

# **Moody Bible Institute**

# **Distance Learning**

**Student Handbook**

**2017-2018**



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## Welcome to Moody Bible Institute Distance Learning!

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

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

### Mission of Moody Bible Institute

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

#### Core Values

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

### Mission Statement of MBIDL

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

### MBIDL Student Responsibility

The *MBIDL Student Handbook* has been compiled to aid you in your time as a student. The MBIDL Student Handbook supplements the *MBIDL Catalog* with additional information concerning student policies, community life, campus services and other information of value to the MBIDL student. It is

intended to be a practical guidebook and will hopefully answer most of the questions that arise. For program and course information, please consult the *MBIDL Catalog*. The Student Handbook is an official document of Moody Bible Institute Distance Learning that is essential and binding on all students. It contains information that governs the life of the MBIDL family. Each student is responsible for the information contained in this Student Handbook. As an MBIDL student you agree to read and to abide by the policies of the Moody Bible Institute contained in this *Student Handbook* and *Moody Bible Institute Distance Learning Catalog*.

It is the student's responsibility to communicate with faculty and staff regarding any circumstances which may affect your education. Please contact MBIDL (800-758-6352 or [mdlc@moody.edu](mailto:mdlc@moody.edu)) if you experience any life circumstances which may adversely affect your ability to be successful in your studies.

### Our Commitment to Helping You

Moody Bible Institute Distance Learning is committed to assisting you in every possible way to achieve your educational goals. We provide exceptional services and resources to help you grow academically as well as spiritually. Our student advocacy team exists to encourage student success by actively working with students to understand and make full use of all of the student services provided by Moody.

As an MBIDL student, you will be assigned a Student Advocate at the time of admission who will continue with you through the duration of your program. Student Resource Assistants (SRAs) are service workers at Moody Bible Institute Distance Learning who care for the needs of an assigned group of current undergraduate students. Graduate Student Advocates (GSA's) are service workers at MBIDL who care for the needs of an assigned group of current graduate students.

The student advocacy team is primarily concerned with the success of each student and are available to assist students with goal setting, time management, troubleshooting, and elevating student concerns to the appropriate supervisors. If you are unsure of who your student advocate is, please contact [mdlc@moody.edu](mailto:mdlc@moody.edu) to secure this information.

## Moody Bible Institute Distance Learning Leadership

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

### President of Moody Bible Institute

J. Paul Nyquist, Ph.D.

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## Community Values and Expectations

### A Philosophy of Christian Life

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

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

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

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

The following biblical principles represent MBIDL's emphasis on Christian maturity:

- A personal responsibility to conduct ourselves in a manner worthy of the gospel of Christ, doing all for His glory (Rom. 14: 4-12; Phil. 1:20-27; Col. 3:23; 1 Cor. 10:31).
- A personal desire to abstain from every form of evil (1 Thes. 5:22).
- Because of the value placed on persons as those created in God's image (Gen. 1: 26-27; Col. 3:10; Matt. 22:39; Rom. 13:8-10; 1 John 3:13-18), a controlling principle of Christian love demands the following:
  - A genuine desire to please our neighbor for his good and for his edification (Rom. 15:1-3)
  - A thoughtful consideration of others lest, in the exercise of Christian liberty, a brother is caused to stumble. A willingness to avoid that which is inexpedient or imprudent because of its damaging consequences, even though it may not be wrong in itself (Rom. 14:13-23; 1 Cor. 8:7-13; 10:23-33; 1 Tim. 2:9).

- A discriminating concern for our influence on the whole body of Christ that we serve, as well as the city and a larger society of which we are a part. A willingness to avoid that which is needlessly divisive or offensive to significant segments of the evangelical community at large (1 Cor. 10:32-33; 9:22).
- A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differs. A willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).
- A willing submission to authority for the Lord's sake. This includes obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13:1-7; Heb. 13:17; 1 Pet. 2:13-17).
- An intelligent concern for the care and use of our bodies and our minds (1 Cor 6:19,20; Rom 12:1-2; Phil 4:8; 2 Cor 10:5)
- A high standard of ethics in the area of separation from the ungodly system of the world (2 Cor. 6:14-18; Eph. 5:3-12; James 1:27; 4:4; 1 Th. 2:15-18).
- Awareness that conformity to man-made regulations, which appear religious, does not guarantee spiritual maturity in and of themselves. (Col. 2:20-23).

Moody Bible Institute Distance Learning (MBIDL) appreciates the diverse array of individuals interacting within the teaching and learning environment and within the broader educational system at the Moody Bible Institute. The diverse perspectives represented by MBIDL students, faculty, and staff enrich the educational context as men and women come together to better understand God's word and how to live as faithful followers of Christ.

All those who study and work at MBIDL are members of the body of Christ. As such, all individuals, whether students, faculty, or staff, are deserving of love and respect. As diverse opinions are shared and discussed, disagreement is inevitable...disrespect is not. MBIDL is committed to the development of an educational culture in which disagreements may occur without disrespect. MBIDL values the expression of diverse opinions and affirms the value of all those who follow Christ. At the same time, Moody Bible Institute Distance Learning fully recognizes that individual struggles and the negotiation of individual identities can, at once, inform one's understanding of God or hinder one from following Him more faithfully. As a school dedicated to the formation of God's people for service, MBIDL is committed to equipping both individuals and the MBIDL community as a whole to interact with others in a manner that demonstrates the love of Christ. Such interactions may involve disagreement and discussion as the learning community seeks to know and understand God more fully.

MBIDL believes that the teaching and learning community should be concerned with both truth and love characterized by a deep desire to know God, to know others, and to be known. As such, MBIDL promotes the virtues of charity, honesty, openness, and attentiveness. Student, faculty, and staff alike are called to address one another in a manner appropriate for those who proclaim Jesus as Lord.

## **MBIDL Code of Conduct**

All students pursuing degrees through MBIDL are expected to conduct themselves in a manner commensurate with the values and beliefs of the Moody Bible Institute exemplifying strong Christian character in their dealings with other students, faculty, and staff at the Institute, as well as those with whom the students interact on a daily basis. The following code of conduct describes the fundamental attitudes and behaviors expected of those pursuing a program or degree via MBIDL.

The code of conduct is intended to provide students with appropriate guidance as to their interactions with fellow students, faculty, and staff. By virtue of membership in the MBIDL academic community, students accept the obligation to abide by the Student Code of Conduct. Conduct, either in or out of class, not meeting these standards will be subject to disciplinary action. It is further intended to assist in the development of a collegial community of learners, as well as ensuring that those studying at the Institute represent Christ to the outside world.

The Institute reserves the right to require the withdrawal of student whose behavior is in conflict with these standards. Individuals who do not fit in with the objectives and ideals of the Institute may be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of contract.

### **Code of Conduct**

- Support and exhibit Christian character with Institute students, faculty, and staff
- Respect and embrace diverse perspectives and opinions
- Interact thoughtfully, critically, and graciously with the perspectives of fellow students, faculty, and staff
- Participate in classroom activities with diligence and integrity
- Accept personal responsibility and accountability for interactions including, but not necessarily limited to, written or oral communications with fellow students, faculty, and staff
- Maintain confidentiality for personal information communicated in the classroom or in other settings in which students, faculty, and staff share such information
- Admit inappropriate behavior, repent, and seek forgiveness from offended parties
- Adhere to the Institute's Computer Use and Acceptable Use policies (See Appendices A and B)

- Conform to the Institute's policies regarding academic honesty
- Honor the Institute's standards, rules, policies, and procedures
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexist, or racist nature or the unwanted sexual advances or intimidations by email, on discussion boards, or on other postings in courses

### **Code of Conduct Violations**

The following section offers a sample of behaviors that would be considered violations of MBIDL's code of conduct. The section is not intended to offer an exhaustive list of behaviors that would be considered as violations, but to provide representative examples of the sorts of behaviors for which a student would be subjected to disciplinary action up to and including dismissal from MBIDL.

- Using inappropriate or abusive language in communications in any medium (e.g. text messages, emails, discussion boards, submitted assignments, face-to-face interactions, phone calls) with any individual or group, whether or not such individuals or groups are affiliated with the Institute
- Participating in behaviors that undermine or disrupt the classroom environment or which create a hostile or offensive situation for fellow students, faculty, and staff
- Falsifying or otherwise falsely claiming one's identity including, but not limited to, utilizing another student's password to access courses or Institute systems or providing one's own password so that another individual may access courses or Institute systems
- Utilizing Institute systems, networks, or other technology resources to distribute or share copyrighted materials including, but not limited to, music, video, written compositions, or other copyrighted material without appropriate consent from the copyright
- Refusing to comply with any reasonable instruction from a faculty member or Institute official
- Allowing unauthorized persons to access one's classroom without obtaining proper approval from Institute officials
- Threatening behavior that may be interpreted as physical assault or abuse, or behaving in such a way that implies the potential for violence as interpreted by the consensus of appropriate Institute personnel

1st Violation: Warning to Probation

2nd Violation: Probation to Dismissal

3rd Violation: Dismissal

### **Code of Conduct Processes**

Information regarding code of conduct violations may come from any number of sources including, but not limited to,

fellow students, faculty, staff, and individuals outside of MBI who interact with students on a day to day basis. Reported violations may be communicated to students for comment and explanation.

## Harassment

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

Except for sexual harassment as defined in Moody's Title IX Policy, harassment is unwelcome conduct and is prohibited where (1) enduring the offensive conduct becomes a term or condition of one's academic or living environment, or (2) the conduct is severe or pervasive enough to create an academic or living environment that a reasonable person would consider intimidating, hostile, or abusive. Minor or isolated incidents (unless sufficiently severe) generally will not rise to the level of prohibited conduct.

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

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

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

## Liability for Harassment

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

## Sexual-Based Misconduct

Moody's Title IX Policy and Complaint Procedure provides an avenue for those who have been the target of or who witness Sex-Based Misconduct (as defined by Moody's Title IX Policy) to report such Sex-Based Misconduct, without fear of Retaliation (as defined by Moody's Title IX Policy). Please refer to Moody's Title IX Policy at

<https://www.moody.edu/about/reports-and-policies/title-ix/> for policies and procedures specific to Sex-Based Misconduct.

## Human Sexuality

The Moody Bible Institute's foundation for understanding human sexuality is rooted in our commitment to the Bible as the only authoritative guide for faith and practice. The first two chapters of Genesis constitute the paradigm and prerequisite of God's enduring creative intent for human personhood, gender and sexual identity, and sexual intimacy in marriage (Gen. 1:27, 2:24; cf. Matt. 19:4-5).

We affirm that humanity came from the hand of God with only two sexual distinctions, male and female, both bearing the image of God, and emerging from one flesh with the unique physical capacity to reunite as one flesh in complementarity within a marriage. God's creation design and intent for marriage as expressed in Genesis 2 is therefore exclusively between one man and one woman. Within this monogamous context, intended to be lifelong, sexual intimacy is a glorious blessing from God.

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

We affirm God's love and concern for all of humanity, a concern that compelled Him to offer His Son a ransom for our lives, and we consider His biblically recorded and specifically defined guidelines for sexual practice to be enduring expressions of His love and protection of our human identity (Matt. 19:5-9).

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

## Student Complaint Policies

Moody Bible Institute Distance Learning is committed to preparing students for effective and global ministry through quality and experienced instruction, relevant and engaging content, and helpful and meaningful services that enhance and enrich their Moody experience.

Consistent with the mission of recognizing the dignity and worth of every individual, MBIDL welcomes your opinions and



feedback about our policies, programs, and services in order to make changes that contribute to your success, development, and goal attainment. We also are committed to ensuring that students have access to appropriate procedures for articulating concerns and issues regarding their education. These concerns and issues are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship.

### **Informal Complaint**

Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved. The majority of complaints can be resolved in this way. If after communicating directly with the faculty or individual(s) involved, you cannot reach a resolution, the next contact will be the supervisor, faculty chair, or appropriate dean to investigate the complaint and provide a resolution.

### **Formal Complaint**

If a student has followed the Informal Complaint process and has not received a satisfactory explanation of the decision, the student may file a formal complaint to the assistant dean of student experience, who will disseminate to the appropriate faculty, administration, or committee for processing and review. Students must complete the Formal Complaint Form found in the MBIDL Students tab of the my.moody.edu student portal. Incomplete forms will be rejected. Completed forms will be reviewed and investigated with a decision being given and communicated in an appropriate time given the nature of the complaint. Failure to comply with this policy may result in no action being taken with respect to the subject matter of the complaint. Where such failure also causes a violation of rules and policies regarding student conduct, disciplinary action may result in accordance with the applicable rules and policies.

### **Out-of-State Student Complaint Process**

Students taking online classes through MBIDL who are out-of-state should attempt to resolve any academic issues or complaints by following the Student Complaint process as listed above. If after following MBIDL's complaint procedure the issue cannot be resolved internally, you may file a complaint with your state by referring to the state agencies listed on MBI's website. This is in compliance with the Federal Department of Education's State Authorization Regulations.

## **Course Expectations and Information**

### **Academic Programs**

#### **Undergraduate Certificate Programs**

- Certificate of Biblical Studies (26 credits)
- Certificate of Biblical Leadership (24 credits)

#### **Associate Degree**

- Associate of Biblical Studies (60 credits)

#### **Bachelor of Science Degrees**

- Bachelor of Science in Biblical Studies (121 credits)
- Bachelor of Science in Ministry Leadership (Leadership, Preaching, or Ministry to Women Concentrations; 120 credits)
- Bachelor of Science in Theological Studies (Christian Thought or Spiritual Formation concentrations; 120 credits)
- Bachelor of Science in Theology and Cultural Engagement (121 credits)

#### **Master of Arts Degree**

- Master of Arts in Biblical Exposition (36 credits)

### **Undergraduate and Graduate Venue Options**

Moody Bible Institute Distance Learning offers several distance learning venues for those considered rooted learners: online courses, self-paced courses, and extension sites. Flexible and convenient online courses allow students to study at Moody Bible Institute, joining thousands of others around the globe seeking a trusted Bible education within a diverse biblical community. Self-paced courses allow students to take courses on their own time and at their own pace online. Extension sites are an extension of Moody Bible Institute. These venues allow students in various locales around the United States to be better equipped to advance the cause of Christ.

#### **Online Courses**

Moody Bible Institute Distance Learning offers students the ability to earn any of its undergraduate and graduate credentials listed above by studying entirely in an online environment. Online learning combines the freedom of studying without the constraints of a set class time, yet retains interactivity with fellow learners and the instructors via the Internet. Students and instructors interact with each other through discussion boards, email, and other Internet tools to create a virtual community of learners from a variety of cultures and backgrounds. Online courses are available in various formats. Undergraduate courses offered online are available in eight-week and self-paced formats, and graduate courses offered online are available in an eight-week format. Students will progress through a structured series of course materials and learning experiences taught by Moody Bible Institute instructors. Assignments require students to engage in activities that are both academic and practical. Students may also choose to enroll in a single course or in several courses at once.

The courses are designed to help you benefit from the learning community that surrounds you. Your commitments to family, church, ministry, and community become key components in your personal development in the courses.

Online interaction with faculty and students of other backgrounds further enriches the experience.

Self-paced courses include requirements for online postings, following a schedule so that you may complete the assignments at your convenience prior to the due date/time.

The online connection for the courses is made through your Internet Service Provider (ISP), but the electronic classrooms are managed through Moody's learning management system called Blackboard. Students will be issued user names and passwords in order to have access to the courses and services.

#### ***How much time will I spend online?***

In a three credit hour course in the eight-week format, you should expect to spend an average of 9-12 hours per week on your course work. Depending on your speed of reading and the number of particular assignments for the course, you will be online approximately 4-5 hours a week. This time may be decreased if you download documents and read them offline and may be increased if you participate extensively in additional discussion board conversations.

#### ***Do I have to be online at any specific time?***

The way our courses are set up, you do not need to be online at any particular time. However, the software we use for the online school is interactive. You will have a chance to communicate with the other students and the instructor. Communication is mostly through emails and discussion boards, so you can get online at the time most convenient for you.

#### ***8-Week Courses Option***

Each 8-week course has a week-by-week schedule to follow that will consist of reading assignments, projects, and discussion board posts. You will be able to interact with other students in your course through the discussion board and also have interaction with the professor.

You will never have an exact time that you need to be in your course on Blackboard. The assignments go week-by-week. A "week" runs from Tuesday through the next Monday. By Monday night, the week's class work must be completed. For example: for week one you might have to read a chapter of the assigned text, complete one discussion board post, and do an assigned project by Monday night at 11:59 PM Central Time.

#### ***Online Self-Paced Option***

Online self-paced courses combine the flexibility of a 16 week time period with the convenience of an online format. Online self-paced courses are designed to achieve the same or equivalent learning outcomes as our current online courses using the same textbooks and materials (10 weeks for summer session).

All assignments, quizzes, and tests will be completed and turned in online using Blackboard. These courses are different than the 8-week courses because online self-paced courses do not require assignments to be completed on a weekly basis. Students taking an online self-paced course can complete assignments at any time within the 16-week or 10-week time frame).

#### ***Minimum System Requirements for Online Students***

Online courses are delivered over the Internet. Reliable Internet connectivity is essential for participating in an online course. Although a dial-up connection (56kbps) is sufficient for navigating and viewing online materials, a broadband connection is recommended. Any PC or Mac made in the past five years should contain the necessary hardware, software, and operating system to participate in Moody's online courses. All work submitted for a course must be in Microsoft Office compatible formats (Word, Excel, PowerPoint) or Portable Document Format (PDF). Not all documents will be available for viewing/editing from all mobile devices.

If you have specific questions or would like more information, please contact Information Technology Services at 312.329.4067 or visit [www.moody.edu/technology](http://www.moody.edu/technology) and click on the "Distance Learning" tab.

#### ***Independent Studies***

Independent Studies courses allow students to take a course over a sixth month period, working at their own pace and schedule. A limited number of Independent Study courses are available via paper-based correspondence study in which lessons are submitted and returned via postal mail. Independent Study courses may still be taken by those without access to a computer or the Internet. Students may choose to enroll in a single course or in several courses at once.

NOTE: This venue is only available to Undergraduate nondegree students.

#### ***Extension Sites***

Extension Sites enable students to learn in an undergraduate classroom setting. These courses are typically offered in the evening or on weekends to best accommodate the time demands of adult learners. Extension Site courses are offered in eight-week formats and follow the same format as our online courses with regard to textbooks, assignments, and assessments. Students may choose to enroll in a single course or in several courses at once. The courses offered at each location differ for each semester, but are offered in a sequential order so that students have the option to complete their degree in a timely manner. For a listing of current extension sites see [www.moody.edu/extensionsites](http://www.moody.edu/extensionsites).

#### ***Extension Site Locations***

Locations for Extension Sites currently include:

- Pasadena, CA
- Plymouth, MI

## Course Descriptions

You can find course descriptions and sample syllabi for each course at [www.moody.edu/online/undergraduate-courses](http://www.moody.edu/online/undergraduate-courses) for undergraduate students, and [www.moody.edu/online/graduate-courses](http://www.moody.edu/online/graduate-courses) for graduate students. Here you can see the course you are interested in, read the description, and download the sample syllabus.

## Textbooks

You can find all of the textbooks you will need for your courses at [www.moody.edu/books](http://www.moody.edu/books) for undergraduate students, and [www.moody.edu/gradbooks](http://www.moody.edu/gradbooks) for graduate students. There will be a list of all of the courses offered. Then click on the course you are interested in. Make sure you pay attention to the list of books required for each course, because this list may contain different books for different venues. Only purchase the books required for your venue.

## Student Appeal Process

When you register for a course at Moody Bible Institute Distance Learning, you are responsible for the costs associated with registering for the course and for the grade that you receive. Moody Bible Institute Distance Learning recognizes that circumstances beyond one's control do occur. It is for this reason that MBIDL offers an appeal process that allows students who experience extenuating circumstances to request a waiver of a policy that, if enforced, would result in unsatisfactory academic performance and/or financial consequences. Such circumstances may include but are not limited to the following:

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

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

- You are attempting to repair/raise your GPA.
- You exercised poor judgment and/or poor time management skills.
- You lacked knowledge regarding Institute policies and procedures.
- You were not aware of or you failed to utilize Institute resources.

## Appeals Process

1. Withdraw/drop course before submitting this form (see Course Drops).

2. Complete each step of the online fillable form for either a grade appeal or tuition appeal. If you want to file both a grade and tuition appeal those must be submitted separately.
3. Submit required supporting documentation to [mdlappeals@moody.edu](mailto:mdlappeals@moody.edu).

## Academic Information

### Family Educational Rights and Privacy Act

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

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

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

### Directory Information

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

- Student's name
- Date of birth
- Marital status
- Photo
- Addresses
- Telephone information
- Email addresses
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Enrollment status
- Academic program
- Degree(s) and certificate(s) earned

- Honor(s) and award(s) received
- Graduation date

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

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

### Course Registration

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

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

Registration closes one week prior to the start of 8-week online session courses and three days after the start of 16-week online self-paced courses. See Academic Calendar for specific dates and courses in sessions of various lengths. Students will be prohibited from attending, participating, or receiving credit for courses that are not on their official record. Students may check their [my.moody.edu](http://my.moody.edu) student portal for additional registration information.

### Academic Load

#### Undergraduate

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

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

#### Graduate

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

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

### Grading System

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

- A Excellent: outstanding accomplishment in mastering the subject
- B Very good: better-than-average accomplishment in mastering the subject
- C Satisfactory: fulfills the requirements and has made acceptable progress towards mastering the subject
- D Passing: deficient in some respects but meets the minimum standards for obtaining credit in the subject
- F Failure: falls below the minimum standards of accomplishment and must be repeated to obtain credit

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

#### Grade Points

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

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

C 2.00 WF 0.00

\*Not applicable to graduate courses.

### Semester Grade Point Average

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

### Cumulative Grade Point Average

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

### Scholastic Honors

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

#### *Undergraduate Academic Honors*

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

#### *Graduate Academic Honors*

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

### Official Grades

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

### Academic Transcripts

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

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

## Academic Policies

### Academic Credit Policies (Undergraduate)

Undergraduate academic credit includes credits earned at Moody, transfer credit, and test credit. Institutional credit contributes to the student's grade point average, while transfer credit and test credit do not contribute to the student's grade point average. Final approval of academic credits is under the authority of the registrar. Moody Bible Institute Distance Learning does not grant academic credit for non-academic prior experience. A maximum of 75% of a program may be fulfilled through transfer credit or test credit.

### Transfer Credit

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

- The course must be taken at an institution of higher learning that is regionally accredited, accredited by the Association for Biblical Higher Education (ABHE), accredited by the Transnational Association of Christian Colleges and Schools (TRACS), or accredited by the European Evangelical Accrediting Association.
- The course must be equivalent in content and credit hours (i.e. 4.5 quarter hours = 3 semester credit hours).
- The student must earn a grade of C or better for the transfer of undergraduate courses completed within the past fifteen years or the student must earn a grade of B or better for the transfer of undergraduate courses completed within the past thirty years. A course graded on a pass/fail basis will not transfer.
- Credits that exceed thirty years from the date of completion are not transferable toward current academic program requirements.
- The combined total of all transfer credits cannot exceed 75% of a student's program requirements.
- The course fulfills one of the student's academic program requirements.
- Official transcripts must be submitted prior to the start of a student's final semester.
- International transcripts will be required to have a course-by-course evaluation from World Education Services ([wes.org](http://wes.org) or (212) 966-6311) or Education Credential Evaluators ([ece.org](http://ece.org) or (414) 289-3400).

### Test Credit

Moody Bible Institute Distance Learning accepts Advanced Placement (AP) Examination, College-Level Examination Program (CLEP), International Baccalaureate (IB), and other test credit recognized by the American Council on Education (ACE). The combined total of all test credits cannot exceed 25% of a student's program requirements. Official test scores must be submitted prior to the start of a student's final

semester. For test credit guidelines contact the Office of Academic Records.

#### **Earned Degree Credit**

Credits used to fulfill the requirements of a degree program will not apply toward the completion of a second, equivalent-level degree at Moody.

#### **Statute of Limitations**

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

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

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

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

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

#### **Earned Degree Credit**

Credits used to fulfill the requirements of a degree program will not apply toward the completion of a second, equivalent-level degree at Moody.

#### **Statute of Limitations**

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

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

The transferability of credits earned at Moody is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any academic program at Moody will be accepted by the

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

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

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

#### **Cheating**

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

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

#### **Plagiarism**

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

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

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

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

### Academic Probation and Dismissal

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

#### Quantitative Measure (Pace of Progress)

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

#### Qualitative Measure (Cumulative GPA)

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

##### Undergraduate Certificates and Associate Degree

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

##### Bachelor Degrees

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

##### Master of Arts Degrees

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

### Maximum Time Frame

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

### Probationary Semester

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

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

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

### Academic Plan for Improvement

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

## Academic Dismissal

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

## Academic Program Time Limits

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

Students who need additional time to complete their certificate or degree program must submit the Program Extension Appeal prior to the final semester of their program time limit. If denied, students will be required to complete all requirements by the original program time limit. Failure to do so will result in program dismissal.

Students who are discontinued are subject to the program completion policy (see [Program Completion](#)).

## Change of Program

Undergraduate students may request a change of program or concentration using the form available from the Office of Academic Records. If approved, a student's program requirements will change to the requirements documented in the most current academic catalog, and not all credits may apply. Program changes will be effective for the semester in which the change was approved.

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

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

## Course Attendance Policies

Course attendance is essential to academic achievement and the successful completion of a course. Faculty members have the prerogative to establish their own attendance and participation policies in regard to academic requirements.

## Course Audits

Auditing a course allows a student to take a course without the benefit of a grade or credit for the course. Audits are permitted only for courses offered at Moody Bible Institute Distance Learning's extension sites. Online or independent study courses cannot be audited. Courses required for the student's academic program cannot be audited nor can an audited course be repeated for credit. Students must adhere to the course's attendance policies, but are not required to complete course assignments unless requested by the faculty member. Audited courses are charged 50% of the current tuition rate per credit. Financial aid will not apply toward audited courses. Students may request to audit a course using the audit form available from the Office of Academic Records. Course audits must receive instructor approval and be submitted to the Office of Academic Records by the end of the first week of the semester.

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

## Course Cancellation Policies

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

## Course Drops

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



## Course Exceptions

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

## Course Extensions

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

Length of Course	Length of Extension
26 Weeks	26 weeks
16 Weeks	5 weeks
10 Weeks	3 weeks
8 Weeks	3 weeks
1 Week	No extension

## Late Assignment Grading Policy

Written assignments and projects which are submitted late will be reduced by a minimum 5% of the total assignment points per day (or part of a day). No assignments will be accepted after 7 calendar days from the due date and will receive a grade of zero. Discussion board initial response postings submitted after the due date will receive a grade of zero.

## Course Repeats

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

Length of Session	Drop Without Penalty	Drop with Penalty (W)	Drop With Greater Penalty (WF)
26 Weeks	Day 1-12	Day 13-91	Day 92+
16 Weeks	Day 1-7	Day 8-56	Day 57+
10 Weeks	Day 1-5	Day 6-35	Day 36+
8 Weeks	Day 1-4	Day 5-28	Day 29+
1 Week	Day 1	Day 2	Day 3+

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

## Directed Study

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

## Discontinuation

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

## Grade Appeals

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

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

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

Step III The student presents their appeal, along with supporting data, in writing to the registrar. The registrar initiates and sets a meeting of the Academic Standards Committee after the appeal is received. The decision of the committee is final. A written response will be sent to the student as soon as a decision has been reached.

## Graduation and Commencement

### Graduation Process

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

Graduation Process:

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

### Graduation Requirements (Undergraduate)

The graduation requirements for undergraduate students are as follows:

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

After the above requirements have been completed and posted to official records, students are graduated and

diplomas are mailed. Students who have a hold on their account may be prevented from receiving their diploma.

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

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

Failure to follow this process will result in program discontinuation.

### Commencement Eligibility (Undergraduate)

In order to be eligible to participate in the May commencement ceremony, students must complete the Graduation Process and be actively enrolled in all required coursework by the given deadline. If at any point a student is no longer on track to meet the Graduation Requirements, commencement eligibility will be revoked.

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

### Graduation Requirements (Graduate)

The graduation requirements for graduate students are as follows:

- Successfully complete all academic program requirements.
- Maintain a minimum cumulative GPA of 2.50.
- Demonstrate a commendable spiritual life and Christian character and display approved conduct in accordance with Moody's guidelines.
- Sign a statement of agreement with Moody's doctrinal position.
- Be approved to graduate by the Office of Academic Records and the Graduate Faculty.

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

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

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

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

Failure to follow this process will result in program discontinuation.

### **Commencement Eligibility (Graduate)**

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

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

### **Non-Enrollment**

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

### **Program Completion**

#### **Undergraduate Students**

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

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

#### **Graduate Students**

Program completion allows students who have been discontinued to complete their previous degree requirements, provided the program is still offered at Moody. In order to be eligible for program completion, students must

apply for readmission within 2 years of discontinuation and have 9 or fewer credits remaining. Program completion students must complete all remaining requirements within one year of readmission. Failure to do so will result in discontinuation and ineligibility for program completion.

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

### **Term Withdrawal**

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

### **Unofficial Term Withdrawal**

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

### **Financial Information**

#### **Student Bills**

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

#### **Payments**

1. Balances are due in full one week before online, extension, or self-paced courses begin, unless other payment arrangements have been made (i.e. payment plan, employment vouchers, etc.). Payments for Independent Study courses are due at the time of registration.
2. A semester payment plan\* is available for eligible students. Fees may apply. Information on this plan is available online at [mycollegepaymentplan.com/moodydl](http://mycollegepaymentplan.com/moodydl), or by calling (800) 609-8056. You may sign up for the plan by logging into your my.moody.edu student portal and looking under the "MDL Students" tab.

\*If you are a Chicago, Michigan, or Spokane campus student taking online courses, you must enroll in the Campus

### Admissions Fees

Undergraduate application fee	\$50.00
Graduate application fee	\$50.00
Nondegree application fee	\$35.00

### Tuition Fees (per credit)

Undergraduate tuition (online and extension site courses)	\$330.00
Undergraduate tuition (independent study courses)	\$320.00
Graduate tuition	\$420.00

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

General Term Fee	\$40.00
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### Miscellaneous Fees:

Certificate or Degree Extension Fee	\$250.00
Credit by examination fee	\$100.00
Graduation Fee	\$125.00
Independent Study Extension Fee	\$100.00
Late application for graduation fee	\$75.00
Late Payment Fee	\$25.00
Shipping/Handling Fee for Independent Study	\$12.00
Returned ACH/Check Fee	\$25.00
Shipping/handling fee for independent study course	\$12.00
Validation Examination Fee	\$100.00
Payment Plan online through your my.moody.edu student portal > Students tab>Moody Central>Student Accounts>Moody Payment Plan Enrollment.	

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

### Outside Aid and Your Payments

Students must communicate Moody's payment deadlines to any scholarship or sponsoring organization so that payment can be made in full according to the above policies. To ensure that the amount is applied to the fall and spring semester bills by the due date, please send the check prior to August 1 for the fall semester, January 1 for the spring semester, and May 1 for the summer semester. If the scholarship funds are not received by the due date, students must make payment in full at that time. Adjustments to the student's bill will be made when the actual check is received. Exceptions to this can only be made if the scholarship organization requires certification after courses begin **and** they provide an award letter on their letterhead before Moody's due date stating the amount of the scholarship award. *Outside scholarships do not replace the student's regularly scheduled payments. They can, however, lower the student's overall monthly payment amount.*

### Tuition and Fees

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

Note: All prices quoted in this handbook are subject to change without notice.

### Methods of Payment

Last Day To Enroll	Down Payment	Number of Payments	Month of Payments
June 20	10%	5	July 5th-Nov 5th
July 22	20%	4	Aug 5th-Nov 5th
Aug 21	25%	3	Sept 5th-Nov 5th
Sept 23	40%	2	Oct 5th & Nov 5th
Oct 22	60%	1	Nov. 5th Only

### Application Fee

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

### Student Payments

- Students may make payments online through their my.moody.edu student portal by debit/credit card (Discover, MasterCard, and Visa are accepted).
- Others\* making payments towards a student's bill may make payments online with a debit/credit card at [Moody's Non-Student Payment website](#) (Discover/MasterCard, and Visa are accepted).
- Payments by check† or money order† may be sent payable to:  
Moody Bible Institute  
Attention: Student Accounts  
820 N. LaSalle Blvd.  
Chicago, IL 60610

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

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

### Payment Plan

Here's how the payment plan works:

- You must be registered for classes before you can enroll in the payment plan.
- You can set up automatic payments through either a bank payment (ACH) or by using a credit or debit card.

- There is a \$60 enrollment fee for the payment plan each semester. If the payment attempt fails, there will be a \$30 fee.
- You will have a required down payment that is due at the time of enrollment in the plan. The required down payment is based on the plan you choose. (See an example below).
- The number of remaining payments is determined by the plan you choose. (See example below).

You will not be a part of the on-campus payment plan, although you may still receive information about this payment plan from time to time. To ensure you are enrolling in the correct payment plan, please visit the MDL Students Tab on your My Moody Portal.

Example of Fall Semester Target Dates to Enroll By:

\*Please visit [mycollegepaymentplan.com/moodydl](http://mycollegepaymentplan.com/moodydl) for semester specific dates.

## Refund Policy

When a student receives a financial credit (fee waiver, dropping courses, etc.), the adjustments are credited to the student's account according to the refund schedule. This credit will be applied toward remaining charges on the student's account. Credit balances from Title IV funds will be refunded. All credit balances will be refunded at the end of each semester.

Dropping courses may have financial penalties (see below) and academic penalties (see Academic Policies). Students who drop courses before the start date will receive full credit on their accounts for all payments made (if applicable) toward tuition and fees. Students who drop a course after the refund deadline due to extenuating circumstances may submit an appeal for possible tuition refund (see Student Appeals).

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

Length of Session	100% Refund	75% Refund	50% Refund	No Refund
26 Weeks	Day 1-7	---	Day 8-28	Day 29+
16 Weeks	Day 1-7	Day 8-14	Day 15-21	Day 22+
10 Weeks	Day 1-5	Day 6-9	Day 10-14	Day 15+
8 Weeks	Day 1-4	Day 5-7	Day 8-11	Day 12+
1 Week	Day 1	---	Day 2	Day 3+

\*An additional credit of 50% will be added if Independent Study materials are returned in sellable condition.

## Financial Aid

### Federal Financial Aid (UG)

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

### Veterans' Benefits

For more information regarding VA Benefits, please visit our website at [www.moody.edu](http://www.moody.edu).

Students eligible for Veteran's benefits may be certified by the VA certifying official. To receive or continue receiving benefits, the Veteran must be registered for classes prior to the start of the semester. The VA certifying official will report to the VA the number of credit hours for which the student is enrolled. However, if the student adds or drops a course after the start of the semester, they must notify the VA certifying official to ensure the correct information is submitted to the VA.

If you are using your benefits at Moody for the first time, please notify the VA certifying official at [financialaid@moody.edu](mailto:financialaid@moody.edu).

## Loans

### Federal Direct student loans available beginning 2017-2018

Indebtedness can be a significant burden upon graduation, especially for those preparing to enter full-time vocational ministry. Please know that for 2016-2017, Moody Bible Institute does not participate in Federal Loan Programs, but starting in October 2016, students will be able to apply for federal loans to use for fall 2017. We still urge students to secure adequate funding through payment options other than loans. ([Click here](#) for aid options specific to each campus.)

If a loan becomes necessary, we believe students should have as much information as possible to make individual loan choices that are in their best interest. Many different types of student loans exist. Some of these loans are federal loans, meaning the rules and regulations are set by the federal government. The current rate through June 30 is 4.29%, however each year by July 1 a new rate is determined. This rate may be the same, higher, or lower than the prior year rate. The rate does cap at 6.8%.

Remember to borrow only what you need. A loan must be paid back.

**The Federal Direct Loan application process works as follows:**

- Complete the FAFSA
- Complete entrance counseling online at <https://studentloans.gov>
- Complete the Master Promissory (MPN) at <https://studentloans.gov>
- We originate your loan once you have completed entrance counseling and your MPN has been linked

**Federal Direct Loans for Undergraduate Students**

Federal Direct Loans are borrowed money that must be repaid. These low-interest loans are available to eligible dependent and independent undergraduate students enrolled for at least six credits per semester. You may qualify for either:

- A subsidized loan (based on financial need), where the federal government pays the interest while you are in school or in a period of deferment; or
- An unsubsidized loan, where you pay the interest after the loan is disbursed until you can repay the loan in full.
- Stafford Loan limits are as follows:

If you are a *dependent, undergraduate student*, your loan limits for the academic year are:

	Subsidized Limit	Additional Unsubsidized Limit
<b>Freshman</b>	\$3,500	\$2,000
<b>Sophomore</b>	\$4,500	\$2,000
<b>Junior &amp; Senior</b>	\$5,500	\$2,000

- If you are an *independent, undergraduate student* or if you are a dependent, undergraduate student and your parent is not approved for a PLUS Loan, your loan limits for the academic year are:

	Subsidized Limit	Additional Unsubsidized Limit
<b>Freshman</b>	\$3,500	\$6,000

<b>Sophomore</b>	\$4,500	\$6,000
<b>Junior &amp; Senior</b>	\$5,500	\$7,000

- Parent Loan for Undergraduate Students (PLUS)
  - The Federal Direct PLUS Loan for parents is a government-backed loan with a fixed interest rate. Eligible parents may borrow up to the full annual cost of their child's education, minus other financial aid received. The PLUS Loan may be deferred, including interest, or may be prepaid at any time, without any penalty. PLUS Loan credit requirements are typically more lenient than consumer credit requirements. In general, any resolved credit problems are disregarded. To apply for a Federal Direct PLUS Loan, please complete and submit a PLUS loan credit check and a Direct PLUS loan Master Promissory Note (MPN) at <https://studentloans.gov>
  - If your parent is denied a PLUS Loan, you may be eligible to borrow additional unsubsidized Federal Direct Stafford Loan funds.
  - For detailed instructions on applying for the Federal Direct Parent PLUS loan, [click here](#).

**Scholarships**

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

Applications are available online in the student portal: [www.my.moody.edu](http://www.my.moody.edu)

For any questions on financial aid, please contact us at 312-329-4184. Our fax number is 312-329-4274 and email is [financial.aid@moody.edu](mailto:financial.aid@moody.edu). If sending documents or outside scholarship checks, please sent paperwork to Moody's address:

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

**Contact Information**

Moody Bible Institute Student Financial Aid Services:  
 312.329.4184  
 Fax: 312.329.4274  
[financial.aid@moody.edu](mailto:financial.aid@moody.edu)

## Other Resources

### Disability Services

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

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

Students who believe they have a disability which might affect their academic performance at MBI and require accommodations or auxiliary aids and services, should contact 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 for upcoming classes through the my.moody student portal
  - Prior to initiating the registration process with the SRC, students must register for classes in the upcoming semester to provide context to the needed accommodations. See previous section in this handbook for specific registration instructions.
2. 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

3. 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 specialized testing in perceptual, processing, and motor skills, as appropriate.
  - A case history including input from parents, teachers, previous records, and/or the student.
  - A description of any recommended accommodation(s). MBI will require some or all of the above at the student's expense. There must be sufficient, competent evidence of a specific learning disability. Individual "learning styles" and "learning differences" in and of themselves do not constitute a learning disability. If necessary, a student can be referred to community agencies for comprehensive testing (at the cost/responsibility of the student).
4. 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
5. For additional information and policy, you may request the complete Moody Disabilities Service Manual from the above.
6. Specific accommodations/services for all 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 not provide any assistive devices of a personal nature (i.e., hearing aids). The SRC will provide letters for verification of disability to the student. This process should be repeated at the beginning of each new semester and it is the student's responsibility to deliver these letters to the necessary personnel (i.e. faculty, program directors, academic advisors, etc.) After a class begins, if the student finds that additional or different accommodations are needed, the student must contact the SRC as soon as possible to make appropriate changes. The SRC will remain a liaison between the student and the rest of the Institute's community through the duration of the student's enrollment.

## Dispute Resolution

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

- Submit the dispute in writing to the Assistant Dean of SRC. The Assistant Dean will consult with the 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 Vice President & Dean of Student Life, in writing, requesting an appeal. The Vice President & Dean of Student Life will make any final ruling with the best interests of the Institute and the student in mind.
- Accommodations will be provided during the dispute process.

## Moody Central

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

## Facilities

Various facilities of MBI which provide student services are available for use by MBIDL students. For more information on facilities and student services, please refer to the respective Undergraduate School and/or Seminary and Graduate School academic catalogs. Information pertaining to MBIDL student services may also be obtained from the website, [www.moody.edu/distance-learning/student-services](http://www.moody.edu/distance-learning/student-services), or by contacting the student advocacy team at 1.800.758.6352 or [mdlc@moody.edu](mailto:mdlc@moody.edu).

## Student ID Card

All MBIDL students officially enrolled in a certificate or degree program may request a student picture ID card which can be used for student discounts and limited campus access. You can request the ID Request Form by emailing [mdlc@moody.edu](mailto:mdlc@moody.edu). Complete and mail the MBIDL Student ID Request Form along with a \$5 payment. Then email a digital .jpg photo to [mdlc@moody.edu](mailto:mdlc@moody.edu) as per instructions.

## Parking Information

A copy of the most current parking policies can be found in the Facilities office located in Crowell basement and online at [my.moody.edu](http://my.moody.edu), Chicago Campus tab, Chicago Campus Services box, Facilities heading, 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.

Semester long parking permits are available for purchase from the Facilities office. Day parking passes are also available in the Facilities office or at one of our two security desk at the Sweeting Building or at the Jenkins building. These day passes are \$5 per day. For those taking night classes you may purchase a semester long pass through the Facilities office for one day a semester (ex. Every Monday for semester 1) for \$50 per day. If you will be on campus for more than two days a semester you will be able to purchase a 5 day parking pass from the Facilities office for \$150.

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.

## Career Service Center

### Purpose

MBI's Career Service Center seeks to use job transition resources to serve Moody's students, alumni, faculty, and staff, along with potential employers of our students and alumni in a way that advocates for the recruiting and hiring of students and alumni, as well as fostering mutual communication between employers and the school concerning jobs and internships.

All students enrolled in a Moody certificate or degree program and alumni of Moody Bible Institute may use the CDC's services, with the only restriction of church pastoral staff positions where a minimum level of training is required. Use the CareerFinder tool to connect to church pastoral staff positions, and other types of positions.

### Web Site

The Web site for the Career Services Center is the main portal of entry for those seeking career assistance. Helpful assistance may be arranged depending on the need and location of the student or alumni. The Web site address is <https://www.moody.edu/student-services/career-development-center/>. There is a great amount of helpful information to assist students and alumni in ministry/job transitions or if they are contemplating a change of employment. Some of the services are career counseling, self-assessment, career research, job-search skills, and job opportunities.

### Contact Information

Patrick Friedline, Associate Dean of Career Services  
Address: 820 N. LaSalle Blvd, Chicago, IL 60610  
Email: [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu)  
Phone: 1.800.DLMOODY (356.6639) and ask for Career Services.



## Crowell Library

The Crowell Library supports the curriculum and mission of the Moody Bible Institute (MBI) by providing equivalent services and information sources to all faculty and students regardless of program or location. Library services are available to current students and faculty affiliated with MBI. If you are ever on campus, you are more than welcome to check out books from the library. You also have access to a variety of online databases in which you can search and find articles and documents on various subjects.

Our library website (<http://library.moody.edu>) provides information about our library, including hours and contact information, staff and services and also functions as a gateway to our electronic resources, including those listed here. MBIDL students will be particularly interested in the MBIDL Library section (<https://library.moody.edu/distance-learning-library-online2/distance-learning-library-online/>), which includes tutorials.

### Library Catalog and Databases

In order to access your library membership information, go to the library catalog web page, <http://library.moody.edu/catalog.php>. Click on Login. Type in your ID number into the Student/Employee ID# field. Then click on "Forgot your Pin?" in order to be assigned a pin. You will receive your account information via email. The account will enable you to see the items you have checked out, items on request, your fines/printing charges and your personal information. You will also be able to renew books. This is NOT the same login as your My Moody account and you cannot access online resources using this ID number and pin.

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

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

For a complete up-to-date list, go to our homepage and click on the Databases and Articles tab, and select Distance Learning as a location. These databases provide full-text access to thousands of journals, many which are peer-reviewed works. Students and faculty can also access book reviews, eBooks, full-text magazines, newspapers, reference books, maps, videos, and language programs. For questions about logging in and Technical Support, contact the Information Technology Services (ITS) Help Desk at 312-329-4067. For help selecting which resource is best for you and

your information needs or assignment, please contact the library (email: [library@moody.edu](mailto:library@moody.edu); phone 312-329-4175).

### Reference

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

### Reserves

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

### Document Delivery and Interlibrary Loan (ILL)

MBIDL students and faculty are encouraged to first use the online databases or their local public and (community) college libraries to fill their information needs. Please consult this wishlist for help locating the items you need: <http://libguides.moody.edu/distancelearning/checklist>.

If books and/or journal articles cannot be found online or locally, they may be requested from the Crowell Library by filling out the MBIDL Library materials request at <https://library.moody.edu/distance-learning-library-online2/mbidl-materials-request-form/>.

For items not owned by the Crowell Library, MBIDL students should then initiate an ILL request through their local public or college library. The material may also be requested through the Crowell Library at <https://library.moody.edu/crowell-library-chicago/interlibrary-loan/>.

### Information Technology Services

Information Technology Services (ITS) provides various levels of technology support to the Moody Education Group and audiovisual support to all of MBI. Students may contact ITS with questions about the [my.moody.edu](http://my.moody.edu) student portal and the Blackboard learning management system. For further information about ITS services, please visit the ITS website at [its.moody.edu](http://its.moody.edu), email at [its@moody.edu](mailto:its@moody.edu), or call during office hours to (312) 329-4067.

### Moody Email Address

Upon being accepted as a student, a Moody e-mail address will be created for you. To access this e-mail account, go to [my.moody.edu](http://my.moody.edu). Then click Office 365 Student Email and log in using your email address in the format [username@moody.edu](mailto:username@moody.edu), along with the same password you use for your [my.moody.edu](http://my.moody.edu). You can also go to the website

directly (<http://outlook.office365.com>). Be sure to check your Moody e-mail frequently as information from Moody will be sent to this account.

If you would like, you can forward your Moody e-mail to your home e-mail account. First click on the Settings icon at the top of the webpage. Next, click in the "Search all setting" field, and type in "Forwarding." Click on the option labeled "forwarding," select "Start Forwarding" and enter your email address. Make sure to click "save" when you are done making changes.

## Social Media

### Moody Distance Learning on Facebook

Like us on Facebook at [www.facebook.com/moodydl](http://www.facebook.com/moodydl).

Following us on Facebook will help you keep us to date with the latest opportunities and information about Distance Learning and will provide you with an opportunity to connect with other Distance Learning students.

### Moody Distance Learning on Twitter

Follow us at [www.twitter/MoodyDL](http://www.twitter/MoodyDL). If you're having trouble with Blackboard or have a quick question, we encourage you

to reach out to us on Twitter where we can immediately respond.

### Moody Distance Learning on Google+

Circle us on Google+ at <http://bit.ly/mdlgplus>.

### Moody Distance Learning on YouTube

There are tutorial videos available on YouTube that will help students navigate the my.Moody.edu student portal. These videos are hosted on our YouTube page. Please visit [www.youtube.com/moodydlc](http://www.youtube.com/moodydlc) to view these tutorial videos.

### Moody Distance Learning on Instagram

Find us on Instagram at [www.instagram.com/moodydl](http://www.instagram.com/moodydl). Post a photo of where you study and tag #mdlclassroom! We'd love to see your classrooms!

## RIGHTS RESERVED STATEMENT

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

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## MBI Computer Use Policy

Effective Date: 04/08/2005  
Last Revised: 07/20/2015  
Last Reviewed: 02/20/2017

### Audience

All Users of Moody Bible Institute Network

### Policy

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

### Rights

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

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

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

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

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

All students are given access to Moody Bible Institute's computer resources, which may include hardware, software, and Internet access as part of their educational experience. The access of certain sites on the World Wide Web that are restricted during normal business hours may be unrestricted at other times. This does not include questionable sites as determined by the Executive Cabinet. If a site is restricted that you feel should not be restricted please contact Information Technology Services at Ext 4001. If you find a site of questionable nature please contact Information Technology Services at Ext 4001 so that we can take the appropriate action.

### **Security**

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

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

### **Responsibilities**

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

1. You are responsible for the use of your MBI account. You may not give anyone else access to your account. **You will be held accountable for all usage on your account.** You must not use an MBI computer account that was not assigned to you. You may not try in any way to obtain a password for another user's computer account.
2. You are responsible for the security of your password. This includes changing it on a regular basis and making sure no one else knows it.
3. You are prohibited from the following:
  - a. Misrepresenting yourself or your data on the network.
  - b. Using MBI's network resources to gain or attempt to gain unauthorized access to any MBI or remotely connected computers.
  - c. Extending the Moody computer network by connecting routers, switches, hubs, wireless access points, etc without approval from Vice President of Information Technology Services or the Division Manager of Enterprise Infrastructure Services.
  - d. Performing an act that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network,

otherwise blocking communication lines, or interfering with the operational readiness of a computer.

- e. Running or installing on any of MBI's computer systems, or giving to another, a program which could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
  - f. Attempting to circumvent data protection schemes or exploit security loopholes.
  - g. Performing acts which are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others.
  - h. Attempting to monitor another user's data communications, nor may you read, copy, change, or delete another user's files or software, without permission of the user.
  - i. Violating the terms of software licensing agreements and copyright laws.
  - j. Making copies of copyrighted material (software programs, music files, video files, audio files, etc.) or making copyrighted material available on the network unless permitted by the software license agreement. We recognize that some material that is available on the Internet may not be copyrighted. But we are required by law to support the prosecution of any individual or individuals who make or distribute copyrighted material.
4. The following types of information or software cannot be placed on any Institute-owned computer system:
    - a. That which infringes upon the rights of another person.
    - b. That which gives unauthorized accesses to another computer account or system.
    - c. Software that will violate any copyright laws.
    - d. All anti-virus software is required to be up to date.
  5. Network and computer resources are provided to support the mission of the Institute. These resources may not be used for private commercial purposes.
  6. Any network traffic exiting the Institute is subject to the acceptable use policies of the Internet, rules of discussion forums in which you participate, and to the policies listed here. See the Qwest Acceptable Use Policy.
  7. Information that is published electronically using World Wide Web, Kiosks, Online Forums, or similar electronic applications for broad general consumption outside of the Institute shall be subject to the same standards as conventional publications with respect to the representation of the Institute.
  8. Access to information resources beyond the Institute's network (e.g. the Internet) is available and encouraged. However, accessing these resources through a means other than the MBI network while connected to the MBI network (e.g. accessing the Internet through a broadband or DSL connection) may cause a security risk and is therefore prohibited. This includes but is not limited to accessing the Internet via a separate ISP while still connected to the MBI network. In most cases, the same services provided by other providers can be obtained via the Institute's Internet connection.

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

#### **Copyright Guidelines**

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

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

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

### **Software**

Unless you have written a program for your personal use, you do not have the right to make and distribute copies of programs (software, music files, video files, audio files, etc.) without specific permission of the copyright holder.

Software programs are protected by Section 117 of the 1976 Copyright Act. Federal copyright laws protect most MBI software. Educational institutions are not exempt from these laws. Software is also protected by the license agreement between supplier and purchaser.

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

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

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

### **Print Material**

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

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

### **CenturyLink Acceptable Use Policy**

See link below for CenturyLink Acceptable Use Policy  
<http://qwest.centurylink.com/legal/usagePolicy.html>

### **Definitions, Procedures, Documents, Contacts**

n/a

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or [ITS@moody.edu](mailto:ITS@moody.edu) for assistance.

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

### **Related**



## MBI Copyright and Peer to Peer Sharing Policy

Effective Date: 7/31/2012

Last Revised: 7/10/2015

Last Reviewed: 2/17/2017

### Audience

All Users of Moody Bible Institute Network

### Policy

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

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

### Copyright Law

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

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

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

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

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

### **Penalties for Copyright Violation**

If a copyright owner successfully prosecutes an infringer, the penalties are set at "not less than \$750 or more than \$30,000" per infringing work. However, if the copyright owner can establish that the violation was "willful" the penalty can be \$150,000 per work. (from US Code Title 17 Chapter 5 Section 504: <http://www.copyright.gov/title17/92chap5.html> )

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

### **File Sharing Software**

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

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

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

### **Tracking File Sharing**

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

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

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

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

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

### **HEOA Compliance Statement**

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

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

### **Definitions**

n/a

### **Procedures**

n/a

### **Documents**

n/a

## **Contacts**

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or [ITS@moody.edu](mailto:ITS@moody.edu) for assistance.

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

## **Related**

- n/a