

# Missions Conference Attendance Policy

## MINIMUM ATTENDANCE REQUIREMENT = 12 SESSIONS.

The session requirements are:

- Tuesday - General Session I Required (7:00pm – 8:30pm)
- Friday - Global Prayer Groups & General Session VI Required (9:00am – 11:30am)
- Ten Electives (the following are **NOT** eligible for attendance requirements: Agency Displays, Hip Hop/Spoken Word Concert, & SMF Concert of Prayer).

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

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

### EXCUSED ABSENCES

Excused absences are PCM, regularly scheduled on or Off-Campus employment, or illness (registered at Health Service). For each required session missed due to an excused absence, another session must be substituted during the conference to equal 12 sessions.

### ON CAMPUS EMPLOYMENT

Student employees working in Customer Service, Distance Learning Center, Facilities, Food-Service, or Public Safety who are required to work EXTRA hours on campus due to the conference do not need to substitute for sessions missed while working. Your supervisor will need to turn in a copy of your work schedule to the Office of Student Programs to verify the missed sessions.

### MISSIONS CONFERENCE APPEALS

If your schedule does not allow you to attend the 12 sessions (required or otherwise) you will need to submit an online Excused Absence Form, this form is not the attendance form. Students will submit this form online (myMoody.edu). Under the Chicago Campus tab click on Missions Conference and then click on the “Excused Absence” link. This will direct the student to the online excuse form. **The form will be available between Saturday, October 3 and Monday, October 12.** You may also need to make an appointment to see Mr. Joe Gonzales PRIOR to the conference for approval. Please call the Office of Student Programs at x4206 to schedule an appointment.

### ABSENCE PENALTY

Attendance deficiencies are considered a serious matter. Students with a deficiency of one session will be given a Formal Reprimand. Students with a deficiency of two will be placed on Conference

Probation. More than two may jeopardize the students stay at Moody.

### COMMUTER STUDENTS

You are not required to attend the 12 “required” sessions. Commuter students should attend sessions during the time they would normally be on campus for class (Example: If you have a class from 8:00am-9:00am and another class from 1:00pm-2:00pm you would be expected to attend all of the sessions in between and up until the time you would normally be leaving campus). See Mission Conference Appeals to submit your reasons why you cannot make the 12 sessions.

### SUBMITTING REPORTS

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

### LATE REPORTS

**Reports are due between the end of the closing session (General Session VI) and 11:59pm on Monday, October 19, 2015.** Students who submit their report after 11:59pm on **Monday, Oct. 19, 2015** will be charged **\$10**. Students who submit their report after 11:59pm on **Wednesday, Oct. 21, 2015** will be charged **\$20**. The time stamp on emails and phone calls are used to determine when reporting difficulty in submitting your form occurred.

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

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