

Missions Conference Attendance Policy

MINIMUM ATTENDANCE REQUIREMENT = 11 SESSIONS

The session requirements are:

- Tuesday - General Session I Required (7:00pm)
- Wednesday & Thursday - General Sessions 2, 3, 4, 5 Required
- Friday – General Session 6 Required (10:00am)
- Choose 5 from the 9 Prayer Sessions and Seminars from Wednesday – Friday

Valid sessions are those where students are physically in attendance at the session location.

Watching TV or listening to the conference does not count toward meeting the attendance requirement.

EXCUSED ABSENCES

Excused absences are PCM, regularly scheduled on or Off-Campus employment, or illness (registered at Student Programs). **For each required session missed due to an excused absence, another session must be substituted during the conference to equal 11 sessions.**

ON CAMPUS EMPLOYMENT

Student employees working in Customer Service, Distance Learning Center, Facilities, Food-Service, or Public Safety who are required to work EXTRA hours on campus due to the conference do not need to substitute for sessions missed while working.

MISSIONS CONFERENCE APPEALS

If your schedule does not allow you to attend the 11 sessions (required or otherwise) you will need to submit an online Excused Absence Form, this form is not the attendance form. Students will submit this form online (myMoody.edu). Under the Chicago Campus tab go to Missions Conference and then click on the “Excused Absence” link. This will direct the student to the online excuse form. The form will be available on or before Wednesday, October 9. You may also need to make an appointment to see Mr. Joe Gonzales PRIOR to the conference for approval. Please call the Office of Student Programs at 312-329-4206 to schedule an appointment.

ABSENCE PENALTY

Attendance deficiencies are considered a serious matter. Students with a deficiency of one session will be given a Formal Reprimand. Students with a deficiency of two will be placed on Conference Probation. More than two may jeopardize the student’s stay at Moody.

COMMUTER STUDENTS

You are not required to attend the 11 “Required” sessions. However, commuter students should attend sessions during the time they would normally be on campus for class (Example: If you have a class from 8:00am-9:00am and another class from 1:00pm-2:00pm you would be expected to attend all of the sessions in between and up until the time you would normally be leaving campus). **ALL commuter students need to submit an online excuse form indicating how many sessions they will attend.**

SUBMITTING REPORTS

Students will submit these forms online (myMoody.edu). Under the Chicago Campus tab click on Missions Conference and then click on the “Missions Conference Attendance Form” link. This will direct the student to the online attendance form.

LATE REPORTS

Reports cannot be submitted until the end of the closing session (General Session VI). **Reports must be submitted before 11:59pm on Friday, October 25, 2019. Late reports will result in a \$20 charge to your school bill.** The time stamp on the attendance form, emails and phone calls are used to determine when reporting difficulty in submitting your form occurred. **The final day to request an appeal is Friday, November 15, 2019. After this date the disciplinary actions are final.**

ALL UNDERGRADUATE STUDENTS ARE REQUIRED TO COMPLETE THE ONLINE MISSIONS CONFERENCE ATTENDANCE FORM.

Full-time Employees, Distance Learning students, and Seminary students are exempt.