

# Student Life Guide



Moody Bible Institute  
2016-2017

Student Development

Chicago, IL

312-329-4193

[studentdevelopment@moody.edu](mailto:studentdevelopment@moody.edu)



## Table of Contents

|  |    |
|--|----|
| Community Values & Expectations.....               | 4  |
| <i>Valuing Tradition</i> .....                     | 4  |
| Campus Attire .....                                | 5  |
| Entertainment.....                                 | 6  |
| <i>Loving Leadership</i> .....                     | 8  |
| Student Development .....                          | 9  |
| Staff Directory .....                              | 12 |
| Discipline .....                                   | 14 |
| Student Programs .....                             | 15 |
| <i>Holy Community</i> .....                        | 18 |
| Cultural Competency .....                          | 19 |
| Sexual Assault, Discrimination, & Harassment ..... | 19 |
| Hazing.....  | 21 |
| Student Grievances .....                           | 21 |
| Shared Living Space.....                           | 22 |
| Off-Campus Living .....                            | 22 |
| Semester Breaks.....                               | 23 |
| RRR, Staying on Campus over Breaks.....            | 23 |
| Campus Visitors .....                              | 23 |
| No Guest Periods .....                             | 24 |
| <i>Holistic Formation</i> .....                    | 25 |
| Stewardship of Our Bodies.....                     | 26 |
| Media & Technology .....                           | 27 |
| Spiritual Enrichment.....                          | 28 |
| Chapel .....                                       | 29 |
| New Student Temporary Curfew .....                 | 30 |
| Additional Important Information .....             | 31 |
| Residence Hall Living.....                         | 32 |
| Safety Guidelines .....                            | 33 |
| Lockdown .....                                     | 34 |
| Other Community Guidelines .....                   | 34 |
| Moody Guidelines for Posting Signs & Posters ..... | 35 |
| Campus Services .....                              | 36 |
| Student Counseling Services .....                  | 37 |
| Student Resource Center .....                      | 37 |
| Health Service .....                               | 38 |
| Employment Resources/Career Development .....      | 40 |
| Residence Hall Desk Services .....                 | 42 |
| Commuter Students.....                             | 42 |
| Married Students' Program & Housing.....           | 42 |
| Alumni Student Center.....                         | 43 |
| Doane Memorial Music Building.....                 | 44 |
| Alumni Office .....                                | 46 |
| Food Service.....                                  | 46 |
| Crowell Library .....                              | 48 |
| Technology Service Desks .....                     | 51 |
| LifeWay Christian Bookstore .....                  | 51 |
| Mail Services .....                                | 51 |

Campus Services continued .....  
    Solheim Center ..... 52  
    Public Safety & Security ..... 54  
    Student Parking Information ..... 55  
Academic & Business Information .....57  
    Academic Information..... 58  
    Academic Policies ..... 60  
    Marriage of Students ..... 67  
    Financial Information ..... 67  
    Moody Payment Plan ..... 70  
    Financial Aid Information ..... 71  
    Veteran’s Benefits Policy..... 71  
Index..... 72  
Rights Reserved Statement..... 75  
Appendix A Disciplinary Descriptions ..... 76  
Appendix B Title IX: Chicago Campus Things You Need to Know ..... 77  
Appendix C MBI Computer Use Policy ..... 83  
Appendix D Copyright & Peer to Peer Sharing Policy ..... 87

# Community Values & Expectations



## Valuing Tradition

## »» Welcome to Moody Bible Institute!

**You are a part of a larger story.** As your educational partners and spiritual leaders, we want you to play a dynamic role in this story by valuing our tradition. During your time here, you will learn about Moody's heritage and get your chance to participate in it. Our goal is to familiarize you with our tradition and invite you to make it your own.

### Why do we value tradition?

We value tradition because it tells us who we are. Tradition is a story or legacy that predates us but shapes our identity. It helps answer fundamental questions about who we are (as a nation, a group, or an individual) and what our purpose is. Tradition connects us with our roots and provides meaning, order, and mission.

### What is our valued tradition?

We value Scripture. Scripture reveals the story of God's decisive activity in history. This story finds its center in the person of Jesus: His life, death, and resurrection. Scripture demonstrates how God's people are thus redeemed to the Father by Jesus and empowered by the Holy Spirit for kingdom mission. The story of Scripture forms our communal identity: we are God's redeemed people. It also forms our missional identity: we are anointed to fulfill the Great Commission as articulated in Matthew 28:18-20.

We value the story of Moody Bible Institute (MBI), which forms the generational expectation for our community and our mission. In 1886, D.L. Moody established our school to equip men and women to minister the gospel of Jesus Christ. Since 1886, six generations of men and women, (totaling over 40,000), have passed through our halls to study in preparation for ministry. As a student body, you stand in continuity with these generations. Their legacy fills your MBI education with value, sacredness, and responsibility; you are a continuing act of their story. This history of D.L. Moody and the educational legacy of MBI help us understand how we might live together and carry on our mission in our context of time and history.

### How do we value tradition?

**Respect:** we value tradition by respecting it. The first step in respecting our tradition is to seek to know and understand it. We invite you to become a student of

the story of MBI, of which you are now a part.

Secondly, an essential part of respecting tradition is submitting to it with virtue and thereby benefitting from those who have gone before you.

**Engage:** as part of MBI's story, we all take part in renovating its tradition and renewing its mission. A genuine tradition is not marked by rigidity but is distinguished by its very ability to expand or modify as a response to legitimate challenges and opportunities. Engaging tradition will involve imagination and courage as you challenge the status quo, create a new ministry, or invest in fellow students. You are given the task to make new the old story of which you are a part.

### How can I express need for change?

Because it is the desire of the MBI staff, faculty, and administration to provide improved programs and a community environment that is conducive to academic and personal growth, we welcome input from students on ways to improve their experience at MBI. Students can direct their suggestions to the appropriate individual in writing or in person. Matters which a student deems to be a grievance or serious concern should be processed by using the Student Grievance Form procedure found on page 21.

### Final Thoughts

Our belief in the need for tradition comes from our heart. We believe your college experience will be the most fruitful and fulfilling if you know and live in the larger narrative of Scripture and MBI. Valuing tradition is not a fancy way for us to say "obey us because we said so." As your leaders, we live under the same tradition you do.

### Practical Ways We Value Tradition

**Physical appearance.** What you wear matters; it's symbolic. Because of this, Moody has historically required its students to live under a dress code that is relatively conservative. While our current dress code has been updated for contemporary relevancy, conservative standards of appearance are part of our received tradition.

**Campus Attire.** Moody encourages students in their clothing choices to exercise responsible freedom while representing themselves as image bearers of God. The established dress guidelines reflect our commitment to our values of individual dignity, self-worth, and a humble awareness of other perspectives. Our desire is

to empower students to make dress choices which honor God, others, and themselves.

As a community of Christians from many different backgrounds around the world, encountering differences within our community (e.g. culture, age, gender, and personal preferences) is natural. Because of the diversity present at Moody, we must intentionally communicate our community values, both verbally and non-verbally.

Dress is an expression of our non-verbal communication. The purpose of the dress guidelines is to ensure that we communicate by our dress the respect and dignity due each other.

Since we live in a community with differences in perspective regarding dress standards, these guidelines help students make decisions about personal appearance while enrolled at MBI. In an effort to support students and provide clarity, the following guidelines reflect the expectations for dress:

**The following guidelines apply to the men and women of Moody Bible Institute:**

- T-shirts with graphics or words that are in contradiction to Moody's values (e.g. content that is provocative in nature or promoting drug/alcohol culture) are 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 which is strapless, sideless, backless, or which reveals the chest or midriff is not permitted.
- Tight-fitting clothing is not permitted including leggings, yoga pants, etc.
- In settings such as the residence halls and public spaces, casual attire (e.g. sweatpants, shorts, loungewear) is appropriate. In settings such as

classroom and chapel, casual wear is not permitted.

- Hats are not permitted in chapel or in the classroom, as it is a traditional standard of respect.
- Swimwear must be consistent with Solheim 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, conductors, 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 respectfully and courageously initiate conversations 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.

**Entertainment**

Members of the MBI community are expected to use discernment in making choices concerning music, drama, dance, comedy, literature, television, movies, video games, and the Internet as our choices and decisions affect not only ourselves, but those around us.

Understanding 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 student's 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, night clubs, dance clubs, comedy clubs, and similar establishments. There will be no on or off-campus dances sponsored or organized by Moody Bible Institute students or personnel.

**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 that celebrate Halloween or activities associated with the holiday (i.e. trick or treating, costume parties around October 31, carving pumpkins, or using traditional decorations like ghosts, witches, spiders, etc. in the Residence Halls).



# Community Values & Expectations



Valuing Tradition



Loving Leadership

## Student Development

As an integral part of the Educational division, the people of Student Development serve as co-educators and spiritual leaders who love and lead the student body. We intentionally shape the MBI culture so that students mature in Christ. We attempt to lead students through life-giving relationships that add value, deepen character, and encourage development in each student. Our residence hall program is 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 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). It is to this end that 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 that the Lord has given them. Our goal is that students would leave Moody as whole individuals who love the Lord, love others, and serve for the advancement of the kingdom.

### VP & Dean of Student Life

Tim Arens directs the department, administers the student life program, and leads the Student Development Department.

### Associate Dean of Students

Rachel Monfette works closely with the VP & Dean of Student Life to provide oversight for chapel, orientation, and many other aspects of Student Life at MBI.

### Administrative Assistant

Kathryn Santhouse, Administrative Assistant to the VP & Dean of Student Life, can address questions including: scheduling appointments to the see VP & Dean of Student Life or the Associate Dean of Residence Life, MoodyCaster announcements, campus communication, emergency letters, scheduling meeting rooms in Culbertson, and other general questions.

## Counseling Services

Steve Brasel counsels students and provides direction for the Counseling Staff.

## Counseling Staff

Our team of trained and certified men and women, comprised of: Patty Vander Sande, Holly Porter, Amy Baker, Freddy Tung, and graduate student interns, have a heart to help students grow. They provide a variety of individual and group counseling opportunities. See page 37 for more information.

### Assistant Dean for the Student Resource Center

Gayla Gates is responsible for overseeing peer tutoring and student disability services. See pages 37-38 for more information.

## Health Service

### Administrator of Health Service

Ann Meyer supervises MBI's Health Service facility, which provides limited in-patient and outpatient care, access to physicians, and health education. See pages 38-40 for more information.

### Health Service Office Coordinator

Kristina Blakely, Office Coordinator for Health Service, is the contact for general Health Service inquiries including billing, scheduling, referrals, and Health Service operations.

## Student Programs

### Associate Dean for Student Programs

Joe Gonzales oversees student activities on campus, advises student organizations, and assists in the administration of the student leadership program, Sigma Phi, chapel and conference attendance records, and the U-Pass program. See pages 15-17 for more information.

### Student Programs Office Coordinator

Cherie Carson can address your student program questions including: scheduling appointments for the Associate Dean of Student Programs, questions regarding student organizations, reserving rooms on ASC II, chapel attendance, conference attendance records, and the U-Pass program.

### Assistant Dean of International Students

The Assistant Dean of International Students is responsible for advising international students with immigration matters, adjusting to life in the US, overseeing the International Student Fellowship (ISF), and MuKappa, a group led by students of "Missionary Kids" (MK's).

### **International Student Office Assistant**

The International Student Office Assistant can address your international questions including: scheduling appointments for the Assistant Dean for International Students, assisting with the documentation to come to Moody, assisting in maintaining their status once they arrive and assisting with the employment among other tasks.

### **Assistant Dean for Multicultural Students**

Edward Jones provides support for minority students and leads efforts to give regular and intentional attention to issues of diversity, inclusion, and equity in the student body.

### **Food Service**

Greg Dickson, Department Manager, and the food service staff are committed, "to motivate the MBI community to serve Christ by exceeding expectations to serve fresh, wholesome meals while displaying a Christ-like attitude".

### **Food Service Manager & Staff**

The Food Service Department is led by a team of five managers including Karen Davis, Purchasing Coordinator, Natoshia Portis, Catering Coordinator, Jonathan True, Chef, and Jeff Williams, Assistant Manager of Food Service, all under the direction of Greg Dickson, Department Manager.

### **Food Service Office Coordinator**

Any questions regarding Food Service can be directed to Rachel Campbell, Food Service Office Coordinator, including: scheduling appointments to see the Department Manager of Food Service, Care package requests, Funds on FOB questions, Commons/Joe's gift card questions, meal plan information, meal replacements, and general food service questions. Contact Rachel at extension 4324 or [foodservice@moody.edu](mailto:foodservice@moody.edu).

### **Residence Life**

Residence Life at Moody's Chicago campus exists to provide students with a safe and healthy living and learning environment that encourages holistic growth and maturity in Christ by: mentoring student leaders, providing authentic student care and discipline, constructively engaging campus culture, and

collaborating with other departments. Residence Life Staff includes:

### **Associate Dean for Residence Life**

Bruce Norquist provides leadership to the Residence Life program. This includes working with the Residence Supervisors (RS) and Resident Assistants (RA) to provide an environment where students can learn and grow together. The Associate Dean also works closely with the VP & Dean of Student Life concerning student issues and conduct.

### **Assistant Dean of Housing**

Any questions regarding Residence Life and Housing related issues in the residence halls can be addressed to Hannah Cosper, the Assistant Dean of Housing, including: on-campus housing in the residence halls (Culbertson, Dryer, Houghton, and Smith Halls), undergraduate off-campus requests, and Jenkins Hall. Any questions regarding Recess Residence Reservations (RRR) can be addressed by Hannah Cosper by emailing her at [housing@moody.edu](mailto:housing@moody.edu).

### **Assistant Dean of Residential Services**

The Assistant Dean of Residential Services, Neal Anderson, oversees Jenkins Hall, the Graduate Resident Advisors, and the management of Residence Life Desk Services (see page 42 for more information). He also serves as a resource to students regarding safety and facility issues within all on-campus housing areas.

### **Residence Supervisors (RSs)**

The RSs; David Chizum, Jeff Anderson, Sarah Youssef, and Stacey Brogan, live on campus and provide leadership to the Resident Assistants (RAs) and oversee the residence halls for all on-campus students. There is always an RS on call to respond to emergencies and other concerns that may arise. The RS on call may be contacted through the front desks of each residence hall. RSs are also responsible for maintenance reports and other administrative functions.

In addition, they carry out restorative discipline and shepherd students through difficult situations. They are available for personal, spiritual, and relational support and welcome suggestions from students for improvements that will benefit their residence hall experience. They also oversee the Resident Assistant

(RA) program by hiring, leading, and training the Resident Assistants.

#### **Jenkins Hall Graduate Resident Advisors (GRA)**

The GRAs Nathan Smith (Men's Ministry), Emily Cushman (Women's Ministry), and Noelle Savill (Married Student's Ministry) are graduate students enrolled in Moody Theological Seminary. They live in Jenkins Hall and provide Spiritual Formation Leadership to undergraduate student ministries. The GRA oversees the move in and move out process for Jenkins Hall and supports residents in regard to their emotional, relational, spiritual, and facility needs.

#### **Resident Assistants (RAs)**

RAs are student leaders who serve the floor on which they live. RAs assist the RSs, the Associate Dean of Residence Life and VP & Dean of Student Life in upholding Moody values and providing peer support and care to students. They seek to foster a floor culture that helps students mature in Christ. RAs are also organizationally aware and connected enough to direct students to the appropriate areas of the Institute for assistance and support.

## Staff Directory

|  |                              |       |
|--|------------------------------|-------|
| <b>Provost – Crowell 9</b><br><b>Dr. Junias Venugopal</b> , BE, MBA, ThM, PhD, Provost   | junias.venugopal@moody.edu   | X4113 |
| <b>Student Development – Culbertson 2</b><br><b>Timothy E. Arens</b> , EdD, Vice President & Dean of Student Life              | tarens@moody.edu             | X4191 |
| <b>Rachel Monfette</b> , Associate Dean of Students  | rachel.e.monfette@moody.edu  | X4106 |
| <b>Kathryn Santhouse</b> , Administrative Assistant to the VP & Dean of Student Life   | kathryn.santhouse@moody.edu  | X4193 |
| <b>Grace Matthews</b> , Student Wives Fellowship (SWF) Coordinator   | grace.mathews@moody.edu      | N/A   |
| <b>Counseling Services – Smith 3</b><br><b>Steve Brasel</b> , MA L.C.P.C, Associate Dean for Counseling Services               | steve.brasel@moody.edu       | X4194 |
| <b>Gayla Gates</b> , MA L.C.P.C, Assistant Dean for Student Resource Center  | gayla.gates@moody.edu        | X2177 |
| <b>Holly Porter</b> , MA L.C.P.C, Counselor  | holly.porter@moody.edu       | X8939 |
| <b>Patricia Vander Sande</b> , MA L.C.P.C, Part-time Counselor   | patricia.sande@moody.edu     | X4195 |
| <b>Amy Baker</b> , MA L.C.P.C, Part-time Counselor   | amy.baker@moody.edu          | X4342 |
| <b>Freddy Tung</b> , PsyD, Part-time Counselor, Licensed Clinical Psychologist   | freddy.tung@moody.edu        | X4342 |
| Intern and Practicum Students, Part-time Counselors  | counselingservices@moody.edu | X4198 |
| <b>Health Service – Smith 2</b>  |                              |       |
| <b>Ann Meyer</b> , RN-BC, MHA, Administrator of Health Service   | ann.meyer@moody.edu          | X2278 |
| <b>Kristina Blakely</b> , Health Service Office Coordinator  | kristina.blakely@moody.edu   | X4410 |
| Part-time Health Service Nurses  | healthservice@moody.edu      | X4417 |
| <b>Residence Life - Culbertson 2</b><br><b>Bruce Norquist</b> , PhD, Associate Dean for Residence Life                         | bruce.norquist@moody.edu     | X4192 |
| <b>Hannah Cospers</b> , Assistant Dean of Housing  | hannah.cospers@moody.edu     | X4189 |
| <b>Neal Anderson</b> , MA, Assistant Dean of Residential Services  | neal.anderson@moody.edu      | X4205 |
| <b>David Chizum</b> , MA, Residence Supervisor for Dryer and Culbertson 3-9  | david.chizum@moody.edu       | X2029 |
| <b>Jeff Anderson</b> , Residence Supervisor for Culbertson 10-19   | jeffrey.anderson@moody.edu   | X2028 |
| <b>Sarah Youssef</b> , MA, Residence Supervisor for Smith & Houghton 8-10  | sarah.youssef@moody.edu      | X4356 |
| <b>Stacey Brogan</b> , MA, Residence Supervisor for Houghton 2-7   | stacey.brogan@moody.edu      | X4203 |
| <b>Emily Cushman</b> , Women's Ministry GRA for Jenkins Hall   | emily.cushman@moody.edu      |       |
| <b>Nathan Smith</b> , Men's Ministry GRA for Jenkins Hall  | nathan.smith@moody.edu       |       |
| <b>Noelle Savill</b> , Married Ministry GRA for Jenkins Hall   | noelle.savill@moody.edu      |       |
| <b>Student Programs – Alumni Student Center (ASC) 2</b><br><b>Joe M. Gonzales, Jr.</b> MEd Associate Dean for Student Programs | joe.gonzales@moody.edu       | X4202 |
| <b>Cherie Carson</b> , Student Programs Office Coordinator   | cherie.carson@moody.edu      | X4206 |
| <b>Edward Jones</b> , Assistant Dean for Multicultural Students  | edward.jones@moody.edu       | X4354 |
| Assistant Dean for International Students  |                              | X4199 |
| International Student Office Assistant   | iso@moody.edu                | X2230 |
| <b>Food Service- Smith Basement</b><br><b>Greg Dickson</b> , Department Manager of Food Service                                | greg.dickson@moody.edu       | X4321 |
| <b>Rachel Campbell</b> , Food Service Office Coordinator   | rachel.a.campbell@moody.edu  | X4324 |
| <b>Jonathan True</b> , Chef  | jonathan.true@moody.edu      | X4327 |
| <b>Jeff Williams</b> , Assistant Manager of Food Service   | jeff.williams@moody.edu      | X4322 |
| <b>Natoshia Portis</b> , Catering and Special Events Coordinator   | natoshia.portis@moody.edu    | X4430 |
| <b>Karen Davis</b> , Food Service Purchasing Coordinator   | karen.davis@moody.edu        | X4323 |

## Staff Directory, continued

|   |                                  |       |
|---|----------------------------------|-------|
| <b>Financial Aid – Culbertson 2</b><br><b>Heather Shalley</b> , Director of Financial Aid                   | heather.shalley@moody.edu        | X4272 |
| <b>Zerreka Lloyd</b> , Financial Aid Counselor  | zerreka.lloyd@moody.edu          | X4254 |
| <b>Frank Slomkowski</b> , Financial Aid Counselor   | frank.slomkowski@moody.edu       | X4171 |
| <b>Eugenia Jones</b> , Financial Aid Counselor  | eugenia.jones@moody.edu          | X4165 |
| <b>Tim Krug</b> , Assistant Director of Financial Aid   | tim.krug@moody.edu               | X4178 |
| <b>Student Accounts- Culbertson 2</b><br><b>Steve Crail</b> , Department Manager, Student Accounts          | steve.crail@moody.edu            | X2069 |
| <b>Student Billing</b>  | studentbookkeeping@moody.edu     | X4223 |
| <b>Campus Payment Plan</b>  | studentpaymentplan@moody.edu     | X4223 |
| <b>Student Health Insurance</b>   | studenthealthinsurance@moody.edu | X4223 |
| <b>Career Development – Culbertson 2</b><br><b>Patrick Friedline</b> , Associate Dean of Career Development | patrick.friedline@moody.edu      | X4414 |
| <b>Moody Central – Culbertson 2</b>   | 2020@moody.edu                   | X2020 |

## Discipline

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 authorities in our lives. Student Development is responsible for providing you with leadership and oversight while you are a student at Moody. 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 (I Tim 4:7b-8).

Throughout the course of a student's time at MBI, encountering a discipline situation may be a part of his or her maturation process. This discipline is always done out of love for the individual and a desire to see them reach their full potential in Christ (Proverbs 2:11-12).

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

### Disciplinary Procedure

Reports of misconduct should be referred to the Residence Supervisors, the Associate Dean for Residence Life, or the VP & Dean of Student Life who will investigate the alleged incident(s). As a result of this research, the appropriate staff member will interview the students and appropriate action will be taken. All disciplinary decisions are made after careful consideration of what is best for the student, the community, and maintaining consistency in dealing with the particular infraction or situation. Every precaution is taken to ensure that students are able to fully represent their perspective in disciplinary matters.

Consequences may include fines, work duties, formal reprimand, warning, probation, dismissal, accountability groups, counseling, or whatever else is deemed necessary by the VP & Dean of Student Life, Residence Life staff, or the Discipline Committee. However, any student conduct deemed as criminal activity involving minors will be dealt with in a zero tolerance manner. Please see Appendix A for a full description of each discipline consequence.

## Loving Confrontation

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

Our process involves following the guidelines which are set forth in Matthew 18:15-17. This passage prescribes that the "concerned person" speaks with the "offender" on an individual level. If the person fails to respond, the "concerned person" then takes another with him or her to speak with the "offender" about the matter. Finally, if there is still no change in the "offender's" actions or attitudes, the "concerned person" hands the situation over to the appropriate authority. It is our prayer that individual confrontation be 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. The Student Development staff is always available to provide advice and support for students who are uncertain as to how they should proceed in confronting someone.

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

## Discipline Committee

The Discipline Committee's role is to supplement the disciplinary decision-making process of the VP & Dean of Student Life or the Associate Dean and to serve as the body who hears disciplinary appeals. The Discipline Committee acts on behalf of the larger community to determine the nature and extent of the discipline. The committee is comprised of representatives from administration, faculty, and the student body.

Written procedures for the Discipline Committee are thoroughly explained to students entering the process.



Any student can review a copy of these procedures by contacting the VP & Dean of Student Life.

## **Disciplinary Appeal Process**

The student has the right to appeal major disciplinary actions taken by the VP & Dean of Student Life, Student Development staff, or the Discipline Committee.

Appeals of decisions made by the VP & Dean of Student Life or the Student Development staff are heard by the Discipline Committee and require no specific stipulations.

Appeals of decisions by the Discipline Committee may be made to the Provost with the following conditions:

1. There is proof that procedural fairness was not granted during the disciplinary proceeding.
2. New evidence has been discovered that the Discipline Committee was unable to consider at the time of the hearing.
3. There is substantial evidence that a member(s) of the Committee was biased toward the student.

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

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

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

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a): added HEA Sec. 487 (a) (26), Moody Bible Institute must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by Moody Bible Institute 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.

## **Mental, Emotional and Health Issues**

Occasionally students are faced with life circumstances and issues which cause significant mental, physical, or emotional distress, making it necessary for the students to cooperate with 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, RS, or the VP & Dean of Student Life's office or to schedule a counseling appointment with Counseling Services. A student dealing with mental or emotional health issues who refuses to cooperate in obtaining the prescribed counseling, therapy, or medical treatment will not be permitted to continue as a student, especially as his or her actions begin to negatively affect the community or pose a risk to health or safety.

On occasion, it is necessary for a student to be hospitalized as a result of their mental or emotional circumstances. The Counseling and Residence Life staff will do everything possible to aid the student in this unique recovery process. At the time when the student is to be released from the hospital, it will be necessary for a consideration hearing to be conducted by the VP & Dean of Student Life. The purpose for this hearing is to determine whether or not the student will be permitted to return to the residence hall. Any hearing decision may be appealed by the student using the disciplinary appeal process.

## **Student Programs**

At Moody Bible Institute there are many opportunities for a student to develop leadership skills in extracurricular organizations. The following information is essential for a student desiring to take full advantage of these leadership experiences.

### **Qualifications for Student Offices**

Candidates for student offices are chosen based on the following criteria:

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 "Eligibility for Student Offices".
4. Commitment to the spirit and standards of MBI.
5. Not on any type of probation or warning status.



### Eligibility for Student Offices

For a student to be eligible to run for office, he or she must have the specified grade point averages (GPA) for the type of office:

**Major Office-** 2.50 cumulative GPA and a 2.00 semester GPA (previous semester)

**Intermediate Office-** 2.25 cumulative GPA and a 2.00 semester GPA

**Minor Office-** 2.00 cumulative GPA and a 2.00 semester GPA

All students holding offices will be asked to resign if their semester GPA falls below 2.00 or if their cumulative GPA falls below the requirement for that office. It is the responsibility of the office holder to check his or her GPA and report to the appropriate faculty advisor if his or her resignation is forthcoming.

Freshmen may only hold a major office in their class organization, one intermediate or two minor offices in their class and /or other student organization. The necessary cumulative grade point averages will be required for the student to continue in office.

### Classification of Student Offices

To encourage the distribution of leadership opportunities, offices are classified and regulated as follows: (A student may hold one major office or one intermediate office and one minor office or three minor offices.)

#### Major Offices

- Presidents of classes and music groups
- Student Government Association president and vice president
- Student Missions Fellowship president and vice president
- Residence Activities Council president and vice president
- Resident Assistant
- ARCH and Moody Standard editors-in-chief

#### Intermediate Offices

- Class officers other than the president
- Student Government Association executive officers other than the president and vice president

- Student Missions Fellowship Executive officers other than president and vice president
- Big Brother/Sister executive officers
- All organizational presidents not listed above
- Junior/Senior banquet chairpersons
- Residence Activities Council secretary and treasurer

#### Minor Offices

- Class committee chairman and members
- Student Government Association representatives
- Student Missions Fellowship floor representatives
- Student Missions Fellowship Prayer Focus Leaders
- Student Government Association ad hoc committee members (non-representatives)
- All other organizational offices not listed above.

Note: Employees of the student publications will meet the grade point average required by the faculty advisors, except for the editor-in-chief, which is a major office

### Student Music Groups

All groups must be granted approval through the VP & Dean of Student Life before performing in an official or unofficial capacity.

### New Student Organizations

Students seeking to form a new student organization must see the Associate Dean for Student Programs concerning the guidelines for establishing an organizational charter.

### Resigning from a Student Office

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

1. The student will be allowed to resign from a major office to become president of the Junior or Senior class, but only with the approval of the faculty advisors involved and the Office of Student Programs
2. In case of ill health or unforeseen circumstances, a student may be permitted to resign if the faculty advisors involved and the Office of Student Programs give approval.

3. Students placed on academic or disciplinary probation will not be allowed to hold office and must resign.
4. If a student receives a stipend, upon resignation or dismissal, the stipend will be forfeited on a prorated basis.

### **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.

### **Program Standards for Curricular & 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 which would violate the standards and testimony of the Institute. All scripts, music, costumes, etc. are to be approved by the faculty advisor early in the planning stages.

# Community Values & Expectations



Valuing Tradition



Loving Leadership



Holy Community

## Holy Community

Our relationships are sacred because we reflect God's image. We must honor each other by showing respect, shaping each other's character, speaking the truth in love, and exercising mutual submission and encouragement. As an institution, we desire to live and grow together in a safe environment. We provide this experience so that you can learn communal practices such as vulnerability, healthy boundaries, and mutual accountability.

Your experiences in the residence halls and on campus will be a vital part of your MBI education. Time spent on your floor or at other campus activities will provide opportunities for you to learn and grow from and with the people God has placed around you. By purposefully mixing majors, ages, and academic years on each floor, our desire is that everyone will develop healthy relational skills by daily interacting with people who have different perspectives from their own. Another aspect of living within a community is the challenge of having to sacrifice personal convenience for the sake of those around you, whether you live on or off campus. Some of the expectations given here are for the good of the student body as a whole rather than being personal convictions. As Christians, we believe that living in community is one of the ways that God refines and develops our character and personhood, and we are excited to walk alongside you during your time here at MBI.

## Cultural Competency

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

Because of the many ethnic groups that comprise our student body, Student Development supports the following special interest groups on campus and

encourages students to pursue these opportunities for personal and communal growth: *Embrace, International Students Fellowship, MuKappa, Voices of Praise, Keshet, and Puente*.

Becoming culturally competent within our world is our duty and demands a conscious effort on our part. We know that this is difficult and can be uncomfortable, but as we work together, we can create an environment that is beneficial to everyone.

Vandalism and the use of evil symbols and sexually explicit language and illustrations are not representative of our values as followers of Christ and this behavior is not acceptable at Moody. Such actions are offensive to those within our community and they grieve the heart of the Lord and harm the cause of Christ.

## Harassment

MBI intends to provide a learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses that might interfere with work performance. Harassment of any sort — verbal, physical, visual — will not be tolerated.

Harassment can take many forms. It may be, but is not limited to: words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexually harassing conduct may include unwelcome sexual advances, requests for sexual favors, or any other verbal or physical contact of a sexual nature that prevents an individual from effectively performing the duties as a student or creates an intimidating, hostile or offensive learning environment, or when such conduct is made a condition of admission or advancement, either implicitly or explicitly.

MBI accepts no liability for harassment of one student by another student. The individual who makes unwelcome advances, threatens or in any way harasses another student is personally liable for such actions and their consequences. MBI will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

## Sexual Assault, Discrimination, & Harassment

Moody Bible Institute views any form of sexual assault, sex discrimination, or sexual harassment as inconsistent

with biblical teachings, Institute standards, and applicable laws. The commission of any sexual misconduct prohibited by Illinois or Federal law is a violation of Moody Bible Institute's Sexual Assault Policy. Any violation of this policy as an offender, may lead to criminal prosecution or discipline, up to and including dismissal or expulsion as applicable.

**Reporting.** Moody Bible Institute encourages all victims of sexual assault (on or off campus) to report incidents to the Title IX Coordinator, the VP & Dean of Student Life, Associate Dean of Residence Life, a member of the Student Development or Residence Life staff, or the Office of Public Safety. Offenses occurring on campus should also be reported immediately to the Office of Public Safety at ext. 4357.

The decision to file a report with Public Safety, the Student Development office, or any local, county, or state law enforcement agency is to be made by the victim. MBI personnel will assist the victim in contacting the appropriate police department if the victim so desires. While the Office of Public Safety will advise all victims of sexual assault to report the incident to the local police, the reporting of the incident to the police does not obligate the victim to press charges. All reported incidents occurring on campus will become part of the campus crime report statistics.

**Process.** Upon receiving a report of alleged sexual assault or discrimination, the Title IX Coordinator will conduct a preliminary investigation and determine the procedural course of action to be taken. All investigations and hearings will be done in accordance with the established disciplinary procedures. Sexual assault and discrimination victims are entitled to be informed of the status of any and all phases of the investigative and hearing process, including the outcome. Upon request by either party, Institute personnel will help to prevent any unwanted contact between the complainant and the accused by making reasonable adjustments to such things as academic schedules, chapel attendance, or housing situations.

Person(s) accused of sexual assault will be handled through established disciplinary procedures. Accused person(s) are also entitled to be informed of the status of any and all phases of the investigation and discipline process, including the outcome. For more information regarding Title IX policies and procedures please visit

[www.moody.edu/titleIX/](http://www.moody.edu/titleIX/) or reference the "Title IX: Chicago Campus things you need to know" document in Appendix B.

**Responsibility.** All students, employees and administrators have a responsibility for keeping our work environment free of harassment. Any student, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to the Title IX Coordinator, VP & Dean of Student Life, or the Public Safety Office. When Administrators become aware that harassment might exist, they are obligated by law to take prompt and appropriate action, whether or not the victim wants the institution to do so.

#### **If You Are Assaulted:**

Any victim of sexual assault is encouraged to get to a safe place as soon as possible and proceed with the following:

1. Seek medical attention as soon as possible. If you go to the hospital emergency room, they will conduct a physical examination for your protection and health, and to determine the presence of physical injury, sexually transmitted diseases or pregnancy. They are also equipped to conduct the proper collection of physical evidence.
2. It is of utmost importance to preserve physical evidence in a sexual assault investigation. Do not bathe, shower, douche, use the toilet or change clothing. If the assault occurred on a bed or other area with bedclothes, or loose fabrics, do not discard or wash them.
3. Call a close friend, residence hall assistant, or other trusted person who can be with you for support. You do not need to go through this alone.
4. Use the support and expertise of the Counseling, Student Development and Public Safety staff for references to confidential crisis counseling, assistance with medical treatment, safe-shelter options, and assistance with legal issues.

Local Sexual Assault Response Resources include:

|                |   |
|----------------|---|
| (888) 293-2080 | Rape Crisis Hotline in Chicago Metropolitan Area                    |
| (312) 372-6600 | YWCA Chicago<br>360 N. Michigan Ave. Suite 800<br>Chicago, IL 60601 |

(217) 753-4117 Illinois Coalition Against Sexual  
Assault (I.C.A.S.A.)  
1-800-656-4673 Rape and Incest National  
Network (R.A.I.N.N.)

The Student Development Department and Office of Public Safety work in conjunction to offer educational seminars for students and staff upon request. The Office of Public Safety provides the community with timely reports of crimes committed on or off campus considered to be a threat to students or employees through the “theDaily”, MoodyCaster, Moody Standard, emails, and chapel announcements. Crime prevention materials are made available to students and staff upon request. In addition, crime awareness and sexual harassment posters are posted on campus.

### **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 Moody Bible Institute. The registration process and requirements necessitated by registration will be distributed to the student by the Office of Public Safety. Failure to comply with this process will be cause for immediate withdrawal of the student.

### **Hazing**

The Institute does not encourage or allow “hazing” as a part of our school culture. No one is to be forced or pressured to be involved in activities which pose a risk of physical injury, cause embarrassment, require unwelcomed conduct or dress as a condition of joining or being admitted to a group or participating in a school activity. The Institute does recognize that in residence hall life and normal student creativity in building floor or team spirit may result in spontaneous group actions. However, nothing should be carried out which poses any risk of harm, embarrassment, or coercion. Questions as to whether an activity violates this policy should be directed to a Resident Assistant or Residence Supervisor.

### **Student Grievances**

It is the aim of the faculty, staff, and administration of the Moody Bible Institute to provide an increasingly improved curricular and co-curricular program for our students. In addition, it is our desire that the community environment be conducive to student’s

academic and personal growth. Therefore, input from students is greatly encouraged.

Students who have a specific concern or complaint regarding their experience as a student at MBI are encouraged to use this form to seek to resolve the issue. Students should also complete this form if there is a personal issue or condition that exist a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. The “Student Grievance Form” may be completed on the Student Development page located on a student’s myMoody portal on the Chicago Campus tab.

Once submitted, the Student Grievance Form will be received by the Vice President and Dean of Student Life to determine the best course of action to address the grievance. The report submitted will be held confidential to the extent possible. Grievance information may be shared with college officials in order to conduct a thorough investigation. As appropriate to the grievance reported, the Vice President and Dean of Student Life may forward the report to the Academic Dean, Vice President of Human Resources, or Title IX Coordinator.

The Student will receive a response from the Vice President and Dean of Student Life 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.

A student may file an appeal within 48 hours of notification of the final outcome. The appeal must be received by the Vice President and Dean of Student Life 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 Provost and a final outcome communicated within two weeks.

If after completing the Student Grievance Form and receiving the outcome from the Vice President and Dean of Student Life, a student believes the issue has not been resolved, the student has the option of filing a complaint with one of Moody’s accreditation agencies. A list of accreditations agencies can be found at <http://www.moody.edu/accreditations-affiliations/>.



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 and submit to the Student Life office via campus mail. The Vice President and Dean of Student Life may be limited in the ability to investigate and respond to an anonymous report unless sufficient information is furnished to enable the conduct of a meaningful and fair investigation.

Any questions related to the completion or use of the “Student Grievance Form” should be directed to the Vice President and Dean of Student Life, Dr. Timothy Arens. He can be reached at [timothy.aren@moody.edu](mailto:timothy.aren@moody.edu).

### Shared Living Spaces

Because of the number of people living on our campus, you are asked to help promote a positive and pest-free living experience by being sure to keep 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. You are also asked to be considerate of the volume of your music, computer, conversations, and the like.

### 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 and midnight - 7a.m. Friday – Sunday.

### Floor Funds

Your RA will ask you to contribute to a floor fund each semester. 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.

### Pranks

Believing that 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 ask that pranks not be malicious, damage property, or pose any risk of injury to individuals.

## Can I Live Off Campus?

Undergraduate students enrolled in the BA and BMUS program on Chicago campus are required to live in Moody’s residence halls through their educational experience. The only exceptions to this requirement are students who are: 1) married 2) have obtained off-campus approval from the Residence Life Office, or 3) are participating in the Urban Cohort. Residence Life and Urban Cohort only approves off-campus housing for a limited number of students who meet the following requirements:

1. Obtain a senior academic standing (90 credit hours) by the time they enter the semester which they desire to live off-campus.
2. Maintain a 2.50 or 2.0 GPA respectively
3. Exhibit responsible Christian character

Students, who meet the requirements, must obtain an official campus application from the Residence Life office and submit it by the due date prior to the semester they desire to live off-campus. Senior off-campus approval is given to students with the highest number of credit hours earned at the time of applying. Information regarding off-campus application due dates can be obtained through the MoodyCaster during the first month of every semester. Questions regarding senior off-campus applications can be directed to the Assistant Dean of Housing, Hannah Cosper, 312-329-4189. Questions regarding Urban Cohort applications can be directed to Clive Craigen, 312-329-4422.

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

- **Wednesday, August 17 at 8:00 am:** New students are expected to arrive on campus and begin moving into their room.
- **Saturday, August 20 at 8:00 am:** Residence Halls open for continuing students.
- **Friday, December 16 at 10:00 am:** Residence Halls close for Christmas Break.
- **Thursday, January 5 at 8:00 am:** New students expected to arrive and begin moving into their room.
- **Saturday, January 7 at 8:00 am:** Residence Halls open for continuing students.
- **Saturday, March 4 at 10:00 am:** Residence Halls close for Spring Break.

- **Saturday, March 18 at 8:00 am:** Residence Halls open after Spring Break.
- **Saturday, May 13 at 5:00 pm:** Residence Halls close for Summer Break.

## Semester Breaks in the Residence Halls

As MBI has a variety of education venues, students are sometimes asked to share their living spaces with other parts of the MBI community during breaks. During semester breaks, Moody Theological Seminary hosts on-campus modular courses. Because these students need a place to live, some floors will have Seminary modular students staying in their rooms. Regardless of whether your floor will be hosting guests, please clean your room before leaving campus and help clean your floor as your RA requests. This cleaning allows you to come back to a clean room and floor.

### What dates are considered break housing?

- **Christmas Break Housing:** Friday, December 16-Saturday, January 7 after 8:00 a.m.
- **Spring Break Housing:** Saturday, March 11 – Saturday, March 25 after 8:00 a.m.
- **Summer Break Housing:** Saturday, May 13 at 5:00 p.m. – Saturday, August 26 at 8:00 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 spring and Christmas break however, an RRR must be completed.

Questions regarding housing during the break periods may be directed to the Assistant Dean of Housing at 312-329-4189.

### RRR Information

1. Nightly charges are placed on students' school bills.
2. Students not returning for the following semester are eligible for RRR only by approval from the Associate Dean for Residence Life.
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.

4. Students are not permitted to stay with other students in Jenkins Hall during breaks.

### Need to change your RRR information?

Contact the Assistant Dean of Housing at 312-329-4189, prior to the date of arrival.

## Campus Visitors

For security and safety reasons, we require that all non-resident guests sign-in and out at residence hall desks. All visitors who have not filled out an *Overnight Guest Form* need to leave the residence hall by 12 a.m.

### Hosting a visitor just for the day?

The following guidelines are to make sure that our students and your guest 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 a.m. - 6:00 p.m. for 30 minutes.

Visitors of the same sex are permitted between the hours of 6:00 a.m. and 12 a.m.

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

Due to legal reasons, 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, 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 under-aged 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 Associate Dean of Residence Life and notify his or her RA **before** the visitor comes.

### Hosting a guest overnight?

In order 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 Culby or Houghton desk.
2. Make sure your guest carries a state or government ID for identification purposes during his or her stay.



3. Host only people you know (family, friends, or guests of the Institute).
4. You will be charged \$10.00 per night (limited to staying 3 nights during a seven day period) per guest (limit two guests per room).
5. Requests for extended stay must be approved by Residence Life. See the Assistant Dean of Residential Services. Approved extensions will incur a one-time \$30 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.

- **Spring Break** – Friday, March 10 through Sunday, March 26 (the first night a guest may stay is Monday, March 27).
- **Spring Finals and Summer Break** – Monday, May 8 through Sunday, August 20 (the first night a guest may stay is Monday, August 21).

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

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

#### 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 |

#### 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*. Full-time, off-campus students may visit a student in their residence hall until 12 a.m.

#### Can overnight guests stay anytime?

Guests are **not permitted** to stay overnight during the following periods:

- **Fall Finals and Winter Break** – Sunday, December 11 through Sunday, January 8 (the first night a guest may stay is Monday, January 9).
- **Founder's Week** – Sunday, February 5 through Friday, February 10 (the first night a guest may stay is Saturday, February 11).

# Community Values & Expectations



Valuing Tradition



Loving Leadership



Holy Community



Holistic Formation

## Holistic Formation

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 even the mundane areas of life. Students can expect to be challenged spiritually, emotionally, and relationally at MBI. We want to assist students in any way that we can to integrate what is learned in the classroom or chapel into their lives. We believe the choices that students make about the way they spend their time is part of maturing in Christ, and our hope is that our students would see how Christ can be glorified in all that they do and say and how the information they learn in the classroom can be applied in their everyday lives.

## 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 aren't disposable soul-shells; they are destined for resurrection (1 Cor 15:12-24). Being that they are temples of worship (Rom 12:1-2; 1 Cor. 6:19-20), even bodily activities - like eating and sex - are spiritual pursuits. Because of Christ's resurrection, we take physical existence very seriously. Here are some practical ways for you to "flesh out" (pun intended) Christ likeness in your time at Moody.

### Human Sexuality

The Moody Bible Institute's foundation for understanding human sexuality is rooted in our commitment to the Bible as the only authoritative guide for faith and practice. The first two chapters of Genesis constitute the paradigm and prerequisite of God's enduring creative intent for human personhood, gender and sexual identity, and sexual intimacy in marriage (Genesis 1:27, 2:24; cf. Matthew 19:4-5).

We affirm that humanity came from the hand of God with only two sexual distinctions, male and female, both bearing the image of God, and emerging from one flesh with the unique physical capacity to reunite as one flesh in complementarity within a marriage. God's creation

design and intent for marriage as expressed in Genesis 2 is therefore exclusively between one man and one woman. Within this monogamous context, intended to be lifelong, sexual intimacy is a glorious blessing from God.

Based on biblical theology (cf. Leviticus 18, 1 Corinthians 5-6, and other passages), we conclude that non-marital sex, homosexual sex, same-sex romantic relationships, and transgender expressions are deviations from God's standard, misrepresenting the nature of God Himself. As such, these are wrong under any circumstances in God's eyes. We affirm the worth and relevance of human gender and sexuality as a distinctive of marriage. Consequently, we consider all other forms of sexual expression sinful, misaligned with God's purposes.

We affirm God's love and concern for all of humanity, a concern that compelled Him to offer His Son as a ransom for our lives, and we consider His biblically recorded and specifically defined guidelines for sexual practice to be enduring expressions of His love and protection of our human identity (Matthew 19:5-9).

Our expectation is that each member of the Moody community will honor the biblical obligation to surrender one's body to God. Non-marital sexual intimacy, homosexual sexual intimacy and same-sex romantic relationships, and gender identification that is incongruent with one's birth sex are all violations of biblical teaching from which Moody derives its community standards. We willingly submit ourselves to these biblical mandates in light of our call to holiness and to self-surrender.

### Dating and Sex

As a religious community that holds to biblical standards, we believe that all forms of sexual activity are reserved by God for marriage between a man and a woman and, if you are single, you must refrain from all forms of it (1 Cor. 6:12-20; 1 Thess. 4:3-8). Unmarried students are not permitted to be alone in an apartment or home with a member of the opposite sex.

Our expectation is that all expression of physical affection be characterized by a commitment to mutual respect for each other 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. 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.

While at Moody, you will have a great opportunity to meet and learn from a variety of people. We encourage you to make all of your relationships reflective of God's character and love. We expect you to honor others and yourself both emotionally and physically, finding your identity and approval in Christ rather than a relationship. Relationships exist within the community and not only impact ourselves but also those around us. As a Moody community, we have an active responsibility to discourage exploitive and sinful behavior and encourage others towards healthy, sustainable, and God-honoring relationships.

### **Sexual Addictions and Pornography**

God designed our sexuality to be communal, drawing us to our spouse. That is why private, solitary sexual fulfillment such as fantasizing, use of pornography, masturbation, and self-exposure are all sinful and self-destructive.

In Student Development, we understand that many students already know sexual brokenness. We are here to aid you in your fight for sexual purity. We encourage you to ask your RA or RS for prayer and guidance. In addition, we encourage you to take part in holistic accountability with other students where verbal confession and healing prayer is practiced (James 5:13-16).

### **Body Image and Eating Disorders**

Our bodies were designed by God in his own image and as such should be cared for and respected. Our hope is that students will develop healthy eating, sleeping, and exercising habits that will continue into the future. Bulimia, anorexia, and other eating disorders are destructive and can keep students from focusing on their true purpose.

Knowing that students may already be struggling with eating issues, we are here to help you as you strive to break unhealthy patterns. Please seek out your RA or RS or a member of the counseling staff for help and work at developing accountability with other students so that you can find support, encouragement, and healing.

### **Tobacco, Alcohol, and Illegal Drugs**

As members of the MBI community, students must refrain from smoking any substance, using tobacco in any form, using any kind of nicotine or smoking device, 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 enrolled students. In addition, these substances may not be possessed or distributed by students on or off campus. MBI complies with the Drug Free Schools and Community Act of 1989. A Drug and Alcohol Abuse Prevention Program is annually distributed to students and can be accessed at the following link (<http://www.moody.edu/consumer-information/Alcohol-and-Drug-Free-Schools-and-Communities-Policy/>) or a copy is available for viewing in the Student Development Office. If you find yourself addicted to any substance, please seek help through the Counseling Services Office.

### **Media and Technology**

We want technology to have an appropriate place in your life. Technology is a resource that we encourage you to use and engage for all of the benefits it has to offer. However, we also desire that you would use technology as a means of freedom and not be a slave to it. As a result, we want our students to be good stewards of their time. Many forms of technology can be used excessively, and we encourage balance in how students spend their leisure time. We recognize that the Internet has become a normal way to connect with friends, and we desire to see students go beyond the Internet and engage in authentic relationships with one another.

### **Music**

Realizing that personal preferences in music vary widely among individuals, we ask that students use discernment about the music they listen to and are courteous with the volume of their music for those that live around them and may not share their preferences.

Desiring freedom of musical taste and expression, we also require that music played or performed in public areas (hallways, lounges, or assemblies) keep with the spirit and standards of MBI. The Institute reserves the right to decide on the suitability of music played or performed on campus.

## Entertainment: DVDs/Movies/Social Media Use/Video Games/Internet

At MBI, we understand that there are an abundance of entertainment venues within our modern culture. 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. With this in mind, we expect students to exercise care regarding their entertainment choices. We encourage all students, not simply Residence Life staff, to hold each other accountable to these values when making entertainment choices.

At MBI, we deeply value the active nature of personal, face-to-face interaction over the passive nature of electronic communication and community. Therefore, as a community we have chosen to limit watching movies, streaming programs, and playing video games to only student rooms in the Residence Halls.

We exhort students to be mindful of their academic pursuits and respectful of the needs of others as they set up their rooms. It is our strong desire that students not set their rooms up with entertainment equipment being the focal point of the rooms. Therefore, we strongly discourage students from bringing monitors that are larger than 32 inches.

Watching movies in public areas, such as the Alumni Student Center and Sweeting Hall, are prohibited as these areas are intended for social and relational interaction.

Furthermore, Moody also recognizes that Federal Copyright laws restrict student groups and Residence Life staff from incorporating movies into programs and events without purchasing a “public performance rights” fee to 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 residence life staff member. All questions regarding obtaining rights to films should be directed to the Associate Dean of Student Programs for student groups and the Associate Dean of Residence Life for RAs.

## 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 (i.e. software programs, music files, video files, or audio files) is illegal and disciplinary measures will be taken.

Students should exercise caution in the posting of information on the Internet. While the administration ordinarily will not seek this out, students can be held accountable for information found on Internet sites (i.e. Twitter, Facebook, Instagram, Pinterest, 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 that you are speaking for yourself and not on behalf of MBI. If you are writing specifically about your time at Moody, identify yourself as a student and realize that by doing so you are creating perceptions about MBI to others.

## Spiritual Enrichment

We desire that students at MBI would integrate their spiritual development with all other aspects of their life. MBI offers multiple opportunities for students to gather for corporate worship, which includes MBI’s chapel program that is intended to spiritually challenge students on a weekly basis.

## 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 required to make it a special day of renewal set apart from other activities of the week.

## Missions Conference

The annual Missions Conference (required attendance) is a four day conference held in the fall, on which major areas and issues in worldwide missions are focused and emphasized. ***This year’s conference will be held October 11-14, 2016.***

## Founder’s Week

Our annual Bible Conference (required attendance) is held during the first week of February (February 5 is DL Moody’s birthday) for the edification of students, alumni, staff, and friends of the Institute. ***This year’s conference will be held February 6-10, 2017.***

### **Required Attendance for Founder's Week and Missions Conference**

No commitments should be made which will keep you from attending any required sessions of Founder's Week or Missions conference. Undergraduate students will be automatically excused from attendance only for regularly scheduled employment, off-campus classes, or PCM assignments. A written request for other absences should be submitted to the Associate Dean for Student Programs.

### **Discipline from Founder's Week and Missions Conference**

Penalties for unexcused absences include a formal Reprimand or Conference Probation. This action is used specifically for excessive absences for Founder's Week and Missions Conference. Students exceeding their allotted conference absences by two (2) will be placed on conference probation during their MBI enrollment. Students missing all of the conference will forfeit the current semester, be required to leave school immediately, and will not be allowed to return the following semester. This disciplinary action, does not, in any way, affect the student's chapel record.

### **Day of Prayer**

Each year, the first Wednesday of March 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 students will be taken for the 8:30am morning and 2:30pm afternoon sessions. Students who already have a Wednesday Chapel exemption must still file an exemption for the Day of Prayer.

### **Communion**

Students wanting to incorporate communion into any campus-related activity must receive prior approval from the VP & Dean of Student Life. Such communion services must be led by an ordained minister or someone functioning as an elder in a local congregation. The service must be conducted so that it shows respect for the students, who for conscience sake, object to participating in communion services outside of a local church.

### **Chapel**

The chapel program is an important part of the MBI undergraduate educational experience and is subject to

the educational values and outcomes outlined in the Undergraduate catalog found in the "Student Center" of your my.moody.edu student portal. The ultimate goal is to be part of providing a Bible-centered education that enables students to know Christ better and to serve Him through His church in vocational ministry. Therefore, the chapel program is committed to the following goals:

1. Chapel seeks to enhance Christian life and character by encouraging the discipline of corporate worship, and addressing issues related to Christian living.
2. Chapel is designed to enhance biblical and theological literacy through expository preaching and theological lectures.
3. Chapel is a forum for articulating a Christian worldview and showing how Christians address current cultural issues.
4. Chapel teaches ministry skills by modeling and by providing hands-on opportunities for student involvement.
5. Chapel improves critical thinking by providing a context for important spokespersons to raise critical points of view.
6. Chapel builds a sense of community through corporate gatherings.
7. Chapel provides a forum for addressing important community issues such as: cultural awareness, sexuality, alcohol/drugs, politics, campus issues, etc.

### **Chapel Absences/Attendance**

Chapel and conference attendance is housed in the Office of Student Programs located on ASC 2. Chapel is held in Torrey Gray Auditorium Tuesday through Thursday and on specified Fridays at 10:00 a.m. Attendance is taken through the fob system. Attendance at assemblies held on Fridays is strongly encouraged but not required. Please check the MoodyCaster for the current chapel requirements.

All students are permitted eight absences per semester. Students have one day after each recorded absence to appeal it. Students are responsible to track their own absences on the chapel website, which can be found on your my.moody.edu student portal. To access the chapel attendance record; complete the following: log in to your my.moody.edu student portal, under the "Students" tab click on "Student Center", Select the



“Academic Self Service” link and scroll down to the Chapel Attendance and select. Follow the prompts making sure you select the correct term.

### **Chapel Behavior**

Students are expected to show respect to chapel speakers by being active participants and listeners. Students, who need to study, sleep, talk, or text should take a cut.

### **Chapel Exemptions**

Chapel exemption is granted to those students who regularly work or attend an off-campus class during the chapel hour. Students seeking work exemptions must arrange their work schedule to comply with the minimum requirement of attending a Tuesday, Wednesday, or Thursday chapel. The student must complete and submit the online Chapel Excuse Request Form located on the Chicago Campus tab of your student portal at the beginning of each semester. Each day for which a student is granted a semester long exemption from chapel will automatically result in the deduction of two permitted absences.

Commuter and part-time students are expected to attend chapel if they have classes immediately before (including 8:00 a.m. classes that end at 9:45 a.m.) and /or immediately after chapel (including 11:00 a.m. classes). Exemptions will not be given for illness, PCM, off campus class trips, or meeting with faculty and staff.

### **Tardiness to Chapel**

Students will be able to FOB in between 10:01 & 10:10 a.m. but students who FOB during this time will be recorded as tardy. If a student is tardy three times he or she will be charged with one absence.

### **Chapel Probation**

Students exceeding their allotted absences by one will be placed on chapel probation for the balance of the semester.

Those students who exceed their allotted absences by two or more will not be allowed to return the following semester. If a student exceeds their allotted absences by three, he or she will forfeit the current semester, be required to leave school immediately, and will not be allowed to return the following semester. Any requests for additional emergency absences must be submitted in writing to the Associate Dean for Student Programs

within two weeks of the emergency. Students on chapel probation are not allowed excused absences from chapel for athletic or music responsibilities. Students who falsify attendance records will be placed on chapel probation immediately, forfeit their remaining absences for the semester, and may be referred for disciplinary action.

Seniors in their last semester on chapel probation for the second time will not be allowed to graduate, and those on chapel probation for the first time will have their diploma held until the last day of the following semester. Students, upon accumulation of two (2) conference and/or chapel probations during their MBI enrollment will be asked to withdraw at the end of the semester.

### **New Student Temporary Curfew**

A temporary curfew for new students is intended to facilitate the transition between home life and life in an urban context. We understand a curfew’s necessity varies from student to student, but we appreciate and expect every new student’s participation.

New Student Temporary Curfew has a two-fold purpose. We place a high value on new students’ safety and want to give them an opportunity to learn how to navigate the city in a healthy and wise manner. We also believe that having some boundaries at the beginning of your Moody experience can help you establish healthy student life patterns.

New students have curfew for the first six weeks of the semester as part of Extended Orientation. Curfew hours are midnight until 6 a.m. Monday through Thursday; 1:00 a.m. until 6 a.m. Friday through Sunday. Any new student who arrives to a residence hall after curfew during the first six weeks of the semester is required to sign in at the desk.

Extended Orientation includes connecting with your RA and new students on your floor for training related to safety, urban living, and campus life. Our goal with Extended Orientation is to teach helpful life skills, promote student safety and awareness, and develop new student community in the residence halls.

# Community Values & Expectations



Additional Important  
Information



## Residence Hall Living: Additional Important Information

### Your Floor Hallways

The hallways are to stay clear of all items. 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 that are lost or stolen while in MBI storage. Items left in storage will be shipped at the student's expense.

### Laundry

Each residence hall has a 24 hour laundry facility. Please be prudent in removing your laundry from the washers and dryers to enable the next person to use them in a timely manner. Unattended laundry left on top machines and countertops will be bagged and dated by Facilities personnel and will be disposed of the following day.

Do not use any machines or stationary tubs for dyeing.

### Your Room

Students are responsible to maintain the room they are occupying in its present condition. This includes both the movable items and all items which are affixed to the room. Students are responsible for the cost of repairs or replacement of property that is defaced, damaged, or removed. Under no circumstance are repairs to be untaken by residents.

### Decorations

Because MBI is a tobacco, drug, and alcohol free institution, advertisements of these industries are prohibited in any form. Any material exploiting either sex is not allowed.

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.), neither can they be used excessively in room or hallways.

### Pets

Fish are the only pets that are allowed in the residence halls. Aquarium tank sizes must not exceed 10 gallons.

### Furniture

1. No Moody 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 Jenkins Hall).
3. Lofts (other than Moody provided lofting kits) are prohibited in the Residence Halls and in Jenkins.
4. Halogen lamps are not allowed because they are a fire hazard.
5. If you bring furniture that is found to have pests, there is a \$300 fine.

### Door Unlock Policy

In the event that 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. If the keys are found within 14 days of the order, everything but the cost of the keys will be refunded. 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 Institute 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 will be charged \$75.00.

### Personal Property

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

### Personal Property Insurance

The Institute 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.

### Use of Institute Rooms

Requests for the use of rooms may be made through my.moody.edu under student resources or you may call Student Programs at 312-329-4206.

### 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 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. Students who want their windows cleaned may submit a work order to the Facilities Department.

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.

### Candles/Open Flames

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

### Doors

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

### Electrical Appliances

Electrical appliances which may be used in a residence hall room included: small personal refrigerators, bread machines, coffee makers, curling irons, electric blankets, electric razors, fans, hair dryers, and humidifiers. Other appliances for food preparation must be used in the kitchen areas only.

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

The Institute encourages students to purchase and use surge protectors to safeguard their electrical appliances. The Institute will not be held liable for damages to personal appliances due to power surges.

## Safety Guidelines

### Fire Drills

When the fire alarm sounds, you must vacate the building. Instructions are posted on the floors and your RA will give additional explanation. False alarms set off by students will result in a \$100-\$500 fine.

### Emergency Evacuations:

1. Leave lights on
2. Open blinds
3. Leave door unlocked
4. Stay with your group, class or floor
5. Do not use elevators
6. Calmly proceed to the nearest stairwell exit
7. Remain 30 feet away from the building until the 'all clear' is stated
8. Follow Floor Monitors (wearing orange vest) and emergency personnel's directions

## 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 stairwells must be free of all boxes and personal belongings the first Friday after classes begin through the Friday before finals begin.

## Lockdown

A lockdown is when a building (academic or corporate) is secured in order to prevent individuals from getting in or out until an emergency situation has been resolved. If a Floor Representative receives a call from Public Safety or a public address announcement occurs stating a lockdown is in effect, everyone should:

### 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 (x4357) and inform them of your location and the number of people in the area (use land line if possible).

## Shelter-in-Place Procedures

If a Floor Representative receives a call from Public Safety or hears a public address announcement stating to 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.

## Other Community Guidelines

### Plaza

The Plaza is a community environment. For the safety and consideration of others, playing ball, skateboarding, rollerblading, cycling, and Frisbee throwing are not allowed at any time.

The Associate Dean of Student Programs 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.

### Elevators

When using an elevator, only ride in the direction you are traveling. Please observe posted elevator guidelines. Be considerate of others using the elevators and take the stairs whenever possible. Any tampering or misuse of elevators may result in a fine for all offending parties.

### 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 by MBI rules. Any student violating these rules will be subject to discipline and possible legal action.

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

### Bicycles

If bicycles are found in the residence halls at any time, you will be charged a \$15 fine and will have to take the bike to the parking garage. You must register your bike with Public Safety in the Facilities office and park and lock your bike in designated areas.

### Rollerblades & Skateboards

Rollerblades and skateboards are not to be worn or used inside any buildings. Please put on and take off your rollerblades in the first floor lobby of your residence hall. Rollerblading and skateboarding are prohibited on the ADA entrances of Culbertson Hall and the Alumni Student Center.

## Moody Guidelines for Posting Signs and Posters

### All posters:

1. Must be approved and stamped by the appropriate department before posting (see chart below).
2. Each poster must be no larger than 11x17.
3. A limit of 10 posters can be approved per event or item and may be placed on bulletin boards or cork strips in the dorms and the tunnels or in the Houghton, Culby, Smith & Dryer elevators. Signs may only be posted in these designated areas (posters may not be posted in Crowell Library).
4. Due to copyright laws, you are not able to post signs to sell video games or movies in any form of media.
5. Please do not use staples on the bulletin boards as they are time consuming to remove. Student Development has tacks for your use.
6. Do not cover up a current poster. If you find a poster for an event that has past, recycle it.
7. Failure to have your sign approved or posting your signs on walls will result in it being taken down and discarded without notice.

### Posting in Jenkins

8. Jenkins posters need to be approved by Student Development and then taken to the Jenkins RA or GRA to post only inside glass covered bulletin boards.
9. No posters may be hung in Jenkins elevators without permission from Student Development or the Morningside manager.

### Where to get your posters approved:

| Type of Poster           | Description   | What Department Approves? | Where is the Department? |
|--------------------------|---|---------------------------|--------------------------|
| General Signs            | Services offered, recitals, department announcements & for sale items | Student Development       | Culby 2                  |
| Student Group Activities | Any official planned activity by a student group                      | Student Programs          | ASC 2                    |
| Job Postings             | Babysitting or otherwise  | Career Development        | Culby 2                  |

For questions about posting signs, please contact the Student Development office at 312-329-4193 or email [studentdevelopment@moody.edu](mailto:studentdevelopment@moody.edu).

# Campus Services

- »» Counseling Services
- »» Student Resource Center
- »» Health Services
- »» Employment Resources
- »» Residence Life Desk Services
- »» Commuter & Married Students
- »» Campus Buildings
- »» Food Service
- »» Crowell Library
- »» ITS
- »» Public Safety

## Student Counseling Services

One of the vital ministries of the Student Development Department is Counseling Services. MBI's staff of professional counselors is prepared to assist full time enrolled students through a variety of issues and challenges.

The counselor's offices are located on the third floor of Smith Hall, in the North Wing. Counseling Services provides assistance with struggles including (but not limited to): abuse/trauma recovery, depression, anxiety, spiritual development, relationships, grief, and stress management. Counseling Services also offers several educational and growth groups each semester.

The initial assessment is free of charge with subsequent sessions costing \$5 each. Services will not be denied if a student is unable to afford the fee.

You may schedule an appointment by calling or emailing the Associate Dean for Counseling Services at [steve.brasel@moody.edu](mailto:steve.brasel@moody.edu). However, counseling availability is limited and is not guaranteed for every student.

## Student Resource Center

### Disability Services

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

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

Students who believe they have a disability which might affect their academic performance at MBI and require accommodations or auxiliary aids and services, should visit the Student Resource Center which is located on the third floor of Smith Hall, to meet with the Assistant Dean to discuss possible accommodations.

### Procedures for Accommodations

Prior to receiving any accommodations, students must register with the SRC by contacting their SRC representative. In order to register, a student must complete a registration form, provide documentation

detailing his/her disability and be interviewed by SRC staff. Documentation may include the following:

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

Documentation should be directed to:

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

Or faxed to 312-329-4479

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

Specific accommodations/services for all students with disabilities include:

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

The SRC will not provide any assistive devices of a personal nature (i.e., hearing aids). The SRC will provide



letters for verification of disability to the student. This process should be repeated at the beginning of each new semester and it is the student's responsibility to deliver these letters to the necessary personnel (i.e. faculty, program directors, academic advisors, etc.) After a class begins, if the student finds that additional or different accommodations are needed, the student must contact the SCR as soon as possible to make appropriate changes. The SCR will remain a liaison between the student and the rest of the Institute's community through the duration of the student's enrollment.

### Dispute Resolution

If a student or faculty member disagrees with a proposed accommodation or feels that the accommodation is not being properly implemented, either party must:

- Submit the dispute in writing to the Assistant Dean of SRC. The Assistant Dean will consult with the VP & Dean of Student Life, the faculty member(s) involved, and the student to come up with an amicable solution. The solution will be put in writing and sent to all parties involved.
- If this fails, the dissatisfied party can appeal any decision made by the first resolution by contacting the VP & Dean of Student Life, in writing, requesting an appeal. The VP & Dean of Student Life will make any final ruling with the best interests of the Institute and the student in mind.
- Accommodations will be provided during the dispute process.

### Peer Tutoring

As part of the Student Resource Center, Moody offers academic tutoring to all students free of charge. Students are allowed (2) hours of tutoring per week, per subject throughout the semester. Peer tutors are Moody students who have outstanding GPA's and have a B+ or higher grade in the specific courses in which the student may need assistance.

### How to Request a Tutor

Fill out an online Tutor Request Form found on the Student Resource Center page, or contact the Student Resource Center at [studentresourcecenter@moody.edu](mailto:studentresourcecenter@moody.edu).

## Health Service

Health Service is located on the second floor of Smith Hall offering services to all MBI students and their spouses. The Department is staffed with qualified professionals who are prepared to meet the physical needs of students. Services offered include consultation with a staff nurse, doctor appointments, referrals, and some medical testing. A valid insurance ID card must be presented at the time of service.

### Hours of Operation

Health Service is open Monday – Friday from 9:30 a.m. – 12:00 noon and 1:00 – 4:00 p.m. Health Service is also closed Tuesdays during President's chapel. 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 a time becomes available.

### What if Health Services is closed?

If there is a health care need when Health Service is closed, students can receive advice from their Resident Assistant (RA) or the Residence Supervisor (RS) on duty. The RS on duty can be contacted through either their RA or the Culbertson desk worker. The RS can contact the Health Service Administrator 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 in order to arrange for proper follow-up care.

### Charges for Services

There is no charge to see a nurse in Health Service. However, there is a charge for some supplies, services, and appointments with the campus physician. All expenses incurred in the MBI Health Service area are due at the time of service. Payments can be made with cash, check, or credit card, or charged to the student's account. Students who miss a scheduled doctor's appointment will incur a \$10 charge. For a list of common charges, please visit the [www.my.moody.edu](http://www.my.moody.edu) website and navigate by doing the following:

1. Click on the "Chicago Campus" tab.
2. Select "Health Service Home" from the Chicago Campus Services Health Service link.
3. Click on the "Fee Schedule" link from the navigation bar.

All inquiries about fees related to Health Service should be directed to the Health Service office at 312-329-4417.

### **Required Student Health Records**

To be in compliance with Illinois state laws, all undergraduate students, must have a current physical exam, immunization record (including 2 measles, 1 mumps, 1 rubella, and a current TD vaccine series/booster within the past 10 years), health history, TB skin test (less than 1 year from the date of enrollment and a minimum of 2 weeks after international travel), and HIPAA form on file in Health Service.

All students who take a semester off from MBI must update their health records upon their return, including a TB skin test (within the last year and a minimum of 2 weeks after international travel), health history, a current TD vaccine (within the past 10 years), and a HIPAA form.

Required student health records must be documented on the required MBI health record forms. These forms can be downloaded off the Health Service Website or obtained through the Health Service Department.

To download the Health forms, visit the [www.moody.edu](http://www.moody.edu) website and navigate by doing the following:

1. Click on the "Chicago Campus" tab
2. Select "Health Service Home" from the Chicago Campus Services Health Service link.
3. For the Health forms to be completed take and fill out at your doctor's office, click on the "Chicago Student Health Forms" link.
4. For the HIPAA form click on "HIPAA Privacy Form".

All records must be completed to the satisfaction of the campus physician. Health Records are due by July 15 for fall students and January 1 for spring students. Students who arrive on campus without completing the required health records must complete them in Health Service at the student's own expense. Failure to keep these records current will result in a hold being placed on the student's registration. All inquiries regarding these requirements should be directed to the Health Service office at 312-329-4417 or email [healthservice@moody.edu](mailto:healthservice@moody.edu).

### **Off Campus Medical Procedures, Expenses & 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, it is expected that maintaining class and PCM attendance is a high priority in the timing of surgeries or procedures. In addition, students must consult with Health Service and their RS 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 health care 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 health care appointments or facilities. Health Service can assist a student in finding a doctor off-campus as well as help the student find public transportation to the appointment.

All inquiries related to the student health insurance requirements should be directed to Moody Central by emailing [2020@moody.edu](mailto:2020@moody.edu) or calling 312-329-2020. The Health Service department is not able to answer questions regarding the MBI Student Health Insurance Plan.

### **Illness and Class Attendance Policy**

Health Service cannot write an excuse for missed classes, assignments, chapel or PCM, due to illness. Specific guidelines for notifying professors about missed classes due to illness are outlined in the Academic and Business section on page 57.

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. Health Service can only provide supporting documentation if the student was seen by the campus physician.



## Possession of Syringes, Needles & Lancets in the Residence Halls

In order to comply with government regulations and protect our janitorial 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.*

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.

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 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.

## 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 health care 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.

## Employment Resources

### Part Time Jobs

Listings of available jobs are found at the “Chicago Campus” tab of my.moody.edu. In the Chicago Student Resources box, scroll down to the heading “Student Employment Services” and then notice the “On-Campus Jobs” or “P/T Off-Campus Jobs” links found under the

Student Employment Services heading. Each link will take you to the respective job database.

With on-campus jobs you need to follow the instructions for applying and you are looking only for “Part Time Student” jobs on the listing.

When you click on the “P/T Off-Campus Jobs” you get to the CareerFinder Job Board. Under “Students and Alumni” click on “Register” and use your myMoody username and password to register. You will be sent an email that you have to respond to so that your account is validated and activated. Then you can search the jobs.

If you need advice or ideas, please see the Associate Dean of Career Development, located on Culbertson Hall 2. You can contact him by email at [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu) or by phone at 312-329-4414 to set up an appointment.

### Maximum Hours of Employment

During the semester, full-time students are permitted to work a maximum of 24 hours per week on or off campus. International students with F-1 status are allowed to work 20 hours per week on campus. We understand that students 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. Any questions regarding the maximum hours of employment should be addressed with the Associate Dean of Career Development by email at [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu).

### Sunday Employment

All students are strongly urged to be involved with and attending a worship community on Sunday mornings. Sunday employment is permitted only for those students with on-campus jobs that are needed to maintain essential services here on campus. But we recognize that Church service times have changed. Therefore, for exceptions to the above rule, a student needs to personally see the Associate Dean of Career Development. Email him, [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu) or call at 312-329-4414 to set up an appointment.

### Babysitting

MBI does not encourage students to solicit babysitting jobs from the general public. Consistent, regularly scheduled childcare is permitted for the general public

only as arranged through the Career Finder Job Board that is part of the Career Development Center. Other opportunities available to students would be:

1. Church sponsored activities in the church facilities
2. MBI faculty and staff or married student's 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. Women are to have a male student accompany them (if walking) to or from work during dark hours. They may choose to take a cab but should be dropped off in front of the work place or the Institute.

Students are not to take jobs which involve the use or sale of pornographic materials, bartending, or that require Sunday employment. Questions about employment policy and exception requests should be directed to the Associate Dean of Career Development.

### International Student Employment

US Citizenship and Immigration Services (USCIS) is very restrictive in its regulations concerning employment of international students. The basic requirements for all types of employment for F-1 status are the following:

1. A student must maintain a lawful status by being enrolled on a full-time basis (at least 12 hours per semester for undergraduate students and 9 hours per semester for graduate students).
2. A student must be in good academic standing.
3. A student may not engaged in illegal employment.

On campus employment is automatically authorized by the USCIS for any student in lawful F-1 status. F-1 International students are allowed to accept on-campus employment on a part-time basis (20 hours a week or less) during the semester. However, students may be employed full-time during vacations and recess periods, so long as they are registered for the next semester. If at any time, the student is engaged in any type of F-1 employment and fails to maintain lawful F-1 status, the student's authorization to work is automatically terminated. Students must terminate their on-campus employment by the last day of their study program.

Students may be allowed to accept off-campus employment (outside Moody) with proper approval

from USCIS and only in unique circumstances. To apply for approval to be employed off campus, obtain forms and consult with the Assistant Dean of International Students.

After securing on campus employment, international students must apply for a social security number with the Social Security office. Once the social security card is received, students must report to Human Resources, located on Crowell 1, with the card. Students are not allowed to start their on-campus employment until after they file the SSN application.

All international students are required to file an IRS Form 8843 during the calendar year whether they have worked or not. Additionally, students who earn income are required to file Federal and State tax return forms. The International Student Office holds basic tax assistance workshops in February and March. Times for the workshops will be in the Moodycater and on posters around campus.

Further information is described in detail in the *International Student Handbook*. All international students are required to read the international Student Handbook as a part of their orientation requirements. The Assistant Dean of International Students can answer any further questions about the handbook or any employment questions the international student may have. Email [iso@moody.edu](mailto:iso@moody.edu) or stop by the International Student Office (ISO) located on Culbertson. 2. You may also call the ISO at 312-329-4199.

### Selling of Merchandise or Solicitation

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

### Fundraising

The Office of Student programs does not question the validity of the agencies for which students desire to raise funds. Fundraising is not permitted for special interests, such as internships, covering medical expenses, financial hardship, mission trips or relief efforts, by individuals or groups. Door to door solicitation for any purpose within the Institute's community is not permitted.

## Residence Hall Desk Services

The front desks of Culbertson and Houghton are responsible for the security of the residence halls. Business conducted at the desks includes recess departures, 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 is available to assist students, employees, guests, and visitors of the Moody Bible Institute.

### Disclosing Student Telephone Numbers & 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 public 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.

## Commuter Students

### General Information

Even though commuting students are not in residence at MBI, adherence to the Community Life Standards set forth in this Student Life Guide is expected. This pertains to activities both on and off campus. After reading the SLG, a Community Life Agreement must be electronically signed on the student portal each academic year. Failure to do so will result in a hold placed on your account and jeopardize your status as a student at MBI.

### Campus Post Office

All commuter students are assigned a campus post office (CPO) box. Report to the CPO window for your assignment and lock combination. Post office services will include sale of stamps and other mailing supplies, as well as handling lost and found items.

### Parking

The MoodyCaster will publicize the date and time for obtaining parking permits. See Student Parking information on page 55.

### Snack Room & Commuter Lounge

A commuter lounge is located on the second floor of the Academic Student Center (ASC II). The lounge provides a place of relaxation, rest, and study. The

snack room contains microwave ovens, a refrigerator, vending machines and ample space for eating.

### Excuse from Chapel

All students are expected to be in chapel if they are on campus at the 10:00 a.m. hour. Commuting students may be excused from chapel provided the 8:00 – 8:50 a.m. class is their only class of the day, the 12:00 p.m. class is their first class of the day, or students who do not have class on that day. Chapel Excuse Request Forms are available online in the student portal and must be submitted at the beginning of each semester.

### Reporting Illness

Please reference page 62 for instructions regarding missing classes due to illness or emergency. Ill students have the choice of receiving care from Health Services or seeking their own physician. It is not possible for Health Service to care for students' children.

The Student Development department appreciates and requests the knowledge of serious illness of not only the student, but of family members as well.

### Change of Address

All changes of address and phone numbers should be changed online through [my.moody.edu](http://my.moody.edu) immediately.

### Residence Hall Visitation

We encourage interaction of commuting and residence students, but please be reminded that it is necessary for commuting students to sign in at the respective residence hall desk before proceeding to visit an on campus student. Off Campus students must vacate the residence halls by the start of 12 a.m.

## Married Students Program

### Student Wives Fellowship

Mission Statement: 'To strengthen women to know and love Christ more deeply, encourage them through caring community, and equip them for ministry.'

Student Wives Fellowship (SWF) provides fellowship and spiritual support as well as biblical instruction and training to the students who are wives and the wives of students at Moody Bible Institute and Moody Theological Seminary. The program meets on Thursday evenings and gives wives an opportunity to encourage each other as well as be encouraged by administration,

faculty, and employee wives. Student wives who live on or off campus are welcome.

The Student Wives Fellowship Coordinator is responsible for maintaining the Fellowship and is available for advice and assistance. The Coordinator can be contacted through the Student Development department at 312-329-4193 on Culbertson 2.

### On-Campus Married/Family Housing

There are a limited number of apartments available for married/family students in Jenkins Hall. These are provided to students on a first-come, first-served basis. All questions related to these apartments should be directed to the Assistant Dean of Housing at 312-329-4189.

Students living in Jenkins Hall are expected to participate in floor meetings and abide by the conditions of their housing contract.

## Alumni Student Center

The Alumni Student Center provides a central, informal setting for students, faculty, employees, alumni, and guests to interact. The center 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 Programs. For liability reasons, the use of lighters, matches, candles, and open flames of any kind are prohibited. These are the anticipated hours of operation and may be subject to change:

| <b>Alumni Student Center</b>                                    |                               |
|---|-------------------------------|
| <b>Monday – Friday</b>  | <b>6:30 a.m. – Midnight</b>   |
| <b>Saturday</b>   | <b>9:00 a.m. – Midnight</b>   |
| <b>Sunday</b>   | <b>3:00 p.m. – Midnight</b>   |
| <b><u>The Commons</u></b><br>(see page 47 for more information) |                               |
| <b>Monday – Friday</b>  | <b>7:00 a.m. – 11:00 p.m.</b> |
| <b>Saturday and Sunday</b>                                      | <b>Closed</b>                 |

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

## Lockers

On the second floor of the Alumni Student Center, there are lockers designated for use by commuting students. Any commuter student desiring a locker must apply in the Office of Student Programs. Only locks issued by the Office of Student Programs can be used. A \$25 deposit will be billed to the student's account. At the end of the student's use of the locker each semester, the lock must be returned to the Office of Student Programs. Failure to return the issued lock will forfeit the \$25 deposit.

## Room Reservations

The following areas can be reserved for group functions through the Office of Student Programs: on ASC 2, the Activity Center, Conference Rooms, and Fellowship Hall and in Culbertson Hall, the Great Room. 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.

**Activity Center:** The Activity 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 50.

**Conference Rooms:** There are three 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 hook-up. All of these rooms have a dry erase board, on campus phone capability, and internet hook-up. These rooms are for group meetings and are not to be used for individual study.

**Fellowship Hall:** The Fellowship Hall is comprised of clusters of casual seating. The 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 Hall. Also, within the confines of the Fellowship Hall is Joe's, MBI's Campus coffee shop. Joe's offers a variety of coffees, smoothies, as well as various other beverages and snacks.

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

#### **The following areas cannot be reserved:**

**Game Room:** 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, is where activities such as pleasure reading, quiet conversations, and reflection on the day's events can be experienced. Drinks & snacks (not meals) are allowed in the Fireplace Room.

### **Culbertson Hall**

Culbertson Hall's first floor provides a space primarily for student use which is available 24/7. Informal meeting areas, TV viewing, internet access, vending area, meeting rooms, fire place areas, prayer rooms, and Broman Chapel are some of the features on the first floor. The Great Room is a multifunction room which is also used for organizational functions and social events.

### **Doane Memorial Music Building**

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

#### **Semester hours (subject to change with notice):**

|                    |                        |
|--------------------|------------------------|
| Monday to Thursday | 7:30 a.m. – 10:45 p.m. |
| Friday             | 7:30 a.m. – 9:00 p.m.  |
| Saturday           | 9:00 a.m. – 8:00 p.m.  |
| Sunday             | 2:00 p.m. – 6:00 p.m.  |

#### **Practice Rooms:**

Doane Memorial has 23 practice rooms. Practice rooms on Doane 3 are accessible to all undergraduate and

graduate students as well as employees, and are equipped with a piano, a music stand, and a mirror.

Grand piano practice rooms on the 4<sup>th</sup> floor of Doane can be used and reserved as needed by those taking private piano lessons for credit. Keys for these rooms are available at the front desk; please bring appropriate collateral to exchange for the key (something of value that identifies you; examples include government-issued ID, driver's license, or your phone). Receptionists will not accept student IDs, passports, or credit cards; we reserve the right to determine appropriate collateral given the situation.

#### **Rehearsal Spaces:**

The following large-rehearsal rooms are available for key check-out at any time provided an event is not scheduled in Astra (reservation is encouraged):

- Doane 101
- Doane 201
- Doane 202
- Fitzwater 405
- Fitzwater 408

Torrey-Gray Auditorium and Alumni Auditorium are available on a reservation basis only.

Reservation request forms are available at the front desk; please allow one week for processing. The Music Department reserves the right to cancel a reservation in certain cases when an institutional need warrants that cancellation.

All rooms are equipped with at least one piano, and several have sound system capability (please contact ITS to make use of sound systems in TG or AA). Use of the concert grand pianos in TG and AA is contingent upon reading and signing the piano usage policy available at Doane Desk. Contact ITS for use of the sound system in TG or AA.

#### **Locker and Equipment Checkout:**

1. Lockers are available on the 3<sup>rd</sup> and 4<sup>th</sup> floors for music storage. A \$5 non-refundable rental fee and a \$5 refundable security deposit are required for usage. Small, medium, and large instrument lockers are also available for a \$5 non-refundable rental fee and a \$10 refundable security deposit. If your locker key is lost, the deposit will be used to make a new key.



2. The chapel drum set is available for use with permission from the VP & Dean of Student Life. The drum set in Fitz 405 is available for use with permission from the director of Voices of Praise.
3. Music stands are available for checkout with collateral and are free of charge.

#### **Large Instrument Storage:**

Storage of very large instruments, such as harps or string basses, if available, is free of charge for students who have an emphasis in that particular instrument or are playing that instrument in a music department ensemble. On a "space available" basis, students wanting to store instruments not covered by the conditions mentioned above may be able to do so for \$100 per semester or summer. The Music Department unfortunately does not have room to store drum sets except for those belonging to students who have an emphasis in percussion.

#### **Music Ensembles:**

There are four large ensembles at Moody Bible Institute: Chorale, Men's Collegiate Choir, Women's Concert Choir and the Symphonic Band. These ensembles participate in music ministry tours domestically twice each year and internationally every two to four years at churches, schools, concert halls and a variety of other venues. Ensemble membership is open to students in all majors by means of audition. Auditions are held during Orientation Week in August, or may be scheduled at a later date at the discretion of the individual conductors.

#### **Music Lessons:**

Private and group music lessons for most orchestral instruments, piano, organ, voice, and guitar are available for credit; current fees are posted in the course catalog. To register, contact the Office Coordinator at [musicdept@moody.edu](mailto:musicdept@moody.edu) or in Doane 204.

#### **Concerts and Music Job Opportunities:**

Chicagoland concerts, summer camp and competition information, and music job opportunities are posted on the bulletin boards on Doane 2. If you are looking to hire or collaborate with a musician, you can submit a request at the Doane front desk and it will be posted on the second floor.

On-campus degree and non-degree recitals and concerts are free and open to the public. Visit

[www.moody.edu/concerts](http://www.moody.edu/concerts) for an updated schedule of Music Department events, or check us out on Facebook ([www.facebook.com/moodymusicdepartment](https://www.facebook.com/moodymusicdepartment)) for more information.

#### **Key Policies:**

The following policies have been set in place in order to encourage healthy practicing, allow for fair usage of rooms, and maintain security. Thank you in advance for your compliance!

1. In order to receive permission for specialty keys, you must ask the faculty or staff member overseeing the room you are interested in to send your name to the Event Coordinator. Check at Doane Desk about your eligibility for various rooms and who to contact.
2. To ensure availability of the room at a specific time, you can reserve certain rooms through Astra. See the receptionist at Doane Desk to check availability and to fill out a reservation. All reservations for the following week must be submitted by Thursdays at 4pm.
3. Keys will not be checked out 10 minutes prior to a reservation to a person who does not hold that reservation. Keys will be available for check out 10 minutes after the start of the reservation if the reservation has not been fulfilled.
4. Keys should be returned anytime you are vacating the room for more than a 10-minute break or if leaving the building (except in the case the key is to another building).
5. Anyone who loses a key will be required to pay a \$3 replacement fee and will not be able to check out a key until the fee is paid.
6. Practice Room Violations:  
A practice room violation includes (but is not limited to) any of the following:
  - a. Keeping a key overnight.
  - b. Keeping a key for longer than 3 hours (unless pre-arranged). Following 3-hour usage, a student may check out another practice room no less than one hour from the end of their previous time.
  - c. Neglecting to lock the room or piano upon leaving.
  - d. Inflicting damages on a practice room or its contents (monetary value of damages may be added to your school bill).

- e. Using your access to a room to provide access to any unauthorized person.
  - f. Using a room for a non-practice or musical purpose.
7. Fines and Restriction of Privileges:
- a. Fines and restrictions are on an annual basis. If the violation involves damage of property, fines for the repairs may also be added.
  - b. 1<sup>st</sup> and 2<sup>nd</sup> Violations: You will receive an email from Doane Desk making you aware of the violation.
  - c. 3<sup>rd</sup> through 5<sup>th</sup> Violations: These will incur a monetary fine (placed on your school bill) that starts at \$5 and increases \$5 for every additional violation. The fine must be paid before another key can be checked out.
  - d. 6<sup>th</sup> Violation: A sixth violation will result in the inability to check out a key for a length to be determined by the Event Coordinator.

### Contact

Feel free to contact us with any questions at [musicdept@moody.edu](mailto:musicdept@moody.edu) or one of the following numbers:

- General Questions: 312-329-4080
- Private lessons, classes, and registration: 312-329-4082
- Reservations: 312-329-4083
- Facilities and equipment checkout: 312-329-4084

### Alumni Office

Before graduating, take a minute to visit the Alumni Office located on the 1<sup>st</sup> floor of Smith Hall, across from the Welcome Desk. The friendly staff can give ideas how you can stay connected to MBI and your classmates for years to come. Visit our website at [www.moodyalumni.org](http://www.moodyalumni.org) or follow us on Twitter, Linked In or become our friend on Facebook, at Moody Alumni Association. Remember to send us your class news to be included in the Moody Alumni News magazine (marriages, births, moves, updates). Look for future notices of class reunions or Alumni events scheduled in your area. The Alumni website allows you to make plans to visit campus, locate a fellow classmate and read about how Moody graduates are impacting our world for Christ. Through the Alumni portal, you have access

to the Astra Religion Database and the Career Finder Service of Career Development. You may contact the Alumni office with questions at [mbialum@moody.edu](mailto: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 facilities (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 and a representative will assist you in making those arrangements. These ID's are good for a period of 4 years.

*Moody Bible Institute 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.*

### Food Service

Food Service exists to motivate the MBI community to serve Christ by exceeding expectations with fresh, wholesome meals while displaying Christ-like service and attitude as we follow through in our responsibilities. Food Service is made up of the Student Dining Room (SDR), the Commons, Joe's Coffee and Catering.

For further information regarding menu, hours, special dates and events, please read your MoodyCaster or [foodservice.moody.edu](http://foodservice.moody.edu). If you have any additional questions, please direct them to the Food Service Office at 312-329-4324.

### Student Dining Room (SDR) Regular Hours

|                  | Monday - Friday   | Saturday          | Sunday           |
|------------------|-------------------|-------------------|------------------|
| <b>Breakfast</b> | 6:30am – 8:45am   | 8:00am – 9:00am   | 8:00am – 9:00am  |
| <b>Lunch</b>     | 11:15am – 1:15 pm | 11:30am – 12:30pm | 12:30pm – 2:00pm |
| <b>Dinner</b>    | 4:45pm – 6:15pm   | 5:00pm – 6:00pm   | Not Served       |



The gathering of the student body in the Dining Room at meal times affords an opportunity for fellowship.

Students may enter upon scanning their fob at the entrance. Using another student's fob is never permitted. It is essential for students to observe the dress code guidelines determined by Student Development while dining in the SDR. Food may not be brought into the dining room. Only fresh fruit may be taken out. If books are needed to be brought into the dining room, for everyone's safety please keep those under your chair so that the aisle ways are clear for the other students.

China, glass, or silverware may not be taken from the dining room or kitchen. Disposable ware may be purchased from catering for special events.

### 20-Meal Cards

The 20-Meal Card is for commuter, graduate, or married student allotting 20 meals to use in the SDR at your own discretion. It is available for purchase from the Food Service Office Coordinator 312-329-4324.

### Meal Replacements

All on campus unmarried students must participate in the meal plan. Meal replacements are available for students if work, class or PCM requires them to miss a meal. All students registered on the meal plan are allowed to replace a missed meal with a meal replacement in the Commons from 1:45pm-4:00pm Monday through Friday without needing approval from the Food Service office. If students are still unable, within the general time frame, to replace their missed meals due to class, work, or PCM, they must receive an approved Meal Replacement Card from the Food Service Office. Meal replacements are not available on Saturdays and Sundays. Meals are not served during campus breaks.

### Meal Plan Accommodations

Due to the nature of our Food Service program at Moody Bible Institute, we are not able to make the meal plan an optional element of the on-campus student experience. We try 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 which cannot be reasonably accommodated in the Student Dining Room.

In order to participate in current accommodations such as gluten free, dairy free or vegetarians options, or to discuss other needs within the MBI Meal Plan, the student must submit a completed Meal Plan Exemption Application to the Food Service Manager. Full exemptions are a last resort accommodation and are granted on a case by case basis only if Food Service is unable to meet the dietary needs as prescribed by a doctor. An application can be obtained from the Food Services web page located on the [foodservice.moody.edu](http://foodservice.moody.edu) website.

### Dining Room Sign-Up Table

To reserve the front table in the SDR for your student group to showcase upcoming events please fill out the form on the [foodservice.moody.edu](http://foodservice.moody.edu) webpage found under the SDR tab.

### Guests

Students may bring guests to the SDR. Their meals can be purchased at the main entrance where cash, Visa and MasterCard, and the Moody Food Service gift cards are welcome. Rates are available by contacting the Food Service Office x4324.

Children under high school age may eat in the Dining Room if accompanied by a student on a one-to one basis.

### The Commons

Our retail café on the first floor of the Alumni Student Center offers deluxe made-to-order salads, Panini's and cold sandwiches along with full grill service, fresh pizza, homemade soups, salad bar and daily specials for staff and students to purchase. For guests in a hurry, we offer many "Grab 'n Go" items such as pre-made deli sandwiches, wraps, fresh cut fruit, express salads, and various snacks, ice cream, bottled and fountain beverages. During the day, the Commons is a great place for people to meet in smaller groups. In the evening many students find it is a good place to study, play games and build community. Wireless Internet access is available. See the ASC Info Desk for set-up instructions. The Commons accepts cash, Visa and MasterCard, and Moody Food Service gifts cards.

### Commons Regular Hours

Semester:

Monday-Friday 7:00am-11:00pm

#### Grill Hours:

Breakfast 7:00am-10:00am  
Lunch 11:00 am-1:00 pm  
Dinner 5:00 pm-9:00 pm

#### Signature Station:

Lunch 11:00am-1:00pm  
Dinner 5:00pm-9:00pm

#### Closed Saturday, Sunday, and Institute Holidays

Special hours and dates will be posted in the Commons for Exams, Study Days, and Special Events. Our daily menu is available at [foodservice.moody.edu](http://foodservice.moody.edu).

#### Campus Breaks:

Monday-Friday 7:00am-2:00 pm

#### JOE'S Coffee Shop

Named in honor of Moody Bible Institute's 7<sup>th</sup> 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 is MBI's premier, student lead, espresso bar serving a wide variety of drinks: hot and cold espresso drinks, V60's regular drip coffee, loose leaf tea, smoothies, and pastries. They also host live music, provide a popular gathering space and aim to support the creativity of the student body. JOE's accepts cash, Visa and MasterCard, and Moody Food Service 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. If your event requires multiple departments, you may be referred to Event and Guest Services. Contact the catering office at 312-329-4430 or [catering@moody.edu](mailto: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., may be arranged through the Catering Office.

#### Special Requests

Please submit any requests to borrow equipment from Food Service through the online request form at least one week in advance of the planned event to allow us sufficient time to coordinate the needed equipment. Some rental fees or deposits may apply. Request forms are available at [foodservice.moody.edu](http://foodservice.moody.edu).

#### Gift Cards

Gift card funds can be purchased in either the form of the Food Service ONE card or placed directly onto the student fob. Food Service funds are available for purchase from the Commons' cashier for you or as a gift card for others. This is a convenient alternative, eliminating the need to carry cash and helps to speed up transactions. It is accepted at the Commons, JOE's and to purchase meals in the SDR. For more information please go to [foodservice.moody.edu](http://foodservice.moody.edu) or contact the Food Service office at 312-329-4324.

#### Care Packages

This is a special way to encourage a fellow student who may be sick, celebrate someone's birthday or any other special event. There is a wide variety of Care Packages to choose from. Please go online to our webpage at [foodservice.moody.edu](http://foodservice.moody.edu) to order.

#### Box Meals

If you are too sick to come down to eat in the SDR, there are special box meals available. Simply contact the Food Service Office for more information 312-329-4324.

#### Vending Machine Service

Food and beverage vending machines are available in all residence halls and throughout campus. Any refunds from these machines are handled through the Food Service Office. Please report vending issues at [foodservice.moody.edu](http://foodservice.moody.edu).

#### Crowell Library

##### Mission

The Crowell Library supports the curriculum and mission of the Moody Bible Institute by providing services and information sources to its students and faculty. The Crowell Library is located on the first and lower levels of the Sweeting Center.

#### Borrowing Privileges

- 25 items can be checked out at a time (10 for part-time students)
- Limit 1 renewal
- Full access to online resources in our computer lab or through [my.moody.edu](http://my.moody.edu)
- Interlibrary loan services
- Library membership active until graduation (cost included in school fees)

### Library Contact Information

For questions about hours, reserve stacks, and your library account, call the Circulation Desk at 312-329-4136 or email [circulation@moody.edu](mailto:circulation@moody.edu).

For questions about research, database and the library catalog, call 312-329-4175 or email [library@moody.edu](mailto:library@moody.edu).

### Library Hours [Regular]\*

| Day               | Hours                  |
|-------------------|------------------------|
| Sunday            | 6:00 p.m. – 12:00 a.m. |
| Monday – Thursday | 7:30 a.m. – 12:00 a.m. |
| Friday            | 7:30 a.m. – 11:00 p.m. |
| Saturday          | 9:00 a.m. – 12:00 a.m. |

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

### Last Two Weeks of Fall & Spring Semesters (Excluding Finals Week)

| Day               | Hours                  |
|-------------------|------------------------|
| Sunday            | 6:00 p.m. – 12:00 a.m. |
| Monday - Thursday | 7:30 a.m. – 1:00 a.m.  |
| Friday            | 7:30 a.m. – 11:00 p.m. |
| Saturday          | 9:00 a.m. – 1:00 a.m.  |

### Library Staff

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

| POSITION                          | NAME                 | PHONE              | EMAIL  |
|-----------------------------------|----------------------|--------------------|--|
| Library Director                  | James Preston        | 312-329-4140       | <a href="mailto:james.preston@moody.edu">james.preston@moody.edu</a>           |
| Public Services Head Librarian    | Christopher Ullman   | 312-329-4353       | <a href="mailto:christopher.ullman@moody.edu">christopher.ullman@moody.edu</a> |
| Theological Reference Librarian   | Christy Cherney      | 312-329-4122       | <a href="mailto:christine.cherney@moody.edu">christine.cherney@moody.edu</a>   |
| MDL Librarian                     | Amy Koehler          | 312-329-4139       | <a href="mailto:amy.koehler@moody.edu">amy.koehler@moody.edu</a>               |
| Resource Coordinator              | Nikki Tochalauski    | 312-329-4148       | <a href="mailto:ntochalauski@moody.edu">ntochalauski@moody.edu</a>             |
| Support Services Coordinator      | April Nelson         | 312-329-2071       | <a href="mailto:april.nelson@moody.edu">april.nelson@moody.edu</a>             |
| Curriculum Lab Technician         | Karina Reyes         | 312-329-8937       | <a href="mailto:karina.reyes@moody.edu">karina.reyes@moody.edu</a>             |
| Interlibrary Loan Technician      | Ashley Smith         | 312-329-4138       | <a href="mailto:interlibraryloan@moody.edu">interlibraryloan@moody.edu</a>     |
| Administrative Assistant          | Ashley Smith         | 312-329-2068       | <a href="mailto:ashley.smith@moody.edu">ashley.smith@moody.edu</a>             |
| Archives Assistant                | Corie Zylstra        | 312-329-4000 x4880 | <a href="mailto:corie.zylstra@moody.edu">corie.zylstra@moody.edu</a>           |
| Copy Cataloger                    | Kimberly Padrick     | 312-329-8941       | <a href="mailto:kimberly.padrick@moody.edu">kimberly.padrick@moody.edu</a>     |
| Technical Services Head Librarian | Not currently filled |                    |  |
| Circulation Supervisor            | Joy Houser           | 312-329-2053 x3571 | <a href="mailto:joy.houser@moody.edu">joy.houser@moody.edu</a>                 |

### Circulation of Materials

Visit the Circulation Desk on the first floor to check out materials. A valid MBI issued ID/Library card must be presented. If you have questions about the circulation periods outlined below, please contact the Circulation Desk.

| Type                                    | Loan Period     | Location    | Late Fees* |
|---|-----------------|-------------|------------|
| Main stacks, Oversize books & pamphlets | 3 Week checkout | Lower Level | \$0.10/day |
| Juvenile Books                          | 3 Week checkout | First Floor | \$0.10/day |

|   |                          |  |                             |
|---|--------------------------|--|-----------------------------|
| Music Scores                                    | 3 Week checkout          | Media/Music Library                                | \$0.10/day                  |
| Juvenile Media: Puppets & Games                 | 1 Week checkout          | Curriculum Lab-1 <sup>st</sup> Floor               | \$1.00/day                  |
| Curriculum Lab materials with a 3-day sticker   | 3 Day checkout           | Curriculum Lab-1 <sup>st</sup> Floor               | \$1.00/day                  |
| Media Kits                                      | 3 Day checkout           | Media/Music Library- 1 <sup>st</sup> Floor         | \$1.00/day                  |
| Media (DVD, VHS, CD, etc.)                      | 3 Day checkout           | Media/Music Library- 1 <sup>st</sup> Floor         | \$1.00/day                  |
| Cassettes, headphones, laptop security cables   | 3 Day checkout           | Media/Music Library- 1 <sup>st</sup> Floor         | \$1.00/day                  |
| Reserve Materials** and Craft Kits              | 3 Hour checkout          | Behind Circulation Desk                            | \$0.25/hour or part of hour |
| Moody Independent Studies                       | Non-circulating material | Curriculum Lab-1 <sup>st</sup> Floor               |                             |
| Curriculum Lab Material without a 3-day sticker | Non-circulating material | Curriculum Lab-1 <sup>st</sup> Floor               |                             |
| Archival materials                              | Non-circulating material | Lower Level  |                             |
| Newspapers                                      | Non-circulating material | Current 1 <sup>st</sup> Floor<br>Past- Lower Level |                             |
| Journals & Magazines                            | Non-circulating material | Lower Level  |                             |
| Reference                                       | Non-circulating material | Lower Level  |                             |
| Lost/Damaged Materials                          | Lost/Damaged Materials   |  | \$40                        |

\*In calculating fines, Sundays and Holidays do not count. All fines are to be paid when late items are returned; they are not charged to the student's school bill. If the fine reaches the \$5.00 maximum limit, the student's borrowing privileges will be locked out until the student's account balance is once more under \$5.00.

\*\*Reserve materials checked out three hours before closing are due (1) hour after opening the next day the Library is open.

### Library Computer Lab

The main computer lab for student use is located on the lower level of the Library. The 42 PC's and 2 MAC computers have standard software and have Internet capabilities for email, library databases, Blackboard, and other online resources. The computer lab hours are the same as the Library hours.

Students who own personal notebooks, laptops, or have checked one out from ITS may connect to our wireless account in the Library. For directions on how to login you can stop by the Information Desk or ITS.

### Ask a Librarian & Interlibrary Loan

The *Ask a Librarian* web form found on our homepage can be used for research questions and database help. The *Interlibrary Loan* web form can be used to order books that our Library does not currently own but is able to borrow from other libraries. This process takes 2-3 weeks. The form can be found on our website.

### Quiet

The lower level of the Library has been designated as a "Quiet Zone." Please be considerate of other individuals who are studying. The first floor is not a "Quiet Zone."

### Cell Phones & Other Electronic Devices

The sound setting on cell phones must be set to *silent* or *vibrate*, and the volume level on listening devices using headphones must be kept low, to avoid disturbing patrons.

Talking on cell phones in a reasonable voice is permitted on the first floor of the Library except in the Music/Media Lab and near the stairwell. Per library staff discretion, any patron talking loudly on their cell phone will be asked to finish the call outside the Library.

Talking is not allowed 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. Cell phones may not be used in the restrooms.

## Food and Beverage Policy

Consumption of food is permitted on the first-floor of the Crowell Library, if consumed responsibly. Patrons are expected to clean up after themselves, discarding trash in appropriate containers and notifying staff immediately of any spills.

Food is limited to meal replacements, snack or wrapped items which 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 with food having a strong odor may be asked to consume it outside the Library. Patrons disregarding the food policy will be asked to leave the Library.

Beverages in lidded containers are allowed everywhere in the Library.

## Technology Service Desks

Moody's technology service desks provide technology support and resources to students. If you are in need of technology support, please feel free to visit the Sweeting 1 Service Desk (located across from the Library) or the Crowell 3 Service Desk. You can also call 312-329-4067 or email [ITS@moody.edu](mailto:ITS@moody.edu).

Technology services for students include:

- Computer labs in dorms and Sweeting Center
- Printing services
- Blackboard technical support
- Student email (@moody.edu address) support
- Wireless Internet
  - Student email support (Please note: You will lose all access to your @moody.edu mailbox when you depart Moody)

Services available only at the Sweeting 1 desk:

- Audio visual equipment (e.g., projectors, cameras, sound systems) for classroom, PCM, or personal use
- Recordable media (CD, DVD, and flash drives) for purchase
- Mac video adapters for connecting a Mac laptop to a Smart Desk (in every classroom)
- Laptop checkouts (as available)
- Lamination services
- CD and DVD duplications

Services available only at the Crowell 3 desk:

- Student computer evaluation/troubleshooting

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

## LifeWay Christian Bookstore

LifeWay is one of the largest Christian bookstores in Chicago which offers a variety of services and items. Textbooks are available for purchase for all your classes. They also offer a wide range of Christian literature, Bible references and translations & editions, several selections of music including CD's, printed music and accompaniment tracks. Gifts, cards, clothing, church supplies, and Sunday school materials are readily accessible. Special services include the sale of concert tickets, gift certificates, and the opportunity to special order items not regularly stocked. In addition, LifeWay Christian Stores hosts autograph receptions with authors and artists throughout the year. Contact LifeWay at 312-664-0799 or [www.lifeway.com](http://www.lifeway.com).

## Mail Services

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 an U.S. Postal requirement. For packages sent by a private carrier such as UPS, FedEx, etc., you must use your CPO number and 820 N LaSalle Boulevard.

### Letters and packages sent via US Postal Service:

Your Name

CPO \_\_\_\_\_

P.O. Box 10060

Chicago, IL 60610-0060

### Packages sent via UPS, FedEx, etc.

Your Name

CPO \_\_\_\_\_

820 N LaSalle Blvd

Chicago, IL 60610-0060

### Use of the Institute Name

Students must not use the name of the Institute on personal stationary or other printed materials.

Students who belong to outside organizations are not permitted to have stationary printed with the name of the organization listed over the Institute address.



### Post Office Boxes

A private mailbox in the Central Post Office is provided for all students registered for classes on campus and will be assigned during orientation. This box will remain with you for each consecutive semester that you take classes on campus. Should you take a break from campus for any reason (sabbatical, international studies, Intermission, 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 to see 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.

### Questionnaires/Publications

The VP & Dean of Student Life must approve all questionnaires and publications prior to their publication and insertion into student mailboxes.

### Cash in the Mail

Never send or ask to receive cash in any mail system. The US Postal Service, UPS, FedEx as well as Moody'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 key 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.

### Solheim Center

The Institute 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 full-time Seminary and

undergraduate students. *A valid MBI ID card and job are required for entrance to the Solheim Center.*

These are the anticipated Solheim Center semester hours, subject to change upon special notice:

#### Solheim Center Hours

|                          |                        |
|--------------------------|------------------------|
| <b>Monday – Thursday</b> | 6:30 a.m. – 10:00 p.m. |
| <b>Friday</b>            | 6:30 a.m. – 8:00 p.m.  |
| <b>Saturday</b>          | 9:00 a.m. – 4:00 p.m.  |
| <b>Sunday</b>            | Closed                 |

#### Pool Hours

|                  |                        |
|------------------|------------------------|
| <b>Monday</b>    | 6:30a.m.-7:45 a.m.     |
|                  | 11:00 a.m. – 7:00 p.m. |
| <b>Tuesday</b>   | 6:30 a.m. – 7:45 a.m.  |
|                  | 11:00 a.m. – 7:00 p.m. |
| <b>Wednesday</b> | 6:30a.m.-7:45 a.m.     |
|                  | 11:00 a.m. – 7:00 p.m. |
| <b>Thursday</b>  | 6:30 a.m. – 7:45 a.m.  |
|                  | 11:00 a.m. – 7:00 p.m. |
| <b>Friday</b>    | 6:30 a.m. – 7:45 a.m.  |
|                  | 11:00 a.m. – 7:00 p.m. |
| <b>Saturday</b>  | 12:00 p.m. – 3:45 p.m. |
| <b>Sunday</b>    | Closed                 |

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 schedule is posted weekly to update participants concerning the weekly events and activities.

#### General Information

Participants are to change into a separate, clean pair of shoes for all activities in the Solheim center. Proper gym attire is required. Men must wear shirts at all times. Dark soled running shoes, turf shoes, and spiked shoes are prohibited. Any other types of shoes, which mark the floor, are not permitted. Food and beverages are allowed only in the front lounge area. Contact the Solheim Center Control Desk by calling 312-329-4039 for any additional questions regarding Solheim.

#### Solheim Facilities Available

The main gym, running track, classrooms, aerobics room, weight room, racquetball courts, tennis courts,

locker rooms, and swimming pool are open as listed in the schedule above.

Racquetball court reservations are available the week of play by calling extension 4039 or signing up at the Solheim Front Desk. Safety goggles are required to play racquetball.

### **Pool Regulations**

Natatorium swimsuits are required: Women – 1 piece; Men- boxer style. Swimmers must shower before entering the pool.

### **Lockers**

Lockers are available for the time of activity. Individuals should furnish a lock during the time of usage. Locks must be removed after each usage.

### **Equipment Check Out**

A variety of equipment is available for checkout. A valid MBI card is required as collateral. If the items are lost, the participant will pay a replacement cost for each item. Equipment includes: basketballs, volleyballs, racquetball equipment (a \$1.00 fee for racquetball racquets), balls, bats, etc. A \$20.00 refundable deposit is required for equipment taken off campus.

### **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 Building Operations Manager by calling 312-329-8089.
2. Students bringing guests for Outreach Ministry are allowed only one registered guest (\$2.00 per individual). MBI students must stay with their registered guest at ALL TIMES. Small groups (PCM, or Youth Group) for Outreach Ministry must have the approval from the Building Operations Manager who can be reached by calling 312-329-8089.

### **Aerobics and Weight Room Rules & Guidelines**

The aerobics room and weight room are some of the most used areas in the Solheim facility and are available for resistance and aerobics programs. Physical Education classes are given priority usage from 8:00 a.m. – 3:00 p.m.

### **Policies**

Exercise dress must not be in contradiction to the standards set forth in the Student Life Guide (SLG).

Aerobics/weight room users are required to wear appropriate footwear. Footwear, which marks the floor, is not permitted and all footwear must be changed before entrance.

Food is not allowed in the aerobics and weight rooms, with the exception of liquids IN AN ENCLOSED CONTAINER.

Individual hand weights used during the aerobic exercise must be rubber or plastic covered. Hand weights MAY NOT BE TAKEN FROM THE AEROBICS OR WEIGHT ROOM.

### **Tennis Court Rules & Guidelines**

The tennis courts are open the same hours as the Solheim Center or until dusk. Two double courts and one single court are available.

### **Reservations**

Tennis courts are reserved for 1 hour at a time, with reservations beginning on the hour. Call the front desk at 312-329-4039 to make a reservation. When there are only 2 players, reserve the singles court. Players who are ten or more minutes late for their reservation will forfeit that time.

### **Players**

All players must report to the front desk to confirm their reservation prior to going onto the assigned court. Failure to register at the Solheim Desk before play eliminates the right to play, and the court time is automatically cancelled.

### **Dress Code**

Tennis attire is not to contradict the standard set forth in the SLG. T-shirts, shorts, sweatshirts, sweatpants, and warm-up suits are standard, acceptable dress. Men must wear shirts at all times. Only tennis shoes are accepted footwear on the tennis courts.

### **General**

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



## Public Safety and Security

With our main campus located in the heart of the city of Chicago, Moody Bible Institute is highly committed to providing and promoting a safe environment for our students, faculty, staff and visitors. The Office of Public Safety and Security maintains a visible presence throughout our campus and is readily available to serve and assist while ensuring that our campus remains secure. Educating our students in security issues, personal safety measures, and protective strategies are all part of 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 the Institute.

Additional safety information can be found on our website through [my.moody.edu](http://my.moody.edu) or on our Facebook page at [www.facebook.com/MBIPublicSafety](https://www.facebook.com/MBIPublicSafety). These pages include the most recent campus alerts, elevator safety, and rape prevention information, personal safety information, instructions for fire drills and lockdown drills, and general safety information.

### 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 do whatever is possible to notice and address out-of-the-ordinary behavior before it injures 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.

Moody Bible Institute and Theological Seminary teaches students and employees that we need 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 that is 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 for police and ambulance response; followed by a call to Public Safety (from any campus phone dial 4357). (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. (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 indication of a person needing assistance, contact a member of 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)
4. If you wish to report concerns anonymously, you can call the TIPS line at (312-329-TIPS).

### Identification Cards and Fobs

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 Institute by having all students and staff readily identified in this high profile manner.

Please immediately report lost or stolen ID cards or fobs to the Facilities Department. Replacement ID cards are available for \$5.00 and replacement fobs are \$10.00. Lost fobs can be temporarily deactivated at no charge to give the owner an opportunity to find their old fob, before purchasing a new one is required.

IDs and Fobs are the property of MBI. As such they should be returned to the Facilities Office upon final departure whether that be graduation or some other extenuating circumstance. IDs, keys, and Fobs are not to be transferred to anyone, but should remain in the

owner's possession at all times. Please take note that the Fob is a type of key and if placed in the wrong hands can become a security concern.

### Campus Visitors

For security and safety reasons, we require that all guests register and wear visitor IDs. Visitor IDs can be obtained at the Alumni Student Center or Crowell Hall desks.

### Fire Drills

When the fire alarm sounds, you must vacate the building. Instructions are posted in classrooms and your professors will give additional explanation. False alarms set off by students will result in a \$100-\$500 fine.

### 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 that provides any on-campus student housing facility to include in its annual security report a statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities, Moody Bible Institute has the following policy:

1. Upon determining that a resident student has been missing for 24 hours, the VP & Dean of Student Life or the Associate Dean of Residence Life will immediately notify MBI Public Safety and Security and the local law enforcement agency.
2. The VP & Dean of Student Life or the Associate Dean of Residence Life will notify the 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, Moody Bible Institute 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).

The MBI Office of 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 convene when it is determined that additional resources and manpower are needed to respond.

### Lockdown

A lockdown is where a building (academic or corporate) is secured in order to prevent individuals from getting in or out until an emergency situation has been resolved. If a Floor Representative receives a call from a Crisis Management Response Team (CMRT) person or a public address announcement occurs stating a lockdown is in effect, he or she should:

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 (x4357) and inform them of your location and the number of people in the area (use land line if possible)

### Fireworks

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

### Weapons

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

### Student Parking Information

A copy of the most current parking policies can be found in the Facilities Office located in Crowell basement and online at my.moody.edu, Student Resources Tab, Parking Policies link. These policies cover vehicles and bicycles on campus. Vehicle owners are responsible for any issues concerning their vehicle while it's on campus and students are responsible for all fines resulting from parking violations.

Commuter and Resident parking passes can be purchased through the Facilities office.

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

#### **Vehicle Use and Driver Policy**

Student safety, as it applies to driving vehicles, is a matter that MBI takes very seriously. The MBI Vehicle Use Policy and driver approval process applies to all students and employees who drive vehicles, including personal vehicles, on Moody related business. A copy of these policies and procedures can be found in the Facilities Office located in the Crowell basement. MBI approval must be granted before students may drive on any MBI sponsored activity.

# Academic & Business Information

- »» Class Attendance Requirements
- »» Change in Enrollment
- »» Financial Information
- »» Marriage of Students
- »» Payment Plan
- »» Financial Aid
- »» Veteran's Benefits

## Academic Information

### Family Educational Rights and Privacy Act

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

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

Students have three primary rights under FERPA: (1) the right to inspect and review their education records; (2) the right to seek to amend education records; and (3) the right to have some control over the disclosure of information from their education records.

### Directory Information

Unless students have requested that their directory information be listed as confidential through the Office of Academic Records or by the students themselves in their [my.moody.edu](http://my.moody.edu) student portal, information designated as "Directory Information" may be disclosed without the consent or knowledge of the student. Directory information at Moody includes the following information:

- Student's name
- Date of birth
- Marital status
- Photo
- Addresses
- Telephone information
- Email addresses
- Dates of attendance
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Enrollment status
- Academic program
- Academic program(s) earned
- Honor(s) and award(s) received
- Graduation date

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

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

### Student Classifications

Students are classified by the number of credits completed.

| YEAR      | HOURS COMPLETED |
|-----------|-----------------|
| Freshman  | 0-29            |
| Sophomore | 30-59           |
| Junior    | 60-89           |
| Senior    | 90 and above    |

### Registration

Students are responsible for course registration on the [my.moody.edu](http://my.moody.edu) student portal. Holds on students' accounts may prohibit them from enrolling in courses until the holds have been lifted. It is recommended that students follow the program plan, which is the suggested sequence of courses to fulfill their academic requirements. Pre-registration begins one week prior to open enrollment and occurs in the following sequence (see the Academic Calendar in the catalog or at [www.moody.edu/academic-calendar](http://www.moody.edu/academic-calendar) for specific dates):

Fall Semester: Registration begins in April

Spring Semester: Registration begins in October

Summer Semester: Registration begins in February.

Registration for a 16-week course closes at the end of the first week of the semester. Registration for an online course closes prior to the beginning of the course (see Moody Bible Institute Distance Learning catalog for more information). Credit will not be given to students that do not enroll in courses through the [my.moody.edu](http://my.moody.edu) student portal by the specified registration deadline. Furthermore, students will be prohibited from attending or participating in courses that are not on their official

record. Students may check their [my.moody.edu](http://my.moody.edu) student portal for additional registration information.

### Grading System

A student's work for any semester in a given subject is evaluated by the faculty member according to the following letter grades:

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

---

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

### Grade Points

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

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

### Semester Grade Point Average

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

### Cumulative Grade Point Average

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

### Scholastic Honors

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

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

### Academic Transcripts

Students may request a transcript of their Moody academic record through Parchment Exchange, which is an online academic credential exchange platform in partnership with the Office of Academic Records. Parchment provides transcripts of past and present Moody students and their academic record. Moody will not issue a transcript or release other non-public information except on the written request of the student. Transcript requests may not be processed for students who have a hold on their account. If a request for a transcript is submitted between the completion of a course and the release of grades, the transcript will be sent out without the latest course grade(s) unless the student specifically requests to hold the transcript for final grade(s). The following fees are applied to transcript requests per transcript:

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



## Academic Policies

### Academic Credit Policies

Academic credit includes credits earned at Moody, transfer credit, test credit, and credit by examination. Institutional credit contributes to the student's grade point average, while transfer credit and credit by examination do not contribute to the student's grade point average. Final approval of academic credits is under the authority of the registrar. Moody Bible Institute does not grant academic credit for non-academic prior experience. A maximum of 75% of a program may be completed through transfer credit, test credit, or credit by examination.

### Transfer Credit

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

1. The course must be taken at an institution of higher learning that is regionally accredited, accredited by the Association for Biblical Higher Education (ABHE), or accredited by the Transnational Association of Christian Colleges and Schools (TRACS).
2. The course must be equivalent in content and credit hours (i.e. 4.5 quarter hours = 3 semester credit hours).
3. The student must earn a grade of C or better. A course graded on a pass/fail basis will not transfer.
4. Credits that exceed ten years from the date of completion are not transferable toward current program requirements.
5. The course fulfills one of the student's academic program requirements.
6. Records must be submitted on official transcripts prior to the start of a student's final semester.
7. Students submitting international transcripts will be required to have a course-by-course evaluation from the World Education Services ([wes.org](http://wes.org) or (212) 966-6311) or Education Credential Evaluators ([ece.org](http://ece.org) or (414) 289-3400).

### Test Credit

Moody Bible Institute accepts Advanced Placement (AP) Examination, College-Level Examination Program (CLEP), International Baccalaureate (IB), and other credit by examination testing recognized by the

American Council on Education (ACE). Official test scores must be submitted prior to the start of a student's final semester. For a list of courses and the established acceptable scores, contact the Office of Academic Records.

### Credit by Examination

Students who desire to earn undergraduate credit based on extensive personal study or other non-transferable learning may appeal for credit by examination. Eligibility for credit by examination is determined by the Department Chairs. Students must complete credit by examination prior to the start of their final semester.

### Earned Degree Credit

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

### Statute of Limitations

Academic credits completed at Moody prior to 1990 are not applicable to current academic program requirements.

### Academic Dismissal

Students are dismissed from Moody on a case-by-case basis by the Academic Standards Committee. Students may appeal their academic dismissal status within thirty days of dismissal to the committee. Students must follow the appeal process as outlined below. The committee will review the requested appeal and the final decision will be communicated to the student. Academically dismissed students who are applying for readmission will be reviewed on a case-by-case basis.

### Appeal Process

Reasons for appeal might include:

- Medical, family, or emotional difficulty
- Documented learning disability
- Other special significant or unusual circumstances

Students must submit the following:

- A detailed statement of their reason for not meeting SAP standards
- What has changed that will enable them to meet SAP standards
- Third party documentation supporting their statement such as, but not limited to:
  - Letter from doctor, minister, counselor, or instructor



- Hospital records
- Death certificates

### Academic Probation

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

#### **Quantitative Measure (Pace of Progress)**

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

#### **Qualitative Measure (Cumulative GPA)**

Students are required to meet SAP standards in order to remain in good academic standing and retain eligibility for financial aid. The qualitative measurement requires a certain cumulative GPA based on the number of credits earned according to the chart below.

#### **Undergraduate Certificate and Associate Degree**

| Credits Earned | Minimum Cumulative GPA |
|----------------|------------------------|
| < 15           | 1.800                  |
| 15 +           | 2.000                  |

#### **Bachelor Degrees**

| Credits Earned | Minimum Cumulative GPA |
|----------------|------------------------|
| < 30           | 1.800                  |
| 30 to 60       | 1.900                  |
| > 60           | 2.000                  |

#### **Maximum Time Frame**

The maximum time frame for receipt of financial aid must be no longer than 150% of the published length of an academic program. At Moody, many Bachelor of Arts degrees require students to earn 126 credits; therefore, students enrolled in a 126 credit Bachelor degree are allowed up to 189 attempted credits (including all transfer credits accepted toward completion of a student's program) to be considered for financial aid. The maximum time limits include all credits

attempted regardless of whether or not financial aid was received.

### Probationary Semesters

If students are not meeting SAP at the end of a semester, they will be placed on academic probation for one semester. Students not meeting SAP by the end of the probationary semester will be reviewed by the Academic Standards Committee. The committee will choose one of the following:

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

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

#### **Academic Plan for Improvement**

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

### Change of Program and Campus

Students may request a change of program, major, emphasis or campus using the form available from the Office of Academic Records. Chicago campus students

are not permitted to change once they have attained junior or senior status. Requests must receive department chair approval. If approved, a student's program requirements will change to the requirements documented in the corresponding academic catalog, and will be effective for the semester in which the change was approved.

Students requesting a change to Moody Bible Institute Distance Learning must use the change of program form associated with that school. Students enrolled at the Spokane campus or Moody Bible Institute Distance Learning who are requesting a change to the Chicago campus must apply through the Office of Admissions.

### **Course Attendance**

Course attendance is essential to academic achievement and the successful completion of a course. Faculty members have the prerogative to establish their own attendance and participation policies in regard to academic requirements. The following policies are guidelines provided to individual instructors in preparing their course's attendance policies. Students should keep absences to a minimum, making certain that any absence from a course is for extenuating circumstances. Students are personally responsible to keep a record of their absences.

If absences occur on days when tests and other personal student assignments are scheduled, normally the work may not be made up. It is the instructor's prerogative to determine if an exception can be made. Any document submitted by the student to support a request would be helpful to the instructor making a decision. In any event, the student is responsible for all work due and for class work missed. The instructor is under no obligation to give private tutoring to students who have taken absences.

Seniors in their last semester or summer school session who have a cumulative grade point average of 3.50 may be granted, at the discretion of the instructor, unlimited absence privileges. Each qualifying senior is responsible to determine whether this privilege is available in each individual course.

### **Tardiness to Class**

A student who has been tardy 3 times to class may be penalized one absence for that class. If the student is more than 15 minutes late on any one occasion, the student may be penalized one absence for that course.

Leaving class 10 minutes or less before the end of class may be treated as a tardy.

### **Absence Due to Illness**

In case of illness, students are responsible to email each course instructor some time during the day of their illness, preferably prior to the class session, informing each instructor that they will not be in attendance at that class session. This email will inform the instructor that you will be absent and serves as a record of the reason for your absence. If a student decides to appeal overcuts in a course, then copies of these emails must be saved by the student and submitted along with any overcut appeal forms to the Office of Academic Records near the end of the semester. Overcut appeals submitted without proper documentation will not be considered for review by the Academic Standards Committee and will automatically receive grade reductions.

### **Absence Due to Emergency**

Students with off campus emergency situations beyond their control such as hospitalization, death in the family, or interrupted travel plans due to bad weather, must report, in person, to the Student Development Office, preferably prior to leaving campus, or within one week of their return on campus. A notification letter is sent to each of the student's faculty by the VP & Dean of Student Life to verify the reason for the student's absence. This letter does not excuse the student from the absences taken in class, but serves as the official recognition of the reason for the student's absence from class.

NOTE: Absences due to illness or emergency do not entitle the student to additional absences. If all permissible absences are used for illness or emergency, no further absences will be allowed except for further illness or emergency.

### **Absence of Instructor**

No attendance will be taken in a class when the instructor fails to appear. However, the class should remain in session for at least ten (10) minutes before disbanding unless word is received that the class is to remain longer.

### **Appeal Policy for Overcuts**

If absences were unavoidable, an appeal for special consideration may be submitted to the Office of Academic Records. Faculty members are not authorized to handle attendance appeals. Oversleeping, misreading schedules or absence from one course to study for another course are avoidable situations and are not

appealable. Students who make the choice to add a course after the first week of the semester will be responsible for class sessions missed as these absences will be considered an avoidable action and the penalty of cuts will apply. Students who have valid absences and wish to appeal the overcut grade reduction as established by the course instructor must follow these steps when submitting an appeal:

1. One month prior to the end of each semester, the student must request an overcut appeal form from the Office of Academic Records. A separate appeal form must be completed for each overcut class.
2. There is a \$10 non-refundable charge per form.
3. All absences must be listed with accurate dates on the form. The student must complete their portion of the form and give it to the course instructor of the course they are appealing absences for. The course instructor will complete the form and submit the form to the Office of Academic Records.
4. Students will be notified via email during the last week of the semester informing them if their appeal has been approved or denied.

Failure to submit all required information will result in the appeal being denied.

### Charges for Taking Additional Credits

Students enrolled in more than 18 credits per semester will be required to pay the current catalog tuition rate (see the financial section of the Undergraduate Catalog for rate information) for credits 19 and above. Private music lessons, music ensembles, internships, and communication practicum enrollments will not be counted in the 18-credit enrollment limit.

### Course Audits

Auditing a course allows a student to take a course without the benefit of a grade or credit for the course. Courses required for the student's academic program cannot be audited, nor can an audited course be repeated for credit. Students must adhere to the course's attendance policies, but are not required to complete course assignments unless requested by the faculty member.

Students may request to audit a course using the audit form available from the Office of Academic Records. Course audits must receive faculty approval. The approved

form must be submitted to the Office of Academic Records by the end of the second week of the semester.

### Course Cancellations

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

### Course Drops

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

| Length of Course | Drop with No Grade | Drop with Penalty (W) | Drop with Greater Penalty (WF) |
|------------------|--------------------|-----------------------|--------------------------------|
| <b>16 Week</b>   | Day 1–7            | Day 8–56              | Day 57+                        |
| <b>10 Week</b>   | Day 1–5            | Day 6–35              | Day 36+                        |
| <b>8 Week</b>    | Day 1–4            | Day 5–28              | Day 29+                        |
| <b>3 Week</b>    | Day 1–2            | Day 3–10              | Day 11+                        |
| <b>2 Week</b>    | Day 1–2            | Day 3–6               | Day 7+                         |
| <b>1 Week</b>    | Day 1              | Day 2                 | Day 3+                         |

### Course Extensions

Students unable to complete the requirements of a course by its end date, due to extenuating circumstances beyond the student's control, may request a course extension from their faculty member. The reason for the extension needs to be valid and documented. Extension forms may be obtained from the Office of Academic Records and must be submitted two weeks prior to the end of the course. If an extension request is approved, the student will receive additional time according to the table below. All

coursework must be completed by the end of the extension. Students who do not complete and submit all final coursework to their instructor by the end of the extension will receive an official grade based on the coursework submitted. This may result in the failure of the course.

| Length of Course | Length of Extension |
|------------------|---------------------|
| 16 Weeks         | 5 Weeks             |
| 10 Weeks         | 3 Weeks             |
| 8 Weeks          | 3 Weeks             |
| 3 Weeks          | No Extension        |
| 2 Weeks          | No Extension        |
| 1 Week           | No Extension        |

### **Late Course Work/Extensions**

Required notes, papers, or projects are due at the time appointed by the instructor. Students are responsible to learn from the instructor what special papers are required and the due dates. When it is impossible to submit course work on time, the student should consult the instructor who may grant an extension not beyond the last day of the semester.

### **Course Repeats**

Students may repeat a course in which they have previously received a failed grade (F), withdrawal failing grade (WF), or unofficial withdrawal grade (FN). When a course is repeated, the most current grade will be used to calculate the current and cumulative GPA. The previously attempted course will remain on a transcript in the semester when taken, but the grade for the previously attempted course will be noted with the respective replacement grade (i.e., X, WX, or XN), which will not affect a student's GPA. Students receiving the Undergraduate Chicago Tuition Grant will be charged a course fee (see below) and all other students will be charged tuition for a repeated course.

Charges for failed courses:

|                |          |
|----------------|----------|
| 1 credit hour  | \$300.00 |
| 2 credit hours | \$500.00 |
| 3 credit hours | \$700.00 |
| 4 credit hours | \$900.00 |

### **Directed Study**

A directed study course is an option available to students who, due to extenuating circumstances, are not able to meet program or graduation requirements within the regularly scheduled courses. Students must request a directed study using the form available from the Office of Academic Records. Approved directed study forms

must be submitted prior to the close of registration. All coursework must be submitted within the 16-week (fall or spring) or 10-week (summer) semester.

### **Discontinuation**

Students who do not maintain continual enrollment for each fall and spring semester will be discontinued (see Required Academic Load). Students not on probation may also voluntarily discontinue their studies at Moody by submitting the Discontinuation form to the Office of Academic Records. Discontinued students will no longer be permitted to enroll in courses in any venue and will lose access to their student account. Students who desire to return to Moody must apply for readmission through the Office of Admissions.

### **Expected Graduation Date**

Chicago campus students are assigned an expected graduation date based on the Undergraduate Chicago Tuition Grant policy (see Financial Aid section of undergraduate catalog). Students are allotted eight semesters (fall and spring) to complete the BA degree or ten semesters (fall and spring) to complete the BMus degree. For every 15 applicable Spokane campus credits, Moody Bible Institute Distance Learning credits, transfer credits, test credits, and credits by examination students will receive one less fall or spring semester to complete their degree. Students who need more time to complete their degree will be required to pay full tuition for each additional semester. An appeal may be submitted to the Office of Academic Records for an additional Undergraduate Chicago Tuition Grant.

### **Grade Appeals**

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

- Step I The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step II.
- Step II The student presents the appeal and supporting data in writing to the Department Chair. The instructor also submits a written summary of the issue. If the issue is not resolved at this level, the student moves to Step III.
- Step III The student presents the appeal, along with supporting data, in writing to the

Undergraduate School office. The Department Chair also submits a written report on the appeal. If the appeal reaches this step, the student moves to Step IV.

Step IV The student presents their appeal, along with supporting data, in writing to the Office of Academic Records. The Undergraduate School office also submits a written report on the appeal. If the appeal reaches this step, then Step V is also initiated.

Step V The registrar initiates and sets a meeting of the Academic Standards Committee after the appeal is received. The decision of the committee is final. A written response will be sent to the student as soon as a decision has been reached.

## Graduation and Commencement

### *Graduation Requirements*

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

Graduation Process:

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

Graduation Requirements:

- Successfully complete all academic program requirements, including Ministry Internship requirements.
- Submit transcripts or scores for all transfer credit, test credit, and credit by examination, if applicable, prior to the start of a student's final semester (see Academic Credit Policies).
- Maintain a minimum cumulative GPA of 2.00.
- Receive passing credit for New Student Orientation and each semester of Practical Christian Ministry.
- Demonstrate a commendable spiritual life and Christian character and display approved conduct in accordance with Moody's guidelines.
- Sign a statement of agreement with Moody's doctrinal position.
- Be approved to graduate by the Office of Academic Records and the Undergraduate Faculty.

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

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

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

Failure to follow this process will result in program discontinuation.

### *Commencement Eligibility*

In order to be eligible to participate in the May commencement ceremony, students must complete the Graduation Process and be actively enrolled in all required coursework by the given deadline. Students outside of the Educational Ministries Department are permitted to participate if they are only enrolled in an internship in the summer semester following commencement. If at any point a student is no longer on track to meet the Graduation Requirements, commencement eligibility will be revoked.

For additional information and instructions regarding Graduation and Commencement, contact the Office of Academic Records.

### *Intermission*

Intermission allows students to retain active status in an academic program though not enrolled in residential, on-campus courses. Intermission may be requested for medical, financial, or personal reasons. Students must apply for intermission prior to the start of the semester through the Office of Academic Records and may only enroll in up to eight Moody Bible Institute Distance Learning credits or an internship. A fee will be charged to the student's account for each semester of intermission, with the exception of students who are enrolled in distance learning courses. Chicago campus students enrolled in distance learning courses while on intermission will not receive the Undergraduate Chicago Tuition Grant. Students who are in good standing may take a total of four semesters of intermission (fall or spring).



Students on intermission are required to follow the Student Life Guide Standards and sign the Community Life Agreement form.

### **Plagiarism**

All students at MBI are expected to maintain the highest standards of academic integrity. Cheating and plagiarism are not permitted, as both practices not only deceive the faculty member but also, defraud the original source.

Cheating is falsely presenting another's work as one's own and is manifested in the theft of answers for an examination or quiz, the duplication of assignments, and the falsification of reading reports. Plagiarism is literary theft and is manifested by presenting the ideas or words of another as one's own without crediting the source. When a student voluntarily confesses to cheating and/or plagiarism the faculty member shall impose a penalty of no less than the loss of actual material falsified and no more than the loss of the entire quiz, report, project, or exam as deemed equitable. If the final semester grade has been issued, the violation is to be submitted in written form to the Academic Standards Committee. The committee in cooperation with the instructor, when available, will determine the appropriate response.

For cheating and plagiarism not voluntarily confessed; the penalty will be the same as above and the student will be referred to the VP & Dean of Student Life for further consultation and possibly disciplinary measures.

### **Program Completion**

Program completion allows discontinued students who have 12 or fewer remaining credits to return to Moody to complete the program requirements, which are documented in the catalog in which they originally started. Students must have 12 credits or less remaining to complete their program, and must apply to return within two years of being discontinued as a student.

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

### **Recording Class Sessions and Events**

Classes may only be recorded with the permission of the professor.

Students with disabilities who must record classes as an accommodation for their disability should make arrangements with the Student Resource Center.

Students wishing to video or audio record events, including panels, discussions, and presentations, must obtain approval from the designated faculty advisor or the Associate Dean for Student Programs.

### **Required Academic Load**

#### ***International Students***

International students with F-1 visa status must maintain a full-time academic load (minimum of 12 credits) each fall and spring semester. A minimum of 6 credits must be taken on-campus. Students in their final semester, including summer semesters, are not required to maintain a full-time load, but must be enrolled in a minimum of one on-campus course. It is important that international students complete all their coursework, including field education, by the end of their final semester. F-1 status students may jeopardize their legal status if they are only enrolled in non-traditional format courses (directed study or online). For additional information regarding F-1 visa required academic load, contact the Office of International Students.

#### ***Chicago, IL Campus Students***

Chicago campus students are required to enroll in a minimum of 12 credits of on-campus courses each fall and spring semester in order to retain active status and receive the Undergraduate Chicago Tuition Grant. Students who enroll in less than 12 credits of on-campus courses or have not been approved for intermission will be discontinued or lose eligibility for the Undergraduate Chicago Tuition Grant.

#### ***Spokane, WA Campus Students***

Spokane campus students are required to maintain continual enrollment in courses each fall and spring semester in order to retain active status. Students who do not enroll in at least one course or have not been approved for intermission will be discontinued for non-enrollment.

### **Term Withdrawal**

Students who must withdraw from all courses during a semester for any reason should complete the term withdrawal process through the Office of Academic Records.

## Unofficial Term Withdrawal

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

## Marriage of Students

Students who plan to marry while enrolled in the Undergraduate School must schedule the ceremony during the winter or summer break periods. No student is allowed to get married while the fall or spring semesters are in session. Any questions regarding this policy should be directed to the VP & Dean of Student Life at [timothy.arens@moody.edu](mailto:timothy.arens@moody.edu) or 312-329-4191.

Students who intend to marry while enrolled are asked to read our *Intent to Marry Information Form*. This form can be accessed on the Student Development home page of your student portal or received from the Student Development office on Culby 2. *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 is available on campus for 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.

## Marriage of International Students

International students must follow state student marriage policies along with Immigration regulations if it involves any kind of status change. Students must be aware of the following school requirements:

1. A marriage license should be obtained within each state's permissible time frame (i.e. IL is 60 days).

2. Students cannot register or behave as an actual married couple in order to change their status (wedding pictures, residence, bank account, etc.)
3. Students cannot process a Permanent Resident application before the wedding is held.
4. Students cannot be out of status or have held an incomplete F-1 status during the process of the *Permanent Residence application*.
5. Students should not falsify any information (i.e. marriage date) on documents to comply with *Permanent Resident Regulations*.

Further information can be discussed with the Assistant Dean of International Students located on Culbertson 2.

## Residence Requirements

All unmarried undergraduate students are required to room and board at the Institute. Married students without children may, by choice, live on or off campus.

## References

Students presently enrolled who are requested to submit a Moody Bible Institute reference must only use the Student Development Department as an official reference. Faculty members or other staff may provide only personal references.

## Student Lists

Students are not permitted to post or distribute lists of names of other students for any reason (please see "FERPA" for details).

## Financial Information

### Student Bills

Room, board, and student fees required of all students in residence, total approximately \$6,100 - \$7,300 per semester for students housed in a double-occupancy room. The cost of books and supplies is estimated at \$500 per semester, personal expenses may total \$500-\$700 per semester, depending on the student's needs and desires.

Special fees for music and other course fees are listed in the fees section of the catalog. Students may estimate their semester expenses by totaling all applicable fees plus personal items.

Students who remain on campus during breaks will be billed for this stay. No meals will be served during the breaks. Students who stay on campus over spring, summer,



or winter break may be eligible to have their room partially paid for by a Moody department that employs them, if approved.

### Payment Policies

1. Balances are due in full August 1 for the fall semester, December 1 for the spring semester, and May 1 for summer, unless the student is enrolled in the Campus Payment Plan. A \$25 late fee will be charged if the account balance is not received by Moody's due date.
2. A Campus Payment Plan is available for fall, spring, and summer semesters to all Chicago and Spokane students, with the exception of International Students (F-1 Visa holders) attending their first semester. Information on this plan is available online at [moody.edu/Chicago/tuition](http://moody.edu/Chicago/tuition) or [moody.edu/Spokane/tuition-fees](http://moody.edu/Spokane/tuition-fees). For additional questions, please contact, [studentpaymentplan@moody.edu](mailto:studentpaymentplan@moody.edu) or call at 312-329-4223. The cost for enrolling in the Campus Payment Plan is \$50 each for fall and spring semesters and \$25 for the summer semester. A \$25 fee is charged for late payments or underpayments.

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

### Outside Aid and Your Payments

Students must communicate Moody's payment deadlines to any scholarship or sponsoring organization so that payment can be made in full by Moody's due date. To ensure that the amount is applied to the fall and spring semester bills by Moody's due date, please send the check prior to August 1 for the fall semester, December 1 for the spring, and May 1 for the summer semester. If the scholarship funds are not received by Moody's due date, students must make payment in full at that time. Adjustments to your bill will be made when the actual check is received. Exceptions to this can only be made if the scholarship organization

requires certification after classes begin **and** they provide an award letter on their letterhead stating the amount of the scholarship award. *Outside scholarships do not replace your regularly scheduled payments. They can, however, lower your overall monthly payment plan amount.*

### Methods of Payment

1. Payments can be made by cash/check at Teller Services on the fourth floor of Crowell Hall. They are open M-F 9 am – 2:30 pm. (Closed 12-1 & during President's Chapel).

2. Students may make payments online through the [my.moody.edu](http://my.moody.edu) student portal by debit/credit card. (Visa or MasterCard only)

Others\* making payments towards a student's bill may make payments online with a debit/credit card at Non-student payment. (Visa or MasterCard only)

\*Outside scholarship payments may not be made online.

3. Payments by check\* or money order\* may be sent to:

Moody Bible Institute  
Department #1018  
P.O. Box 6500  
Chicago, IL 60680-6500

\*Please include student name and ID # on all checks and money orders.

### Health Insurance Requirement

All Chicago campus residential students and international students with F-1 status (including spouses and children) are required to be covered by a health insurance plan that provides for hospitalization and medical-surgical coverage in the event of sickness or accident for the entire time they are enrolled as a student, including breaks between semesters. All students are personally responsible for any health care expenses not covered by their insurance, (deductibles, copayments, excluded items and services, etc). Students are responsible for knowing and following the procedures of their insurance company, including remaining current with any forms to be submitted, and for following the payment policy of the health care provider, office, clinic or hospital from which they

receive services; this may mean that payment is required at the time of service.

All Chicago campus and international students will be automatically enrolled in and charged the Student Individual Plan premium and remain on that plan unless we receive an alternate enrollment form or waiver form. If a student chooses another insurance plan, he or she must provide the Institute with evidence that coverage is in effect by submitting a completed waiver of insurance form. This form must be submitted with a copy of both sides of their current insurance card once each school year, prior to the fall semester (or the first semester of the school year during which the student is enrolled). The deadline to submit enrollment/waiver documents for Fall semester is August 31<sup>st</sup>; Spring semester is January 31<sup>st</sup>. Students who do not submit documents prior to these deadlines will remain on the MBI student health plan and will be responsible for the full semester premium. Commuter students are eligible to participate in the MBI Student Insurance program provided that one or more of the following conditions apply: (1) full-time status, (2) Educational Ministries students completing their student teaching, (3) graduating seniors in their final semester. Enrollment and waiver forms can be found at [www.my.moody.edu](http://www.my.moody.edu).

Chicago undergraduate students living off campus are not required to show proof of insurance but must submit an insurance waiver form to be removed from the student health plan.

International students with F-1 status (including spouses and children) desiring to waive Moody's insurance plan must be covered by an insurance company based in the United States. These students must show proof that coverage is in effect for the entire year at the beginning of the school year. Foreign and travel policies will not be accepted.

For additional information about the Moody Student Health Insurance Plan, please visit [www.cirstudenthealth.com/moody](http://www.cirstudenthealth.com/moody) or contact the Insurance Coordinator at (312) 329-4367 or [studenthealthinsurance@moody.edu](mailto:studenthealthinsurance@moody.edu).

### Check Cashing

Teller Services is located on fourth floor Crowell Hall and is open M-F 9 a.m. – 2:30 p.m. (closed 12-1 & during President's Chapel). At Teller Services students may cash personal checks up to \$50 provided students' financial obligations to the Institute 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." Moody student payroll checks may be cashed at the teller window.

## Moody Payment Plan

The Moody Payment plan, administered by the Student Receivables Coordinator in the Student Accounts office in Moody Central, is an interest free alternative to a lump sum payment of the student bill. The plan is available to campus students with the following exceptions:

- International students attending their first semester.
- Students with balance remaining from prior semester.

This plan allows the semester total to be split into five payments\*\* for the fall and spring semesters two payment \*\* for the summer semester due the first of each month (see Payment Plan Details below).

The Payment Plan open enrollment dates are May 1 – June 30 for the fall Semester, October 1 – November 30 for the spring semester, and April 1 – 30 for the summer semester. There is a non-refundable \$50 enrollment fee per semester for the fall and spring semesters and a \$25 enrollment fee for the summer semester. Students may choose to participate in the plan for one or both semesters. Students may choose to participate in the plan for one or all semesters. Students who have enrolled for the fall semester, and have paid their fall balance in full by November 1, will be automatically enrolled for the spring semester unless they opt out by November 30. Students must have a \$0 balance before enrolling in the payment plan for the subsequent semester. It is the student's responsibility to enroll in the payment plan each Academic Year. If students wish to use the summer payment plan option, a new form must be submitted.

### Payment Plan Details:

| Semester   | Enrollment Date               | Payments (due the first of each month)                         |
|--|-------------------------------|--|
| Fall   | May 1—June 30<br>\$50         | July, August, September, October, November                     |
| Spring   | October 1—November 30<br>\$50 | December, January, February, March, April                      |
| Spring Auto-Enroll Opt Out Deadline: November 30 |                               |  |
| Summer April 1 – 30                              | May, June \$25                |  |
| Other Fees                                       | *Late Enrollment<br>\$10      | Late Monthly Payment<br>\$25<br>Returned ACH/Check Fee<br>\$25 |

*\*Enrollment forms submitted after the above dates will be charged an additional \$10 late fee.*

*\*New students coming for the first time may matriculate after the payment plan enrollment date. Those students may still enroll in the payment plan without incurring a late fee.*

**\*\*Monthly Payment amounts are subject to change as subsequent charges are added to the student bill.**

Additional information about the Moody Payment Plan can be found on the student portal at [my.moody.edu](http://my.moody.edu)> Students>Moody Central>Student Accounts> Moody Payment Plan Enrollment or contact the Student Receivables Coordinator at 312-329-4223 or [studentpaymentplan@moody.edu](mailto:studentpaymentplan@moody.edu).

## Financial Aid

### Tuition-Paid Program—FAFSA required

Moody Bible Institute has been providing a tuition-paid education on its Chicago campus for all undergraduate students for over 125 years. The current model is made possible through the Chicago Undergraduate Tuition Grant, funded by gifts from generous donors, as well as grants from Title IV programs (federal Pell Grants and federal Supplemental Educational Opportunity Grants) accepted on behalf of eligible Moody students. The total tuition charge for each full-time Chicago undergraduate campus student is covered through these means, assuming the student annually submits the FAFSA so as to be eligible for MBI grants. Those who do not complete the FAFSA or complete the required paperwork will be responsible for the cost of tuition (\$9,600 in 2014–15). This FAFSA requirement does not apply to international students (F-1 status).

**Scholarships** – Each student must complete the FAFSA in order to be eligible for Institutional Scholarships. The Financial Aid department utilizes the FAFSA to determine the financial need of a student. Any Scholarships awarded will be offered annually. Students must re-apply each year.

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

For any questions on financial aid, please contact us at 312-329-4184. Our fax number is 312-329-4274 and

email is [financial.aid@moody.edu](mailto:financial.aid@moody.edu). If sending documents, please send paperwork to Moody's address:

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

### Veterans Benefit Policy

For more information regarding VA Benefits please visit our website at [www.moody.edu](http://www.moody.edu).

Student's eligible for Veteran's benefits may be certified by the VA certifying official. To receive or continue receiving benefits the Veteran must be registered for classes prior to the start of the semester. The VA certifying official will report to the VA the number of credit hours for which the student is enrolled. However, if the student adds or drops a course after the start of the semester they must notify the VA certifying official to ensure the correct information is submitted to the VA.

If you are using your benefits at Moody for the first time, please notify the VA certifying official at [financialaid@moody.edu](mailto:financialaid@moody.edu), that you will be using your benefits.

# Index

---

## A

Absence Due to Emergency · 62  
Absence Due to Illness · 62  
Absence of Instructor · 62  
Academic Integrity · 66  
Academic Probation/Dismissal Policy · 60  
Activity Center · 43  
Alumni Office · 46  
Alumni Student Center · 43  
ASC Room Reservations · 43  
Ask a Librarian · 50  
Attendance at MBI Conferences · 29  
Auditing Classes · 63

---

## B

Babysitting · 40  
Behavioral Threat Assessment Procedures · 54  
Bicycles · 34  
Body Image and Eating Disorders · 27  
Breaks, *see Semester Breaks in the Residence Hall*

---

## C

Calculating Library Fines · 50  
Campus Post Office · 51  
Campus Visitors, Can I have a visitor who is 15 years of age or younger? · 23  
Campus Visitors, Can I have an off-campus student stay overnight · 23  
Campus Visitors, Dates when guest may not stay overnight on campus · 23  
Campus Visitors, Hosting a guest overnight · 23  
Candles/Open Flames · 33  
Care Baskets · 48  
Cash in the Mail · 52  
Catering Events · 48  
Change in Degree Programs · 61  
Change in Enrollment Status · 61  
Change of Address · 42  
Chapel · 29  
Chapel Absences/Attendance · 29  
Chapel Behavior · 30  
Chapel Exemptions · 30  
Chapel Probation · 30  
Chapel, Tardiness · 30  
Charges for Taking Additional Hours or Extending Completion of Graduation Requirements · 63  
Check Cashing · 69  
Circulation of Materials (Library)  
    Checkout Lenth & Fines · 49  
Class Attendance Requirements · 62  
Classification of Student Offices · 16  
Classification of Students · 58

Communion · 29  
Community Guidelines · 34  
Commuter Students · 42  
Commuter, Excuse from Chapel · 42  
Commuter, Reporting Illness · 42  
Commuter, Residence Hall Visitation · 42  
Computer Use · 28  
Conference Rooms · 43  
Counseling Services · 9  
Counseling Staff · 9  
Course Registration · 58  
Crowell Library · 48  
Crowell library, Borrowing Privileges · 48  
Cultural Competency · 19  
Curfew, *see New Student Temporary Curfew*

---

## D

Dates for Break Housing · 22  
Dating and Sex · 26  
Day of Prayer · 29  
Decorations in your room · 32  
Degree Completion Time Limits · 61  
Description of Discipline · 76  
Dining Room Sign-Up Table · 47  
Disability Services · 37  
Disability Services, Procedures for Accommodations · 37  
Disciplinary Appeal Process · 15  
Discipline · 14  
Discipline Committee · 14  
Discipline from Founder's Week and Missions Conference · 29  
Discipline, Types · 76  
Discontinuing as a student · 64  
Door Unlock Policy · 32  
Doors · 33  
Dress Code · 5  
Drop Policies · 63  
DVDs · 28

---

## E

Electrical Appliances · 33  
Elevators · 34  
Eligibility for Student Offices · 16  
Employment Resources · 40  
Entertainment · 6, 28  
Equipment Check Out  
    Solhiem, equipment rental · 53

---

## F

Faculty Advisors · 17  
Family Educational Rights and Privacy Act · 58  
Fellowship Hall · 43  
Financial Aid · 71

Fire Drills · 33, 55  
Fireplace Room · 44  
Fireworks · 34, 55  
Floor Funds · 22  
Food Service · 10, 46  
Food Service, Guests · 47  
Forwarding Address  
    Address Forwarding · 52  
Founder's Week · 28  
Fundraising · 41  
Furniture in your room - 32

---

## G

Game Room · 44  
Gift Cards · 48  
Grade Appeals · 64  
Grading System · 59  
Graduation - 65

---

## H

Halloween · 6  
Hallways · 32  
Harrassment · 19  
Hazing · 21  
Health Care Practitioners on Campus · 40  
Health forms · 39  
Health Insurance Requirement · 68  
Health Records, Required · 39  
Health Service · 9, 38  
Health Service, Charges for Services · 38  
Health Service, Hours of Operation · 38  
Holy Community · 18  
Hours, Alumni Student Center · 43  
Hours, Commons · 47  
Hours, Doane Memorial Music Building - 44  
Hours, Grill · 48  
Hours, Library · 49  
Hours, Student Dining Room (SDR) - 46  
Hours, Solheim Center · 52  
Housing, Working during Breaks · 22

---

## I

Identification Cards and Fobs · 54  
Illness and Class Attendance Policy · 39  
Information for Crime Victims about Disciplinary Proceedings · 15  
Interlibrary Loan · 50  
Intermission · 65  
International Student Employment · 41

---

## J

Jenkins Hall Graduate Residence Advisor · 11  
Jobs, *see Employment Resources*

JOE'S Coffee Shop · 48

---

## K

Keys · 32

---

## L

Late Course Work · 64  
Laundry · 32  
Library Computer Lab · 50  
Library Contact Information · 49  
Library Staff · 49  
Library,  
    Cell Phones & Mobile Devices · 50  
Library, Food and Beverage Policy · 51  
Library, Quiet Zone · 50  
LifeWay Christian Bookstore · 51  
Lockdown · 34, 55  
Lockdown procedures · 34  
Lockers · 43  
Lockers, Solheim · 53  
Loving Confrontation · 14

---

## M

Mail Services · 51  
Mail Services, Use of the Institute Name · 51  
Marriage of International Students · 67  
Marriage of Students · 67  
Maximum Hours of Employment · 40  
Meal Cards · 47  
Meal Plan Accommodation · 47  
Meal Replacements · 47  
Media and Technology · 27  
Mental, Emotional, and Health Issues · 15  
Missing Persons Law · 55  
Missions Conference · 28  
Moody Payment Plan · 70  
Music · 27, 44

---

## N

New Student Organizations · 16  
New Student Temporary Curfew - 30

---

## O

Off Campus Living - 22  
Off Campus Medical Procedures, Expenses & Insurance · 39  
On-Campus Married Housing · 43  
Overcuts · 62  
Overnight Guest Form · 24



---

## P

Parking · 55  
Parking, Commuter Students · 42  
Peer Tutoring · 38  
Personal Property · 33  
Personal Property Insurance · 33  
Pets in your room · 32  
Plagiarism · 66  
Plaza · 34  
Pool Hours · 52  
Pool Regulations · 53  
Possession of Syringes, Needles & Lancets in the Residence Halls · 40  
Post Office Boxes · 51  
Posters · 35  
Pranks · 22  
Premarital counseling · 67  
Program Standards for Curricular & Extracurricular Activities · 17  
Public Safety and Security · 54

---

## Q

Qualifications to Live Off Campus · 22  
Questionnaires, Conducting · 52  
Quiet Hours · 22

---

## R

Recess Residence Request (RRR) · 23  
Recording Class Sessions and Events · 66  
References · 67  
Residence Assistants · 11  
Residence Hall Desk Services · 42  
Residence Hall Desk Services, Disclosing Student Telephone  
Numbers & Addresses · 42  
Residence Hall Living: Additional Important Information · 32  
Residence Halls Open and Close for the Academic Year? · 22  
Residence Life Staff · 10  
Residence Requirements · 67  
Residence Supervisors · 10  
Resigning from a Student Office · 16  
Rollerblades & Skateboards · 34  
Room Entry · 33  
Room Inspections · 33

---

## S

Sabbath · 28  
Safety  
To and From Work · 41  
Safety Guidelines · 33  
Safety Procedures, Hallways, Stairwells, & Elevator Lobbies · 34  
Safety Procedures, Lockdown · 34  
SDR Hours · 46  
Selling of Merchandise or Solicitation · 41  
Semester Breaks in the Residence Halls · 23

Sexual Addictions and Pornography · 27  
Sexual Assault, Discrimination, & Harassment · 19  
Shared Living Spaces · 21  
Shelter-in-Place Procedures · 34  
Solheim Center · 52  
Solheim Center Reservations · 53  
Solheim, Aerobics Room Rules & Guidelines · 53  
Solheim, Facilities Available · 52  
Spiritual Enrichment · 28  
Sprinkler System · 34  
Stewardship of Our Bodies · 26  
Storage · 32  
Student Grievances · 21  
Student Counseling Services · 37  
Student Development · 9  
Student Lists, Solicitation · 65  
Student Music Groups · 16  
Student Parking Information · 55  
Student Programs · 9, 15  
Student Resource Center · 37  
Student Wives Fellowship · 42

---

## T

Tardiness to class · 62  
Technology, *see Media and Technology*  
Technology Service Desks · 51  
Tennis Court Rules & Guidelines · 53  
Tobacco, Alcohol, and Illegal Drugs · 27  
Transcripts · 59  
Transfer Credit · 60  
Tutor, How to Request · 38

---

## U

Use of Institute Rooms and Roofs · 33

---

## V

Valuing tradition · 4  
Vehicle Use and Driver Policy · 56  
Vending Machine Service · 48  
Veterans' Benefit Policy · 71  
Visitors · 54

---

## W

Weapons · 55  
Windows · 33

---

## Y

Your Room · 32

## **RIGHTS RESERVED STATEMENT**

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

## Appendix A

### Disciplinary Descriptions

Possible disciplinary actions and consequences are as follows:

| <b>DISCIPLINE</b>                     | <b>DESCRIPTION</b>  |
|---------------------------------------|---|
| <b><i>Community Service</i></b>       | The student will complete work hours benefiting the community as assigned by Residence Life staff or the VP & Dean of Student Life.   |
| <b><i>Fines</i></b>                   | Assessed for rule violations and certain behaviors, particularly those causing harm to property, expense to MBI, or disruption to Institute processes   |
| <b><i>Formal Reprimand</i></b>        | A formal reprimand will be given to a student whose character/conduct is unacceptable by community standards. Failure to respond positively may lead to further discipline.   |
| <b><i>Warning Status</i></b>          | A status which a student is placed in when he or she is in jeopardy of more serious disciplinary action. A student may lose his or her leadership position or the privilege of representing MBI. Further conditions of disciplinary action are outlined in a written statement.   |
| <b><i>Disciplinary Probation*</i></b> | Short of dismissal, Disciplinary Probation is the most serious statement made by the Institute 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 Development. During the probationary period, a student may not represent the Institute on any musical or 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. |
| <b><i>Dismissal*</i></b>              | The student must leave school for a minimum of one year after which he or she may be considered for readmission at the discretion of the VP & Dean of Student Life and the Dean of Admissions. A student dismissed by college authorities will not be entitled to any refund of room and board or student fees.   |
| <b><i>Expulsion*</i></b>              | The student must leave school immediately and will not be readmitted.   |
| <b><i>Withdrawal*</i></b>             | The student is permitted to withdraw without privilege of returning until a time specified by the VP & Dean of Student Life or the Associate Dean for Residence Life.   |
| <b><i>Multiple Probations</i></b>     | Students who are simultaneously on two probations (i.e., academic, chapel, or disciplinary) during a semester may be required to withdraw for the following semester. After the semester away, the student must complete a readmission application and have a personal interview with the VP & Dean of Student Life prior to re-admittance.   |
| <b><i>Additional Sanctions</i></b>    | a) Loss of privilege<br>b) Developmental/educational assignments<br>c) Referred for counseling and/or assessment<br>d) Restitution/reconciliation   |

\*Major disciplinary action

## Appendix B – Title IX – Chicago Campus Things You Need to Know

The Moody Bible Institute of Chicago (Moody) wishes for all students and employees who either have been involved or are currently involved in sexual harassment, sexual violence or other gender-based harassment or discrimination to be aware of their rights and options under the Title IX federal law.

Sexual harassment, sexual violence and other gender-based harassment or discrimination (hereafter referred to as Sex-Based Misconduct) occurring in the college setting implicates a federal law called Title IX of the Higher Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs or activities and which triggers certain responsibilities on the part of an institute. Moody has a Title IX Team whose members can help explain Moody's responsibilities in these cases. For their contact information, see [www.moody.edu/TitleIX](http://www.moody.edu/TitleIX).

Moody is committed to maintaining a positive learning, working and living environment. Moody will not tolerate Sex-Based Misconduct or related retaliation against or by any employee or student. When Sex-Based Misconduct has occurred and is brought to the attention of Moody personnel, the Title IX Coordinator will take steps to end the harassment, discrimination and/or violence, prevent its reoccurrence, and address its effects. For more information, see Moody's Title IX policy found at [www.moody.edu/TitleIX](http://www.moody.edu/TitleIX).

### Amnesty for Student Misconduct

Moody's primary concern is student safety and encouraging students to report information about Sex-Based Misconduct. Therefore, in order to facilitate reporting and resolution of Sex-Based Misconduct, Moody will extend immunity for any violation of Moody's student conduct policies, including policies concerning drug or alcohol possession or consumption or sexual activity, for conduct in which any victim or witness of Sex-Based Misconduct might have engaged in connection with the reported Title IX incident. Immunity will not be applied if Moody determines that the violation was egregious, including without limitation an action that is illegal or actions that did, do, or may place the health or safety of any other person at risk.

### Reporting Rights, Resources, and Roles

Within Moody's Title IX Policy, the person making the allegation is referred to as the *Reporter*. The person who is the alleged victim is referred to as the *Complainant*. The person who the allegations have been made against is referred to as the *Respondent*.

Any person who has been the victim of Sex-Based Misconduct has the right to report or not report the alleged incident. There are a number of reporting options available. It is important to understand that choosing one option does not preclude you from pursuing another option now or in the future

A person who wishes to report Sex-Based Misconduct may report directly to any or all of the following:

- **Any Moody employee, including faculty**

All Moody employees must refer reports of Sex-Based Misconduct to the Title IX Coordinator. No staff or faculty member can provide a person with confidentiality when a report is made known to them about Sex-Based Misconduct. Any staff or faculty member can help a person report Sex-Based Misconduct to the Title IX Coordinator.

- **Moody's Public Safety Officers**

Public Safety can assist Reporters and/or Complainants in making reports to law enforcement and to the Title IX Coordinator.

- **Any Title IX Member**
- **Title IX Coordinator**
- **Local law enforcement**

Moody's process is completely separate from the police and courts. Moody's Title IX process and the criminal process may be pursued simultaneously.

- **Office of Civil Rights of the U.S. Department of Education**

A person who wishes to **confidentially** report Sex-Based Misconduct may report directly to any or all of the following:

- **Any confidential resource**

This includes on-campus and off-campus counselors and healthcare professionals, crisis centers, etc. See Resource Page for more information.

- **Confidential Advisor**

For students in Illinois, Moody's Counseling Center has a Confidential Advisor available to survivors of sexual violence. Please call the 312-329-4194

## Complaint Resolution Procedures

### Reporting Complaints and Preliminary Investigation

When Moody personnel become aware of Sex-Based Misconduct, the Title IX Coordinator will begin the Formal Process by conducting a Preliminary Investigation in order to determine Title IX jurisdiction. Complainants have the right to request that the Formal Process begin promptly and proceed in a timely manner. If the alleged misconduct doesn't fall under Title IX's jurisdiction, the incident will be referred to the appropriate department. If the alleged misconduct does fall under Title IX's jurisdiction, a Formal Investigation will commence. A Complainant may choose not to participate in the Title IX process. While a Complainant is not required to participate, this may limit Moody's ability to respond to the incident. In some cases, the Title IX Coordinator may have an obligation to proceed with an investigation, regardless of a Complainant's wishes, in order to ensure campus safety. If the Complainant wishes to remain unidentified during the investigation, the Title IX Coordinator will consider the request in light of the context of Moody's responsibility to provide a safe and nondiscriminatory environment. In most cases, information including the Complainant's name may be shared with the Respondent, witnesses, and with Moody officials who have been assigned to process the case information. Beyond that, the Title IX Coordinator will take steps to protect the identities of both the Complainant and Respondent as well as the identities of all individuals involved.

### Interim Measures

The Title IX Coordinator will make interim protective measures and accommodations for the Complainant while the case is pending. Depending on the case and the Complainant's request, these measures may include arranging for changes in class schedules, living, dining, or transportation arrangements, issuing and enforcing a no-contact order, obtaining counseling, modifying test schedules or other class requirements temporarily, and honoring an order of protection or no-contact order entered by a State civil or criminal court, if such measure are applicable and reasonably available. Moody may temporarily reassign or place on administrative leave an employee Respondent alleged to have violated the Title IX policy. Any adjustments made will be designed to minimize the burden on the Complainant's educational or work experience. Some of these actions may also be remedies in those cases resulting in a finding of a policy violation.

### Formal Investigation

At the start of the Formal Investigation, both the Complainant and Respondent will receive notice of the Investigators and, if applicable, the Discipline Authority involved in resolving the complaint, before being contacted by such persons. The Complainant and Respondent will have the opportunity to request a substitution of an Investigator(s) or Discipline Authority if that person's participation in the Formal Process poses a conflict of interest. A detailed explanation of the suggested conflict of interest must be submitted to the Title IX Coordinator in writing. The Title IX Coordinator will

consider the request and make a substitution if deemed necessary. The Title IX Investigator(s) will review the allegations and determine an appropriate course of action. All investigations will be conducted in a thorough and neutral manner.

An advisor may accompany both the Complainant and Respondent during any meeting. The advisor may be an attorney or any support person. In Moody's process, the Complainant and Respondent will not be permitted to directly question each other and are not required to be present together at any point. Both the Complainant and the Respondent have the right to identify witnesses and provide other information relevant to the Formal Investigation. The Title IX Coordinator will decide the case based on a preponderance of the evidence gathered through the investigation whether or not it is more likely than not that the alleged Sex-Based Misconduct occurred.

In the event that a police report has also been filed, the Investigators will not wait until a criminal case is resolved before proceeding with the Title IX case. In addition, if a Moody personnel has a reasonable belief that a crime has been committed, she or he may be obligated to report that to law enforcement if police have not already been notified. In cases where a police investigation has been conducted or is being conducted, law enforcement may be able to provide some information to the Title IX Coordinator with the victim's consent. The formal investigation may be delayed for a short period of time upon a request from law enforcement, but we will promptly resume the investigation as soon as possible.

Most Sex-Based Misconduct investigations conducted through the Title IX process take up to 60 days to be resolved, depending on the complexity of the case and the number of parties involved. The Investigators will keep the Complainant and the Respondent advised as to the status of the case as the Complainant and the Respondent desires and as is reasonable. The Complainant and the Respondent will be informed of the outcome of the case, simultaneously, in writing.

### Petition for Appeal

The Complainant or Respondent may file a Petition for Appeal in writing within 48 hours of receiving the notification of the final outcome of the Investigation. The appeal must clearly state the grounds that justify reconsideration. General dissatisfaction with the outcome of the Investigation or related proceedings is not a basis for appeal.

### Retaliation

Moody has a policy which prohibits retaliation against any employee or student who reports an incident of alleged Sex-Based Misconduct, or any employee or student who testifies, assists or participates in a proceeding, investigation or hearing relating to these allegations. Respondents are informed of this provision, and any retaliation should be reported immediately to the Title IX Coordinator.

### Examples

Incidents which may be policy violations include the following: an instructor suggests that a higher grade might be given to a student if the student submits to sexual advances; a supervisor implicitly or explicitly threatens termination if a subordinate refuses the supervisor's sexual advances; a student repeatedly follows an instructor around campus and sends sexually explicit messages to the instructor's voicemail or email; a student or employee touches an individual in an unwelcome, sexual manner without consent; a student or employee repeatedly makes unwelcome comments about an individual's body in person, on the phone, or in any other way; a student or employee records a person's engagement in sexual activity without consent; students in a dormitory repeatedly draw sexually explicit graffiti on the whiteboard of a student's dorm door; a student or employee exposes their sexual organs to an individual without consent and in an unwelcome manner.

For a thorough explanation of Moody's Title IX policy and incident report procedure, please see our website at [www.moody.edu/TitleIX](http://www.moody.edu/TitleIX) or contact a Title IX Officer.



## Resources

Moody can provide assistance to any person who requests help with accessing or navigating campus and local health and mental health services, counseling, and advocacy services.

### On-campus resources

- **Counseling Department (confidential session available)**

Steve Brasel – Confidential Advisor

[steve.brasel@moody.edu](mailto:steve.brasel@moody.edu)

(312) 329-4191

- **Health Service (confidential session available)**

Ann Meyer

[ann.meyer@moody.edu](mailto:ann.meyer@moody.edu)

(312) 329-4417

- **Public Safety**

[public.safety@moody.edu](mailto:public.safety@moody.edu)

(312) 329-4357 (HELP)

- **Student Development**

Tim Arens

[timothy.arenas@moody.edu](mailto:timothy.arenas@moody.edu)

(312) 329-4191

Bruce Norquist

[bruce.norquist@moody.edu](mailto:bruce.norquist@moody.edu)

(312) 329-4192

Neal Anderson

[neal.anderson@moody.edu](mailto:neal.anderson@moody.edu)

(312) 329-4205

Rachel Monfette

[rachel.monfette@moody.edu](mailto:rachel.monfette@moody.edu)

(312) 329-4189

- **Human Resources – Employees**

Debbie Zelinski

[debbie.zelinski@moody.edu](mailto:debbie.zelinski@moody.edu)

(312) 329-4231

- **International Student Office (visa and immigration assistance)**

Joe Gonzales

[joe.gonzales@moody.edu](mailto:joe.gonzales@moody.edu)

(312) 329-4202

### Off-campus resources

- **Hospitals (confidential session available)**

Northwestern Memorial Hospital

251 East Huron Street

Chicago, IL 60611

(312) 926-2000

Rush University Medical Center

1653 W. Congress Parkway

Chicago, IL 60612

(888) 325-7874

- **Domestic Violence Resources (confidential session available)**

Cook County Domestic Violence Resources  
 Richard Daley Center, Room 1001  
 50 West Washington Street  
 Chicago, IL 60602  
 (312) 603-5031  
[www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)

Domestic Violence Legal Clinic  
 555 W. Harrison Street  
 Suite 1900  
 Chicago, IL 60607  
 (312) 325-9155  
[www.dvlcchicago.org](http://www.dvlcchicago.org)

Illinois Domestic Violence 24-hour Helpline  
 (877) 863-6338  
[www.ilcadv.org](http://www.ilcadv.org)

- **Local Sexual Assault Crisis Centers (confidential session available)**

Rape Victim Advocates (RVA)  
 180 N. Michigan Ave  
 Chicago, IL 60601  
 (312) 443-9603 or (888) 293-2080  
[www.rapevictimadvocates.org](http://www.rapevictimadvocates.org)

YMCA Metropolitan Chicago  
 1 N. LaSalle St., Suite 1150  
 Chicago, IL 60602  
 (312) 762-6600 or (888) 293-2080  
[www.ywcachicago.org/programs](http://www.ywcachicago.org/programs)

- **State Sexual Assault Crisis Centers (confidential session available)**

Illinois Coalition Against Sexual Assault  
 100 North 16th Street  
 Springfield, IL 62703  
 (217) 753-4117  
[www.icasa.org/crisiscenters.aspx?pageid=501](http://www.icasa.org/crisiscenters.aspx?pageid=501)

- **National Sexual Assault Crisis Centers (confidential session available)**

National Sexual Violence Resource Center  
 123 North Enola Drive  
 Enola, PA 17025  
 (717) 909-0710  
[www.nsvrc.org/](http://www.nsvrc.org/)

Rape, Abuse & Incest National Network  
 National Sexual Assault Hotline available 24/7  
 800-656-HOPE (4673)  
[www.rainn.org/](http://www.rainn.org/)  
 Online chat: [online.rainn.org](http://online.rainn.org)  
 Español: [rainn.org/es](http://rainn.org/es)

- **Civil Rights Resource**

Chicago Office  
 Office for Civil Rights  
 U.S. Department of Education  
 Citigroup Center  
 500 W. Madison Street, Suite 1475  
 Chicago, IL 60661  
 (312) 730-1560 or (877) 521-2172 (TDD)  
[OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)  
[www.ed.gov](http://www.ed.gov)

- **Chicago Police Resources**

Chicago Police Department – 18<sup>th</sup> District  
1160 North Larrabee Avenue  
Chicago, IL 60610  
(312) 742-5870

In cases of emergency, please  
find a phone and dial 911.

- **Legal Service Resources (confidential session available)**

Chicago Volunteer Legal Services  
33 N. Dearborn St – Suite 400  
Chicago, IL 60610  
(312) 332-1624  
[www.cvls.org](http://www.cvls.org)

The Chicago Bar Association  
Lawyer Referral Service  
(312) 554-2001  
[www.chicagobar.org](http://www.chicagobar.org)

- **Equal Employment Opportunity Resources – Employees**

Equal Employment Opportunity Commission  
Chicago District Office  
500 W. Madison Street, Suite 200  
Chicago, IL 60661  
(312) 353-2713  
TTY: (312) 353-2421  
[www.eeoc.gov](http://www.eeoc.gov)

Illinois Department of Human Rights  
James R. Thompson Center  
100 W. Randolph Street, Suite 10-100  
Chicago, IL 60601  
(312) 814-6200  
TDD: (312) 263-1579  
[www.state.il.us/dhr](http://www.state.il.us/dhr)

- **Illinois Department of Children and Family Services (DCFS)**

To report abuse or neglect of a child or vulnerable adult,  
call the DCFS hotline (800) 252-2873

- **Visa and Immigration Resource**

U.S. Citizenship and Immigration Services  
Illinois – Chicago Field Office  
101 West Congress Parkway  
Chicago, IL 60605  
[www.uscis.gov](http://www.uscis.gov)

If citizenship is with a different country,  
contact that country's local consulate.

## Appendix C

# MBI Computer Use Policy

Effective Date: 04/08/2005  
Last Revised: 07/31/2012  
Last Reviewed: 03/16/2016

### Audience

All Users of Moody Bible Institute Network

### Policy

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

### Rights

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

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

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

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

### Personal Use of Computer Resources

All students are given access to Moody Bible Institute's computer resources, which may include hardware, software, and Internet access as part of their educational experience. The access of certain sites on the World Wide Web that are restricted during normal business hours may be unrestricted at other times. This does not include questionable sites as determined by the Executive Cabinet. If a site is restricted that you feel should not be restricted please contact Information Technology Services at 312-329-4067 or its@moody.edu. If you find a site of questionable

nature please contact Information Technology Services at 312-329-4067 or 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. Information Technology Services does not back up student email.
- Closing and locking doors when no one is present.

### **Responsibilities**

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

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

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

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

### **Copyright Guidelines**

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

### **Copyright and Peer to Peer File Sharing**

See Copyright and Peer to Peer File Sharing Policy located on the Moody Portal.

### **Software**

Unless you have written a program for your personal use, you do not have the right to make and distribute copies of programs (software, music files, video files, audio files, etc.) without specific permission of the copyright holder. Software programs are protected by Section 117 of the 1976 Copyright Act. Federal copyright laws protect most MBI software. Educational institutions are not exempt from these laws. Software is also protected by the license agreement between supplier and purchaser.

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

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

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



### **Print Material**

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

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

### **CenturyLink Acceptable Use Policy**

See link below for CenturyLink Acceptable Use Policy

<http://gwest.centurylink.com/legal/usagePolicy.html>

### **Definitions**

n/a

### **Procedures**

n/a

### **Documents**

n/a

### **Contacts**

If you have questions or concerns about the execution of this policy, you may contact the ITS Support Center at 312-329-4067 or [its@moody.edu](mailto:its@moody.edu) for assistance.

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

### **Related**

- n/a

## Appendix D

# MBI Copyright and Peer to Peer Sharing Policy

Effective Date: 7/31/2012  
Last Revised: 7/31/2012  
Last Reviewed: 3/17/2015

### Audience

All Users of Moody Bible Institute Network

### Policy

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

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

### Copyright Law

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

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

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

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

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

### Penalties for Copyright Violation

If a copyright owner successfully prosecutes an infringer, the penalties are set at "not less than \$750 or more than \$30,000" per infringing work. However, if the copyright owner can establish that the violation was "willful" the penalty

can be \$150,000 per work. (from US Code Title 17 Chapter 5 Section 504:

<http://www.copyright.gov/title17/92chap5.html> )

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

### **File Sharing Software**

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

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

P2P file sharing can consume large amounts of network bandwidth. Since bandwidth from our campus to and from the internet is a scarce and expensive resource, Information Systems attempts to limit the amount of P2P traffic. If you need to download legal material from a P2P source, please contact Information Systems 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 Systems department occasionally receives notices of copyright infringement, and we are required by the HEOA regulations to take action on these notices. Information Systems will attempt to find the user who had use of the IP address in question, and to forward the copyright violation notice to the user.

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

### **Legal Sources for Music and Video**

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

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

### **HEOA Compliance Statement**

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

1. The Institute sends regular emails (at least annually) to all campus network users to educate our users about copyright law and illegal use and distribution of copyrighted works. These messages include references to this document, which specifies campus policies dealing with illegal activity, and outlines the penalties for copyright infringement that are codified in US law.
2. The Institute uses the following deterrents as part of our plan to effectively combat the unauthorized distribution of copyrighted materials by users of our network:
  - All incoming students are required to attend orientation sessions where copyright laws and penalties are discussed.
  - Our network employs a gateway firewall at the Internet border that prohibits internal hosts from sharing files externally via peer to peer networks.
  - Moody Bible Institute's Information Systems 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 Systems will undertake an annual audit to assure the effectiveness of our technical deterrents and our compliance with the requirements of HEOA that pertain to Copyright and File Sharing.

## **Definitions**

n/a

## **Procedures**

n/a

## **Documents**

n/a

## **Contacts**

If you have questions or concerns about the execution of this policy, you may contact the ITS Support Center at 312-329-4067 or [its@moody.edu](mailto:its@moody.edu) for assistance.

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

## **Related**

- n/a