is a $10 non-refundable charge per form. If all required information is not supplied the form will be returned to the student without processing.
3. It is the student's responsibility to keep track of their overcuts. All absences must be listed. You must supply the dates and reasons for all overcuts. Put the dates of the overcuts in chronological order.
4. Read the cover instructions carefully. The student fills out their portion of the form and then gives it to the professor. The professor will complete the form and give the form to the Academic Records office.
   Note: Failure to submit all required information will result in being charged $10 and then not having your appeal processed.

NOTE: Absences due to illness or emergency do not entitle the student to additional absences. If all permissible absences are used for illness or emergency, no further absences will be allowed except for further illness or emergency.

Degree Completion Time Limits
The Undergraduate School allows first-time freshman up to eight semesters to complete the Bachelor of Arts degree and 10 semesters to complete the Bachelor of Music degrees on a "tuition paid" basis. Transfer students may be allotted fewer semesters to fulfill graduation requirements based on the evaluation of transfer credits. Students requiring additional time to complete degree requirements will pay the prevailing (MDLC or UNDG) tuition rate if taking courses in residence.

Academic Integrity
All students at MBI are expected to maintain the highest standards of academic integrity. Cheating and plagiarism are not permitted, as both practices not only deceive the faculty member but also, defraud the original source.

Cheating is falsely presenting another's work as one's own and is manifested in the theft of answers for an examination or quiz, the duplication of assignments, and the falsification of reading reports. Plagiarism is literary theft and is manifested by presenting the ideas or words of another as one's own without crediting the source. When a student voluntarily confesses to cheating and/or plagiarism the faculty member shall impose a penalty of no less than the loss of actual material falsified and no more than the loss of the entire quiz, report, project, or exam as deemed equitable. If the final semester grade has been issued, the violation is to be submitted in written form to the Committee on Academic Standards. The Committee in cooperation with the instructor, when available, will determine the appropriate response.

For cheating and plagiarism not voluntarily confessed; the penalty will be the same as above and the student will be referred to the Dean of Students for further consultation and possibly disciplinary measures.

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

If a student cannot finish his coursework by the end date of a course they may request an extension. The reason for the extension needs to be valid and documented. Extension forms are obtained in the Academic Records office and are processed the same time that Overcuts are processed. Deadlines are posted in the Moodycaster and a amass email is sent to the students indicating these deadline. If an extension appeal is approved the student **receives three extra weeks for an eight week course and five extra weeks for a sixteen week course.** A grade of I: "Incomplete" will be entered. All course work must be completed by the deadline of the extension or a grade of "F" will be issued. The professor will turn in the final grade. Only student s continuing their enrollment will be considered for the privilege of receiving the extension.

Late Final Examinations
The instructor has the option to administer a final examination to a student after, but not prior to, the scheduled examination time. If a student has conflicting exams, more than three exams in one day, or is unable to take an exam due to an illness, the student must contact Academic Records as soon as possible for the appropriate authorization to take a late exam. Academic Records will administer the exam before the end of final exam week.

If it is not possible for a student to take an exam during exam week, the student must contact Academic Records for a fifth week extension request form, obtain the instructor's approval, and complete the exam prior to the due date. Only students continuing their enrollment may apply for the privilege of a fifth week exam. The

Academic Records office will determine the date of fifth week exams each semester, and the Registrar's staff will administer the examinations.

Exemption from Final Examinations
Members of the senior class in their final semester or summer school session who have maintained at least a B average in a particular subject may be excused from taking the final exam in that subject under certain conditions.

Grade averaged will be estimated by the teacher and announce to qualifying students at least one week before the final examination period begins. The adoption of this policy is at the option of the teacher for each subject involved. When a teacher adopts the policy, it is to be applied without discrimination to all qualifying candidates in the class. Participation by qualifying candidates is optional. Students may wish to take the final examination in the hope of raising their grades.

This policy applies to December graduates in the fall semester, May graduates in the spring semester, and July graduates in summer school.

Grading System
Evaluation of students' work is designated by letters, which have been assigned the following grade points per semester hour:

A =4.0	I =Incomplete
A- =3.7	P =Pass in a graded course
B+ =3.3	CR =Pass in a no-grade course
B =3.0	AU =Audited
B- =2.7	W =Withdrew
C+ =2.3	WP =Withdrew Passing
C =2.0	WF =Withdrew Failing
C- =1.7	CF =Fail in a no-grad course
D+ =1.3	IP =In progress
D =1.0	NR =Not reported (CEU Courses only)
D- =0.7	X =Failed course repeated
F =0	

Grade Point Average (GPA)
The semester grade point average (GPA) is determined by dividing the total number of quality points earned during the semester by the total number of semester hours taken in graded subjects.

Repeating a Failed Course
When a student who receives an "F" in any subject repeats that subject, the student will be credited with the grade received the second time, and the first grade of "F" will be replaced with an "X" to indicate a repeated course. The successfully repeated grade will be calculated into the cumulative GPA. Students will be charged the prevailing tuition (see Financial section of the Undergraduate Catalog in your my.moody.edu student portal for rate information) when repeating a course.

Grade Appeals
A student should resolve any questions about a semester grade as soon as possible after final grades have been issued. Students have four (4) months from the dated a grade is issued to dispute it. After four (4) months, the grade will be considered final. Students may appeal a grade issued by an instructor if the student believes that the grade has been miscalculated or graded unfairly. The appeal process is as follows:

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

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

Step III The student presents the appeal, along with supporting data, in writing to the Undergraduate School office. The Department Chair also submits a written report on the appeal. If the appeal reaches this step, the student moves to Step IV

Step IV The student presents their appeal, along with supporting data, in writing to the Registrar's Office. The Undergraduate School office also submits a written report on the appeal. If the appeal reaches this step, then Step V is also initiated.

Step V The Registrar initiates and sets a meeting of the Committee on Academic Standards after the appeal is received. The decision of the Committee on Academic Standards is final. A written response will be sent to the student as soon as a decision has been reached.

Academic Probation/Dismissal Policy

Each student admitted to Moody Bible Institute is assumed to have the preparation, desire, and the ability to make satisfactory progress toward a degree. When a student's cumulative GPA falls below the appropriate level of warning status on the academic status schedule below, the student will be placed on academic probation or academic restriction. The Committee on Academic Standards has the responsibility of determining a students' academic status each semester. A probation or academic restriction student must keep a continual enrollment until a 2.0 GPA is achieved. The student must follow the instructions and guidelines of their academic restriction meted out by the Committee of Academic Standards. This policy pertains to the Bachelor of Arts or Bachelor of Science degree being pursued in Chicago or Spokane. The Committee's decision regarding Academic Dismissal is determined on an individual basis.

Academic Status Schedule

Hours Attempted*	Probation Status if Below
1-16	1.70
17-33	1.75
34-49	1.80
50-65	1.85
66-81	1.90
82-98	1.95
99-114	2.00
*Includes transfer credits	

Removal from Academic Probation

A student will be removed from academic probation at the end of the semester when the cumulative GPA meets the academic status scale.

Appealing Academic Dismissal

A student who wishes to request an exception to a dismissal status must do so within ten (10) days from the time the dismissal notification (written or verbal) is received. The student must file a written petition with the Academic Records office stating the reasons for the appeal. The Committee on Academic Standards will act on the appeal.

Charges for Taking Additional Hours or Extending Completion of Graduation Requirements

Students who exceed 18 hours per semester will be required to pay the prevailing tuition (see the Financial section of the Undergraduate Catalog for rate information) for credit hours 19 and above. Private music lessons and ensemble enrollments will not be counted in the 18 hour enrollment.

Students taking more than the allotted number of semesters to complete the Bachelor of Arts or Bachelor of Science in Music degree will be charged the prevailing tuition rate per credit hour for course enrollments in the extended semesters. If a student wishes to appeal any aspect of this policy, they can address their written appeal to the Committee of Academic Standards.

Change in Degree Programs

Bachelor of Arts and Bachelor of Science of Music majors who desire to switch to the Associates in Biblical Studies (BSBS) should complete a *Change of Degree Form* available through the Academic Records office. The courses that remain to be completed for the ABS or BSBS degrees may be taken through MBI's Distance Learning Center (MDLC). (Moved here from below)

Changes of Major or Emphasis

A change in major must be cared for before pre-registration for the fifth semester. A change in major form may be obtained in the Academic Records office. Permission of the Department Chairman and the Registrar will be required. A request for change of major will not be serviced during registration.

Classification of Students

Official class membership is determined by the number of semester hours completed, which applies to the student's curriculum. Hours currently enrolled do not affect classification. Students are classified as follows:

YEAR	HOURS COMPLETED
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90-128

Required Hours

Single students living on campus are required to register for 12 credit hours each semester to be considered full-time. A traditional, BA/BMUS student must take 12 credit hours of day school courses or their scholarship could be in jeopardy.

Registration

Returning students must pre-register each semester. Registration for the spring semester begins in October and in March for the fall semester. The Academic Records office provides the dates and instructional

information. Students who have "Holds" on their record will not be able to register for classes till all holds have been cared for. Students are responsible for finding their appointment times in their Students Center, Data Enrollment and for selecting the proper classes according to the requirements outlined for their degree. If a student has not maintained a continual enrollment since their first semester it may be required to be re-admitted under the terms of the current catalog.

Questions regarding electives and required courses should be referred to an academic advisor. All students are encouraged to meet with their faculty advisor prior to preregistering. Registration days and hours are listed each semester in the *Moodycaster* and assigned appointment times may be found in your my.moody.edu student center portal. Advisors are available before the pre-registration period and throughout the semester to help students with their educational needs. Students are responsible for knowing the regulations governing registration, withdrawal, and the payment of fees given in the SLG, the Catalog, and printed information distributed at your registration time. All questions or problems pertaining to scheduling should be resolved prior to pre-registration.

Auditing Classes

Courses may be added for "audit" during the second or third week of classes only. Audit forms are available from the Academic Records office. A Faculty signature is required whether the class is open or closed. Required courses for the student's major cannot be audited.

Change in Enrollment Status

Intermission

A student who has a short-term need to discontinue their on campus studies toward the Bachelor of Arts and Bachelor of Science of Music degrees should contact Academic Records regarding *Intermission* status. A student may have up to four semester of Intermission while attaining their degree. Reasons for *Intermission* status can include personal, medical, or financial. Students on Intermission status may take up to eight (8) hours of MDL courses per semester. There is a maintenance fee of $200.00 for this status and the student **must apply** for this status **every semester**. Tuition charges still apply for enrolled courses at a 50% discount.

Discontinuation

Students who are transferring to another school, graduating or simply permanently discontinuing their status as a MBI student must process an *Enrollment Discontinuation Form* through the Academic Records office. Failure to process this form prior to discontinuing enrollment may result in failing grades for the courses in which the student is enrolled.

Adding Classes

1. Courses may be added after pre-registration has been completed, but these courses must be added on your my.moody.edu student portal.
2. During the actual semester, courses may be added during the first week of classes only. Any classes missed because of the late addition will be considered an absence.

Drop Policies

Students may drop a class at any time through the student portal. Grades will be assigned based on the date the course is dropped according to the schedule below. Courses dropped after the half-way point of the class will be assigned a grade of Withdraw Fail (WF), which will negatively affect GPA.

Length of Class	Drop with No Grade	Drop with Penalty (W)	Drop with Greater Penalty (WF)
16 Week	Week 1-3	Week 4-8	Week 9+
8 Week	Week 1-2	Week 3-4	Week 5+
3 Week	Day 1-5	Day 6-10	Day 11+
2 Week	Day 1-4	Day 5-6	Day 7+
1 Week	Day 1	Day 2	Day 3+
6 months	Week 1-4	Week 5-12	Week 13+

If a course must be dropped during the Greater Penalty period due to an Emergency, student may submit an official appeal to the Academic Standards Committee. If approved, the grade of Withdraw Fail (WF) will be changed to Withdraw Pass (WP). Appeal forms may be obtained from the Academic Records office.

Correspondence Study

Credits for correspondence study from an accredited school may be accepted. If you are unsure of a school's accreditation, you should contact the Academic Records department at that school and request documentation. This information may be available on the school's website. The student is responsible to request that a transcript be sent to the Academic Records office when the course is completed. Students are required to complete all correspondence coursework prior to September 15 for December graduates, January 15 for May graduates, and June 1 for July graduates.

For correspondence courses offered by the Moody distance Learning Center (MDLC), students should check with the Registrar's Office at Moody to verify that the course is applicable to their particular degree program. Generally, courses above the 200-level are not valid for the Bachelor of Arts program. The specific department may make exceptions responsible for the course in question. For time limits and related academic policies, consult the current Undergraduate Catalog.

*Note: correspondence courses may be purchased only from the Moody Distance Learning center (MDLC) and are not for resale and cannot be transferred to another student.

Transfer Credit
Courses presented for transfer credit must meet the following criteria:

1. The course must be taken at a regionally accredited or ABHE institution.
2. The course content, as listed in a catalog course description or syllabus, is equivalent to the content of an Undergraduate School course and is to be equal in academic credits.
3. The student earns a grade of "C" or better. A course, which was graded on a Pass/Fail basis, will not transfer.
4. The course fulfills a requirement of the student's curriculum.

Credit by examination may be earned when a student demonstrates mastery of a subject through the College Level Examination Program (CLEP) and/or the MBI Validation Examination Program. Information regarding the Validation Examination Program and required CLEP score information is available in the Academic Records office. Students are required to complete MBI validation examinations and CLEP testing prior to September 15 for December graduates, January 15 for May graduates and June 1 for July graduates. Courses taken by television will not transfer. Transfer credit does not affect a student's grade point average. Questions regarding transfer credit should be referred to the Registrar's Office prior to enrolling in the course.

Practical Christian Ministry
A student's Practical Christian Ministry (PCM) assignment is considered a part of the academic requirements here at Moody, as well as an essential part of the student's spiritual life. Satisfactory completion of attendance and reporting requirements for each semester is necessary for graduation. For a full explanation of this requirement, please refer to the *Practical Christian Ministry Guide* distributed by the PCM Department.

Honors
A cumulative grade point average of 3.30 earned by the end of the first semester of the senior year entitles a student to the citation on the commencement program, 3.60, "with High Honors", and 3.8 "with Highest Honor".

Graduation Requirements
In order to graduate, students must meet the following qualifications:

1. Have a cumulative GPA of at least 2.00 by the end of the first semester of the senior year and at least 2.00 at the time of graduation.
2. Be a registered student of Moody Bible Institute Undergraduate School in the semester of graduation.
3. Fulfill all requirements as listed in the Catalog under which they enrolled.
4. Fulfill Practical Christian Ministry requirements for each semester enrolled.
5. File an application to graduate with the Academic Records Office by the beginning of the first semester or the senior year.
6. Participate in the commencement ceremony **(optional).**
7. Sign the doctrinal statement prior to graduation.
8. Remove all holds on their student account as well as have no remaining unpaid school bills.

Transcripts
Students requiring a transcript of their Institute credits must submit a written request to the Office of Academic Records. Copies will be $10.00 each. A $15.00 charge will be assessed for a rush transcript to be processed within two business days. Rush transcripts may not be available during certain times of the year such as registration and graduation. A fee of $40 will be charged for overnight delivery requests. Payment must accompany written transcript requests in order for the request to be processed. Transcripts will not be issued to students with unpaid school bills or any other holds on their account.

Marriage of Students
Students who plan to marry while enrolled in the Undergraduate School must schedule the ceremony during the winter or summer break periods. No student is allowed to get married while the fall or spring semesters are in session. Any questions regarding this policy should be directed to the Dean of Students.

Students who intend to marry while enrolled are asked to complete and submit the *Declaration of Intent to Marry Form* in the Student Development Office. The completion of this form notifies us of your intent and allows us to serve you by: changing your marital status on your permanent record, adjusting your student billing to reflect your married status, and changing the permanent record of the female student's maiden name to their married name for PCM, and health-related records. Please submit a completed form by October 1 for winter weddings and by May 1 for summer weddings.

Premarital counseling is available on campus for students who are unable to meet with the pastor or person performing the ceremony. If you are interested in such services, please contact the Counseling Services staff located on Smith 3.

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

1. A marriage license should be obtained within each state's permissible time frame (i.e. IL is 60 days).
2. Students cannot register or behave as an actual married couple in order to change their status (wedding pictures, residence, bank account, etc.)
3. Students cannot process a Permanent Resident application before the wedding is held.
4. Students cannot be out of status or have held an incomplete F-1 status during the process of the *Permanent Residence application.*
5. Students should not falsify any information (i.e. marriage date) on documents to comply with *Permanent Resident Regulations.*

Further information can be discussed with the Assistant Dean of International Students located on Culbertson 1.

Residence Requirements
All unmarried undergraduate students are required to room and board at the Institute. Married students without children may, by choice, live on or off campus.

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

Student Lists
Students are not permitted to furnish list of names of fellow students to anyone.

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

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

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

- Student's Full Name
- Address
- Telephone Numbers
- Email Address
- Program
- Dates of Attendance
- Enrollment Status
- Degrees and honors received

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

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

Financial Information
Student Bills
Student bills are due August 1 and December 1, respectively, and must be paid in full at that time unless the student has enrolled in Moody's payment plan. Payments can be made to the tellers on the fourth floor Crowell hall between the hours of 9:00 a.m. – 4:00 p.m., Monday through Friday. Students may also mail* their payments to the student lockbox address:

Moody Bible Institute
Department 1018
PO Box 6500
Chicago, IL 60680-6500

***Students mailing payments must be sure to include their student ID number with their payment.**

Room & Board
Semester bills for room and board and all fees are due and payable three weeks before the first day of class each semester. Students staying in residence halls over Christmas and spring recess are charged an additional feel for this service. These charges are published in the *Moodycaster* prior to each break period. No meals will be served during these recess periods.

Students not attending Summer School with special permission to live in residence during any portion of the summer will be charged for the days they are in residence. When meals are served in the dining room, Summer school students are required to pay the current Summer School room and board rate.

Enrollment Deposit
A $150 enrollment deposit is required from every continuing student to verify registration and reserve a residence hall space for on campus students. The deadline will be communicated to all students via email sent to all students.

Health Insurance Requirement
All Chicago campus residential students, international students with F-1 status (including spouses and children), and aviation students are required to be covered by a health insurance plan that provides for hospitalization and medical-surgical coverage in the event of sickness or accident for the entire time they are enrolled as a student, including breaks between semesters. All students are personally responsible for any health care expenses not covered by their insurance, (deductibles, copayments, excluded items and services, etc). Students

are responsible for knowing and following the procedures of their insurance company, including remaining current with any forms to be submitted, and for following the payment policy of the health care provider, office, clinic or hospital from which they receive services; this may mean that payment is required at the time of service.

A student may choose to enroll in the Moody Bible Institute Student Health Insurance Plan (choice of Plan A or B) or be covered by another insurance plan. All students required to have insurance are enrolled in and charged the Student Only-Plan B premium and remain on that plan unless we receive an alternate Enrollment or Waiver form. If a student chooses another insurance plan, he or she must provide Moody with evidence that insurance coverage is in effect by submitting a completed Waiver of Insurance form and a copy of both sides of the current insurance card once each school year, prior to the fall semester (or the first semester of the school year during which the student is enrolled). No waivers will be granted for plans that are not true insurance, backed by the company that issues the coverage, but rather are arrangements for mutual sharing of expenses between individuals in the plan. Commuter students, MBI-Spokane students, and MTS-Michigan students are eligible to participate in the MBI Student Health Insurance Plan provided that one or more of the following conditions apply: 1) full-time status; 2) Educational Ministries students completing their student teaching, 3) graduating seniors in their final semester. Enrollment and Waiver forms can be found at www.my.moody.edu.

International students desiring to waive Moody's insurance plan must be covered by an insurance company based in the United States. Canadian students are required to carry supplemental coverage in addition to their provincial plan, as Canadian provincial plans offer only limited coverage for health care in the United States.

For additional information about the Moody Student Health Insurance Plan, please visit www.cirstudenthealth.com/moody or contact Lindsey Reimers at (312) 329-4367 or lindsey.reimers@moody.edu.

Moody Payment Plan

The Moody Payment Plan is an interest free alternative to lump sum payment of the student bill. It is a plan by which a student may make tuition payments on a monthly basis rather than paying the bill in full at the time of registration. The plan, administered by the Treasury Operations Department, is available to all qualified students. Note: This option is not available to international students in their first semester.

The student's total semester bill is divided into five (5) equal monthly payments (monthly payment amounts are subject to change as subsequent charges are added to the student bill). Payments are due the first of each month. The payments for the fall semester are due in July, August, September, October and November. Payments for the spring semester are due in December, January, February, March, and April.

Students desiring to use the payment plan may enroll online at my.moody.edu. Enrollment in the plan begins mid-April and returning students must enroll in the plan no later than May 31 for the fall semester and October 31 for the spring semester. Students may choose to participate in the plan for one or both semesters. However, students enrolled in the fall semester will automatically renew for the spring semester unless a cancellation request is made directly to the payment plan Coordinator. Students who register for the spring only will not be automatically enrolled in the fall semester, but must register each fall in order to be enrolled in the fall in order to be enrolled in the plan. There is a $50.00, non-refundable, fee due at the time of enrollment (enrollments will not be completed until the fee has been paid). The fee is charged for each semester the plan is utilized (i.e. a student utilizing the plan for an entire academic year will pay a total of $100.00).

For additional information on the Moody Payment Plan, please see the FAQ page on the website or contact Emma Williams at 312-329-4212.

Check Cashing

Students may cash US personal checks drawn from their own personal bank accounts for amounts of up to $50.00, and MBI student payroll checks may also be cashed at the Teller's Window, provided that financial obligations to the Institute are in satisfactory condition. Checks should be made payable to the individual cashing the check. All checks of any kind can be applied to student accounts.

Financial Aid

In an effort to carry on the Bible-based, tuition-paid education Moody has offered on its Chicago campus since 1886, we have chosen to accept the Federal Pell Grant through the Title IV Federal Student Aid program. By participating in the Title IV Moody's high-quality education will be more accessible to prospective and current students, while any federal aid received by the student will go to *off-setting the cost of tuition for the organization*. Additionally participating in this program will not jeopardize Moody's commitment to a biblical education nor will it subject our curriculum to outside regulations.

For the on campus Chicago student, it is beneficial for each student to fill out the FAFSA (fafsa.ed.gov) in order to be eligible for Moody's need and merit scholarship. The Financial Aid Department utilizes the FAFSA to determine the financial need of a student. Scholarships are offered once a year for students that have completed 1 year at the Institute. Moody can award up to $3,000 over the course of one academic school year. Scholarships do not renew, and each student will need to re-apply at the first of the year.

Applications can be picked up at the Financial Aid Office located on Culbertson 1.

For any questions on financial aid, please contact us at 312-329-4184. Our fax number is 312-329-7274 and email is financial.aid@moody.edu. If sending documents, please send paperwork to Moody's address (820 N Lasalle, Chicago, IL, attention: Financial Aid Department.

Veterans' Benefit Policy

Student's eligible for Veteran's benefits may be certified by the VA certifying official in the Financial Aid Office located on Culbertson 1.

To receive or continue receiving benefits the Veteran must be enrolled in classes prior to the start of the semester. The VA certifying official will report to the VA the number of credit hours for which the student is enrolled. However, if the student adds or drops a course after the start of the semester they must notify the VA certifying official to ensure the correct information is submitted to the CA. If you are using your benefits at Moody for the first time, please notify the VA certifying official, richard.wilson1@moody.edu, you will be using your benefits.

Students receiving VA benefits will be placed on probation if their GPA falls below the appropriate level or warning status on the academic status scale. In order to continue to be certified for VA benefits, the GPA must be raised above the warning status level within the next semester. If any student receiving VA benefits fails to come off probation within the prescribed period, the school must inform the VA. A dismissed Veteran must reapply for admission as stated under the section entitled Academic Dismissal on page 60.

For more information regarding VA benefits please visit our website at www.my.moody.edu. Select "Chicago Campus tab, scroll to "Student Forms", and select "VA Benefits Packet" link.

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RIGHTS RESERVED STATEMENT

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