

Moody Bible Institute Distance Learning

Student Handbook

2019-2020

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Welcome to Moody Bible Institute Distance Learning!

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

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

Mission of Moody Bible Institute

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

Core Values

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

Mission Statement of MBIDL

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

MBIDL Student Responsibility

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

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

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

Our Commitment to Helping You

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

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

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

Moody Bible Institute Distance Learning Leadership

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

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Community Values and Expectations

A Philosophy of Christian Life

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

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

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

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

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

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

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

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

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

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

MBIDL Code of Conduct

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

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

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

Code of Conduct

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

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

Code of Conduct Violations

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

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

1st Violation: Warning to Probation

2nd Violation: Probation to Dismissal

3rd Violation: Dismissal

Code of Conduct Processes

Information regarding code of conduct violations may come from any number of sources including, but not limited to, fellow students, faculty, staff, and individuals outside of MBI who interact with students on a day to day basis. Reported violations may be communicated to students for comment and explanation.

Harassment

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

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

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

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

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

Liability for Harassment

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

Sexual-Based Misconduct

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

Retaliation (as defined by Moody's Title IX Policy). Please refer to Moody's Title IX Policy at <https://www.moody.edu/about/reports-and-policies/title-ix/> for policies and procedures specific to Sex-Based Misconduct.

Human Sexuality

Our foundation for understanding human sexuality is rooted in our commitment to the Bible as the only authoritative guide for faith and practice. The first two chapters of Genesis constitute the paradigm and prerequisite of God's enduring creative intent for human personhood, gender and sexual identity, and sexual intimacy in marriage.¹

Moody Bible Institute believes that humanity came from the hand of God with only two sexual distinctions—male and female—both in the image of God, and emerging from one flesh with the unique physical capacity to reunite as one flesh in complementarity within a marriage. God's creation design and intent for marriage as expressed in Genesis 2 is therefore exclusively between one man and one woman. Marriage alludes to the love of Christ for His Bride, the Church.² Within this monogamous context, intended to be lifelong, sexual intimacy is a glorious blessing from God.

We affirm the worth and relevance of human gender and sexuality, and of sexual intimacy as a distinctive of marriage. Based on Scripture,³ non-marital sex, homosexual sex, same-sex romantic relationships, and gender identification incongruent with one's birth-sex all violate God's generous intention for human relationships. Such practices misrepresent the nature of God Himself, and therefore are sinful under any circumstance. In God's standards, we find merciful restraint on our fallenness. Concerns about sexuality and gender may be difficult to disclose, but suffering in silence is a far greater challenge. Moody Bible Institute believes that people are best supported if we are able to share our questions, struggles, or our self-understanding with trusted others.

God's love and concern for all of humanity compelled Him to offer His Son as a ransom for our lives and we consider His biblically recorded and specifically defined guidelines for sexual practice to be enduring expressions of His love and protection of our human identity.⁴ We therefore willingly submit ourselves to these biblical mandates in light of our call to holiness and to self-surrender. Members of our community will neither practice nor propagate positions or activities at variance with Moody's position.

¹ Genesis 1:27, 2:24; cf. Matthew 19:4–5

² Ephesians 5:22–33; Revelation 19:7–9

³ Leviticus 18; 1 Corinthians 5-6

⁴ Matthew 19:5–9; Ephesians 4:11–13; 1 Thessalonians 4:3–8

Student Complaint Policies

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

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

Informal Complaint

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

Formal Complaint

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

Out-of-State Student Complaint Process

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

Course Expectations and Information

Academic Programs

Undergraduate Certificate Programs

- Certificate of Biblical Studies (26 credits)
- Certificate of Biblical Leadership (24 credits)
- Certificate of Ministry to Women (22 credits)

Associate Degree

- Associate of Biblical Studies (60 credits)

Bachelor of Science Degrees

- Bachelor of Science in Biblical Studies (121 credits)
- Bachelor of Science in Integrated Ministry Studies (120 credits)
- Bachelor of Science in Ministry Leadership (120 credits); Concentrations:
 - Children and Family Ministry
 - Disability Ministry
 - Leadership
 - Preaching
 - Ministry to Women
- Bachelor of Science in Theological Studies (120 credits); Concentrations:
 - Christian Thought
 - Spiritual Formation
- Bachelor of Science in Theology and Cultural Engagement (121 credits)

Master of Arts Degree

- Master of Arts in Biblical Preaching (36 credits)
- Master of Arts in Global Ministry Design (30 credits)
- Master of Arts in Ministry Studies (36 credits)

Undergraduate and Graduate Venue Options

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

Online Courses

Moody Bible Institute Distance Learning offers students the ability to earn any of its undergraduate and graduate credentials listed above by studying entirely in an online environment. Online learning combines the freedom of studying without the constraints of a set class time, yet retains interactivity with fellow learners and the instructors via the Internet. Students and instructors interact with each

other through discussion boards, email, and other Internet tools to create a virtual community of learners from a variety of cultures and backgrounds. Online courses are available in various formats. Undergraduate courses offered online are available in eight-week, 16-week, and self-paced formats, and graduate courses offered online are available in an eight-week format. Students will progress through a structured series of course materials and learning experiences taught by Moody Bible Institute instructors. Assignments require students to engage in activities that are both academic and practical. Students may also choose to enroll in a single course or in several courses at once.

The courses are designed to help you benefit from the learning community that surrounds you. Your commitments to family, church, ministry, and community become key components in your personal development in the courses. Online interaction with faculty and students of other backgrounds further enriches the experience.

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

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

How much time will I spend online?

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

Do I have to be online at any specific time?

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

8-Week Courses Option

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

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

Online Self-Paced Option

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

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

Minimum System Requirements for Online Students

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

If you have specific questions or would like more information, please contact Information Technology Services at 312.329.4001 or visit www.moody.edu/technology and click on the "Distance Learning" tab.

Independent Studies

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

NOTE: This venue is only available to Undergraduate non-degree students.

Course Descriptions

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

Textbooks

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

Tuition Appeal Process

When you register for a course at Moody Bible Institute Distance Learning, you are responsible for the costs associated with registering for the course. If circumstances beyond your control cause you to stop attending your classes or drop a course after the normal refund period, you may appeal for an exception to the Moody Distance Learning's refund policy. Such circumstances may include but are not limited to the following:

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

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

- You exercised poor judgment and/or poor time management skills.
- You lacked knowledge of Moody's policies and procedures regarding course drops and refunds.
- You were not aware of or you failed to utilize Moody's available resources.

Important Notes

Appeals must be made within four months from the final date of the course. Any appeal submitted after this time period will **not** be considered.

If you received Financial Aid for the term identified in this appeal, be aware that submission of a tuition appeal could

impact your Financial Aid and result in money owed. It is recommended that you discuss these implications with the Financial Aid office **before** submitting an appeal.

Appeal Process

1. You must officially drop the course(s) before submitting an appeal form (see Course Drops).
2. Complete each step of the online fillable form located under the MDL Student tab at my.moody.edu.
3. Attach required supporting documentation to the appeals form or submit to mdlappeals@moody.edu. Appeals submitted without supporting documentation will not be reviewed by the committee.
4. The MDL Appeals Investigator may request additional information from the student.
5. Completed appeals are sent to the Student Appeals Committee to review and make a final decision.
6. The student will be notified by email when a final decision is made.
7. If the appeal is approved, Student Accounts and/or Financial Aid will make adjustment to tuition/fees.

Academic Information

Family Educational Rights and Privacy Act

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

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

Students have four primary rights under FERPA: (1) the right to inspect and review the student's education records; (2) the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA; (3) the right to provide written consent before the Institute discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the Moody Bible Institute to comply with the requirements of FERPA.

Directory Information

Unless students have requested that their directory

information be listed as confidential through the Office of Academic Records or by the students themselves in their my.moody.edu student portal, information designated as “Directory Information” may be disclosed without the consent or knowledge of the student. Directory information at Moody includes the following information:

- Student’s name
- Date of birth
- Marital status
- Photo
- Any audio and/or visual recording, including, without limitation, video, film, audio recording, or digital image
- Job history and/or other information posted to an MBI job board
- Addresses
- Telephone information
- Email addresses
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Enrollment status
- Classification
- Academic program
- Degree(s) and certificate(s) earned
- Honor(s) and award(s) received
- Graduation date

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

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

Course Registration

Students are responsible for course registration through their my.moody.edu student portal. Holds on students’ accounts may prohibit them from enrolling in courses until the holds have been lifted. It is recommended that students follow the program plan, which is the suggested sequence of courses to fulfill their academic requirements.

Open Enrollment

Open enrollment occurs in the following sequence (see Academic Calendar for specific dates):

Semester

Fall
Spring
Summer

Open Enrollment

Registration begins in April
Registration begins in November
Registration begins in February

Registration Deadlines

Registration closes one week prior to the start of 8-week online courses and three days after the start of 16-week online and 16-week online self-paced courses. Students will be prohibited from attending, participating, or receiving credit for courses that are not on their official record. Students may check their my.moody.edu student portal for additional registration information.

Academic Load

Undergraduate

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

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

Graduate

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

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

Grading System

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

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

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

Grade Points

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

A	4.00	C-	1.70
A-	3.70	D+	1.30*
B+	3.30	D	1.00*
B	3.00	D-	0.70*
B-	2.70	F	0.00
C+	2.30	FN	0.00
C	2.00	WF	0.00

*Not applicable to graduate courses.

Semester Grade Point Average

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

Cumulative Grade Point Average

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

Scholastic Honors

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

Undergraduate Academic Honors

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

Graduate Academic Honors

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

Official Grades

Official grades are required to be posted by the faculty member fourteen calendar days after the last day of the course. Students are able to view their official grades on the my.moody.edu student portal. It is the responsibility of all students to check their official grades at the conclusion of each academic session to ensure that their posted grades are correct and accurate.

Academic Transcripts

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

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

Academic Policies

Academic Credit Policies (Undergraduate)

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

A maximum of 75% of a program may be fulfilled through transfer credit or test credit. The combined total of all test credits cannot exceed 25% of a student's program requirements.

Transfer Credit

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

- The course must be taken at an institution of higher learning that is regionally accredited, accredited by the Association for Biblical Higher Education (ABHE), accredited by the Transnational Association of Christian Colleges and Schools (TRACS), or accredited by the European Evangelical Accrediting Association.

- The course must be equivalent in content and credit hours (i.e. 4.5 quarter hours = 3 semester credit hours).
- The student must earn a grade of C or better for the transfer of undergraduate courses completed within the past fifteen years or the student must earn a grade of B or better for the transfer of undergraduate courses completed within the past thirty years. A course graded on a pass/fail basis will not transfer.
- Credits that exceed thirty years from the date of completion are not transferable toward current academic program requirements.
- The course fulfills one of the student's academic program requirements.
- Official transcripts must be submitted prior to the start of a student's final semester.
- International transcripts will be required to have a course-by-course evaluation from World Education Services (wes.org or (212) 966-6311) or Education Credential Evaluators (ece.org or (414) 289-3400), or any current member of the National Association of Credential Evaluation Services. A list of members may be found at naces.org/members.html.

Test Credit

Moody Bible Institute Distance Learning accepts Advanced Placement (AP) Examination, College-Level Examination Program (CLEP), International Baccalaureate (IB), and other test credit recognized by the American Council on Education (ACE). Official test scores must be submitted prior to the start of a student's final semester. For test credit guidelines contact the Office of Academic Records.

Earned Degree Credit

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

Bachelor of Science in Integrated Ministry Studies

Undergraduate courses and test credits being considered for transfer to the Bachelor of Science in Integrated Ministry Studies are not subject to the 10- and 30-year transfer credit time limits, provided a grade of C or better was earned. This program is also exempt from the 75% transfer credit limit and the 25% test credit limit. All other academic credit policies still apply.

Statute of Limitations

Undergraduate academic credits that exceed thirty years from the date of admission are not applicable to current academic program requirements. The Bachelor of Science in Integrated Ministry Studies is not subject to this Statute of Limitations policy.

Transferability of Credit Earned at Moody

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

Academic Credit Policies (Graduate)

Academic credit includes credits earned at Moody, transfer credit, advanced standing credit, and validation examination credit. Institutional credit contributes to the student's grade point average, while transfer credit, advanced standing credit, and validation examination credit do not contribute to the student's grade point average. Students admitted without a bachelor degree will not be eligible to receive transfer credit and advanced standing credit toward their program. Final approval of academic credits is under the authority of the registrar. Moody Bible Institute Distance Learning does not grant academic credit for non-academic prior experience. A maximum of 50% of a program may be fulfilled through transfer credit, advanced standing credit, and validation examination credit.

Transfer Credit

Courses being considered for transfer credit must meet the following criteria:

- The course must be taken at a regionally or Association of Theological Schools (ATS) accredited institution. The institution must have been accredited at the time the courses were completed.
- The course must be equivalent in content and credit hours (i.e. 4.5 quarter hours = 3 semester credit hours).
- The student must earn a grade of B- or better. A course graded on a pass/fail basis will not transfer.
- Credits that exceed ten years from the date of completion are not transferable toward current program requirements.
- The combined total of all transfer credits cannot exceed 50% of a student's program requirements.
- The course fulfills one of the student's academic program requirements.
- Records must be submitted on official transcripts within the first semester of enrollment.
- Students submitting international transcripts will be required to have a course-by-course evaluation from World Education Services (wes.org or (212) 966-6311),

Education Credential Evaluators (ece.org or (414) 289-3400), or any current member of the National Association of Credential Evaluation Services. A list of members may be found at naces.org/members.html.

Once admitted to an academic program, a student must take all courses at Moody Bible Institute Distance Learning.

Advanced Standing Credit

Advanced standing credit is based on a student's undergraduate coursework and reduces the total number of credits needed to complete a program. Up to 25% of an academic program can be fulfilled with advanced standing. Advanced standing credit and validation examination credit combined cannot exceed 25% of a program (see Academic Credit Limits). In order to receive advanced standing credit, the following criteria must be met:

- The course must be taken at a regionally or Association for Biblical Higher Education (ABHE) accredited institution.
- The course must be upper-level (300–400 level).
- The course must be equivalent in content.
- The student must earn a grade of B- or better. A course graded on a pass/fail basis will not transfer.
- Credits that exceed ten years from the date of completion are not eligible for advanced standing.
- Records must be submitted on official transcripts within the first semester of enrollment.

Validation Examination Credit

Moody Bible Institute Distance Learning offers validation examinations to students with extensive personal study or other nontransferable learning who desire to earn graduate credit. Up to 25% of an academic program can be fulfilled with validation examination credit. Advanced standing credit and validation examination credit combined cannot exceed 25% of a program (see Academic Credit Limits). A fee is charged for each examination. For validation examination information, please contact Moody Bible Institute Distance Learning. Students must complete validation examinations within their first two semesters (fall and spring).

Academic Credit Limits

The maximum of transfer, advanced standing, and validation examination credit allowed in each academic program are as follows:

Academic Program	Required Credits	Advanced Standing & Validation Exam Credit Combined	Maximum Transfer Credits*
MA in Global Ministry Design	30	6	15
MA in Ministry Studies	36	9	18

*Transfer credit, advanced standing credit, and validation examination credit combined cannot exceed 50% of a program.

Earned Degree Credit

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

Statute of Limitations

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

Transferability of Credit Earned at Moody

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

Academic Integrity and Penalties for Academic Misconduct

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

Cheating

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

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

Plagiarism

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

Penalties for Academic Misconduct

First Offense

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

Second Offense

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

Academic Probation and Dismissal

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

Quantitative Measure (Pace of Progress)

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

Qualitative Measure (Cumulative GPA)

Students are required to meet SAP standards in order to remain in good academic standing and retain eligibility for financial aid. The qualitative measurement requires a certain

cumulative GPA based on the number of credits earned according to the chart below.

Undergraduate Certificates and Associate Degree

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

Bachelor Degrees

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

Master of Arts Degrees

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

Maximum Time Frame

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

Probationary Semester

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

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

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

Academic Plan for Improvement

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

Academic Dismissal

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

Academic Program Time Limits

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

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

Students who need additional time to complete their certificate or degree program must submit the Program Extension Appeal prior to the final semester of their program time limit. Failure to do so will result in program dismissal. If dismissed, students will have the option to reapply to current academic programs. Not all previous credits may apply.

Change of Program

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

Program changes will be effective for the semester in which the change was approved.

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

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

Course Attendance Policies

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

Course Audits

Students are not eligible to audit online or independent study courses.

Course Cancellation Policies

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

Course Drops

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

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

Course Exceptions

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

Course Extensions

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

Length of Course	Length of Extension
26 Weeks	26 weeks
16 Weeks	5 weeks
10 Weeks	3 weeks
8 Weeks	3 weeks

Late Assignment Grading Policy

All assignments are to be submitted/completed by the due date which, if not otherwise identified in the course, is Monday by 11:59pm Central Time (CT) each week. Instructors establish their own late assignment submission policy. Students should review the instructor's course announcements or contact their instructor for specifics on late assignment submissions. Students needing to hand work in after the final date of the course session must apply for a course extension prior to the end date of the course according to the Course Extension policy listed in the catalog.

IMPORTANT: Notify your instructor if there are circumstances which prevent you from submitting your work on time. Exceptions to this policy are at the discretion of each

individual instructor and will be based on extenuating circumstances beyond the control of the student.

Discussion Boards

Late Discussion Board postings will receive NO credit if late since they are interaction between students during the course of a week (or however long the discussion board is planned) and once the time frame has expired, students have moved on to the next conversation.

Extra Credit

Extra credit work is NOT permitted with any MBI-DL online course. Keep up with your discussion boards and assignments to receive maximum credit for the course.

Course Repeats

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

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

Directed Study

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

Discontinuation

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

Grade Appeals

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

- Step I The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step II.
- Step II The student submits their appeal and supporting documentation through the online fillable form on my.moody.edu. The appeal is reviewed by the MBI-DL Academic Standards Committee. The instructor also submits a written summary of the issue. The decision of the committee is final. A written response is emailed to the student as soon as a decision has been reached.

Graduation and Commencement

Graduation Process

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

Graduation Process:

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

Graduation Requirements (Undergraduate)

The graduation requirements for undergraduate students are as follows:

- Successfully complete all academic program requirements.

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

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

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

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

Failure to follow this process will result in program discontinuation.

Commencement Eligibility (Undergraduate)

In order to be eligible to participate in the May commencement ceremony, students must complete the Graduation Process and be actively enrolled in all required coursework by the given deadline. If at any point a student is no longer on track to meet the Graduation Requirements, commencement eligibility will be revoked. For additional information and instructions regarding Graduation and Commencement, contact the Office of Academic Records.

Graduation Requirements (Graduate)

The graduation requirements for graduate students are as follows:

- Successfully complete all academic program requirements.
- Maintain a minimum cumulative GPA of 2.50.
- Demonstrate a commendable spiritual life and Christian character and display approved conduct in accordance with Moody's guidelines.

- Sign a statement of agreement with Moody's doctrinal position.
- Be approved to graduate by the Office of Academic Records and the Graduate Faculty.

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

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

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

Failure to follow this process will result in program discontinuation.

Commencement Eligibility (Graduate)

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

Non-Enrollment

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

Program Completion Undergraduate Students

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

one year of readmission. Failure to do so will result in discontinuation and ineligibility for program completion.

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

Graduate Students

Program completion allows students who have been discontinued to complete their previous degree requirements, provided the program is still offered at Moody. In order to be eligible for program completion, students must apply for readmission within 2 years of discontinuation and have 9 or fewer credits remaining. Program completion students must complete all remaining requirements within one year of readmission. Failure to do so will result in discontinuation and ineligibility for program completion.

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

Term Withdrawal

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

Unofficial Term Withdrawal

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

United States Active Duty/Military Deployment Policy

Students who are deployed or called into active military duty in the United States while enrolled in courses at Moody should notify the Office of Academic Records.

- Students who cannot complete their coursework for a particular semester or session will receive a full financial refund for tuition and fees.
- Students will be withdrawn from all courses from that applicable semester or session and will receive a grade of W or WF based on the timing of the withdrawal. WF grades can be appealed based on academic performance by contacting the Registrar.

- Students who wish to and are able to complete required coursework for the semester or session deployed will be given reasonable accommodations from the course instructor(s) to complete that coursework.
- Students who are deployed or called into active duty will retain their current curriculum status for up to five years. Notification of intention to re-enroll in the following semester or session following deactivation should be submitted to the Office of Academic Records within 90 days of deactivation or discharge. Students will not be required to reapply through the Admissions Office.

Financial Information

Tuition and Fees

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

Admissions Fees

Undergraduate application fee	\$50.00
Graduate application fee	\$50.00
Non-Degree application fee	\$35.00

For a full list of tuition and fees please see the catalog online at <https://www.moody.edu/academics/catalogs/>.

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

Student Bills

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

Payment Policies

Balances are due in full one week before online, extension, or self-paced courses begin, unless other payment arrangements have been made (i.e. payment plan, employment vouchers, etc.). Payments for Independent Study courses are due at the time of registration.

Payment Plan Enrollment

The cost for enrolling in the Moody Payment Plan is \$60 per semester. This fee is **nonrefundable** and due at the time of enrollment. A down payment is required (based on a percentage of the current semester balance and the number of payments selected). A payment schedule with payment plan agreement* details will be emailed to students after enrollment.

*Monthly installment amounts are subject to change based on financial aid adjustments, changes to enrollment, and any fees added during the semester.

Students may choose to participate in the plan for one or all semesters. Students should have a \$0 balance before enrolling in the payment plan for the subsequent semester. It is the student's responsibility to enroll in the payment plan each semester. The payment plan does not carry over to future semesters.

For additional information about the Payment Plan, please log in to your my.moody.edu student portal (current students), click on the Student tab > Student Center > Finances> Payment Plans/Refunds or email paymentplan@moody.edu or call 312-329-4223.

Methods of Payment

Application Fee

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

Student Bill Payments

Payments by Credit or Debit Card* or Automatic withdrawal from your bank account can be made online through my.moody.edu > Student Center > Finances > Nelnet > Finances/ Payments Plans/ Refunds. Follow the link to create an account on the Nelnet Campus Commerce website.

Credit or debit card* payments by phone may be made by calling 312-329-4223.

*Payments made by credit or debit card will incur a 2.7% Service Fee

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

Outside Aid and Your Payments

Students must communicate Moody's payment deadlines to any scholarship or sponsoring organization to ensure that the amount is received before the respective due date(s). If the scholarship funds are not received by the due date, students must make payment in full at that time. Adjustments to the student's bill will be made when the actual payment is

received. Exceptions to this can only be made if the scholarship organization requires certification after courses begin **and** they provide an award letter on their letterhead stating the amount of the scholarship award. *Outside scholarships do not replace regularly scheduled payment plan installments. They can lower the student's overall monthly payment plan amount.*

Refund Policy

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

Note: Cost to send/receive will be the student's responsibility.

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

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

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

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

Financial Aid

Federal Financial Aid (UG)

Students applying for federal financial aid funds must complete the Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov each academic year. Students may

also be required to submit additional documentation for verification of their financial or dependency status. Students and parents of dependent students are encouraged to utilize the IRS Data Retrieval Tool when completing the FAFSA.

Veterans' Benefits

For more information regarding VA Benefits, please visit our website at www.moody.edu. Students eligible for Veteran's benefits may be certified by the VA certifying official. To receive or continue receiving benefits, the Veteran must be registered for classes prior to the start of the semester. The VA certifying official will report to the VA the number of credit hours for which the student is enrolled. However, if the student adds or drops a course after the start of the semester, they must notify the VA certifying official to ensure the correct information is submitted to the VA. If you are using your benefits at Moody for the first time, please notify the VA certifying official at financialaid@moody.edu.

Loans

Moody Bible Institute became a participant in the Federal Loan Programs beginning in Fall 2017. Indebtedness can be a significant burden upon graduation, especially for those preparing to enter full-time vocational ministry. We still urge students to secure adequate funding through payment options other than loans. ([Click here](#) for aid options specific to each campus.)

If a loan becomes necessary, we believe students should have as much information as possible to make individual loan choices that are in their best interest. Many different types of student loans exist. Some of these loans are federal loans, meaning the rules and regulations are set by the federal government. The current rate through June 30 is 5.05%, however each year by July 1 a new rate is determined. This rate may be the same, higher, or lower than the prior year rate. The rate does cap at 6.8%. Remember to borrow only what you need. A loan must be paid back.

The Federal Direct Loan application process works as follows:

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

Federal Direct Loans for Undergraduate Students

Federal Direct Loans are borrowed money that must be repaid. These low-interest loans are available to eligible dependent and independent undergraduate

students enrolled for at least six credits per semester. You may qualify for either:

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

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

	Subsidized Limit	Additional Unsubsidized Limit
Freshman	\$3,500	\$2,000
Sophomore	\$4,500	\$2,000
Junior & Senior	\$5,500	\$2,000

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

	Subsidized Limit	Additional Unsubsidized Limit
Freshman	\$3,500	\$6,000
Sophomore	\$4,500	\$6,000
Junior & Senior	\$5,500	\$7,000

- Parent Loan for Undergraduate Students (PLUS)
 - The Federal Direct PLUS Loan for parents is a government-backed loan with a fixed interest rate. Eligible parents may borrow up to the full annual cost of their child's education, minus other financial aid received. The PLUS Loan may be deferred, including interest, or may be prepaid at any time, without any penalty. PLUS Loan credit requirements are typically more lenient than consumer credit requirements. In general, any resolved credit problems are disregarded. To apply for a Federal Direct PLUS Loan, please complete and submit a PLUS loan credit check and a Direct PLUS loan Master

Promissory Note (MPN) at <https://studentloans.gov>

- If your parent is denied a PLUS Loan, you may be eligible to borrow additional unsubsidized Federal Direct Stafford Loan funds.
- For detailed instructions on applying for the Federal Direct Parent PLUS loan, [click here](#).

Scholarships

Each student must complete the FAFSA in order to be eligible for Institutional Scholarships. The Financial Aid department utilizes the FAFSA to determine the financial need of a student. Any scholarships awarded will be offered annually. Students must re-apply each year. Applications are available online in the student portal: www.my.moody.edu

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

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

Contact Information

Moody Bible Institute Student Financial Aid Services:
 312.329.4184
 Fax: 312.329.4274
financial.aid@moody.edu

Other Resources

Disability Services

It is the goal of MBI to ensure that all college services, activities, facilities, and privileges are accessible to qualified persons with disabilities. Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Student Resource Center (SRC) at MBI. Students who believe they have a disability which might affect their academic performance at MBI and require accommodations or auxiliary aids and services, should contact Gayla Gates, Assistant Dean of the Student Resource Center, at gayla.gates@moody.edu or (312) 329-2177.

Procedures for Accommodations

Prior to receiving any accommodations, students must register with the SRC by completing the Registration/Self-Identification form at this link: <https://fs30.formsite.com/ggates/form7/index.html>. A student must complete the registration form, provide documentation detailing his/her disability and be interviewed by SRC staff. Documentation may include the following:

- A standardized measure of general intelligence (i.e., WISC-II)
- Results of academic achievement test (i.e., Woodstock – Johnson Psycho Educational Battery revised; Tests of Achievement, etc.)
- Results of specialized testing in perceptual, processing, and motor skills, as appropriate.
- A case history including input from parents, teachers, previous records, and/or the student.
- A description of any recommended accommodations(s). MBI will require some or all of the above at the student’s expense. There must be sufficient, competent evidence of a specific learning disability. Individual “learning style” and “learning differences” in and of themselves do not constitute a learning disability. If necessary, a student can be referred to community agencies for comprehensive testing (at the cost/responsibility of the student).

Documentation should be directed to:

Gayla Gates, Assistant Dean for the Student
Resource Center
820 N. LaSalle Blvd Smith 3
Chicago, IL 60610

Or faxed to 312-329-4479.

For additional information and policy, you may request the complete Moody Disabilities Service Manual from the above or view a copy online.

Specific accommodations/services for all students with disabilities may include:

- Information about special test administration and classroom adaptations
- Time extensions
- Letters to instructors discussing classroom and testing accommodations
- Referrals to Moody counseling services or outside counseling agencies
- Advising and guidance on academic, social, and personal needs

The SRC will not provide any assistive devices of a personal nature (i.e., hearing aids). The SRC will provide letters for verification of disability to the student. Students should request updated letters at the beginning of each new fall semester. It is the student’s responsibility to deliver these letters to the necessary personnel (i.e. faculty, program directors, academic advisors, etc.) After a class begins, if the student finds that additional or different accommodations are needed, the student must contact the SRC as soon as possible to make appropriate changes. The SRC will remain a liaison between the student and the rest of Moody’s community through the duration of the student’s enrollment.

SRC Grievance Policy

If a student or faculty member disagrees with an approved accommodation or feels that an approved accommodation is not being properly implemented, he or she may file a grievance, as described below.

Informal Resolution

Moody generally encourages early resolution of complaints. This typically means resolution between the two individuals involved, such as a student and a faculty member. A conversation may resolve a disagreement quickly—occasionally a problem arises because of a misunderstanding or miscommunication; clarification can lead to a quick and effective solution.

Students or faculty are not required, however, to try to resolve the grievance informally; they can proceed directly to filing a formal grievance.

Formal Resolution

A student or faculty member initiates the Formal Resolution of his or her grievance by contacting the Disability Coordinator and submitting a written grievance. If the Disability Coordinator is the subject of the grievance, the student or faculty member initiates the Formal Resolution of his or her grievance by submitting the grievance to the Vice President and Dean of Student Life. The written grievance should include a clear description of the reasons for the grievance and any supporting information.

The Disability Coordinator (or, if applicable, the Vice President and Dean of Student Life) will review the grievance and may request additional documentation from the student, or consult with appropriate personnel such as faculty, diagnosticians, consultants and professional experts as needed. The Student will receive a written response from the Disability Coordinator or Vice President and Dean of Student Life within two weeks of the date the grievance is submitted. This will either give an answer to the grievance or inform about the measures being taken to address the grievance. Any decision made by the Vice President and Dean of Student Life will be a final ruling with no further appeals.

Protection from Retaliation

Federal and state law and Moody policy prohibit any form of retaliation against a person who participates in the grievance process. Accommodations will be provided during the grievance process.)

Peer Tutoring

As part of the Student Resource Center, Moody offers academic tutoring to all students free of charge. Students are allowed (2) hours of tutoring per week, per subject

throughout the semester. Peer tutors are Moody students who have outstanding GPA's and have a B+ or higher grade in the specific courses in which the student may need assistance.

How to Request a Tutor

Fill out an online Tutor Request Form found here: <https://fs30.formsite.com/ggates/Peer-Tutor-Request-Form/index.html> or contact the Student Resource Center at studentresourcecenter@moody.edu.

The Writing Center

The Writing Center at Moody is a free resource that helps students strengthen their papers and grow as writers. Our highly trained peer tutors can help with any part of the writing process: from getting started, to organizing an argument, to polishing for grammar and style.

Students can request help with papers by visiting any of the sites below:

The Writing Center scheduling assistant
(<https://mbiwritingcenter.as.me/>)

The Writing Center Facebook page
(<https://www.facebook.com/MBIWritingCenter/>)

The Writing Center student portal site (see the link on the right-hand side of the My.moody homepage)

Handouts and weekly writing tips are available on the Facebook and student portal sites. To request more information, contact the Center's coordinator at david.hudson@moody.edu.

Moody Central

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

Facilities

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

Student ID Card

All MBIDL students officially enrolled in a certificate or degree program may request a student picture ID card which can be used for student discounts and limited campus access. You can complete the ID Request Form through a link on the MDL Students tab on my.moody. Fill out the MBIDL Student ID Request Form and attach a .jpg photo to the form. Mail in or pay over the phone the \$5 fee.

Parking Information

A copy of the most current parking policies can be found in the Facilities office located in Crowell basement and online at my.moody.edu, Chicago Campus tab, Chicago Campus Services box, Facilities heading, Parking Policies link. These policies cover vehicles and bicycles on campus. Vehicle owners are responsible for any issues concerning their vehicle while it's on campus and students are responsible for all fines resulting from parking violations. There is a separate tab for bicycle information, along with Moody's bicycle policies.

Semester long parking permits are available for purchase from the Facilities office. Day parking passes are also available in the Facilities office or at any of the Public Safety security desks. These day passes are \$5 per day. Those taking night classes may purchase a semester long pass through the Facilities Office for one to three days a semester (ex. Every Monday or every Monday and Wednesday). The cost breakdown depends on whether or not the class is 8 or 16 weeks, and on how many days you will be on campus. Contact the Facilities Office for pricing. If you will be on campus for more than three days a semester, it is best to purchase a commuter pass from the Facilities Office for \$175.

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

Career Service Center

Purpose

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

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

Web Site

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

Contact Information

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

Crowell Library

The Crowell Library supports the curriculum and mission of the Moody Bible Institute (MBI) by providing equivalent services and information sources to all faculty and students regardless of program or location. Library services are available to current students and faculty affiliated with MBI. If you are on campus, you are welcome to check out books from the library. Students who currently reside in the state of Illinois can also check out books from any of the 90 I-Share academic and research libraries in Illinois, with a barcoded MBI student ID card. See <https://library.moody.edu/about-library-services/IShare-2018/> for details. You also have access to dozens of academic databases (<https://library.moody.edu/research-help/database-finder-results/>) and thousands of ebooks, for a wealth of resource materials supporting your studies.

Our library website (<http://library.moody.edu>) provides information about our library, including hours and contact information, staff and services. The library website also functions as a gateway to over 60 LibGuides (<http://libguides.moody.edu/?b=g&d=a>). MBIDL students will be particularly interested in the MBIDL Library section (<https://library.moody.edu/distance-learning-library-online2/distance-learning-library-online/>) which includes tutorials.

Library Catalog and Databases

In order to access your library membership information, go to the library catalog Creating Your Library Account page at <https://library.moody.edu/crowell-library-chicago/begin-your-search/create-your-library-account/>. Creating your library account will enable you to monitor the library items you have checked out and to renew items that you have already checked out. In addition, you will be able to utilize

the Favorites and Tagging features of the Library online catalog. For students and faculty who currently reside in Illinois, creating a library account is also necessary to request books through the online I-Share catalog at <https://vufind.carli.illinois.edu/all/vf/>.

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

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

For a complete up-to-date list, go to our homepage and click on the Databases and Articles tab, and select Distance Learning as a location. These databases provide full-text access to thousands of journals, many that are peer-reviewed works. Students and faculty can also access ebooks, book reviews, full-text magazines, newspapers, reference books, maps, videos, and language programs. For questions about logging in and Technical Support, contact the Information Technology Services (ITS) Help Desk at 312-329-4001. For help selecting which resource is best for you and your information needs or assignment, please contact the library (email: library@moody.edu; phone: 312-329-4175).

Reference

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

Reserves

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

Document Delivery and Interlibrary Loan (ILL)

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

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

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

Information Technology Services

Information Technology Services (ITS) provides various levels of technology support to the Moody Education Group and audiovisual support to all of MBI. Students may contact ITS with questions about the my.moody.edu student portal and the Blackboard learning management system. For further information about ITS services, please visit the ITS website at its.moody.edu, email at its@moody.edu, or call during office hours to (312) 329-4001.

Moody Email Address

Upon being accepted as a student, a Moody e-mail address will be created for you. To access this e-mail account, go to my.Moody.edu. Then click Office 365 Student Email and log-in using your email address in the format username@moody.edu, along with the same password you use for your my.moody.edu. You can also go to the website directly (<http://outlook.office365.com>). Be sure to check your Moody e-mail frequently as information from Moody will be sent to this account.

If you would like, you can forward your Moody e-mail to your

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

Social Media

Moody Distance Learning on Facebook

Like us on Facebook at www.facebook.com/moodydl.

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

Moody Distance Learning on Twitter

Follow us at www.twitter/MoodyDL. If you’re having trouble with Blackboard or have a quick question, we encourage you to reach out to us on Twitter where we can immediately respond.

Moody Distance Learning on Google+

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

Moody Distance Learning on YouTube

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

Moody Distance Learning on Instagram

Find us on Instagram at www.instagram.com/moodydl. Post a photo of where you study and tag #mdlclassroom! We’d love to see your classrooms!

RIGHTS RESERVED STATEMENT

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

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MBI Computer Use Policy

Effective Date: 04/08/2005

Last Revised: 07/20/2015

Last Reviewed: 03/27/2018

Audience

All Users of Moody Bible Institute Network

Policy

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

Rights

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

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

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

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

Personal Use of Computer Resources

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

Information Technology Services at Ext 4001. If you find a site of questionable nature please contact Information Technology Services at Ext 4001 so that we can take the appropriate action.

Security

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

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

Responsibilities

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

1. You are responsible for the use of your MBI account. You may not give anyone else access to your account. **You will be held accountable for all usage on your account.** You must not use an MBI computer account that was not assigned to you. You may not try in any way to obtain a password for another user's computer account.
2. You are responsible for the security of your password. This includes changing it on a regular basis and making sure no one else knows it.
3. You are prohibited from the following:
 - a. Misrepresenting yourself or your data on the network.
 - b. Using MBI's network resources to gain or attempt to gain unauthorized access to any MBI or remotely connected computers.
 - c. Extending the Moody computer network by connecting routers, switches, hubs, wireless access points, etc without approval from Vice President of Information Technology Services or the Division Manager of Enterprise Infrastructure Services.
 - d. Performing an act that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
 - e. Running or installing on any of MBI's computer systems, or giving to another, a program which could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
 - f. Attempting to circumvent data protection schemes or exploit security loopholes.
 - g. Performing acts which are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others.
 - h. Attempting to monitor another user's data communications, nor may you read, copy, change, or delete another user's files or software, without permission of the user.

- i. Violating the terms of software licensing agreements and copyright laws.
 - j. Making copies of copyrighted material (software programs, music files, video files, audio files, etc.) or making copyrighted material available on the network unless permitted by the software license agreement. We recognize that some material that is available on the Internet may not be copyrighted. But we are required by law to support the prosecution of any individual or individuals who make or distribute copyrighted material.
4. The following types of information or software cannot be placed on any Institute-owned computer system:
 - a. That which infringes upon the rights of another person.
 - b. That which gives unauthorized accesses to another computer account or system.
 - c. Software that will violate any copyright laws.
 - d. All anti-virus software is required to be up to date.
 5. Network and computer resources are provided to support the mission of the Institute. These resources may not be used for private commercial purposes.
 6. Any network traffic exiting the Institute is subject to the acceptable use policies of the Internet, rules of discussion forums in which you participate, and to the policies listed here. See the Qwest Acceptable Use Policy.
 7. Information that is published electronically using World Wide Web, Kiosks, Online Forums, or similar electronic applications for broad general consumption outside of the Institute shall be subject to the same standards as conventional publications with respect to the representation of the Institute.
 8. Access to information resources beyond the Institute's network (e.g. the Internet) is available and encouraged. However, accessing these resources through a means other than the MBI network while connected to the MBI network (e.g. accessing the Internet through a broadband or DSL connection) may cause a security risk and is therefore prohibited. This includes but is not limited to accessing the Internet via a separate ISP while still connected to the MBI network. In most cases, the same services provided by other providers can be obtained via the Institute's Internet connection.

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

Copyright Guidelines

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

Copyright and Peer to Peer File Sharing

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

Software

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

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

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

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

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

Print Material

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

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

CenturyLink Acceptable Use Policy

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

Definitions, Procedures, Documents, Contacts

n/a

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4001 or ITS@moody.edu for assistance.

If you have questions about the policy, you may email ITSpolicy@moody.edu for assistance.

Related

MBI Copyright and Peer to Peer Sharing Policy

Effective Date: 7/31/2012

Last Revised: 7/10/2015

Last Reviewed: 3/27/2018

Audience

All Users of Moody Bible Institute Network

Policy

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

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

Copyright Law

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

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

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

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

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

Penalties for Copyright Violation

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

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

File Sharing Software

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

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

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

Tracking File Sharing

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

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

Legal Sources for Music and Video

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

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

HEOA Compliance Statement

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

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

Definitions

n/a

Procedures

n/a

Documents

n/a

Contacts

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Related

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