

Student Life Guide

The Moody Bible Institute of Chicago

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Table of Contents

TABLE OF CONTENTS	2
LETTER FROM THE PROVOST	4
WELCOME TO THE MOODY BIBLE INSTITUTE	5
Mission of MBI	5
Mission Statement of MTS	5
Core Values of MBI	5
Doctrinal Qualifications for Students	5
Student Responsibility	5
STUDENT LIFE COVENANT	6
Christian Identity and Values of MBI	6
The Christian Life and Guidelines	6
Biblical Absolutes and MBI Students	6
Responsibilities for Christian Community	7
Stewardship of Our Bodies	8
Conclusion	10
STUDENT LIFE HANDBOOK	11
Student Life Division	11
Student Life Handbook	11
COMMUNITY STANDARDS	12
Campus Attire Specific Guidelines	12
Dating	12
Damages and Repairs	12
Entertainment, Media, and Technology	13
Halloween	14
Harassment, Sexual Harassment, and Sexual Violence	14
MBI Sex Offender Registration	14
Information for Crime Victims about Conduct Proceedings	14
Marriage of Students	14
Medical Amnesty Policy	15
Policy Compliance Expectations	15
Property Information (Chicago)	15
Student Conduct	16
Student Conduct Process	16
Student Lists	18
Students are not permitted to post or distribute lists of names of other students for any reason.	18
Tobacco, Alcohol, and Drugs	18
Student-Faculty Complaint and Conflict Resolution Process	18
STUDENT HEALTH AND ACTIVITY	21
The Office of Student Care and Concern	21
Mental Health Resources	21
Student Grievances	24
Public Safety	25
Student Groups	28
Spiritual Enrichment	29
RESIDENCE LIFE- CHICAGO, IL	32
Residence Life Purpose Statement	32
Expectations and Living in Community	32
Residential Requirement	32
Residence Hall Staff	32
Residence Hall Living (Chicago)	33

Residence Hall Desk Services	35
Campus Visitors	36
On-Campus Married/Family Housing	37
New Student Temporary Curfew	37
STUDENT SERVICES	38
ACADEMIC SUCCESS	38
Crowell Library	38
Student Resource Center (SRC)	40
The Writing Center	41
OTHER STUDENT RESOURCES	41
Alumni Office	41
Career Services	41
Employment Resources	41
Information Technology Services	43
International Student Office (ISO)	43
Mail Services and Copy Center (Chicago)	43
Moody Engage First Stop	44
Student Parking Information (Chicago)	44
Teller Services (Chicago)	44
Dining Services (Chicago)	45
Health Service (Chicago, Illinois)	46
Solheim Center (Chicago)	47
CHICAGO COMMUTER STUDENT RESOURCES	49
CHICAGO CAMPUS SPACES	50
Alumni Student Center (ASC)	50
Culbertson Hall Great Room	50
Doane Memorial Music Building	51
PLYMOUTH CAMPUS SERVICES AND POLICIES	52
Facilities	52
Location of MTS- Michigan	52
Public Safety	53
Mayhew Graduate Library	53
FINANCIAL AND ACADEMIC INFORMATION	56
Rights Reserved Statement	56
APPENDICES	57
Appendix A: Student Conduct Outcomes	57
Appendix B: MBI Computer Use Policy:	58
Appendix C: MBI Copyright and Peer to Peer Sharing Policy:	62

 Letter from the Provost

Dear Students,

Welcome to the Moody Bible Institute of Chicago! It is my joy to welcome you into a community committed to the transformative work of the Gospel.

The mission of Moody Bible Institute is to proclaim the Gospel and equip people to be biblically grounded, practically trained, and engaged with the world through Gospel-centered living. As Provost, I am privileged to oversee the academic and institutional life of this community. I am deeply invested in your flourishing as a whole person, not merely as a student in the classroom.

With Jesus as our guide, every dimension of your experience here matters: your emotional, spiritual, physical, mental, social, intellectual, and environmental well-being. The Office of Student Life serves as a vital partner in that mission, supporting learning and living through meaningful interactions and encounters, whether on campus or online.

With this as our foundation, the Student Life Guide serves as a roadmap for how we aspire to live and grow together in community. I encourage you to read it carefully, paying particular attention to our community standards and expectations, our restorative student conduct processes, and the campus services available to support you.

Again, welcome to Moody Bible Institute. We are honored to walk alongside you.

Timothy R. Sisk, D.Min.
Provost & Senior Vice President

Welcome to The Moody Bible Institute

We are pleased that you have been led to study with us at the Moody Bible Institute of Chicago, including MBI Chicago, MBI Undergraduate Online, Moody Aviation, and Moody Theological Seminary (MTS) (Chicago, Plymouth, and Online). We are committed to preparing ministry practitioners for leadership and influence in the body of Christ worldwide through rigorous academic and co-curricular programs that prepare our students with knowledge, relational skills, and practical skills to minister the Gospel effectively to a needy world.

We look forward to the opportunity to serve you during your time as a student at MBI. We pray you will be enhanced in your knowledge and ministry skills during your time with us. Our ultimate goal for your experience, however, is for you to develop a deeper walk with Christ. Welcome to the Moody Bible Institute community!

Mission of MBI

As a higher education and media ministry, MBI exists to proclaim the Gospel and equip people to be biblically grounded, practically trained, and to engage the world through Gospel-centered living.

Mission Statement of MTS

The mission of Moody Theological Seminary is to advance Christ's kingdom by educating students to think biblically, by cultivating their devotion to Jesus, by forming their characters, by surfacing their latent gifts and abilities, and by equipping them with practical ministry skills and professional competencies.

Core Values of MBI

The programs and degrees at MBI seek to encourage a thirst for knowing the Lord Jesus Christ, obeying Him, increasing in Christlike character, and serving Him effectively through the use of spiritual gifts.

Towards this end, the programs and degrees seek to attain the following values and competencies:

- Authority of God's Word
- Sharing the Gospel
- Centrality of the Church
- Priority of Prayer
- Power of Grace
- Practice of Integrity
- Worth of the Individual
- Living on Mission

Doctrinal Qualifications for Students

To maintain continuity and consistency with the heritage entrusted to its care, MBI requires its faculty and administration to agree with, personally adhere to, and support all of MBI's distinctive doctrines. These identify what is believed and taught in our classes. The school also recognizes that its specific theological positions do not define orthodoxy for the whole body of Christ. For this reason, MBI accepts

students from other theological traditions within conservative evangelicalism.

- The inspiration, authority, and inerrancy of Scripture
- The Trinity
- The full deity and full humanity of Christ
- The creation of humanity in the image of God
- The spiritual lostness of humanity
- The substitutionary atonement and bodily resurrection of Christ
- Salvation by grace through faith alone in Christ alone
- The physical and imminent return of Christ
- The eternal reward of the righteous and the eternal judgment of the lost
- In addition to the above doctrinal qualifications, all students must personally adhere to and support the MBI position statement on biblical human sexuality throughout the time of their enrollment as part of Moody's graduation requirements.

Student Responsibility

This Student Life Guide contains the *Student Life Covenant* (pp. 6-10) and the *Student Life Handbook* (pp. 11ff). These documents are compiled to aid you in your time as a student.

This *Student Life Guide* identifies the expectations for living in community as we seek to fulfill our mission. When individuals join the MBI community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in the *Student Life Guide* (*Student Life Covenant* and *Student Life Handbook*).

This *Student Life Guide* supplements the *Moody Bible Institute Academic Catalogs* with additional information concerning community life, student and departmental policies, campus services, and other information of value to the student. It is intended to be a practical guidebook and will answer most of the questions that arise. For program and course information, please consult the *MBI Academic Catalogs*. **This *Student Life Guide* (*Student Life Covenant* and *Student Life Handbook*) is an official document of The Moody Bible Institute of Chicago that is essential and binding on all active students.** As an MBI student, you agree to abide by the covenants, policies, and procedures of The Moody Bible Institute of Chicago contained in this *Student Life Guide* (*Student Life Covenant* and *Student Life Handbook*) and the *Moody Bible Institute Academic Catalog* that pertains to your degree level.

¹ Active indicates the student's academic status in Campus Solutions. A student becomes active at the point of matriculation. A student's status may change based on discontinuation, dismissal, or program completion. Please note that even when not enrolled, your status will remain active unless otherwise changed by factors outlined in the MBI Academic Catalogue.



Christian Identity and Values of MBI

At MBI, we value being a community of caring Christians dedicated to helping one another grow toward Christian maturity. We are part of the larger Christian community, and we represent MBI's commitment to spreading the Word of God through education, radio, and publishing. The goal of education at MBI is that each facet of the students' academic and co-curricular experience contributes to the development of Christian maturity and Christ-likeness. We seek to cultivate attitudes and conduct consistent with the Moody Bible Institute of Chicago's beliefs based in Scripture, as outlined in this document, the Moody Bible Institute of Chicago's Doctrinal Statement, and MBI's other position and doctrinal documents that guide our decision-making, and we strive to reflect God and His values in our lifestyle and the conduct of our service. As members of the MBI community, we commit ourselves to live Christ-honoring lives.

Education at MBI presupposes each student has committed his or her life to Jesus Christ for salvation and Christian service. A lifestyle in accordance with orthodox biblical principles is essential to demonstrate that commitment to fellow students, MBI employees, and the outside world. Scripture clearly commands "whatever you do, whether in word or deed, do it all in the name of the Lord Jesus" (Col. 3:17).

The Christian Life and Guidelines

The Scriptures encourage us to pursue a course of conduct that is free from both lawlessness and legalism. Rules are not in themselves a test of spirituality, yet a spiritual person will submit to God's Word and to God's established authority (e.g., church, government, institution). Such a person will live in love and self-control in the community where God allows him or her to live and serve. The Bible presents certain absolutes of moral behavior. In other areas where absolute principles do not exist, Christians must search the Scriptures for wisdom in dependence on the Holy Spirit. We call our students to live in accordance with all biblical absolutes. MBI believes that where biblical absolutes of moral behavior are absent, such matters fall to individual and communal discernment based on interpretations of Scripture, surrender to Christ's Lordship in every area of life, and to the Christian's conscience. In every instance, the exaltation of God's holy name should ultimately determine the student's behavior.¹

Biblical Absolutes and MBI Students

By biblical absolutes, we mean those unchanging scriptural truths about God, His creation, and His will for human beings. Rooted in His character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation. Included in the absolutes are specific requirements of the Bible about moral living.

Positive Commands

Because we desire that the life of Christ be manifested in our community, we expect believers to seek to follow every direct command of God.

5:18-21; Col. 3:12-17; 1 Thess. 5:12-22; Heb. 10:24-25).

The following biblical principles represent MBI's emphasis on these commands:

- A personal responsibility to conduct oneself 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).
- Because of the value placed on persons as those created in God's image (Gen. 1:26-27; Col. 3:10; Matt. 22:39; Rom. 13:8-10; 1 John 3:13-18), a controlling principle of Christian love demands the following:
 - A genuine desire to please our neighbor for their good and edification (Rom. 15:1-3).
 - A thoughtful consideration of others lest, in the exercise of Christian liberty, a brother or sister 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).

¹ The Student Life Guide works with the following hermeneutical presupposition when citing New Testament letters: at times the letters give universal instruction guides or prescribes Christian doctrine and practice at all times and in all locations (e.g., the command to flee immorality in 1 Cor. 6:18; the call in 1 Tim. 2:9 to avoid that which is inexpedient or imprudent because of its damaging consequences); at other times, the letters give context-specific instruction that guides or prescribes Christian doctrine and practice when a congregation is assembled (e.g., the commands regulating tongues in 1 Cor. 14:27-28).

- A wise 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 MBI campus or to the prevalent sensitivities of the evangelical community at large (1 Cor. 10:32-33; 9:22).
- A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differ. A willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).
- A willing submission to authority for the Lord's sake, including obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13:1-7; Heb. 13:17; 1 Pet. 2:13-17).
- An intelligent concern for the care and use of our bodies and minds (1 Cor. 6:19, 20; Rom. 12:1-2; Phil. 4:8; 2 Cor. 10:5).

- A high standard of ethics in the area of separation from the ungodly system of the world (2 Cor. 6:14-18; Eph. 4:17-5:20; James 1:19-27; 4:4).
- A personal desire to abstain from every form of evil (1 Thess. 5:22).
- Awareness that conformity to man-made regulations, which appear religious, does not guarantee spiritual maturity in and of itself (Col. 2:20-23).

Prohibitive Commands

Biblical teaching forbids practices such as idolatry, stealing, drunkenness, chemical dependency, gossip, gluttony, dishonesty, occult involvement, murder, profanity, law-breaking, the use of illegal, addictive, or mind-altering drugs, physical abuse or battery, child abuse, and all sexual activity outside of the husband/wife marital relationship.

Furthermore, attitudes such as lust, greed, divisiveness, thanklessness, pride, hatred, rebelliousness, and jealousy are equally displeasing to God (Ex. 20:1-17; Ps. 11:5; Prov. 6:16-19; Rom. 1:26-27, 13:1-14; 1 Cor. 6:9-20, 15:34; Gal. 5:19-21; Eph. 5:1-18; Col. 3:5-10; 1 Thess. 4:3-8; 1 Pet. 5:8).

We draw attention to the following practices, which we believe expressly violate scriptural absolutes and do not glorify the Lord, or edify others or oneself:

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

While recognizing no Christian can attain perfect holiness this side of heaven, The Moody Bible Institute of Chicago nonetheless calls us to let these biblical absolutes govern our lives.

Responsibilities for Christian Community

Our relationships are sacred because we reflect God's image. As an institution, we desire to live and grow together in a safe, healthy, and godly community. Whether residential, commuter, remote, or online, your experiences with fellow students, faculty, and staff will be a vital part of your MBI education. Time spent in community will provide opportunities for you to learn and grow from and with the people God has placed around you. As Christians, we believe that living in community is one of the ways God refines and develops our character and personhood, and we are excited to walk alongside you during your time at MBI.

Upholding Honesty, Truthfulness, and Integrity

Honesty, truthfulness, and integrity are essential to growing in maturity in Christ and living in God-honoring ways, worthy of the Gospel. As a Christian institution, MBI is committed to upholding honesty, truthfulness, and integrity in all areas personally, academically, financially, professionally, and vocationally (Luke 16:10; Eph. 4:25). Students, therefore, are expected to uphold honesty, truthfulness, and integrity in all areas of life, including but not limited to academic life, in Chapel and conference attendance, and in matters among MBI community members.

Healthy, Biblical Conflict Resolution and Reconciliation

Conflict is inevitable in any and every relationship and community on this side of Christ's return. In our communal life together at MBI, we call one another to healthy and biblical conflict resolution and reconciliation. In our communal life together and especially in cases where there is conflict, disagreement, and the need for forgiveness and restoration, we strive to refrain from gossip, slander, and unresolved conflict. We will commit to believing the best of others. Where there is conflict, tension, and/or sin, we will address it swiftly, humbly, and biblically as those committed to our calling as ministers of reconciliation (2 Cor. 5:11-6:2). A general guideline for biblical conflict resolution is found in Matthew 18:15-17 and will be followed where at all possible and prudent (cf. Col. 3:12-17; James 1:19-20).

Cultural Competency

At MBI, we have a rich cultural environment that includes people from many countries, ethnic backgrounds, and worldviews. Students are encouraged to take advantage of this diverse environment, learn from people and cultures different from their own, and be intentional about becoming culturally competent. The diverse MBI community provides a wonderful opportunity to explore ethnic, cultural, and linguistic nuances. Rather than being afraid, critical, or rejecting these differences, our community has the privilege of embracing them while doing our best to learn about and respect them. Becoming culturally competent within our world is our responsibility and demands a conscious effort on our part.

Vandalism, including but not limited to the use of anti-Semitic symbolism or racist symbolism, and other ethnic or cultural hate crimes, will not be tolerated. All evil symbols, racial slurs and jokes, and sexually explicit language and illustrations are not representative of our values as followers of Christ, and all such behavior is not acceptable at MBI. Such actions are offensive to those within our community, grieve the heart of the Lord, and harm the cause of Christ. Disciplinary action, up to and/or including expulsion, will be taken against those identified as perpetrating such behavior.

Sexual Harassment and Sexual Violence

MBI is committed to providing a learning environment that respects the worth and dignity of each member of its community, is safe, pleasant, healthy, comfortable, and free from all forms of sexual harassment and sexual violence. Therefore, MBI maintains a no-tolerance policy regarding harassment, including sexual harassment and sexual violence. Accordingly, no MBI student shall be the object of or participate in sexual harassment or sexual violence of any form, and MBI reserves the right to take actions that are consistent with its policies and procedures to address students and situations related to any and all forms of sexual harassment and sexual violence.

MBI prohibits all forms of sexual harassment and sexual violence, including, but not limited to, sexual harassment, sexual violence, domestic violence, dating violence, stalking, sexual exploitation, and retaliation.

If you experience or witness sexual harassment and/or sexual violence, we encourage you to report the incident immediately to the Title IX Office. Timely action will be taken to address the situation and to provide resources and support to students involved. MBI prohibits all forms of retaliation for reporting harassment and sexual violence.

An incident report of sexual harassment or sexual violence should be filed through the Title IX Office. MBI's Title IX Office webpage may be viewed at www.moody.edu/titleix/. For more information, see page 14.

Hazing

The Moody Bible Institute of Chicago does not allow "hazing" as a part of our school culture. Consistent with the Stop Campus Hazing Act (Public Law 118-173), The Moody Bible Institute of Chicago prohibits hazing in all Moody Bible Institute programs and activities. Hazing is any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons, regardless of the willingness of such other person or persons to participate, that:

- a. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- b. causes or creates a risk, above the reasonable risk encountered in the course of participation (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

The Moody Bible Institute of Chicago's policy on hazing is outlined in the Statement of Policy and Prevention Program on Hazing. You can report hazing to any Moody employee you are familiar with, e.g., faculty member, advisor, coach, any non-student student life staff, or supervisor. Hazing activity will be reported to the Title IX Office (report online or contact TitleIX@moody.edu) for review and forwarding to the appropriate office to further investigate or, in cases of emergency, to the Department of Public Safety (312) 329-4357.

Hazing that results in, or is likely to result in, bodily or psychological harm is a crime. Questions as to whether an activity violates this policy should be directed to the Title IX Office.

Stewardship of Our Bodies

We are physical beings, and our bodies matter for two reasons: God created our bodies (Gen. 1:26, 2:4-7) and Jesus Himself came in bodily form (John 1:14; 1 Cor. 6:14-15). Our bodies are temples of worship (Rom. 12:1-2; 1 Cor. 6:19-20), therefore, even bodily activities—like eating, exercise, and sex—are spiritual pursuits. Because of Christ's resurrection, we take physical existence very seriously. Here are some practical ways for you to live out Christ-likeness in your time as a student at MBI.

Campus Attire

MBI encourages students in their clothing choices to exercise responsible freedom while representing themselves as image bearers of God. MBI dress guidelines reflect our commitment to our values of individual dignity and self-worth, a humble awareness of other perspectives, including brothers and sisters from many different backgrounds and perspectives around the world, and a deep commitment to the good of the whole community. We desire to empower students to make dress choices that honor God, others, and themselves.

The general guiding factors regarding campus attire are cleanliness, appropriateness, and modesty. To support students and provide clarity, specific guidelines that reflect our expectations for dress and attire are stated in the *Student Life Handbook* portion of the *Student Life Guide*, which is outlined on page 11.

Human Sexuality

The position of The Moody Bible Institute of Chicago on human sexuality and marriage is grounded in the authority of the Bible as the divinely inspired and inerrant Word of God. Our position is also consistent with the teaching of the Church throughout the centuries.

Since the beginning of creation, God has revealed His intention for human personhood, sexual identity, and sexual intimacy in marriage. God created humanity in His image as male and female, thus giving all humanity value, dignity, and eternal significance (Gen. 1:26-27, 5:1-3, 9:6; James 3:9). The distinction God created between male and female is part of His glorious plan to bless humanity. It is the foundation for all subsequent human life and is reflected in a person's biological birth sex; embracing one's birth sex honors this distinction as designed by God, but misrepresenting one's birth sex violates God's generous intention for human relationships. The goodness and beauty of God's creation is affirmed by Jesus Christ and is foundational for the New Testament view of human sexuality (Gen. 1:31; Matt. 19:4-5; Mark 10:6; Rom. 1:26-27).

God designed marriage to be a monogamous, permanent, committed relationship between a male and a female (Gen. 2:24; Matt. 19:5-6; Mark 10:6). This divine design is the standard that defines appropriate sexual expression and is beautifully mirrored in the holy union between Christ and His Church (Gen. 2:24; 1 Cor. 6:15-17; Heb. 13:4; Eph. 5:25-33; Rev. 19:6-9). Marriage is the God-ordained context for the sexual union between a male and a female, and is blessed with life-giving potential by God Himself. We believe, in joyful

obedience to the Bible, that God created human sexuality and marriage as a glorious sign of His never-ending love. We praise and worship God for this magnificent blessing. Tragically, with the entrance of sin into the world, humanity has distorted God's design for human sexuality and marriage. All humanity now struggles with immoral desires and temptations to act in a way that is contrary to God's purposes for human flourishing. Nevertheless, God responds with gracious and merciful love to identify sinful expressions of human sexuality.

With one consistent voice, the Bible teaches that any type of sexual activity outside the God-ordained marriage of male and female is sinful. Therefore, specific activities such as premarital sex, adultery, or homosexual sex are inconsistent with God's holy purposes for sexual expression (Ex. 20:14; Lev. 18:1-23, 20:10-13; Deut. 22:5; Matt. 5:27-30; Rom. 1:26-27; 1 Cor. 5:1-11, 6:9-10, 18; 1 Tim. 1:9-11). We regard these divinely given guidelines and prohibitions as enduring expressions of God's love, blessing, and protection of human life and dignity. We also condemn any act that violates this God-endowed human dignity—such as rape, sexual abuse, pornography, or sex trafficking—as an affront to God's divine plan for His creation.

We fully acknowledge that every human being struggles to some extent with issues related to human sexuality because of the fall of humanity into sin. While we affirm the biblical truth about marriage and sexuality, we also affirm that the grace and love of God in Christ extends to every human being without exception.

We rejoice in the good news that God has come in Jesus Christ to redeem humanity and restore us to a right relationship with Himself through the forgiveness of our sins (Rom. 3:21-24; Eph. 1:3-10; Col. 1:9-14; Titus 2:11-14). As we turn to Jesus Christ in repentance and faith, He breaks the power of sin in our lives and brings about a spiritual transformation that enables us to live holy lives (John 3:16; Acts 16:30-31; Rom. 6:1-14). In our relationship with Christ, we find merciful restraint from our sinfulness. The Bible expects Christians to live out the ethical demands of their relationship with Christ as it relates to human sexuality (1 Cor. 6:9-20; Eph. 5:3-12; Gal. 5:16-26). We acknowledge that our physical bodies and our sexuality are eternally significant to God, and we submit our bodies to Him as an act of worship. We anticipate the glorious second coming of our Lord Jesus, at which time our sexuality will be finally and fully delivered from the presence of sin to the praise and glory of God (1 Cor. 15:50-53; Phil. 3:20-21). We therefore reject cultural views and movements that are at variance with God's design for human sexuality and marriage, willingly embracing and practicing biblical teaching as an act of worship and praise.

Knowing that Christ's redeeming grace is our only true strength, all our efforts to love and support the members of our community will be oriented to the cross upon which Christ died as the final sacrifice for our sins. We seek to be representatives of mercy and love by upholding the biblical vision for true human flourishing. All members of MBI are expected to treat one another with respect and Christ's love as we grow together in our common conformity to Him. We 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 engage in conduct that endorses activities or positions at variance with MBI's position.

Individual Sexual Misconduct

God designed our sexuality to be shared within marriage, drawing us to our spouse. That is why private, solitary sexual fulfillment, such as fantasizing, use of pornography, masturbation, and self-exposure, is self-destructive and not to be practiced. Individual sexual misconduct will be addressed by the Student Life Office.

Relationships and Physical Expression.

While at MBI, we encourage you to make all your relationships reflect God's character and love. We expect you to honor others and yourself emotionally and physically, finding your identity and approval in Christ rather than in a relationship. Relationships exist within the community and impact not only ourselves, but also those around us. As an MBI community, we have an active responsibility to encourage others towards healthy, sustainable, and God-honoring relationships and discourage exploitative and sinful behavior.

We expect all expressions of physical affection to be characterized by a commitment to mutual respect for one another and an awareness of the impact our actions have on the surrounding community, including public displays of affection. Students are encouraged to hold each other accountable by courageously and respectfully expressing their concern to their peers when they observe interactions in conflict with these values.

The Student Life office will address all consensual sexual misconduct. In the event an incident of consensual sexual misconduct is found to be directly related to non-consensual sexual conduct, the case will be addressed by the Title IX Office and will incorporate MBI's amnesty provision.

Tobacco, Alcohol, and Drugs

Students must refrain from smoking any substance, using tobacco in any form, using any kind of nicotine or smoking device, using non-medical narcotics, hallucinogenic drugs (including marijuana or hookah), consuming alcoholic beverages of any kind, or misusing any legal or prescribed substances for the duration of their time as active students. These substances may not be consumed, possessed, or distributed by MBI students on or off campus.

We recognize that there are many varying Christian perspectives, particularly on alcohol consumption. At MBI, we require students to abstain from alcohol consumption through the duration of their time as active students as a community practice for the following reasons:

- Alcohol can be addictive and have devastating consequences when misused and abused.
- Alcohol misuse has a vast and adverse impact in the college context, as evidenced by statistics citing that students' alcohol consumption is responsible for accidents, violence, abuse, sexual assaults, and arrests.
- Some students coming to MBI have had an addiction to alcohol or have been negatively impacted by a loved one's addiction. We desire to be sensitive and attentive to the unique needs of these students.

- Scripture repeatedly warns against drunkenness and instead calls believers and church leaders to moderation regarding alcohol use and sober-minded attentiveness to the Spirit. (Eph. 5:18, 1 Tim. 3:8, 1 Pet. 5:8, Titus 1:7, 1 Cor. 6:9-10, et al.).
- Excessive alcohol use and misuse have had destructive impacts on our society and history.
- The alcohol industry tends to promote values contradictory to a Christ-following life.
- While we believe the act of abstaining from alcohol consumption does not itself make a student more holy or spiritual, result in a good Christian life, or serve as a prerequisite for ministry, abstaining from alcohol consumption while a student at MBI is the choice made by our MBI community and is expected to be honored.
- Regardless of one's personal perspective regarding alcohol consumption, each student can approach this value in a posture that leads to growth by:
 - Utilizing this time of practicing restraint and abstinence from alcohol at MBI as an exercise of spiritual formation, where longings and desires can be directed towards Christ.
 - Discussing different perspectives and approaches to alcohol consumption within a Christian worldview and a context of Christian ministry and leadership.
 - Intentionally developing individual convictions, beliefs, and attitudes.

Conclusion

The *Student Life Guide*, consisting of the *Student Life Covenant* and *Student Life Handbook*, contains essential information about life at The Moody Bible Institute of Chicago. Your role as a student is to be thoroughly familiar with the standards, procedures, and foundation for community life outlined in the *Student Life Guide*. If you have questions concerning the interpretation and application of these materials, direct your questions to any Dean in Student Life.

Please note that the expectations outlined in the *Student Life Guide* (*Student Life Covenant* and *Student Life Handbook*) are binding for all active MBI students. A thorough reading and understanding of the *Student Life Guide*, and a commitment to comply with the standards and procedures of The Moody Bible Institute of Chicago, are required each year while an active student. All active MBI students are required to sign the *Student Life Handbook Agreement* annually as an indication of their commitment to comply.

As you join the MBI community, you accept these responsibilities and conditions of membership as stated above in the *Student Life Guide* (*Student Life Covenant* and *Student Life Handbook*). You agree to live according to this document and other expectations stated in the *Student Life Guide*. If you find yourself unable or unwilling to honor these commitments, withdrawal may be in order.

We recognize we have an obligation to hold each other accountable to biblical standards and to the commitments we have made, and therefore, understand appropriate action will be taken to teach, influence, discipline, and/or even dismiss those who disregard these community expectations or demonstrate by their words, actions, or other circumstances, an unwillingness or inability to conform to such expectations. Student Life staff will strive to have all conduct procedures characterized by Christian love and a redemptive spirit.

I have read the *Student Life Covenant* and agree to follow and comply with the standards and procedures stated therein and in the *Student Life Handbook*. I also agree to abide by conduct decisions made by MBI's administration and acknowledge that my personal integrity is an important part of my voluntary association with The Moody Bible Institute of Chicago. (Each active student will affirm this statement through their Student Account in myMoody.)

"Whatever happens, conduct yourselves in a manner worthy of the Gospel of Christ. Then... I will know that you stand firm in one Spirit, striving together as one for the faith of the Gospel (Phil. 1:27)."

Student Life Handbook

Student Life Division

As an integral part of the Education division of MBI, the Division of Student Life serves, supports, and equips students to thrive at MBI and be prepared for a life of Christian service. The staff of Student Life serves as co-educators and spiritual leaders who love and lead the student body. We attempt to lead students through life-giving relationships that add value, deepen character, and encourage development in each student. Our programs and services are intended to provide a training ground for leadership and ministry because we believe in students' potential as ministers and leaders. We seek to serve students from a posture of humility, love, and respect, not fear and control. This redeeming, relational love is the context in which we strive to maintain rules and exercise discipline.

Our mission is to serve as a catalyst for students to become complete in Christ (Col. 1:28-29) and to encourage them to become growing and complementary members of the body of Christ (Eph. 4:15-16). To this end, we care for students and help them to grow in every aspect of their lives. We desire to see students reach their full potential and take hold of the gifts the Lord has given them. Our goal is for students to leave MBI as whole individuals who love the Lord, love others, and serve for the advancement of God's kingdom.

Successful growth as a student at MBI means maturing in Christ. We are intentional about helping you incorporate your spiritual growth with your academic, physical, and social growth. You will have many opportunities to apply your MBI learning in conversation, Scripture study, hospitality, practical ministry, creative expression, and worship.

We desire to see our students incorporate God into all areas of life. Students can expect to be challenged academically, spiritually, emotionally, and relationally at MBI. We want to assist students in any way we can to integrate what is learned in the classroom, in Chapel, and through other experiences at MBI into their lives. We believe the choices students make about the way they spend their time are part of maturing in Christ, and we hope our students will see how Christ can be glorified in all they do and say, and how the information they learn in the classroom can be applied in their everyday lives outside the classroom.

Student Life Handbook

The *Student Life Handbook* contains additional information concerning community life, student and departmental policies, campus services, and other information of value to the student. It is intended to be a practical guidebook and will answer most of the questions that arise.

Community Standards

Campus Attire Specific Guidelines

The purpose of the dress guidelines at MBI is to ensure we communicate to ourselves and to one another, through our clothing choices, the respect and dignity due to each person made in God's image. Since we live in a community with differences in perspectives regarding dress standards, we provide these guidelines to help students make decisions about personal appearance while enrolled at MBI:

- Cleanliness, appropriateness, and modesty are the general guiding factors with regard to attire.
- Clothing that promotes messages contradicting MBI's values is not permitted.
- Shorts must reach mid-thigh in length.
- Dresses and skirts must come near the knee in length.
- Undergarments must be covered and must not be visible through clothing.
- Clothing that is strapless, sideless, backless, or that reveals the side, chest, or midriff is not permitted.
- Tight-fitting clothing is not permitted, including but not limited to leggings, yoga pants, and tight tank tops, for example.
- In settings such as the Residence Halls floors, leggings and loungewear, are acceptable.
- To foster a more professional environment in academic settings, casual wear such as loungewear and pajamas is not permitted in the classroom and in the Chapel.
- Swimwear must be consistent with the following guidelines: (Women: 1 piece; Men: swim trunks) for MBI-affiliated events and outings.

Faculty and staff reserve the right to ask students to adjust their attire to better reflect our community standards. Professors, coaches, and on-campus employers may require a higher standard of dress as they deem necessary to appropriately represent MBI within their context. This is not solely the responsibility of faculty and staff, but rather a commitment we are holding together as a community.

Students are encouraged to initiate conversations respectfully and courageously with one another. We desire students to grow in approaching and receiving one another in gentleness and humility, speaking honestly and truthfully in love. Please keep this in mind as you enter into these conversations.

Dating

The student experience at MBI is a great time to meet a variety of people, and students are encouraged to make the most of opportunities to form relationships with both men and women. We expect that everyone at MBI treats each other with respect, emotionally and physically, keeping in mind that all are made in the image of God. In the same spirit, encourage each other to resist romantic speculation or gossip about the relationship choices made by others.

MBI expects all expressions of physical affection to be characterized by a commitment to mutual respect and an awareness of the impact our actions have on the surrounding community.

Please limit public displays of affection to hand-holding and brief hugs.

Except for a married student being with his or her spouse, students are not permitted to be alone in a home, apartment, bedroom, hotel room, tent, hammock, or dwelling of any kind with a member of the opposite sex.

Students are encouraged to hold each other accountable by courageously and respectfully expressing their concern to their peers when they observe interactions that conflict with these values. Holding one another accountable may be challenging, but our Biblical standards encourage us to remain above reproach.

Staff and Student Dating Policy

MBI prohibits consensual amorous, romantic, and/or sexual relationships between students and faculty, and between students and staff members. The primary objective of this policy is to maintain the integrity of the academic process and to maintain a positive educational and work environment. These prohibitions apply to all currently enrolled undergraduate students and to those graduate students for whom a faculty or staff member has any direct or indirect, current, or potential professional responsibility of any kind.

These prohibitions extend to such relationships, whether in person (face to face), written, electronic, or in any other form. In cases where a relationship between an employee and a student existed prior to one of them becoming an employee or student, the employee must disclose this relationship to Human Resources and obtain approval from Human Resources for an exemption from this policy (if the employee is a faculty member, notification must also be made to the Provost's Office). In these cases, the employee must not have supervisory responsibility over the student, and any perceived or actual conflict of interest must be addressed.

Damages and Repairs

The maintenance request system at MBI is staff and student-initiated. The work order request form is available on moody.qofmx.com.

Any damage to student rooms, Residence Hall common areas, grounds, buildings, furnishings, dining facilities, building infrastructure, or equipment should be reported to a Residence Life staff member immediately at the Houghton or Culbertson front desk.

In a Residence Hall room, the occupants will share the repair cost for any damages unless an individual assumes responsibility for them. All damage fees will be added to students' accounts through the Student Accounts office.

If, after an investigation, students are found responsible for damages occurring in any area on campus, they may be: (a) held financially responsible for repairs (see below); (b) subject to further Student Conduct sanctions; and, in extreme circumstances, (c) could be referred to local authorities for criminal charges. If, after an investigation, it is determined that damages were caused by a student(s), said damages will be billed to the student(s). Damages occurring in other areas for which the responsible person cannot be determined may be billed in the following ways:

- Those within a specific floor will be billed to all members on that floor, the cost divided equally; and
- Those occurring in public areas, such as lobbies and lounges, will be billed to all residents of the hall, the cost being divided equally.

Under no circumstances should a student attempt to make the repair or hire a contractor to make the repair. All repairs will be made by MBI Facilities staff or by a contractor hired by MBI.

Entertainment, Media, and Technology

Members of the MBI community are expected to use discernment in making choices concerning all forms of entertainment, as our choices and decisions affect not only ourselves, but those around us. Understanding that a wide variety of opinions exist within the Christian community regarding the many forms of entertainment and desiring to strike a balance between these views and provide an atmosphere best suited for students' development, we have chosen to prohibit certain forms of entertainment.

Students are to refrain from gambling, viewing obscene or pornographic material, and patronizing pubs, bars (including bar sections of a restaurant), nightclubs, dance clubs, comedy clubs, and similar establishments. There will be no on- or off-campus dances sponsored or organized by MBI students or personnel, with the exception of dance worship ministry approved by Student Life and overseen by an MBI Faculty Advisor.

We want technology to have an appropriate place in students' lives. Technology is a resource we encourage students to use and engage with for all the benefits it has to offer. However, we also desire that students would use technology as a means of freedom and not be enslaved to it. Many forms of technology can be used excessively, and we encourage balance in how students spend their time.

We recognize that social media and technology have become normal ways to connect with friends, and we desire students to engage in authentic relationships with one another, whether virtually or in person. Decisions regarding both time invested and the content of movies watched, video games played, and social media sites visited should be governed by the values of prudence, moderation, and modesty. We encourage all students to hold each other accountable to these values when making entertainment and technology use choices.

Music

We ask students to use discernment about the music they listen to and to be respectful to those around them who may not share the same preferences. We also require that music played or performed in public areas (hallways, lounges, or assemblies) be in keeping with the spirit and standards of MBI. MBI reserves the right to decide on the suitability of music played or performed on campus.

DVDs/Movies/Video Games

Federal Copyright laws restrict student groups and Residence Life staff from incorporating movies into programs and events without purchasing a "public performance rights" fee from the copyright holder. Due to the high cost, in most cases, purchasing public performance rights for movies will not be a practical option for a student group or a Residence Life staff member. All questions regarding obtaining rights to films should be directed to the Dean of Student Activities, Orientation, and Moody Engage for student groups and the Dean of Residence Life and Retention for RAs.

Internet/Social Media Use

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 the Internet and Social Media sites (e.g., X, Facebook, Instagram, Pinterest, TikTok, personal blogs, etc.) that is not consistent with the standards of MBI. If you choose to engage in using social media, be sure to write in the first person, making it clear you are speaking for yourself and not on behalf of MBI. If you are writing specifically about your time at MBI, identify yourself as a student and realize that by doing so, you are creating perceptions about MBI to others.

Computer Use

Students are required to follow the standards published in the Computer Use & Acceptable Use Policy and Copyright and Peer to Peer File Sharing Policy found on the student portal and appendices of this guide. Downloading copyrighted material (e.g., software programs, music files, video files, or audio files) is illegal, and disciplinary measures will be taken.

Posters

All posters on campus must be reviewed and stamped by the Student Activities and Orientation office. We encourage you to send a copy to studentactivities@moody.edu for review before printing. The most up-to-date poster guidelines can be found on each campus bulletin board. If you need further assistance, feel free to reach out to studentactivities@moody.edu.

Audio and Image Privacy

Students may not audio record, video record, photograph, livestream, transcribe (including AI note taking), or otherwise capture, store, or distribute classroom instruction, meetings, conversations, student interactions, events, or activities using any device or technology, including smartphones, computers, wearable devices, smart glasses, AI enabled tools, or other recording equipment, without the consent of the individuals being recorded and, when applicable, the permission of the appropriate faculty member, presenter, event sponsor, or MBI official.

Classes may only be recorded or transcribed with the permission of the professor. Students wishing to video or audio record events, including panels, discussions, and presentations, must obtain approval from the designated faculty advisor or the Dean of Student Activities, Orientation, and Moody Engage.

Students with disabilities who require the recording of class sessions as an approved accommodation should make arrangements through the Student Resource Center. Any recordings made as an accommodation are for the student's personal academic use and must not be shared, distributed, or published.

Halloween

In an effort to honor the variety of convictions within the Christian community about celebrating Halloween, students are not allowed to plan or participate in any on-campus activities celebrating Halloween or activities associated with the holiday (e.g. trick or treating, costume parties around October 31, carving pumpkins, or using traditional decorations like ghosts, witches, spiders, etc. in the Residence Halls or in public spaces of MBI).

Harassment, Sexual Harassment, and Sexual Violence

Harassment is unwelcome and sometimes unlawful conduct that demeans, insults, and/or offends. Harassment in all its forms is prohibited by MBI among the MBI community, on campus, and at any MBI-sponsored off-campus venues/events, and thus, will be addressed according to the level of severity and type. Note that "all forms" includes digital forms of harassment.

While all forms of harassment are strictly prohibited, MBI emphasizes its prohibition of sexual harassment.

MBI expects all members of the MBI community to comply with MBI's Title IX Policy, which prohibits Sexual Harassment, Sexual Violence, and Retaliation in MBI's Education Programs and Activities or for which MBI otherwise has a substantial interest, regardless of whether that conduct occurred on or off campus. Such Programs and Activities or substantial interest inclusions are further defined in the Title IX Policy and extend to students and employees to the extent applicable.

The employee responsible for coordinating Title IX compliance efforts is:

Rachel Campbell

Director of the Title IX Office/Title IX Coordinator

820 N. LaSalle Blvd. Chicago, IL 60610 Smith 3
(312) 329-2115

TitleIX@moody.edu

Please review MBI's Title IX webpage at the following URL to access the Title IX Policy and for related information and resources: <https://www.moody.edu/titleix/>.

Sexual Harassment Prevention and Awareness Training

Prevention training regarding sexual harassment and sexual violence is key in helping the community be proactive against sexual violence. MBI conducts annual Sexual Harassment Training for all staff and students. Other supplemental trainings may be used throughout the year to aid this goal.

Consensual Sexual Misconduct

In the event that an incident of consensual sexual misconduct is found to be directly related to

Non-consensual sexual conduct: the case will be addressed by the Title IX office and will incorporate MBI's amnesty provision.

MBI Sex Offender Registration

Any student who is identified as a registered sex offender (as defined by the Illinois State Law 730 ILCS 150) is required to register in person with the Office of Public Safety within 3 days of their successful enrollment at The Moody Bible Institute of Chicago.

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 dismissal of the student.

Information for Crime Victims about Conduct Proceedings

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a): added HEA Sec. 487 (a) (26), The Moody Bible Institute of Chicago 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 The Moody Bible Institute of Chicago 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 to the next of kin of the alleged victim.

Marriage of Students

To maintain a central focus on their wedding day and to limit the disruption to their academic experience, students who plan to marry while enrolled in the undergraduate school are strongly encouraged to schedule the ceremony during the winter or summer break periods. (We do understand that there may be unique circumstances that may cause a mid-semester wedding date to be the wisest choice; thus, marrying only during breaks is not a requirement.) It is important for students who live in the Residence Hall to understand that no housing or meal plan refunds will be given to students who move out due to marriage prior to the semester ending.

Students are strongly exhorted to seek premarital counseling prior to marriage. Any questions regarding this may be directed to the Dean of Student Care and Concern at scc@moody.edu or 312-329-4192.

Students who intend to marry while enrolled are asked to read MBI's Intent to Marry information form. This form can be accessed on the Student Life home page of your student portal or received from the Student Life Office on Crowell 8. The Intent to Marry information form contains a checklist of departments to contact prior to marriage and those to contact after marriage. By contacting these departments, you will be able to: adjust your student billing to reflect your married status, change your marital status on your permanent record, and change the permanent record of the female student's maiden name to reflect their married name.

Premarital counseling may be available on campus for Chicago-based students who are unable to meet with the pastor or person performing the ceremony. If you are interested in such services, please contact the Counseling Services staff located on Smith 3 at counselingservices@moody.edu.

Marriage of International Students:

International students must follow the stated student marriage policies. If there are any changes with an immigration status or if international students have questions regarding next steps, further information must be discussed with the Assistant Dean of International Students and FYE, Micah Hitt, by emailing iso@moody.edu.

Medical Amnesty Policy

The Moody Bible Institute of Chicago is a drug and alcohol-free community that expects each student to uphold restrictions stated in the *Student Life Covenant* and the *Student Life Guide* while in active student status. MBI is committed to the health, well-being, and safety of every student. The Medical Amnesty Policy applies to students who require immediate professional medical attention due to

the consumption of alcohol and/or drugs. MBI does not want the fear of disciplinary action to hinder the appropriate medical response to address incapacitation from alcohol and/or drug use. Students should call 911 or Public Safety at 312-329-HELP (4357) for immediate assistance. A student who seeks professional emergency assistance for himself or herself, or for another student experiencing an alcohol and/or other drug-related emergency, will not be subject to disciplinary action under MBI's Student Conduct Policy.

Policy Compliance Expectations

The Moody Bible Institute of Chicago requires students to comply with a spirit of cooperation, honesty, and integrity when asked to:

- Participate in conduct meetings about alleged violations of MBI policy.
- Participate in meetings regarding students' safety or well-being.
- Participate in meetings initiated by MBI employees.

Failure to comply and cooperate in the above situations may lead to disciplinary action and jeopardize enrollment at The Moody Bible Institute of Chicago.

No one is permitted to record meetings with MBI staff or leadership without the express written consent of all parties involved.

Following a meeting with Student Life staff, students may be given written requirements to address policy compliance expectations. Students are expected to comply with all Student Life requirements communicated to them. Students who fail to comply with a requirement may receive one or more of the consequences listed below:

- Additional outcomes listed in the Student Conduct policy up to dismissal.
- Academic enrollment is held until requirements are completed.
- Extended conduct outcomes (e.g., probation, enrollment hold) until requirements are completed.

Students who fail to comply will receive written notification (to their moody.edu email) of their new or continued requirements.

Property Information (Chicago)

Fireworks

Fireworks of any kind are illegal in Illinois and are prohibited on campus.

Hallways, Stairwells, & Elevator Lobbies

Keeping in accordance with the City of Chicago fire ordinances, these areas must be kept free of all furniture, luggage, clothes, boxes, appliances, etc. This also helps avoid safety hazards and a cluttered appearance. Halls and stairways must remain free of all boxes and personal belongings, the first Friday after classes begin through the Friday before finals begin.

Plaza

The Plaza is a community environment. For the safety and consideration of others and of property, skateboarding, rollerblading, and cycling are not allowed at any time. Reasonable frisbee and ball throwing is permitted as long as it does not endanger others or damage property. Please consider relocating frisbee and ball throwing to Dryer Lawn or Solheim, both of which are more suitable spaces for these activities. The Dean of Student Activities, Orientation, and Moody Engage must pre-approve the use of amplified instruments and/or equipment one week before the date of the scheduled activity. Please observe community quiet hours.

Grills

Students are permitted to use small grills outside Residence Halls provided that the following conditions are met: The grill may only be used in a location approved by Facilities Management and Residence Life. These locations should be at least 30 feet from any campus building or cars. If charcoal grills are used, the briquettes must be started without the use of charcoal lighter fluid, as this flammable liquid cannot be stored in any campus building. Students may use a charcoal chimney starter, provided that the starter is placed inside the grill when lit. After grilling, students must leave the grill in place (30 feet from any campus building or cars) until the risk of fire is eliminated. Prior to returning the grill to storage, the hot coals must be extinguished by completely submerging the coals in water for 10 minutes. Extinguished coals must be disposed of in an outside metal dumpster.

Students should keep their grills in unobtrusive locations to maintain a clean appearance of the apartment buildings. Students found in violation will have their grilling privileges revoked and will be asked to take their grills home.

The use of propane gas grills is prohibited due to the lack of appropriate storage space for the propane when not in use.

Hammocks

To promote safety and protect campus facilities, hammocks may not be attached to trees, light poles, or any other campus structure or fixture.

As a result, hammocks are not permitted in the Plaza or in any location where attachment to campus property is required.

Students wishing to use a hammock may do so on Dryer Lawn only if using a freestanding hammock that does not attach to trees, light poles, buildings, or other campus fixtures. For safety reasons, only one person may occupy a hammock at a time.

Elevators

Any tampering or misuse of elevators, such as, but not limited to, jumping, pressing emergency buttons when no such emergency exists, disabling the elevator via the stop button, or other actions that prevent the safe and ongoing operations of the elevators, may result in a fine of up to \$1,000 for all offending parties.

Pranking of any kind is not permitted in the elevators. In addition, please do not impede the elevator doors from closing. This is unsafe and is the number one cause of elevators breaking down due to wearing out the sensors. Be aware of the elevators' capacity and do not overload them. When elevators are at capacity, wait for the next elevator or consider taking the stairs.

Sprinkler System

The MBI Residence Halls are equipped with sprinkler systems for fire protection. Tampering with or hanging items from this fire safety equipment is strictly prohibited by law and MBI rules. Any student violating these rules will be subject to discipline and possible legal action.

The Moody Bible Institute of Chicago will not be liable for loss or damage to students' personal belongings caused by activation of the sprinkler system if such an act is caused by student negligence or intentional act.

Further, MBI will seek restitution from students, and/or their insurance carriers, their parents, or their parents' insurance carriers for any damage to MBI property caused by student actions.

Bicycles

Bicycles are not allowed in the Residence Halls. If a bicycle is found in the Residence Halls at any time, you will be charged a \$25 fine and will have to take the bike to the parking garage. You must register your bike each semester, including Summer, with the Facilities Office, and park and lock your bike in designated areas on the 2nd floor of the parking garage.

Rollerblades, Skateboards, and E-Scooters

Rollerblades, skateboards, and E-Scooters are not to be worn/used inside any buildings. Please put on and take off rollerblades in the first-floor entrance/lobby of the buildings. Rollerblading, skateboarding, and scootering are prohibited on the ADA entrances of Culbertson Hall and the Alumni Student Center.

Student Conduct

God places authorities over all of us. Whether it is the government, a parent, a pastor, or an institution, we should recognize authority as such and willingly submit to the God-ordained authorities in our lives. Student Life is responsible for providing you with leadership and oversight while you are a student at MBI. It is our goal that students would mature and develop self-discipline, which leads to godliness and is profitable in this life, and that will reap rewards in eternity (1 Tim. 4:7b-8).

Throughout the course of a student's time at MBI, encountering a disciplinary situation may be a part of his or her maturation process. Addressing misconduct is always done out of love for the individual and a desire to see them reach their full potential in Christ (Prov. 2:11-12). Our end goal is for students to take ownership of their own behaviors and choices, experience redemptive freedom in the conduct process, and make positive choices in the future.

Biblical discipline is redemptive and seeks to warn, instruct, and correct a member of the community, offer forgiveness, usher the individual back into a restored relationship with the community, and lead to positive transformation. While forgiveness does not mean an absence of consequences, it does mean the relationship is mended and restored.

Student Conduct Process

1. Report

Reports of student misconduct should be referred to the Resident Assistant, Residence Director, the Dean for Residence Life, or the Dean of Student Care and Concern. A Student Life professional will initiate a conduct review on the alleged misconduct, unless the report involves matters covered under MBI's Title IX Policy, in which case the report should be made or forwarded to MBI's Title IX Coordinator at titleix@moody.edu.

Self-Reporting

Students are encouraged to self-report their own misconduct to a Student Life staff member, such as their Resident Assistant, Residence Director, the Dean for Residence Life, or the Dean of Student Care and Concern, to seek help and support. Students can also contact the Office of Student Care and Concern by emailing scc@moody.edu. This type of reporting is valued most by the Student Life staff because we desire students to take ownership of their behavior and choices. MBI encourages students to walk in the freedom that can follow self-reporting misconduct.

When a student self-reports violating the *Student Life Covenant* or a *Student Life Guide* policy, MBI will respond with care, support resources, and a possibly-reduced conduct outcome to honor the student's acknowledgment of wrongdoing.

Community-Reporting and Loving Confrontation

As members of the MBI community, we all share the responsibility for maintaining a Christ-centered environment. Keeping your *Student Life Covenant* and commitments under the *Student Life Guide* 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 it can build godly character for all involved.

Our process involves following the guidelines set forth in Matthew 18:15-17, which prescribes the “concerned person” to speak with the “offender” on an individual level. If the person fails to respond, the “concerned person” then takes another person with them 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 (in this case, a Student Life professional). It is our prayer that individual confrontation be at 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. Student Life staff are available to provide advice and support for students who are uncertain as to how they should proceed in confronting someone.

Student Life expects members of the community to report someone if they are unwilling to come forward themselves, to provide help and support for the individual, and to foster a healthy community.

2. Conduct Review

MBI’s initial Conduct Review of alleged student misconduct reports that may violate the *Student Life Guide* or *Student Life Covenant* will be administered by a Student Life professional.

The Conduct Review begins with an initial meeting with the student(s) involved. The goal of the initial meeting is to gather information regarding the situation and to allow the student(s) to share his/her own information and perspective on how the situation occurred (or whether the situation occurred as reported). The initial meeting may include an interview with the student(s) directly involved and other witnesses. Student(s) will be given the opportunity to share any information to support their perspective.

At the end of the initial meeting, the student is typically informed about the next step in the Conduct Review.

3. Determination

Depending on the nature of the incident, parties that can determine a conduct outcome are: Resident Directors and Deans within Student Life.

All decisions regarding misconduct are made after careful consideration of what is best for the student, the community, and maintaining consistency in addressing each infraction or situation. Every precaution is taken to ensure students can fully represent their perspective in student conduct matters and that students are treated with dignity and respect without shame.

Outcomes or consequences may include fines, work duties, formal reprimand, warning, disciplinary probation, dismissal, mentoring relationship, counseling, addiction assessments, or other disciplinary, remedial, and restorative measures deemed necessary by the Student Life staff member reviewing the conduct. If the conduct occurs close to a student’s graduation, a conduct outcome could also include not participating in graduation and withholding a diploma for a specified amount of time. Please see Appendix A for a full description of potential conduct outcomes related to the student conduct policy. Any student conduct deemed as criminal activity involving minors will be dealt with in a zero-tolerance manner.

At MBI, we believe we are in a partnership with parents, guardians, and caregivers as we aid students in their developmental process. Therefore, parents, guardians, and caregivers of dependent children may be notified when their student is subject to significant conduct outcomes.

4. Appeal Process

The student has the right to appeal conduct outcomes taken by Student Life. Appeals are to be made in writing to the Dean of Student Care and Concern within 48 hours of the original decision. If the 48 hours expire on a weekend or holiday when MBI offices are closed, the deadline window for appeal will stretch to the next business day.

Appeals will be heard by the Student Life Appeals Committee, assembled by the Dean of Student Care and Concern or their designee. The committee will include two faculty members, one faculty or staff member of the student’s choice, and one Student Life Dean. The committee will be chaired by a Student Life Dean who has not been previously involved in or connected to the conduct case, ensuring neutrality and fairness in the appeals process.

The written appeal must clearly state the grounds that justify reconsideration and include any supporting documentation. The student shall follow the process as outlined and shall not circulate among the MBI community or submit any petitions for support or other actions in support of an appeal that are contrary to the outlined process.

Upon receiving the appeal, the Dean of Student Care and Concern or their designee will:

- a. Assemble the Student Conduct Appeals Committee, which will meet with the student at the earliest possible time after the appeal has been submitted.
- b. Advise the Committee of the rationale for the original conduct outcome.
- c. Provide the student’s written statement to the Committee.
- d. The decision on the appeal will be rendered within two working days of the appeal being presented before the Appeals Committee 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 conduct case.

Student Lists

Students are not permitted to post or distribute lists of names of other students for any reason.

Tobacco, Alcohol, and Drugs

MBI complies with the Drug Free Schools and Communities Act of 1989.

A Drug and Alcohol Abuse Prevention Program policy notification is annually distributed to students and can be accessed on the policies page on Moody's website.

If you find yourself addicted to any substance, please seek help through the Counseling Services Office on Smith 3.

Student-Faculty Complaint and Conflict Resolution Process

As followers of Jesus Christ, we are called to live in peace and harmony with others, seeking right relationships that are whole. At The Moody Bible Institute of Chicago, as conflicts or concerns between students and Faculty members occur, we want to provide a means of resolution that goes beyond voicing a complaint, filing a grievance, or appealing a decision. Our goal in every interaction, from the ordinary to the most challenging, is to demonstrate right relationships with each other as fellow members of the body of Christ. In this process of seeking peace, we honor our Lord and live out the ideals of a biblical and godly learning community.

First, Identify the Issue

To what does your concern or complaint refer? Some issues are excluded from this resolution process.

Note that issues of sexual harassment or sexual violence are defined and addressed through MBI's Title IX Office. These matters are to be addressed under MBI's Title IX procedures.

Grade complaints should be addressed directly with your instructor. If that does not resolve the matter, they are to be addressed in the Grade Appeals section of the current Academic Catalog located at www.moody.edu/academics/catalogs/. The Grade or Tuition Appeal Form may be accessed by students under the Student Tab in the my.Moody student portal.

Students with specific concerns or complaints regarding a Faculty member pertaining to what the student believes to be a violation of established MBI policy, procedure, or doctrine are encouraged to seek resolution through the following process:

Resolution Process

This process applies to all undergraduate students attending The Moody Bible Institute of Chicago. As members of the MBI community, we all share the responsibility for maintaining a Christ-centered environment.

Confrontation is difficult and uncomfortable, yet it serves to fulfill community responsibility, personal restoration, and build godly character for all involved. Confrontations should follow the model Jesus established in Matthew 18:15-17 and should seek to resolve the issue between the two persons, in this case, the student and the Faculty member.

Step One – Meet with the Faculty Member

The student contacts the Faculty member to inform them of their concern and for the purpose of resolving the issue through direct communication. When meeting, the student may bring an MBI Faculty or staff member as an advisor to the first meeting.

If the initial meeting with the Faculty member does not resolve the issue, a student should follow Step Two in the resolution process.

Step Two – Bring in the Supervisor

The student advances the unresolved concern to the Faculty member's supervisor. The Faculty member's supervisor meets with the student to hear the student's concern. When meeting, the student may bring an MBI Faculty or staff member as an advisor. The supervisor will meet separately with the Faculty member of concern. The Faculty member may bring a fellow MBI Faculty or staff member as an advisor to this meeting. The Faculty member's supervisor will attempt to facilitate a resolution between the student and the Faculty member. If the issue cannot be resolved, the student may move to Step Three.

Step Three – Meet with the Academic Dean.

The student advances the unresolved concern to the Associate Provost and Dean of the Undergraduate School and Moody Theological Seminary. The Associate Provost and Dean of the Undergraduate School and Moody Theological Seminary meets with the student to hear the student's concern. When meeting, the student may bring an MBI Faculty or staff member as an advisor. The Associate Provost and Dean of the Undergraduate School and Moody Theological Seminary will meet separately with the Faculty member of concern. The Faculty member may bring a fellow MBI Faculty member as an advisor to this meeting. The Associate Provost and Dean of the Undergraduate School and Moody Theological Seminary will attempt to facilitate a resolution between the student and the Faculty member. If the issue cannot be resolved, the student may move to Step Four.

Step Four – File a Formal Complaint

Although students are strongly encouraged to follow Steps 1-3 before filing a formal complaint, the student is permitted to bypass Steps 1-3 (and doing so may even be encouraged if there are extenuating circumstances, such as the student's concern for their physical safety [see information about Anonymous Complaints below for more options]). The student requests and receives an electronic Student Complaint Form from the Associate Provost and Dean of the Undergraduate School and Moody Theological Seminary, Dr. Brian Tucker: brian.tucker@moody.edu.

Upon receipt of the submitted Complaint Form, the Associate Provost and Dean of the Undergraduate School and Moody Theological Seminary will consult with the VP of HR to evaluate the complaint regarding:

- whether the case should be directed to some other external authority;
- whether there are any extenuating circumstances, such as a need for special expertise;
- whether there is any alleged criminal conduct; or
- whether a formal investigation is required.

Should it be determined that an investigation is necessary, the Faculty review committee (see below) will handle a review of a Faculty member of concern.

Note: HR will handle any investigation of an MBI staff member, and in extraordinary circumstances determined by MBI at its discretion, MBI may (both for complaints against staff or faculty) hire an outside investigator to investigate the allegations. In such a case, the outside investigator may report to the Faculty Review Committee (for Faculty respondents) or HR (for staff respondents), or, if determined necessary by MBI in its discretion, such as where there may be a risk of or actual bias or a conflict of interest, to a more senior MBI official or committee.

Step Five – Faculty Review Committee

The Faculty Review Committee will have five members. Four members of this Review Committee will consist of a standing Faculty Review Committee previously chosen by Faculty vote. The fifth member will be a representative of HR, assigned by the VP of HR.

Step Six – Follow the Review Process

The Faculty Review Committee will contact both the student and the Faculty member. The Committee will meet separately with the parties involved, first with the student and then with the Faculty member.

The Committee will meet and interview the student regarding the student's written complaint and allegations. The student may bring an MBI Faculty member as an adviser to this meeting. After the initial interview, the Committee will ask the student to send any emails, text messages, or other relevant documentation related to the student's complaint, as well as the names of any first-hand witnesses to the student's allegations.

The Committee will next meet and interview the Faculty member regarding the student's written complaint. The Faculty member may bring a full-time MBI Faculty member as an advisor. The Committee will ask the Faculty member to send any emails, text messages, or relevant documentation that will help address the allegation being asserted, as well as submit the names of any first-hand witness accounts to the conduct at issue in the student's allegations.

The Committee will conduct secondary interviews as necessary with others mentioned in the interaction with both the student and the faculty member. (The specific order of interviews will be determined by the Committee at its discretion.) All follow-up interviews will be conducted with at least two members of the Committee present to facilitate the interview.

Having completed the review of the complaint, the Faculty Review Committee will present its findings and proposed plan of resolution to the Associate Provost and Dean of the Undergraduate School and Moody Theological Seminary. The Associate Provost and Dean of the Undergraduate School and Moody Theological Seminary will then communicate the final decision and outcome to the student and the faculty member in writing.

Appeal of the Decision

The student and/or Faculty member may appeal the final decision on any of the following grounds:

- A procedural irregularity affected the outcome.
- There is new evidence that was not reasonably available at the time the decision was made that could have affected the outcome.
- The decision-maker or decision-making body had a conflict of interest or bias for or against the complainant or respondent that affected the outcome of the matter.

General dissatisfaction with the outcome of the investigation or related proceedings is not a basis for appeal.

The appeal must be in writing and filed within 3 business days of notification of the decision and outcome. The appeal must be sent to the Provost or their designee. The appeal must clearly state the grounds that justify reconsideration and include any supporting documentation. The appeal will be considered by the Provost and Human Resources, and a final outcome will be communicated in writing within 14 business days from the date the appeal was submitted, unless otherwise notified. The Provost's decision is final.

If, after completing the Student Complaint Form and receiving notice of the final decision and outcome, including the appeal process, a student believes the issue has not been resolved, the student has the option of filing a complaint with one of MBI's accreditation agencies. A list of accreditation agencies can be found at <https://www.moody.edu/about/accreditations-and-affiliations/>.

Anonymous Complaints

Ethics Point is an avenue available to you for the reporting of information about workplace misconduct. If a student does not feel comfortable sharing matters involving serious misconduct, through this secure website, there is an opportunity to share observations in an anonymous and confidential manner.

Students should keep in mind that anonymous complaints can be difficult to investigate.

Access to *Ethics Point* is available through my.moody.edu. *Ethics Point* then passes these comments back to Human Resources to review and act upon without revealing your identity. *Ethics Point* is a software vendor, not a 911 emergency service.

Matters that could be reported through *Ethics Point* Include:

- e. Mismanagement of funds; fraud.
- f. Unethical practices.
- g. Harassment or discrimination.
- h. Breach of confidentiality, conflicts of interest.
- i. Theft, vandalism/sabotage, violence, or threats of violence.
- j. Unsafe work conditions.

Retaliation and Bad Faith Allegations

The Moody Bible Institute of Chicago is committed to fostering an environment in which students may candidly and honestly report suspected violations of policy without fear of retribution. Accordingly, retaliation is prohibited in any form against any student who files a complaint or who participates in the investigation. Any student who is found to have knowingly filed a false complaint through the The student-faculty conflict resolution process may be subject to disciplinary action, up to and including expulsion.

Student Health and Activity

Occasionally, students are faced with life circumstances, experiences, and issues that cause significant mental, physical, or emotional distress, making it necessary for students to cooperate with the counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families and are expected to notify their RA, RD, the Office of Student Care and Concern, or schedule a counseling appointment with Counseling Services (for Chicago-based students).

MBI expects every student to be responsive and cooperative with the Student Life staff when assisting with these crises and concerns. Often, students seek voluntary support when dealing with physical health or mental or emotional health issues. At times, however, MBI may need to impose requirements on students, particularly in the case(s) where his or her actions negatively affect MBI operations or pose a direct threat to the health or safety of themselves or others. These situations are highly individualized and are handled on a case-by-case basis.

The Office of Student Care and Concern

Within the division of Student Life, the Office of Student Care and Concern is comprised of Counseling Services, Health Service, and Student Care and Concern.

Student Care and Concern exists to offer holistic support, resources, advocacy, and accountability for every student.

A few examples of what we do include:

- Helping students with next steps & finding resources;
- Communicating with professors amid emergencies;
- Meeting with students;
- Well-being checks;
- Referring students to counseling;
- Referring students to the Student Resource Center for Disability Services, as appropriate;
- Following up with students after a loss, family crisis, or mental health or medical incident;
- Processing medical/compassionate withdrawals;
- Contacting emergency contacts;
- Advocating for students.

To contact us, email us at scc@moody.edu and/or fill out a [Student Care and Concern Referral Form](https://www.moody.edu/student-services/student-care-concern/) on <https://www.moody.edu/student-services/student-care-concern/> or my.moody.edu under the Student Forms section. You can fill out this Form on behalf of yourself or another student who may need help, and our office will reach out to you.

Mental Health Resources

The Office of Student Care and Concern

Location: Crowell 8

Email: scc@moody.edu

[SCC Referral Form](#) - Found on

<https://www.moody.edu/student-services/student-care-concern/>

MBI Counseling Services

Location: Smith 3

Call: 312-329-4194

Email: counselingservices@moody.edu

Residence Life

Location: Student Life Offices, Crowell 8

Contact an RA or RD Email: residencelife@moody.edu

National Suicide Prevention Lifeline

Call or text: 988

Email: <https://988lifeline.org/get-help/>

Note: *The Lifeline provides 24/7, free, and confidential support for people in suicidal crisis or emotional distress*

Body Image, Eating Disorders, and Self-Harm

We are created by God in His own image, as embodied humans made to flourish, and therefore worthy of care and respect. Eating Disorders including, including but not limited to bulimia and anorexia, as well as self-harm, are difficult to battle on your own. Knowing that students may already be struggling with eating disorders and/or self-harming, we encourage students to seek out their RA, RD, other Student Life staff, or a member of the Counseling Services staff for support to address the unhealthy patterns and to move toward thriving. You may also consider developing accountability with other students so you can find support, encouragement, and healing.

Sexual Addictions and Pornography

As Student Life staff, we understand that many students already experience sexual brokenness. We are here to walk alongside you in your journey toward sexual wholeness. We encourage you to ask your RA, RD, or another Student Life staff for prayer and guidance. In addition, we encourage you to take part in holistic and healthy accountability with other students where verbal confession and healing prayer are practiced (James 5:13-16). We also encourage you to seek additional help through MBI Counseling Services (for Chicago-based students).

Sexual Harassment, Violence, and Trauma

As stated above, consistent with MBI's belief that all people are created in God's image and are worthy of dignity and respect, MBI is committed to maintaining a Christ-centered community free of harassment, sexual harassment, and sexual violence in all its forms. If you are a survivor or witness of harassment, sexual harassment, and/or sexual violence, there is support without shame. Please reach out to your Residence Life Staff, Student Life Staff, the Office of Title IX, and/or Counseling Services.

Policies and Procedures related to addressing incidents and concerns about sexual harassment and sexual violence may be found online at <https://www.moody.edu/tittleix/>.

Anxiety and Depression

It is not uncommon for us to have a bad day or even a bad week. But if you begin to experience symptoms of anxiety or depression that last longer than 7-10 days and cause difficulties with your classes, job, and/or relationships, it might be a great time to seek support from Counseling Services. Symptoms of anxiety can include persistent irrational fear, restlessness, muscle tension, sleep difficulties, racing thoughts, or panic attacks. Symptoms of depression might include persistent sadness for at least two weeks, difficulty enjoying activities, insomnia, low appetite, and thoughts of death or suicide. Each year, approximately two-thirds of the students who request counseling at MBI are struggling with some form of anxiety or depression. That amounts to over 200 students per school year! Please know you are not alone, and there is help and support to be found in our community.

Medical or Serious Health Concerns or Emergencies

At times, a student may experience a medical or health emergency or recurring medical episodes. If you are experiencing, or you observe another student experiencing, a medical or health emergency, Public Safety should be called immediately. If it is not clear whether a physical or health emergency exists, always err on the side of caution and contact Public Safety. Public Safety will determine if emergency medical care is needed. Students experiencing recurring medical episodes should reach out to Health Service, Residential Life, or Student Life Staff, or the Student Resource Center to identify available resources to help manage their health while they are on campus. In situations where a student has repeated medical issues that require MBI interventions, whether through Residence Life, Public Safety, or other departments, MBI may institute a care plan to set parameters for managing the student's issues. This will be done in consultation with the Office of Student Care and Concern, and if applicable, the Student Resource Center, and through communication with the student. Students are required to comply with the expectations outlined in their care plan. Failure, refusal, or inability to comply with either the Dean of Student Care and Concern or Student Life may provide grounds for the Dean of Student Care and Concern to invoke an involuntary withdrawal.

Medical/Compassionate Withdrawal

The Moody Bible Institute of Chicago understands that students may encounter an exceptional circumstance that is either incapacitating or creates undue physical, health, or emotional duress that makes it impossible for them to complete the semester or term. In these extraordinary situations, students may submit a request for a Medical/Compassionate Withdrawal. The Medical/Compassionate Withdrawal Request Form can be found on your My. Moody student portal.

A Medical/Compassionate Withdrawal may be requested when an extraordinary medical circumstance – such as a serious illness, injury, on-going medical challenges, or mental-health challenge that compromises life, safety, and/or prevents the student from continuing classes (Medical Withdrawal). It may also be requested when an

exceptional life event – such as a serious illness of a child or spouse or the death of a parent, child, or spouse – prevents a student from continuing classes (Compassionate Withdrawal). If a student cannot make academic decisions due to incapacitation, the Office of Student Care and Concern will withdraw the student from all courses.

Requests for Medical or Compassionate Withdrawals must be made to the Office of Student Care and Concern. All requests require thorough and credible documentation (medical, mental health, or legal documents), which are to be submitted to the Office of Student Care and Concern, attached to the Request.

Generally, students request a complete withdrawal from semester coursework. Application for a partial withdrawal must be specifically documented to justify the selective nature of the Request. It is the student's responsibility to ensure appropriate forms and documents are included and completed. Completing the process does not guarantee or ensure the Request will receive approval; each case is reviewed individually.

If the Request is approved, the Office of Student Care and Concern will coordinate the logistics that allow for the student to be withdrawn from their courses, and the student will receive a *W* or *WP* on their student transcript.

The student may also be eligible for a credit to their student account based on the date their withdrawal is approved or the date of their last class attendance. The following is the refund schedule for full medical/compassionate withdrawals:

- Up to a 50% credit (housing/meal plan for students who receive the MBI grant or tuition for students in all other educational modalities) until the mid-point of the semester/term.
- Up to a 25% credit (housing/meal plan for students who receive the MBI grant or tuition for students in all other educational modalities) until the three-quarters point of the semester/term.
- No refund thereafter.

All students requesting a Medical/Compassionate Withdrawal should consult with a Student Financial Aid Counselor to identify and understand the financial assistance/monetary implications of withdrawal to their student account (for example, some forms of aid, such as Pell grants or scholarships, may be reduced as a result of not completing the semester).

International students on an F-1 visa should consult with the Assistant Dean for International Students to determine how a Medical/Compassionate Withdrawal will impact an international student visa, as there may be circumstances in which such a withdrawal will have an adverse impact on the status of an international student visa.

Involuntary Withdrawal

The Dean of Student Care and Concern (in consultation with the Associate Dean of Counseling Services, Dean of Residence Life, and/or the Director of Health Service) may also determine that it is not reasonable or possible for MBI to provide the required level of care for a student, and an Involuntary Medical/Compassionate Withdrawal may be initiated.

MBI may pursue an involuntary withdrawal for a student who is engaging in or threatening to engage in behavior that creates a direct threat to the safety or health of individuals or the community as a whole, or for a student who is engaging in or threatening to engage in behavior that significantly disrupts the programs, services, and activities of MBI. In circumstances where there are other MBI policies or standards of conduct violated by a student in this process, MBI may also implement the conduct process.

When MBI is considering a student withdrawal, and MBI and the student do not agree about the withdrawal, procedures will be implemented to make an individualized determination about the student's participation in MBI programs.

The Dean of Student Care and Concern, or designee, in consultation with the Associate Dean of Counseling Services, Dean of Residence Life and/or the Director of Health Service, will collect all available information obtained from incident reports, information from the student, faculty and staff, as well as information from appropriate medical professionals and documentation, as available, to assess whether an involuntary withdrawal is appropriate. The purpose of the assessment is to determine the level of risk the student poses to health and safety and/or MBI operations and to inform decisions about the student's future participation in MBI programs. This individualized assessment will be based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury or significant harm will actually occur; and whether, if the student has a disability, reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids and services, will sufficiently mitigate the risk.

Returning after Voluntary or Involuntary Withdrawal

Prior to returning to or re-enrolling at MBI, a student who has withdrawn, voluntarily or involuntarily, must submit a written plan demonstrating that the student (1) can participate in MBI programs without posing a danger to individuals or the community or causing a substantial disruption, (2) meets all relevant academic requirements for readmission, and (3) has met any requirements for readmission imposed by the Dean of Student Care and Concern, or designee, in consultation with the Associate Dean of Counseling Services, Dean of Residence Life and/or the Director of Health Service. If the student will reside in the residence halls, the plan must also state how the student will transition back into residential life in the MBI community.

Upon confirmation of academic eligibility to re-enroll, the Dean of Student Care and Concern, or designee, will review the student's plan and the input from the Associate Dean of Counseling Services, Dean of Residence Life and/or the Director of Health Service, to determine on an individualized, case-by-case basis whether or not the student's request to re-enroll at that time shall be granted or denied by taking into consideration all of the relevant factors and information presented.

Hospitalization and Post-Hospitalization for Medical or Mental Health Concerns Policy

Purpose

On occasion, it is necessary for a student to be hospitalized as a result of their mental, emotional, medical, or physical circumstances. The Office of Student Care and Concern staff will seek to walk alongside the student in this unique recovery process. Any student experiencing these circumstances who wishes to return to campus agrees to comply with the following procedures to enable MBI to provide appropriate care for them.

Admission to Hospital

Once notified of a student's hospitalization, the Associate Dean of Counseling Services will contact the hospital after admission to act as MBI's liaison during the student's stay. The Director of Health Service will seek to contact and support the student and liaise during the student's stay.

After admission to the hospital, the Dean of Student Care and Concern (or Student Life designee) will contact the student's emergency contact designee to act as a liaison with the non-MBI support person to plan for the student's reentry to campus life. While MBI requires students to provide this information at the beginning of the year, it is the student's responsibility to ensure his/her emergency contact information is current. Upon discharge from the hospital, the student must attend a post-hospitalization Student Care meeting.

Parents or Emergency Contact

Students are encouraged to include their parents or emergency contact in the hospitalization process and return to The Moody Bible Institute of Chicago.

Notification of Discharge

Upon request, the student will sign a release of medical information permitting the hospital to notify the Associate Dean of Counseling Services or the Director of Health Services regarding a student's discharge with treatment, medication, and follow-up care requirements.

Discharge from Hospital

Upon returning to campus and/or coursework Post-hospitalization, the student will meet with either the Dean of Student Care and Concern, the Associate Dean of Counseling Services (Mental Health Hospitalization), or the Director of Health Service (Medical Hospitalization) to review the care plan outlined by the hospital. The student should bring hospital discharge papers to this meeting. This meeting aims to develop a care plan for the student following hospitalization. The purpose of the care plan is to partner with the student for their overall well-being, provide an outline of supportive measures for follow-up care and support, and discuss useful tools for having a successful and safe return to campus life.

Upon Return to Campus

The student shall take the following steps:

- Confirm the time and date of the post-hospitalization meeting described above, which should be scheduled either the same day of discharge or the next available business day.
- Residential students: Check in with his or her Residence Director (RD) upon return to campus. The RD and RA can support the

student transition back to their Residence Hall community.

- Contact their professors to determine how best they can make up missed class time and assignments.

Post Hospitalization Meeting Specifics

The meeting will cover the following topics:

- First and foremost, The Moody Bible Institute of Chicago desires to uphold the dignity of the individual and provide support and care for the student.
- Establishing or revisiting a previous care plan to help the student successfully return to MBI and provide ongoing support.
- The return to campus impact.

Outcomes of Post-Hospitalization Meeting:

Potential outcomes from the post-hospitalization meeting with the student and the Dean of Student Care and Concern are outlined below:

1. The student, working in collaboration with the Dean of Student Care and Concern, determines an appropriate care plan for the student to reenter campus life successfully. This care plan will include the instructions of care provided by the hospital and may also include a plan to reduce students' course load (if necessary), apply for fifth-week extensions, and determine other accommodations as needed.

The student's failure, refusal, or inability to meet with the Dean of Student Care and Concern to develop a care plan may provide grounds for the Dean of Student Care and Concern to invoke an involuntary Medical/Compassionate Withdrawal.

2. The student, working in collaboration with the Dean of Student Care and Concern, determines if the best course of action is to initiate a Medical/Compassionate Withdrawal from classes. At that time, support will be given, and plans made as to how best to move out of campus housing (if applicable). The Dean of Student Care and Concern will communicate this withdrawal to professors.
3. If the Dean of Student Care and Concern (in consultation with the Associate Dean of Counseling Services and/or the Director of Health Service) determines that it is not reasonable or possible for MBI to provide the required level of care for the student, an Involuntary Medical/Compassionate Withdrawal may be initiated.

Development of Care Plan

Examples of what may be included in the care plan are the following:

- A commitment to following the medical care provider's recommended treatment plan.
- A commitment to meeting regularly with a therapist/counselor (mental health) and/or attending any follow-up doctor/psychiatrist visits or physical therapy sessions as indicated on the hospital discharge summary.
- Signing of releases for MBI Counseling Services, Health Service, parents/emergency contacts, and any external agency involved in follow-up care.

- A commitment to remaining compliant with taking prescribed medications.
- Residential students: A commitment to a meeting with the RD for support and help navigating any housing/roommate concerns.
- A commitment to have follow-up meetings with the Dean of Student Care and Concern or their designee as needed.
- Any further requirements specified by the Deans of Student Care and Concern, Counseling Services, and/or Health Service.

Post-Hospitalization Possible Supportive Measures

Supportive measures possibly provided to students following hospitalization include:

- An emergency letter was sent to professors indicating the time frame during which the student could not attend classes (Student will work directly with professors to determine how work and classes missed can be made up).
- Attending classes remotely (requires the student to obtain approval from the Professor).
- Counseling is offered through Smith 3 Counseling Services or referral to other counseling professionals.
- A recommendation for a reduction of the course load, if needed.
- Letter of Accommodation for Academic Support Options (Needed Documentation will be identified by the Director of Disability Services).
- If needed, an application for a Compassionate/Medical Withdrawal (through the Dean of Student Care and Concern).
- If needed, an application for Fifth Week Extensions (through Academic Records)
- Other accommodations (if needed).

Inability to Follow the Care Plan

Students are required to comply with the expectations outlined in their care plan. Failure, refusal, or inability to comply with either the Dean of Student Care and Concern or Student Life may provide grounds for the Dean of Student Care and Concern to invoke an Involuntary Medical/Compassionate Withdrawal.

Return to Classes

Once the student has met with the Dean of Student Care and Concern and the Associate Dean of Counseling Services or Director of Health Service, or designee, and has received approval to return to classes, the student may return to classes the same day.

Student Grievances

It is the aim of the faculty, staff, and administration of The Moody Bible Institute of Chicago to provide an increasingly improved curricular and co-curricular programming for our students. In addition, we desire our community environment to be conducive to our students' academic and personal growth. Therefore, input from students is greatly encouraged.

Please note: The student grievance process does not cover grade complaints, which are addressed in the Grade Appeals section of the MBI Academic Catalog located at <https://www.moody.edu/academics/catalog>.

The student grievance process does not cover Title IX issues, such as Sexual Harassment or Sexual Violence, which are defined and addressed in MBI's Title IX Policy. To submit a Title IX-related issue, fill out the "Sexual Harassment/Sexual Violence (Title IX Form) Reporting Form" at : <https://www.moody.edu/titleix/reporting/>

The Student Grievance Form and Process

Students who have a specific concern or complaint regarding their experience as a student at MBI are encouraged to submit the Student Grievance Form to seek to resolve the issue. Students should complete this Form if there is a personal issue or condition a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. The Student Grievance Form may be completed online via the Student Life page located on a student's my. Moody portal on the respective campus tab. The submitted report will be held confidential to the extent possible (as further described below).

Once submitted, the Student Grievance Form will be reviewed by the Dean of Student Care and Concern to determine the best course of action to address the grievance.

The report and other grievance information submitted will be confidential to the extent possible. Grievance information, including the report, may be shared with MBI staff to conduct a thorough investigation or as otherwise necessary for MBI to appropriately respond to and resolve the student grievance.

As appropriate to the type of grievance reported, the Dean of Student Care and Concern who receives the Grievance Form submission may forward the report to an appropriate Academic Dean, the Vice President of Human Resources, or the Title IX Coordinator.

The student will receive a response or outcome within two weeks of the date the form is submitted. This will either give an answer to the grievance or inform about the measures being taken to address the grievance.

Any questions related to the Student Grievance Form should be directed to the Dean of Student Care and Concern.

Appeals

Appeals will be heard by the Student Conduct Appeals Committee, assembled by the Dean of Student Care and Concern or their designee. The committee will include two faculty members, one faculty or staff member of the student's choice, and one Student Life Dean. The committee will be chaired by a Student Life Dean who has not been previously involved in or connected to the conduct case, ensuring neutrality and fairness in the appeals process.

Appeals must be received in writing and state clearly the grounds that justify reconsideration. General dissatisfaction with the outcome of the investigation or related proceedings is not a basis for appeal. The appeal will be considered by the appropriate party, and a final outcome will be communicated in writing within 14 business days from the date the appeal was submitted, unless otherwise notified.

Student Life accepts anonymous reports of grievances and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible (similar to that requested in the online Form). To assure anonymity, please type the information, print it, and submit it to the Student Life office via USPS.

Moody Bible Institute, Attn: Dean of Student Care and Concern

820 N LaSalle St., Crowell 8
Chicago, IL 60610

Please note that the Dean of Student Care and Concern may be limited in the ability to investigate and respond to an anonymous report unless sufficient information is furnished to enable a meaningful and fair investigation to be conducted.

If, after completing the Student Grievance Form and receiving notice of the final outcome, including the appeal process, a student believes the issue has not been resolved, the student has the option of filing a complaint with one of MBI's accreditation agencies. A list of accreditation agencies can be found at <https://www.moody.edu/about/accreditations-and-affiliations/>

Public Safety

With our largest campus located in the heart of the City of Chicago, The Moody Bible Institute of Chicago is highly committed to providing and promoting a safe environment for our students, faculty, staff, and visitors. The Office of Public Safety was established as a Police Department in 2017 and is staffed by full-time Police Officers and operates a dispatch center, with additional support from patrolmen, desk workers, and administrative staff. Public Safety oversees the Alumni Student Center, Chapman, Smith, Fitzwater, and Sweeting desks. The Office of Public Safety maintains a visible presence throughout our campus and is readily available to serve and assist while ensuring that our campus remains secure.

Educating students about safety protocols and protective strategies is part of the services we provide. It is our goal to work closely with the student body and other departments on campus to ensure that nothing hinders the educational experience or detracts from the mission of MBI.

Additional safety information can be found on the Office of Public Safety portal page through my.moody.edu. This page includes the most recent information about district-wide alerts, elevator safety, personal safety, fire and lockdown drills, and emergency evacuations. Stay up to date with Public Safety by following us on Facebook (@MBIPublicSafety) and on Instagram and Twitter (@MoodySafety). Public Safety can be reached at 312-329-4357.

Moody Alert

In cases of campus-wide emergencies for the Chicago campus, a mass text and/ or email is sent to students, faculty, and staff through Moody Alert. Visit my.Moody, click Moody Alert, and make sure your contact information is up to date. You can also download the Rave Guardian app on your phone to receive push notifications and to easily contact Public Safety in case of an emergency.

Behavioral Threat Assessment Procedures

The Behavioral Evaluation and Threat Assessment (BETA) team is a core group of personnel who hear concerns from their divisions about student and employee behavior and meet regularly to evaluate these concerns. The reason for this is to endeavor to notice and address out-of-the-ordinary behavior before it risks injury to the person of concern or others.

The BETA team is designed to identify situations of concern, investigate persons and situations that have come to their attention, assess the information gathered, and if necessary, manage persons and situations to reduce any posed threat.

The Moody Bible Institute of Chicago teaches students and employees to have a “culture of reporting,” where employees and students naturally report behavior or language that is suspicious, threatening, or of a concerning nature. Each member of the campus community is in a unique position to see and hear things that they know are out of the ordinary for people to whom they are close. Observing signs of a person in crisis and reporting what you see is the best way of assisting them in getting the help they need. The goal is to channel important information from those who have it to those who need it.

If you observe or hear of a student, staff member, visitor, or guest exhibiting behavior or language of a concerning nature, you should report it as soon as possible. Reports can be made in the following ways:

1. If the behavior appears to be an immediate threat to do harm to someone, call 911 or Public Safety at 312-329-4357. Public Safety staff are trained to respond to emergencies. (Example: You see someone on campus in possession of a deadly weapon, indicating intent to use it.)
2. If you are uncertain about the immediacy of the threat, but are concerned about the person and what they may do, contact Public Safety at (312- 329-4357). (Example: You observe bizarre behavior and fear that the person is in crisis or about to do harm.)
3. If you detect a recurrent theme or activity that could be an indication of a person needing assistance, contact the Behavioral Evaluation and Threat Assessment Team (BETA Team) in a timely manner. (Example: You find something written on a social media site that indicates a person is in crisis.) Reports should be made directly to BETA@moody.edu.

Identification Cards

To ensure the safety of both people and property, students are required to wear their IDs when inside any campus building.

Students are expected to have a valid MBI-issued student ID card displayed on the front of their body and above the waist. It is a priority of MBI to ensure the safety of our community by having all students and staff readily identified in this high-profile manner. Please immediately report lost or stolen ID cards to the Public Safety Office.

Replacement ID cards are available for \$15.00. Lost ID cards can be temporarily deactivated at no charge to give the owner an opportunity to find their old ID card before purchasing a new one. Public Safety can provide a temporary ID to use for 24 hours to allow time to obtain a replacement through the Public Safety Office. Students must obtain a new ID from the Public Safety Office within 24 hours or be subject to Student Life fines.

IDs are the property of The Moody Bible Institute of Chicago. As such, they should be returned to Public Safety upon final departure, whether that be graduation or some other extenuating circumstance. IDs and/or keys are not to be shared or transferred to anyone and should remain in the owner's possession at all times. Please note your ID card is a type of key and if placed in the wrong hands, can become a safety concern. Public Safety will confiscate any ID displayed by the person other than the one to whom it was issued.

Student employees are responsible for knowing the additional access they have been provided related to their employment. Student employees are not permitted to use additional access outside of job-related duties.

Campus Visitors (Chicago)

For security and safety reasons, we require all nonresident guests to sign in and out at the Residence Hall desks. All visitors who have not filled out an Overnight Guest Form need to leave the Residence Hall by 12 a.m. The Moody Bible Institute of Chicago has the right to bar individuals from the property. You must inform your guests of all the rules and regulations. You must follow established procedures for having guests on campus. If rules or regulations are broken by your guests, they may be barred and/or arrested for criminal trespass. If Public Safety determines a person is not authorized to be on Moody's property pursuant to Moody's Campus Access Policy, that person is not permitted to be a guest on Moody's campus, including in Moody's Residence Halls.

Students must adhere to all established rules regarding access to campus Residence Halls, including but not limited to the Campus Access Policy and the Overnight Guest Policy.

Moody reserves the right to void or terminate the Residence Hall Agreement of any student who circumvents access procedures, violates access policies, or breaches the housing agreement to allow an unauthorized person to occupy a Residence Hall.

Missing Persons

In accordance with federal law HEOA Sec. 488 (g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485 (j); HEOA amendment effective August 14 2008; August 21, 2009 NPRM (revised 34 CFR 668.41 (a), added 34 CFR 668.46 (b) (14) and 34 CFR 668.46 (h), which requires an institution provide any on-campus student housing facility to include in its annual security report a statement of policy regarding student notification procedures for students who reside in on-campus student housing Facilities.

The Moody Bible Institute of Chicago has the following policy:

1. Any person who has a reason to believe that an MBI residential student is missing should

immediately notify the Dean of Student Care and Concern and/or the Dean of Residence Life, who will then immediately notify MBI Public Safety. MBI Public Safety will investigate and notify local law enforcement if it is determined that a student is missing. Anyone with information relating to a missing student is expected to cooperate with MBI Public Safety and local law enforcement.

2. Upon a determination that the student has been missing for 24 hours, the Dean of Student Care and Concern, and/or the Dean of Residence Life, or designate, will notify the emergency contact person that has been designated by the student (this contact information will be registered confidentially).
3. If the missing student is under 18 years of age and not emancipated, The Moody Bible Institute of Chicago will (as required by law) notify a custodial parent or guardian within 24 hours when the student is determined to be missing (if such person is different from the contact person designated by the student).

Public Safety will alert the MBI Crisis Response Team (CRT) whenever a student has been reported to local police as missing. MBI personnel will also designate a contact person with the Chicago Police Department to facilitate communication, cooperation, and access to MBI information resources on all missing student cases. The MBI CRT will be updated on the investigation on a regular basis and convened when it is determined that additional resources and manpower are needed to respond.

Weapons

Weapons Policy

A weapon is any object designed, modified, or intended to cause injury, fear of injury, or property damage, including realistic replicas and props that could reasonably be perceived as dangerous.

Students may not possess, display, use, or transport any weapon on campus, in campus parking areas, or at any school-sponsored off-campus event (including PCM and study abroad programs). This includes, but is not limited to, firearms, knives, swords, projectile devices, pellet guns, archery equipment, martial arts weaponry, or any improvised object intended to cause injury or fear of injury. Realistic-looking toys and props that could be mistaken for weapons are also prohibited.

Public Safety reserves the right to confiscate any prohibited item. Any individual who requires an exception must submit a written request to public.safety@moody.edu in advance. Students found in violation are subject to disciplinary action.

Anyone who observes or has knowledge of a weapon on campus or at a school-sponsored event must immediately contact Public Safety at 312-329-4357.

Safety Guidelines

Students are responsible for their own safety. Due to the urban setting of MBI's Chicago campus and our concern for our students' safety and security, we are committed as a community to limit areas of our campus to authorized personnel only, requiring students to wear their ID at all times, and encouraging students to report any suspicious or inappropriate behavior to Public Safety at 312-329-4357. Remain alert for potentially dangerous situations and be prepared to respond to a variety of emergencies, such as a fire, an active threat, or severe weather.

Follow any instructions given by Public Safety staff related to criminal activity, building occupancy, student conduct violations, and emergency response

Emergency Response

Fire Safety

When the fire alarm sounds, you must vacate the building. Instructions are posted on the floors, and your RA will give additional explanations. Not leaving the building when an alarm is activated will result in disciplinary action. Tampering with fire safety equipment will result in a fine of up to \$500.

Students pulling a fire alarm for no legitimate fire safety reason will be subject to dismissal.

Emergency Evacuations:

1. Leave the lights on.
2. Leave the door unlocked.
3. Stay with your group, class, or floor.
4. Do not use elevators.
5. Calmly proceed to the nearest stairwell exit and exit the building.
6. Remain 30 feet away from the building until the "all clear" is stated.
7. Follow the RAs' and emergency personnel's direction.

Lockdown

A lockdown is when a building (academic or corporate) is secured to prevent individuals from getting in or out until an emergency situation has been resolved. If a public address announcement is made, a Moody Alert is sent, or any information is received stating a lockdown is in effect, the following procedures should be followed:

Lockdown Procedures

1. Lock all doors.
2. Move all individuals and items out of view.
3. Remain quiet—silence all electronic devices.
4. Open exterior blinds and turn lights off.
5. If a phone is in a secure area, call 911, then call HELP (312-329-4357) and inform them of your location and the number of people in the area (use a landline if possible).

Shelter-in-Place Procedures

If a public address announcement is made, a Moody Alert is sent, or any information is received stating a Shelter-in-Place, everyone should:

1. Remain as calm and quiet as possible.
2. Move to the lowest levels (tunnels), innermost hallway, or enclosed area of the building.
3. Stay away from windows.
4. Avoid auditoriums, gymnasiums, or other large rooms.
5. If outside, seek shelter indoors.

Student Groups

MBI student groups exist to edify and mature our student body, honing students' gifts and broadening their knowledge of the world. Each student group at MBI has a specific focus and helps give students an opportunity to learn about issues such as leadership, cross-cultural understanding, mentoring, outreach, media, and personal wellness.

The Student Activities Office advises student groups, organizations, and class councils in the areas of leadership, budgeting, planning, and the facilitation of campus-wide events. For more information, please contact Student Activities or check out more <https://student-life.moody.edu/student-activities/>.

Participate in any of our student activities and organizations to learn valuable leadership and organizational management skills, make new friends, enhance your resume, and enjoy a richer college experience.

Prayer Groups

On-campus prayer groups are overseen by the Student Government Association Chaplain and the Student Activities Office in coordination with the Office of Chapel and Spiritual Formation. If interested in getting involved with a prayer group or creating your own, contact studentactivities@moody.edu for more information.

Intercultural Student Organizations

MBI is a multi-ethnic, multi-cultural community, and Student Life supports the following special interest groups on campus and encourages students to pursue these opportunities for personal and communal growth: *Embrace*, *International Student Fellowship (ISF)*, *MuKappa (MK)*, *Korean Student Fellowship (KSF)*, *Student Missions Fellowship (SMF)*, *Kesher*, and *Puente*.

Married Student Fellowship

The Married Student Fellowship (MSF) program provides timely Biblical teachings, practical marriage support, and fun and friendship-building times of prayer and fellowship for married students. The meeting time of this group is determined by a survey each semester.

Qualifications for Student Leadership:

New Candidates for Student Leadership must participate in the Student Leadership Hiring Process to determine whether they meet the qualifications to serve in the respective office(s). Mid-year additions to teams may occur in consultation with the Dean of Student Activities, Orientation, and Moody Engage. Students who participated in the Leadership Hiring Process will be given first preference for mid-year selection. This requirement prevents groups from bypassing the leadership selection process and honors the time candidates took to apply and interview. The following are some of the primary considerations for qualification:

1. Consistent Christian character evidencing spiritual growth.
2. Willingness to serve, characterized by dedication and humility.

3. Grade point average consistent with the requirements stated under "GPA Eligibility for Student Offices."
4. Commitment to the spirit and standards of MBI.
5. Not currently on any type of probation or warning status. Students may apply while on probation status as long as that probation will expire by the time service begins.

GPA Eligibility for Student Offices

For a student to be eligible for Student Leadership, he or she must have a minimum 2.5 GPA. RA and Student Government positions require a minimum 2.75 GPA. In extenuating circumstances, the previous semester's GPA can be taken into consideration, demonstrating academic improvement in consultation with the Dean of Student Activities, Orientation, and Moody Engage. Please note that students participating in Communications practicums who are *not* earning academic credit are still required to meet the grade point average outlined in this policy. The GPA requirement applies to group Presidents or equivalent positions (such as Editor-in-Chief), regardless of whether they are pursuing academic credit.

All students involved in Student Leadership will be required to resign if their semester GPA falls below 2.00. Each office holder's responsibility is to monitor their GPA and notify the appropriate Faculty advisor if they plan to resign.

Freshmen and transfer students are not allowed to hold a Student Leadership position during their first semester unless they consult with the Dean of Student Activities, Orientation, and Moody Engage. This policy is in place to allow new students the opportunity to adjust to the Moody community. Freshmen and transfer students can apply for leadership positions during their first semester as long as their service begins in a subsequent semester.

Any exceptions to Student Leadership policies must be coordinated with the group advisor and the Dean of Student Activities, Orientation, and Moody Engage.

Participation in Multiple Leadership

Roles. As a general practice, students may hold only one leadership role at a time to encourage the distribution of leadership opportunities among all students. In rare instances, a student may hold a second leadership opportunity in consultation with the Dean of Student Activities, Orientation, and Moody Engage, and the group advisor. This policy also helps students maintain academic success. This policy applies to students involved in Communications practicums (Agency, Literary, etc.) who *are not* receiving academic credit, as those are considered student groups.

Resigning from a Student Office

If a student has accepted the responsibility of an office or membership on a committee, he or she commits to discharge the responsibility to the end of the term of office, except as follows:

1. In case of ill health or unforeseen circumstances, a student may be permitted to resign if the Faculty advisor(s) involved and the Office of Student Activities give approval.

2. Students placed on academic or disciplinary probation will not be allowed to hold office and must resign.

If a student receives a stipend, upon resignation or dismissal, the stipend will be forfeited on a prorated basis.

Program Standards for Curricular and Extracurricular Activities

Student performances, whether curricular or extracurricular, are expected to conform to the following standards:

1. Biblical or sacred themes are to be handled reverently. Humorous or fanciful songs based on biblical or sacred themes may not be used.
2. Nothing is to be used which would reflect unfavorably on any individual, group, church, denomination, school, or other Christian organization.
3. Everything must be in good taste.
4. No music is to be used that would violate the standards and testimony of MBI. All scripts, music, costumes, etc. are to be approved by the Faculty advisor early in the planning stages.

All campus events are reviewed in a weekly meeting with the Internal Events Department to ensure alignment with MBI's mission and vision as well as the Student Life Guide. The Dean of Student Activities, Orientation, and Moody Engage, from time to time, may require event modification or cancellation. Student Leaders are required to discuss event plans with their advisor before submitting event requests to the Internal Events Department.

Politically Oriented Events

Copied from Political Campaign Activities Policy, "Moody Bible Institute, consistent with its educational mission, supports and promotes participation in the political process on the part of its students, faculty, and staff. Participation and voting in civil elections are among the highest responsibilities of good citizenship. The Higher Education Act of 1998 specifically mandates institutions that receive federal aid to promote voter registration.

All colleges and universities, however, are limited in the extent to which they, as institutions, may participate in campaign activities. Moody is subject to limitations on political activity as a nonprofit, tax-exempt organization. An organization exempt from tax under Section 501(c) 3 may undertake no activity whatsoever on behalf of or in opposition to any candidate for public office, whether such office be federal, state, or local. This is an absolute prohibition."

MBI maintains an Election Committee to ensure compliance with all applicable laws and regulations. This committee is responsible for reviewing event proposals, particularly those that may be perceived as political or connected to contemporary public issues. In general, discussions of current events are expected to take place within the classroom setting rather than through student organizations or student-sponsored events.

Outside Speakers

Student groups may, on occasion, wish to invite a local pastor or missionary to speak at an event or participate in a virtual interview. Requests for guest speakers must be submitted to the Dean of Student Activities and Orientation at least six weeks prior to the proposed event to allow for appropriate review and planning. All speakers must align with Moody's doctrinal commitments and adhere to the policies and procedures outlined in the Student Life Guide.

Requests for Chapel speakers are reviewed by the Dean of Chapel and Spiritual Formation. The Chapel schedule is typically finalized six months in advance to allow sufficient time for travel arrangements and other logistical coordination.

Faculty Advisors

A Faculty advisor is appointed for each extracurricular organization and is to be consulted when information is needed by the organization. All details concerning each activity must be cleared in advance with the advisor.

MTS Student Government

The MTS Student Council (StuCo) is made up of students nominated and appointed by the MTS student body. Students who wish to serve on the MTS Student Council must complete an application packet and be interviewed by current StuCo leadership. Positions are filled for a year at a time. An MBI Faculty or staff member serves as advisor to the MTS Student Council. For more information, please contact MTS.StudentCouncil@moody.edu.

The MTS Student Council exists for the following purposes:

- To create and maintain student life and a sense of community at MTS.
- To advocate for the needs of the student body.

Spiritual Enrichment

At MBI, students are expected to participate in a way of life that promotes their spiritual growth and their relationship with Christ. Through regular opportunities, MBI seeks to form students as disciples of Jesus, cultivate deeper intimacy with Christ and one another, and nurture transformed lives marked by love and service in the world.

Chapel

Chapel at Moody exists to serve students, faculty, and staff with the opportunity to encounter Christ in worship through the ministry of His Word and the Holy Spirit. Our aim is to be reminded of the gospel story, who we are as His people, and the ministry we are participating in with Him. Chapel is a rhythm and a space where our theology is lived out, practiced, and embodied. It is a setting in which doctrine takes shape through worship, and where our deepest convictions about God are expressed and formed for faithful life and ministry.

MTS's chapel program consists of participation in the optional President's Chapel each Tuesday, during which MTS students join with the MBI Chicago Undergraduate students and employees of MBI for corporate worship and to hear the Word preached by our President or a guest preacher. The President's Chapel is available in person at 10:30 am (CT) on Tuesdays in Torrey-Gray Auditorium or online.

Therefore, the Chapel program is committed to the following goals:

1. Chapel seeks to foster students' connection with God and each other.
2. Chapel is designed to promote biblical and theological literacy through expositional preaching and theological lectures.
3. Chapel gathers regularly each week in the presence of the living God to be transformed in how we think, act, live, and love.
4. Chapel teaches ministry skills by modeling and providing hands-on opportunities for students to participate.
5. Chapel serves as a gathering to shape our understanding and practice of worship, prayer, fellowship, and service.

Chapel Behavior

Students are expected to show respect to Chapel worship leaders, speakers, and other spiritual leaders by being active participants and listeners.

Therefore, students are expected to refrain from studying, sleeping, talking, texting, using a laptop, or being disruptive or distracting during Chapel services.

Phone use is permitted only for recording attendance through the iAttended app at the beginning of Chapel. Continued use of phones or electronic devices after attendance has been recorded is not permitted unless explicitly authorized.

Chapel Absences/Attendance

Because Chapel is such a vital part of your training and spiritual enrichment while at MBI, all Undergraduate Chicago students are required to attend Chapel; each student is allowed 6 Chapel cuts per semester.

For students living on campus, your Chapel attendance is expected to be in-person. The iAttended app is the attendance management system used to record students' attendance. Please visit <https://www.moody.edu/student-services/chapel/> to learn how to download and use the app.

The Office of the Dean of Chapel and Spiritual Formation oversees the MBI Chapel Attendance requirement. Questions related to Chapel can be sent to chapel@moody.edu.

Students who exceed 6 absences per semester will be placed on Chapel probation and required to pay \$15 per Chapel session missed beyond the 6 allowed. (For example, 8 total absences for the semester, and you will be charged \$30.) These charges will be placed on your school bill and will place a hold on your account. If a student misses more than 12 total absences in a semester, they will pay the appropriate penalty (\$15 per missed session) and will be required to meet with the Dean of Chapel and Spiritual Formation. If a student is placed on Probation a second time, they must pay \$30 per missed session and meet with the Dean.

Communion

Students wanting to incorporate communion into any campus-related activity must receive prior approval from the Dean of Student Activities and Orientation. Such communion services must be led by an ordained/licensed minister or someone functioning as an elder in a local congregation. The service must be conducted to show respect for the students, who, for conscience's sake, object to participating in communion services outside of a local church.

Day of Prayer

Each year, the Wednesday before Spring Break is set aside for MBI's annual Day of Prayer.

Students, Faculty, and staff members meet corporately and privately throughout the day for intercessory prayer. Since these times of prayer take the place of some classes, attendance for Undergraduate Chicago students will be taken.

Founder's Week and Missions Conference

Founder's Week at the Chicago campus is an annual Bible conference to celebrate our founder, D.L. Moody. During this week, classes are suspended for students to provide the opportunity to hear outstanding Bible teachers, preachers, evangelists, missionaries, and other Christian leaders. This special conference is held for the general public as well as students and employees.

The annual Missions Conference at the Chicago campus educates MBI's student body on the biblical view of missions and addresses major areas and issues in worldwide missions. Through this conference, students are encouraged to learn about those who live beyond their own local communities, as well as methods to spread the Gospel to various people groups. Students will also learn about what other mission agencies are doing around the world and enjoy networking opportunities with those agencies. All regular courses are suspended for the duration of the conference and are replaced with seminars and general sessions.

Required Attendance for Founder's Week and Missions Conference

No commitments should be made to prevent you from attending any required sessions (first and last sessions) of Founder's Week or Missions Conference. If it happens that an Undergraduate Chicago student has regularly scheduled employment or a PCM assignment during a required session, they should keep those commitments. Although not required, commuter students are highly encouraged to attend Missions Conference and Founder's Week.

The Result of Attending Less than the Required Number of Conference Sessions

Students who attend less than the required number of conference sessions will be placed on Conference Probation and will be charged \$25 for every session not attended under the required amount. Those placed on Conference Probation a **second** time will be charged \$50 for every session that is not attended under the required amount and will be required to meet with the Dean of Chapel and Spiritual Formation.

Sabbath

At MBI, we encourage students to get into the routine of setting time aside each week to refresh themselves physically, emotionally, and spiritually. Regular attendance of worship services at a local church is encouraged to make it a special day of renewal set apart from other activities of the week. While we do not prohibit employment on particular days, we caution students from allowing work to encroach on their participation in regular worship services.



Residence Life Purpose Statement

Residence Life exists to cultivate Christ-centered communities where students belong, grow, and thrive. Residence Life seeks to accomplish this by:

- Equipping students to follow Jesus faithfully and practically in everyday life;
- Cultivating genuine relationships and spaces of belonging that reflect Christ's love for all people;
- Nurturing character and encouraging integrity within the community;
- Promoting and maintaining a healthy residential living and learning environment.

Expectations and Living in Community

As Christians, we believe that living in community is a critical way God refines us, develops our character, and encourages us to become more like Christ.

Therefore, your experience of living in the Residence Halls will be a vital part of your MBI education. The life you live with others on your floor will provide opportunities for you to learn and grow. By purposefully mixing majors, ages, and academic years on each floor, we desire for you to develop essential relational skills by interacting daily with people who have different perspectives from your own.

All residents are responsible for their own self-care, including appropriate personal hygiene and management of medical conditions or illnesses.

Residential Requirement

Undergraduate Students

Undergraduate students enrolled in the BA or BMUS program on the Chicago campus are required to live in MBI's Residence Halls throughout their educational experience (this requirement does not apply to students registered in programs solely classified as Online, nor is housing provided for them). The only exceptions to this requirement are students who:

1. are married,
2. live with their parents, or
3. have obtained off-campus approval from the Residence Life Office.

Residence Life only approves off-campus housing for a limited number of students who meet the following requirements:

1. They are over the age of 22 by the time they enter the semester.
2. Maintain a 2.0 GPA.
3. Are not currently on academic or disciplinary probation.

Graduate Students

There is a limited number of rooms available for single graduate students. These are provided to students on a first-come, first-served basis, with priority placement given to undergraduate students. All questions related to these rooms should be directed to the Housing Office. Students living on campus are expected to abide by the conditions of their licensing agreement. To be eligible to live on campus, graduate students must be full-time, Chicago Campus, degree-seeking students at Moody Theological Seminary. Except for students who are in the last semester of their degree program, a minimum of 6 credit hours for Seminary/Graduate Students is required to be considered full-time. All MTS students living in the Residence Hall are required to be on an MBI meal plan.

MABTS students are allowed to continue to live in Undergraduate rooms. For more information about on-campus housing, please email housing@moody.edu.

Residence Hall Staff

Residence Directors (RDs)

The RDs are full-time professionals who live on campus, provide leadership to the Resident Assistants (RAs), and oversee the Residence Halls for all on-campus students. There is always an RD or Graduate Resident Assistant (GRA) on call to respond to emergencies and other concerns that may arise. To reach the RD or GRA on call, contact the front desk of any Residence Hall.

Resident Assistants (RAs)

The RAs are student leaders who serve the floor on which they live. RAs assist the RDs, the Dean of Residence Life and Retention, and the Student Life division as a whole in upholding MBI values and providing student peer support and care. They seek to foster a floor culture that helps students mature in Christ.

RA selection generally runs from December to March, and the application is available beginning in December and due the last week in January.

Graduate Residence Advisors (GRAs)

The GRAs are graduate students enrolled in Moody Theological Seminary who provide spiritual formation leadership to undergraduate Campus Ministries.

Desk Attendants (DAs)

The DAs manage the Houghton and Culbertson front desks. DAs provide customer service, security, and administrative support to students, employees, and guests of MBI Chicago.

Residence Hall Living (Chicago)

Residence Hall Check-In

All residents must sign a licensing agreement before checking into the Residence Hall and fill out a room condition and inventory form within 24 hours of moving in.

Quiet Hours

In an educational environment, students must be able to study and sleep without unnecessary distractions. Because of this, the Residence Hall floors have quiet hours from:

- 11:00 p.m. – 7:00 a.m. Monday – Thursday
- midnight – 7 a.m. Friday – Sunday.

Electronic or Digital Entertainment

We, as a community, deeply value the active nature of personal, face-to-face interaction over and above the passive nature of electronic or digital entertainment. Therefore, apart from an RA-approved event, we have chosen to limit watching movies, streaming programs, and playing video games to student rooms only in the Residence Halls, not in floor lounges. Before organizing an informal gathering that may include the use of digital entertainment in the floor lounge, please gain RA approval. You are also expected to be considerate of the volume levels coming from any electronic or digital devices.

Floor Funds

\$15 of every student's room charge is designated for Residence Life programming. This also contributes to the RA floor fund managed by Residence Life staff. This money is used to help foster a sense of community on the floors by providing funds for floor or bro-sis socials. Please see your RA if you would like to have input into how these funds are used.

Respect for Community

MBI believes we should take care of the buildings and facilities we have been given, be good neighbors to our surrounding community, and honor one another's dignity. We expect pranks to be not malicious, do not damage property, do not compromise life-safety to self/others, do not pose any risk of injury to individuals, and are not in violation of MBI's Statement of Policy and Prevention Program on Hazing. Out of respect for students who are working to finish their semesters well, pranks are prohibited during Finals Week.

Hallways

The hallways are to stay clear of all items (i.e., doormats, shoe racks, storage bins). Under no circumstances should hallways or doors be obstructed (City of Chicago Fire Code).

Storage

Limited storage is available. MBI is not responsible for any items lost or stolen while in MBI storage. Items left in storage will be disposed of or shipped to the student, at the student's expense, as determined by MBI's sole discretion.

Laundry

Each Residence Hall has a 24-hour laundry facility. Please promptly remove your laundry from the washers and dryers so the next person can use them in a timely manner. Unattended laundry left on top of machines and countertops will be bagged and dated by Facilities personnel and disposed of the following day.

Your Room

The Residence Halls are educational living environments designed for community, study, and rest. For students to use the space to its full potential, Residence Life may make changes to the living environment, to housing assignments, and to housing policies. Reasons for housing changes may include, but are not limited to:

- Temporary triple rooms for students affected by unexpected enrollment demands;
- Administrative room changes and/or roommate placement;
- Changes necessary to accommodate persons with disabilities;
- Change of room/floor/hall structure or physical layout.

Residence Life reserves the right to make any changes to or within the Residence Halls or housing assignments at any time without the consent of the student(s). If any changes are necessary, Residence Life will communicate changes to the student(s) involved if applicable.

To maintain safety and accurate records of the bed spaces within the Residence Halls, no room changes will take place without the approval of the Housing Office. An unapproved room change includes occupying a bed space on your floor or building that has not been assigned to you.

Residence Life will be conducting unannounced floor checks that will take place at various times throughout the semester. If a student is found occupying a bed space or room which is not assigned to him/her, there will be a \$500 fine added to the student's account and a disciplinary meeting with the Dean of Residence Life and Retention and the Assistant Dean of Housing.

Students are responsible for maintaining the room they are occupying in its present condition. If any student is housed in a room below capacity, the remaining bed space(s) should be ready and available for another student at a moment's notice. Students are responsible for the cost of repairing or replacing property that is defaced, damaged, or removed. Under no circumstances are repairs to be undertaken by residents.

Fostering a Pest-Free Living Environment.

Because we live in an urban environment, you are asked to help promote a positive and pest-free living experience by keeping your room, floor, lounges, kitchens, bathrooms, and other shared living areas clean and picked up. Please be careful to bring in items that are pest-free. For concerns or questions related to pests in the Residence Halls, contact your RA.

Decorations

Because MBI is a tobacco, drug, and alcohol-free institution, advertisements in these industries are prohibited in any form. Additionally, any material that is misaligned with Moody's doctrinal commitments or community guidelines is also prohibited in any form.

Poster putty is the only substance to be applied to the walls in the Residence Hall. Any other substances or methods used to hang decorations on Residence Hall walls (including using spray or liquid starch to apply fabric) are not permitted and must be removed immediately. Both fines and repair costs will be charged to the student responsible. You may use 3M hooks at your own risk, but you will be responsible for any damages. Only LED Christmas lights may be used for decorative purposes. They must not be hung on or around any fire safety equipment (sprinkler system, smoke detectors, etc.), nor can they be used excessively in rooms or hallways.

Pets

Fish are the only pets that are allowed in the Residence Halls. Aquarium tank sizes must not exceed 10 gallons. If a student is discovered to have an unauthorized pet, the pet must be removed from campus within 24 hours, and a \$250 fine will be assessed to the student's account. If a second infraction occurs, a \$500 fine will be assessed. In addition, Facilities will evaluate the living space to

determine if any damage has occurred. The cost of any necessary repairs will be assessed in addition to any fines.

Students who have an approved Emotional Support Animal (ESA) must obtain MBI approval from the Assistant Dean of Disability Support Services before having the animal on campus. An Emotional Support Animal found living in campus housing without MBI approval is still subject to the above charges/fines.

Furniture

1. No MBI-owned furniture is to be removed, improperly stacked, or taken apart, even if there is only one student in a double room. Bunk beds may be separated within the room.
2. Students are not allowed to bring their own upholstered furniture into the Residence Halls (except Smith Hall married apartments). Bringing furniture into the Residence Halls without special approval may incur a fine of up to \$100 and result in immediate removal.
3. Lofts (other than MBI-provided lofting kits) are prohibited in the Residence Halls.
4. Halogen lamps are not allowed because they are a fire hazard.

Door Unlock Policy

If a student is locked out of his or her room, the RA is supplied with a master key for the floor and may be available to open the door. The RA may set a specific door unlock policy for the floor. If the RA or roommate is not available, you may contact the Residence Hall desk to have the door unlocked. A \$25 fee will be charged for this service.

Keys

If keys are lost, a \$15 charge will be incurred to replace one key or \$25 to replace a complete set. Cracked or bent keys that are brought to the Residence Hall desk before they break will be replaced without charge. Students are not allowed to possess or make duplicate keys, master keys, or any other unauthorized MBI keys. Replacement keys can be ordered at the Houghton or Culbertson Residence Hall desks.

Because our Residence Halls are often used for conferences, we collect all Residence Hall room keys during major break periods (Christmas, Spring, and Summer break). This procedure helps to reduce key replacement costs and keep security intact. Students who neglect to turn in their keys at the specified closing dates will be charged \$75.

Personal Property & Insurance

The Moody Bible Institute of Chicago cannot assume responsibility for students' belongings or possessions under any circumstances. Students must assume complete responsibility for the security and risk of their personal property.

MBI shall not be liable for loss or damage of student possessions resulting from accidents, acts of God, or actions of any third party. Students are strongly encouraged to carry personal property and liability insurance in their own names or under a parent's policy.

Room Entry

Authorized MBI staff reserve the right to enter student rooms at any time for the purposes of emergency care, maintenance, repair, health inspection, safety, or violation of regulations. Exercise of this right will be used with restraint.

Room Inspections

Your RA will schedule times for room inspections throughout the semester. Room inspections are also conducted when a student departs from school, leaves for a recess period, or changes rooms.

Windows

The Facilities Department routinely cleans the outside windows of each Residence Hall during the summer. For safety reasons, items of any kind are not to be hung, dropped, or thrown from the windows. Please do not yell out of the windows. Students who exit through a window will be immediately dismissed. Damage or removal of a screen will result in a \$100.00 fine.

Wi-Fi Nodes/Boxes (Access Point)

The Facilities Department has installed electrical boxes on the walls in each room where WiFi nodes will be placed. Students will have a direct WiFi connection with each WiFi node installed.

It is the student's responsibility to ensure the boxes are secured to the wall. If it is not, students must inform their RA immediately so Facilities can secure the boxes. Students are expected to sign off on the status of each node.

semester. After signing off, students agree that everything is secure and working with the node. If there is damage to the boxes after signing off on the room, it is \$50 per visit to fix the box and \$500 per node if it is broken, due to the need to fully replace any damaged nodes.

Candles/Open Flames

Incense, sealing wax, lighters, candles, candle warmers, and open flames of any kind are prohibited. Birthday candles on the floor in the kitchen are the only exception.

Doors

Due to the City of Chicago Fire Codes, doors must not be propped open.

Electrical Appliances

Because of the required energy draw and the possibility of circuit overload, space heaters are prohibited in the Residence Halls and apartments. Appliances that are capable of causing intense heat (e.g., sun lamps, infra-red lights, lamps that use halogen bulbs), that have a visible glowing heating element (e.g., some space heaters, toasters, toaster ovens), or employ an open flame are considered a fire hazard and may not be used in student dwellings. Kitchen appliances such as toasters, air fryers, microwave ovens, and toaster ovens may only be used in the designated kitchen areas on each floor. The kitchen appliances mentioned above are prohibited in Residence Hall rooms (not applicable in Smith 6 & 7) due to the possibility of circuit overload and other fire safety concerns.

Electrical appliances that may be used in a Residence Hall room include the following: small personal refrigerators, bread machines, coffee makers, curling irons, electric razors, fans, hair dryers, and humidifiers. Other appliances for food preparation must be used only in the kitchen areas.

Personal refrigerators should not exceed 3.5 cubic feet. They must be kept clean (inside and out) and plugged directly into a surge protector. Waste food and empty food containers should be securely wrapped before depositing them in waste receptacles. Storage for refrigerators is not available at any time.

MBI encourages students to purchase and use surge protectors to safeguard their electrical appliances.

MBI will not be liable for damages to personal appliances due to power surges.

When do the Residence Halls Open and Close for the Academic Year?*

- **August 17 (international) and August 19 (domestic):** New students are expected to arrive and begin moving into their rooms.
- **Between August 22 and August 23:** Returning students may begin arriving.
- **Saturday, December 19, at 10:00 a.m.:** Residence Halls close for Christmas Break.
- **January 11 (international) and January 14 (domestic) at 8:00 a.m.:** New students expected to arrive and move into their rooms.

- **Saturday, January 16, at 8:00 a.m.:** Residence Halls open for continuing students.
- **Saturday, March 6 at 10:00 a.m.:** Residence Halls close for Spring Break.
- **Saturday, March 20 at 8:00 a.m.:** Residence Halls open after Spring Break.
- **Saturday, May 15, at 6:00 p.m.:** Residence Halls close for Summer Break.

**Dates are subject to change based on Academic Calendar adjustments made by MBI. Students are expected to leave each semester within 24 hours of their last final exam and/or assignment due date, with the exception of students with a RRR or participating in Commencement.*

What dates are considered break housing?

- **Christmas Break Housing:** Saturday, December 19 at 10:00 am through Saturday, January 16 at 8:00 am (special move-in/move-out information pending).
- **Spring Break Housing:** Saturday, March 6 at 10:00 am through Saturday, March 20 at 8:00 am (special move-in information pending).
- **Summer Break Housing:** Saturday, May 15 at 6:00 pm. through Saturday, August 21 at 8:00 am (special move-in/move-out information pending).

Residence Hall Desk Services

Culbertson and Houghton's front desks are resources for students in matters pertaining to the Residence Halls. Business conducted at the desks includes Recess Residence Reservation (RRR), guest registration, and the administration of keys and other residential services. There is always at least one desk open 24 hours a day, year-round, and it is available to assist students, employees, guests, and visitors of The Moody Bible Institute of Chicago.

Disclosing Student Telephone Numbers and Addresses

The disclosure of a student's address and telephone number is restricted to current employees and students of MBI. Students calling from an off-campus location or a publicly accessible campus phone will be asked to verify their enrollment. Off-campus students will be asked to provide their name and ID number, and on-campus students will be asked to provide their name, ID number, and Residence Hall room number.

Houghton Hall Lobby Hours

The Houghton Hall Lobby closes to all male students daily from 12 a.m. - 6 a.m.

Need to stay on campus over a break? Students must book a Recess Residence Reservation (RRR) with Residence Life Desk Services. Students with an F-1 Visa Status may stay free during winter and spring break; however, an RRR must be completed.

There is no free housing for F-1 visa students during summer break. Questions regarding housing during the break periods may be directed to the Housing Office at housing@moody.edu.

RRR Information

1. Nightly charges are billed to the student's account.
2. Students not returning for the following semester are eligible for RRR only with approval from the Housing Office.
3. If you stay on campus without an approved application or if you return to campus prior to your approved return date without notifying us in advance, you will be fined \$75.

Need to change your RRR information?

Contact the Housing Office at housing@moody.edu prior to the date of arrival.

Campus Visitors

For security and safety reasons, we require all non-resident guests to sign in and out at the Residence Hall desks. Visitors who have not filled out an Overnight Guest Form must leave the Residence Hall by 12 a.m.

Students are responsible for their guests while they are on campus and for communicating MBI policies and procedures to them. We ask guests to comply with the MBI policies and procedures.

Hosting a visitor just for the day?

The following guidelines are to make sure our students and your guests have a positive experience:

1. Come down to the desk to meet your guest.
2. Members of the opposite sex are not allowed as guests on your floor.
3. Immediate family members of the opposite sex may be on your floor between 10:00 am and 6:00 pm for 30 minutes. Visitors of the same sex are permitted 6:00 am to 12:00 am.

Can I have a visitor who is 15 years of age or younger?

Visitors 15 years of age or younger are not allowed in the Residence Halls without their legal parent or guardian. This includes children who are part of the Big Brother/Big Sister program or other PCM programs.

Children who are part of the Big Bro/Big Sis, a church youth group, or a PCM program are allowed on the first floor of each Residence Hall and must remain with their student host. Students can only have one underage visitor at a time and are responsible for the child's behavior. No babysitting is allowed in the Residence Halls. The only exception to the above rule is a student's brother or sister, but the student must get approval from the Assistant Dean of Housing and Student Concern and notify his or her RA before the visitor comes.

Hosting a guest overnight?

To ensure a good experience for our students and any guests, please follow these guidelines:

1. Register your overnight guest with Residence Life Desk Services at the Culbertson or Houghton desk.
2. Ensure your guest carries a state or government ID during his or her stay.
3. Host only people you know (family, friends, or guests of MBI).
4. You will be charged \$10.00 per night (limited to staying 3 nights during a seven-day period) per guest (limited to two guests per room).
5. Residence Life must approve requests for extended stay. See the Housing Office. Approved extensions will incur a one-time \$30 charge in addition to the nightly charge.
6. No exceptions are granted for a stay of 7 nights or longer. The maximum number of nights a guest may stay is 6 nights.
7. If you host a guest without filling out the Overnight Guest Form with Residence Life Desk Services, you will incur a minimum \$50.00 fine.
8. No individual may stay more than 6 nights in one semester.

Cost Overview

1 Night	2 Nights	3 Nights	4-6 Nights
\$10	\$20	\$30	\$70+
No Special Approval Needed	No Special Approval Needed	No Special Approval Needed	Special Approval Needed

Overview: Can I have an off-campus student stay overnight?

Yes. However, off-campus students staying past 12 a.m. must fill out an *Overnight Guest Form*.

Can overnight guests stay anytime? Guests are not permitted to stay overnight during the following periods:

- Fall Finals and Winter Break
- Founder's Week
- Spring Break
- Spring Finals and Summer Break

There is a \$75.00 fine if you have an overnight guest during any of these times.

On-Campus Married/Family Housing

A limited number of apartments are available for married/family students in Smith Hall. These are provided to students via a waitlist. All questions related to these apartments should be directed to the Housing Office at 312-329-4205 or housing@moody.edu.

Students living in Smith Hall are expected to participate in All Hall, floor meetings, and abide by the conditions of their housing contract and the Smith Hall Living Guide.

Married residents of Smith 6 and 7 are required to notify Residence Life by emailing the Assistant Dean of Housing & Student Concerns when hosting a guest.

The guest policy allows for a guest to be in the apartment if both members of the married couple are present, or if the guest is the same gender as the married person who is present. Overnight guests can stay for a maximum of 2 weeks.

New Student Temporary Curfew

New students are under curfew for the first six weeks of the semester (until Founder's Week for new students in the fall and Missions Conference for new students in the spring) as an extension of their New Student Orientation. Curfew hours are midnight until 6 a.m. Monday through Thursday; 1:00 a.m. until 6 a.m. Friday through Sunday.

New Student Temporary Curfew's purpose: To facilitate the transition between home life and life in an urban context.

- To provide boundaries at the beginning of the MBI experience that can help establish healthy student life patterns.
- To give students an opportunity to learn how to navigate the city in a healthy and wise manner.
- To provide the time needed to develop friends and groups of people to travel with.

Regardless of what time of night or day you might travel around the city, remember the following:

- a. stay alert,
- b. stay in public areas,
- c. travel in groups, and
- d. avoid poorly-lit areas



Student Services

Academic Success

Crowell Library

Mission

Crowell Library connects men and women with resources and information literacy training needed to become biblically grounded and practically trained to engage the world through Gospel-centered living. The Crowell Library is located on the first and lower levels of the Sweeting Center.

Library services are available to current students and faculty affiliated with MBI. If you are on the Chicago campus, you are welcome to check out books from the Library. Students who currently reside in the state of Illinois can also check out books from any of the 80 I-Share academic and research libraries in Illinois, with a barcoded MBI student ID card. You also have access to dozens of academic databases and thousands of eBooks, for a wealth of resource materials supporting your studies.

Library Website

Our Library website (library.moody.edu) is the best place to begin your search for resources and provides information about the Crowell Library, including hours, contact information, staff, and services. Typing a term into the Search All box on the Library homepage will return results from all databases, eBooks, and physical materials. The Library website also links to over 60 material reference guides that can support your studies.

Your MBI Microsoft login provides you with access to all Library resources. If you are not automatically

logged in, the system will prompt you to log in before you access resources. To monitor and renew the physical materials checked out to you, click the "Library Account" button at the top right of the library homepage, then click Sign In.

For questions about logging in and technical support, contact the Information Technology Services (ITS) Help Desk at 312- 329-4001.

Library Support and Research Help

Our Library staff is eager to support you in your research and as you navigate Crowell Library resources. The Circulation Desk staff on the upper level of the Library can answer any questions regarding our borrowing policies. The Information Desk staff on the lower level of the Library will be happy to help you locate scholarly articles and navigate our databases, as well as locate and use physical materials and eBooks. Librarians are available to meet with you individually to discuss your research and assist you in locating resources.

Connect with us through the following ways:

- Stop by our desks in the Library.
- Contact us by phone or email.
- Chat with Library staff through the AskUs widget on the Library homepage.
- Fill out the "Ask a Librarian" form found on our website under "Research Help and Tutorials."
- Schedule a research help meeting through this link: https://moody.libcal.com/appointments/crowell_library.

Library Desks

Desk	Email & Phone	Answers Questions
Circulation (Upper Level)	circulation@moody.edu 312-329-4136	Library hours, Reserves Collection, Borrowing items, Due dates, I-Share materials Library accounts
Information (Lower Level)	libraryonline@moody.edu 312-329-4175	Reference Collection, Research, Resources, Databases, Library catalog

Library Staff

Please visit the Library or contact us to learn more about the Crowell Library services and information sources. We are here to help you succeed academically! The Library Staff Directory is at library.moody.edu/connect/directory/.

Physical Resources and Space

Use the Books+ tab to search for eBooks, print books, and I-Share materials. After logging into your Library account, you will be able to request I-Share materials to be delivered to Crowell Library, request digitization of a book chapter, and renew books checked out to you.

Borrowing Materials

Visit the Circulation Desk on the first floor to borrow books and other materials.

- A valid MBI-issued ID with Library barcode must be presented.
- Up to 25 items can be checked out at a time.
- Most items check out for 4 weeks with two automatic renewals
- Library membership is active until graduation.

For information, please contact the Circulation Desk (circulation@moody.edu; 312-329-4136).

I Share

Through the Crowell Library, you can borrow books from over 80 Illinois academic libraries. If a physical book is not available through our Library, search via the

I-Share the link on the Books + tab to see if it is available from another Library. After signing into your Library account, click the book and then the I-Share button. A form will appear for you to complete, and the book will arrive in 2-3 days at Crowell Library. You will receive an email when the book arrives. I-Share can be used for academic research or leisure reading.

Students are also welcome to use the library facilities of any participating library and check out books directly from their collections.

Course Reserves

Professors may request books to be added to our Reserves Collection, which supplements course readings. This Collection also contains several Bible commentary sets. Reserve books are available to check out for 3 hours at a time, and the Collection is located behind the Circulation Desk.

Reference Collection

The Reference Collection is located on the lower level of the Library and contains an extensive Bible commentary collection. Books in this Collection are only available for use in the Library or through a digitization request.

Curriculum Lab and Juvenile Collection

The Library Curriculum Lab contains resources for teaching in both school and church settings.

Collections include Elementary Education, TESOL, and Children's Ministry. These resources support students in these majors but are also helpful for PCMs.

The Juvenile Collection contains picture books and chapter books for children and teens.

Regular Library Hours

Crowell Library hours may be found here:

library.moody.edu/our-space/crowell-library-calendar/

The Library may open late and close early during Mission's Conference, Founder's Week, vacation periods, and other MBI-wide events. For up-to-date Library hours, check the Library homepage and signs posted throughout the Library.

Library Computer Lab

The main computer lab for student use is located on the lower level of the Library. The 20 Microsoft Windows and 2 Apple workstations each feature standard software and internet capabilities for email, Library databases, Canvas, and other online resources. The computer lab hours are the same as the library hours.

Quiet Zone Policy

The lower level of the Library has been designated as a "Quiet Zone." The sound setting on all cell phones and mobile devices must be set to silent or vibrate throughout the Library. Please be considerate of other individuals who are studying, keep the

volume level low when using headphones, and take any phone calls upstairs. Talking on phones is not allowed anywhere on the lower level. If you need to answer a call, please do so in the designated areas of the first floor or in the Sweeting lobby outside the Library. The first floor is not a "Quiet Zone." Talking on phones at a moderate volume is permitted on the first floor of the Library except near the stairwell. Per Library staff discretion, any patron talking loudly on their phone will be asked to finish the call outside the Library.

Beverages and Food Policy

Beverages in lidded containers are allowed everywhere in the Library. Consumption of food is permitted in the first-floor lobby and lounge of Crowell Library, if consumed responsibly.

Food is limited to meal replacements, snacks, or wrapped items that are consumed individually. No fast food or open plates of food are allowed. The delivery of food to the Library for Library users is prohibited. Patrons disregarding the food and beverages policy will be asked to leave the Library.

Digital Resources and Services

Databases

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

- Academic Search Complete
- ATLA Religion Database
- Academic eBook Collection
- JSTOR
- Oxford Biblical Studies Online, Oxford Handbooks Online & Oxford Reference
- APA Psychology Databases

For a complete up-to-date list, go to our homepage and click the A-Z Databases link. These databases provide full-text access to thousands of journals, many of which are peer-reviewed. Students and faculty can also access eBooks, book reviews, full-text magazines, newspapers, reference books, maps, videos, and language programs.

For help selecting which resource is best for you and your information needs or assignment, please contact the Library at libraryonline@moody.edu; 312-329-4175.

Digitization

Students may submit a digitization request through the Library catalog on the Books+ tab of the Library homepage for any of our physical materials. Library staff will then scan a section of the book and send it to you digitally.

Interlibrary Loan

Through Interlibrary Loan, students have access to journal articles and physical books that our Library does not currently own but is able to borrow from other libraries. Use the Interlibrary Loan form on the Library website to request article scans and physical books. This process takes 2-3 weeks.

Student Resource Center (SRC)

Disability Services

The goal of MBI is to ensure that all college services, activities, facilities, and privileges are accessible to qualified persons with disabilities.

Reasonable accommodations will be made on an individualized basis. It is the responsibility of persons with disabilities, however, to seek available services and make their needs known to the Student Resource Center (SRC) at MBI.

Students who believe they have a disability that might affect their academic performance or residential life at MBI and require accommodations or auxiliary aids and services should visit the Student Resource Center at studentresourcecenter@moody.edu to begin the process of exploring qualifying 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/mbiaccommodations/form7/index>

A student must complete the registration form, provide documentation detailing his/her disability, and be interviewed. 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 accommodation(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:
Associate Registrar - Enrollment and Compliance
820 N. LaSalle Blvd, Chicago, IL 60610, or emailed to studentresourcecenter@moody.edu.

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

Specific accommodations/services for students with disabilities may include:

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

The following are some important deadlines to consider regarding the reception and review of documentation when pursuing accommodations with MBI:

- Meal Plan Changes and Exemptions - The end of the 4th week of classes of the requested semester. Applications submitted after the deadline will not be considered.
- Emotional Support Animals - Fall semester, by the end of Spring housing selection. Spring/Summer semester(s), October 1st. Applications submitted after the deadline will not be considered.
- Single Rooms - Fall semester, by the end of Spring housing selection. Spring/Summer semester(s), October 1st.
- Academic Accommodations - Ongoing; there is no deadline. Academic Accommodations, however, are never retroactive.

The SRC will not provide any assistive devices of a personal nature (e.g., hearing aids). The SRC will provide letters for verification of disability to the student. Students should request updated letters at the beginning of each new Fall semester. It is the student's responsibility to deliver these letters to the necessary personnel (e.g., 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 MBI'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

MBI 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 Associate Registrar - Enrollment and Compliance and submitting a written grievance. If the Associate Registrar - Enrollment and Compliance 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 Registrar and Director of Academic Records. The written grievance should include a clear description of the reasons for the grievance and any supporting information. The Associate Registrar - Enrollment and Compliance (or, if applicable, the Registrar and Director of Academic Records) 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 determination 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 Registrar and Director of Academic Records will be final and not subject to further appeal.

Protection from Retaliation

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

The Writing Center

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

- Face-to-face appointments (Chicago: Crowell Library);
- Video conferences;
- Email feedback.

Students can make appointments by visiting our website, <https://writing-center.moody.edu>. We are open 5 to 6 days a week, depending on the time of the year. Summer and J-term hours are also available.

Our website also provides handouts and videos to help with common writing issues and is custom-designed for MBI projects. If you have questions, contact the Writing Center's Coordinator at david.hudson@moody.edu.

Other Student Resources

Alumni Office

Before graduating, take a minute to visit the Alumni Office located on the 1st floor of Smith Hall, across from the Welcome Desk. The friendly staff can give ideas on how you can stay connected to MBI and your classmates for years to come. Visit our website at www.moody.edu/alumni or follow us on Twitter, LinkedIn, or become our friend on Facebook, at Moody Alumni Association.

Remember to send us your life and ministry news to be included in the MOODY Alumni & Friends magazine (marriage, births, moves, updates, etc.). Look for future notices of class reunions or Alumni events scheduled in your area. The Alumni website allows you to get connected to an Alumni Community in your area, identify a church where MBI alumni serve on staff, make plans to visit campus, find updates on upcoming events, and read about how MBI graduates are impacting our world for Christ. Through the Alumni portal, you have access to the Atlas Religion Database and the Moody Smart Job Board. You may contact the Alumni Office with questions at mbialum@moody.edu or by calling 312-329-4412.

Alumni Photo ID

The Alumni Office offers our alumni the opportunity to secure a photo ID that will allow them to visit campus and serve as a pass to the Solheim Center (additional cost of \$2 per person, per visit). This is especially nice for alumni who

frequently visit campus. To receive an alumni photo ID, please stop by the Alumni Office (between the hours of 8:00 a.m. and 3:15 p.m., Monday through Friday), and a representative will assist you in making those arrangements. These IDs are good for a period of 4 years.

The Moody Bible Institute of Chicago seeks to maintain a safe campus environment and reserves the right to regulate visitor access as they deem appropriate. Only alumni who are in good standing will be issued an ID. Alumni who are visiting campus are considered guests of MBI and must be escorted by a current student while in campus buildings, with the exception of Crowell Library and the Solheim Center.

Career Services

Career Services serves the career development of Moody students and alumni by facilitating connections with employers for jobs and internships, by providing job-search and post-graduate resources, and through vocational exploration opportunities.

Career Services hosts three Fairs on our Chicago campus each academic year: a Graduate School and Seminary Fair (September); a Ministry, Career, and Camp Fair (October); and a Ministry, Career, and Camp Fair (February). To view the schools, churches, ministries, and organizations that participate, visit the Career Services website.

Career Services maintains the Moody Smart Job Board for all current Moody students and alumni. To access the Moody Smart Job Board, start here: <https://moody.mvsmartjobboard.com/>.

Career Services maintains an Internship and Residency Database available to all graduate and undergraduate students upon request and through posted QR codes on campuses.

To discover more about Moody Career Services, check out our website:

<http://www.moody.edu/career-services>.

To contact Career Services, email careerdev@moody.edu.

Employment Resources

Part-Time Jobs

Listings of available jobs are located under "Student Employment Services" on each student tab in the my.moody portal. Each link will take you to the respective job databases. This feature is available on each respective campus tab.

With on-campus jobs, look for "On Campus Jobs" and follow the instructions to apply. In order to qualify for one of these part-time student jobs, you must be enrolled in on-campus classes at your respective campus.

When you click on the "P/T Off-Campus Jobs," you get to the Moody Smart Job Board. Click on "Sign Up" in the upper right corner. Then select "Job Seeker." Provide both your first name and your last name, email address, and create a Password.

Click "Register." You will receive an email stating you are "active" on CareerFinder. Go back to CareerFinder and "Sign In." Then search for jobs and post your resume.

For further assistance, email careerdev@moody.edu.

Maximum Hours of Employment for Domestic Students

During the semester, full-time domestic students are permitted to work a maximum of 24 hours per week on or off campus. We understand that students often must work to pay for college expenses. We recommend that students carefully assess the number of hours they must work while still giving proper attention to their academic responsibilities.

Maximum Hours of Employment for International Students

F-1 students are required by the U.S. government to be in the U.S. primarily for education. F-1 students 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. During MBI-approved breaks, such as Christmas, Spring, and Summer, international students may exceed the 20-hour limit, pending department approval. For continued employment, the student must maintain their immigration status, make satisfactory academic progress, and enroll in the upcoming semester. Students are responsible for not exceeding the permissible hours worked.

Failure to adhere to these guidelines may result in loss of employment privileges and/or immigration status violation.

F-1 Students are eligible for off-campus employment through Curricular Practical Training (CPT), Optional Practical Training (OPT), and possible economic hardship provisions. You must contact the International Student Office (ISO) before engaging in this type of work. For more information regarding employment guidelines, please refer to <https://studyinthestates.dhs.gov/students/work/workin-g-in-the-united-states> and contact ISO located in ASC 2 or by email at iso@moody.edu.

International Students working on or off campus must have a Social Security Number issued by the U.S. Social Security Administration to work. Students receiving an offer of on-campus employment must first secure an Employment Authorization Letter from Human Resources. They then submit the letter to the International Student Office for a Student Status Certification Letter and for further instructions. Social Security Numbers must be reported to Human Resources before work begins.

All international students, whether they work or do not work during the calendar year, are required to file their taxes. Detailed information is available on <https://studyinthestates.dhs.gov/>.

On-Campus Student Employment and Enrollment Requirement

It is the policy of The Moody Bible Institute of Chicago's Human Resources department that all part-time student jobs on campus are only available for students currently enrolled in on-campus classes. Therefore, a student not enrolled in on-campus classes, though still an active student, is not eligible to hold part-time student employment on campus. If you have questions about this policy, please stop by Human Resources on Crowell One on the Chicago campus or email hresources@moody.edu.

Babysitting

Some childcare opportunities are listed on the Moody Smart Job Board maintained by Career Services. Other opportunities around Chicagoland available to students would be:

1. Church-sponsored activities in the church facilities.
2. MBI Faculty and staff, or married students' families.

Babysitting is not to be done by unmarried couples, nor is it permitted on campus.

Safety

Students must be concerned about their safety when they accept employment requiring travel after dark. They may choose to use ride-share or taxi services, but should be dropped off in front of the workplace or MBI.

Students are not to take jobs that involve the use or sale of pornographic materials, bartending, or that encroach on participation in regular worship services. Questions about employment policy and exception requests should be directed to the Dean of Student Engagement and Career Services.

Selling of Merchandise or Solicitation:

Students who desire to sell merchandise or services on campus are required to secure permission from the Dean of Residence Life and Retention. Examples would be Arbonne cosmetics, cutting hair, providing car maintenance, etc.

Fundraising

The Office of Student Activities reviews fundraising requests on campus to review a plan that a student or student organization is considering.

Common examples include:

- Selling of baked goods, raising funds for personal mission trips, or Study Abroad opportunities;
- Student group sales of t-shirts to benefit an external organization (Missions Conference/ SMF annual ministry partnership);
- GoFundMe campaign advertisement for current Moody students experiencing significant health issues or loss of immediate family members;
 - Exceptions can be made by the Office of Student Activities for Alumni within the last two academic years;
- Fundraising and donation collection for the Commuter Pantry and Boutique;
- Fundraising to directly benefit a student group or the activities they are planning (Keshar Seder dinners, MuKappa Snow Camp, etc.);
- Student groups are placing collection bins for items outside of the Student Activities office (Zoe diaper drive, Puente collection for immigrants, etc.).

Examples not approved:

- Fundraising for external organizations outside of groups supervised by MBI faculty and staff;
- GoFundMe campaigns for non-Moody individuals or organizations;
- Requests to do collections of items at the Residence Hall Desks, regardless of whether it is for a student group.

Door-to-door solicitation for any purpose within the MBI community is not permitted. This prevents students from feeling pressured to buy items or donate funds.

With the permission of the Office of Student Activities, students are encouraged to set up booths in the Commons or SDR, hang up to 10 posters on campus, or connect with existing student group events.

Faculty/staff members are encouraged to do group fundraising for:

- Music trips;
- Activities sponsored by the StudyAbroad Office;
- Other fundraising activities where multiple students are fundraising for the same opportunity.

This encourages equal access to funds for all participants while maintaining an orderly approach on campus.

Information Technology Services

Moody Email Address

All active students at MBI have an @moody.edu email address. Your Moody email address will be used as MBI'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 MBI.

ITS Support Center

The ITS Support Center provides technology support and resources to students. If you are in need of technology support, you may visit <https://support.moody.edu/> or in person on Crowell 3.

Technology services for Chicago-based students include:

- Computer labs in Residence Halls, Crowell Library, and Smith 2/ASC 2 corridor;
- Printing services;
- Connecting to printers;
- Student email (@moody.edu address) support;
- Wireless Internet.

Note: MBI's Learning Management System (LMS), Canvas, provides 24/7 support. After logging into <https://moody.instructure.com/>, click on the Help Resources button on the left-hand panel. If you cannot log into Canvas, visit <https://support.moody.edu/> to open a case.

Equipment available only at the Sweeting 1 Technology Area by appointment only:

- Technology (e.g., projectors, sound systems) for classroom and PCM (pending availability) or personal use (with a rental fee);
- Equipment available at the Crowell 3 Support Center;
- Various video adapters for connecting laptops to a classroom projector (pending availability);

- Laptop checkouts (pending availability and limited to four hours).

More information about ITS services, including hours of operation, is available at

<https://its.moody.edu/homepage/>.

International Student Office (ISO)

Assistant Dean of International Students and FYE, Micah Hitt, is responsible for advising international students with immigration matters, helping students adjust to life in the US, and overseeing the International Student Fellowship (ISF), MuKappa (MK), and Korean Student Fellowship (KSF). Micah Hitt is the Principal Designated School Official (PDSO) and can sign and make updates to your Form I-20. The ISO Assistants are also Designated School Officials (DSOs). Other services offered for International Students include help with preparing immigration documents, issuing university letters for banking, obtaining a driver's license, finding employment, and offering cultural engagement support. To contact ISO, email iso@moody.edu or visit in person on ASC 2.

Mail Services and Copy Center (Chicago)

The Campus Post Office (CPO) is a full-service post office for all inbound and outbound shipping needs. You may purchase stamps, envelopes, and receive your mail and packages at CPO. Visit CPO Mon-Fri 10:00 am-3:30 pm (hours subject to change during breaks), in the basement of Doane Memorial. For more information, please visit <https://student-life.moody.edu/Mail-Services/>. CPO can also be reached by phone at 312-329-4252 or by email mbicpo@moody.edu.

All outgoing and incoming mail must have the complete address. For all students, this includes name, CPO number, P.O. Box number, city and state, and zip code. This is a U.S. Postal requirement. For packages sent by a private carrier such as UPS, FedEx, etc., you must use your CPO number and 845 N Wells St.

Letters:

Your Name
CPO _____
P.O. Box 10060
Chicago, IL
60610-0060

Packages & Express Mail:

Your Name
CPO _____
845 N Wells St
Chicago, IL
60610-0060

Use of the Moody Bible Institute Name

Students are not permitted to use the name, logos, trademarks, copyrights, or other intellectual property of The Moody Bible Institute of Chicago or MTS (collectively, the "Name and Logos") on personal stationery or other printed materials without express written permission to do so. Students who belong to outside organizations are not permitted to have stationery printed with the name and logos of the organization listed over the MBI address.

Post Office Boxes

A private mailbox in CPO is provided for all students registered for classes on campus and will be assigned during Orientation. If you miss Orientation and do not yet have an assigned CPO box, please visit CPO for your assigned mailbox number. This box will remain with you

for each consecutive semester that you take classes on campus. Should you take a break from enrollment for any reason (sabbatical, international studies intermission, Medical/Compassionate Withdrawal, etc.), you will most likely be assigned a different box upon return.

Please include your name and CPO number on all papers, exams, letters, and other items deposited in the campus mail system. Students are responsible for confirming that their boxes are locked when the door is shut.

Post Office services are not extended to students for promoting or advertising any personal enterprise or regularly scheduled curricular activities.

CPO Flyer Distribution

CPO requires advance notice and permission to place flyers in CPO boxes. Please check with CPO to see if your request can be accommodated, preferably two weeks before placing flyers in boxes. Additionally, the Office of Student Activities must review and approve (or deny) all publications before their insertion into student mailboxes for events and information relevant to the MBI community. Student surveys (regardless of academic purpose) are only allowed after review from the Institutional Review Board processes outlined in the Academic Catalog and in coordination with the Office of Student Activities.

Cash in the Mail

Never send or ask to receive cash in any mail system. The U.S. Postal Service, UPS, FedEx, and MBI's CPO are not liable for loss of cash in the mail.

Forwarding Address

Before a student leaves MBI, they should update their mailing address in their my.moody.edu Student Center. On your last day on campus, please stop by CPO to receive your final mail, turn in any keys, and fill out a forwarding instruction form. Publishers of all magazines and newspapers to which a student subscribes should be notified at least one month prior to graduation or termination of enrollment. All first-class mail will be forwarded free of charge, but periodicals and standard mail cannot be forwarded.

Forwarding is provided over summer break, terminating on August 1. No forwarding is provided over Christmas break for returning students. As a general rule, mail forwarding is not 100% reliable, and students are encouraged to change their addresses with companies and organizations from which they are expecting mail.

Copy Center

The Copy Center at MBI is a place where students can take advantage of low-cost duplication services.

Bulletins, flyers, and booklets, as well as laminated posters, spiral-bound materials, and brochures, can all be made for your personal and academic needs at the Copy Center. Submit your print job online by accessing our requisition page via moody.edu/copycenter or through my.moody.edu and selecting "Copy Center" under the Chicago Campus tab.

The Copy Center's hours and services are Mon-Fri 9-3 (closed from 12-1 for lunch). For more information, please visit student-life.moody.edu/mail-services/copy-center. The Copy Center is located just north of CPO in the basement of Doane Memorial and can be reached by phone at 312-329-4256 or copycenter@moody.edu.

Moody Engage First Stop

Moody Engage First Stop houses our one-stop shop student service center. The following departments are serviced by Moody Engage First Stop: Academic Records and Financial Aid. You can contact Moody Engage by phone: (312) 329-2020, by email: Moodyengagefirststop@moody.edu.

Student Parking Information (Chicago)

A copy of the most current parking policies can be found in the Public Safety Office located in Crowell Basement and online at public-safety.moody.edu. These policies cover vehicles on campus. Vehicle owners are responsible for any issues concerning their vehicle or any damage incurred while it is on campus. Students are responsible for all fines resulting from parking violations.

Commuter and Resident parking passes can be purchased through the Public Safety Office. All students will be notified via email when permit purchasing has opened. Permits are purchased based on seniority, similar to class registration. It is vital that students apply immediately for a permit if it is necessary, due to limited parking. Freshmen are not allowed to keep a car on campus. Any questions about parking can be sent to parking@moody.edu. Students are not permitted to loiter in their vehicles in the parking garage or any exterior lots. Public Safety will approach vehicles, request ID, and ask occupants to move along to a safer location.

Vehicle Use and Driver Policy

Student safety, as it applies to driving vehicles, is a matter that The Moody Bible Institute of Chicago takes very seriously. MBI Vehicle Use Policy and driver approval process applies to all students and employees who drive vehicles, including personal or rental vehicles, for MBI-related business. A copy of these policies and procedures can be found in the Public Safety Office located in the Crowell Basement. MBI approval must be granted before students may drive for any MBI-sponsored activity. To obtain approval, contact the Public Safety Office for the necessary paperwork. Once the paperwork is complete, please give the office five days for the approval process to be completed.

Teller Services (Chicago)

Teller Services is located on the fourth floor of Crowell Hall and is open Mondays and Wednesdays, 8 a.m. - Noon. At Teller Services, students may cash personal checks up to \$50, provided the student's financial obligations to MBI are in satisfactory condition. A personal check is a check a student writes to himself/herself drawn on the student's personal checking account. Checks for cash should be made payable to "cash."

Dining Services (Chicago)

Dining Services exists to cultivate a culture that glorifies Christ Jesus through service to the students and staff, establish a standard of excellence that will benefit MBI and every team member within Dining Services, and equip the students for their calling as future leaders during and after their time at MBI. We do this by providing continual training and opportunities for growth, establishing an earnest desire to serve our guests and each other, and walking with integrity in everything we do, by working hard (and playing hard). This is our hearts' desire: "to equip the saints for the work of ministry, for building up the body of Christ" (Eph. 4:12). Dining Services is made up of the Student Dining Room (SDR), the Commons, Joe's Coffee Shop, and Catering.

For further information regarding menu, hours, special dates, and events, please go to the Dining Services webpage (my.Moody > Chicago Campus > Dining Services) (<https://student-life.moody.edu/food-services/>) Or call the Dining Services main office at 312-329-4324

Student Dining Room (SDR)

As an important part of community and fellowship at Moody Bible Institute, SDR meal plans are required for all undergraduate students living in the Houghton, Smith, Culbertson, and Dryer dorms. On-campus undergraduate and seminary students are required to select either the 20-meal plan or the 15-meal plan. Commuter and married students have a broader range of meal plan options.

Located on the lower level of the Alumni Student Center, the SDR is the central place where students come together daily to share meals and build community. It offers a wide variety of choices such as daily specials, a fresh salad bar, grill, deli bar, stir-fry, pizza, desserts, and allergen-free options.

Students may enter upon scanning their fob at the entrance. Using another student's fob is never permitted. Outside food may not be brought into the SDR. To maintain the student meal plan price as low as possible, plates, tumblers, or silverware may not be taken from the SDR or Commons.

To-Go Box Containers

Meals from the SDR may be taken to-go through purchasing a SDR To-Go Box Token at the SDR entrance. Through purchasing a To-Go box token, students may exchange their token for a to-go box container and later bring back the container for either a clean container or a token. The token is valid for the entire school year.

Meal Replacements

Our goal is to provide flexibility for each student on the meal plan to enjoy their meals by providing extended mealtimes. Not all situations can be anticipated, so if you feel you need special accommodations, please email the Dining Services Office at diningservices@moody.edu.

Meal Plan Accommodations

We do our best to provide a variety of food options on a daily basis that will give students with varying dietary needs several options to choose from at every meal. However, we do recognize that there may be medical conditions that require a special diet that cannot be reasonably accommodated in our Student Dining Room.

In order to be considered for a dietary accommodation to the Moody Meal Plan, a student must complete and return the Dietary Accommodation Application to the Student Resource Center (SRC) and sam.murphy@moody.edu. We do recognize that there may be medical conditions that require a special diet that cannot be reasonably accommodated in the Student Dining Room. To apply for an exemption, email Dining Services at diningservices@moody.edu.

20-Meal Block Plan

The 20-Meal Block plan is available for purchase for commuter and married students, allotting 20 meals to use in the SDR. This plan is available for purchase through the Dining Services Office.

Guests

Students are welcome to bring guests to the SDR. Guests must purchase their meal at the SDR main entrance before entering. Payment options include cash, tap-to-pay, Visa, MasterCard, and MBI gift cards.

The Commons

The Commons, located on the first floor of the Alumni Student Center, offers a variety of dining options, including a made-to-order grill, daily specials, salads, soups, sandwiches, and convenient Grab 'n Go items for quick meals. It serves students, staff, and guests throughout the day and accepts payments by cash, tap-to-pay, Visa, MasterCard, and MBI gift cards. The Commons is closed on weekends and MBI holidays, with special hours posted in advance.

In addition to dining, The Commons is a comfortable and welcoming place to meet in small groups or spend time studying. Many students use the space throughout the day and evening to connect with friends, work on class assignments, or simply relax between commitments.

Joe's Coffee Shop

Named in honor of MBI's 7th President, Dr. Joseph Stowell III, Joe's is located on the second floor of the Alumni Student Center (ASC2) just inside the Fellowship Hall. Joe's serves a wide variety of high-quality espresso drinks, regular drip coffee, teas, and pastries. Joe's provides a comfortable atmosphere for study, conversation, and relaxation. Joe's accepts payments by cash, tap-to-pay, Visa, MasterCard, and MBI gift cards.

Catering Events

Our Catering team can help you cater your next special event for your floor, student group, or even a personal event. While our Catering team can help you plan your event, to book the event, students must contact Event Support and Logistics (ESL) here: <https://facilities.moody.edu/homepage/event-support-and-logistics/>. Contact the Catering Office at 312-329-4430 or catering@moody.edu to receive guidance on how to plan your event. Food purchases and service for special parties, Bro/Sis events, floor activities, etc., are to be arranged through the Catering Office at least two weeks prior to the event.

Gift Cards & Fob Funds

Gift card funds can be purchased in two ways: as Dining Services gift cards or by placing money directly onto the student's fob. Dining Services funds provide the convenience and ease of purchasing without needing to carry cash. This gift card can be used at all

Moody Dining Services locations. Gift cards and fob funds may be purchased at any of our Dining Services locations or through the Dining Services webpage.

Care Packages

Care packages are a special way to encourage a fellow student who may be sick, celebrate someone's birthday, or mark any other special event. There is a wide variety of Care Packages to choose from. Please visit the Dining Services webpage to order.

Health Service (Chicago, Illinois)

Health Service is located on the second floor of Smith Hall, offering services to all MBI students and their spouses, including undergraduate, graduate, and online students in Illinois. Health Service is staffed by registered nurses and a campus physician who are prepared to meet the basic medical needs of students. Services offered include phone or face-to-face consultation with a staff registered nurse for nursing advice, first aid, over-the-counter medications, immunizations, lab work as ordered by a physician, some medical testing, and advice for next steps in care. This may include self-care or referral to a nearby urgent care or to the campus physician for further evaluation. The campus physician is on campus one day a week to see students by appointment for diagnosis and treatment as necessary. Health Service is not equipped to see children.

Hours of Operation

Health Service hours are posted on their website: student-life.moody.edu/health-service/. The Health Service is closed on Tuesday mornings. Hours are subject to change. Priority will be given to medical emergencies. Appointments will be seen at the time scheduled. Walk-ins will be seen in the order in which they arrive as time becomes available.

What if Health Service Is Closed?

If there is a health care need when Health Service is closed, residential students can receive assistance from their Resident Assistant (RA), the Residence Director (RD), or GRA on call, or another Student Life professional staff member. The RD or GRA on call can be contacted through either their RA or the Culbertson and Houghton desk worker. The RD/GRA can contact the Director of Health Service if needed. Students who need to go to the Emergency Room should contact Public Safety.

After discharge from the ER/hospital, the student should bring a copy of their discharge papers to Health Service the next business day. For more information, see the section of the SLG on post-hospitalization return to campus.

Charges for Services

The Student Activity fee entitles Chicago campus students and their spouses to see a registered nurse in Health Service for no cost. However, there are charges for immunizations, diagnostic labs, and appointments with the campus physician. The fee must be paid after the visit on the day of service with either cash, credit/debit card, or by applying the cost to the student's school account. Moody Health Service is unable to send any claims to health insurance directly. A student may obtain a walk-out statement of the visit on the Moody Student Health Service Portal at <https://moody.medicatconnect.com> and download the form to submit to their own health insurance for reimbursement. Additionally, costs

associated with completing the health form requirements are not covered by the Student Activity fee. Students who miss a scheduled doctor's appointment will incur a \$25 charge. For a list of common charges, please visit Fees:

<https://student-life.moody.edu/health-service/fees/>. All inquiries about fees related to Health Service should be directed to the Health Service at 312-329-4417 or healthservice@moody.edu.

Required Student Health Records

To comply with Illinois State laws, all matriculated degree-seeking new students taking 6 credits or more on the Chicago campus and/or residing on the Chicago campus must send completed health record forms to Health Service by July 15 for fall enrollment or December 15 for spring enrollment. All forms may be signed, dated, downloaded, and uploaded on the Moody Student Health Service Portal <https://moody.medicatconnect.com>. Access to the Moody Student Health Service Portal is dependent on being registered for classes. All students who fail to complete their health records prior to enrollment will be required to complete them at Moody's Health Service at the student's own expense. All Chicago undergraduate students are required to complete the immunization record, tuberculosis screening, health history, physical exam, HIPAA form, and Acknowledgment of Privacy Practices. All Chicago campus graduate (MTS) students are required to complete the same records, except for the physical exam. A physical exam is not required for graduate students. All records must be completed in English or accompanied by a certified translation into English.

The State of Illinois requires students to submit documentation with the exact dates (month/day/year) of the following immunizations: MMR (two doses given at least 28 days apart and AFTER 12 months of age) or measles (two), mumps (two), rubella (two), (or lab tests called "Titers" proving immunity to all three diseases) and three doses of tetanus/diphtheria vaccines. One of these doses must be a Tdap and must be done within the last ten years, and must stay current throughout enrollment.

Meningococcal Conjugate (MenACWY) is required after the age of 16 for all students 21 and younger. The State of Illinois allows for both a religious and a medical waiver for immunizations. Both forms, along with directions on how to complete the forms, are located on the Moody Student Health Service Portal and at the Health Service website, [Policies and Forms](#). Or please contact the Health Service if any of those forms are needed by sending an email to healthservice@moody.edu.

All documents must be labeled with the student's first name, last name, date of birth, and the student's ID number. Immunization Records must be an official immunization record or a form signed by a healthcare professional for verification purposes.

A Tuberculosis Screening Test is also required. Documentation must be uploaded onto the Moody Student Health Service Portal. The Tuberculosis Screening must be completed no more than one year prior to enrollment at Moody. All students traveling or residing outside of the United States two weeks prior to their arrival at Moody are required to have their Tuberculosis Screening done at Moody's Health Service. All international students with a history of BCG vaccination attending the Chicago campus are required to have their Tuberculosis Blood Test done at Moody's Health Service. Health Service will assist international students in completing any outstanding records upon their arrival at Moody.

All students who take a semester off from MBI must update their health records upon their return, including a health history, a current Tdap vaccine (within the past 10 years), and a HIPAA form.

Failure to keep these records current will result in a hold being placed on the student's registration and a fine of \$50 if not completed by the fourth week of classes. All inquiries regarding these requirements should be directed to the Health Service Office at 312-329-4417 or email healthservice@moody.edu.

Off-Campus Medical Procedures, Expenses, and Insurance

Students must evaluate their total school load to balance it with the urgency of any planned surgeries, therapies, or procedures in deciding when to undergo them. Since the student is here for educational purposes, maintaining class and PCM attendance is a high priority in the timing of surgeries or procedures. In addition, residential students must consult with Health Service and their RD if they expect to recover from surgery or procedures while living in the Residence Halls. It may not be possible to live in the Residence Halls while recuperating from some illnesses, surgeries, or procedures.

Each student is personally responsible for any and all healthcare-related expenses they incur while in attendance at MBI. Each student is also personally responsible for following the payment policies of the facility where they receive medical care and paying the bill in a timely manner. Students are personally responsible for transportation to and from all off-campus healthcare appointments or facilities. Health Services can assist a student in finding a doctor off-campus, as well as help the student find public transportation to the appointment.

Please note: All inquiries related to the student health insurance requirements should be directed to studenthealthinsurance@moody.edu. The Health Service Department is not able to answer questions regarding the MBI Student Health Insurance Plan.

Health Service cannot write an excuse for missed classes, assignments, chapel, or PCM, due to illness. Students are responsible for notifying professors about missed classes due to illness. If you miss 2 or more days of class due to illness, emergency surgery, or injury, please contact the Office of Student Care and Concern at scc@moody.edu about your situation and the dates you were out or are planning to be out. The Office of Student Care and Concern will follow up and may send an emergency letter to your professors regarding the nature of your absence.

Any further medical documentation of illness, which might be requested by a professor, place of employment, or Academic Records, is required to be obtained from the physician giving care to the student. The Health Service can only provide supporting documentation if the student was seen by the campus physician.

Reporting Illness

All students have the choice of receiving care from MBI Health Service or seeking their own physician. It is not possible for the Health Service to care for students' children. The Office of Student Care and Concern appreciates and requests the knowledge of serious illness of not only the student, but of family members as well, to better support the student and address any potential public health concerns.

Possession of Syringes, Needles, and Lancets in the Residence Halls

To comply with government regulations and protect our custodial staff and students, all syringes, needles, lancets, or any other "sharps," or medication vials/bottles, etc., are considered hazardous waste and must be disposed of accordingly. Any student who has syringes, needles, lancets, or any other "sharps" must report to Health Service within 48 hours of arriving on campus.

Diabetics, hemophiliacs, migraine sufferers, or anyone else taking an injectable medication on campus will be given instructions on how to dispose of their used equipment while living on campus.

Anyone having syringes, needles, lancets, or any other "sharps" must have an appropriate container issued for their disposal from the Health Service. The filled container must not be filled above the maximum fill line and must be hand-delivered, in person, to Health Service for proper disposal when it is full and when the student leaves campus at the end of the semester. The container may not be left in the student's room, left by the trash chute, or sent through CPO.

No syringe, needles, lancets, or any other injectable medication may be on campus without a prescription from a licensed physician. No allergy injections may be given or received anywhere on campus.

Health Care Practitioners on Campus:

Physicians or other health care practitioners are not allowed to examine or treat students in the Residence Halls. No student is allowed to practice any healing art or therapy in the Residence Halls. Students who are healthcare practitioners are not allowed to provide professional services to others anywhere on campus unless they are employed by MBI. The individual is only allowed to provide services at the work site, on paid work time, while under the oversight of the Health Service department, or while acting solely as a "Good Samaritan" in an emergency situation.

Solheim Center (Chicago)

The Solheim Center serves as an athletic, recreational, and lifetime fitness center, as well as a sports ministry facility for MBI. MBI offers personal growth through three programs in the Solheim Center: Physical Education Classes, Intramural

Recreational Sports and Intercollegiate Athletics. Use of the Solheim Center facilities is permitted for graduate and undergraduate students. A valid MBI ID card and fob are required for entrance to the Solheim Center.

For Solheim Center hours, please visit moodyarchers.org.

Solheim Facilities Available

Although the Solheim Center may be open, certain areas within the building may not be available due to a varsity sport practice or contest, an intramural activity, a community ministry event, or a programmed student activity. The Solheim facilities schedule is subject to change; therefore, a monthly schedule is posted on the Athletics website (moodvarchers.org).

Policies

Participants are to change into a separate, clean pair of athletic shoes for all activities in the Solheim Center. Please be ready to show a 2nd pair of clean athletic shoes to the Solheim Staff upon entering the Solheim Center. Shoes other than athletic shoes are prohibited in activity areas and the weight room. Spikes and marking on black soled athletic shoes are also prohibited.

Exercise and gym attire must not be in contradiction to the standards set forth in the *Student Life Guide* (SLG). Jeans or cut-offs are prohibited for exercise at the Solheim Center. All patrons must wear shirts at all times, and shirts cannot show midriff or torso. Tank tops are permitted as long as they are not low-cut or have thin straps. Any form of spandex (leggings, yoga pants, compression shorts, etc.) must have athletic shorts over them.

Food is not allowed in the aerobics and weight rooms, with the exception of liquids in an enclosed container. Food is only allowed in the front lounge area.

Proper etiquette, language, and courtesy are to be observed at all times. Bicycles, skateboards, rollerblades, and roller skates are prohibited.

Personal music that others can hear is not allowed at Solheim. Sparring of any form is not permitted in the Solheim Center.

Personal training is only allowed by approved Solheim employees and cannot be provided by others, including paid or free training.

Aerobic and Weight Room Rules and

Guidelines: Max overhead lifting, dropping, and banging weights is prohibited. Kettlebells and Dumbbells used in the aerobic room must be rubber or plastic-coated and placed on mats when on the floor.

Weights may not be taken out of the aerobics or weight room. Jump ropes should be used in gym areas only and should not be used in the weight room, aerobics room, or running track.

Racquetball Court Rules

Safety goggles are required to play racquetball and can be checked out at the Solheim front desk. Wally ball nets and balls are available at the front desk. No hard balls, soccer balls, or any marking balls allowed in courts. Music can be played in racquetball courts.

Lockers

Lockers are available for the duration of the activity. Individuals should provide their own lock during the time of usage and remove it after each usage.

Solheim is not responsible for any lost or stolen items. Commuter students can rent a locker for the year or the remainder of the year. This allows for items to be kept in lockers overnight. See the front desk staff for rental.

Equipment Check Out

A variety of equipment is available for checkout. A valid MBI card is required as collateral. Equipment includes: basketballs, volleyballs, racquetball equipment, etc. Equipment taken off campus requires a \$20.00 deposit and must be returned the following day, or the deposit will be forfeited. If the items are lost, the participant will pay a replacement cost for each item.

Guest Policy

Students bringing guests are allowed only one registered guest for \$2.00, and the guest must remain with the student at all times.

Solheim Center Reservations

1. Reservations for any classroom or Sport-facility needed for an MBI academic class and/or MBI program must be made through the Athletic Director by calling 312-329-8089.
2. Small groups (PCM, Youth Group, etc.) for Outreach Ministry must have approval from the Athletic Director, who can be reached by calling 312-329-8089.
3. Contact the Solheim Center Front Desk by calling 312- 329-4039 for any additional questions regarding the Solheim Center.

Chicago Commuter Student Resources

General Information

Even though commuter students are not in residence at MBI Chicago, adherence to the Community Standards set forth in this *Student Life Guide* (*Student Life Covenant* and *Student Life Handbook*) is expected. This pertains to activities both on and off campus. The *Student Life Covenant* must be read and electronically signed on the student portal each academic year by all active students. Failure to do so will result in a hold placed on your account and will jeopardize your status as a student at MBI.

Campus Post Office (CPO)

All commuter students are assigned a Campus Post Office (CPO) box. Report to the CPO window for your assignment and lock combination. See pp. 40 for more info about CPO.

Parking

See page 41 for more information.

Commuter Lounge & Kitchenette

A Commuter Lounge is located on the second floor of the Alumni Student Center (ASC 2). The Lounge provides a place of relaxation, rest, and study. The kitchenette contains microwave ovens, a refrigerator, vending machines, and ample space for eating. This Commuter Lounge also includes lockers designated for use by commuter students. For more information, visit the Student Activities office on ASC 2.

Lockers

On the second floor of the Alumni Student Center, there are lockers designated for use by commuter students. To secure the use of a locker, commuter students must apply through the Office of Student Activities, where they will be assigned a lock and locker. Only locks issued by the Office of Student Activities can be used.

The Loaves and Threads Storehouse

The mission of the Loaves and Threads Storehouse is to combat food and clothing insecurity among all students, but particularly for commuter (off-campus) students at MBI. Commuter students of The Moody Bible Institute of Chicago come from a plethora of backgrounds, and our aim is to assist those who may be facing personal and/or financial hardship.

This resource is to help you manage life emergencies, financial challenges, and unexpected life circumstances. The Student Activities Office runs the Loaves and Threads Storehouse in order to help you, the student, move beyond the life challenge of food insecurity, have access to free and nutritious food, with the ultimate goal of helping you achieve academic success.

1. The MBI Commuter Pantry is located on the ASC;
2. You may check out the key during Game Room hours;
3. Individuals are served first-come, first-served;
4. For more information, email studentactivities@moody.edu.

Change of Address

Students are expected to keep their contact information up-to-date. All changes of address and phone numbers should be made online through my.moody.edu immediately.

Residence Hall Visitation

We encourage the interaction of commuter and residential students, but please be reminded that it is necessary for commuter students to sign in at the respective Residence Hall desk before proceeding to visit a residential student. Commuter students must vacate the Residence Halls by 12 a.m. Commuter students staying the night on campus are considered guests of the resident and must adhere to the overnight guest policy (see page 32).

Chicago Campus Spaces

Alumni Student Center (ASC)

The Alumni Student Center (ASC) provides a central, informal setting for students, faculty, employees, alumni, and guests to interact. The ASC provides the following services: informal meeting areas, computer kiosks, game room, conference rooms, the Commons, Joe's Coffee Shop, student organization offices, and the Office of Student Activities. For liability reasons, the use of lighters, matches, candles, and open flames of any kind is prohibited. ASC hours may be viewed here:

public-safety.moody.edu/homepage/building-hours.

Although the Alumni Student Center may be open, certain areas within the building may not be available due to scheduled functions.

International Student Office (ISO)

The International Student Office is available to provide immigration and cultural adjustment support to international students, Missionary Kids, Third Culture Students, and DACA students. ISO is located on ASC 2, down the hall from Joe's Coffee.

Room Reservations

The following areas can be reserved for group functions through the Office of Student Activities: the Activity Center, Conference Rooms, and Fellowship Hall on ASC 2, and the Great Room in Culbertson Hall. Since classes already have an assigned room location, requests for academic-related events will be denied.

Out-of-class study groups are welcome to reserve a room.

Activities Center

The Activities Center offers a private setting for group functions such as brother/sister events, special organization presentations, etc. Along with a serving area, the tables and chairs can seat approximately 40.

Conference Rooms

There are several conference rooms to choose from in the Alumni Student Center. Two conference rooms seat 12, and the other seats 10. Two have 70" TVs for computer connection. All of these rooms have a dry-erase board, on-campus phone capability, and internet connection. These rooms are for group meetings and are not to be used for individual study. Walk-up appointments can be booked on the digital displays.

Fellowship Hall

The Fellowship Hall consists of clusters of casual seating. The Fellowship Hall's wireless internet capability makes it a place for studying as well as a place for casual conversation among students, employees, and faculty.

On occasion, special community-wide events such as concerts, film showings, drama presentations, conference displays, etc., will occur in the Fellowship Hall. Also, within the confines of the Fellowship Hall is Joe's, MBI's campus coffee shop. Joe's offers a variety of coffees and smoothies as well as various other beverages and snacks.

During the evening hours, the Fellowship Hall transforms into a more casual atmosphere. Soft lighting, good music, friends, and the aroma of freshly brewed coffee make the Fellowship Hall an inviting place to be during Chicago's cold nights.

Mother's Room

The Mother's Room is offered to mothers who need to feed their infants and small children privately or need to pump. It includes a couch, a lamp, a table, a small refrigerator, electrical outlets, and decorations that create a relaxed environment. Please contact Student Activities for the form to receive the access code to the room.

The following areas cannot be reserved:

Game Room (except Sunday for Bro/Sis activities)

The Game Room has two billiard tables, three table tennis tables, and three foosball tables. A small seating area for board games is provided as well. Table usage is limited to 60 minutes per group. However, if there is no one waiting, participants can continue playing.

Payment for damaged or lost equipment, accidental or otherwise, is the responsibility of each student.

Fireplace Room

Unlike the other parts of the Alumni Student Center, the Fireplace Room has a more serene atmosphere.

Incandescent lighting, overstuffed chairs and sofas, and a fireplace are where activities such as pleasure reading, quiet conversations, and reflection on the day's events can be experienced. Drinks and snacks (not meals) are allowed in the Fireplace Room. The lights may not be turned off in the Fireplace Room. Recurring offenses of this nature may result in Public Safety removing the person from the room.

Culbertson Hall Great Room

Culbertson Hall's first floor provides a space primarily for student use. Informal meeting areas, study rooms, internet access, vending area, meeting rooms, fireplace areas, prayer rooms, and Broman Chapel are some of the features on the first floor. The Great Room is a multifunction room that is also used for organizational functions and social events.

Broman Chapel has a rich history in Culbertson Hall as a place where students may individually or collectively come to pray, to meditate on the Word, and to worship. To maintain the practice of these spiritual disciplines, Student Life respectfully requires that Broman Chapel not be used as an event venue (i.e., having speakers, topic presentations, etc.).

Doane Memorial Music Building

The Music Department provides a variety of services and opportunities; come enjoy and develop your musical abilities!

Rehearsal Spaces

Rehearsal spaces may be requested in the following ways:

- Doane 101, Doane 201, and Doane 202 can be reserved at the Doane desk or by emailing musicdesk@moody.edu;
 - All practice rooms on Doane 3 are equipped with at least one piano.
- Torrey Gray Auditorium and Dryer Auditorium can be reserved by emailing internalevents@moody.edu in Facilities.

**(This policy is in process and is subject to change.)*
Please note that the instruments in Dryer Auditorium (DA) and Torrey Gray (TG) are not available to use without approval of the rehearsal space request. These instruments must be requested separately and are subject to approval by the Music Office Operations Manager. A drum set and red Nord keyboard can be signed out for events outside of Torrey Gray through Student Life and can be requested through Facilities when the space request is made.

Note: If you are in need of ITS support, a reservation request and A/V request (my.moody.edu) must be made two weeks in advance.

Locker and Equipment Checkout

1. The Chapel drum set is available for use with permission from the Dean of Chapel and Spiritual Formation, though it may not be removed from Torrey-Gray Auditorium.
2. Music stands are available for checkout at the Doane Desk with collateral and are free of charge.
3. ADD: Other instruments may be available for rental from the music department (drum kit, keyboards, orchestral/band instruments, etc.) Please email musicdept@moody.edu to inquire about availability and rates.

Music Ensembles

The Music Department offers multiple ensemble options, including Moody Chorale, Gospel Choir, Worship Collectives, Moody Campus Orchestra, and the One O'Clock Jazz Combo. These ensembles perform in on-and off-campus concerts and worship services throughout the school year, including Missions Conference, Candlelight Carols, and Founder's Week. Membership is open to students in all majors by means of audition. Email musicdept@moody.edu with questions or to schedule an audition.

Music Lessons

Private music lessons for piano, organ, voice, guitar, and composition/songwriting are available for credit; current fees are posted in the *Academic Catalog*. To register, email: musicdept@moody.edu.

Concerts

On-campus degree and non-degree recitals and concerts are free and open to the public. Visit <https://www.moodymusicandmediaarts.com/> for an updated schedule of Music Department events.

Music Rooms and Key Policies

Keys for music rooms in Doane and Fitz are only available to music students or students in applied lessons. If you have questions about a specific room, please email musicdept@moody.edu.

The following policies have been set in place in order to encourage healthy practices, allow for fair usage of rooms, and maintain security.

1. Key Violations: A practice room violation includes (but is not limited to) any of the following:
 - a. Keeping a key overnight;
 - b. Inflicting damage on a practice room or its contents (monetary value of damages may be added to your school bill);
 - c. Using your access to a room to provide access to any unauthorized person.
2. The following fines are related to the misuse of equipment, instruments, or rehearsal space:
 - Lost key - \$15
 - Keeping a key overnight: \$10
 - Giving a key for a restricted access room to someone without approved access: \$50 and loss of key privileges
 - Removing music department instruments or equipment from the building without approval: \$50

Contact

Feel free to contact us with any questions at musicdept@moody.edu or 312-329-4080 regarding general questions, private lessons, classes, registration, reservations, or facilities and equipment checkout.

Plymouth Campus Services and Policies

Facilities

Facility Use

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

Prayer Chapel

The Prayer Chapel is located on the first floor of the building, across from the Student Lounge. 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.

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. Coffee, tea, hot chocolate, and snacks are available at a reasonable cost. 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.

Lost and Found

Found items are to be deposited at the reception desk located in the front lobby. 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. MTS cannot accept responsibility for the loss or damage of valuables.

Students should ensure their personal property of value, as MTS does not have insurance to cover these items. This is also true of personal belongings left on campus over vacation periods.

Housing

Moody Theological Seminary-Michigan does not provide student housing. There are several apartment complexes within a reasonable distance of MTS. Information on available housing within the Plymouth area may be obtained through the MTS-Michigan Student Life Office.

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 Life Office for approval and placement on this board.

Questionnaires and Campus Communications

The Student Life Liaison must approve all questionnaires and publications prior to their publication and insertion into the student mailboxes.

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 Life Office must approve all materials before they are posted on either the campus bulletin boards or on the campus television 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.

Internet Access

Wireless internet access is available throughout the campus.

Private or Public Use of Moody Theological Seminary

Students may not use the school facilities to provide 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 Life Office before posting.

Social Functions

Social functions are managed by the Student Life Office.

Location of MTS- Michigan

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

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.

Southeastern Michigan

Southeastern Michigan boasts the state's largest population. Greater Detroit is home to nearly five million people. 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.

Public Safety

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. MTS 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 MTS who is loitering on the campus or involved in suspicious or questionable actions should be reported to the Student Life 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 911 immediately.

Moody Alert

In cases of campus-wide emergencies, a mass text and/or email is sent to students, faculty, and staff who opt in for Moody Alert. Visit my.moody.edu > Moody Alert and fill in your contact information.

Weapons

Students are not permitted 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 Life Office. The Student Life 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 into 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 MTS at 734-207-9581.

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.

Mayhew Graduate Library

Mission

The Mayhew Graduate Library connects men and women with resources and information training needed to become biblically grounded and practically trained and to engage the world through Gospel-centered living. The Mayhew Library is located on the upper level of the Michigan campus.

With more than 78,000 books, thousands of eBooks and journals, dozens of academic databases, and experienced staff with subject expertise, the Mayhew Graduate Library provides a wealth of resources to support teaching, research, and continuing education. Library services are available to current students and faculty affiliated with MBI.

Library Website and Databases

Our Library website (library.moody.edu) is the best place to begin your search for resources and provides information about our Library, including hours, contact information, staff, and services.

Typing a search term into the Search Everything search box on the Library homepage will return results from all databases, eBooks, and physical materials. To access Library resources, you will be prompted to sign in to your MBI Microsoft account.

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

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

- Loeb Classical Library.
- APA PsycArticles and APA PsycIndex.
- Counseling & Therapy in Video.
- Child & Adolescent Studies.
- Psychology & Behavioral Sciences Collection.

For a complete up-to-date list, go to library.moody.edu > Databases and Articles > Michigan as a location. These databases provide full-text access to thousands of journals, many of which are peer-reviewed works. Students and faculty can also access eBooks, book reviews, full-text magazines, newspapers, reference books, maps, videos, and language programs. For questions about logging in and technical support, contact the Information Technology Services (ITS) Help Desk at 312-329-4001. For help selecting which resource is best for you and your information needs or assignment, please contact the Library at micah.jelinek@moody.edu.

Physical Resources

Use the Books+ tab to search for ebooks, physical resources, and to log in to your digital Library card. After logging in to your digital Library card, you will be able to request books from the Mayhew Library, request digitization of a section of physical materials, and renew books checked out to you.

We also utilize patron-driven collection development to allow our students and Faculty to request resources related to their fields of research and help build the Library collection.

Check-out and Circulation of Materials:

Visit the Circulation Desk on the first floor to check out materials.

- A valid MBI-issued ID/Library card with a Library barcode must be presented.
- Up to 25 items may be checked out at a time.
- Library membership is active until graduation (cost included in school fees). Alumni memberships are available upon graduation.
- For more information about circulation periods and lost item fees, please consult the Mayhew Library Policies and Guidelines on the Library website.

Interlibrary Loan

Through Worldshare Interlibrary Loan, students have access to journal articles and books that the Library does not own but are available through other libraries. Libraries throughout the world participate in this service, and most published journal articles and books will be available through Interlibrary Loan.

Use the [Interlibrary Loan webform](#) on the Library homepage to request articles, scans, and books. Article requests typically take a week to arrive, and books take up to 2-3 weeks.

Course Reserves

Professors may request books to be added to our Reserves collection, which supplements course readings. This collection also contains several Bible commentary sets. Reserve books are available to check out for 3 hours at a time, and the collection is located behind the Circulation Desk.

Counseling Psychology Resource Lab The Resource Lab is located next to the Journal Room, just outside the main collection of the Library. It contains essential resources for Counseling and Psychology students for writing everything from theses to treatment plans.

Additional resources from the Resource Lab are also located at the Intersessions Counseling Clinic. Books in this collection are only available for use in the Library or through a digitization request.

Reference Collection

The Reference collection is interspersed throughout the main collection of the Library. The Mayhew Library collects reference copies for an extensive range of commentary series, along with copies that may be checked out.

Library staff is available to assist in locating these reference works. Books in this collection are only available for use in the Library or through a digitization request.

Digitization

Students may submit a digitization request through the Library catalog on the Books + tab of the Library homepage for any of our physical materials. Library staff will then scan a section of the book and send it to the student digitally.

Research Support

Library staff are eager to support you in your research and to help you navigate Library resources. If you have trouble locating resources, questions about how to navigate Library resources, or which resources are best to use for a paper, connect with us through the following ways:

- Stop by the Circulation Desk.
- Send an email or instant message to the Branch Librarian at micah.jelinek@moody.edu or 734-404-8616.
- Chat with Library staff through the chat widget on the Library homepage.
- Schedule a research help meeting through this link: <https://calendly.com/micah-jelinek>.

Mayhew Library may open late and close early based on course schedules, conferences, vacation periods, and the last two weeks of the semester. For up-to-date Library hours, check signs posted in the Library and the Library homepage: <https://library.moody.edu/library-home/michigan-library/mts-michigan-library/>

Library Computer Lab

The computer lab for student use is located just outside the circulation desk office. The two Microsoft Windows computers are available to students during all Library hours.

Mayhew Study Lounge

Located at the front of the Library, the Mayhew Study Lounge offers a space for individual and group study. Groups wanting to utilize this space for a regular meeting should reach out to the Branch Librarian.

Policies

The Library is a "Quiet Zone." Please be considerate of other individuals who are studying and take any calls outside the main collection. Consumption of snacks is permitted in the main collection and Mayhew lounge. Beverages, especially artisan coffee, are encouraged, provided the beverage is enclosed in a lidded container.

Library Staff

Please come by the Library or contact any of us to learn more about our Library services and information sources. We are here to help you succeed academically!

Contacts

Circulation Desk

Micah Jelinek: Branch Librarian

734-207-9581

micah.jelinek@moody.edu

 Financial and Academic Information

For Financial and Academic Information and Policies, please visit www.moody.edu/catalog and download the current Academic Catalog for your reference.

Rights Reserved Statement

The provisions of this publication are not to be regarded as an irrevocable contract. The Moody Bible Institute of Chicago 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 reasons of deficiency in scholarship, unsatisfactory conduct, or for any 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.

Appendices

Appendix A: Student Conduct Outcomes

Possible conduct outcomes and consequences include disciplinary, remedial, and/or restorative outcomes as follows:

Conduct Outcomes	DESCRIPTION
Addiction Assessment & Recovery Process	In the event that substance abuse or addiction or other forms of addiction are determined to be a potential issue for a student, Student Life will recommend or require an Addiction Assessment by a third-party provider. Appropriate steps after the assessment will then be determined by appropriate parties.
Additional Sanctions	Additional sanctions may include but are not limited to, loss of privilege(s).
Assigned Education & Training	Conduct Outcomes can include educational and training assignments to aid in the student's growth toward maturity. Such assignments include, but are not limited to, assigned readings with reflections, training modules, etc.
Community Service	The student will complete work hours benefiting the community as assigned by Residence Life staff or any Dean within Student Life.
Disciplinary Probation	Short of dismissal, Disciplinary Probation is the most serious statement made by MBI regarding a student's conduct. A student may be placed on Disciplinary Probation without a formal warning if the infraction is deemed serious enough by Student Life. During the probationary period, a student may not represent MBI in any music ensemble, athletic team, or student group and will forfeit his or her privileges as a student leader. Students on Disciplinary Probation in their final semester may not graduate.
Dismissal	The student must leave school for a minimum of two semesters, after which he or she may be considered for readmission at the discretion of the Student Life Appeals Committee and the Director of Admissions. A student dismissed by MBI authorities will not be entitled to any refund of room and board or student fees. Students who are dismissed are not allowed on campus without approval of Public Safety and the Dean of Student Care and Concern.
Expulsion	The student must leave school immediately and will not be readmitted. Students who are expelled are not allowed on campus without approval of Public Safety and the Dean of Student Care and Concern.
Fines	Fines assessed for rule violations and certain behaviors, particularly those causing harm to property, expense to MBI, or disruption to MBI processes.
Housing Suspension	The student must vacate their on-campus residency housing assignment and must finish their classes remotely.
Warning Status	Warning Status will be given to a student whose character/conduct is unacceptable by community standards as outlined in the Student Life Guide. Warning Status communicates to a student that she or he is in jeopardy of a more serious conduct outcome(s). A student with Warning Status may lose his or her leadership position and/or the privilege of representing MBI in any student group, music ensemble, or athletic team. Further conditions of conduct outcomes are outlined in a written statement referred to as a Behavioral Contract.
Multiple Probations	Students who are simultaneously on two probations (e.g., academic, Chapel, First Year Experience (FYE), or disciplinary) during a semester may be required to withdraw for the following semester and may be subject to dismissal. After the semester away, the student must complete a readmission application and have a personal interview with the Dean of Student Life prior to re-admittance.
Suspension	The student is unable to enroll in classes for one semester but is allowed to maintain their active student status during the time they are away.
Voluntary Withdrawal	The student is permitted to withdraw without the privilege of returning until a time specified by the Dean of Student Life.
Involuntary Withdrawal	The student must vacate their on-campus residency and will, if appropriate, be allowed to finish classes remotely until a time specified by the Dean of Student Life.

Appendix B: MBI Computer Use Policy:

MOODY BIBLE INSTITUTE

MBI Computer Use Policy

Effective Date: 04/08/2005
Last Revised: 12/15/2022
Last Reviewed: 11/26/2024

Audience

All Users of Moody Bible Institute Network

Policy

Information Technology Services (ITS) is the Moody Bible Institute (Moody, MBI, the Institute) 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. ITS works to ensure 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 Chief Information Officer (CIO) of ITS 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 ITS 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: ITS, under the direction of the Executive Cabinet, reserves the right to limit access to certain areas of the Internet that are of a 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 a questionable nature.

Personal Use of Computer Resources

All students are given access to MBI'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

MOODY BIBLE INSTITUTE

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 ITS at ITS@moody.edu. If you find a site of questionable nature, please contact ITS at ITS@moody.edu 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. ITS will only retain Moody 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 the CIO of ITS and/or the Director of Enterprise Infrastructure Services (EIS).
 - 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 class of programs known as malware.
 - 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.

MOODY BIBLE INSTITUTE

- 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. MBI is 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 access to another computer account or system.
 - c. Software that will violate any copyright laws.
- 5. All antivirus / anti-malware software is required to be up to date.
- 6. Network and computer resources are provided to support the mission of the Institute. These resources may not be used for private commercial purposes.
- 7. 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 [Lumen Acceptable Use Policy](#).
- 8. 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.
- 9. 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 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.

ITS 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 (17 U.S.C. § 117). 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.

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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.

ITS 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 and Information Industry Association (SIIA) 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.

Lumen Acceptable Use Policy

See link below for Lumen Acceptable Use Policy

<https://www.lumen.com/en-us/about/legal/acceptable-use-policy.html>

Contacts

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

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

Appendix C: MBI Copyright and Peer to Peer Sharing Policy:

MOODY BIBLE INSTITUTE

MBI Copyright and Peer to Peer Sharing Policy

Effective Date: 7/31/2012
Last Revised: 10/26/2022
Last Reviewed: 11/18/2024

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/>
- Lumen Database article on Copyright and Fair Use: <https://lumendatabase.org/topics/22>

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.

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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 [No Electronic Theft \(NET\) 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

MOODY BIBLE INSTITUTE

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 an expensive resource, Information Technology Services (ITS) attempts to limit the amount of P2P traffic. If you need to download legal material from a P2P source, please contact ITS 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 Alliance for Creativity and Entertainment provides a similar list of video sources: <https://www.alliance4creativity.com/watch-legally/>
- The Recording Industry Association of America (RIAA) along with the Music Business Association provides a list of music sources on the site Why Music Matters: <https://whymusicmatters.com/>

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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.

Contacts

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

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

Related

- MBI Computer Use Policy