Clery Act Annual Security Report
2014

The Moody Bible Institute of Chicago ("Moody Bible Institute") – Spokane Campus

Spokane, WA
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1. Post Annual Report for Publication

The Moody Bible Institute publishes and distributes its Annual Security Report which includes policy statements, crime statistics to all currently enrolled students and all employees by October 1st, each year. This report is also provided to any prospective student or prospective employee, upon request.

This is accomplished by giving a copy of our annual security report directly to each individual and by making it available on the Institute website. The reports are emailed to all current employees and students by the October 1st deadline. The notification includes the report’s availability, a description of what the report includes, the exact internet address at which the report is posted, and how a paper copy of the annual security report can be obtained.

(see posted notice)

The Moody Bible Institute’s Annual Security Report and Annual Fire Safety Report are now available. These reports are required by federal law and contain policy statements, crime statistics, and fire related information for the school. The policy statements address the school’s policies, procedures and programs concerning safety and security, including policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available by contacting Public Safety at publicsafety@moody.edu. You may also request a paper copy from the Office of Public Safety and Security located at 820 N. La Salle Chicago, IL 60610.

The Chief of Public Safety of Moody Bible Institute, or his designee, meets with the Lieutenant of Operations and the Public Safety Project Coordinator to initiate the preparation of the ASR, assign personnel, their respective roles in the ASR preparation and develop a timeline for completion of the ASR.

The Chief of Public Safety, the Public Safety Project Manager, or their designees, determines whether there have been any changes in federal or state law that will impact the disclosures required in the ASR.

Spokane campus Clery geography is reviewed and updated annually, as needed, taking into consideration building usage and the purchase and sale of land or buildings.

The Chief of Public Safety, or his designee, contacts the Dean of Students and requests a complete record of all required reportable drug and alcohol violations for the previous year.

Crime statistics for the ASR are collected from two sources: (1) individuals within Moody Bible Institute who are designated as campus security authorities (CSAs) and (2) the Spokane Police Department.

At the beginning of each semester, CSAs are informed that any incident that could be categorized as one of the Clery reportable crimes that is reported to them must be reported to Public Safety. Reports from CSAs are solicited by the Project Coordinator each semester via email. Employees may report using an online reporting form available at the employee’s my.moody.edu portal, which can be accessed at any time. Any report that is submitted online will be directly forwarded to the Chief of Public Safety, who will coordinate any follow up with the reporter and investigation of the incident as necessary. For sexual assault and related Title IX qualifying crimes, students and employees can anonymously report incidents to the Title IX Coordinator. The Title IX Coordinator accepts anonymous reports of Sex-Based Misconduct and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to the Title IX Coordinator. The Title IX Coordinator may be limited in the ability to investigate and respond to an anonymous report unless sufficient information is furnished to enable the conduct of a meaningful and fair investigation. For more information in regards to Moody Bible Institute’s Title IX Policy, please refer to the full document in Appendix B.III. For non-Title IX crimes, students and employees can call 312-329-TIPS to anonymously report a crime to Public Safety.

The Chief of Public Safety or his designee contacts the Spokane Police Department and requests a complete record of all required reportable crimes for the previous year.

The Chief of Public Safety, with the assistance of the Lieutenant of Operations, compiles all the statistics for the various crime logs and fire log.

The Chief of Public Safety reviews the completed first draft of the ASR with the Public Safety Project Manager and the Lieutenant of Operations and submits that draft to the Moody Bible Institute’s General Counsel for review.

Once Moody’s General Counsel has reviewed the draft, it is returned to Public Safety staff.
Public Safety staff finalizes and submits the ASR to Moody’s Public Relations Manager. The Public Relations Manager reviews the document, converts the document into an appropriate file format for online posting and posts the ASR on the Moody’s web-site at http://www.moody.edu/security-fire-safety-reports/ . The Public Relations Manager also prepares all written documentation that will accompany the dissemination of the ASR. The Public Relations Manager contacts the appropriate representatives in Human Resources, Information Technology Services and Student Development, to compile a complete list of email addresses for all current students and employees to ensure that the ASR will be able to reach all concerned parties. The Public Relations Manager prepares an email transmittal providing notice of the ASR posting, including a link to the posted ASR, and sends this to the Chief of Public Safety. The Chief of Public Safety disseminates the provided email, using the provided email lists to all current students and employees of Moody Bible Institute.

The Chief of Public Safety completes the ASR on-line survey no later than the last week of September.
3. Campus Geography

3.1 Campus Property

The Moody Bible Institute – Spokane campus is located at 611 E Indiana Avenue, Spokane, Washington, 99207.

3.2 Public Property Adjacent to Campus

There is no public property adjacent to campus.

3.3 Noncampus Property

Through intentional relationships with the Dean of Residence Life, some private property owners lease their houses directly to Moody students. The Moody Bible Institute – Spokane has determined these houses are noncampus property. Not all students live in investor homes, but many do. The following map details the locations of investor homes:
There are no officially recognized student organizations with off-campus locations.
## 4. Table of Annual Crime Statistics as of 7/2/15

<table>
<thead>
<tr>
<th>All On Campus Property</th>
<th>Non Campus Property</th>
<th>Public Property</th>
<th>On-Campus Residential</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reported to MBI PSS</strong></td>
<td><strong>Reported to SPD</strong></td>
<td><strong>Other</strong></td>
<td><strong>Sub-total</strong></td>
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<tr>
<td><strong>Reported to MBI PSS</strong></td>
<td><strong>Reported to SPD</strong></td>
<td><strong>Other</strong></td>
<td><strong>Sub-total</strong></td>
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<td><strong>Reported to MBI PSS</strong></td>
<td><strong>Reported to SPD</strong></td>
<td><strong>Other</strong></td>
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<tr>
<td><strong>Reported to MBI PSS</strong></td>
<td><strong>Reported to SPD</strong></td>
<td><strong>Other</strong></td>
<td><strong>Sub-total</strong></td>
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### Aggravated Assault

<table>
<thead>
<tr>
<th>Year</th>
<th>Reported</th>
<th>Other</th>
<th>Sub-total</th>
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</thead>
<tbody>
<tr>
<td>2012</td>
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<td>0</td>
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### Arson

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<tr>
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<th>Other</th>
<th>Sub-total</th>
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<tr>
<td>2012</td>
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<tr>
<td>2014</td>
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</tbody>
</table>

### Burglary

<table>
<thead>
<tr>
<th>Year</th>
<th>Reported</th>
<th>Other</th>
<th>Sub-total</th>
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<tr>
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### Motor Vehicle Theft

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<thead>
<tr>
<th>Year</th>
<th>Reported</th>
<th>Other</th>
<th>Sub-total</th>
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</thead>
<tbody>
<tr>
<td>2012</td>
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<td>2013</td>
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<tr>
<td>2014</td>
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</tbody>
</table>

### Murder/ Non-Negligent Manslaughter

<table>
<thead>
<tr>
<th>Year</th>
<th>Reported</th>
<th>Other</th>
<th>Sub-total</th>
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<tr>
<td>2014</td>
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### Negligent Manslaughter

<table>
<thead>
<tr>
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<th>Other</th>
<th>Sub-total</th>
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### Robbery

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<thead>
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<tr>
<td>2014</td>
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### Sex Offense Forcible

<table>
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<th>Reported</th>
<th>Other</th>
<th>Sub-total</th>
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<tr>
<td>2014</td>
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### Sex Offense Non Forcible

<table>
<thead>
<tr>
<th>Year</th>
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<th>Other</th>
<th>Sub-total</th>
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<td>2014</td>
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</tr>
<tr>
<td></td>
<td>All On Campus Property</td>
<td>Non Campus Property</td>
<td>Public Property</td>
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</tr>
<tr>
<td>**Weapons</td>
<td>Arrests (Carrying &amp; Possessing)**</td>
<td></td>
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<tr>
<td>2012</td>
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<td>2013</td>
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<tr>
<td>2014</td>
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<tr>
<td>**Weapons</td>
<td>Discipline Referrals (Carrying &amp; Possessing)**</td>
<td></td>
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<tr>
<td>2012</td>
<td>0</td>
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<tr>
<td>**Drug Law Violations</td>
<td>Arrests**</td>
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<tr>
<td>2012</td>
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<td>2014</td>
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<tr>
<td>**Drug Law Violations</td>
<td>Discipline Referrals**</td>
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<tr>
<td>**Liquor Law Violations</td>
<td>Arrests**</td>
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<td>Discipline Referrals**</td>
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</table>

*There were no hate crimes reported for 2012, 2013, or 2014.
*There were no “unfounded” crimes for 2012, 2013, or 2014.

All the efforts made in the area of training and prevention regarding domestic violence, dating violence and stalking were done in a good faith effort to keep our campus safe and come into compliance as the Violence Against Women Act of 2013 was enacted on March 7, 2013.
5. Policy on Access Controls and Safety

The Moody Bible Institute – Spokane strives to create a safe and secure campus. The Biblical Studies Campus (611 E Indiana Ave, Spokane, WA) has two primary entrances to the facility that utilize an electronic access control system with key fob activation and hard key override. The reception desk, located at the main entrance, monitors these two entrances via video surveillance cameras and an intercom. Guests are required to sign in at the reception desk.

The Moody Bible Institute – Spokane has a secondary entrance that is accessible only after normal building hours. This entrance gives students access to the library, and also utilizes an electronic access control system with key fob activation and hard key override.

The Aviation Campus (6719 E Rutter Ave, Spokane, WA) has two entrances that utilize an electronic access control system with key fob activation and hard key override. The front desk, located at the main entrance, monitors all those seeking access to the facility. Guests are required to sign in at the front desk.

The Moody Bible Institute further enhances the safety and security of its campuses by working closely with the staff of Fourth Memorial Church in addressing security considerations in the maintenance and renovation of its campus grounds and buildings.

The Moody Bible Institute – Spokane does not have any residence halls.

Campus Identification and Access Control

The Moody Bible Institute – Spokane provides to students, faculty, and staff a campus ID, a key fob, and in some cases a hard key, for entry.

5.1 ID Policies

The Moody Bible Institute – Spokane does not require people to display campus ID cards, though students and employees are issued photo ID cards. Guests to the campus are required to check in at the front desk for a nametag.

5.2 Fob Policies

The Moody Bible Institute – Spokane restricts access to its building by use of electronic door locks requiring the use of computer activated key fobs to gain access. Door fob readers and key fobs are programmed to restrict access to only those individuals who are authorized to travel beyond these security doors. Students and employees are issued their security key fobs at the beginning of the fall semester to grant access to the facility. MBI students and employees account for the majority of security key fobs issued, but special accommodations can be made for contractors, special guests, missionaries, and others closely affiliated with the Moody Bible Institute – Spokane, authorized on a case by case basis.

All parties who are issued security key fobs are instructed to use their fobs to gain access to all doors on campus doors where a key fob reader is present, even if they are issued a universal door key that allows access without using the fob.
Key fobs are used to regulate use of the main facilities that Moody Bible Institute – Spokane lease. This limits student access to the building to daytime hours but gives faculty and staff 24-hour access. Key fob reports can be used to investigate building use, if needed.
6. Policy on Campus Public Safety and Security/Local Police

6.1 Moody Bible Institute Office of Public Safety and Security – Authority Established

Moody Bible Institute Office of Public Safety and Security is located on Moody Bible Institute’s campus in Chicago, Illinois and provides designated security personnel for Moody Bible Institute - Chicago. Moody Bible Institute – Spokane does not have any designated security personnel, however; Moody Bible Institute Department of Public Safety and Security supports and provides some services to Moody Bible Institute - Spokane, as set forth and described below.

Moody Bible Institute Department of Public Safety and Security is authorized by Moody Bible Institute Management to enforce all the rules and regulations of the Institute. Public Safety and Security does not have police authority, but all full time officers are certified in the State of Illinois as trained security officers. Public Safety works closely with local police agencies to ensure a prompt response, if a situation so warrants. This cooperation covers, but is not limited to, the detection, investigation, and prosecution of crime. Information exchange is further enhanced by routine informal interaction between officers and local police authorities.

Public Safety encourages professional counselors, who are functioning within that scope at the time a crime is reported, to review crime reporting options with reporting parties, including options to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics as described below in Section 10.

6.2 Mission and Values

It is the mission of Public Safety to enhance the living, learning and working experience at Moody Bible Institute campuses by protecting life, maintaining order and safeguarding property. We fulfill this purpose by providing our community with a full range of services that meet the professional standards of campus public safety. We are committed to working with the community to define our priorities and build lasting partnerships. Our core values guide us in the mission.

- **Integrity** – We firmly adhere to the values set forth in this document and our professional ethics as outlined in the Law Enforcement Code of Ethics. We expect every member of our department to uphold the highest ethical standards at all times.
- **Respect** – We treat all members of the community and each other with courtesy, fairness, and dignity.
- **Professionalism** – We will continually develop our knowledge, skills, and abilities to the highest levels possible to enable us to provide the finest public safety services to the Moody Bible Institute community. Our approach is based on a commitment to excellence, innovation, and continuous improvement.
- **Accountability** – We value the opportunity to serve the community and will ensure that our conduct always merits trust and support. We will accept full responsibility for our actions and will take appropriate actions to meet community and professional expectations.
- **Service** – We are committed to enhancing public safety and increasing the community’s sense of security. We will work in partnership with the community to identify and solve problems that affect
the quality of life on campus. We demonstrate our commitment to serve by placing the needs of others ahead of our own.

- **Mentoring** – We recognize that individual and team contributions are essential to a high-performing department. By sharing insight and guidance, and creating learning opportunities, we acknowledge that each member of our department makes a valuable contribution to our purpose and vision.

To that end and specifically, Public Safety has the authority and obligation to provide the following services:

- When the victim of a crime elects to, or is unable to, report to Public Safety, he or she is encouraged to promptly and accurately report all such crimes to the Chicago Police Department by dialing “911”.
- Officers are mandated to protect the campus community in matters of life safety and safeguarding property.
- Criminal incidents that occur on campus are referred to the local police for documentation and investigation, as deemed appropriate or desired by officers or the victim(s) of the criminal matter being reported.
- Officers alert the campus community, by way of emergency notification, to incidents that present an immediate threat to the safety and well-being of individuals on campus.
- Officers alert the campus community, by way of timely notification, to incidents and information that serve to warn individuals and heighten personal safety awareness.
- Officers are mandated to alert the Crisis Response Team of incidents on campus that meet the criteria for such notification, as outlined in the Emergency Operations Plan.
- Officers conduct fire safety inspections of all campus buildings, identify fire safety hazards and work with department managers on solutions and enforcement plans.
- The Office of Public Safety and Security conducts security reviews of campus property (grounds, buildings and parking lots) and practices (individual department procedures), to promote safety and security in the campus community.
- The Office of Public Safety and Security, in coordination with Student Development and Human Resources, conducts student/staff safety orientation and other programs designed to enhance campus safety and security.
- The Office of Public Safety and Security notifies department managers of incidents and emergencies affecting their departments, after normal business hours and during the weekend, by using the emergency contact numbers they provide to Public Safety. The Office of Public Safety and Security also establishes and maintains a database of emergency contact numbers of all Institute department managers and other Institute emergency responders.
- The Office of Public Safety and Security will establish, maintain and oversee publication of all reports, plans and documentation required by federal, state and local agencies having jurisdiction.
- The Office of Public Safety and Security recruits, interviews and recommends applicants for positions in the Public Safety department, to the office of Human Resources.
- Officers also complete other work as assigned by the chief of Public Safety.
7. Policy on Safety Education

Moody Bible Institute promotes the personal and community safety of its students and staff by posting safety tips, presenting safety orientation classes, and publicizing both of the following safety programs each semester.

**Safety Orientation Program** – Components of our Safety Orientation Program include: presenting information on crimes that have occurred on campus and in surrounding neighborhoods, ways to maintain personal safety and residence hall security, and challenging students and staff to be aware of their responsibility for their own security and the security of others.

**Campus Community Alerts** – When time is of the essence, Campus Community Alerts are given to the campus community through our daily news letter and student email system, providing alerts about crimes that have occurred on or near campus.
8. Policy on Crime Prevention

Moody Bible Institute is committed to the safety and security of its students, staff and visitors. The Office of Public Safety works closely with other Institute departments to enhance personal safety, incorporate proactive crime-reduction strategies, and help community members develop a sense of responsibility for reducing their risk of becoming the victim of a crime. Prevention efforts include but are not limited to: fire safety warnings, formal student safety orientation classes, fire drills, and community alerts.

The Office of Public Safety works with the Student Development and Residence Life departments to provide a variety of safety education strategies to the students in order to promote personal safety tips on how to protect themselves from sexual assault, theft and other crimes.

8.1 Timely Warnings:

Alerts are e-mailed to students and staff about incidents and information that has come to the attention of the Department of Public Safety which presents a potential for harm or serve as safety reminders. They are sent out to increase awareness of potential security and safety concerns on and around the campus. In this way, the Moody Bible Institute community can be on the lookout for threatening situations and take precautions to avoid being victims of similar crimes. If there is an immediate threat to the health or safety of students or employees occurring on campus, Moody Bible Institute will follow its emergency notification procedures described in Section 14.1 below. Moody Bible Institute will provide adequate follow-up information to the community as needed.

8.2 Emergency Phones:

Moody Bible Institute does not currently have any emergency phones on the Spokane campus.

8.3 Bicycle Registration:

Moody Bible Institute does not currently have a registration process on the Spokane campus.

8.4 Vehicle Registration:

Moody Bible Institute does not currently have any vehicle permits or registration process on the Spokane campus.
9. Policy on off-campus crime reporting

The Moody Bible Institute – Spokane does not own property. Students are required to secure their own housing arrangements through the use of local landlords.

The Moody Bible Institute refers all parties interested in reporting off-campus crimes or seeking off-campus crime statistics to the closest Spokane Police Department office.

1100 West Mallon Avenue, Spokane, WA 99260
Phone: 509-835-4500

The closest Spokane Fire Department office is located at:

1713 W Indiana Ave
Spokane, WA 99205
Phone: 509-328-8810
10. Campus Security Authorities and On-Campus Crime Reporting

The intent of including non-security personnel in the role of Campus Security Authorities (CSA) is to acknowledge that some community members and students in particular may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals. It is Moody Bible Institute’s policy to encourage accurate and prompt reporting of all crimes to CSAs and the appropriate police agencies. To further encourage the accurate and timely reporting of all incidents affecting the safety of the campus community, the Clery Act identifies four categories of CSAs: Desk workers, Public Safety staff, faculty advisors, RAs (Resident Assistants), and Residence Life staff. CSAs are required to report Clery Act qualifying crimes which occur on campus on non-campus property, and on public property. Crimes that have been reported to CSAs are included in the Annual Security Report for the calendar year in which the crime was reported. At the beginning of each semester, CSAs are informed that any incident that could be categorized as one of the Clery reportable crimes that is reported to them must in turn be reported to Public Safety. Reports from CSAs are solicited by Public Safety each semester via email. For all crimes, students and employees can call 312-329-TIPS to anonymously and confidentially report a crime to Public Safety. The statistics for anonymous reports will also be included in the Annual Security Report.

Students and staff can report crimes or other emergencies to any CSA at the following locations:

The Campus Dean – 1713 W Indiana Ave. Spokane Washington 99205

The Facilities Operations Manager – 1713 W Indiana Ave. Spokane Washington 99205

CSAs should only report those crimes that have not been previously reported to Public Safety. However, if they do not know whether or not the crime was reported to Public Safety, they are to complete the form as if no report was made. A pastoral or professional counselor, who is functioning within that scope at the time a crime is reported, is not considered a CSA and not required to report crimes but is encouraged to review crime reporting options with reporting parties. Although Moody Bible Institute does not have pastoral counselors on campus, students are encouraged to pursue membership a local church body, where pastoral counseling may be available.

When a Clery Act qualifying crime is reported to a CSA, the CSA must complete and submit a Campus Security Authority Crime Report Form. The report form is located at the employee’s my.moody.edu portal and can be submitted online. CSAs can also find more information about the Clery Act and crime reporting responsibilities at their my.moody.edu portal.
11. Policies on Alcohol Use, Illegal Drug Use and Drug/Alcohol Abuse Prevention

It is the policy of the Moody Bible Institute to prohibit the manufacture, possession, use, consumption, distribution and/or sale of all illicit drugs or alcohol by student and employees, (1) on property owned, operated, or controlled by Moody Bible Institute, or (2) in association with any school-related activities or employment duties, whether those activities occur on or off campus. This includes student conduct both on and off campus when enrolled in Moody undergraduate or Moody Theological Seminary course work, when living in Moody Bible Institute residence halls, when in any public or private area of campus, or when in vehicles owned or operated by Moody Bible Institute.

All members of the Moody Bible Institute community, including students and employees, are responsible for being familiar and complying with Moody Bible Institute policies and the requirements of federal, state, and local laws concerning the manufacture, dispensation, possession, use, consumption, distribution and/or sale of controlled substances and alcohol. Moody Bible Institute expects each member of the Moody Bible Institute community to be responsible for his or her own conduct and the consequences of that conduct. Moody Bible Institute complies with the Drug Free Schools and Community Act of 1989. Moody Bible Institute’s Drug Free Schools and Communities Act Policy Statement and Notification is annually distributed to students and employees and is available in the Student Development Department, Human Resources Department, and online (see appendix B.II).

Moody Bible Institute’s Drug and Alcohol Abuse Prevention Program (DAAPP) for students and employees for the 2015-16 Academic Year is anticipated to include some or all of the following:

- Continued maintenance and enforcement of the Institute’s long-standing abstinence policy for students related to alcohol and recreational drugs. During their time at Moody Bible Institute students are required to abstain from the use of alcohol and illegal drugs. This requirement also includes break periods during their time of enrollment. Students who violate this policy are subject to the disciplinary sanctions set forth in the Moody Bible Institute Alcohol and Drug Abuse Prevention Program.

- Distribution of Moody Bible Institute’s DAAPP to all students once each semester beginning fall of 2015, in order to communicate not only with students who matriculate during fall but also those who may matriculate or return to the Institute for the second half of the academic year. This will be done by e-mail with hard copies available upon request.

- Annual informational address by the Dean of Students to students regarding the DAAPP in chapel, which informs students of the policy, identifies where the policy can be referenced on the Institute’s website, and further describes expectations for abstinence from alcohol and drug use within the community.

- Training of the Student Development staff on the DAAPP and the expectations for staff in relation to alcohol as it relates to students. In addition, staff will be trained on the
identification and processes related to students with alcohol and drug related issues. Processes for remediation for such students will also be outlined.

- Training of Resident Assistants to aid them in their knowledge of the DAAPP and educate them in identification and confrontation of students with alcohol and drug related issues.

- Training of Student Government Association and other student group officers to aid them in their knowledge of the DAAPP and educate them in identification and confrontation of students with alcohol and drug related issues.

- Distribution of training literature related to alcohol and drug use and abuse to students in the Moody Bible Institute Health Services.

- The Dean of Students in conjunction with DAAPP Review Committee will ascertain the annual drug and alcohol related violations and fatalities from similar institutions in the Chicagoland area. These statistics will be used to compare the occurrence of alcohol and drug related offenses from campus to campus and evaluate whether or not an abstinence based policy has an appropriate basis for today's college student. For the first evaluation we will be curious to find how Moody Bible Institute’s statistics correlate with those on other campuses. Using this as a base line we will then determine what other educational approaches to take with our students.

- In person DAAPP training of employees at new employee orientation, which all new employees are required to attend.

- On-line annual DAAPP training of employees are required to complete an online DAAPP training on an annual basis. This online training is sent to employees from the Human Resources Department and can also be accessed online at any time by Institute employees.

### 11.1 Drug and Alcohol Use: Federal Law

Under federal sentencing guidelines, federal courts can sentence simple-possession first offenders to one year in prison and a $100,000 fine. Penalties for subsequent convictions are significantly greater [21 U.S.C. 844(a)]. A sentence of life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury. Possession of more than five grams of cocaine can trigger an intent-to-distribute penalty of 10 to 16 years in prison [U.S.S.G.S. 2D2.1(b)(1)].
12. Policy on Domestic Violence, Dating Violence, Sexual Assault and Stalking Prevention

Moody Bible Institute’s Title IX Policy and Complaint Procedure (“Title IX Policy and Complaint Procedure”) provides an avenue for those who have been the target of or who witness Sex-Based Misconduct (see definition in Section 12.3.G) to report such Sex-Based Misconduct, without fear of Retaliation (see definition in Section 12.3.C). Sex-Based Misconduct is defined as one or more acts of sexual harassment, dating violence, domestic violence, sexual assault, sexual violence, and stalking. For more definitions and information, please see Appendix B.III, which contains Moody Bible Institute’s complete Title IX Policy and Complaint Procedure. Moody Bible Institute’s Title IX Policy and Complaint Procedure is distributed on an annual basis. The following is a summary of pertinent provisions of the complete Title IX Policy.

Moody Bible Institute seeks to foster interactions that encourage an atmosphere of respect for all members of the Moody community and an educational and work environment free from Sex-Based Misconduct. To this end, Moody expects members of the Moody community to comply with legal requirements as well as higher standards of conduct consistent with our belief in Jesus Christ which elevates our view of human worth, dignity and communication. Moody prohibits Sex-Based Misconduct as well as Retaliation against any individual who reports a Title IX Complaint (see definition in section 12.3.L).

Moody Bible Institute’s Title IX Policy applies to all members of the Moody community—students, faculty, administrators, and staff; and vendors, contractors, and third parties who visit Moody’s campus with respect to all conduct in any academic, educational, extra-curricular, athletic, or other Moody program or activity (collectively, “Moody programs and activities”) on the Moody campus and Moody programs and activities occurring off-campus, including Moody programs and activities outside the United States. Moody Bible Institute’s Title IX Policy also applies to persons conducting business with or visiting Moody. Accordingly, Moody may investigate all Title IX Complaints regardless of where the alleged misconduct occurs.

Moody Bible Institute students or employees who experience Sex-Based Misconduct of any kind are likely to have concerns and questions, including what options are available for reporting and responding to Sex-Based Misconduct. There are a number of reporting options available. It is important to understand that choosing one option does not preclude you from pursuing another option now or in the future. Title IX Complaints by or against Moody Bible Institute students, employees, or third parties, can be filed with Moody’s Title IX Coordinator. To discuss the various reporting options that are available under Moody Bible Institute’s Title IX Policy, please contact any of Moody’s Title IX Coordinators or any member of the Title IX team. Please refer to figure 12.1 for contact information for Moody Bible Institute’s Title IX Coordinator and other Title IX team members.

Institute Title IX Team Members

<table>
<thead>
<tr>
<th>Coordinator Title</th>
<th>Name/Position</th>
<th>Office Location</th>
<th>Phone</th>
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Clery Act Annual Security Report – MBI—Spokane 07/02/2015
<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Name</th>
<th>Office/Department</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paul Perrin</td>
<td>Division Manager, Office of Institutional Effectiveness</td>
<td>Chicago Campus Smith Hall 325</td>
<td>(312) 329-4207</td>
</tr>
<tr>
<td>Asst. Coordinator</td>
<td>Camille Ward</td>
<td>Director of Accreditation &amp; Assessment, Office of Institutional Effectiveness</td>
<td>Chicago Campus Smith Hall 322</td>
<td>(312) 329-4347</td>
</tr>
<tr>
<td>Deputy Coordinator Investigator (Chicago Campus) - Public Safety</td>
<td>Brian Stoffer</td>
<td>Chief of Public Safety</td>
<td>Chicago Campus Crowell Hall - Lower Level</td>
<td>(312) 329-2038</td>
</tr>
<tr>
<td>Asst. Deputy Coordinator Investigator (Chicago Campus) - Public Safety</td>
<td>Beau Pieniak</td>
<td>Lieutenant of Operations</td>
<td>Chicago Campus Crowell Hall - Lower Level</td>
<td>(312) 329-4359</td>
</tr>
<tr>
<td>Asst. Deputy Coordinator Investigator (Chicago Campus) - Students</td>
<td>Bruce Norquist</td>
<td>Dean of Residence Life, Student Development</td>
<td>Chicago Campus Culbertson Hall - Second Floor</td>
<td>(312) 329-4192</td>
</tr>
<tr>
<td>Deputy Coordinator Investigator (Spokane Campus) - Students</td>
<td>Jack Lewis</td>
<td>Campus VP/Dean Moody Bible Institute</td>
<td>Spokane Campus</td>
<td>(509) 570-5926</td>
</tr>
<tr>
<td>Asst. Deputy Coordinator Investigator (Spokane Campus) - Students</td>
<td>Daniel Ward</td>
<td>Dean of Student Services Moody Bible Institute</td>
<td>Spokane Campus</td>
<td>(509) 570-5975</td>
</tr>
<tr>
<td>Asst. Deputy Coordinator Investigator (Spokane Campus) - Students</td>
<td>Abigail Tennant</td>
<td>Asst. Dean of Residence Life Moody Bible Institute</td>
<td>Spokane Campus</td>
<td>(509) 570-5975</td>
</tr>
<tr>
<td>Deputy Coordinator Investigator (Michigan Campus) - Students</td>
<td>Paul Wilson</td>
<td>Campus VP/Dean Moody Theological Seminary - Michigan</td>
<td>Michigan Campus</td>
<td>(734) 207-9581</td>
</tr>
<tr>
<td>Asst. Deputy Coordinator Investigator (Michigan Campus) - Students</td>
<td>Brenda Barlette-Mette</td>
<td>Asst. to the Associate Dean of Students Moody Theological Seminary - Michigan</td>
<td>Michigan Campus</td>
<td>(734) 207-9581 ext. 305</td>
</tr>
<tr>
<td>Deputy Coordinator Investigator (Distance Learning) - Students</td>
<td>John Engelkemier</td>
<td>Asst. Dean of Student Experience Moody Distance Learning</td>
<td>Chicago Campus Crowell Hall - Second Floor</td>
<td>(312) 329-2145</td>
</tr>
<tr>
<td>Deputy Coordinator Investigator - Counseling</td>
<td>Gayla Gates</td>
<td>Asst. Dean of Student Resource Center, Counseling Office</td>
<td>Chicago Campus Smith Hall - Third Floor</td>
<td>(312) 329-2177</td>
</tr>
</tbody>
</table>
Victims or witnesses of Sex-Based Misconduct or Retaliation who wish to file a Title IX Complaint should do so as soon as possible after an incident. The Title IX Coordinator coordinates and tracks all Title IX Complaints. There are several avenues available for submitting a Title IX Complaint:

- Send a private email to the Title IX Coordinator
- Mail a letter to the Title IX Coordinator
- Visit the Title IX Coordinator
- Report to another trusted Moody Bible Institute official including any Title IX team members, Resident Supervisor, Public Safety officer, coach, Faculty Advisor, Human Resources employee who will provide information as required under the Moody Bible Institute’s Title IX Policy to the Title IX Coordinator

If there is a Title IX Complaint about the Title IX Coordinator, or if a direct report of the Title IX Coordinator would like to submit a Title IX Complaint, that Title IX Complaint should be filed with the President of Moody Bible Institute by either delivering or mailing a letter to the President of Moody Bible Institute. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the Title IX Complaint.

It is important for victims or witnesses of Sex-Based Misconduct to preserve evidence as may be necessary to the proof of the Sex-Based Misconduct.

Moody Bible Institute, as it may determine necessary in Moody Bible Institute’s sole discretion, may take interim measures to assist or protect the safety of the Moody Bible Institute community or ensure the integrity of the Investigation during the Formal Process (described below). Such measures for a student Complainant may include arranging for changes in class schedules, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee Complainant, Moody Bible Institute may temporarily reassign or place on administrative leave an employee alleged to have violated this Policy.

After a Title IX Complaint is filed, the following Formal Process will be followed. The Formal Process is designed to provide a prompt, fair, and impartial investigation and resolution and protect the safety of victims and promote accountability. The Formal Process will be conducted by Moody Bible Institute employees (“Title IX Investigators” or “Investigators”) who receive annual training on issues related to Sex-Based Misconduct. Fairness to all individuals involved with a Title IX Complaint is a priority. Both the Complainant and
Respondent will be given a copy of this Policy and Complaint Procedure and have the opportunity to respond to all allegations. The Complainant and Respondent will have the option to be accompanied to any meeting or proceeding related to the Formal Process by an advisor of their choice. The role of the advisor is to provide support and counsel to the advisee in the Investigation, determination and appeals processes; the advisor does not act as a representative of his or her advisee, does not have a voice in the processes, and may not actively participate in those processes.

A. Step 1 - Implementation of Interim Measures and Preliminary Investigation: After a Title IX Complaint is filed, a Title IX Investigator will consider whether immediate or interim measures or involvement of other Moody Bible Institute offices is appropriate. The Title IX Coordinator or an Investigator then will conduct a preliminary investigation in order to determine whether the Title IX office has jurisdiction over the matter. The Title IX office only has jurisdiction to investigate Title IX Complaints alleging Sex-Based Misconduct and Retaliation. The findings of the preliminary investigation are then reviewed by the Title IX Coordinator.

No Title IX Jurisdiction: If the Title IX Coordinator determines that there is no jurisdiction based on the preliminary investigation findings, the Formal Process concludes and the Title IX Coordinator or a Title IX Investigator may offer to assist the Complainant and, as appropriate, the Respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.

Title IX Jurisdiction: If the Title IX Coordinator determines that there is jurisdiction based on the preliminary investigation findings, the parties will proceed to Step 2 below.

B. Step 2 - Formal Investigation: As described above, if there is a finding of Title IX jurisdiction, the Title IX Coordinator will appoint one or more of the Title IX Investigators to conduct a fair and impartial Investigation (“Formal Investigation”) of the alleged Sex-Based Misconduct or Retaliation. Only Investigators who receive annual training on issues related to Sex-Based Misconduct will conduct a Formal Investigation. The Title IX Coordinator is responsible for the oversight and coordination of a prompt and equitable investigation. The Complainant and Respondent may each have one adviser of their own choosing present for support and consultation during the investigation at any time the respective party is meeting with the Title IX Coordinator or the Investigators. At the start of the Formal Investigation, the Complainant and Respondent may each have a meeting with the Title IX Coordinator and/or Investigator(s) during which the Formal Process and tentative timeline for the Formal Investigation will be explained and any preliminary questions answered. Typically, a Formal Investigation will be completed within sixty (60) calendar days of receipt of the Title IX Coordinator’s receipt of the Title IX Complaint, unless there are extenuating circumstances (i.e., uncooperative witness, break periods and periods when Moody Bible Institute is closed). If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. The Complainant and Respondent will have the opportunity to review and respond to the evidence presented. The rules of evidence used in civil or criminal trials are not applicable to
these Complaint Procedures. To the extent permitted by applicable law, the Title IX Coordinator will comply with law enforcement requests for cooperation and such cooperation may require the Title IX Coordinator to temporarily suspend the fact-finding aspect of the Investigation while law enforcement is in the process of gathering evidence. Moody Bible Institute promptly will resume its Formal Investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process.

C. Step 3-Determination: The Investigator will determine whether there is a preponderance of the evidence to believe that the Respondent engaged in Sex-Based Misconduct or Retaliation. This means that a Respondent is presumed not to have engaged in the alleged Sex-Based Misconduct or Retaliation unless a “preponderance of the evidence” supports a finding that such misconduct has occurred. This “preponderance of the evidence” standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it. The Investigator(s) will prepare a report (“Final Report”) to the Title IX Coordinator documenting their Findings and Recommendations, if applicable.

No Finding of Sex-Based Misconduct or Retaliation: If following completion of the Investigation the Title IX Coordinator or the Investigator finds (the “Findings”) that Sex-Based Misconduct or Retaliation did not occur, the Formal Process concludes. The Findings and notice of the termination of the Formal Process are communicated to the Complainant, Respondent, and Moody Bible Institute administrators as determined necessary by the Title IX Coordinator. Email is an acceptable form of delivery. In this case the Complainant may appeal the Findings.

Finding of Sex-Based Misconduct or Retaliation: If the Title IX Coordinator makes a Finding that Sex-Based Misconduct or Retaliation did occur, the Final Report will include suggested steps to take to prevent recurrence of any such violation, and as appropriate, Remedies (described below) for the Complainant. The Findings are communicated to the Complainant and Respondent simultaneously. The Respondent may appeal the Findings in the manner described below. If the Respondent does not appeal the Findings, the Final Report will be provided to the Discipline Authority (described below) for a determination of appropriate sanctions. In the case of student Respondents, the Discipline Authority will be the Dean of Students. In the case of an employee Respondent, the Discipline Authority is Moody Bible Institute’s Vice President of Human Resources. Once the Title IX Coordinator and Discipline Authority decide upon an appropriate Sanction, the Title IX Coordinator will notify the Complainant and Respondent in writing of the final outcome of the Investigation. The notification shall include a summary of the Findings, the Sanction(s) to be imposed, and each party’s right to appeal. The form of notice and manner of delivery shall be at the sole discretion of the Title IX Coordinator and shall be that which is determined by the Title IX Coordinator to be the most expedient and reliable method of informing the parties, which may include, without limitation, email notification.
In the event of an Appeal by either the Complainant or Respondent, both parties will be notified simultaneously in writing of any changes to the result of the Investigation and when the results of the Investigation become final.

i. Sanctions

The following will guide the Title IX Coordinator and the Discipline Authority in determining sanctions (collectively, “Sanctions”) and provide notice to the Moody Bible Institute community of the possible Sanctions for an individual found responsible for a violation of this Policy. The discussion below only provides guidance and is not meant to be exclusive as to the other Sanctions that can be imposed.

The Dean of Students is the Discipline Authority charged with imposing sanctions on students who are found to have violated this Policy. Sanctions include suspension, expulsion, probation, or a warning. The Vice President of Human Resources is the Discipline Authority charged with imposing sanctions on employees who are found to have violated this Policy. Sanctions include a letter of warning, official reprimand, probation, referral to a required counseling program, suspension from employment with pay, suspension from employment without pay, termination from employment, or training on Sex-Based Misconduct. The Chief Operating Officer is the Discipline Authority charged with imposing sanctions on any third party (visitor, guest, contractor, subcontractor, vendor, partner, or business affiliate) found responsible for violating this Policy. Sanctions may range from a written warning to being banned from any Moody Bible Institute property, activities, and/or programs, including the termination of any business contract with Moody Bible Institute.

Any Sanction(s) imposed may be suspended during the appeal process described in Moody Bible Institute Bible Institute’s Title IX Policy and Complaint Procedure found in Appendix B. III.

Please call 911 as soon as possible if someone is in immediate danger or needs immediate medical attention. If you believe that you have experienced or witnessed Sex-Based Misconduct, you may file a police report directly with your local police department, you may seek assistance from Moody Bible Institute’s Public Safety Department or Title IX Coordinator to make a police report, or you may decline to notify authorities. Some forms of Sex-Based Misconduct may also be crimes. Please contact local law enforcement if you would like to pursue criminal charges. Local law enforcement can help a victim obtain emergency and non-emergency medical care. Additionally, local law enforcement can help a victim get immediate law enforcement response for the victim’s protection; understand how to provide assistance in a situation that may escalate to more serious criminal behavior; arrange a meeting with victim advocate services; find counseling support; initiate a criminal investigation; and answer questions about the criminal process. A police report may be filed utilizing the contact information listed below:

**Chicago campus**

Chicago Police Department
18th District
If you have suffered or witnessed Sex-Based Misconduct, you may wish to speak with someone confidentially about what happened to you. The resources listed below can provide confidential counseling and support, and, except in limited circumstances, will not share information with either law enforcement or Moody Bible Institute without an individual’s consent. These resources are permitted by the nature of their profession to maintain your confidentiality. A Title IX Complaint or police report is not necessary to utilize these resources.

Illinois:
For Students:
On-campus resources that may be helpful include:
Counseling Department
Steve Brasel
(312) 329-4191

Health Service
Ann Meyer
(312) 329-4417

For Everyone:
Domestic Violence Legal Clinic
312-325-9155

Michigan:
Intersessions Counseling Clinic
Jamie McNally, Assistant Clinic Manager
(734) 207-5207
(434) 207 9581 x328
Washington:
Off-campus resources that may be helpful include:
Genesis Institute
1220 N. Howard St.
Spokane, WA 99201
Tel: 509-467-7913
http://genesisinstitute.org/

In addition to the resources above, community services are available, even if a Title IX Complaint is not made. Moody Bible Institute strongly encourages anyone who feels he or she is, or has been, the victim of Sex-Based Misconduct to seek assistance to care for himself or herself emotionally and physically through confidential crisis intervention, healthcare, and/or counseling.

Illinois:
Off campus resources that may be helpful include:
Clerk of the Circuit Court-Cook County
555 West Harrison
Chicago, IL 60607
312-325-9500 or 312-325-9467
Additional/Specific Resources found online:
www.cookcountyclerkofcourt.org/?section=SERVRESPage&SERVRESPage

Rape Crisis Hotline in Chicago Metropolitan Area
(888) 293-2080

YWCA Chicago
1 N. LaSalle St.
Suite 1150
Chicago, IL 60602
(312) 372-6600

Illinois Coalition against Sexual Assault (I.C.A.S.A)
(217) 753-4117

Rape and Incest National Network (R.A.I.N.N)
(800) 656-4673

Michigan:
Off-campus resources that may be helpful include:
WC SAFE (Wayne County Sexual assault Forensic Examiners Program)
2727 Second Avenue, Suite 120
Detroit, Michigan 48201
Office: (313) 964-9701
Crisis Pager: (313) 430-8000
US National Domestic Violence Hotline
1-800-799-7233

First Step (Sexual Assault Services, Domestic Violence Services)
44567 Pinetree Drive
Plymouth, MI 48170
Web Address: http://www.firststep-mi.org
Primary Crisis Line: (888) 453-5900

Plymouth Police Department
201 S. Main
Plymouth, MI 48170
(734) 453-1234

St. Mary Mercy Hospital
36475 Five Mile Road
Livonia, MI 48154
(734) 655-4800

Washington:
Off-campus resources that may be helpful include:
Sexual Assault & Family Trauma (SAFeT) Response Center
24hr Hotline: (509) 624-7273
Office: (509) 747-8224
http://www.lcsnw.org/spokane/SAFeT.html

12.1 Title IX Educational Programs

Moody Bible Institute’s Title IX education programs are intended to promote the awareness of the crimes of dating violence, domestic violence, sexual assault, and stalking. These education programs include, but are not limited to, the following:

Primary Prevention and Awareness Programs

- In-person training for new students at orientation.
- Mandatory annual online comprehensive Title IX training for new staff/faculty and students (geared for each population) provided by Workplace Answers.

Ongoing Prevention and Awareness Campaigns

- Mandatory annual online comprehensive Title IX training for returning staff/faculty and students (geared for each population) provided by Workplace Answers.
In both its primary prevention and awareness programs for new students and employees and ongoing prevention awareness campaigns for current students and employees, Moody Bible Institute provides:

- A statement that Moody Bible Institute prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Specifically, the training provides information concerning the following Moody Bible Institute policy: “Moody Bible Institute views any form of sexual assault, discrimination on a basis of sex, or sexual harassment as inconsistent with biblical teachings, Institute standards and applicable laws.”
- A description of safe and positive options for bystander intervention (i.e., safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking).
- Information on risk reduction (i.e., options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence).
- Information related to Moody Bible Institute’s Policy on Domestic Violence, Dating Violence, Sexual Assault and Stalking Prevention.
- The definitions for consent (in reference to sexual activity), dating violence, domestic violence, sexual assault and stalking for the applicable state jurisdiction.

### 12.2 Definitions

A. **Complainant**: The student, employee, or third party who suffers Sex-Based Misconduct by the conduct of another.

B. **Respondent**: The person alleged to have engaged in Sex-Based Misconduct.

C. **Retaliation**: Taking any adverse or hostile act, engaging in harassment, or making an adverse employment or academic decision against a Moody employee or student, or third party because that employee, student, or third party has opposed a violation of this Policy, filed a Title IX Complaint, assisted or participated in a Title IX Investigation, proceeding, or hearing.

D. **Dating Violence**: (1) Threats to use physical, mental, or emotional abuse to control another person who is in a Dating Relationship with the person; or (2) Behavior by which a person uses or threatens to use Sexual Violence against another person who is in a Dating Relationship with the person; or (3) Behavior by which a person uses physical violence against another person who is in a Dating Relationship with the person. Dating Violence does not include acts of Domestic Violence.

E. **Dating or Dating Relationship**: An ongoing social relationship of a romantic or intimate nature between 2 persons. The existence of such a relationship shall be determined based upon the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating or Dating Relationship does not include a casual relationship or ordinary fraternization between 2 persons in a business or social context.

F. **Domestic Violence**: The occurrence of any of the following acts against a family or household member (“Family or Household Member”), which includes spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, and persons who share or
allegedly share a blood relationship through a child by a person that is not an act of self-defense: (1) causing or attempting to cause physical or mental harm to a Family or Household Member; (2) interference with personal liberty or willful deprivation of a Family or Household Member; (3) placing a Family or Household Member in fear of physical or mental harm; (4) causing or attempting to cause a Family or Household Member to engage in involuntary sexual activity by force, threat of force, or duress; or (5) engaging in activity toward a Family or Household Member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

G. **Sex-Based Misconduct:** One or more acts of Sexual Harassment, Dating Violence, Domestic Violence, Sexual Assault, Sexual Violence, and Stalking.

H. **Sexual Assault:** (1) An act of sexual penetration by the use of force or threat of force; or (2) an act of sexual penetration where the Respondent knew that the Complainant was unable to understand the nature of the act or was unable to give knowing Consent; or (3) an act of sexual penetration with a Complainant who was under 18 years of age when the act was committed and the Respondent was a family member; or (4) an act of sexual penetration with a Complainant who was at least 13 years of age but less than 18 years of age when the act was committed and the Respondent was 17 years of age or over and held a position of trust, authority or supervision in relation to the Complainant.

I. **Sexual Harassment:** Unwelcome conduct of a sexual nature that can include unwelcome sexual advance, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as Sexual Assault or acts of Sexual Violence. Sexual Harassment includes, but is not limited to: Quid Pro Quo Sexual Harassment and Hostile Environment Sexual Harassment.

J. **Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving Consent (e.g., due to the Complainant's age, use of drugs or alcohol, or a disability that prevents the Complainant from having the capacity to give Consent). Conduct will be deemed Sexual Violence whether obtained by force or threat of force and whether completed or attempted. Sexual exploitation (taking non-consensual or abusive sexual advantage of another for your own benefit) may also be considered a form of Sexual Violence, depending on the circumstances.

K. **Stalking:** (1) Knowingly engaging in a course of conduct directed at a specific person where this course of conduct would cause a reasonable person to fear for his or her safety or the safety of a third person or suffer other emotional distress; or (2) Knowingly and without lawful justification, on at least 2 separate occasions, following another person or placing the person under surveillance or any combination thereof and (a) at any time transmitting a threat of immediate or future bodily harm, Sexual Assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or (b) places that person in reasonable apprehension of immediate or future bodily harm, Sexual Assault, confinement or restraint of that person or a family member of that person; or (3) When, having been previously convicted of stalking another person, knowingly and without lawful justification on one occasion (a) follows that same person or places that same person under surveillance; and (b) transmits a threat of immediate or future bodily harm, Sexual Assault, confinement or restraint to that person or a family member of that person. Stalking may be accomplished by physical acts or electronic means, such as through computer or cell phone.

L. **Title IX Complaint:** Complaints of Sex-Based Misconduct by or against Moody students, Moody employees, or third parties on Moody’s campus.

M. **Title IX Investigators:** Title IX Investigators consist of Moody administration, faculty and staff employees that receive annual training related to their responsibilities of investigating complaints or reports of Sex-Based Misconduct. The Title IX Investigators may also advise students, who wish to make a Title IX
Complaint under this Policy and those who have been accused, of their rights and resources when dealing with Sex-Based Misconduct.

13. Policy on Registered Sex Offender Information

A link to the Washington State Police Sex Offender Registry can be found on the Spokane Police Department website in compliance with the Federal Statutes requiring institutions of higher education to issue a statement advising the on-campus community where law enforcement information provided by the State of Washington concerning registered sex offenders may be located. This information is maintained at the website http://www.spokanepolice.org/default.aspx.

Employees and students of MBI, who are required to register as sex offenders, must provide notice to the State of Washington and the MBI Office of Public Safety that they are complying with all State and Federal laws in regards to their attending, working at or carrying a vocation at MBI, an Institution of higher education; including the Chicago, Michigan and Spokane campuses.
14. **Emergency Response and Evacuation Procedures**

Moody Bible Institute’s Emergency Operations Plan includes information about incident response teams, operating status parameters, incident priorities and performance expectations: shelter-in-place and evacuation guidelines and local agency interoperability planning. Emergency response placards are placed throughout the Institute and provide instructions for the three appropriate responses to various emergencies; lockdown, shelter in place and evacuation. An example response placard can be found in Appendix B.I.

An annual test of the emergency notification systems are conducted at least once each year. The test is always announced beforehand.

In 2014, the ‘Moody Alert’ emergency notification system was tested using email, telephone and text modules. It was conducted on October 28th, 2014. The test successfully reached 4,820 contacts.

Public Safety officers and specific executive staff have received training in Incident Command and the National Incident Management System. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the on-duty Public Safety officers. Responding officers will evaluate the emergency and determine if there is an active or potential threat to the physical well-being to the persons. If that determination is made, Public Safety officers will summon additional city resources by calling 911 or contacting the office of Emergency Management via 2-way radio. Once additional city resources have been contacted and depending on the nature of the incident, other department managers and supervisors could be involved in responding to the incident.

General information about the emergency response and evacuation procedures are publicized each year as part of the Moody Bible Institute’s Clery Act compliance efforts and that information can also be found on the Moody website. Detailed information about and updates to the Emergency Operations Plan are kept on file as internal documents for the campus community to access via the student/staff portal.

Public Safety has the responsibility of responding to and summoning the appropriate resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation on campus. Additionally, the Office of Public Safety has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. Federal Law requires that the Institute immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

### 14.1 Notification to the Campus Community about an Immediate Threat

In the event that Public Safety confirms a serious emergency or dangerous situation exists on campus which poses an immediate threat to the health and safety to members of the campus community, the Moody Bible Institute will, without delay, and taking into account the safety of the campus community, determine the
content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending upon the nature of a particular circumstance Public Safety will confirm that there is a significant emergency or dangerous situation by consulting some or all of the following resources: Moody Bible Institute leadership, local law enforcement, public health officials, or other resources. Some or all of the systems described below will be used to communicate the threat to the campus community. Even if the threat is limited to a particular building or segment of the population, the entire campus community will be notified of the threat. Public Safety will determine the scope of the threat and work with Corporate Communications to determine the need for more targeted communications. In the event that notification of an immediate threat is to be issued to the campus community, the Moody Bible Institute has various systems in place for communicating and they will be activated, as needed. These methods include network emails, phone calls and text message through Blackboard Connect. Public Safety staff, including dispatchers, officers, and supervisors, will initiate emergency notifications. While every situation is different, generally a generic “dangerous situation” message will be disseminated via Moody Alert via email, telephone calls, and text messages to the entire Spokane campus. Public Safety in conjunction with the Crisis Management Response Team will determine the content of the message by assessing the details of the situation. This message will serve as the notification to the Crisis Management Committee, who will be required to oversee the incident and disseminate additional emergency messages via Moody Alert and other communication methods. The Crisis Management Committee is responsible for providing adequate follow-up information to the campus community as needed.

The Crisis Management Committee is responsible for carrying out these actions. The Crisis Management Committee consists of two groups, the Crisis Response Team and the Executive Team. The Crisis Response Team includes leaders from the President’s Office, Corporate Communications, Student Development, Human Resources, Facilities Management, and Public Safety. The Executive Team consists of the Vice President (General Counsel), the Senior Vice President (Media), the Provost and Dean of Education, the Chief Financial Officer, and the President.

### 14.2 Emergency Evacuation

New students are provided instructions about emergency responses, including evacuation during new student orientation at the beginning of each semester. New employees are provided with instructions about emergency response, including evacuation during new employee orientation at the beginning of each month. Reminders about emergency evacuations are sent via email to all students prior to our annual spring drills via the MoodyCaster. Reminders about emergency evacuations are sent via email to all employees via the Daily prior to our annual spring drills.

### 14.3 Notification to Community

In the event of an emergency on campus, if the city emergency responders are not already present, Public Safety will contact such emergency responders by calling “911” to ensure appropriate notification to the community.
15. **Crime Statistics on Liquor/Drug/Weapons**

Moody Bible Institute annually discloses both the number of arrests and the number of persons referred for disciplinary action for: Illegal weapons possession, Drug Law violations and Liquor Law violations. The statistics in the table in Section 4 reflect the number of persons involved in violations of the law in each category.
16. Crime Statistics on Hate Crimes

Moody Bible Institute includes, in its Annual Security Report, any of the required offenses and any other crime involving bodily injury reported to the Office of Public Safety or the local police, in which the victim was intentionally selected because of the perpetrator’s bias against the victim’s real or perceived race, gender, religion, sexual orientation, ethnicity/national origin or disability.

These offenses are identified by the Federal Bureau of Investigation UCR code as Hate Crimes and proper reporting requires that the Office of Public Safety secure manifest evidence that identifies the category of prejudice.

Recent updates to this section have expanded the list of reportable Hate Crime offenses to include: larceny – theft, simple assault, intimidation, and destruction, damage or vandalism of property.
17. **Crime Statistics for Off-Campus/Public Property**

The Moody Bible Institute—Spokane obtains and reports crime statistics from local police agencies.

The MBI Spokane Campus is located near police headquarters is located at:

1100 West Mallon Avenue, Spokane, WA 99260
Phone: 509-835-4500

The closest Spokane Fire Department office is located:

1713 W Indiana Ave
Spokane, WA 99205
Phone: 509-328-8810
18. Separate ASR for Each Campus

Moody Bible Institute is made up of three separate and distinct campuses:

Moody Bible Institute – Chicago Campus
820 N. La Salle Blvd.
Chicago, IL 60610

Moody Bible Institute – Spokane Campus
611 E. Indiana Ave.
Spokane, WA 99207

Moody Theological Seminary – Michigan
41550 E. Ann Arbor Trail
Plymouth, MI 48170

In compliance with reporting mandates, separate Annual Security Report and local police crime statistics are completed and submitted for each of the above listed campuses and included in the table in this document for the Spokane Campus.
19. Policy on Timely Warnings

19.1 Timely Warnings

Timely warnings are defined by the Clery Act as alerts made to the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. The intent of a warning regarding a criminal incident is to provide information that will enable people to protect themselves from becoming victims of the same or similar crimes; thus it is critically important that the warnings be issued as soon as the pertinent information is available. Moody Bible Institute is not required to provide a timely warning with respect to crimes reported to a professional counselor. Moody Bible Institute does not have pastoral counselors.

At a minimum, timely warnings will include the nature of the crime, the date and location it is reported to have occurred, suspect descriptions if available, and any details deemed appropriate to assist students and staff in order to help them avoid being victimized by similar crimes on or near campus.

The Moody Bible Institute – Spokane makes timely warnings to the campus community of crimes defined as Clery Crimes occurring on the MBI—Spokane Clery geography or are considered representing a serious or continuing threat to students and employees that are reported to Spokane Campus Administration, CSAs as described in Section 10, or local police authorities. This timely notification is made through students being notified individually through the posting of information on a mass email that is sent out to their MBI email accounts.

The MBI—Spokane Student Services Department conducts mandatory chapel services for the students three days each week, allowing for timely notification of matters of student safety in a group setting.
20. Policy on Daily Crime Log

Public Safety maintains an electronic daily crime log, which records all crimes reported to occur on campus, in or on a non-campus building or property, on public property adjacent to campus, or within the patrol jurisdiction of Public Safety. This log includes the date the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime and the disposition of the complaint, if known. Both the Chief of Public Safety and the Deputy Chief of Public Safety are trained to maintain the crime log. All web-based logs are backed up at database level and can be restored in the event of a technical problem.

Entries to the Daily Crime Log are made within two business days of the report of the information unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Information is withheld if there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence. Once the adverse effect is no longer likely to occur, the information is disclosed as required.

The Daily Crime Log for the most recent 60 days is open to public inspection during normal business hours. Portions of the log older than 60 days are available for public inspection within two business days of a request. The Office of Public Safety lets students and staff know that the log is available, what it contains, and where it is located. The log can be accessed by contacting Public Safety at publicsafety@moody.edu.
21. **Policy on Missing Student Notification**

The Moody Bible Institute – Spokane does not provide on-campus student housing.
22. Policy on Fire Safety Report and log

The Moody Bible Institute – Spokane does not operate any on-campus student housing facilities and is not required by the US Department of Education to address this section.
Appendix A

**CLERY Definitions from 34 CFR 668.46(a)**

**Business day:** Monday through Friday, excluding any day when the institution is closed.

**Campus:** (1) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a good or other retail vendor).

**Campus security authority:** (1) a campus police department or a campus security department of an institution. (2) any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (1) of this definition, such as an individual who is responsible for monitoring entrance into institutional property. (3) any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (4) an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

**Clery geography:** (1) buildings and property that are part of the institution’s campus; (2) the institution’s noncampus buildings and property; and (3) public property within or immediately adjacent to and accessible from the campus.

**Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program:** a nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal, and federal law enforcement agencies voluntarily report data on crimes brought to their attention. The UCR program also serves as the basis for the definitions of crimes in the Clery Act and the requirements for classifying crimes therein.

**Hate crime:** a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. 34 CFR 668.46(a) identifies categories of bias as “the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.”

**Noncampus building or property:** (1) any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is
frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Pastoral counselor:** a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

**Professional counselor:** a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

**Public property:** all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**Referred for campus disciplinary action:** the referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Test:** regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting sever or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

**Burglary:** the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Forcible Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
Forcible Rape: the carnal knowledge of a person, forcibly, and/or against the person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Incest: non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Liquor Law Violations: the violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Manslaughter by Negligence: the killing of another person through gross negligence.

Motor Vehicle Theft: the theft or attempted theft of a motor vehicle (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even through the vehicles are later abandoned—including joy riding).

Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

Sexual assault: an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

Sexual Assault with an Object: the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses – Forcible: any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

Sex Offenses – Non-Forcible: unlawful, non-forcible sexual intercourse.
**Simple Assault**: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, sever laceration of loss of consciousness.

**Statutory Rape**: non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Weapon Law Violations**: the violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Domestic Violence**: a felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Dating Violence**: an act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this purpose the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Stalking**: engaging in a course of conduct directed at a specific person that would cause a responsible person to: (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.
Appendix B

Supplemental Documents

I. Emergency Response Placard: Below is an example of the emergency response instructions that are posted.
II. **Alcohol and Drug Free Policy:** Below is Moody Bible Institute’s 2015 Alcohol and Drug Free Schools and Communities Act Policy Statement and Notification that is annually distributed to students and is available in the Student Development department.

The Moody Bible Institute of Chicago Alcohol and Drug Free Schools and Communities Act

Policy Statement and Notification

*Last revised June 1, 2015*

This Policy Statement and Notification is being provided to all students and employees of The Moody Bible Institute of Chicago ("MBI") in compliance with the Drug Free Schools and Communities Act Amendments of 1989.

**Standards of Conduct for Students and Employees**

It is the policy of MBI to prohibit the manufacture, possession, use, consumption, distribution and/or sale of all illicit drugs or alcohol by student and employees (1) on property owned, operated, or controlled by MBI, or (2) in association with any school-related activities or employment duties, whether those activities occur on or off campus. This includes student conduct both on and off campus when enrolled in Moody undergraduate or Moody Theological Seminary course work, when living in MBI residence halls, when in any public or private area of campus, or when in vehicles owned or operated by MBI.

All members of the MBI community, including students and employees, are responsible for being familiar and complying with MBI policies and the requirements of federal, state, and local laws concerning the manufacture, dispensation, possession, use, consumption, distribution and/or sale of controlled substances and alcohol. MBI expects each member of the MBI community to be responsible for his or her own conduct and the consequences of that conduct.

**Description of Applicable Sanctions**

Local, state and federal laws prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol. The courts may impose strict legal sanctions upon an individual who is found to have violated these legal prohibitions. When applicable, available legal sanctions include, but are not limited to, the imposition of fines, imprisonment, forfeiture of property, non-voluntary community service, probation, required medical or psychiatric treatment, rehabilitation, treatment as approved by the applicable agency in the States of Illinois, Michigan, and Washington, and restitution. An individual's status as a student or employee in no way prevents a court from imposing any of these sanctions.

Please see Appendices A, B, C, and D attached hereto and incorporated by this reference for a description of applicable legal sanctions under Federal, State (Illinois, Michigan, and Washington), and Local (Chicago, Plymouth, and Spokane) law, for the unlawful possession or distribution of illicit drugs and alcohol.

Anyone violating these MBI policies or applicable laws may also be subject to sanctions by MBI. In addition to any legal sanctions by applicable governmental authorities, MBI may impose disciplinary sanctions upon any student or employee who is found to be in violation of laws or MBI policies relating to the unlawful possession, use, or distribution of illicit drugs and alcohol.

For employees, based upon the seriousness of the offense, such sanctions may include, without limitation, reprimand, probation, suspension, termination of employment, and possibly referral for prosecution.
For students, the following sanctions are applicable:

- Alcohol: The minimum sanction for a student's first offense of alcohol use ranges from a formal reprimand to dismissal based on the seriousness of the offense. The normal sanction for a second offense of alcohol use ranges from warning status to dismissal based on the seriousness of the offense. Each disciplinary measure serves as an evaluation period of the student's behavior and also as a warning that further rule violations will result in more stringent disciplinary measures. Parents may be notified regarding instances of alcohol misuse or abuse.

- Drugs: The normal sanction for a first offense of illicit drug possession, use, or distribution is dismissal from MBI as described in the applicable student life guide. The normal sanction for a second drug offense will be permanent expulsion. In cases of drug misuse and abuse, parents may be notified.

In addition to the above sanctions, students may be subject to expulsion and termination of student employment, and they may also be referred for prosecution.

Potential Health Risks Associated with Alcohol and Other Drug Use

The illegal use of controlled substances and abuse of alcohol may cause serious health problems, impair performance, and endanger the safety and well-being of students, faculty, staff, and members of the general public. Because it is readily available and its use is not necessarily illegal, the drug which tends to have the greatest potential for harm to the most people is alcohol. Negative health and social consequences which may occur as a result of the use of alcohol include accidents, assaults (physical or verbal), and other problems related to health and productivity. The use of alcohol by pregnant women, alcoholics, and people who are ill or on medication is especially dangerous. In all instances, MBI observes relevant State of Illinois, Michigan, and Washington laws and regulations pertaining to alcohol. Please see Appendix E for more information on related health risks associated with alcohol and drug use.

Substance Abuse Resources

Students

MBI encourages any students who may have a problem with the use of drugs or alcohol to seek professional advice and treatment. Some of these services may be without charge and the cost of others may require payment by the student. MBI will assist students who seek information or are concerned about drug or alcohol use by connecting them with appropriate services. While initial assistance can be sought through MBI Personnel, any treatment would need to be sought directly by the student from local treatment providers who specialize in the field of addictions. Please see Appendix F, G, and H for a suggested list of currently available third party treatment services. Parents may be involved in discussions where a student seeks treatment for rehabilitation purposes.

Employees

MBI encourages any employees who may have a problem with the use of drugs or alcohol to seek professional advice and treatment. Some of these services may be without charge and the cost of others
may require payment by the employee. MBI will assist employees who seek information or are concerned about drug or alcohol problem by connecting them with appropriate services. While initial assistance can be sought through MBI Personnel, any treatment would need to be sought directly by the employee from local treatment providers who specialize in the field of addictions. Please see Appendices F, G, and H attached hereto and incorporated by this reference for a suggested list of currently available third party treatment services.
FEDERAL LEGAL PENALTIES

Federal laws make the illegal possession and sale of drugs serious crimes. Convictions for violations of these laws can lead to imprisonment, fines, community service and a permanent criminal record. In addition to these penalties, convictions can also result in, among other penalties, property used in connection with illegal drugs being confiscated and federal student loans, grants and contracts being denied. The following sections describe certain relevant legal penalties under federal laws with respect to illegal drug possession and sale.

FEDERAL DRUG PENALTIES

Federal law penalizes the manufacture, distribution, possession with intent to manufacture or distribute and simple possession of illegal drugs. Federal law penalties for possessing illegal drugs alone are harsh, as described below:

- First conviction: up to one-year imprisonment, a fine of at least $1,000 or both; after one prior drug conviction: 15 days to two years imprisonment and a fine of at least $2,500; and after two or more prior drug convictions: 90 days to three years imprisonment and a fine of at least $5,000 (21 U.S.C. §844(a)).
- Forfeiture of personal and real property used to possess or to facilitate possession of the illegal drugs if that offense is punishable by more than one year imprisonment, as well as forfeiture of vehicles used to transport or conceal an illegal drug (21 U.S.C. §§853(a) & 881(a)).
- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for the first offense and up to five years for the second and any subsequent offense (for trafficking, it is five years for the first offense, 10 years for the second offense and permanently for the third offense) (21 U.S.C. §862).

Under federal law, a federal or state conviction for illegal drug possession or sale that occurs while a student is enrolled and receiving federal aid can disqualify a student from receiving any federal student aid funds, such as loans and grants (20 U.S.C. §1091[r][1]). The table below illustrates the period of ineligibility for federal student aid funds, depending on whether the conviction was for possession or sale and whether the student had previous offenses:

<table>
<thead>
<tr>
<th>No. Offenses</th>
<th>Possession of Illegal Drugs</th>
<th>Sale of Illegal Drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite Period</td>
</tr>
<tr>
<td>3+ Offenses</td>
<td>Indefinite Period</td>
<td></td>
</tr>
</tbody>
</table>

Federal law penalties for trafficking illegal drugs are considerably more severe than those outlined above. The following tables from the U.S. Department of Justice and Drug Enforcement Administration outline federal trafficking penalties for illegal drugs.
<table>
<thead>
<tr>
<th>SCHEDULE</th>
<th>SUBSTANCE/QUANTITY</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine</td>
<td>First Offense: Not less than 10 yrs. and not more than 20 yrs. or more than life.</td>
</tr>
<tr>
<td></td>
<td>500-999 grams mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-390 grams mixture</td>
<td>Fine of not more than $20,000 if an individual, $25,000 if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-39 grams mixture</td>
<td>Fine of not more than $5 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than 15 yrs.</td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than 15 yrs.</td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-490 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than 15 yrs.</td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-59 grams pure or 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than 15 yrs.</td>
</tr>
<tr>
<td>II</td>
<td>Any Amount of Other Schedule I &amp; II Substances</td>
<td>First Offense: Not more than 30 yrs. and not more than life. Fine of $1 million if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Any Drug Product Containing Garine Hydroxybutyric Acid</td>
<td>Second Offense: Not more than 30 yrs. and not more than life. Life imprisonment. Fine of $2 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>I</td>
<td>Phencyclidine (PCP)</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Any Amount of Other Schedule III Drugs</td>
<td>First Offense: Not more than 10 yrs. and not more than life. Fine of not more than $50,000 if an individual, $100,000 if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Any Amount of All Other Schedule IV Drugs (other than one gram or more of Phencyclidine)</td>
<td>First Offense: Not more than 5 yrs. and not more than $250,000 if an individual, $500,000 if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Any Amount of All Schedule V Drugs</td>
<td>First Offense: Not more than 1 yr. and not more than $10,000 if an individual, $25,000 if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</td>
<td>First Offense: Not more than 4 yrs. and not more than $50,000 if an individual, $100,000 if not an individual.</td>
</tr>
<tr>
<td>II</td>
<td>Marijuana 100 or 999 kilograms marijuana mixture or</td>
<td>First Offense: Not more than 5 yrs. and not more than $2,000,000 if an individual, $5,000,000 if not an individual.</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Individual, $25 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</td>
<td>First Offense: Not more than 20 yrs. If death or serious bodily injury, life imprisonment. Fine not more than $5 million if an individual, $50 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td>Second Offense: Not more than 10 yrs. If death or serious bodily injury, life imprisonment. Fine not more than $1 million if an individual, $10 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>More than 10 kilograms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>More than 1 kilogram</td>
<td>First Offense: Not more than 5 yrs. Fine not more than $500,000, $1 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) or 1 to 49 marijuana plants</td>
<td>Second Offense: Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than an individual.</td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 kilograms or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 kilogram or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disclaimer: This summary is based upon the laws in effect as of August 5, 2014. Please note that laws may change and you should refer to the applicable laws in your jurisdiction to ensure that you have the most current information about potential legal penalties.

MBI Legal Dept. 08292014
# APPENDIX B

## ILLINOIS DRUG PENALTIES

Illinois and City of Chicago laws make the illegal possession and sale of drugs and alcohol serious crimes. Convictions for violations of these laws can lead to imprisonment, fines, community service and a permanent criminal record. In addition to these penalties, convictions can also result in, among other penalties, property used in connection with illegal drugs being confiscated and federal student loans, grants and contracts being denied. The following sections describe certain relevant legal penalties under Illinois laws with respect to illegal drug possession and sale, Illinois laws with respect to alcohol and City of Chicago laws regarding alcohol and illegal drug possession and sale.

## ILLINOIS DRUG PENALTIES

Illinois illegal drug laws set forth a variety of penalties for illegal drug possession and sale, as set forth in the table below.

<table>
<thead>
<tr>
<th>SUBSTANCE/Q UANTITY</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CANNABIS (Up to 2.5 grams)</td>
<td>Up to $1,500 Fine &amp;/or Up to 30 Days In Jail</td>
</tr>
<tr>
<td>720 ILCS §550/4</td>
<td></td>
</tr>
<tr>
<td>CANNABIS (2.5 grams to 10 grams)</td>
<td>Up to $1,500 Fine &amp;/or Up to 6 Months In Jail</td>
</tr>
<tr>
<td>720 ILCS §550/4</td>
<td></td>
</tr>
<tr>
<td>CANNABIS (10 grams to 30 grams)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense Up to $2,500 Fine &amp;/or Up to 1 Year in Jail</td>
</tr>
<tr>
<td>720 ILCS §550/4</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense Felony Up to $25,000 Fine &amp;/or 2 to 3 Years in Jail</td>
</tr>
<tr>
<td>CANNABIS (30 grams to 500 grams)</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; Offense Felony Up to $25,000 Fine &amp;/or 1 to 3 Years in Jail</td>
</tr>
<tr>
<td>720 ILCS §550/4</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; Offense Felony Up to $100,000 Fine &amp;/or 2 to 5 Years in Jail</td>
</tr>
<tr>
<td>CANNABIS (500 grams to 2,000 grams)</td>
<td>Felony Up to $25,000 Fine &amp;/or 2 to 5 Years in Jail</td>
</tr>
<tr>
<td>720 ILCS §550/4</td>
<td></td>
</tr>
<tr>
<td>CANNABIS (2,000 grams to 5,000 grams)</td>
<td>Felony Up to $25,000 Fine &amp;/or 2 to 7 Years in Jail</td>
</tr>
<tr>
<td>720 ILCS §550/4</td>
<td></td>
</tr>
<tr>
<td>CANNABIS (over 5,000 grams)</td>
<td>Felony Up to $25,000 Fine &amp;/or 4 to 15 Years In Jail</td>
</tr>
<tr>
<td>720 ILCS §550/4</td>
<td></td>
</tr>
</tbody>
</table>

MBII Legal Dept. 08292014
<table>
<thead>
<tr>
<th>Substance</th>
<th>Penalty Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin, Cocaine, Morphine, or LSD (less than 15 grams)</td>
<td>Felony Up to $25,000 Fine  &amp;/or 1 to 3 Years in Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §970/402</td>
</tr>
<tr>
<td>Heroin, Cocaine, Morphine, or LSD (15 grams to 99 grams)</td>
<td>Felony Up to $200,000 Fine  &amp;/or 4 to 15 Years in Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §970/402</td>
</tr>
<tr>
<td>Heroin, Cocaine, Morphine, or LSD (100 grams to 999 grams)</td>
<td>Felony Up to $200,000 Fine  or Street Value  &amp;/or 6 to 30 Years Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §970/402</td>
</tr>
<tr>
<td>Morphine (40 grams to 89 grams)</td>
<td>Felony Up to $200,000 Fine  or Street Value  &amp;/or 6 to 40 Years Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §970/402</td>
</tr>
<tr>
<td>Heroin, Cocaine, or LSD (400 grams to 899 grams)</td>
<td>Felony Up to $200,000 Fine  &amp;/or 20 to 50 Years Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §970/402</td>
</tr>
<tr>
<td>Methamphetamine (less than 1 gram)</td>
<td>Felony Up to $25,000 Fine  &amp;/or 1 to 5 Years in Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §646/60</td>
</tr>
<tr>
<td>Methamphetamine (1 gram to 5 grams)</td>
<td>Felony Up to $25,000 Fine  &amp;/or 3 to 7 Years in Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §946/60</td>
</tr>
<tr>
<td>Methamphetamine (5 grams to 99 grams)</td>
<td>Felony Up to $25,000 Fine  &amp;/or 4 to 15 Years Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §946/60</td>
</tr>
<tr>
<td>Methamphetamine (100 to 399 grams)</td>
<td>Felony Up to $100,000 Fine  &amp;/or 6 to 30 Years Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §646/60</td>
</tr>
<tr>
<td>Methamphetamine (400 grams to 899 grams)</td>
<td>Felony Up to $100,000 Fine  &amp;/or 8 to 40 Years Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §646/60</td>
</tr>
<tr>
<td>Methamphetamine (900 grams or more)</td>
<td>Felony Up to $100,000 Fine  &amp;/or 10 to 60 Years Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §646/60</td>
</tr>
<tr>
<td>Phencyclidine (PCP) or Ketamine (less than 20 grams)</td>
<td>Felony Up to $25,000 Fine  &amp;/or 1 to 3 Years in Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §970/402</td>
</tr>
<tr>
<td>Phencyclidine (PCP) or Ketamine (20 grams or more)</td>
<td>Felony Up to $200,000 Fine  &amp;/or 5 to 15 Years in Jail</td>
</tr>
<tr>
<td></td>
<td>720 ICS §970/402</td>
</tr>
<tr>
<td>Methaqualone, Pentazocine, Pentacludeine (PCP) or Ketamine (less than 33 grams)</td>
<td>Felony Up to $25,000 Fine  &amp;/or 1 to 3 Years in Jail</td>
</tr>
</tbody>
</table>

MBI Legal Dept. 08292014
<table>
<thead>
<tr>
<th>SUBSTANCE/QUANTITY</th>
<th>PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>METHAMPHETAMINE</strong></td>
<td>Felony Up to $200,000 Fine &amp;/or 4 to 15 Years in Jail</td>
</tr>
<tr>
<td><strong>PENTAZOCINE PHENIXICLINE (PCP)</strong> OR <strong>KETAMINE</strong> (3D or more grams)</td>
<td>720 ILS $570/402</td>
</tr>
<tr>
<td><strong>ANABOLIC STEROID</strong> (720 ILS $570/402)</td>
<td>1st Offense Up to $1,500 Fine &amp;/or 30 Days in Jail</td>
</tr>
<tr>
<td><strong>NITROSOL EXIDE</strong> (720 ILS $5/24.5-5)</td>
<td>1st Offense Up to $2,000 Fine &amp;/or Up to 1 Year in Jail</td>
</tr>
<tr>
<td><strong>SALE, MANUFACTURE AND TRAFFICKING ILLEGAL DRUGS</strong></td>
<td>2nd Offense Felony Up to $25,000 Fine &amp;/or 1 to 15 Years in Jail</td>
</tr>
<tr>
<td><strong>CANNABIS</strong></td>
<td></td>
</tr>
<tr>
<td>(up to 3 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td>(3.5 grams to 10 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td>(10.1 grams to 30 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td>(2.1 grams to 500 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td>(500.1 grams to 2,000 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td>(2,000.1 grams to 5,000 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td>(more than 5,000 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td><strong>LSD</strong></td>
<td>Felony Up to $200,000 Fine &amp;/or 6 to 30 Years in Jail</td>
</tr>
<tr>
<td>(less than 5 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td>(less than 10 grams)</td>
<td>720 ILC $50/5</td>
</tr>
<tr>
<td>(less than 50 grams)</td>
<td>720 ILC $570/402</td>
</tr>
<tr>
<td><strong>METHAMPHETAMINE, PENTAZOCINE PHENIXICLINE (PCP)</strong></td>
<td>Felony Up to $25,000 Fine &amp;/or 1 to 15 Years in Jail</td>
</tr>
<tr>
<td><strong>KETAMINE</strong></td>
<td></td>
</tr>
<tr>
<td>(less than 30 grams)</td>
<td>720 ILC $570/402</td>
</tr>
<tr>
<td>(less than 50 grams)</td>
<td>720 ILC $570/402</td>
</tr>
<tr>
<td>(less than 100 grams)</td>
<td>720 ILC $570/402</td>
</tr>
</tbody>
</table>

MBI Legal Dept 062915
<table>
<thead>
<tr>
<th>Substance</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin or Cocaine (less than 1 gram)</td>
<td>Felony, Up to $200,000 &amp;/or 3 to 7 Years in Jail</td>
</tr>
<tr>
<td>7 to 9 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Heroin or Cocaine (1 to 5 grams)</td>
<td>Felony, Up to $250,000 &amp;/or 4 to 15 Years in Jail</td>
</tr>
<tr>
<td>10 to 14 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Morphine (10 to 14 grams)</td>
<td>Felony, Up to $250,000 &amp;/or 4 to 15 Years in Jail</td>
</tr>
<tr>
<td>200 to 399 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>LSD (15 to 19 grams)</td>
<td>Felony, Up to $250,000 &amp;/or 4 to 15 Years in Jail</td>
</tr>
<tr>
<td>200 to 399 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Heroin, Cocaine, Morphine or LSD (400 to 999 grams)</td>
<td>Felony, Up to $500,000 &amp;/or 10 to 20 Years in Jail</td>
</tr>
<tr>
<td>2000 or more grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Methamphetamine (less than 1 gram)</td>
<td>Felony, Up to $25,000 &amp;/or 3 to 7 Years in Jail</td>
</tr>
<tr>
<td>2000 to 399 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Methamphetamine (0.5 grams to 1 gram)</td>
<td>Felony, Up to $25,000 &amp;/or 4 to 15 Years in Jail</td>
</tr>
<tr>
<td>4000 to 999 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Methamphetamine (1 gram to 2 grams)</td>
<td>Felony, Up to $25,000 &amp;/or 4 to 15 Years in Jail</td>
</tr>
<tr>
<td>2000 to 399 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Methamphetamine (2 grams to 4 grams)</td>
<td>Felony, Up to $200,000 &amp;/or 5 to 10 Years in Jail</td>
</tr>
<tr>
<td>4000 to 999 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Methamphetamine (4 grams to 9 grams)</td>
<td>Felony, Up to $200,000 &amp;/or 5 to 10 Years in Jail</td>
</tr>
<tr>
<td>4000 to 999 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Methamphetamine (4 grams or more grams)</td>
<td>Felony, Up to $300,000 &amp;/or 12 to 20 Years in Jail</td>
</tr>
<tr>
<td>4000 to 999 grams</td>
<td>720 ICS $570/401</td>
</tr>
<tr>
<td>Pivotal Barbituric Acid, Amphetamine (50 to 199 grams)</td>
<td>Felony, Up to $250,000 &amp;/or 4 to 15 Years in Jail</td>
</tr>
<tr>
<td>720 ICS $570/401</td>
<td></td>
</tr>
<tr>
<td>Pivotal Barbituric Acid, Amphetamine (500 or more grams)</td>
<td>Felony, Up to $500,000 &amp;/or 6 to 30 Years in Jail</td>
</tr>
<tr>
<td>720 ICS $570/401</td>
<td></td>
</tr>
<tr>
<td>Substance</td>
<td>Penalty</td>
</tr>
<tr>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td>Methadone, Fentanyl,</td>
<td>Felony Up to $250,000 Fine &amp;/or 4 to 15 Years in jail</td>
</tr>
<tr>
<td>Phencyclidine (PCP) or ketamine</td>
<td></td>
</tr>
<tr>
<td>(10 to 29 grams)</td>
<td></td>
</tr>
<tr>
<td>720 ILCS 570/401</td>
<td></td>
</tr>
<tr>
<td>Methadone, Fentanyl, Phencyclidine (PCP) or ketamine</td>
<td>Felony Up to $500,000 Fine &amp;/or 6 to 30 Years in jail</td>
</tr>
<tr>
<td>(30 or more grams)</td>
<td></td>
</tr>
<tr>
<td>720 ILCS 570/401</td>
<td></td>
</tr>
<tr>
<td>Nitrous oxide</td>
<td>Felony Up to $25,000 Fine &amp;/or 2 to 5 Years in jail</td>
</tr>
<tr>
<td>720 ILCS 55/13.5-10</td>
<td></td>
</tr>
</tbody>
</table>

Under Illinois law, these penalties can be increased by a number of factors, including, for example, if illegal drug sales occur in or on the grounds of any school or within 1,000 feet of the same (720 ILCS 570/407).

**ILLINOIS ALCOHOL PENALTIES**

Illinois law provides for a prison term up to one year and a fine of not less than $500 for providing alcohol to persons under 21, or for providing false evidence of identity to obtain alcohol. Persons under 21 who present or offer false evidence for purposes of obtaining alcohol shall be fined between $500 and $2,500, must perform 15 hours of community service, and may be jailed for up to one year. Persons under 21 in possession of alcohol on or in any street or public place may be imprisoned for up to one year and fined $2,500 (235 ILCS 55/6-16).

**CITY OF CHICAGO ALCOHOL AND DRUG PENALTIES**

Under the Chicago Municipal Code, it is illegal for anyone under age 21 to purchase, deliver, possess or consume alcohol, and it's also illegal for anyone to sell, give or deliver alcohol to someone under age 21 (Chicago Municipal Code §8-16-60). Penalties for violating this law are fines ranging from $5 to $100 (Chicago Municipal Code §8-16-60). A person under 21 being intoxicated is a violation of the Chicago Municipal Code, punishable with a $25 for the first offense and not more than $100 for every subsequent offense (Chicago Municipal Code §8-16-60). It is also unlawful for any person to drink any alcoholic liquor on any public way or in a motor vehicle upon a public way in Chicago. Penalties include a fine ranging from $100 to $900 and/or up to six months imprisonment (Chicago Municipal Code §8-4-030).

Possession of more than 15 grams of cannabis in Chicago is punishable by a fine ranging from $250 to $500 for the first offense, and $500 for the second and each subsequent violation occurring within a period of 30 days, and in addition to the fine, drug awareness or drug education program and/or community service may be required (Chicago Municipal Code 7-24-039). Chicago also prohibits possession or delivery of drug paraphernalia, which are punishable by a $2,000 fine and/or six months imprisonment (Chicago Municipal Code 7-24-499).
APPENDIX C

WASHINGTON DRUG PENALTIES

Washington and City of Spokane laws make the illegal possession and sale of drugs and alcohol serious crimes. Convictions for violations of these laws can lead to imprisonment, fines, community service and a permanent criminal record. The following sections describe certain relevant legal penalties under Washington laws with respect to illegal drug possession and sale, legal penalties with respect to illegal possession of alcohol, and City of Spokane laws regarding alcohol and illegal drug possession and sale.

WASHINGTON DRUG PENALTIES (RCW 69.50)

The following is a partial list of illicit drugs considered to be controlled substances by the State of Washington: Narcotics (opium and cocaine, and all drugs extracted, derived or synthesized from opium and cocaine, including crack cocaine and heroin); Methamphetamine; Barbiturates; and Hallucinogenic Substances (LSD, peyote, mescaline, psilocybin, PCP).

1. State Penalties for Illegal Sale of Controlled Substances: The illegal sale of any controlled substance is punishable by up to 5 years in prison, $10,000 fine, or both.

2. State Penalties for Illegal Manufacture or Delivery of Controlled Substances: Schedule I or II Narcotics or flunitrazepam - up to 10 years in prison, $25,000 to $100,000 fine, or both. Any other controlled substances under Schedule I, II, III, IV or V, except flunitrazepam - up to 5 years in prison, $10,000 fine, or both.

3. State Penalties for Possession of Controlled Substances: Possession of any controlled substance is punishable by up to 5 years in prison, a $10,000 fine, or both.

More severe penalties are provided for persons convicted of providing controlled substances to minors, to repeat offenses and to offenses on or near schools or parks.

Marijuana remains illegal under federal law and policies concerning marijuana at the College remain unchanged. It is illegal to produce, distribute or use marijuana on College property or during College-sponsored activities.

WASHINGTON ALCOHOL PENALTIES

Persons under the age of 21 may not acquire, possess, or consume alcohol. Nor may other persons furnish alcohol to anyone under 21 or permit underage consumption on premises within their control.

Penalty: Maximum $500 fine, 2 months' imprisonment, or both. Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for University purposes. Penalty:
Maximum $500 fine, 2 months' imprisonment, or both. Persons under 21 may not purchase or attempt to purchase alcohol. Penalty: Maximum $1,000 fine, 90 days imprisonment or both. Alcohol may not be opened or consumed in a public place. Penalty: Maximum $1,000 fine.

It is unlawful to manufacture, deliver, or possess an illicit drug. Penalty: Maximum $10,000 fine, 5 years imprisonment, or both. The possession of 40 grams or less of marijuana is a misdemeanor (minimum $250 fine and not less than 24 hours in jail). It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug. Penalty: Minimum $250 fine and not less than 24 hours in jail. Additionally, no college should allow promotional activities for any liquor product by anyone on any college campus (RCW 66.28.160).

**City of Spokane Drug and Alcohol Laws**

Under Spokane Municipal Code it is illegal to possess, deliver, sale, or consume drug paraphernalia. Penalties range from a misdemeanor to fines and imprisonment (Spokane Municipal Code 10.15A.020; 10.15A.030). Additionally it is illegal for anyone under the age of 21 to possess, consume, or distribute alcohol (Spokane Municipal Code 10.08.210). The penalty for a first offense includes a fine up to five hundred dollars, or to imprisonment for not more than two months, or both. Second offense can lead to imprisonment for not more than six months. Third or subsequent offenses can lead to third or subsequent offense to imprisonment for not more than one year (Spokane Municipal Code 10.08.250).

**Disclaimer:** This summary is based upon the laws in effect as of August 5, 2014. Please note that laws may change and you should refer to the applicable laws in your jurisdiction to ensure that you have the most current information about potential legal penalties.

MBI Legal Dept: 05/2015
APPENDIX D

MICHIGAN DRUG PENALTIES

Michigan and City of Plymouth laws make the illegal possession and sale of drugs and alcohol serious crimes. Convictions for violations of these laws can lead to imprisonment, fines, community service and a permanent criminal record. The following sections describe certain relevant legal penalties under Michigan laws with respect to illegal drug possession and sale, legal penalties with respect to illegal possession of alcohol, and City of Plymouth laws regarding alcohol and illegal drug possession and sale.

MICHIGAN DRUG PENALTIES

Any individual knowingly or intentionally possessing a controlled substance is subject to a minimum of $1,000 and a misdemeanor punishable by imprisonment for up to a year, or both, and a maximum punishment of up to a $1,000,000 fine and imprisonment for life (MCL 333.7403). Penalties increase substantially based upon the amount of the controlled substance and the amount of violations.

MICHIGAN ALCOHOL PENALTIES

The state of Michigan prohibits that a person under the age of 21 shall not purchase, consume, or possess alcohol (MCL 436.793). The penalty for the first violation is a fine up to $100, the possibility of a court ordered participation in substance abuse prevention services, and community service. The penalty for the second violation is potentially up to 90 days imprisonment, a fine of up to $200, or both. Additionally, the court may order participation in substance abuse prevention services and community service. Penalties for third or subsequent violation are potentially up to 60 days imprisonment, a fine of up to $500, or both. Additionally, the court may order participation in substance abuse prevention services and community service.

CITY OF PLYMOUTH DRUG AND ALCOHOL LAWS

No person may possess any controlled substance or drug paraphernalia (Plymouth Code of Ordinances 54-275; 54-278). First time offenders will be subject to court ordered probation that includes instruction on the rehabilitation on the medical, psychological and social effects of the misuse of drugs. Failure to meet the terms and conditions of the court ordered probation will result in further court ordered punishment and will proceed as it determines (Plymouth Code of Ordinances 54-277).

No person under the age of 21 may buy, obtain, or drink any alcoholic beverage (Plymouth Code of Ordinances 6:5). Violation of the ordinance will result in fines, substance abuse prevention classes, and/or court ordered probation.

Disclaimer: This summary is based upon the laws in effect as of August 5, 2014. Please note that laws may change and you should refer to the applicable laws in your jurisdiction to ensure that you have the most current information about potential legal penalties.
APPENDIXE

Additional Information or Related Health Risks Associated with Alcohol and Drug Use

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic/dating violence and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression & death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Hallucinogens disrupt the brain chemicals that enable us to make sense out of our environment. Most of those used by college students are manufactured chemical compounds. The most common compound is LSD (d-lysergic acid diethylamide); it and other hallucinogens are potent and extremely unpredictable drugs that produce fast-acting and unexpected effects. The most common acute reactions are panic from severe anxiety and intense fear of losing control, and psychotic reactions involving severe break with reality, persistent hallucinations, and delusions. Psychotic reactions have been known to last weeks or months and often require hospitalization. The long-term or chronic effects of LSD use are not known at this time, but many ex-users report experiencing flashbacks, even several years after a bad trip.

Marijuana is an illegal drug with high potential for abuse. Because it affects the way a person thinks, learns, and acts, its use is especially harmful, even dangerous. In many situations, marijuana interferes with speech, memory, and learning, and makes tasks that require a clear mind difficult, meaningless, or unsafe. It also slows reactions & interferes with coordination. Marijuana’s dangers increase in combination with alcohol. Marijuana smoking also poses a serious threat to the user’s lungs, heart, immune system, and reproductive systems.

Inhalants include easy-to-obtain products such as cleaning fluids, solvents, aerosols, and airplane glue. They act on the central nervous system much like such volatile anesthetics as ether & chloroform, and produce bizarre perceptual and hallucinatory actions. Short-term physical effects include numbness, loss of coordination, loss of appetite, rapid heartbeat, and seizures. Psychological effects include euphoria, exhilaration, confusion, disorientation, loss of inhibitions, and impulsive behavior that may lead to injuries and accidents. Long-term health risks include nosebleeds, loss of consciousness, hepatitis, liver fibrosis, kidney failure, respiratory depression, blood abnormalities, irregular heartbeat, and possible asphyxiation.

Depressants include barbiturates, sedatives, and anti-anxiety drugs. They are usually taken orally. They depress not only the activity of the brain, causing an effect on the heart and respiration, but also muscle tissues. Short-term physical effects include drowsiness, slurred speech, irritability, stupor, and impaired

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judgment, memory, and attention. Long-term effects include disrupted sleep, psychosis, respiratory depression, coma, and neurophysiological and structural brain damage. Withdrawal can produce extreme anxiety, insomnia, convulsions, and death.

Narcotics include opium, morphine, heroin, codeine and synthetic substances that can be taken orally, snorted, smoked, or injected into the skin or a vein. They relax the central nervous system and appear to be able to reduce anxiety levels, promote drowsiness, and allow sleep in spite of severe pain. Short-term physical effects include pinpoint pupils, lethargy, skin abscesses, chronic constipation, nausea, and respiratory depression. Psychological effects include anxiety, irritability, mood swings, depression, drug seeking and antisocial behavior.

Cocaine is a white crystalline powder, often diluted with other ingredients. Crack cocaine is a light brown or beige pellet or crystalline rock that resembles coagulated soap. Cocaine is inhaled through the nasal passages or injected; crack is smoked. Cocaine speeds up physical and mental processes, creates a sense of heightened energy and confidence, and alters the pleasure centers in the brain. Physical short-term effects include headache, exhaustion, shaking, dilated pupils, blurred vision, nausea, loss of appetite, palpitations, and arrhythmias. Psychological effects include impaired judgment, hyperactivity, suspicion, acute anxiety, paranoid ideation, and violence. Repeated use or use of high dosages causes long-term effects. The effect on the central nervous system suppresses the desire for food, sex, and sleep. The cardiovascular system is affected resulting in high blood pressure, irregular heart rate, damage to heart tissue, constriction of blood vessels, and stroke. Cocaine also causes neurological and respiratory damage, there is danger of respiratory arrest. It damages the mucous membranes of the nasal passages and causes sinusitis and a loss of sense of smell. The male reproductive system is also negatively affected. In women there are implications for the fetus in the event of pregnancy.
APPENDIX F

Alcohol and Substance Abuse Treatment & Support Resources—Chicago Campus

Rosecrance Health Network
Contact: Sara Watts
Phone: 815-387-5615 to schedule an assessment
www.rosecrance.org
** This organization will provide a free assessment and referral.

Timberline Knolls
Contact: Kristen Dowell
Phone: 877-257-5611
www.timberlineknolls.com
This organization specializes in inpatient treatment for females. It also has a Christian track option.

New Leaf Resources
Contact: Terry Tosa
Phone: (708) 896-7310
http://www.newleafresources.org/
This organization provides outpatient mental health and substance abuse assessment and treatment.

Chicago Lakeshore Hospital
Phone: (800) 889-0560
www.chicagolakeshorehospital.com
This organization provides inpatient and outpatient treatment for mental health and substance abuse.

Support Groups

Alcoholics Anonymous – Find a meeting at http://chicago.aa.org/

Narcotics Anonymous – Find a meeting at http://www.chicagona.org/NewWeb/index.shtml
APPENDIX G

Alcohol and Substance Abuse Treatment & Support Resources—Spokane Campus

National Drug & Alcohol Treatment Hotline
Phone: 800-662-4357
www.samhsa.gov/treatment
This organization is a service and treatment referral center.

Teen Challenge
Contact: Stan Howe
Phone: 509-244-5510
www.teencallengpnv.com
This organization provides inpatient and outpatient treatment for chemical dependence.

Timberline Knolls
Contact: Kristen Powell
Phone: 877-257-8611
www.timberlineknolls.com
This organization specializes in inpatient treatment for females. It also has a Christian track option.

Colonial Clinic
Phone: 509-327-8831
www.colonialclinic.com
This organization is a private, non-faith based alcohol and drug treatment center.

Support Groups

Alcoholics Anonymous – Find a meeting at http://www.areas92oa.org/meetings/

Narcotics Anonymous – Find a meeting at http://www.na.org/

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APPENDIX H

Alcohol and Substance Abuse Treatment & Support Resources—Michigan Campus

Intercessions Counseling
Phone: (313) 207-9207
http://www.moody.edu/counselingservices/#michigan

Intercessions is a psychological services clinic on the MTS—Michigan campus that provides a quality, affordable service to the community and practicum experience for our alumni and students enrolled in our Master of Arts in Counseling Psychology (M.A.C.P.) program.

Ward Evangelical Presbyterian Church Recovery Groups
Phone: (248) 374-7400
http://www.wardchurch.org/share/care/recovery-groups/

Ward’s Recovery Groups provide interaction, learning and encouragement for members of our community who want to break free and experience life as God intended. These groups include Celebrate Recovery and Al-Anon for Christ.

Northridge Church Plymouth
Phone: 734.414.7777
http://northridgechurch.com/connections/care/care-directory/
You will find many options for help and support for a variety of issues you may be struggling with.

Ascensions Counseling Center
Phone: (248) 956-3063
http://www.ascensionscounseling.com/

Our mission at Ascensions Counseling Center is to help facilitate the transformation of people's lives and strengthen individuals, families, and our community.

Celebrate Recovery Michigan
Phone: 248-891-3304
http://celebraterecoverymichigan.org/

Nearby Celebrate Recovery Locations:

Allen Park
Grace Church
Phone: (734) 928-3194
Contact: Denee Bosetti

Ann Arbor
Church of the Nazarene
734-771-5723
Ann Sayler

Brighton
Brighton Nazarene Church
Phone: (517) 227-5600
Contact: Pastor Tim Wessell
Clinton Twp.
Bethany Baptist Church
Phone: (563) 791-1190
Contact: Brian and Bonnie Wegner

Detroit
Evangelical Ministries
Phone: (734) 658-5055
Contact: Sherry Bradley

Durand
First United Methodist Church
Contact: Ron Craft

Farrington Hills
Doorway to Recovery
Phone: (248) 967-2096
Contact: Larry Guolith
III. **Title IX Policy:** Moody Bible Institute’s Title IX Policy and Complaint Procedure

**The Moody Bible Institute of Chicago**

**Title IX Policy and Complaint Procedure**

**(as of November 21, 2014)**

**Overview**
This Title IX Policy (this “Policy”) and Complaint Procedure (“Complaint Procedure”) provides an avenue for those who have been the target of or who witness Sex-Based Misconduct (see “Definition” section below) to report such Sex-Based Misconduct, without fear of Retaliation (see “Definition” section below).

**I. Policy Statement**
As a Christian institution of higher learning, The Moody Bible Institute of Chicago (“Moody”) seeks to foster interactions that encourage an atmosphere of respect for all members of the Moody community and an educational and work environment free from Sex-Based Misconduct. To this end, Moody expects members of the Moody community to comply with legal requirements as well as higher standards of conduct consistent with our belief in Jesus Christ which elevates our view of human worth, dignity and communication. Moody prohibits Sex-Based Misconduct as well as Retaliation against any individual who reports a Title IX Complaint (see “Definition” section below).

**II. Application of Policy**
This Policy applies to all members of the Moody community—students, faculty, administrators, and staff; and vendors, contractors, and third parties who visit Moody’s campus with respect to all conduct in any academic, educational, extra-curricular, athletic, or other Moody program or activity (collectively, “Moody programs and activities”) on the Moody campus and Moody programs and activities occurring off-campus, including Moody programs and activities outside the United States. This Policy also applies to persons conducting business with or visiting Moody. Accordingly, Moody may investigate all Title IX Complaints regardless of where the alleged conduct occurs.

**III. Amnesty for Drug or Alcohol Possession and Consumption Violations**
Moody recognizes that victims and individuals with information about Sex-Based Misconduct may hesitate to come forward out of fear that their own actions are violations of Moody’s policies related to the use of drugs and alcohol. While Moody does not condone violations of such policies, it considers reporting incidents of Sex-Based Misconduct to be of paramount importance. Therefore, in order to facilitate reporting and resolution of Sex-Based Misconduct, Moody will extend immunity for any violation of Moody’s drug or alcohol possession or consumption policies in which any victim of Sex-Based Misconduct might have engaged in connection with the reported Title IX incident, except to the extent of any illegal activity or violations that did, do, or may place the health or safety of any other person at risk.

**IV. Reporting Title IX Complaints**
Moody students or employees who experience Sex-Based Misconduct of any kind are likely to have concerns and questions, including what options are available for reporting and responding to Sex-Based
Misconduct. There are a number of reporting options available. It is important to understand that choosing one option does not preclude you from pursuing another option now or in the future. Title IX Complaints by or against Moody students, Moody employees, or third parties, can be filed with Moody’s Title IX Coordinator. To discuss the various reporting options that are available to you, please contact Moody’s Title IX Coordinator. Moody’s Title IX Coordinator is:

Paul Perrin  
Title IX Coordinator  
820 N. LaSalle Blvd.  
Chicago, IL 60610  
312-325-4207  
paul.perrin@moody.edu

Victims or witnesses of Sex-Based Misconduct or Retaliation should immediately report the misconduct. They should not wait to report the Sex-Based Misconduct until it becomes sufficiently serious (i.e., severe, pervasive, or persistent) to create a Hostile Environment (see “Definitions” section below). The Title IX Coordinator and Title IX Investigators (see “Definitions” section below) can take proactive steps to prevent Sex-Based Misconduct or Retaliation from continuing and/or escalating, and protect or otherwise assist the persons involved.

Victims or witnesses of Sex-Based Misconduct or Retaliation who wish to file a Title IX Complaint should do so as soon as possible after an incident. The Title IX Coordinator coordinates and tracks all Title IX Complaints. There are several avenues available for submitting a Title IX Complaint:

- Send a private email to the Title IX Coordinator
- Mail a letter to the Title IX Coordinator
- Visit the Title IX Coordinator
- Report to another trusted Moody official including any Title IX deputy coordinator, Resident Supervisor, Public Safety officer, coach, Faculty Advisor, Human Resources employee who will provide information as required under the policy to the Title IX Coordinator

If there is a Title IX Complaint about the Title IX Coordinator, or if a direct report of the Title IX Coordinator would like to submit a Title IX Complaint, that Title IX Complaint should be filed with the President of Moody by either delivering or mailing a letter to the President of Moody. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the Title IX Complaint.

A. Students. A student who has experienced and/or witnessed what he or she believes is a form of Sex-Based Misconduct is encouraged to: (1) file a formal Title IX Complaint; and/or (2) file a police report; and/or (3) seek confidential counseling and/or assistance as described in Section X below. It is important for victims or witnesses of Sex-Based Misconduct to preserve evidence as may be necessary to the proof of the Sex-Based Misconduct.

B. Employees. All Moody employees are required to report to the Title IX Coordinator all relevant details about any alleged Sex-Based Misconduct that a student or another person has shared with

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such employee, unless such employee is statutorily prohibited from reporting such information, such as health care professionals. Relevant information includes the name of the alleged perpetrator (the “Respondent,” see “Definitions” section below) (if known), the student or other person who experienced the alleged Sex-Based Misconduct, any others involved in the Sex-Based Misconduct, as well as relevant facts, including the date, time and location of the Sex-Based Misconduct.

Employees who hear about an incident of Sex-Based Misconduct from another person should not promise confidentiality to the person who shares this information with the employee. Employees should tell the person sharing the information that: (1) the employee has an obligation to report the name of the Respondent and persons involved in the alleged Sex-Based Misconduct, as well as any relevant facts regarding the incident (including date, time, and location), to the Title IX Coordinator; (2) that the person has an option to request that Moody maintain his or her confidentiality, which the Title IX Coordinator will consider; (3) that the person may share the information confidentially with the confidential resources described later in this policy; (4) that the person has a right to file a Title IX Complaint with Moody; and (5) that the person has a right to report a crime to local law enforcement.

Important: Please note that all Moody employees must report suspected or known child abuse (including any suspected Sex-Based Misconduct perpetrated against those under the age of 18) to the applicable state children and family services department:

**Illinois**
Illinois Department of Children and Family Services (DCFS).
Hotline (800) 252-2873

**Michigan**
Michigan Department of Human Services (DHS).
For report of child abuse or neglect, call 855-444-3911.

**Washington**
Washington State Department of Social and Health Services.
For reports of child abuse or neglect, call 1-866-363-4276.

V. Reporting to Law Enforcement Authorities
Please call 911 as soon as possible if someone is in immediate danger or needs immediate medical attention.

If you believe that you have experienced or witnessed Sex-Based Misconduct, you may file a police report directly with your local police department, you may seek assistance from Moody’s Public Safety Department or Title IX Coordinator to make a police report, or you may decline to notify authorities. A police report may be filed utilizing the contact information listed below:
Some forms of Sex-Based Misconduct may also be crimes. For example, Sexual Assault (see “Definitions” section below) and Stalking (see “Definitions” section below) are crimes. Please contact local law enforcement if you would like to pursue criminal charges. Local law enforcement can help a victim obtain emergency and non-emergency medical care; get immediate law enforcement response for the victim’s protection; understand how to provide assistance in a situation that may escalate to more serious criminal behavior; arrange a meeting with victim advocate services; find counseling support; initiate a criminal investigation; and answer questions about the criminal process.

VI. Anonymous Reporting
The Title IX Coordinator accepts anonymous reports of Sex-Based Misconduct and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to the Title IX Coordinator. The Title IX Coordinator may be limited in the ability to investigate and respond to an anonymous report unless sufficient information is furnished to enable the conduct of a meaningful and fair investigation.

VII. Confidentiality
To the extent permitted under applicable laws, the Title IX Coordinator will keep confidential the Title IX Complaint, written reports, witness statements and any other information provided by the Complainant (see “Definitions” section below), the Respondent, or the witnesses, and will disclose this information only to the Complainant, Respondent, witnesses, or to Moody personnel and counsel as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to Moody officials as necessary for coordinating interim measures; for health, welfare, and
safety reasons; and to government agencies who review Moody’s compliance with federal law. The factual findings (“Findings”) and recommendation for Sanctions (“Recommendations”) from the Title IX Coordinator may be disclosed only to the Complainant, Respondent, and Moody officials as necessary to determine whether sanctions are necessary, and to prepare for any subsequent proceedings (e.g., committee handling appeals). These Moody officials have the same strict obligations to keep all information they learn confidential, subject to the limited exceptions that they may reveal such information when necessary to protect health, welfare or safety. Information about Title IX Complaints and reports, absent personally identifiable information, may be reported to Moody officials and external entities for statistical and analysis purposes pursuant to federal and state law and Moody policy.

VIII. Immediate Action and Interim Measures
Moody, as it may determine necessary in Moody’s sole discretion, may take interim measures to assist or protect the safety of the Moody community or ensure the integrity of the investigation during the Formal Process (described in Section IX below). Such measures for a student Complainant may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee Complainant, Moody may temporarily reassign or place on administrative leave an employee alleged to have violated this Policy.

IX. Resolution through the Formal Process
After a Title IX Complaint is filed, the following process (“Formal Process”) will be followed. The Formal Process is designed to provide a prompt, fair, and impartial investigation and resolution and protect the safety of victims and promote accountability. The Formal Process will be conducted by Moody employees (“Title IX Investigators” or “Investigators”) who receive annual training on issues related to Sex-Based Misconduct. Fairness to all individuals involved with a Title IX Complaint is a priority. Both the Complainant and Respondent will be given a copy of this Policy and Complaint Procedures and have the opportunity to respond to all allegations. The Complainant and Respondent will have the option to be accompanied to any meeting or proceeding related to the Formal Process by an advisor of their choice. The role of the advisor is to provide support and counsel to the advisee in the Investigation, determination and appeals processes; the advisor does not act as a representative of his or her advisee, does not have a voice in the processes, and may not actively participate in those processes.

A. Step 1-Implementation of Interim Measures and Preliminary Investigation:
After a Title IX Complaint is filed, a Title IX Investigator will consider whether immediate or interim measures or involvement of other Moody offices is appropriate. The Title IX Coordinator or an Investigator then will conduct a preliminary investigation in order to determine whether the Title IX office has jurisdiction over the matter. The Title IX office only has jurisdiction to investigate Title IX Complaints alleging Sex-Based Misconduct and Retaliation. The findings of the preliminary investigation are then reviewed by the Title IX Coordinator.

No Title IX Jurisdiction: If the Title IX Coordinator determines that there is no jurisdiction based on the preliminary investigation findings, the Formal Process concludes and the Title IX Coordinator or a Title IX Investigator may offer to assist the Complainant and, as appropriate, the
Respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.

Title IX Jurisdiction: If the Title IX Coordinator determines that there is jurisdiction based on the preliminary investigation findings, the parties will proceed to Step 2 below.

B. Step 2—Formal Investigation:
As described above, if there is a finding of Title IX jurisdiction, the Title IX Coordinator will appoint one or more of the Title IX Investigators to conduct a fair and impartial Investigation ("Formal Investigation") of the alleged Sex-Based Misconduct or Retaliation. Only Investigators who receive annual training on issues related to Sex-Based Misconduct will conduct a Formal Investigation. The Title IX Coordinator is responsible for the oversight and coordination of a prompt and equitable investigation.

The Complainant and Respondent may each have one adviser of their own choosing present for support and consultation during the investigation at any time the respective party is meeting with the Title IX Coordinator or the Investigators.

At the start of the Formal Investigation, the Complainant and Respondent may each have a meeting with the Title IX Coordinator and/or Investigator(s) during which the Formal Process and tentative timeline for the formal investigation will be explained and any preliminary questions answered.

Typically, a Formal Investigation will be completed within sixty (60) calendar days of receipt of the Title IX Coordinator’s receipt of the Title IX Complaint, unless there are extenuating circumstances (i.e., uncooperative witness, break periods and periods when Moody is closed). If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. The Complainant and Respondent will have the opportunity to review and respond to the evidence presented. The rules of evidence used in civil or criminal trials are not applicable to these Complaint Procedures.

To the extent permitted by applicable law, the Title IX Coordinator will comply with law enforcement requests for cooperation and such cooperation may require the Title IX Coordinator to temporarily suspend the fact-finding aspect of the Investigation while law enforcement is in the process of gathering evidence. Moody promptly will resume its Formal Investigation as soon as it is notified by the law enforcement agency that it has completed the evidence gathering process.

C. Step 3—Determination:
The Investigator will determine whether there is a preponderance of the evidence to believe that the Respondent engaged in Sex-Based Misconduct or Retaliation. This means that a Respondent is presumed not to have engaged in the alleged Sex-Based Misconduct or Retaliation unless a "preponderance of the evidence" supports a finding that such misconduct has occurred. This "preponderance of the evidence" standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it. The Investigator(s) will prepare a report ("Final Report") to the Title IX Coordinator documenting their Findings and Recommendations, if applicable.
No Finding of Sex-Based Misconduct or Retaliation: If following completion of the investigation the Title IX Coordinator or the Investigator finds (the “Findings”) that Sex-Based Misconduct or Retaliation did not occur, the Formal Process concludes. The Findings and notice of the termination of the Formal Process are communicated to the Complainant, Respondent, and Moody administrators as determined necessary by the Title IX Coordinator. Email is an acceptable form of delivery. In this case the Complainant may appeal the Findings.

Finding of Sex-Based Misconduct or Retaliation: If the Title IX Coordinator makes a Finding that Sex-Based Misconduct or Retaliation did occur, the Final Report will include suggested steps to take to prevent recurrence of any such violation, and as appropriate, Remedies (described in Section IX(E) below) for the Complainant. The Findings are communicated to the Complainant and Respondent simultaneously. The Respondent may appeal the Findings in the manner described below. If the respondent does not appeal the Findings, the Final Report will be provided to the Discipline Authority (described below) for a determination of appropriate sanctions. In the case of student Respondents, the Discipline Authority will be the Dean of Students. In the case of an employee Respondent, the Discipline Authority is Moody’s Vice President of Human Resources. Once the Title IX Coordinator and Discipline Authority decide upon an appropriate Sanction, the Title IX Coordinator will notify the Complainant and Respondent in writing of the final outcome of the Investigation. The notification shall include a summary of the Findings, the Sanction(s) to be imposed, and each party’s right to appeal. The form of notice and manner of delivery shall be at the sole discretion of the Title IX Coordinator and shall be that which is determined by the Title IX Coordinator to be the most expedient and reliable method of informing the parties, which may include, without limitation, email notification.

i. Sanctions

The following will guide the Title IX Coordinator and the Discipline Authority in determining sanctions (collectively, “Sanctions”) and provide notice to the Moody community of the possible Sanctions for an individual found responsible for a violation of this Policy. The discussion below only provides guidance and is not meant to be exclusive as to the other Sanctions that can be imposed.

The Dean of Students is the Discipline Authority charged with imposing sanctions on students who are found to have violated this Policy. Sanctions may include eviction from campus housing, suspension, expulsion, probation, a warning, or any other sanction set forth in the Student Conduct Code.

The Vice President of Human Resources is the Discipline Authority charged with imposing sanctions on employees who are found to have violated this Policy. Sanctions may include a letter of warning, official reprimand, probation, referral to a required counseling program, suspension from employment with pay, suspension from employment without pay, termination from employment, or training on Sex-Based Misconduct.

The Chief Operating Officer is the Discipline Authority charged with imposing sanctions on any third party (visitor, guest, contractor, subcontractor, vendor, partner, or business affiliate) found responsible for violating this Policy. Sanctions may range from a written warning to being banned
from any Moody property, activities, and/or programs, including the termination of any business contract with Moody.

Any Sanction(s) imposed may be suspended during the appeal process described in Section IX(f) below.

D. Remedies
The following remedies may be provided, if reasonably available and requested by the Complainant, at the conclusion of the Formal Process for which there is Title IX jurisdiction whether or not a Respondent is found to be responsible, and whether or not Complainant chooses to report the alleged Sex-Based Misconduct to local law enforcement:

Providing an effective escort to ensure that Complainant can move safely between classes and activities

- Ensuring that Complainant and Respondent do not share classes, extracurricular activities or work space
- Moving the Respondent or Complainant (if the Complainant requests to be moved) to a different residence hall
- Referring Claimant to medical, counseling and academic support services, such as tutoring
- Arranging for the Complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty
- Training or retraining Moody employees on responsibilities concerning allegations of Sex-Based Misconduct, and
- Any other remedy that the Title IX Coordinator may consider appropriate

E. Appeals
A party aggrieved by a decision of the Title IX Coordinator or by the sanctions imposed may file a Petition for Appeal within three (3) business days of notification of the final outcome of the investigation. The appeal must be in writing and state clearly the grounds that justify reconsideration. The appeal must be received by the Title IX Coordinator within three (3) business days of notification of the final outcome of the investigation. General dissatisfaction with the outcome of the investigation or related proceedings is not a basis for appeal. The written appeal may be made only on one or more of the following grounds:

- There was a significant procedural error of a nature sufficient to have materially and detrimentally affected the outcome.
- There is significant new evidence that was previously unknown to the appellant, which the appellant could not have discovered through the exercise of reasonable diligence, and the absence of which was sufficient to have materially and detrimentally affected the outcome and substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the notice of appeal.
- The Sanctions imposed are grossly disproportionate to the violations found to have occurred and would result in substantial injustice.

An appeal which is not based on one of these criteria will be dismissed without further consideration.
If no appeal is received by the Title IX Coordinator within the three (3) business day period, the findings, conclusions of the Title IX Coordinator and/or any sanctions imposed by the Discipline Authority will be final.

If the appeal is received within the three (3) business day period, the Title IX Coordinator will notify the Appeals Committee. The Appeals Committee will then review the Investigator’s Findings, the conclusions of the Title IX Coordinator, and/or any sanctions imposed, and obtain any additional information deemed necessary by the Appeals Committee for resolution of the appeal.

Within twenty-one (21) business days of the date of the filing of the appeal, unless there are extenuating circumstances (i.e., unavailability of appeal committee member(s), uncooperative witness, break periods and periods when Moody is closed), the Appeals Committee will render a written decision on appeal to all parties. The Appeal Committee’s decision on all appeal requests is final.

The submission of an appeal does not by itself prevent or defer implementation of the Sanctions imposed. However, at the request of the Appellant, the applicable Discipline Authority may, in his or her sole discretion and for good cause, defer implementation of some or all of those consequences during the pendency of the appeal.

X. Confidential Counseling and Community Services

If you have suffered or witnessed Sex-Based Misconduct, you may wish to speak with someone confidentially about what happened to you. The resources listed below can provide confidential counseling and support, and, except in limited circumstances, will not share information with either law enforcement or Moody without an individual’s consent. These resources are permitted by the nature of their profession to maintain your confidentiality. A Title IX Complaint or police report is not necessary to utilize these resources.

Illinois:
For Students:
On-campus resources that may be helpful include:
Counseling Department
Steve Bravel
(312) 329-4191

Health Service
Ann Meyer
(312) 329-4417

For Everyone:
Domestic Violence Legal Clinic
312-325-9155

Michigan:
Intersessions Counseling Clinic
Jamie McNally, Assistant Clinic Manager
Washington:
Off-campus resources that may be helpful include:
Genesis Institute
1220 N. Howard St.
Spokane, WA 99201
Tel: 509-467-7913
http://genesisinstitute.org/

In addition to the resources above, community services are available, even if a Title IX Complaint is not made. Moody strongly encourages anyone who feels he or she is, or has been, the victim of Sex-Based Misconduct to seek assistance to care for himself or herself emotionally and physically through confidential crisis intervention, healthcare, and/or counseling.

Illinois:
Off campus resources that may be helpful include:
Clerk of the Circuit Court-Cook County
555 West Harrison
Chicago, IL 60607
312-325-5500 or 312-325-5467
Additional/Specific Resources found online:
www.cookcounty clerkofcourt.org/?section=SERVRESPage&SERVRESPage

Michigan:
Off-campus resources that may be helpful include:
WC SAFE (Wayne County Sexual assault Forensic Examiners Program)
2727 Second Avenue, Suite 120
Detroit, Michigan 48201
Office: (313) 964-9701
Crisis Pager: (313) 430-8000

US National Domestic Violence Hotline
1-800-799-7233

First Step (Sexual Assault Services, Domestic Violence Services)
44567 Pinetree Drive
Plymouth, MI 48170
Web Address: http://www.firststep-mi.org
Primary Crisis Line: (888) 453-5900

Plymouth Police Department
201 S. Main
Plymouth, MI 48170
(734) 453-1234

St. Mary Mercy Hospital

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XI. External Agencies
At any time during the pendency of the above-described investigation, hearing, and/or appeal, students and employees with questions about Title IX or those who believe they have been subject to Sex-Based Misconduct or Retaliation may file a Title IX Complaint with the Office for Civil Rights (OCR):

**Chicago, Illinois Campus:**
Chicago Office
Office for Civil Rights
U.S. Department of Education
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544
Telephone: 312-730-1560
FAX: 312-730-1576; TDD: 877-521-2172
Email: OCR.Chicago@ed.gov
Website: http://www.ed.gov/

**Plymouth, Michigan Campus:**
Cleveland Office
Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115-1812
Telephones: 216-522-4970
FAX: 216-522-2573; TDD: 800-877-8339
Email: OCR.Cleveland@ed.gov

**Spokane, Washington Campus:**
Seattle Office
Office for Civil Rights
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Telephone: 206-607-1600
FAX: 206-607-1601; TDD: 800-877-8339
Email: OCR.Seattle@ed.gov
Likewise, at any time during the pendency of the above-described investigation and/or appeal, employees who believe they have been subject to Sex-Based Misconduct or Retaliation in violation of Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq., may file a complaint with the applicable state agency listed below or the appropriate Equal Employment Opportunity Commission ("EEOC") office:

**Chicago, Illinois Campus:**
Equal Employment Opportunity Commission
Chicago District Office
500 West Madison Street, Suite 2000
Chicago, Illinois 60661
(312) 353-2713
TTY: (312) 353-2421
Website: www.eeoc.gov

**Illinois Department of Human Rights**
James R. Thompson Center
100 W. Randolph Street, Suite 10-100
Chicago, Illinois 60601
Phone Number: (312) 814-5200
TDD: (312) 263-1579
Website: www.state.il.us/dhr

**Plymouth, Michigan Campus:**
Equal Employment Opportunity Commission
Detroit Field Office
Patrick V. McNamara Building
477 Michigan Avenue
Room 865
Detroit, MI 48226
Phone Number: 1-800-669-4000
Fax: 313-226-4610

**Michigan Department of Civil Rights**
Detroit Executive Office
Cadillac Place
3054 West Grand Boulevard, Suite 3-600
Detroit, MI 48202
Phone: 313-456-3700
Fax: 313-456-3791

**Spokane, Washington Campus:**
Equal Employment Opportunity Commission
Seattle Field Office
810 3rd Ave., Ste. 750
Seattle, WA 98104-1627
Phone Number: 206-684-4500
Fax: 206-684-0332

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XII. Definitions

A. Appellant: A Complainant or Respondent who is aggrieved by a decision of the Title IX Coordinator or by the sanctions imposed during the Formal Process and files an Appeal.

B. Complainant: The student, employee, or third party who suffers Sex-Based Misconduct by the conduct of another.

C. Consent: The freely given agreement evidenced by actual words or conduct to the act of sexual penetration or the sexual conduct in question. There is no Consent if force or coercion is used to accomplish the sexual penetration or sexual conduct or if the Respondent knows or has reason to know that the Complainant is mentally incapable, mentally incapacitated, or physically helpless. Lack of verbal or physical resistance or submission by the Complainant resulting from the use of force or threat of force by the Respondent shall not constitute Consent. The manner of dress of the Complainant at the time of the offense shall not constitute Consent. A person who initially Consents to sexual penetration or sexual conduct is not deemed to have Consented to any sexual penetration or sexual conduct that occurs after he or she withdraws Consent during the course of that sexual penetration or sexual conduct.

D. Dating Violence: (1) Threats to use physical, mental, or emotional abuse to control another person who is in a Dating Relationship with the person; or (2) Behavior by which a person uses or threatens to use Sexual Violence against another person who is in a Dating Relationship with the person; or (3) Behavior by which a person uses physical violence against another person who is in a Dating Relationship with the person. Dating Violence does not include acts of Domestic Violence.

E. Dating or Dating Relationship: An ongoing social relationship of a romantic or intimate nature between 2 persons. The existence of such a relationship shall be determined based upon the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating or Dating Relationship does not include a casual relationship or ordinary fraternization between 2 persons in a business or social context.

F. Domestic Violence: The occurrence of any of the following acts against a family or household member (“Family or Household Member”), which includes spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, and persons who share or allegedly share a blood relationship through a
child by a person that is not an act of self defense: (1) causing or attempting to cause physical or mental harm to a Family or Household Member; (2) interference with personal liberty or willful deprivation of a Family or Household Member; (3) placing a Family or Household Member in fear of physical or mental harm; (4) causing or attempting to cause a Family or Household Member to engage in involuntary sexual activity by force, threat of force, or duress; or (5) engaging in activity toward a Family or Household Member that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

F. Hostile Environment: A Hostile Environment is created if the Sex Based Misconduct is sufficiently serious that it denies or limits a student or employee’s ability to participate in or benefit from Moody’s programs, services, or activities; or has the purpose or effect of unreasonably interfering with an individual’s employment.

G. Hostile Environment Sexual Harassment: A type of Sexual Harassment that is (A) sufficiently serious (i.e. severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person’s ability to participate in or benefit from Moody’s programs, services, or activities; or (B) has the purpose or effect of unreasonably interfering with an individual’s employment.

H. Quid Pro Quo Sexual Harassment: A type of Sexual Harassment that conditions the terms or conditions of employment, educational benefits, academic grades, living environment or participation in Moody’s activities, either explicitly or implicitly, on submission to or rejection of unwelcome sexual advances or requests for sexual favors.

I. Respondent: The person alleged to have engaged in Sex-Based Misconduct.

J. Retaliation: Taking any adverse or hostile act, engaging in harassment, or making an adverse employment or academic decision against a Moody employee or student, or third party because that employee, student, or third party has opposed a violation of this Policy, filed a Title IX Complaint, assisted or participated in a Title IX Investigation, proceeding, or hearing.

K. Sex-Based Misconduct: One or more acts of Sexual Harassment, Dating Violence, Domestic Violence, Sexual Assault, Sexual Violence, and Stalking.

L. Sexual Assault: (1) An act of sexual penetration by the use of force or threat of force; or (2) an act of sexual penetration where the Respondent knew that the Complainant was unable to understand the nature of the act or was unable to give knowing Consent; or (3) an act of sexual penetration with a Complainant who was under 18 years of age when the act was committed and the Respondent was a family member; or (4) an act of sexual penetration with a Complainant who was at least 13 years of age but less than 18 years of age when the act was committed and the Respondent was 17 years of age or over and held a position of trust, authority or supervision in relation to the Complainant.

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M. Sexual Harassment: Unwelcome conduct of a sexual nature that can include unwelcome sexual advance, request for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as Sexual Assault or acts of Sexual Violence. Sexual Harassment includes, but is not limited to: Quid Pro Quo Sexual Harassment and Hostile Environment Sexual Harassment.

N. Sexual Violence: Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving Consent (e.g., due to the Complainant’s age, use of drugs or alcohol, or a disability that prevents the Complainant from having the capacity to give Consent). Conduct will be deemed Sexual Violence whether obtained by force or threat of force and whether completed or attempted. Sexual exploitation (taking non-consensual or abusive sexual advantage of another for your own benefit) may also be considered a form of Sexual Violence, depending on the circumstances.

O. Stalking: (1) Knowingly engaging in a course of conduct directed at a specific person where this course of conduct would cause a reasonable person to fear for his or her safety or the safety of a third person or suffer other emotional distress; or (2) Knowingly and without lawful justification, on at least 2 separate occasions, following another person or placing the person under surveillance or any combination thereof and (a) at any time transmitting a threat of immediate or future bodily harm, Sexual Assault, confinement or restraint and the threat is directed towards that person or a family member of that person; or (b) places that person in reasonable apprehension of immediate or future bodily harm, Sexual Assault, confinement or restraint of that person or a family member of that person; or (3) When, having been previously convicted of stalking another person, knowingly and without lawful justification on one occasion (a) follows that same person or places that same person under surveillance; and (b) transmits a threat of immediate or future bodily harm, Sexual Assault, confinement or restraint to that person or a family member of that person. Stalking may be accomplished by physical acts or electronic means, such as through computer or cell phone.

P. Title IX Complaint: Complaints of Sex-Based Misconduct by or against Moody students, Moody employees, or third parties on Moody’s campus.

Q. Title IX Investigators: Title IX Investigators consist of Moody administration, faculty and staff employees that receive annual training related to their responsibilities of investigating complaints or reports of Sex-Based Misconduct. The Title IX Investigators may also advise students, who wish to make a Title IX Complaint under this Policy and those who have been accused, of their rights and resources when dealing with Sex-Based Misconduct.