

# Moody Theological Seminary- Michigan

## Student Handbook

2019-2020

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# WELCOME to Moody Theological Seminary–Michigan

Welcome to Moody Theological Seminary. The faculty, administration, staff, and current students are pleased God has directed you to study at Moody Theological Seminary–Michigan.

This *Student Handbook* has been prepared to inform and direct your student life and studies at Moody Theological Seminary. This handbook supplements the *Academic Catalog* and provides academic, financial and general policies. These publications are designed to be a practical resource you may turn to when questions arise. By enrolling as a student of Moody Theological Seminary, you agree to read and to abide by the policies of the Seminary as presented in the *Student Handbook* and the *Academic Catalog*.



The *2018-2019 Student Handbook* and the *2018-2019 Academic Catalog* are available in print in the Student Services Center and online at [www.moody.edu](http://www.moody.edu).

As the Seminary Chaplain, I welcome you to MTS. The Seminary staff and I look forward to serving you during your years of study with us. My office is located in the Administrative Wing, near the Student Services Center. My availability is posted beside my office door. You may schedule a meeting on this posting or via email at [paul.wilson@moody.edu](mailto:paul.wilson@moody.edu).

May your spiritual, academic, and professional formation be blessed with the joy of discovery.

For His Glory,

A handwritten signature in black ink that reads "Paul E. Wilson". The signature is written in a cursive, flowing style.

Paul E. Wilson, B.R.E., M.A., Th.M., D.Min.  
Student Services Liaison  
Joshua 1:8

## **Moody Theological Seminary**

We are pleased that you have been led to study with us at Moody Theological Seminary- Michigan (MTS). 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 of serving you during your time as a student at MTS. It is our prayer that you will be enhanced in your knowledge and ministry skills during your time with us. However, our ultimate goal for your MTS experience is that you develop a deeper walk with Christ.

Welcome to the Moody community!

## **Vision 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 MTS**

The mission of Moody Theological Seminary and Graduate School is to train Bible interpreters who will apply and incarnate biblical truth and minister and communicate that truth to others. Our distinctive is that we emphasize academics and relationships as foundational for achieving excellence as we focus on equipping learners to become expert, cross-cultural ministers as pastors, missionaries, and Christian workers in cities, suburbs, and rural settings anywhere in the world.

## **Seminary Student Responsibility**

The *MTS Student Handbook* has been compiled to aid you in your time as a student. The Seminary Student Handbook supplements the *MTS Catalog* with additional information concerning student policies, community life, campus services and other information of value to the MTS 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 *MTS Catalog*. The Student Handbook is an official document of Moody Theological Seminary that is essential and binding on all students. It contains information that governs the life of the MTS family. Each student is responsible for the information contained in the Student Handbook. As an MTS student you agree to read and to abide by the policies of the Moody Theological Seminary contained in the *Student Handbook* and the *Moody Theological Seminary Catalog*.

## Moody Theological Seminary Leadership

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

### President of Moody Bible Institute

Mark Jobe, DTL

### Provost and Dean of Education

Interim John Jelinek, Th.D.

### Vice President and Dean of Student Life

Timothy Arens, Ed.D.

### Associate Academic Dean, Moody Theological Seminary Michigan Campus

John Restum, Psy.D.

## Seminary Faculty

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## Financial Information

Good financial planning is important as the seminarian prepares for the ministry. Prompt payment is the obligation of the student. Each student can estimate yearly costs by consulting the financial information listed in the current catalog, or by contacting the Student Accounts Office. All payments must be made in U.S. dollars. MTS renders all services in good faith and assumes the student's commitment concerning financial responsibilities. This is normally accomplished through: (1) savings or loans, (2) grants and gifts, (3) assistance from churches and individuals, and (4) wise stewardship.

## Student Bills

All students are expected to become familiar with the financial obligations they will incur while attending MTS. Financial information is given in detail in the MTS Academic Catalog. Students may access current billing information through their student portal at [my.moody.edu](http://my.moody.edu). Student billing statements are emailed/mailed upon request. Statement/account details will be available beginning in the second week of July for the Fall Semester and during the second week of November for the Spring Semester. Failure to receive an account statement does not relieve a student of the responsibility of paying his/her bill on time.

## Payment Policies

All students are required to pay their bills, in full, or enroll in a payment plan by payment due dates. Late fees will be charged for late payments. Past due accounts may negatively impact immigration status.

## Methods of Payment

In order to make credit card (Visa, MasterCard, Discover) or automatic debit payments students will log into the [my.moody.edu](http://my.moody.edu) > Student Center, scroll down to the "Finances" section in the middle of the page. Below the word Nelnet is the following link "Finances / Payment Plans / Refunds". Follow the link to create an account at the online Campus Commerce website.

## Payment Plan

- There is a \$60.00 enrollment fee per semester to join the plan. This fee is **nonrefundable** and due at the time of enrollment.
- There is also a down payment required upon enrollment based on the number of payments in the plan and the total payment amount.

Monthly payment amounts will change if there are changes to financial aid, enrollment, if fees are added during the semester, etc.

For additional information regarding the Payment Plan, please email [student.accounts@moody.edu](mailto:student.accounts@moody.edu) or call (312) 329-4223.

## Other Methods of Payment

1. Credit or debit card payments\* by phone may be made by calling 312-329-4223.
2. Tuition and fee payments by check\*\* or money order\*\*

Attn: Student Accounts  
820 N. LaSalle Blvd.  
Chicago, IL 60610

\*Credit or debit card payments will incur a 2.75% service fee.  
\*\*The student's name and ID number should be included on all checks and money orders. Allow 2-3 weeks for mail delivery.

3. Checks may also be dropped off on campus during office hours (9:00 a.m. to 5:00 p.m.) at the Education Administrative Offices to Amber Tucker.

Returned payment from bank account or check fee: \$30

4. Tuition Assistance vouchers or TA may be provided in lieu of payment. Students are required to pay the difference between the TA amount and their total balance. Please email [student.accounts@moody.edu](mailto:student.accounts@moody.edu) if you have questions.

## Outside Aid and Your Payments

Students must communicate Institute payment deadlines to any scholarship or sponsoring organization so that payment can be made in full by Moody's due dates. To ensure that the amount is applied by the due date, please send the check prior to August 1 for the fall semester, December 25 for the spring semester, and May 1 for the summer semester. If the scholarship funds are not received by Moody's due date, students must make their payment in full at that time. Adjustments to your bill will be made when the actual check is received. Exceptions to this can only be made if the scholarship organization requires certification after classes 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 installment unless the organization/3<sup>rd</sup> party is set up as a payment plan owner by the student.

## Refund Policy

### Tuition and Fee Adjustment Schedule

Adjustments for dropped courses 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 on-campus courses begins the Monday of the week when a course first meets; the session for modular courses begins the first day of any pre-course work. Courses may vary in length and follow a different adjustment schedule. Please contact [studentbookkeeping@moody.edu](mailto:studentbookkeeping@moody.edu) for specific dates and information regarding refund policies.

NOTE: Day 1 is the session start date, not the first day of class.

Length of Course	100% Refund	75% Refund	50% Refund	No Refund
16 Weeks	Day 1-7	Day 8-14	Day 15-21	Day 22+
15 Weeks	Day 1-7	Day 8-13	Day 14-20	Day 21+
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+
3 Weeks	Day 1-2	Day 3	Day 4	Day 5+
2 Weeks	Day 1	Day 2	Day 3	Day 4+

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

### Tuition Appeals

When you register for a course at Moody Bible Institute, 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 Bible Institute 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.

### Tuition Appeal Process:

1. You must officially drop the course(s) before submitting an appeal (see Course Drops).
2. Complete each step of the online Student Appeal Form located under the Student tab at my.moody.edu.
3. Attach required supporting documentation to the appeals form and/or submit to [appeals@moody.edu](mailto:appeals@moody.edu). Appeals submitted without supporting documentation will **not** be reviewed by the committee. The appeals

coordinator may request additional information from the student.

4. Completed appeals are sent to the Tuition Appeals Committee to review and make a final decision.

5. The student will be notified by email when a final decision is made.

6. If the appeal is approved, Student Accounts and/or Financial Aid will adjust tuition and fees accordingly. Any outstanding balance will be addressed **first**. If there is a remainder after the balance is waived, this will be given to the student in the form of a tuition voucher towards future classes.

7. At the time of re-enrollment, the student will email [appeals@moody.edu](mailto:appeals@moody.edu) and request to have the voucher applied towards their tuition.

### Financial Aid

#### Federal Financial Aid

Students applying for federal financial aid funds must complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov) each academic year. Students may also be required to submit additional documentation to determine eligibility.

#### Direct Loans for Graduate Students

The William D. Ford Federal Direct Loan (Direct Loan) Program is the largest federal student loan program. Under this program, the Department of Education is your loan holder rather than a bank or other financial institution. There are two types of Direct Loans that graduate and professional degree students may receive:

- Direct Unsubsidized Loans – Eligible students may borrow up to \$20,500 per school year. Graduate and professional students enrolled in certain health professional programs may receive additional Direct Unsubsidized Loan amounts each academic year. Contact your school's financial aid office for details.
- Direct Grad PLUS Loans – Eligible graduate and professional degree students who need to borrow more than the maximum unsubsidized loan amounts to meet their education costs may apply for a Grad PLUS loan. A credit check will be performed during the application process.

#### Veterans Benefit Policy

Students eligible for Veteran's benefits may be certified by the VA certifying official. 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. For more information regarding VA benefits, please visit our website at [www.moody.edu](http://www.moody.edu). If you are using your benefits at Moody for the first time, please notify the VA certifying official at [amber.tucker@moody.edu](mailto:amber.tucker@moody.edu) that you will be using your benefits.



## Scholarships

Each student must complete the FAFSA in order to be considered for Institutional Scholarships. The Financial Aid department reviews FAFSA to determine the financial need of the student. Any scholarships awarded will be offered annually. Students must reapply each year.

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

For any financial aid questions, please contact us using the information below:  
Phone: 312-329-4184  
Fax: 312-329-4274  
Email: [financialaid@moody.edu](mailto:financialaid@moody.edu)

If sending documents or outside scholarship checks, please send paperwork to the following address:

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

## Academic Information

### 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](http://my.moody.edu) student portal, information designated as "Directory Information" may be disclosed without the consent or

knowledge of the student. Directory information at Moody includes the following information:

- Student's name
- Date of birth
- Marital status
- Photo
- 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](http://my.moody.edu) student portal. All forms must be authorized by the student and returned to the Office of Academic Records. Completed forms will last for the duration of the student's enrollment at Moody unless 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](mailto:academicrecords@moody.edu) or (312) 329-4469).

## Registration

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

## Open Enrollment

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

<b>Semester:</b>	<b>Open Enrollment</b>
Fall semester:	Registration begins in April.
Spring semester:	Registration begins in November.
Summer semester:	Registration begins in February.



## Registration Deadlines

Registration closes at the end of the first week of the semester for a 16-week course, and three days after the start of an 8-week course. Registration closes one week prior to the start of 8-week online courses and three days after the start of 16-week online 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.

## Grading System

A student's work for any semester in a given subject is evaluated by the faculty member 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
F	Failed: falls below the minimum standards of accomplishment and must be repeated to obtain credit

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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	2.00
A-	3.70	C-	1.70
B+	3.30	F	0.00
B	3.00	FN	0.00
B-	2.70	WF	0.00
C+	2.30		

## 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 scholastic 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.

## 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

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's 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 Theological Seminary and Graduate School 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 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](http://wes.org) or (212) 966-6311) or Education Credential Evaluators ([ece.org](http://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](http://naces.org/members.html).

Once admitted to an academic program, a student must take all courses at Moody Theological Seminary and Graduate School.

## 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 Theological Seminary and Graduate School 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. A fee is charged for each examination. For validation examination information, please contact Moody Theological Seminary and Graduate

School. Advanced standing credit and validation examination credit combined cannot exceed 25% of a program (see Academic Credit Limits). 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 is as follows:

Academic Program	Required Credits	Max Transfer Credits*	AS & VE Credit Combined
Masters of Arts [Biblical Studies]	36	18	9
Master of Arts in Counseling Psychology	59	29	14
Master of Divinity	87	42	21

\*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. As an exception, a maximum of 21 applicable credits from a previously earned degree may apply towards the Master of Arts in Clinical Mental Health Counseling program.

## Statute of Limitations

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

## 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/Dismissal

Students admitted to Moody are assumed to have preparation, desire, and ability to make satisfactory progress toward the completion of their academic program. Therefore, Moody has established Satisfactory Academic Progress (SAP) 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 includes 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.

## Graduate Certificate and Master of Arts Degrees

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

## Masters of Divinity Degree

<i>Credits Earned</i>	<i>Minimum Cumulative GPA</i>
<20	2.300
20 to 40	2.400
>40	2.500

## Maximum Time Frame

Financial aid is determined each academic year. However, the maximum time frame for receipt of financial aid will not exceed the maximum number of semesters as outlined in the Academic Program Time Limits.

## Probationary Semesters

If students are not meeting SAP at the end of the 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 the 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

Students are academically dismissed from Moody when they no longer meet the above SAP standards and the Academic Standards Committee determines that academic improvement cannot be made with additional semesters of probation. 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 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:

<b>Academic Program</b>	<b>Maximum Years to Complete Program</b>
<b>Master of Arts [Biblical Studies]</b>	6 years
<b>Master of Arts in Counseling Psychology</b>	6 years
<b>Master of Divinity</b>	8 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. If denied, students will be required to complete all requirements by the original program time limit. Failure to do so will result in program dismissal. If dismissed, students will have the option to reapply to current academic programs. Not all previous credits may apply.

### Change of Program and Campus

Students may request a change of program, track, emphasis, or campus 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 corresponding academic catalog, and not all credits may apply. Program and campus changes will be effective for the semester in which the change was approved.

The following program change requests will require students to apply through the Office of Admissions:

1. Requests to change to the Master of Arts in Clinical Mental Health Counseling
2. Requests to change from the Master of Arts [Pastoral Studies] to another academic program
3. Requests to change from Moody Theological Seminary and Graduate School to Moody Bible Institute Distance Learning

4. Requests to change from a non-degree program to a certificate or degree program

### Course Attendance

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. Students should keep absences to a minimum, making certain that any absence from a course is for extenuating circumstances. Students are personally responsible to keep a record of their absences.

### Course Audits

Auditing a course allows a student to take a course without the benefit of a grade or credit for the course. Courses required for the student's academic program cannot be audited nor can an audited course be repeated for credit. Students must adhere to the course's attendance policies, but are not required to complete course assignments unless requested by the faculty member. Audited courses are charged 50% of the current tuition rate per credit. Financial aid will not apply toward audited courses.

Students may request to audit a course using the audit form available from the Office of Academic Records. Course audits must receive instructor approval and be submitted to the Office of Academic Records by the end of the first week of the semester.

### Course Cancellations

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 opportunity to satisfy the course requirement. This may include an approved 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. International students should consult the International Student Office about course cancellations that substitute anything but a traditional on-campus course substitution.

### Course Drops

Grades will be assigned based on the date a course is dropped, according to the schedule below from the first date of the session, which may be earlier than the first meeting day of the course (dates are subject to change). The session for on-campus courses begins the Monday of the week when a course first meets. Specific dates for the course drop schedule may be found on the my.moody.edu 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. Student dropping courses may be permitted refunds according to the refund policies (see Financial Information).



International students with an F-1 visa status must maintain a full-time academic load (minimum of 9 credits) each fall and spring semester. Federal immigration regulations require students to maintain a full course load. Contact the International Student Office with any questions.

Length of Session	Drop Without Penalty	Drop With Penalty (W)	Drop With Greater Penalty (WF)
*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+

\*Modular courses will also run for 16 weeks.

### 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 faculty member. 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 the failure of the course.

Length of Session	Length of Extension
*16 Weeks	5 Weeks
10 Weeks	3 Weeks
8 Weeks	3 Weeks

\*Modular courses will also run for 16 weeks.

### 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. 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 highest 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 prior to the close of registration. All coursework must be submitted within the 16-week (fall or spring) or 10-week (summer) semester. International students should consult the International Student Office to ensure their course selection maintains their F-1 status.

Students are not permitted to take directed study credits beyond the program limits listed below. They must enroll in a course that is already scheduled, and if a course is not being offered in a traditional, online, or modular format, they may contact their program head to request a directed study:

Academic Program	Credit Limit
Master of Arts [Biblical Studies]	6 credits
Master of Arts in Counseling Psychology	6 credits
Master of Divinity	9 credits

### 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. 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. Questions can be directed to [appeals@moody.edu](mailto:appeals@moody.edu).

1. The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step 2.
2. The student completes the online appeal form, located on the Student tab on [my.moody.edu](http://my.moody.edu), and includes supporting data. The Appeals Coordinator will send the submitted appeal to the appropriate

Division Chair for determination. The instructor also submits a written summary of the issue.

3. The student will be notified by email when a decision is made. If the student wishes to appeal the decision, the student then moves to Step 4.
4. The appeal and documentation are sent to the Registrar. The Registrar initiates and sets a meeting of the Academic Standards Committee after the appeal is received. The decision of the committee is final. A written response of the final decision will be emailed to the student.

## **Graduation and Commencement**

### **Graduation Requirements**

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:

- Successfully complete all academic program requirements, including (when applicable) residency, thesis, and ministry internship.
- Submit transcripts and faculty approval for all transfer credit, advanced standing credit, and validation examination credit, if applicable, within the first semester of enrollment (see Academic Credit Policies).
- 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.
- Submit a student portfolio (not required for students in a certificate program).
- Successfully complete the exit interview with program head.
- Be approved to graduate by the Office of Academic Records and the seminary 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**

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 following commencement. 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**

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 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.

### **Required Academic Load (F-1 Visa Students)**

International students with an F-1 visa status must maintain a full-time academic load (minimum of 9 credits) each fall and spring semester. F-1 status students can only enroll in one 3-credit online course toward their minimum credit hours during each fall and spring semester. The remaining 6 credits must be taken on-campus, or through modular or directed study. International students in their final semester are not required to maintain a full-time academic load. If only one course is needed to complete the program of study, the course cannot be taken online. International students are not required to enroll in courses during the summer.

International students who do not enroll in a full-time academic load have failed to meet a regulatory requirement and are potentially out of status. For additional information regarding the F-1 visa required academic load, contact the International Student Office.

### **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.

International students must contact the International Student Office if they plan to withdraw from all courses during a semester for any reason.

### **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 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.

## **Community Values & Expectations**

### **A Philosophy of Christian Life**

The goal of Moody Theological Seminary is that each facet of the students' academic experience contributes to the development of Christian maturity and Christ likeness.

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

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

1. The use or possession of morally degrading literature or media.
2. Improper sexual behavior
3. Dishonesty in any form, such as plagiarism
4. Abusive behavior
5. Theft or destruction of property

However, 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 Moody Theological Seminary's emphasis on Christian maturity:

1. 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).
2. A personal desire to abstain from every form of evil (1 Thess. 5: 22).
3. 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. A genuine desire to please our neighbor for his good and for his edification (Rom. 15: 1-3)
  - b. 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).
  - c. 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 MTS campus or to the prevalent sensitivities of the evangelical community at large (1 Cor. 10:32-33; 9:22).
  - d. 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).
  - e. 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).
4. 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).
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).



6. Awareness that conformity to man-made regulations, which appear religious, does not guarantee spiritual maturity in and of themselves. (Col. 2:20-23).

## Student Life and Conduct

MTS students agree to maintain scholastic, ethical, and moral standards of conduct according to Biblical standards (Ephesians 5-6; Galatians 5; 1 Tim. 6). In regard to scholastic conduct, a student is not allowed to share information with another student that may give that student an advantage on assignments or tests. Previous homework, quizzes, exams, etc. are not to be shared with students who are working on similar projects.

The student should seek to maintain a vibrant personal relationship with Christ. The student agrees to abstain from the use of tobacco in any form, illicit drugs, alcoholic beverages, and the abuse of prescription drugs. The student should avoid every form of dishonesty, deception, lack of integrity, immorality, abusive speech, and impropriety. Classroom dress should be fitting for those who are preparing for professional ministry. Students should respect one another. All forms of harassment are considered improper conduct. Any disregard for the spirit or practice of these standards constitutes good reason for dismissal from MTS.

## 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.<sup>1</sup>

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.<sup>2</sup> 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,<sup>3</sup> 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.<sup>4</sup> 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.

<sup>1</sup> Genesis 1:27, 2:24; cf. Matthew 19:4-5

<sup>2</sup> Ephesians 5:22-33; Revelation 19:7-9

<sup>3</sup> Leviticus 18; 1 Corinthians 5-6

<sup>4</sup> Matthew 19:5-9; Ephesians 4:11-13; 1 Thessalonians 4:3-8

## Alcoholic Beverages and Drugs

Moody Theological Seminary complies with the Drug Free Schools and Community Act of 1989 and as a result maintains the following policies regarding drug-free campuses:

1. Use, possession, or distribution of alcoholic beverages and drugs is forbidden on and off of the Moody Theological Seminary campuses.
2. Persons appearing to be under the influence of alcoholic beverages, narcotics, and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action.
3. Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on and off of the campuses of Moody Theological Seminary.
4. The Seminary will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol.

## Campus Attire

Students are expected to use good judgment, good taste, and decency with regard to their selection of dress. The selection of dress should reflect a proper Christian witness. We believe that personal appearance is important. Students are expected to be clean and modest at all times.

When a seminary student's job requires a professional uniform different than what is expected for classes and the changing of such attire causes unnecessary hardship, the student shall be permitted to wear such clothes to class. We expect each individual to use discretion so that the standards of good taste desired by the school are maintained.

## Smoking

Moody Theological Seminary is a non-smoking facility. Any violation of this policy could result in disciplinary action.

## Mental, Emotional, and Health Issues

Occasionally students are faced with life circumstances and issues which cause significant mental, physical, or emotional distress, making it necessary for the students to cooperate with counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families and are expected to notify the Associate

Dean of Students' office or to schedule a counseling appointment with Counseling Services.

## Cultural Competency

At Moody Theological Seminary–Michigan we have a rich cultural environment, which includes people from many countries, ethnic backgrounds, and worldviews. We subscribe to the right of all to pursue their education without discrimination based on race or ethnicity. Students are encouraged to take advantage of this diverse environment and to learn about people and cultures different from their own, being intentional about becoming culturally competent. Our campus provides a wonderful opportunity to explore ethnic, cultural, and linguistic nuances, and rather than being afraid, critical, or rejecting these differences, our community should be one that embraces them—doing our best to learn about and respect them.

Becoming culturally competent within our world is our duty and demands a conscious effort on our part. While this may be difficult at times, we should work together to foster an environment that is beneficial to everyone.

## Disability

Moody Theological Seminary-Michigan does not discriminate against applicants or students who are disabled as defined under the Americans with Disabilities Act, are otherwise qualified for admission, and are able to perform the essential functions of a program or course of study, with or without accommodation. Applications of students requiring accommodation must so inform the Admissions Office as soon as the need for accommodation is known. Students who believe they qualify for accommodations should be in communication with the personnel of the Student Resource Center. More information on registering for accommodations is found in this handbook under the Student Resource Center on page 21.

## Discipline

God places authorities over all of us. We should recognize authority as such and willingly submit to the authorities in our lives whether it is the government, a parent, a pastor, or an institution. While you are a student at Moody, the Seminary faculty & staff and Student Development staff are responsible for your leadership and oversight. If a situation should arise requiring discipline, it will always be done out of love for the individual and a desire to see them reach their full potential in Christ (Proverbs 3:11-12).

Biblical discipline is redemptive in that it seeks to warn, instruct, and correct the member of the community in a way that offers forgiveness and ushers the individual back into a restored relationship with the community. While forgiveness does not mean an absence of consequences, it does mean that the relationship is mended and restored.

Consequences may include probation, dismissal, accountability groups, counseling, or whatever else is deemed necessary by the Student Services Liaison. All disciplinary

decisions are made after careful consideration of what is best for the student and the community. We also strive to maintain consistency in dealing with particular actions or situations. However, any student conduct deemed as criminal activity involving a minor will be dealt with in a zero tolerance manner.

## Scope

The policies and procedures related to discipline in this Student Life Handbook apply to all student misconduct except Sex-Based Misconduct (as defined by Moody's Title IX Policy). See Moody's Title IX Policy available at <https://www.moody.edu/about/reports-and-policies/title-ix/> for policies and procedures specific to Sex-Based Misconduct.

## Disciplinary Appeal Process

The student has the right to appeal major disciplinary actions taken by the Student Services Liaison, or his staff. Appeals will be heard by the Disciplinary Appeal Committee comprised of two student leaders, two faculty members, a faculty member of the students' choice, the Student Services Liaison, and chaired by the VP of Student Life or his designee.

Appeals are to be made in writing, to the VP & Dean of Student Life or the Student Services Liaison, within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts, which make the appeal necessary.

Upon receiving the appeal, the VP & Dean of Student Life or his designee will:

1. Assemble the Disciplinary Appeal Committee (DAC) which will meet with the student at the earliest possible time after the appeal has been requested.
2. Advise the DAC of the rationale for the original disciplinary decision.
3. Provide the student's written statement to the DAC.
4. The decision on the appeal will be rendered within two working days of the appeal and considered final.

A detailed explanation of the appeal process will be given to the student prior to his or her involvement. Only one appeal will be heard on a single disciplinary case.

## Loving Confrontation

As members of the MTS community, we all share the responsibility for maintaining a Christ-centered environment. Maintaining our community life values may also require that, on occasion, it is necessary to hold one another accountable through loving confrontation (Gal. 6:1, Matt. 18:15-17). Confrontation is difficult and uncomfortable, yet it serves to fulfill community responsibility, personal restoration, and builds good character for all involved.

Our process involves following the guidelines which are set in Matthew 18:15-17. This passage prescribes that the "concerned person" speaks with the "offender" on an individual level. If the person fails to respond, the "concerned person" then takes another with him or her to speak with the "offender" about the matter. Finally, if there is still no change in the "offender's" actions or attitudes, the "concerned person"

hands the situation over to the appropriate authority. It is our prayer that individual confrontation be the level at which matters are resolved. The goal in this is always restoration and it should never be about bringing shame or punishment upon a brother or sister in Christ.

If you are in a situation where you believe you need to confront a community member and are unsure about how to proceed, please seek counsel. The Student Development staff is always available to provide advice and support for students who are uncertain as to how they should proceed in confronting someone.

### **Information for Crime Victims about Disciplinary Proceedings**

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a) (20 U.S. C. 1094) (a): added HEA Sec. 487 (a) (26), Moody Bible Institute must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by Moody against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victims.

### **Freedom of Inquiry**

As an institution of higher education, Moody Theological Seminary affirms the importance of academic freedom as foundational to maintaining an educational environment. The intellectual growth of students is dependent upon academic freedom. Freedom to speak, to conduct research, and to publish is the right of all members of the academic community, but freedom in any context carries with it the corollary responsibilities and limitations. Responsible behavior is vital to the maintenance of academic freedom.

In its commitment of promoting academic freedom, Moody Theological Seminary identifies the following principles of academic freedom and responsibility as applicable to all students.

Students are free to examine and discuss all relevant points of inquiry and to present data fairly and objectively. Students may clearly state their own personal convictions but will evaluate all substantive information in light of the Seminary's published "Doctrinal Qualifications for Students" found in the Seminary catalog. It is the responsibility of all students to exercise discretion and good judgment in classroom presentations and discussions and in their written assignments.

Students are entitled to freedom of speech and expression. They are also entitled to freedom in research and in the publication of results. It is, however, the student's responsibility to uphold the MTS doctrinal statement in all matters while at Moody Theological Seminary. Free speech and expression does not include obscene or discriminatory speech or expression, illegal activity, activity that endangers or threatens the safety of any member of the community, or

any activity that impedes the functions of the Seminary (Gal. 5:13; Phil. 4:8).

Students are free from institutional censorship or discipline if they clearly convey that their opinions are their own and not those of the Seminary. The special position of being a student at Moody Theological Seminary imposes special obligations. In choosing to study at Moody Theological Seminary, students indicate their support of the "Doctrinal Qualifications for Students" and their commitment to the mission of the Seminary. Students are encouraged to further the ministry of the Seminary through their life-example and commitment to Jesus Christ as Lord.

### **Harassment**

MTS 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 MTS that no student shall be the object of harassment, and MTS 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 Discipline 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.

### **MTS Sex Offender Registration**

Any student who is identified as a registered sex offender is required to register in person with the Associate Dean of Student Services within 3 days of their successful enrollment at Moody Theological Seminary- Michigan. The registration process and requirements necessitated by registration will be distributed to the student by the Office of Public Safety. Failure to comply with this process will be cause for immediate withdrawal of the student.

### **Student Reproduction of Classroom Material**

Approval from the professor is required before classroom material is reproduced in any form. The professor retains the right to grant permission, deny permission, withdraw permission, edit or not edit, limit production and distribution of the notes. The professor may require a title page that must include: the name of the seminary, title of the course and year it was taught, name of the professor, whether or not the notes were edited by the professor, that the notes are a student product from the class lecture, and that the material cannot be quoted without permission of the professor. Violation of this regulation will subject the student to disciplinary action.

### **Recording Classroom Lectures**

All digital video and audio recording of classroom lectures and activities is not allowed except when it is necessary to meet the needs of a special needs student and approved by the professor. The professor shall be consulted to gain his or her approval. The student may not listen to a tape of a class to make up for a missed class because of personal schedule conflicts.

### **Use of Seminary Directories**

Directories are for the personal use of the Moody Bible Institute and Moody Theological Seminary family only.

### **Use of the Institute/ Seminary Name or Address**

Students must not use the name of the Institute on personal stationery or other printed matter, and students who belong to outside organizations are not permitted to have stationery printed with the name of the organization listed over the Institute address.

### **Student Grievance Policy**

It is the policy of Moody Theological Seminary to provide an equitable system for the speedy and amicable resolution of problems between students and Seminary faculty, staff, and administrators. If, during the course of study at Moody Theological Seminary, a student encounters problems that require mediation for resolution, the following procedures have been instituted.

- Offenses against one another should be corrected with the individuals involved, as prescribed in Matt. 18:15-17 and Gal. 6:1-5.
- For course-related issues, the individual should speak to the course instructor. If the problem is still unresolved, the student may petition the VP & Dean of the Seminary in writing. If an issue still exists after the VP & Dean of the Seminary addresses the matter, the student may submit a written petition to the Student Grievance Committee.
- For issues which are not course related, the student should first speak to the individual(s) involved. If resolution is not achieved at that level, appeals must be made, in writing, through the following channels:
  - First, to the Associate Dean of Student Services
  - Second, to the Student Grievance Committee

At each level, evidence will be required of sincere attempts to seek resolution, following the steps outlined above. Decisions of the Student Grievance Committee will be considered final.

The Student Grievance Committee is chaired by the Associate Dean of Student Services and includes the VP & Dean of the Seminary, a faculty member appointed by the VP & Dean of the Seminary and a student representative appointed by the Student Leadership Team.

## **Campus Services and Policies**

### **Vending Machine Service**

Food and beverage vending machines are available in the student lounge. Any refunds from these machines are handled through the Reception Desk.

### **Text Books**

MTS-MI does not operate a campus bookstore. Students are responsible for acquiring books on their own and are encouraged to utilize online sources, which provide significant discounts. Amazon.com and fetchbook.info are good resources for purchasing textbooks online. A list of required textbooks for each course is available on Blackboard, as well as at my.moody.edu via the "Student Services Center." For additional information, please contact the Student Services Office.

### **Bulletin Boards and Digital Displays**

Campus bulletin boards and televisions provide information on campus and community activities of interest to the student body. The Student Services Office approves all materials before they are posted on either the campus bulletin boards or on the campus televisions screens.

#### **Bulletin Boards:**

- Student Lounge: housing opportunities, items for sale, student interests, etc.
- Jobs Board: Open Ministry Postings and employment
- Alumni Board: Information from our alumni
- Digital Displays: Main Entrance and Student Lounge



## Media & Technology

### Cell Phones, Smart Phones, & Electronic Devices

Cell phones, Smart Phones, and all electronic devices, other than laptop computers being used for course notes, are prohibited from being used in the classroom. Students are to turn off the ringer on the phones and may leave the vibrator mode on in case of emergency calls. If a student receives an emergency call during class time, they must exit the classroom so as not to disturb the class. Students are not to use these devices to access email, text message, tweet, or access social networks during classroom time unless otherwise directed by the professor. These activities are to be limited to out of the classroom.

### Computers

Students are required to follow the standards published in the “Computer Use & Acceptable Use Policy,” and “Copyright and Peer to Peer File Sharing” located in the appendixes of this handbook. Students should exercise caution in the posting of information on the Internet. While the administration ordinarily will not seek this out, students can be held accountable for information found on Internet sites (i.e., Facebook, Twitter, Instagram, etc.) that is not consistent with the standards of MTS. Downloading copyrighted material is illegal and disciplinary measures will be taken.

### Computer Use in Classrooms

Computers are only to be used in class for note taking, presentations, or access to the Internet which have been approved by the professor. Computers are not allowed while taking course examinations unless otherwise specified by the professor. This policy applies to take-home and proctored examinations, as well as those administered in the classroom. This policy supports fairness to all students and ensures the security of the examination process.

### Moody Email Address

All active students at Moody Theological Seminary have an @moody.edu email address. Your Moody email address will be used as Moody’s primary means of communication with you, so be sure to check it often or configure it to forward to another email account you use. Please note that this email account will be deactivated 60 days after your degree completion or departure from Moody.

### Technology Service Desks

Moody’s technology service desks provide technology support and resources to students. If you are in need of technology support, you can contact the ITS Support Center at 312-329-4001 or by emailing [its@moody.edu](mailto:its@moody.edu).

Technology services for students include:

1. Computer lab in Library
2. Printing services
3. Blackboard technical support
4. Wireless Internet

More information about our services, including hours of operation, is available at [its.moody.edu](http://its.moody.edu).

## Career Services

The services of the Career Services Center, a department within the Student Enrollment Services Division, are available to all MTS students and graduates. Please contact Patrick Friedline at 312-329-4414 from 9:00 a.m. to 4:30 p.m. for Career Services or email [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu). The website address is: [www.moody.edu/student-services/career-services](http://www.moody.edu/student-services/career-services).

The services include:

- Assessments to provide you direction in life and in career goals. Assessments are available in Career Match, Personality Inventory, and a Spiritual Gifts Inventory. There is a charge for administering assessment surveys.
- Ministry Search Strategies resources include the online Career Finder which is accessible through [www.moody.edu](http://www.moody.edu) or by emailing [careerdev@moody.edu](mailto:careerdev@moody.edu).
- Counseling by the Career Services Center staff is available in the Career Office, by phone, or email. Counseling can include ministry search, further education, and career interests. Contact Patrick Friedline at: [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu) for further assistance.

### Selling of Merchandise or Solicitation

Students who desire to sell merchandise or services on campus are required to secure permission from the Associate Dean of Student Services. Examples would include selling Mary Kay cosmetics, cutting hair, providing car maintenance, etc.

### International Student Employment

F-1 students are required by the U.S. government to be in the U.S. primarily for education. Employment is closely regulated.

F-1 students may not work off-campus, paid or unpaid, during the first academic year, but may accept on-campus employment subject to certain conditions and restrictions. International students may work on-campus for a maximum of 20 hours per week while school is in-session and full-time during Moody approved holidays, breaks, and annual vacation, provided the student is maintaining status, making satisfactory academic progress, and enrolled in the upcoming semester. Students are responsible for not exceeding the permissible hours worked.

F-1 students may work off-campus after the first academic year under limited circumstances with prior International Student Office recommendation and USCIS (United States Citizenship and Immigration Service) approval. Students may not begin off-campus employment until they have received their Employment Authorization Document from USCIS. For more information regarding employment benefits, please refer to <https://studyinthestates.dhs.gov/working-in-the-united-states> and contact the International Student Office.

International Students working on- or off-campus must have a Social Security Number issued by the U.S. Social Security Administration in order to work. Students receiving an offer of on-campus employment must first secure an Employment

Authorization Letter from Human Resources, which they then submit to the International Student Office for a Student Status Certification Letter and further instructions. Social Security Numbers must be reported to Human Resources.

All international students, whether they work or do not work during the calendar year, are required to file an IRS Form 8843. Additionally, students who earn income must file both federal and IL state income tax returns. Detailed information is available on <https://studyinthestates.dhs.gov/>.

### Student Mail Boxes

Student mailboxes are located in the Student Lounge. They are designed for receiving mail from the administration, faculty and staff. Faculty members will also use these boxes to return completed and graded work. Please check and empty your box regularly.

The Student Services Office assigns student mailbox numbers. Students will maintain the same mailbox number as long as they are students in good standing and currently taking classes. When a student withdraws (either officially or unofficially), the student mailbox is vacated and reassigned. When a student is readmitted to the Seminary, a different mailbox is assigned. The Seminary does not accept personal mail for students.

### Questionnaires and Campus Communications

The Student Services Liaison must approve all questionnaires and publications prior to their publication and insertion into the student mail boxes.

### Public Safety & Security

Moody Theological Seminary–Michigan provides campus facilities that comply with appropriate fire codes. Appropriate exterior walkways are illuminated by a maintained system of outside lighting. Emergency lighting is also provided on building interiors including campus residences.

The Seminary cannot accept responsibility for any items stolen on campus. Students are encouraged to keep valuables with them and to keep car doors locked in parking areas.

Any suspicious-looking individual not associated with the Seminary who is loitering on the campus or involved in suspicious or questionable actions should be reported to the Student Services Liaison during business hours or faculty members at other times.

In addition, any student who commits a criminal act may be reported to law enforcement authorities. If you notice a security violation and common sense suggests that law enforcement help is needed quickly, call 9-1-1 immediately.

### Moody Alert

In cases of campus-wide emergencies, a mass text and/or email is sent to students, faculty, and staff who sign up for Moody Alert. Visit [my.moody.edu](http://my.moody.edu), click Moody Alert/Moody Connect, fill in your contact information, and save 23177 (Moody Alert 1) and 53291 (Moody Alert 2) to your phone.

### Weapons

As a community that values the worth of human life, we do not allow students to possess any kind of weapon, weapon replica or recreational device that presents a risk of injury or property damage, including, but not limited to water balloon launchers, potato guns, pellet guns, firearms, archery equipment, knives, swords, martial arts weaponry or improvised tools capable of inflicting similar injuries. Any weapons found on campus are subject to confiscation. Students found to be in possession of them will be subject to disciplinary action.

### Emergencies and Evacuations

In case of a medical emergency, the situation should be reported immediately to the Student Services Office. The Student Services Office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit (for minor needs) is kept in a wall-hanging container on the lower level, across from the restrooms.

Moody Theological Seminary has a prescribed emergency evacuation plan to clear the building in case of fire or other emergencies. Each student should review the evacuation plan at the beginning of each semester. The student should note the building layout charts on the doors or near the doors of the classrooms to determine the route for evacuation. Moody Theological Seminary will have periodic evacuation drills.

### Inclement Weather and School Closing

The policy of Moody Theological Seminary regarding snowy conditions is to hold all classes as scheduled. Professors and the majority of the students can usually make it in to class. As a result, if the weather is less than favorable, and you feel you cannot attend because of road conditions, please make arrangements with a fellow student or the professor to get the notes and assignments as needed. If you think conditions are bad enough to cancel classes, please check media outlets (more information below). You also may call the Seminary at (734) 207-9581 and press \* to access Weather Advisory information.

School closing will be announced on the following radio and television stations:

WJR 760 AM  
WDIV Channel 4 NBC  
WWJ 950 AM  
WXYZ Channel 7 ABC  
WJBK Channel 2 Fox

You should always use your best judgment to determine if it is safe enough for you to come to class. However, if you choose to stay home your absence may count towards the total allowed for the class.

### Student Counseling Services

Moody Theological Seminary-Michigan provides student counseling services through the campus clinic, Intersession, that may be contacted at (734) 207-5207.

## Student Resource Center

### 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 at MBI.

Students who believe they have a disability which might affect their academic performance at MBI and require accommodations or auxiliary aids and services, should contact the Student Resource Center to contact the Assistant Dean of Student Services to discuss possible accommodations.

### 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 contact.

- **Specific accommodations/services for all students with disabilities may include:**
  - Information about special test administration and classroom adaptations

- Extended time on exams and quizzes
- Letters of verification to instructors discussing classroom and testing accommodations
- Referrals to Moody counseling services or outside counseling agencies
- Advising and guidance on academic, social, and personal needs

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

### 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.

### **Facility Use**

Furniture in rooms, offices, and common places of the Seminary buildings is to be used responsibly and left in its place. No room furniture may be dismantled or moved without permission of the Building Supervisor. Open flames are not allowed anywhere in the buildings due to fire regulation. For other policies concerning facility use, including use of the computer system, refer to other specific policies in the *Catalog* or *Student Handbook*.

### **Faculty Mail**

Faculty mailboxes are located in the faculty workroom at the end of the office hallway. Students may leave completed work in the faculty mailbox. Staff mailboxes are located in the Admissions Office. Items other than Seminary-related items may not be put in the mailboxes without the approval of the Associate Dean of Student Services.

### **Health Insurance**

The Seminary assumes no responsibility for student injuries, illnesses or hospitalizations. It is the student's responsibility to provide his or her own accident and health insurance. Michigan students should contact the Chicago campus for information on medical insurance coverage currently available for purchase through Moody Bible Institute.

Note: International students with F-1 status (including spouses and children) are required to enroll in the Moody health insurance plan.

### **Health Services**

It is the student's responsibility to report to the Student Services Office any special considerations concerning his or her health. Moody Bible Institute provides health insurance coverage. Michigan students should contact the Chicago campus for information on medical insurance coverage currently available for purchase through Moody Bible Institute. Students needing emergency hospital care are sent, by local ambulance, to nearby hospitals. Ambulance service and medical care are at the student's expense.

### **Possession of Syringes, Needles & Lancets on Campus**

In order to comply with government regulations and to protect our janitorial staff, all syringes, needles, lancets, or any other "sharps", as well as medication vials/bottles, etc. are considered hazardous waste and must be disposed of accordingly.

### **HIV/AIDS**

Moody Theological Seminary is committed to providing quality educational opportunities in an environment that is

safe and conducive to learning for students and employees. Thus, all confirmed cases of Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), or a positive Human Immuno-Deficiency Virus (HIV) infection will be addressed on an individual basis for both students and employees, while maintaining the dignity and rights of the individual and the Seminary community.

### **Housing**

Moody Theological Seminary provides no student housing. There are several apartment complexes within a reasonable distance of the Seminary. Information of available housing within the Plymouth area may be accessed through the Student Services Office.

### **International Students**

International student policies are handled by the International Student Office on the Chicago campus. ISO may be reached by calling 312-329-2230 or through email at [iso@moody.edu](mailto:iso@moody.edu). International students are to follow the policies set forth in the *International Student Handbook*. This handbook is available through the International Student Office in Chicago and through the Student Services Office in Michigan.

### **Internet Access**

Wireless Internet access is available throughout the Seminary campus.

### **Lost and Found**

Found items are to be deposited in the Lost and Found drawer located in the Student Lounge. All items are kept for 30 days from the date received. Items are then disposed of through donations and sales unless the item appears to be extremely valuable. The Seminary cannot accept responsibility for the loss or damage of valuables. Students should insure their personal property of value, as the school does not have insurance to cover these items. This is also true of personal belongings left on campus over vacation periods.

### **Orientation for New Students**

The Student Services Liaison will conduct an orientation seminar at the beginning of each semester for new students. The seminar covers academic policies, Seminary standards and library procedures. New student orientation information is provided according to the academic calendar which is posted on the Seminary website. A packet will be given to each entering student which provides information on the academic and student life policies of the Seminary.

### **Permission to Use Agreements**

Students will be asked to sign the "Permission to Use" agreement. This form authorizes Moody Theological Seminary to use such things as photos of students and photos depicting life and events at MTS to post on the website, student directory, or for informational, promotional, and other legitimate purposes. This form also allows MTS to use the student's name as a student of MTS for purposes of promotion

and other legitimate purposes. Students may decline this authorization.

### **Prayer Chapel**

The Prayer Chapel is located on the first floor of the building, across from the vending machines. It provides a quiet place for faculty, staff and students to pray and reflect. The Prayer Chapel should be used for prayer and meditation and not for a study room. In order to keep it clean, no food or drinks are permitted in the Prayer Chapel.

### **Private or Public use of Moody Theological Seminary**

Students may not use the school facilities for providing goods or services for personal profit. Solicitation is limited to notices posted on the information boards in the Student Lounge. All notices must be approved by the Student Services Office before posting.

### **Social Functions**

Social functions are managed by the Office of Student Services.

### **Student Activities Board**

A board for pictures and articles concerning the ministries of current MTS students or alumni is provided on the first floor of the building. Any pertinent materials may be dropped off at the Student Services Office for approval and placement on this board.

### **Student Email Address**

All students are required to have a my.moody.edu email address, which the Seminary will use as the official means of communication with students. Students also are responsible for maintaining a current physical address on file with the Student Services Office, as well as the Academic Records Office in Chicago. Students will be required to periodically authenticate their contact information.

### **Student Lounge**

The Student Lounge is located on the first floor of the main building. It provides a place for students to hang out, eat, study, or relax. Microwave ovens are available for complementary use. Coffee, tea and hot chocolate are available for a donation. As it is also a place for students to get information, you will find it helpful to check out the information boards in the lounge. Student mailboxes are located in the Student Lounge. It is the student's responsibility to check their mailbox and to take home its contents. Meetings not open to the entire student body should not be held in the Student Lounge.

### **Vehicles and Parking**

The parking area behind the building is available for students. The area in front of the building is for faculty and handicap parking only. Vehicles should not be left overnight in the parking lot. Vehicles should not be parked on neighboring streets, in areas designated as fire lanes, or in unmarked areas. There should be no speeding or reckless operation of vehicles in the Seminary parking lot. Failure to adhere to these regulations may result in cars being ticketed or towed, or other disciplinary action at the owner's expense. Parking in handicapped-marked spaces will be ticketed by police. Students are encouraged to keep their vehicles locked for security reasons. Students are encouraged to secure their vehicles while on campus. The Seminary is not responsible for any loss of property or damage to vehicles while on the premises.

### **Academic Calendar**

For an updated academic calendar, please refer to the Seminary Catalog or my.moody.edu.

### **City of Plymouth**

One of the oldest communities in Michigan, the city of Plymouth was founded in 1867 by a group of settlers from Plymouth, Massachusetts. The city has a population of 9,560. Plymouth presents a unique shopping and dining atmosphere with a number of antique shops, coffee shops, and other specialty stores located around a central park. The downtown area has been renovated, and the city offers a number of family- and community-oriented events including the Fall Festival, Ice Sculpture Spectacular, Chili Cook-off, and Art in the Park.

### **Location of Moody Theological Seminary-MI**

Moody Theological Seminary–Michigan is located in Plymouth, Michigan.

### **Southeastern Michigan**

Southeastern Michigan boasts the state's largest population. Greater Detroit is home to nearly five million people. Detroit has a strong international flavor with large African-American, Arab, Greek, Jewish, and Polish populations. Much of the area's industry centers on automotive production. Just half an hour to the south is Toledo, Ohio, another booming city. MTS also draws students from nearby Windsor, Ontario, Canada.

Detroit is home to several sports teams including the Tigers, Lions, Pistons, and Red Wings. Detroit has several world-class museums and arenas. Recreational opportunities abound in the area, including boating, fishing, camping, golfing, skiing, and snowmobiling. Several major schools also call southeastern Michigan home including The University of Michigan, Eastern Michigan University, Wayne State University, and Oakland University.

**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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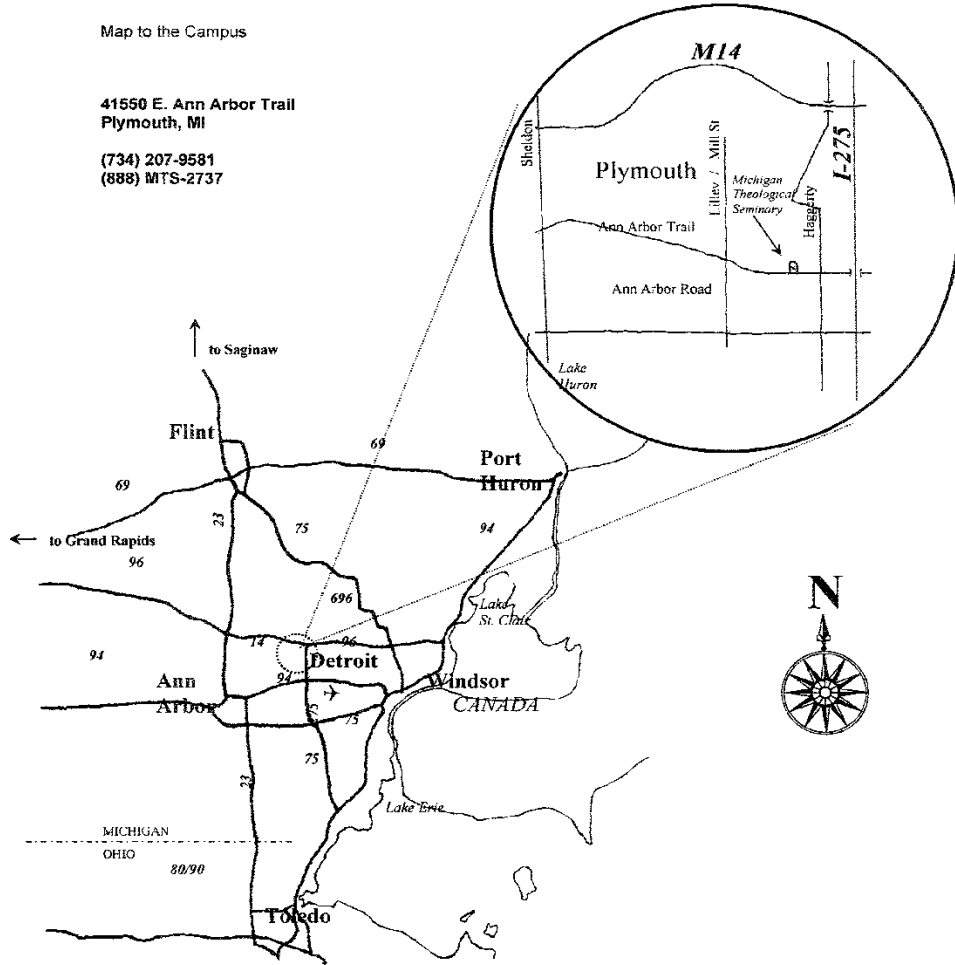
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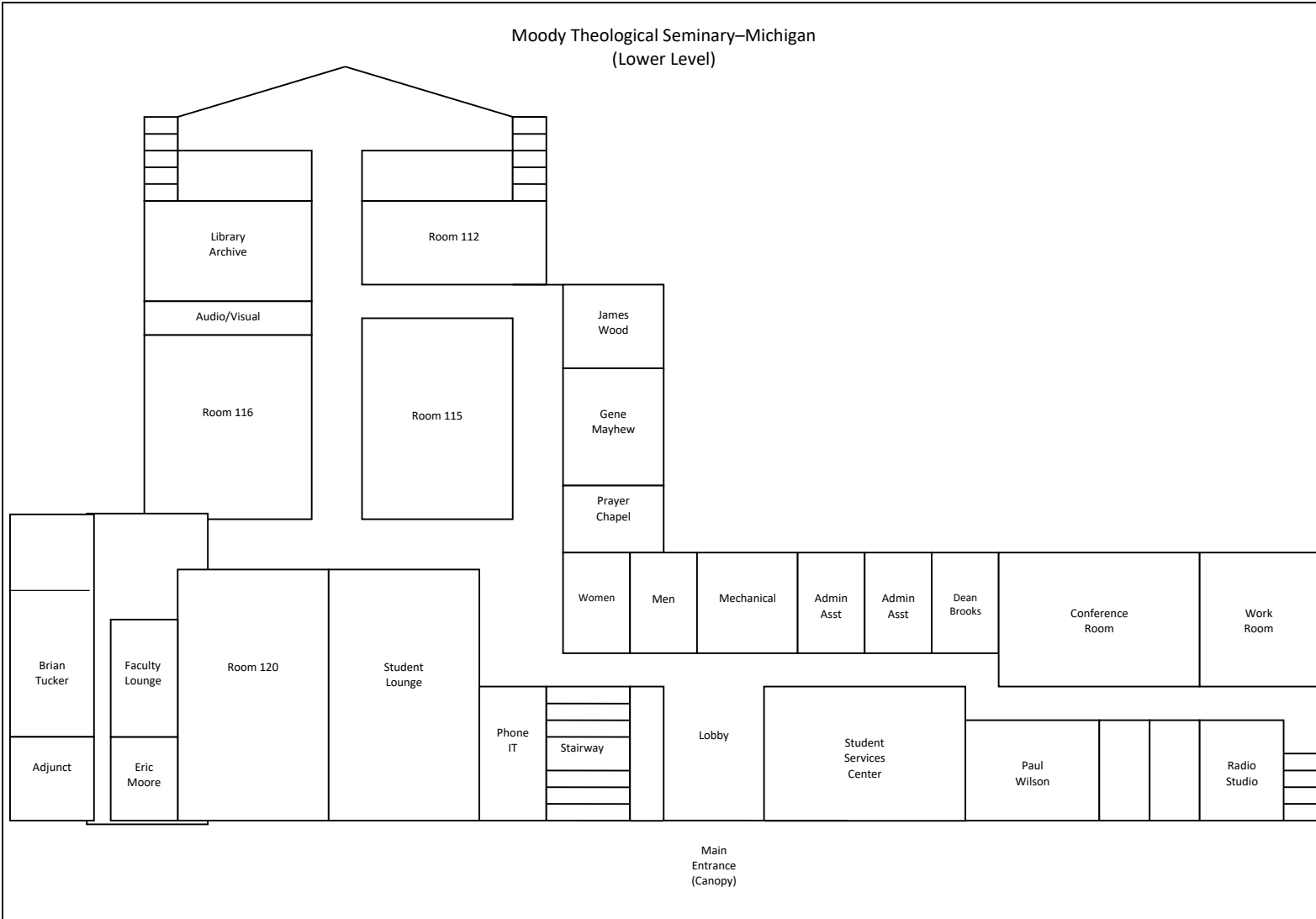
Map to the Campus

41556 E. Ann Arbor Trail  
Plymouth, MI  
(734) 207-9581  
(888) MTS-2737



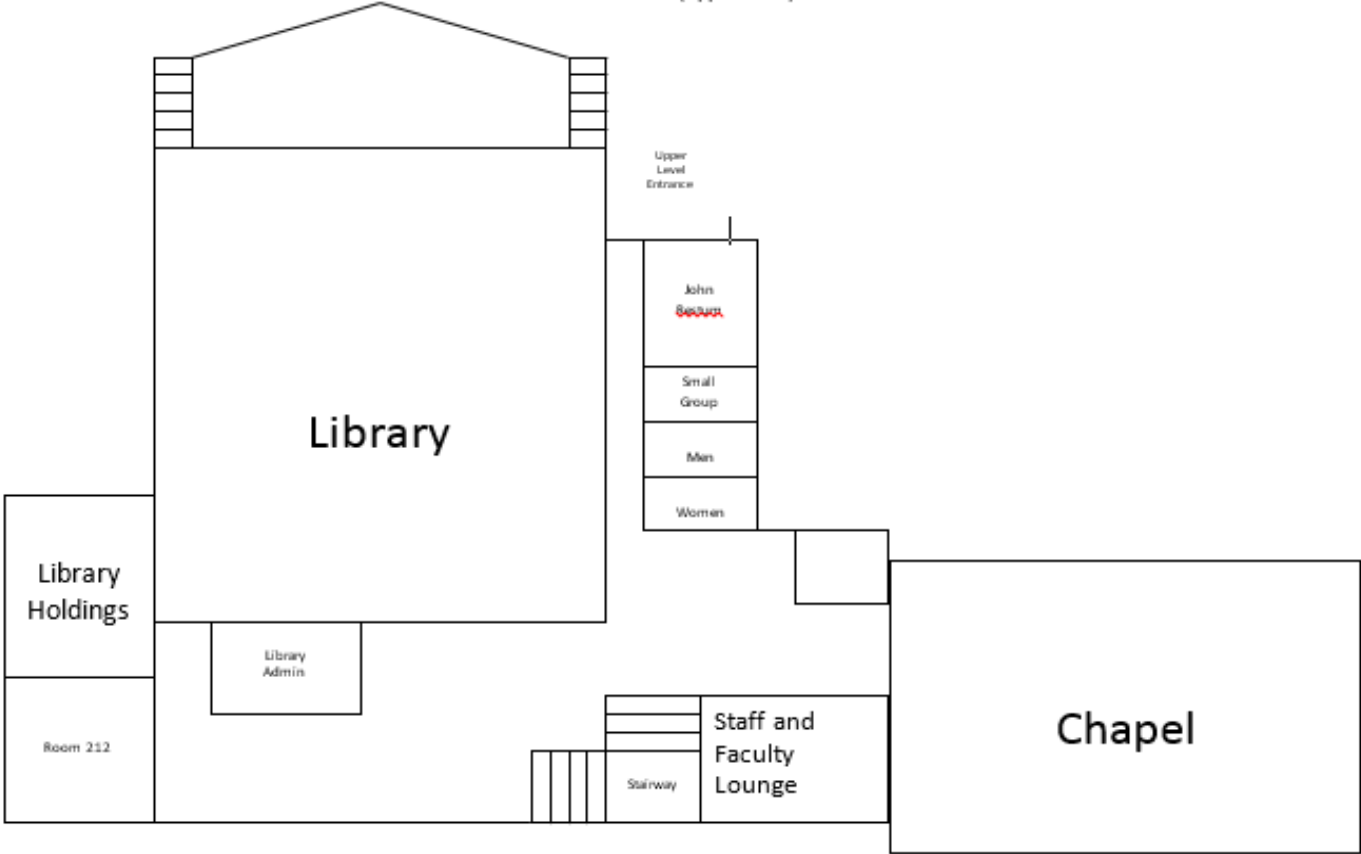
→ - Detroit Metropolitan Airport east of 275,  
south side of 94

Moody Theological Seminary–Michigan  
(Lower Level)





Moody Theological Seminary—Michigan  
(Upper Level)



## 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](mailto:ITS@moody.edu) for assistance.

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

**Related** n/a

## 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](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**

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](mailto:ITS@moody.edu) for assistance.

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

### **Related**

- n/a