

STUDENT HANDBOOK



MOODY BIBLE INSTITUTE
SPOKANE
2017 - 2018



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WELCOME



Greetings!

As you examine this handbook, you are pursuing information about one of the most impactful areas of life: the college experience.

This handbook is full of information. From the academic programs that outline our approach to the “classroom” portion of your education, to information about financial aid, student groups, or housing, you are holding a resource that should expose our commitment to address the whole person in the context of a whole life. At Moody, our goal is to educate you to think biblically, live Christianly, and serve the church effectively.

For over 125 years, Moody Bible Institute has been committed to training the next generation of leaders for service to Jesus Christ. Moody has had a Spokane presence with KMBI radio for over 40 years; an educational presence for over 20 years; and as a branch campus, Moody Bible Institute in Spokane, since 2006. The evidence of God’s hand has been clear! You can participate in the portion of the legacy that has yet to be written.

Today, more than ever, the world needs effective, relevant, and courageous people who are rooted deeply in the Word of God, lovingly proclaiming its lifesaving message. Whether you intend to serve in an explicitly Christian vocational setting, work in a “secular” environment as a disciple of the Savior, or simply want to know God more intimately, the Bible is at the core of all we do. With that knowledge, you can have confidence that a Moody education will equip you with an excellent foundation for a lifetime of ministry.

May you sense God’s clear direction as you take the journey of a life of faith in Him.

A handwritten signature in black ink that reads "Jack G. Lewis". The script is fluid and cursive, with a stylized flourish at the end of the name.

Jack G. Lewis, PhD

Campus Dean

Moody Bible Institute in Spokane

MBI-SPOKANE 2017-2018 ACADEMIC CALENDAR

Holidays Observed

MBI-Spokane Campuses Closed

Fall/Winter 2017

Labor Day (Sept. 4)

Thanksgiving (Nov. 23-24)

Christmas (Dec. 25-27)

Spring/Summer 2018

New Year's Day (Jan. 1)

Martin Luther King Day (Jan. 15)

Good Friday (March 30)

Memorial Day (May 28)

Independence Day (July 4)

General Information

Biblical Studies Campus (BSC)

611 East Indiana Avenue

Spokane, WA 99207

877.487.1769 or 509.570.5900

office.spokane@moody.edu

Website: www.moody.edu/spokane

Moody Aviation Campus (MA)

6719 East Rutter Avenue

Spokane, WA 99212

509.535.4051

moody.aviation@moody.edu

Website: www.moody.edu/aviation

Fall 2017

August 10-11

August 14-19

August 21

September 4

October 16

October 30

November 6

November 6-7

November 8

November 23-24

December 4

December 5-8

International Student Orientation

New Student Orientation

Fall Semester Courses Begin

Convocation

Labor Day Holiday (*no classes*)

Second 8-week Courses Begin

Spring '18 Preregistration Begins

Spring '18 Open Enrollment Begins

Missions Conference

(*attendance required*)

BSC Reading Day (*no classes*)

Thanksgiving Holiday (*no classes*)

BSC Last Day of Classes

BSC Final Examinations

Spring 2018

January 8-26

January 16

January 25

January 26

January 29

February 19

February 21

March 8-9

March 26-30

March 30

April 2

April 2

April 3

April 9

May 8

May 18

May 21-24

May 25

May 26

January Session

MA Years 2-5 Spring Courses Begin

International Student Orientation

New Student Orientation

BSC Spring Semester Begins

Summer '18 Open Enrollment

BSC Reading Day (*no classes*)

Selah Conference

(*attendance required*)

BSC Spring Break (*no classes*)

Good Friday (*campus closed*)

BSC Reading Day

Fall '18 Preregistration Begins

Second 8-week Courses Begin

Fall '18 Open Enrollment Begins

BSC Reading Day

BSC Last Day of Classes

BSC Final Examinations

MA Commissioning Celebration

Commencement Ceremony

Summer 2018

May 28

May 29

Memorial Day Holiday

June Session begins

STUDENT SERVICES

INFORMATION SECTION



MBI-SPOKANE
STUDENT HANDBOOK

STUDENT SERVICES INFORMATION & POLICIES

Services Available

As an integral part of the Education division, the staff of Student Services serve as co-educators and spiritual examples who love and lead the student body. We intentionally shape the MBI culture so that students have the opportunity to mature in Christ. We also attempt to lead students through relationships that add value, deepen character, and encourage development in each student. Fundamentally everything we do is intended to provide opportunity 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 standards and exercise discipline. 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.

We trust the words and paragraphs that follow clearly communicate our community standards and general expectations of you as a student at Moody Bible Institute as well as expound upon the services that are available within our department. If you have any questions or would like clarification on any matter mentioned, please do not hesitate to contact us.

Services available to students at MBI—Spokane through the Student Services Department, located on the second floor of the east wing, include:

- Academic Records; studentservices.spokane@moody.edu
- Admissions; spokane.admissions@moody.edu
- International Student Information; studentservices.spokane@moody.edu
- Residence Life and Student Housing; residencelife.spokane@moody.edu
- Spiritual formation, Chapel; chapel.spokane@moody.edu
- Student Engagement, Programs, Clubs; studentservices.spokane@moody.edu
- Student Leadership; thecouncil.spokane@moody.edu
- Veteran Services; studentservices.spokane@moody.edu

For general Student Services information, contact studentservices.spokane@moody.edu

Student Handbook Notice

Each academic year, students are required to read the Student Handbook and electronically sign the Student Handbook Agreement. As a reminder, this will also show up under your "To Do List" in Campus Solutions at the beginning of the Fall semester. This task should be completed by the end of the second week of the Fall semester, and will remain valid until the following fall semester, including semester breaks and holidays. Reading the Student Handbook and signing the Student Handbook Agreement is necessary for your continuation as a student at Moody Bible Institute—Spokane and includes students on Intermission or Study Abroad. *Failure to electronically sign the Student Handbook Agreement by the deadline may result in dismissal from Moody Bible Institute.* To sign the Student Handbook Agreement, follow the steps below:

1. Log in to my.moody.edu
2. Click on the *Spokane Campus* tab

3. Under the *Student Life* Heading, select *Student Handbook and Agreement*
4. Under the *Student Life Guides and Handbooks* heading, select *Spokane Student Handbook* and read the handbook
5. After reading the Handbook, you will need to agree to the stipulations of the handbook. Under the *Community Life and Student Handbook Agreements* heading, select *Spokane Student Handbook Agreement*
6. Click the box "I Agree" and choose *Submit*

If you do not click on *Submit*, your agreement to the Spokane Student Handbook will not be recorded.

General Information

Please refer to the following General Information, organized alphabetically.

Disability Services

It is the goal of Moody Bible Institute 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.

Students who believe they have a disability which might affect their academic performance while at Moody Bible Institute and require accommodations or auxiliary aids and services should meet with the Associate Registrar to explore seeking such accommodations.

Facilities

The facilities of the Biblical Studies Campus of MBI—Spokane are leased from Fourth Memorial Church. Main campus facility hours during school semesters are Monday-Friday, 7 a.m.-9 p.m. The MBI—Spokane Library has separate hours; please refer to the Academic Services section of this handbook for more information. Students have a responsibility to use the buildings and grounds of the campus in a respectful manner, bearing in mind that they are guests of Fourth Memorial Church. Fourth Memorial Church also conducts business on campus during the week as well as a full range of ministry activities during evening and weekend hours. Designated places for relaxation, study, games, and eating can be found on campus. There are microwaves and refrigerators provided for your convenience. Please respect the equipment you come in contact with. If damage or loss of equipment occurs as a result of negligence, the financial responsibility for replacement is that of the student. The cost of any damage to the buildings or grounds caused by students will be assessed to their student bill.

Identification Cards and Controlled Access

MBI—Spokane is a visible ID campus; this means that all faculty, staff, and students are required to visibly wear their MBI-issued ID badge during normal campus open hours (which vary by season; see below) or at any time patronizing the MBI—Spokane Library. The visible ID policy provides increased security to our campus by making members of the MBI—Spokane community readily identifiable. Students are not required to visibly wear their ID badges on campus during events that are open to the public or when they are attending events and activities that are part of Fourth Memorial Church's ministry. Student photos will be taken and ID badges issued during New Student Orientation. ID badges expire every

two years and a new ID badge will need to be obtained. Student photos taken during New Student Orientation will be used for ID badges and in the student records database. This ID badge will also be used to register students' attendance for certain classes and all chapels.

For safety and security purposes, the MBI—Spokane campus is a private, access-controlled facility. Only members of the MBI—Spokane community and Fourth Memorial Church are granted access to the facility. The ID badge that is issued to students has an access control chip that unlocks designated doors on campus when it is passed over a badge reader. Student access to campus is determined by the time of year and nature of activities occurring on campus. Below is a typical schedule for student access to the Biblical Studies Campus. Please note the MBI—Spokane Library may have different hours from those listed here; please refer to the Library office for more information.

- During Fall/Spring semesters: 7 a.m.-9 p.m., M-F
- January/June terms: 7 a.m.-3 p.m., M-F
- Breaks/Reading Days: 9 a.m.-3 p.m., M-F
- Holidays: Campus is closed to students.

Students are required to sign in at the Front Office if they fail to have their IDs when attempting to access the building. After three sign-ins without an ID, a warning email will be issued to the student as a reminder that failure to have correct identification as required on campus is a disciplinary issue. Accumulating five sign-ins will result in a meeting with the Dean of Student Services and appropriate disciplinary action.

For any problem related to the ID badge or building access, visit the MBI—Spokane Front Office. There is a \$15 charge to replace a missing or damaged ID. Students are responsible for maintaining possession of their ID over summer and winter breaks. Lost or stolen ID cards should be immediately reported to the MBI—Spokane Front Office. Lost IDs can be temporarily deactivated at no charge to give the owner an opportunity to find the missing card before purchasing a replacement is required. It should be noted that the MBI-issued ID badge is essentially a type of key that grants access to the facility; for that reason a lost ID badge can become a security concern if it is found and used by someone other than a member of the MBI—Spokane community or Fourth Memorial Church.

International Students

All International students are required to read the International Student Handbook as part of their orientation. The Assistant Dean of International Students in Chicago or the Assistant Dean of Student Engagement in Spokane can answer any further questions about the handbook as well as other general questions an international student may have.

All international students are required to attend International Student Orientation, typically held the week before general New Student Orientation. International students should bring their F-1 Visa and Passport to orientation. International Student Orientation includes a review of paperwork, discussion of the many unique qualities of Spokane and the United States, and time together before the semester begins.

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 has the following policy:

Upon determining that a student has been missing for no less than 24 hours, the Dean of Student Services will notify the local law enforcement agency as well as notify a parent or contact person that has been previously designated by the student.

New Student Orientation

New Student Orientation (NSO) is a time designed to assist new students in making a smooth and productive transition to their new environment at MBI—Spokane. Students learn about the services and opportunities that are available as well as valuable logistical information. Seminars related to various and relevant topics are presented. Through NSO, significant effort is made to assist new students in preparing themselves for life and academic pursuit. ***It should be noted that attendance at NSO is mandatory and is a requirement for graduation.*** If an emergency deferment is needed, please contact Student Services via email at studentservices.spokane@moody.edu to request the deferral. Any student granted an emergency deferral will be required to attend NSO the following year.

Posters, Questionnaires, Flyers

The Department of Student Services must approve all non-academic documents, questionnaires, posters, flyers, publications, announcements and the like prior to their distribution, posting, or insertion into the student mail boxes.

Pranks

Believing that we should take care of the buildings and facilities which we occupy, be good neighbors to our surrounding community, and honor one another's dignity, we ask that pranks not be malicious, damage property, or pose a risk of injury to individuals. Your actions should take into consideration the respect of others.

Selling of Merchandise or Solicitation

Students who desire to sell merchandise or services on campus are required to secure permission in advance from the Department of Student Services. Solicitation for merchandise/services is strictly prohibited without prior consent.

Student Grievance Process and Form

It is the aim of the faculty, staff and administration of the Moody Bible Institute to provide an increasingly improved curricular and cocurricular 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 grievance regarding their experience with a staff or faculty member as a student at MBI—Spokane 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 exists which a student believes to be unfair, inequitable, discriminatory, or a hindrance to his/her education. A copy of the *Student Grievances Form* may be obtained within Student Services. Once completed, it should be submitted in a sealed envelope to the Student Services Office Coordinator or personally given to the Dean of Student Services.

The *Student Grievances Form* will be reviewed by the Dean of Student Services 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 other college officials in order to conduct a thorough investigation. As appropriate to the type of grievance reported, the Dean of Student Services 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 Dean of Student Services within two weeks of the date the form is submitted. The response will either give an answer to the grievance or provide information regarding 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 Dean of Student Services 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 Campus Dean of MBI—Spokane and a final outcome communicated within two weeks.

If after completing the Student Grievances Form and receiving an outcome from the Dean of Student Services 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 accreditation agencies can be found at <http://www.moody.edu/accreditations-affiliations>.

The Department of Student Services 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. The Dean of Student Services 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 Grievances Form should be directed to the Dean of Student Services.

Use of Institute Name or Likeness

Students may not use the name of the Institute or likenesses related to the Institute on personal stationery or other electronic/printed matter (business cards, t-shirts, etc.). Students who belong to outside organizations are not permitted to have printed matter with the name of the organization listed with the Institute (i.e. flyers, posters, emails, social media, etc.) unless permission is granted in writing by the MBI Integrated Marketing and Communications Department in Chicago.

Weapons

We do not allow students to possess on campus or within an investor-owned property *any kind* of weapon, ammunition, or recreational device that presents a risk of injury or property damage. *Lack of adherence to this policy may lead to immediate dismissal.*

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. The experience of living in the Moody community will help you learn communal practices such as holistic formation, loving confrontation, cultural competency, and mutual accountability.

Holistic Formation

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

We desire to see our students incorporate God into all areas of life. Students can expect to be challenged spiritually, emotionally, and relationally at MBI. We want to assist students any way we can to integrate into their lives what is learned both outside and inside the classroom. 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 can be applied in their everyday lives.

Loving Confrontation

As members of the MBI community, we all share the responsibility for maintaining a Christ-centered environment. Confrontation is difficult and uncomfortable, yet it serves to fulfill community responsibility, personal restoration, and builds godly character for all involved.

If you are in a situation where you believe you need to confront a community member and are unsure how to proceed, please seek counsel. The staff of Student Services is always available to provide advice and support.

Cultural Competency

At MBI we have a rich cultural environment which includes people from various countries, backgrounds, and worldviews. We subscribe to the right of all to pursue their education without discrimination based on race or ethnicity. Students are encouraged to take advantage of this diverse environment by learning about people and cultures different from their own, being intentional about becoming culturally competent.

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.

Spiritual Enrichment

We desire that students at MBI integrate their spiritual development with all other aspects of their life. MBI offers opportunities for students to gather for corporate worship, intended to spiritually challenge students on a regular basis.

Spring Student Services Event

Each spring semester Student Services hosts an event which requires mandatory attendance of all students enrolled in nine or more credits on campus. The actual event, date, time, and location as well as details of the specific attendance policy are provided at the beginning of the Spring semester.

Sabbath

At MBI we encourage students to have a routine of setting time aside each week to refresh themselves physically, emotionally, and spiritually. Regular, weekly attendance at worship services in a local church is expected.

Chapel

The chapel program is an important part of the educational experience. Chapel exposes the student body to a variety of worldviews and service opportunities as well as provide a Bible-centered educational experience that assists students in knowing Christ more fully. The chapel program is designed around the following priorities:

- Chapel seeks to enhance Christian life and character and build a sense of community by encouraging corporate worship and addressing issues related to Christian living.
- Chapel is designed to enhance biblical and theological literacy through expositional preaching and theological lectures, which encourage students to think critically.
- Chapel is a forum for articulating various worldviews and showing how Christians should engage with current, relevant issues.
- Chapel teaches ministry skills by modeling and providing hands-on opportunities for student involvement in worship, support, and speaking.

Aviation-Specific Policies

Aviation-specific chapel guidelines will be shared with those BSMAT students enrolled in courses at the Aviation campus.

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 generally not pay attention, should not attend chapel that day.

Exemption from Chapel

Requests for Chapel exemption should be sent to the Dean of Student Services and must be submitted by the end of the second week of each semester. Valid exemptions are rare and are seen as an exception to the rule.

Chapel Attendance & Excused Absence Policy for Biblical Studies Students

Chapel is held from 10:40 a.m. – 11:30 a.m. Mondays, Wednesdays, and Fridays. Students who are enrolled in nine credit hours or more are required to attend 28 chapels per semester. Students must swipe in with their ID card for their chapel attendance to be recorded. Students may swipe in between 10:30 a.m. and 10:50 a.m. in order to be marked present. There is no credit for tardiness.

Students are responsible to track their own attendance through the Blackboard website (blackboard.moody.edu). To view chapel attendance on the Blackboard website, select the Chapel Attendance link under “My Organizations” then select “Tools”→“Grade Center.” Repercussions for not attending the required number of chapels include but are not limited to a written assignment, formal reprimand, or Chapel probation. Abuse of the attendance policy may constitute grounds for dismissal.

Chapel Probation

Students who do not meet the required chapel attendance by one or more (i.e. they attend 27 or fewer chapels in a semester) will be placed on Chapel probation the following semester, with the potential for dismissal. Requests for emergency absences must be submitted in written form to the Department of Student Services within two weeks following the emergency.

Students who falsify Chapel attendance records will be placed on Disciplinary Probation immediately. Falsifying records includes giving your ID card to someone else to swipe in for you, or swiping in to register attendance and not attending the entirety of Chapel.

Questions regarding the chapel requirement may be directed to Student Services at chapel.spokane@moody.edu.

Housing

Moody investor-owned properties seek to provide an environment where students engage in spiritual, academic, and personal growth. Student Services seeks to provide students with the ability to continue learning outside of the classroom, persevere in academics, and establish connections in community. We hope that our students firmly establish their personal values while learning to appreciate differences in others in service to their local community.

All students 20 years of age or younger will reside in a Moody investor-owned property unless the student lives at home with their parents within Spokane. First-year international students age 25 or younger are required to live in a Moody investor-owned property their first academic year. Only matriculated, enrolled, full-time students are permitted in Moody investor-owned properties. *Leases are legal, binding documents* between the student and the owner of the property and fees are paid directly to the landlord, NOT to Moody Bible Institute.

If a student in an investor-owned property ceases to be a student by choice or by dismissal, their lease is still in effect and must be satisfied according to the lease terms. However, the former student can no longer live in the investor-owned property. Therefore, they must vacate the premises within 72 hours of withdrawal or dismissal. Non-Moody students are not permitted to reside in investor-owned property.

If a student residing in an investor-owned property completes a semester but does not enroll in the upcoming semester, the student may remain in the house only until the following dates: December 30 for the Fall semester and July 30 for the Spring semester. Please note that all students residing in investor-owned property must continue to abide by all Moody standards.

Resident Assistants

Resident Assistants (RAs) are student leaders who have been selected based on their good academic standing, evidence of spiritual growth, and exemplary character. They serve as a resource for students living in MBI investor-owned housing while assisting landlords in managing the properties. RAs promote the spiritual growth, academic achievement, and social development of their residents. RAs are given the responsibility to facilitate house meetings, respond to emergencies, establish house policies (co-ed/quiet hours, cleaning schedules, etc.), and enforce school policies. RAs may assist landlords by collecting rent, communicating facility and maintenance needs, and facilitating the check in/check out process. RAs are to uphold the same community standards set for their individual communities as well as all other MBI policies. A resident who has a concern with his or her RA should contact the RA's immediate supervisors, the Dean of Student Services.

Landlords (Investors)

Landlords are people who have partnered with Moody to rent their property exclusively to Moody students. Landlords provide furnished, residential space to full-time enrolled students. Landlords control leases, rent collection, maintenance, and room assignments.

Resident Responsibility

Moody Bible Institute expects students residing in investor-owned property to take care of the household and its furnishings. Students are expected to care for the property as if it were their own and adhere to the financial, contractual obligations outlined in the lease. Payments should be made punctually. Should students not be able to pay rent, they should communicate with their Resident Assistant and landlord identifying the time when their payment(s) can be made in full. Inability to make payments does not absolve students from financial obligations.

Residents should adhere to the guidelines determined by the community at the beginning of each semester. These guidelines stipulate property care and management, chore assignments (including cleaning shared spaces, personal spaces, and dishes), co-ed and quiet hours, public displays of affection, and frequency of house meetings. Guidelines shall be posted by Resident Assistants in a common, shared space. Residents and their guests should understand that not adhering to these established policies may result in disciplinary actions.

Non-married students are not permitted to have guests of the opposite sex in their bedroom at any time. Those visiting houses of the opposite sex are expected to remain in common areas on the main floor. An exception is permitted for a Moody Bible Institute staff member to conduct health or safety checks requiring access to individual bedrooms. During these checks, full-time staff will be accompanied by another MBI staff member.

Non-Moody Guest(s)

Residents are responsible and may be held liable for the actions of their guests. Non-student minors, ages 0-17, are not permitted to enter a Moody investor-owned property without being accompanied by their parental guardian. Babysitting is not permitted in investor-owned properties. Please check the lease assigned with the property for further instructions on visiting guests.

Only guests ages 18 or older and of the same sex are permitted to stay overnight in investor-owned properties if they have received the permission of the Resident Assistant and housemates prior to the guests' arrival. Guests needing to spend more than three consecutive nights in an investor-owned home should receive special permission from the Dean of Student Services. Permission is not guaranteed.

Homeless people are not permitted to spend the night in or on the property of a Moody investor-owned home. We ask that people in need of shelter or assistance be directed to local churches and not given access to homes due to safety and security issues.

Student Programs

At Moody Bible Institute—Spokane there are opportunities for students to develop their leadership skills and gain valuable experience while participating in cocurricular organizations. The following information is essential for a student desiring to take full advantage of these leadership experiences.

Student Leadership

In addition to service as a Resident Assistant, other opportunities for leadership service on campus include the Student Leadership Council and the Committee for Community Life. The Student Leadership Council is comprised of various leaders from on-campus student groups, organizations, and ministries. The Committee for Community Life coordinates campus student events.

ELIGIBILITY FOR STUDENT LEADERSHIP OFFICES

A student who desires to serve in a student leadership position must have completed 30 credit hours prior to the beginning of the academic year in which he or she will serve and be in good academic and disciplinary standing.

QUALIFICATIONS FOR STUDENT LEADERSHIP OFFICES

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

- Consistent Christian character evidencing spiritual growth
- Willingness to serve, characterized by dedication and humility
- Grade point average consistent with the requirements
- Commitment to the spirit and standards of MBI
- Not on disciplinary probation or warning status

RESIGNING FROM A STUDENT LEADERSHIP 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:

- In case of ill health or unforeseen circumstances, a student may be permitted to resign with the approval of the Assistant Dean of Student Engagement.
- Students placed on academic or disciplinary probation will not be allowed to hold office and must resign.

If a student receives a stipend for his or her leadership role, upon resignation or dismissal the stipend will be forfeited on a prorated basis.

Program Standards for Curricular and Cocurricular Activities

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

- Biblical or sacred themes are to be handled reverently. Irreverent or fanciful songs, skits, etc. based on biblical or sacred themes may not be used.
- Nothing is to be used which would reflect unfavorably on any individual, group, church, denomination, school, or other Christian organization.
- Everything must be in good taste.
- No music is to be used which would violate the standards and testimony of the Institute.

Any event outside of a student's curricular requirements, including all scripts, music, costumes, etc. of any performance must be approved by the Assistant Dean of Student Engagement *early* in the planning stage.

Amenities Fee (formerly "Student Benefit Fee")

All students are charged a per-credit Amenities Fee (formerly "Student Benefit Fee") for every tuition credit paid each semester. This fee aids MBI—Spokane in providing a richer college experience. The Amenities Fee financially assists student groups and organizations, sports groups, Intramural sports, student leadership training, student leadership stipends, student lounge games, furniture and supplies, equipment maintenance and repair, counseling referrals, in-service seminars, publications, New Student Orientation, Fall New Student Retreat, BSC and Aviation chapels, facility upgrades, library book acquisition, staff and faculty development, school-wide conferences, and more.

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 took a body (John 1:14; 1 Cor. 6:14-15). Because of Christ's resurrection, we take physical existence very seriously.

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 student to cooperate with counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their family and are expected to notify a Student Services staff member. A student dealing with mental or emotional health issues who does not adequately obtain the prescribed counseling, therapeutic, or medical treatment cannot be permitted to continue as a student, especially as his or her actions begins to negatively affect the community or pose a risk to health and safety.

On occasion, it is necessary for a student to be hospitalized as a result of their mental or emotional circumstances. The Student Services 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 may be necessary for a "consideration hearing" to be conducted by Moody Bible Institute. Any hearing decision may be appealed by the student using the disciplinary appeal process.

Counseling Availability

In an effort to provide students with quality, Christ-centered assistance with issues related to emotional or mental needs, Moody Bible Institute has partnered with a local, off-site Christian counseling firm. The cost to the student is nominal. Inquire in the Student Services Department for more information.

Dating

Your experience at MBI is a great time to meet a variety of people and we encourage you to make the most of your opportunities to form relationships with both men and women. We would expect that you treat each other with respect—emotionally and physically, keeping in mind that we are all made in the image of God. In the same spirit, encourage each other to resist romantic speculation or gossip about the relationship choices made by people around you.

Our expectation is that all expressions 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.

Realizing this may be a challenge but understanding that our Biblical standards encourage us to remain above reproach, unmarried students are not permitted to be alone in a home, apartment, bedroom, hotel room, tent, or dwelling of any kind with a member of the opposite sex.

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 nonmarital 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 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. Nonmarital 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.

Sexual Addictions & Pornography

Private, solitary sexual fulfillment such as fantasizing, pornography use, masturbation, or self-exposure is sinful and self-destructive. If this is an area in which you are challenged, please make use of the counseling services offered by Student Services. Continuation of harmful behavior may constitute reason for dismissal.

Body Image & 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 of fully following Christ.

Knowing that students may already be challenged with unhealthy lifestyle choices, professional counseling services are made available at a nominal cost through the Department of Student Services. Please stop by for a referral.

Lewd, Suggestive, Unwholesome Speech or Written Word

Students are expected to exercise sound judgement when expressing their thoughts or opinions while speaking or writing. The use of lewd, suggestive, or unwholesome verbiage or association is prohibited.

Tobacco/Marijuana, Alcohol, & 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), consuming alcoholic beverages of any kind, or misusing any legal or prescribed substances. In addition, these substances may not be possessed or distributed by students on or off campus. If you find yourself addicted to any substance, professional counseling services are available at a nominal cost through the Department of Student Services. Violation of this standard may constitute reason for dismissal.

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/about/consumer-information/Alcohol-and-Drug-Free-Schools-and-Communities-Policy/>) or a copy is available for viewing in the Department of Student Services.

Entertainment & Technology

Entertainment

Members of the MBI community are expected to use discernment in their use of internet, music, drama, dance, comedy, literature, television, movies, video games, and the like. Our choices 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, we desire to strike a balance between these views and provide an atmosphere best suited for students' development. Thus, we have chosen to exclude certain forms of entertainment such as gambling, patronizing bars, clubs, hookah lounges, or similar establishments.

When participating in social dancing such as cultural, ethnic, or taking dance lessons, students are responsible to adhere to the guidelines of their family home. Patronizing dance clubs is not permitted.

Music

Realizing that personal preferences in music vary widely among individuals, we ask that students use discernment about the music they listen to.

While desiring freedom of musical taste and expression, we also require that music played or performed by students be in keeping with the spirit and standards of MBI. Student Services reserves the right to decide on the suitability of music played or performed on campus or any MBI student event.

Computer Use

Students are required to follow the standards published in the *Computer Use Policy* and *MBI Copyright/File Sharing Policy* found on the student portal under "Policies → Information Systems." 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, Snapchat, YouTube, personal blogs, etc.) that is not consistent with the standards of MBI.

If you choose to engage in the use of 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.

Your Physical Appearance

Your appearance 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 for which we do not apologize.

Dress Code: On-Campus

If at any time a student's apparel falls outside of the guidelines, the student will need to leave campus immediately, with encouragement that the student return after adherence to the guideline is met. This dress code applies during normal business hours (8 a.m. to 5 p.m.) and while in class:

MEN

Permitted

- Collared, knit, or ribbed shirts
- T-shirts with non-offensive, non-suggestive designs
- Sweaters, hoodies, sweatshirts; hoods are not to be worn while inside the building
- Dress slacks, khakis, and jeans in good repair*

Not Permitted

- Shorts
- Overalls
- Capris ("man-pris")
- Stretch pants or any garment that is tight-fitting
- Shirts that fail to cover the midriff and back at all times

WOMEN

Permitted

- Dresses and skirts, with hemlines reaching the top of the kneecap and slits no more than two inches above the kneecap
- Shirts with two-inch or wider shoulder straps
- Sweaters, hoodies, and sweatshirts; hoods are not to be worn while inside the building
- Stretch pants or leggings may only be worn underneath a "permitted" garment
- Dress slacks, khakis, and jeans in good repair*

Not Permitted

- Shorts
- Overalls
- Stretch pants or leggings as outer garments
- Garments that are tight-fitting, shoulder-less, low-cut or fail to cover the midriff and back area at all times

Note: Appropriate non-offensive or non-suggestive “designs” are allowed on all garments. Hats may be worn on campus but must be removed if asked to do so by an Administrator or Instructor.

** Good repair: no holes, patches, rips, tears, or excessive fraying.*

Dress Code: Sports – Men & Women

Physical Education classes, off-campus school events, etc.

Permitted

- Warm-up suits, sweat pants, modest tank tops (men only)
- Shorts and spandex when worn under shorts
- One-piece, conservative style swimwear for women
- Trunks for men

Hair

Hair color, length, and style should avoid extremes.

Discipline

God places authorities over all of us. We should recognize authority as such and willingly submit to authority in our lives whether it be the government, a parent, or an institution. It is the goal of Moody Bible Institute that students would mature and develop self-discipline which leads to godliness and is profitable in this life and in the life to come (1 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 3:11-12).

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

Consequences may include probation, dismissal, accountability groups, counseling, or whatever else is deemed necessary. All disciplinary decisions are made after careful consideration of what is best for the community and the student. We also strive to maintain consistency in dealing with particular actions or situations.

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 son or daughter is subject to disciplinary actions.

Discipline Committee and Disciplinary Appeal Process

The Discipline Committee is an ad hoc committee convened at the discretion of the Dean of Student Services. It serves to occasionally supplement the disciplinary decision-making process of the Dean. The committee may be comprised of representatives from administration, faculty, and the student body.

A student has the right to appeal major disciplinary actions (probation, dismissal, etc.) taken by the Dean of Student Services, a Student Services staff member, or the Discipline Committee. Appeals of decisions made by the Dean of Student Services or a Student Services staff member are heard by the Discipline Committee and require no specific stipulations.

Appeals of decisions by the Discipline Committee may be made to the Dean of Student Services with the following conditions:

- There is proof that procedural fairness was not granted during the disciplinary proceeding.
- New evidence has been discovered that the Discipline Committee was unable to consider at the time of the hearing.
- 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 Dean of Student Services within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts, including all information 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) (20 U.S.C. 1094) (a): added HEA Sec. 487 (a) (26), Moody Bible Institute must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the 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, upon request, to the next of kin of the alleged victim.

Sexual Assault, Discrimination, & Harassment

Moody Bible Institute views any form of sexual assault, sexual discrimination, or sexual harassment as violating biblical teachings, Institute standards, and applicable laws. The commission of any sexual misconduct prohibited by Washington State 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.

Moody Bible Institute encourages all victims of sexual assault to report incidents to the Dean of Student Services or a member of the Student Services Staff. A victim may also report incidents to other campus faculty or administration, who will advocate for the victim alongside the Student Services Staff. Offenses occurring on campus will be reported immediately to the MBI Office of Public Safety by a Student Services staff member, and will become part of the campus crime report statistics.

If the offense occurred off-campus, the decision to file a report with Public Safety; the Student Services department; 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 Student Services personnel 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.

Upon receiving a report of sexual assault or discrimination, a trained MBI staff member will be assigned to conduct an investigation in cooperation with the Office of Public Safety and hearings in accordance with established disciplinary procedures. Sexual assault and discrimination victims are entitled to be informed of the status of any and all phases of the hearing process, including the outcome.

Persons accused of sexual assault will be handled through established disciplinary procedures. Accused persons are also entitled to be informed of the status of any and all phases of the investigation and discipline process, including the outcome.

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:

- 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 for women, pregnancy. They are also equipped to conduct the proper collection of physical evidence.
- 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.
- Call your RA, a close friend, or other trusted person who can be with you for support. You do not need to go through this alone.
- Use the support and expertise of the Student Services staff for references to confidential crisis counseling, assistance with medical treatment, and safe-shelter options.

LOCAL SEXUAL ASSAULT RESPONSE RESOURCES

Sexual Assault & Family Trauma Response Center of Lutheran Community Services

210 W. Sprague Ave. Spokane, WA 99201 Office: (509) 747-8224

24-Hour Sexual Assault Crisis Line (509) 624-7273

Website: www.lcsnw.org/spokane/SAFeT.html

Washington Coalition of Sexual Assault Programs

4317 6th Ave. S, Suite 102 | Olympia, WA 98503

info@wcsap.org | Phone (360) 754-7583 | TTY (360) 709-0305 |

Fax (360) 786-8707 | www.wcsap.org

Timely reports of crimes committed on or off campus and considered to be a threat to students or employees are communicated to the Moody community via email, text message, and chapel announcements. Please be sure to update your Emergency Alert contact information and preferences in the MyMoody portal. Crime prevention material is made available to students and staff upon request.

MBI Sex Offender Registration

Any student who is identified as a registered sex offender is required to register with the Office of Public Safety within three 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 dismissal of the student.

FINANCIAL

INFORMATION SECTION



MBI-SPOKANE
STUDENT HANDBOOK

FINANCIAL INFORMATION

Tuition and Fees

Tuition for Spokane campus students is among the lowest in the nation for accredited private schools. Students enjoy the benefit of saving thousands of dollars while earning a versatile and respected degree. The most up-to-date listing of tuition and fees may be found online, at: <http://www.moody.edu/spokane/tuition-fees/>

For questions about refunds, contact Student Accounts at studentbookkeeping@moody.edu or (312) 329-4223.

Employment

In Spokane, the majority of students who secure employment will do so off-campus at coffee shops, restaurants, department stores, and other local businesses. Because ministry involvement, academic load, and individual lifestyle choices vary among students, MBI-Spokane does not limit the number of hours a non-international student is permitted to work.

GUIDELINES FOR ALL STUDENTS

Students are not to take jobs which involve the use or sale of pornographic materials, tobacco, or dispensing and serving alcohol. Very limited exceptions may be granted by the Dean of Student Services.

INTERNATIONAL STUDENT EMPLOYMENT

A student in the U.S. with an F-1 Visa is here for the main purpose of pursuing an education and not to work. Prior to being granted an F-1 student visa to enter the U.S., international students must establish that there are sufficient funds to finance at least their first year of educational costs. However, at that time, the student must also provide evidence that the cost of the entire program of study will be cared for by some means. Students should not rely solely on income from employment while in school. USCIS is restrictive in its regulations concerning employment of international students.

It is illegal for employers to hire non-immigrants who do not have proper work authorization. Employers are required to verify employment eligibility for every employee, regardless of the employee's citizenship or immigration status.

The basic requirements of the F-1 Visa student are that s/he must maintain a lawful status by being enrolled on a full-time basis (at least 12 credits per semester for undergraduate students), maintain good academic standing with an acceptable cumulative grade point average, and must not commit any illegal act. If, at any time, the student fails to maintain lawful F-1 status, the student's work authorization is automatically terminated.

On-campus employment is automatically authorized by the USCIS for any student in lawful F-1 status. Students may be employed full-time during recess periods, as long as they are registered for the next semester and they do not jeopardize their academic standing by working. *However, the availability of such employment cannot be guaranteed.* Students must end their on-campus employment when they complete their program of study.

Under the terms of the F-1 Visa, students are not allowed to engage with any employment off-campus until after they have completed two semesters of study. They are allowed to do so *only* with proper approval from USCIS.

An international student may be eligible to work off-campus in a practical training job, which is directly related to the student's field of study. Such employment may take place with any employer at any location in the U.S. and falls into two main categories: 1) Curricular practical training (CPT) and 2) Optional practical training (OPT). CPT is a work authorization that must be an integral part of the program of study (i.e., internships, practicum experiences) and can be approved by the Assistant Dean of International Students. OPT is a work authorization that needs approval from USCIS and must be directly related to the student's field of study. It falls into one of two time frames: (a) employment *prior* to program completion, in which the student works no more than 20 hours per week; or (b) employment *after* the student has met all course requirements and completed the program of studies. To apply for practical training approval, obtain forms and consult with the Assistant Dean of International Students.

In addition, students who experience severe unforeseen economic hardship may petition for another type of employment authorization. For consideration, detailed documentation of the unforeseen circumstances that caused the hardship and the student's financial standing must be submitted to USCIS along with appropriate application forms and fees. To apply for severe economic hardship work authorization, obtain forms and consult with the Assistant Dean of International Students.

Immigration regulations prohibit all employment for holders of B-2 visas (Visitor for Tourism) and F-2 visas (dependent of F-1 students).

While USCIS regulations provide a variety of opportunities for an F-1 international student to be employed, working improperly or without authorization is a serious violation of the student's status. Appropriate approval must be established before the student can take up any employment. Therefore, an international student seeking employment should first consult the Assistant Dean of International Students regarding regulations and procedures.

In general, F-1 students who have been in the United States less than five years are exempt from Social Security (FICA and Medicare taxes). However, the student's earnings are subject to applicable federal, state, and local taxes. All students, whether they work or not, either on or off campus, are required to file an IRS form 8843 before June 15 of each year. Those who earn income must file a Form 1040 NR or 1040 NR-EZ along with the 8843 and state tax returns on or before April 15th of each year. Students may be entitled to a refund of taxes withheld from their wages if the amount of tax owed is less than the amount withheld.

Further information is described in detail in the International Student Handbook or International Student link in the my.moody.edu student portal.

External Scholarships

A list of notable external scholarships can be found online:

www.moody.edu/spokane/external-scholarships/

Federal Financial Aid

Students applying for federal financial aid funds must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov each academic year. For specific information about Moody and Federal Financial Aid, visit:

www.moody.edu/moody-bible-institute-spokane/financial-aid

Institutional Scholarships (Need and Merit Scholarships)

Information about Moody Scholarships and Grants may be found online, at:

www.moody.edu/moody-bible-institute-spokane/scholarships

Loans

Information about Moody Bible Institute and loans may be found online, at:

www.moody.edu/federal-financial-aid/loans/

Veterans' Benefit Policy

Moody is honored to serve veterans and active-duty members of the U.S. military and their dependents. Veterans new to the Spokane campus should email the VA Certifying Official at studentservices.spokane@moody.edu to begin activation of benefits.

Veterans' Satisfactory Academic Progress follows the Satisfactory Academic Progress policy of the Office of Financial Aid. All of Moody Bible Institute's degrees have been approved by the appropriate agency, under Title 38, U.S. Code Chapters 30, 33, 35, 1606, 1607 and Vocational Rehab (Chapter 31). This excludes certificate programs. For complete information about Veterans' Benefits, visit: moody.edu/federal-financial-aid/veterans-benefits/

Insurance

All international students and BSMAT students completing technical coursework 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 that 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 required students will be automatically enrolled in and charged the Individual Moody Student Health Insurance Plan premium and remain on that plan unless we receive a waiver form or alternate enrollment form (dependent coverage is available). If a student chooses to be covered under 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 the 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 is August 31 for the fall semester and January 31 for the spring semester. Students who do not submit documents prior to these deadlines will remain on the Moody Student Health Insurance Plan and will be responsible for the full semester premium.

All international students, their spouses, and dependent children are required to carry health insurance. International students may waive Moody Student Health Insurance Plan if they can provide proof of alternate coverage from an insurance company based in the United States. 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.

Listed below are the prices for the Moody Student Health Insurance Plan for the 2017-2018 academic year. A separate \$20 insurance handling fee is assessed to each student, per semester, regardless of type of coverage if insurance is required or taken.

	Fall	Spring/Summer
Student only	\$838	\$1,253
Student/spouse*	\$1,676	\$2,506
Student/spouse/Child(ren)	\$2,514	\$3,759
Student/Child(ren)	\$1,676	\$2,506

*If both husband and wife are students, they may each enroll under the Individual plan.

ACADEMIC

INFORMATION SECTION



MBI-SPOKANE
STUDENT HANDBOOK

ACADEMIC INFORMATION

Welcome

Welcome to Moody Bible Institute in Spokane. We are thrilled that you are joining us. Whether your time with us is long or short, we pray you will spend your time well, being formed as a servant of Christ to transform the world. The Academic Information and Policies contained in these pages are here to help you navigate MBI—Spokane. We've organized the topics in this section alphabetically to help you easily find what you need.

Sincerely,

Wendy Liddell, PhD

Associate Dean of Academics

Please note, Students are responsible for satisfying the curricular requirements of their academic program as documented in the Moody Bible Institute catalog for the year in which they were admitted or readmitted. However, academic information and policies may change and are updated in the current academic catalog. Students are responsible for knowing the following information and adhering to the policies as set forth below.

Current and previous catalogs may be found at: <http://www.moody.edu/catalog>

Academic Status (Probation, Dismissal)

Each student admitted to Moody Bible Institute is assumed to have the preparation, desire, and ability to make satisfactory progress toward a degree. 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 here. For specific information, please refer to the 2017-2018 Undergraduate Catalog at:

moody.edu/academics/catalogs/

Auditing Courses

Audited courses do not count for credit. Required courses for the student's major cannot be audited. Once audited, a course may not be taken for credit. Courses may be added for audit during the second week of classes only. Audit forms are available from the Academics Department. The signature of the faculty member is required.

Change of Major

Student wishing to change their major may pick up a Change Of Major form from Moody Central, located in Student Services. Completed forms may be submitted to the Associate Registrar. After submitting the form, a student will receive email notification regarding the status of his or her program change.

Class Attendance

Class attendance is of primary importance to academic achievement. Students should keep absences to a minimum, making certain that any absence from class is for unavoidable reasons only. Class attendance is of particular importance for those who have a grade point average of 2.0 or less. Students are personally responsible to keep records of all absences.

Generally, if absences occur on days when tests and other personal student assignments are scheduled, 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 in making a decision. Regardless of the circumstances, 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.

** Note: Professors' individual policies (stated in syllabi) may vary.*

Absence Due to Illness

In the case of illness, the student is responsible to email his or her professors some time (preferably prior to the class session) during the day of the illness that he or she will not be in attendance at the class. The correspondence serves as a notification to faculty of the absence and reason.

Absence of Instructor

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

Course Load

The minimum academic load for a full-time student is 12 credits per semester. The average academic load to complete an academic program within its time limit is 15 to 16 credits for each fall and spring semester if the student plans to graduate in eight semesters. A minimum of 127 semester hours are required for any BA degree. Due to the unique requirements for some programs, the totals required for graduation may be slightly higher. The BS in Missionary Aviation Technology degree has a curriculum of ten semesters, with 173 semester hours required for the Maintenance emphasis and 187 semester hours required for the Flight emphasis.

Credits

For all majors except BSMAT, the regular academic year consists of 16-week spring and fall semesters as well as four-week January and June sessions. Credits are earned in terms of semester hours (a semester hour being one 50-minute period per week for one semester). A student completing the work required in 15 such periods per week for one semester receives credit for 15 semester hours. January and June sessions provide a concentrated schedule to achieve semester hour credits in less time.

Credit by Transfer

In some cases, students may earn credits toward their Moody Bible Institute degree by completing coursework outside the Institute or successfully passing examinations.

Transfer Courses

Transfer credits are evaluated through the Office of Academic Records in Chicago. Courses presented for transfer credit must meet the following criteria:

- The course must be taken at an institution of higher learning that is regionally accredited, accredited by the Association for Biblical Higher Education (ABHE), or accredited by the Transnational Association of Christian Colleges and Schools (TRACS).
- The course content, as listed in a catalog course description or syllabus, is equivalent in content and credit hours (i.e. 4-5 quarter hours = 3 semester credit hours).
- The student earned a grade of C or better. A course graded on a pass/fail basis will not transfer.
- Credits that exceed 10 years from the date of completion are not transferable toward current degree requirements.
- The course fulfills one of the student's academic program requirements.
- Records must be submitted on official transcripts.

Transfer credit does not affect a student's grade point average. Questions regarding transfer credit should be referred to the Spokane Associate Registrar's Office prior to enrollment in the course.

Credit by Examination

CLEP & AP CREDIT

Moody Bible Institute will grant credit recognition for students who have received acceptable scores through the College-Level Examination Program (CLEP) and the Advanced Placement (AP) Examination. For a list of courses and the established acceptable scores, log in to Blackboard → MBI-Spokane Academics → CLEP & AP Information.

Please note the following policies related to credit by examination:

- Examination credit will be awarded only if the student has not previously taken the course at MBI or another institution of higher education.
- Credit by examination will be listed on the student's record indicating the subject for which the credits were awarded. Grades and honor points will not be recorded. The credits, though counting toward graduation, will not be used in the computation of the student's cumulative grade point average.
- Transfer students with examination credits will be required to submit official test scores. These scores will then be evaluated according to MBI criteria.

EWU COMPUTER TESTS

These tests are available through Eastern Washington University to MBI-Spokane students as an alternative to fulfilling the Intermediate Computer Skills course. Students must pass both exams in order to receive credit. These are not CLEP tests. These tests are unique to EWU and are referred to as Challenge Examination Tests.

There are two Challenge Examination Tests:

- CPLA 100: Computer Basics, Office 2013: Microsoft Word & PowerPoint
- CPLA 101: Office 2013: Microsoft Excel

For more test details visit Blackboard → MBI-Spokane Academics → CLEP & AP Information → EWU Computer Test or go to <http://access.ewu.edu/CPLA/CPLA-Challenge-Exam-Information.xml>.

FLATS (FOREIGN LANGUAGE ACHIEVEMENT TESTING SERVICE)

The Foreign Language Achievement Test, offered through Brigham Young University, can provide up to 6 credits of foreign language by successfully passing an online test, offered in several languages. If you are interested in taking this test, please contact the Spokane Associate Registrar. You can also register directly at:

<https://flats.byu.edu/signupall.php?x=8>

Academic Credit Completion Deadlines

Graduating students must successfully complete transfer credit and credit by examination the semester prior to graduation. Late credits and scores must be appealed for acceptance directly to the Registrar in Chicago's Academic Records office.

Degree Completion Time Limits

Academic credits that exceed ten years from the date of completion may not be applicable to current degree curricula.

Degrees Offered

Moody Bible Institute in Spokane offers degrees from five different departments. Degrees currently offered in Spokane, and their related departments, include:

Department of Bible

- B.A. in Biblical Studies
- B.A. in Biblical Studies, Interdisciplinary
- B.A. in Biblical Languages

Department of Educational Ministries

- B.A. in Youth Ministry
- B.A. in Youth Ministry, Interdisciplinary

Department of Intercultural Ministries

- B.A. in Intercultural Ministries
- B.A. in Intercultural Ministries, Interdisciplinary
- B.A. in TESOL (Teaching English to Speakers of Other Languages)
- B.A. in TESOL, Interdisciplinary

Department of Missionary Aviation Technology

- B.S. in Missionary Aviation Technology (BSMAT), with Maintenance or Flight options

Department of Pastoral Studies

- B.A. in Biblical Exposition, Interdisciplinary

Program plans for all majors can be found in the current catalog online, at:

<http://www.moody.edu/academics/catalogs/>

Directed Study

This option follows an independent study format and is potentially offered to those in the following circumstances:

- The student is within two semesters of his or her expected graduation date and is

- unable to take a required course due to a course-scheduling conflict.
- The student seeks to take a course that is not offered regularly, but is in accordance with accepted academic rational (i.e. a course related to graduate school requirements, honors program requirements, etc.) *and* an instructor is willing to teach such a course.

Directed Studies are not offered in the following circumstances:

- The student has a conflict with their personal schedule (i.e., work, ministry commitment, etc.).
- The student has less than 70% of his or her degree program credits completed.
- The student prefers the course from a specific instructor.

PROCESS FOR ENROLLING IN DIRECTED STUDY

1. Obtain a paper copy of the directed study application form from the Student Services or Academics Office receptionist.
2. Submit the Directed Study Application directly to the appropriate faculty member who will complete his/her portion of the form, attaching a syllabus and any other necessary material. The faculty member will submit the application and all supporting documentation to the Associate Dean of Academics for final approval. Forms must be submitted for approval within the first week of the semester.
3. If the directed study is approved, you will be automatically enrolled in the course and notified via email with the form and supporting materials attached.
4. You will be responsible to communicate with the instructor throughout the semester to complete the course work as designated by the instructor.

Final Exams

Final exams take place at different times from the weekly class. A schedule for final exams each semester can be found by visiting Blackboard and selecting MBI—Spokane Academics→Final Exam Schedules.

Students are not permitted to take early final exams. This process may be appealed by submitting an early final exam form to the Academics Department reception desk. This appeal will be presented before a committee that will form a final decision for each appeal. Early final exam request forms can be found by visiting Blackboard and selecting MBI—Spokane Academics →Student Forms.

Grade Appeals

A student should resolve any questions about a semester grade as soon as possible after final grades have been issued. Students have four months from the date a grade is issued to dispute it. After four months, the grade will be considered final. Students may appeal a grade issued by an instructor if the student believes that the grade has been miscalculated or graded unfairly. The appeal process is as follows:

STEP I

The student contacts the instructor and attempts to resolve the issue. In the event that the issue is not resolved, the student should move to Step II.

STEP II

The student presents the appeal and supporting data in writing to the Associate Dean of Academics in Spokane. The instructor also submits a written summary of the issue. If the issue is not resolved at this level, the student should move to Step III.

STEP III

The student presents the appeal, along with supporting data, in writing to the Campus Dean in Spokane. The Associate Dean of Academics also submits a written report on the appeal. If the appeal reaches this step, the student should move to Step IV.

STEP IV

The student presents his or her appeal, along with supporting data, in writing to the Spokane Associate Registrar. The Campus Dean's office also submits a written report on the appeal. If the appeal reaches this step, then Step V is also initiated.

STEP V

The Spokane Associate Registrar initiates and sets a meeting of the Committee on Academic Standards and the Registrar after the appeal is received. The decision of the Committee on Academic Standards is final. A written response will be sent to the student as soon as a decision has been reached.

Honors Programs

The Spokane campus Honors Program is designed to encourage independent learning through research and creative projects. Throughout their time in the Honors Program, students work closely with faculty mentors. As undergraduate scholars, students share their research at local lectureships, institutional conferences, and regional meetings. The Honors Program also requires selected readings, oral exams, and ongoing curricular criteria (i.e., cumulative GPA of at least 3.50). Although entrance requirements vary slightly per program, general standards for consideration include a cumulative GPA of at least 3.80, standardized test scores in the 90th percentile, and two faculty recommendations.

The Ancient Christian Studies (ACS) Honors Program is not formally tied to any specific major, although the program's requirements for six elective credits in Theology are accommodated most simply by the Biblical Studies Interdisciplinary major. Students accepted into the program are expected to enroll in a 1-credit honors tutorial course in Theology and Literature for eight consecutive semesters (i.e., each semester they are enrolled at Moody Bible Institute for four academic years).

The Intercultural Studies Honors Program is an available course of study for students enrolled in the Intercultural Ministries Interdisciplinary major. Tutorials and directed readings, oral examinations, special projects, and presentations at the annual Mission Conference are among the academic requirements.

The Semitic Languages and Literature Honors Program is available to students in the Biblical Studies Interdisciplinary major. Special courses, research essays, and academic lectures are among the academic requirements.

Internships

See "INTERNSHIPS" on page 47.

January & June Session

The January and June Sessions offer an opportunity for current students at MBI—Spokane to take undergraduate courses in a number of academic fields. January Session courses have varying start dates throughout January during students' semester break. The June Session begins immediately after the spring semester. Courses are scheduled in one, two, and three-week blocks.

Late Course Work

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

Five-Week Extension

If it is anticipated that a further extension is necessary, a five-week extension form should be submitted to the instructor two weeks prior to the end of the semester. Forms may be obtained from Moody Central, located in the Student Services suite. If the request is approved, the student will be given a grade of "Incomplete." All work must be completed by the last day of the fifth week of the following semester or a grade of "F" will be issued.

Missions Conference

The annual Missions Conference is a two-day conference held in the fall, addressing major areas and issues in worldwide missions. All regular classes are suspended during the Missions Conference, and all students enrolled in nine credits or more are required to attend. Attendance is not required for all other students, but it is greatly encouraged. Students are expected to make arrangements with employers well in advance as to ensure the student will meet the minimum attendance requirements. Realizing there are rare occasions for exceptions to this policy, please contact or visit the Academics Office to inquire further.

Academic Integrity and Penalties for Academic Misconduct

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

Cheating

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

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

Plagiarism

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

Penalties for Academic Misconduct

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

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

Registration

Returning students must preregister each semester. Registration begins in October for the spring semester and in April for the fall semester. The Associate Registrar's Office provides these dates and instructional information. Students who have "holds" on their account will not be able to register for classes until all holds have been lifted. Students are responsible for selecting the proper classes according to the requirements outlined for their degrees. This applies to students who have maintained a "continuous enrollment" status since their first semester at MBI. Students who have had an unapproved break in enrollment may be required to be readmitted under the terms of the current catalog. Students are expected to be aware of and abide by requirements and regulations published in the Catalog when choosing courses.

Suggested Registration Directions

1. Reference your program plan by logging into your account on Blackboard (blackboard9.moody.edu) and selecting "MBI—Spokane Academics" located under your "Courses" section. From the left sidebar, select "Program Plans" → "Viewing your degree's program plan" from the list.
2. View all of the upcoming semester's course offerings by visiting the "Course Schedules" tab on the left sidebar and downloading the upcoming semester's course schedule. In the Course Schedule, you can find all of the courses listed on your Program Plan. Note: You can search a PDF by using the key combination "Command+F" or "Ctrl+F," depending on which operating system you are using. Once the search bar appears, you can type in the course title and continue to hit "Enter" until the course appears.
3. On a piece of paper or in a text editor on your computer, compile a list of classes that will work with your schedule, their times, and their class numbers. If a class is closed, you can refer to this list to choose another class offering.
4. Log in to your MyMoody account (www.my.moody.edu).

5. Select "Student Center."
6. Under the "Academics" section of your Student Center, select "Enroll."
7. Select the semester you for which you wish to enroll.
8. Select the green "Search" button.
9. Select "Spokane Campus" from the Campus dropdown menu.
10. Select the green arrow that enables "Additional Search Criteria." If you wish to see all of the class offerings for a certain course, you can put the course title into "Course Keyword." However, if you already have a certain class, date, and time in mind, input the Class Number from the list you compiled earlier (this is the number listed in the Course Schedule).
11. Click "Search." Please note: The system displays only three class offerings at one time. However, there may be more than three sections of a course at a given time. To see all of the offerings and their times, select "View All Sections" from the blue bar just below the course title.
12. Green circles denote open classes. Blue squares denote closed classes.
13. Select the course you want to sign up for and add it to your shopping cart.
14. To find another class to add to your shopping cart, select "Search" once again, and follow steps 9-13 again.
15. Once every course you want is in your shopping cart, select "Enroll," and follow the directions until you are enrolled.

To verify your enrollment in the courses you want, go to your Student Center, and select "Class Schedule" from the drop-down menu to the left of the Academics Section. You can also see your schedule in the form of a calendar by toggling to the "Weekly Calendar View," an option that is located at the top of that page.

Repeating a Failed Course

When a student who receives an "F" in any subject repeats that subject, the student will be credited with the grade received the second time, and the first grade of "F" will be replaced with an "X" to indicate a repeated course. The successfully repeated grade will be calculated in the cumulative GPA. While this process should be automated, if you notice that your failed grade has not been replaced, please contact the Spokane Associate Registrar in Student Services to make this adjustment.

Scholastic Honors

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

Highest Honors.....	3.80-4.00
High Honors.....	3.60-3.79
Honors	3.30-3.59

Studying Abroad

For the most current information on these programs, visit moody.edu/study-abroad. For questions about Study Abroad, contact studyabroad@moody.edu

Transcripts

Students may request an official transcript of their academic record or certification of student status through the Office of Academic Records in Chicago. A link to access the request can be found on the Academic Records and Registrar page, at: www.moody.edu/student-services/academic-records-and-registrar/

The Institute will not issue a transcript or release other non-public information except by written request of the student. Transcript requests will not be processed for students who have financial holds or past-due balances.

If a request for a transcript is submitted between the completion of a course and the release of a grade, the Academic Records Office will send out a transcript without the latest course grade(s) unless otherwise requested by the student.

For additional information, contact the Office of Academic Records at 312.329.2087 or academicrecords@moody.edu.

Unofficial Transcripts

Unofficial transcripts are available for students who wish to see their academic information, course history, transfer credits, and grade point average, but do not need this information sent officially to another institution.

To access your unofficial transcript:

1. Log into MyMoody.
2. Go to your Student Center.
3. Under the “Academics” section, select the drop-down menu that says “Other Academic.” It is located in the central left-hand portion of the section.
4. Select “Transcript: View Unofficial” from the drop-down menu choices.
5. Before you continue, make sure that your browser has pop-ups temporarily enabled. Otherwise, you may not be able to view your transcript. (Note: If you continue to experience issues with viewing your unofficial transcript, you may have more success using a different browser).
6. For “Report Type,” you will need to select “Unofficial Transcript” from the second drop-down menu. It is the only option available.
7. Select the green “View Report” button on the left-hand side of the table. Again, make sure no pop-ups have been blocked.

ACADEMIC SERVICES



MBI-SPOKANE STUDENT HANDBOOK

ACADEMIC SERVICES

Academic Success Center

Moody Bible Institute's Academic Success Center (ASC) strives to promote excellence in all areas of academics. Tutoring for all courses offered at Moody is available through the ASC. The ASC teaches students from all disciplines and all levels of ability how to improve their study skills, writing, analytical thinking, and research skills through one-on-one instruction. In addition, help with aviation courses, languages such as Greek and German, math courses, and more, is offered through the ASC.

In addition to tutoring, the ASC is the location of Moody Bible Institute's Testing Center, where students may take proctored exams for classes as assigned by their instructor.

Students may sign up for appointments and for testing with peer tutors in the ASC, located on the second floor of the East Wing, or walk in if space is available. The ASC is also available as a quiet study area.

Moody Bible Institute—Spokane Library

The most up-to-date information about library services, holdings, and hours of operation may be found online at:

library.moody.edu/mbi-spokane-library/mbi-spokane-library/policies-and-guidelines/

Vision

The MBI—Spokane Library provides guidance, support, and advocacy for the advancement of resources and services for our students, staff, and faculty in order to satisfy the curricular and informational needs of the programs offered in Spokane. We support MBI's global mission to educate students to think biblically, live Christianly, and serve the church effectively.

Location and Hours

The library is managed by a dedicated staff in a 3,000 square foot space on the second floor of the main campus facility. Normal hours of operation during the semester are:

- Monday-Thursday 7 a.m. - midnight
- Friday 7 a.m. - 7 p.m.
- Saturday noon - 5:00 p.m.
- Sunday 3 p.m. - midnight

Hours are reduced during semester breaks as well as January and June terms.

The Main Library includes comfortable seating, tables, and study carrels with access to two computer terminals, a library catalog terminal, a printer station, and a copier station with scanning capability. Anyone with a library account may use the self-checkout kiosk to check out multiple books at once. By entering your ID number into the kiosk and placing the stack of books inside, all the items will be checked out simultaneously.

The Reference Room houses comfortable seating, study carrels, and a laptop bar with access to five laptops, including one laptop with access to Adobe's Creative Cloud. The room includes reference resources, reserve books, audiovisual materials, special collections, iPads, virtual reality gear, noise canceling headphones, regular headphones, and earplugs available to enhance your study experience.

The group study room seats four and includes an audiovisual station, whiteboard, and a computer terminal.

Collection

The Spokane Library provides access to 12,000 books, 11,000 e-books, 35 print serials, 15,000 online serial titles, 500 audiovisual recordings, and 50 electronic databases. Up to 15 books may be checked out for three weeks and audio-visual materials have a one week checkout period. If you have incurred \$5.00 or more in fees on your account, you may not check out additional materials until the fees are paid. Students are charged \$0.10 per day per each book overdue. Books may be returned directly to the library or to the book bin in the main hallway outside of Hebrews.

Reserve materials may be checked out for three hours on campus, laptops for five hours on campus, and iPad Airs, Minis, and Pros are available for three day checkouts. Library users are charged \$15.00 per day per iPad overdue. Our virtual reality equipment may be checked out by individuals for 30 minutes at a time and for three hours by on-campus working groups. All of these items must be returned in person to a library staff member.

To access the online catalog and website, go to <http://library.moody.edu>. In the “Spokane” section, library users can request books from other libraries through Interlibrary Loan, make purchase suggestions, submit Ask-A-Librarian questions, reserve the group study room, or browse the new directory service which searches across all the library's holdings in one search.

Gonzaga's Foley Center Library

Moody Bible Institute—Spokane also has a borrowing agreement with nearby Gonzaga's Foley Center Library. Students may check out up to five books for four weeks at a time with two renewals. Overdue books are charged to students at \$0.25 per day per each book overdue from the Foley Center library. Gonzaga books must be returned to Foley Center Library. At the end of the school year, students with unpaid Gonzaga library fines for overdue or lost materials will be charged by Moody for fees owed. Foley Center Library locks its doors at 9 p.m., so guests wishing to study later in the evening must already be inside the building at this time.

Please note, policies for use of the Gonzaga Foley Center Library, including book check-out, overdue fees, and lost materials fees are subject to change upon annual renewal of the Gonzaga-Moody articulation agreement.

Contact Information

Stop by and visit us on the second floor of the Biblical Studies Campus, or find us online:

<http://library.moody.edu>



Moody Bible Institute—Spokane Library



mbispokanelibrary: #mbispokanelibrary, #moodylibraryshelfies



@mbi_wa_library



Moody Bible Institute—Spokane Library



MBI Spokane Library

COURSES



MBI-SPOKANE STUDENT HANDBOOK

COURSES OFFERED

A comprehensive list of courses offered for all majors can be found in the current MBI Catalog. All catalogs, both current and past, can be found online at: moody.edu/catalog

BIBLICAL STUDIES ELECTIVES BY DISCIPLINE

This list is for students in Interdisciplinary Majors required to group their electives by concentration. This is a suggested list for grouping your electives by discipline so that your electives form a cohesive course of study. All electives must be approved by your faculty advisor.

Bible Electives

BI-2210 GOSPEL OF JOHN

3 credits. Offered intermittently.

BI-2213 PSALMS

3 credits. Offered Spring Semester.

BI-2270 LIFE IN BIBLE TIMES

3 credits. Old Testament OR New Testament elective. Offered Fall Semester.

BI-3305 OLD TESTAMENT HISTORICAL LITERATURE I

3 credits. Offered intermittently.

BI-3311 THE PENTATEUCH

3 credits. Offered intermittently.

BI-3312 GENESIS

3 credits. Offered intermittently.

BI-4401 TOPICS IN BIBLICAL STUDIES

3 credits. Old Testament OR New Testament elective on varying topics. Offered intermittently.

BI-4418 DANIEL AND REVELATION

3 credit. Old Testament OR New Testament elective. Offered intermittently.

Biblical Exposition Electives

PS-2232 EXEGETICAL METHODS FOR PREACHING

3 credits. Offered Fall semester.

PS-2240 HISTORY OF BIBLICAL EXPOSITION

3 credits. Offered Spring Semester.

PS-3382 CARE OF THE MINISTRY LEADER'S SOUL

3 credits. Offered intermittently.

PS-4430 DEVELOPMENT & DELIVERY OF NARRATIVE MESSAGES

3 credits. Offered Fall Semester.

PS-4440 STRUCTURE & STYLE IN BIBLICAL EXPOSITION

3 credits. Offered Spring Semester.

PS-4453 PASTORAL CARE & COUNSELING

3 credits. Offered intermittently.

PS-4463 CULTURAL DYNAMICS OF CONGREGATIONAL MINISTRY

3 credits. Offered intermittently.

Biblical Language Electives

BI-2271 HEBREW GRAMMAR I

4 credits. Offered Fall Semester.

BI-2272 HEBREW GRAMMAR II

4 credits. Offered Spring Semester.

BI-2281 GREEK GRAMMAR I

4 credits. Offered Fall Semester.

BI-2282 GREEK GRAMMAR II

4 credits. Offered Spring Semester.

BI-3371 HEBREW EXEGESIS I
4 credits. Offered Fall Semester.

BI-3372 HEBREW EXEGESIS II
4 credits. Offered Spring Semester.

BI-3383 GREEK EXEGESIS I
4 credits. Offered Fall Semester.

BI-3384 GREEK EXEGESIS II
4 credits. Offered Spring Semester.

Camping Ministry Electives

ED-3300 MINISTRY PLANNING
3 credits. Offered Fall Semester.

ED-3309 PRINCIPLES OF LEADERSHIP
3 credits. Offered Spring Semester.

ED-3344 CAMP ADMINISTRATION AND PROGRAMMING
3 credits. Offered Spring Semester.

ED-3362 YOUTH DISCIPLESHIP & LEADERSHIP
3 credits. Offered Spring Semester.

ED-3366 PEOPLE HELPING SKILLS
3 credits. Offered Spring Semester.

Counseling Electives

ED-2210 FAITH AND LEARNING: AN INTEGRATIVE STUDY
3 credits. Offered Fall Semester.

ED-3330 INTRODUCTION TO COUNSELING
3 credits. Offered Fall Semester.

ED-3340 MARRIAGE AND FAMILY SYSTEMS
3 credits. Offered intermittently.

ED-3350 COUNSELING SKILLS TRAINING I
3 credits. Offered Spring Semester.

ED-3360 ISSUES AND COUNSELING FOR YOUTH
3 credits. Offered Fall Semester.

ED-3366 PEOPLE HELPING SKILLS
3 credits. Offered Spring Semester.

Leadership Electives

ED-3300 MINISTRY PLANNING
3 credits. Offered intermittently.

ED-3309 PRINCIPLES OF LEADERSHIP
3 credits. Offered Spring Semester.

ED-3320 LEARNING THEORIES AND APPLICATIONS
3 credits. Offered intermittently.

ED-3362 YOUTH DISCIPLESHIP AND LEADERSHIP
3 credits. Offered Spring Semester.

ED-3366 PEOPLE HELPING SKILLS
3 credits. Offered Spring Semester.

Intercultural Studies Electives

EV-3302 LIFE-ON-LIFE DISCIPLESHIP
3 credits. Fall Semester.

MI-2206 CULTURAL ANTHROPOLOGY
3 credits. Fall Semester.

MI-3310 CHURCH PLANTING
3 credits. Fall Semester.

MI-3311 INTERCULTURAL COMMUNICATION
3 credits. Fall Semester.

MI-3330 GLOBAL ISLAM
3 credits. Offered intermittently.

MI-4412 WORLD RELIGIONS
3 credits. Spring Semester.

MI-4415 MISSIONARY RELATIONSHIPS
3 credits. Offered Fall Semester.

MI-4440 STRATEGIC PLANNING AND RESEARCH
4 credits. Spring Semester.

DEPARTMENT

INFORMATION



MBI-SPOKANE

STUDENT HANDBOOK



DEPARTMENT OF FIELD EDUCATION

Department Mission

The mission of the Department of Field Education (FE)/Practical Christian Ministries (PCM) is to lay the foundation for the understanding of service learning and to initiate the implementation of the essentials for effective ministry. FE/PCM provides students with an outlet to practice skills and apply principles learned in the classroom to real-life situations through their PCM experience. By partnering with numerous churches, parachurch organizations, and community service agencies, students are presented with the opportunity to share their faith in Christ as well as be exposed to a variety of ministry settings and diverse people groups.

Practical Christian Ministry (PCM)

MBI believes that the educational experience is greatly enhanced by affording students the opportunity to live out what they are learning in the classroom. Therefore, every student enrolled in nine credits or more is required to participate in ministry on a weekly basis. (This includes credits taken on campus, online, or a combination of both.) These assignments normally require two to four hours per week and sometimes require advance preparation. The types of ministries in which students can participate cover a wide range of activities, cultures, and age groups. They include, but are not limited to, church responsibilities, teaching Sunday school, sharing their faith, visiting hospitals and nursing homes, discipling the forlorn in prison and juvenile detention centers, preaching in retirement care facilities, working in youth groups and children's clubs, tutoring or helping with after-school programs, providing music for services to the elderly, and encouraging the hopeless and isolated with the love of our Lord Jesus Christ.

All entering students are enrolled in a one-credit class, FE-1100 Introduction to Ministry, during their first semester of enrollment in order to acquaint them with the diverse ministry opportunities available and to prepare them for their ministry involvement while at Moody Bible Institute. It is the sincere desire of the Moody Bible Institute to help equip students for a lifetime of serving the Savior.

A student's Practical Christian Ministry assignment is considered a part of the academic requirements at Moody, as well as an essential part of the student's spiritual life. *Satisfactory completion of attendance and reporting requirements for each semester is necessary for graduation.* For a full explanation of this requirement, please refer to the Practical Christian Ministry Guide. To receive a copy of the *Practical Christian Ministry Guide*, or for further questions, please email spokanepcm@moody.edu.

Internships

A student is eligible to enroll in his or her internship upon the completion of at least 60 credits and any applicable prerequisite courses. See below for each major's specified faculty internship supervisor and applicable prerequisites.

Major	Faculty Internship Supervisor	Prerequisite Courses to Internship
BA in Biblical Exposition Interdisciplinary	Mr. Chris Rappazini Dr. Keith Krell	Core major courses must be completed prior to enrollment, or simultaneously Recommended: Complete internship spring of senior year concurrently with Senior Seminar
BA in Biblical Languages BA in Biblical Studies BA in Biblical Studies Interdisciplinary	<i>Choose One:</i> Dr. Dominick Hernandez Dr. Michael Kibbe Dr. John McMath Dr. Jerry Vreeland	None
BA in Intercultural Ministry BA in Intercultural Ministry Interdisciplinary	<i>Choose One:</i> Dr. Dave Beine Mr. Floyd Schneider	MI-3311 Intercultural Communication MI-3378 Ministry Internship I
BA in TESOL BA in TESOL Interdisciplinary	Dr. Marc Canner	MI-3311 Intercultural Communication MI-3378 Ministry Internship I
BA in Youth Ministry	Dr. Craig Ferderer	ED-2201 Communicating Biblical Truth to Adolescents ED-2210 Faith and Learning ED-2222 Adolescent Pscyh or ED-2220 Human Development ED-2229 Foundations of Youth Ministry ED-3362 Youth Discipleship and Leadership
BS in Missionary Aviation Technology	Mr. Joe Swanson	MI-3311 Intercultural Communication MI-3378 Ministry Internship I

Students with questions about finding and completing an internship should consult with their specified faculty internship supervisor.

Once an internship has been selected, the student (with the exception of BSMAT, Intercultural Ministries TESOL, and Youth Ministry majors) must complete the "Spokane

Internship Form” located at my.moody.edu under the Spokane Campus tab. BSMAT, Intercultural Ministries TESOL, and Youth Ministry majors do not need to complete the form and simply sign up for Ministry Internship I on their own.

Upon submission, the internship form is sent electronically and official approval of the proposed internship will be obtained from the student’s ministry internship supervisor. Upon approval, the student will be enrolled by Spokane Academics in his/her ministry internship for the semester selected. The student is responsible to maintain contact with his/her faculty internship supervisor until the completion of the internship.



ADDENDUM

These degree programs are no longer offered to incoming students at MBI-Spokane. The information below is provided for students currently enrolled in these degree programs who intend to finish in that major.

Bachelor of Science in Biblical Studies (B.S.B.S.)

The Bachelor of Science in Biblical Studies (B.S.B.S.) degree is a four-year program chosen by students headed into vocational positions including the pastorate, the mission field, youth ministry, or women's ministry; others study with the goal of continuing their education at a graduate level. Still others are exploring what God desires of them, and find the context of a Bible education a good place to build a foundation in preparation for a variety of positions.

When combined with practical Christian ministry experience, the B.S.B.S. degree strengthens individuals for ministry both in the local Church and in the community.

Areas of Concentration

- Biblical and Theological studies (40 semester hours)
- Ministry studies (24 semester hours)
- General Education (39 semester hours)
- Open Electives (17 semester hours)

Outside of the classroom, the degree program requires Practical Christian Ministry assignments each semester.

This degree program is no longer offered to incoming students at MBI-Spokane. The information below is provided for students currently enrolled in these degree programs who intend to finish in that major.

B.S. in Biblical Studies

Bachelor of Science in Biblical Studies Major

FIRST YEAR FALL SEMESTER

BI-1111 Old Testament Survey ±	4
TH-1110 The Church & Its Doctrines ±	3
MS-1100 Spiritual Life & Community	3
GSU-1110 College Writing ± •	2
FE-1100 Introduction to Ministry ±	1
LF-1100 Lifetime Fitness ••	1
	15

SPRING SEMESTER

BI-1112 New Testament Survey ±	4
MS-1101 Introduction to Disciplemaking* ±	2
MS-1102 Studying & Teaching the Bible** ±	4
GSU-1112 Research Writing	3
GSU-1120 Speech Communications	3
	16

SECOND YEAR FALL SEMESTER

BI-2230 Bible Introduction	3
MI-2206 Cultural Anthropology*** ±	3
MS-1103 Christian Missions	3
GSU-2250 Introduction to Philosophy	3
Elective	3
	15

SPRING SEMESTER

BI-2280 Hermeneutics	3
TH-2270 Church History ±	3
GSU-1109 Introduction to Literature #	3
GSU-1113 Intermediate Computer Skills ##	3
Elective	3
	15

THIRD YEAR FALL SEMESTER

BI-3312 Genesis	3
TH-3321 Survey of Theology I ± Δ	4
GSU-1131 Physical Science	3
GSU-2210 Introduction to Psychology ±	3
Elective	3
	16

SPRING SEMESTER

TH-3331 Survey of Theology II ±	4
ED-3350 Interpersonal Ministry Skills	3
GSU-1132 Life Science	3
GSU-3320 Developmental Psychology ±	3
Elective	3

FOURTH YEAR FALL SEMESTER

BI-4410 Romans ±	3
PS-3330 Communication of Biblical Truth	3
FE-4400 Ministry Internship	3
GSU-2231 Quantitative Reasoning • Δ Δ Δ	2
Elective	3
	14

SPRING SEMESTER

BI-4495 Biblical Studies Capstone	3
MU-2267 Christian Worship Δ Δ	3
GSU-2240 Math for Liberal Arts Δ Δ Δ	3
Electives	4
	13

Total Credit Hours: 120

* Course substitution for EV-3302 Life-on-Life Discipleship requirement.

** Course substitutions for BI-1120 Elements of Bible Study and ED-1100 Educational Foundations requirement.

*** Course substitution for GSU-1111 Global Culture requirement.

SPOKANE CAMPUS NOTES:

± Denotes courses that are only offered in the semester they are placed.

• A 3-credit course on the Spokane campus only.

•• Suggested elective.

May be fulfilled by any Literature Elective ("Special Topics in Literature" courses).

May be fulfilled by EWU Challenge Exam. See Academics Department for more info & options.

Δ Cannot be fulfilled by Systematic Theology.

Δ Δ May be fulfilled by MU-1130 Exploring Music.

Δ Δ Δ May be fulfilled by one of the following courses: GSU-1102 College Algebra, GSU-1102 Finite Mathematics, or GSU-1105 Logic.

FACULTY & STAFF

BIOGRAPHY SECTION



MBI-SPOKANE
STUDENT HANDBOOK

BIBLICAL STUDIES CAMPUS FACULTY



DR. ELAINE ACKERMAN

Adjunct Instructor of Educational Ministries

Elaine Ackerman began teaching at MBI—Spokane in the fall of 2014. She holds a Bachelor of Arts in Psychology and Sociology from Eastern Washington University, a Master of Science in Applied Psychology from Eastern Washington University, and a Doctor of Philosophy in Educational Leadership from Gonzaga University. Her ministry background includes service as a pianist, organist, women's leader, and Bible study leader. Dr. Ackerman teaches Introduction to Psychology and Developmental Psychology. She enjoys singing and playing keyboard instruments, shopping, and watching old movies.

MR. RAJAI ALABID

Adjunct Instructor of Intercultural Studies

Raj Alabid began teaching Elementary Arabic at MBI—Spokane in the fall of 2016. He holds a Master of Arts degree. He also teaches Arabic at Gonzaga University and Whitworth University.



MRS. CAROL ANDERSON

Adjunct Instructor of Intercultural Studies

Carol Anderson began teaching at MBI—Spokane in the fall of 2009. She holds a Bachelor of Arts in General Studies from Eastern Washington University and a Master of Arts in Leadership Studies from Azusa Pacific University. A published author, her ministry background includes service as a bible translator, various types of service in the Papua New Guinea Branch of Summer Institute for Linguistics (SIL International) and the Canada Institute of Linguistics, and in a leadership capacity with Precept Upon Precept. Mrs. Anderson teaches Introduction to Language and Phonetics, Second Language Acquisition, Strategic Planning and Research, Missionary Relationships, and Christian Missions. Her interests include writing fiction and spending time with her four children and eight grandchildren.

MR. THOMAS ANDERSON, JR.

Assistant Dean of Student Engagement, Adjunct Instructor of Pastoral Studies

Thomas Anderson, Jr. came to MBI—Spokane in the Spring of 2015. He holds a Bachelor of Religious Education in Pastoral Studies from Davis College and a Master of Divinity from Baptist Bible Seminary at Clarks Summit University. He is currently a PhD student at Clarks Summit University studying the New Testament. Mr. Anderson comes to Moody with over 10 years of service in pastoral ministry. An aspiring author and photographer, Mr. Anderson spends most of his time at work engaging with students and encouraging them to grow in their Leadership skills. Mr. Anderson teaches Cultural Dynamics of Congregational Ministry. His interests include photography, home improvement projects, and playing Pokemon Go with his wife, Ruth, and two children.

MR. JACOB BEAL

Adjunct Instructor of Music

Jacob Beal began teaching at MBI—Spokane in the Fall of 2015. He holds a Bachelor of Arts in Ethnomusicology from Moody Bible Institute and a Masters of Music in Composition from Eastern Washington University. His ministry experience includes service with Send International in Japan, time in Spain serving with Worldwide Evangelization for Christ , and working with high school students in the church. He enjoys speaking the Japanese language, teaching, and writing music.



DR. DAVID BEINE

Professor of Intercultural Studies

David Beine began teaching at MBI—Spokane in 2006. He holds a Bachelor of Arts in Communication Studies from California State University Sacramento, a Master of Arts in Linguistic Anthropology from San Diego State University, and a Doctor of Philosophy in Anthropology from Washington State University. His ministry background includes service as a full-time missionary with Wycliffe Bible Translators from 1987 to 2015, director of the Oregon Summer Institute of Linguistics, minister to youth, coordinator of missions, Christian broadcaster, and current service as International Anthropology Consultant for SIL International. His areas of specialization and expertise include cultural anthropology, cognitive science, medical anthropology, and linguistics. He teaches Cultural Anthropology, Introduction to Linguistics, and Intercultural Communication. Dr. Beine also serves as a tutor in the Intercultural Studies Honors Program. He has published extensively in his areas of research on HIV/Aids and community health in Nepal. Dr. Beine enjoys medical anthropology, anthropology linguistics, camping, fishing, and spending time with family.

MR. JONATHAN BLYCKER

Adjunct Instructor of Music

Jonathan Blycker began teaching at MBI—Spokane in the spring of 2016. He holds a Bachelor of Arts degree in Sacred Music from Moody Bible Institute. As the son of musical missionaries serving in Guatemala and Mexico, Mr. Blycker grew up serving the Lord through worship music using a variety of instruments. He sang with the Moody Chorale during his five years of study in Chicago, and has served as pastor of music ministries at Berean Bible Church in Spokane Valley since 2000. He teaches Beginning and Intermediate Guitar. Mr. Blycker enjoys coffee, board games of all kinds, movies, and doing life with his wife, Blair, and their six children.

MRS. DALE CANNER

Adjunct Instructor of Intercultural Studies

Dale Canner began teaching at MBI—Spokane in the fall of 2015. She has extensive experience teaching Russian grammar at Russian Language Ministries as well as serving the National Security Agency as a Transcriber Analyst of the Russian language.



DR. MARC CANNER

Professor of Intercultural Studies

Marc Canner began teaching at MBI—Spokane in the fall of 2014. He holds a Language Pedagogy Certificate from the University of New Mexico, a Bachelor of Arts in Russian Studies from the University of New Mexico, a Master of Arts in Applied Linguistics from the University of South Carolina, and a Doctor of Philosophy in Linguistics from the University of South Carolina. His ministry background includes service as a church planter in Ukraine, a church elder, a Sunday school teacher, and Executive Director of a non-profit missionary training agency. His areas of specialization and expertise include teaching English as a foreign language, applied linguistics, Russian language and culture, phonology, morpho-syntax, semantics and pragmatics, and principles of second/foreign language acquisition. He teaches the majority of the TESOL major courses as well as courses in Russian language. He enjoys history of Eastern Europe, the U.S. and the ancient Church; science and apologetics; astronomy; winter sports; and the great outdoors.

DR. JOHN DENNEY

Adjunct Instructor of Bible

John Denney began teaching at Spokane Bible College in the fall of 1996. His educational background includes a Bachelor of Arts in Biblical Studies from Spokane Bible College, a Bachelor of Science in Biblical Education from Multnomah Bible College, a Master of Divinity in Pastoral Ministry from Western Seminary, and a Doctor of Ministry in Pastoral Leadership from Western Seminary. He has served in the pastorate at Priest River Community Church for the last 18 years as well as short-term missions to Latvia, Italy, India, and Mexico. His areas of specialization include shepherding, evangelism, and teaching/preaching. He teaches Bible Introduction and Biblical Studies Capstone. He enjoys pastoral counseling, leadership training, small group leadership, and discipleship.

MR. CHRISTIAN EATON

Adjunct Instructor of Educational Ministries

Christian Eaton began teaching at MBI—Spokane in the Fall of 2012. He holds a Bachelor of Arts in History and a Master of Arts in Administration, both from the California State University at San Bernardino. He also holds lifetime teaching credentials in Washington, California, and Colorado. His ministry experience includes service as an Assistant Pastor; various youth outreaches in Scotland, China, and Montana; and he currently leads worship at his church in Spokane. He teaches Life Science and Physical Sciences for Moody Distance Learning as well as Finite Mathematics and College Algebra for MBI—Spokane. He enjoys hiking, model railroading, and taking his grandkids on adventures with his wife.



DR. CRAIG FERDERER

Associate Professor of Educational Ministries

Craig Ferderer began teaching at MBI—Spokane in the fall of 2011. He holds a Bachelor of Arts in Biblical Studies from Inland Empire School of the Bible (now MBI—Spokane), a Master of Divinity in Pastoral Studies from Western Seminary, and a Doctor of Ministry in Pastoral Skills from Gordon-Conwell Theological Seminary. His ministry background

includes service as Youth Pastor of North Salem Baptist Church in Salem, Oregon; an adjunct instructor at Whitworth University; and Student Ministry Pastor at Northview Bible Church in Spokane, Washington. He teaches Spiritual Life and Community, Studying and Teaching the Bible, Beginning Tennis, and many of the classes for the Youth Ministry Major. He enjoys family ministry, kayaking, biking, reading, hiking, tennis, racquetball, and convertibles.

MR. DAVE GAMON

Adjunct Instructor of Educational Ministries

Dave Gamon began teaching at MBI—Spokane in the fall of 2010. His educational background includes a Bachelor of Arts in Biology from Pacific Lutheran University and a Master of Arts in Education from Gonzaga University. His ministry background includes service in children's ministry at his church, as Interim Children's and Family Pastor, in the college ministry at his church, as an elder at his church, and at various junior high and high school camps. His area of specialization and expertise is Biology. He teaches Contemporary Issues in Science. His interests include anything involved with enjoying creation: running, biking, hiking, fishing, etc.



DR. FRANK HAMILTON

Adjunct Instructor of Educational Ministries

Frank Hamilton began teaching at MBI—Spokane in the fall of 1995. He holds a Bachelor of Arts in Psychology from Whitworth University, a Master of Arts in General Psychology from Temple University, and a Doctor of Philosophy in Clinical Psychology from Washington State University. His ministry background includes service in leading bible studies, at summer camps, and as a youth leader, Sunday school teacher, counselor, deacon, elder and chairman of the elder board at his church. His areas of specialization and expertise include clinical psychology and teaching of psychology. He teaches Introduction to Psychology, Developmental Psychology, Theories of Personality, and Abnormal Psychology. He was president of the Christian association for Psychological Studies, Int'l, Western Region and Eastern Washington Area Coordinator and of the Spokane Chapter of the Washington State Psychological Association. He is a member of the Washington State Psychological Association and the American Psychological Association and a board member of Teen-Aid, Inc. His personal interests include teaching Psychology, clinical practice of psychology, running, racquetball, swimming, music, Spanish, backpacking, gardening, travel, and youth, family, and church activities.

REV. DANIEL HARRIS

Adjunct Instructor of Bible

Daniel Harris began teaching at MBI—Spokane in the fall of 2011. He holds a Bachelor of Music in Education from Western Washington University and a Master of Divinity in Theology from Denver Seminary. His ministry background includes service as Youth Pastor at Immanuel Bible Church in Bellingham, Washington; Pastor of Maui International Baptist Church in Kahului, Hawaii; and Senior Pastor of Community Baptist Church in North Pole, Alaska. He is currently Pastor of Cornerstone Community Church in Spokane, Washington and serves as Chaplain to retirement homes with Love Your Neighbor Ministries. His areas

of specialization include preaching, homiletics, leadership, ecclesiology, and the New Testament. He teaches Hermeneutics. He enjoys road cycling, cross country skiing, and the outdoors.



MRS. TRUDELL HARRIS

Adjunct Instructor of Music

Trudy Harris began teaching at MBI—Spokane in the fall of 2011. She holds a Bachelor of Music in Education from Western Washington University and a Master of Arts in Piano Performance from the University of Alaska Fairbanks. Her ministry background includes service in music ministry, worship planning and execution, and as a choral director and pianist in her church. She has also served in women's ministry and youth ministry teaching the Bible and disciple-making while being a mother and Pastor's wife. Her areas of expertise include private and class piano instruction, choral direction, and music theory. In addition to serving as adjunct music faculty at UAF, she also has extensive background as a professional accompanist, in choral music, rehearsal, production, and performance. Mrs. Harris teaches Applied Piano Lessons, Class Piano, Exploring Music, Music Worship and the Church, and is the director of the MBI—Spokane Chorale. She enjoys outdoor activities and theme parks.

DR. DOMINICK HERNÁNDEZ

Assistant Professor of Bible

Dominick Hernandez began teaching full-time at MBI—Spokane in the fall of 2016 after having served as adjunct faculty, both at the Spokane campus and with Moody Study Abroad Israel during the spring of 2016. Dr. Hernández holds a Bachelor of Science degree from West Chester University of Pennsylvania; a Master of Arts degree from Columbia University; a Master of Divinity from Princeton Theological Seminary and a PhD in Bible—specializing in Semitic philology—from Bar-Ilan University in Ramat Gan, Israel. Dr. Hernández is an ordained pastor who has served as a youth pastor, worship leader, as well as in an assortment of Spanish and Hebrew language ministries in churches and para-church organizations in North America and Israel. Dr. Hernández's main academic interests consist of Semitic Philology, ancient Near Eastern history and culture, Mesopotamian literature, Biblical Wisdom Literature, and the Dead Sea Scrolls. Dr. Hernández will teach an assortment of classes in Biblical Studies, ancient Near Eastern languages and literature, Second Temple Jewish Literature, and the relationship between the Dead Sea Scrolls and the Bible. When not teaching, Dominick enjoys playing with his two children, Yair and Yael, trying out new restaurants with his wife, Gaby, and learning new living and dead Semitic languages.



MR. STEVEN HETRICK

Adjunct Instructor of Bible and Communications

Steven Hetrick began teaching at MBI—Spokane in the spring of 2009. He holds a Bachelor of Arts from California State University Fullerton and a Master of Divinity from Talbot School of Theology, Biola University. His ministry background includes service as Pastor at Cheney Community Church, teacher at JPS School in Seoul, South Korea, Air Force Chaplain, and Associate Pastor at Evangelical Free Church in Bellingham, Washington. His areas

of specialization and expertise include philosophy, apologetics and ethics. He teaches Gospel of John, People Helping Skills, and Spiritual Life and Community. His interests include pastoring, carpenter and contractor work, and teaching ethics and character development to high school and college students.



MRS. KATHY HILLS

Associate Registrar

Kathy Hills came to MBI—Spokane in the fall of 2013. She holds a Bachelor of Science in Biblical Studies and an Evangelical Teacher Training Association Certificate from Multnomah University. She comes to Moody with extensive professional experience working with local non-profits in Spokane: Partners International, Crossover Church, and Northwest Christian Schools. Her ministry experience includes facilitating Bible studies, sponsoring Youth Ministry, teaching in Children's Ministry, and work in Youth Ministry Summer Internships. She enjoys reading, learning, swimming, and grandmothering.



DR. MARK HUDSON

Adjunct Instructor of Pastoral Ministries

Mark Hudson began teaching at MBI—Spokane in the fall of 2011. He holds a Bachelor of Arts in Theology from Pacific Coast Baptist Bible College, a Master of Theology from Anchor Theological Seminary, a Doctor of Ministry from Masters International School of Divinity, and a Doctor of Philosophy from Oxford Graduate School. His ministry background includes service as Youth Pastor at Butterfield Baptist Church, as a church planter in Germany, and as Pastor of Medical Lake Community Church. He teaches Hermeneutics. He published his dissertation, *Finding One's Unique Place and Purpose in the World*, and he is a member of the Oxford Society of Scholars. He enjoys homiletics, philosophy, reading, and hunting.



MR. DAVID HUTCHINS

Adjunct Instructor of Educational Ministries

David Hutchins began teaching at MBI—Spokane in the fall of 2002. His educational background includes a Bachelor of Arts in Psychology from Eastern Washington University, a Master of Education in Guidance and Counseling from Whitworth University, and a Master of Arts in Biblical Counseling from Colorado Christian University. His ministry background includes service in Youth for Christ as the Youth Guidance Director and in the Family Services department. He is the director and co-founder of the Genesis Institute, a biblical counseling and mentoring organization in Spokane. Mr. Hutchins teaches Introduction to Biblical Counseling and Counseling Training Skills. He is the author of *The Courageous Parenting Workbook*, and he is a member of the American Association of Christian Counselors. His interests include development of the Genesis Institute, traveling with his wife, annual summer trips with his son, biking, hiking, backpacking, and writing.



DR. MICHAEL KIBBE

Assistant Professor of Bible

Dr. Kibbe began teaching at MBI—Spokane in the fall of 2015. He holds a Bachelor of Arts in Bible from Cedarville University, a Master of Arts in Biblical Studies and Theology from Fuller Theological Seminary, and a Doctorate of Philosophy in Biblical Theology from Wheaton College.

His specific passion lies at the intersection of biblical and theological inquiry. He teaches Greek Grammar I and II, Hermeneutics, and New Testament Electives. Dr. Kibbe enjoys experiencing the outdoors with his wife, Annie, and his three children and serving the local church in preaching and worship-leading capacities.



DR. KEITH KRELL

Associate Professor of Pastoral Studies

Keith Krell began teaching full time at MBI—Spokane in January 2013 after two years as an adjunct professor. He holds a Bachelor of Arts in Theology (Greek) from Multnomah University, a Master of Divinity from Multnomah Biblical Seminary, a Doctor of Ministry in Preaching from Talbot School of Theology, and a Doctor of Philosophy in Theology (New

Testament) from the University of Bristol. His ministry background includes 25 years of pastoral ministry. He is the former Senior Pastor at Emmanuel Bible Fellowship in Olympia, Washington and is currently the Senior Pastor of Fourth Memorial Church in Spokane. As a professor he teaches Romans, James, and 1 John. He also enjoys teaching soteriology, eschatology, ecclesiology, and homiletics. He is a published author of many topics from both the Old and New Testaments, and has also published over 20 book reviews for theological journals. His sermons are available online at bible.org, timelessword.com, and fourthmemorial.com. In 2012, Dr. Krell was awarded Thurston County Pastor of the Year. His interests include preaching, New Testament exegesis, biblical languages, systematic theology, spending time with family, reading, listening to music, weightlifting, and sports of almost any kind.



MRS. KRISTIN LEHMAN

Adjunct Instructor of Educational Ministries

Kristin Lehman began teaching at MBI—Spokane in the spring of 2006. She holds a Certificate in Interpreting for the Deaf from Spokane Falls Community College, a Certificate in Bible and Wilderness Leadership from Prairie Bible College, a Bachelor of Science in Mathematics from Western Baptist College, and a Master of Science in Mathematics from

Eastern Washington University. Her areas of specialization and expertise include geometry and research done in non-Euclidean geometry—tilting of the hyperbolic plane. She teaches Math, Quantitative Reasoning, Finite Math, Probability and Statistics, Modern Geometry, Beginning and Intermediate Algebra, and Pre-Calculus.



MRS. CHERYL LEWIS

Adjunct Instructor of Educational Ministries

Cheryl Lewis began teaching at MBI—Spokane in the fall of 2012. She holds a Bachelor of Arts in Special Education from Central Washington University and a Master of Arts in Gifted Education from Whitworth University. Having spent years working alongside her husband in the Pastorate, her ministry background includes experience with most programs a church offers. Outside of the church she has been a bookkeeper for several non-profits, worked with children and individuals with autism in Spokane and Ethiopia, served in foster care, and with WorldRelief and the Diaspora of Spokane to open an orphanage in Gambella, Ethiopia. Her areas of specialization include special education and gifted education. She teaches Studying and Teaching the Bible with her husband, Jack.



DR. JACK LEWIS

Campus Dean, Professor of Bible

Jack Lewis began teaching at MBI—Spokane in 1997 after four years as an adjunct instructor. He became the dean of MBI—Spokane in the summer of 2011. He holds a Bachelor of Arts in Business Administration from Central Washington State College, a Master of Theology from Dallas Theological Seminary, and a Doctor of Philosophy in Education Leadership from Gonzaga University. His ministry background includes service for 14 years as a local pastor, during which time he taught at Inland Empire School of the Bible (now MBI—Spokane) and service as the Founding Dean of Global Proclamation Academy. His areas of specialization and expertise include pastoral ministry, bible and theology, and educational leadership. He teaches Studying and Teaching the Bible with his wife, Cheryl. His interests include teaching and strengthening pastoral leadership.



DR. WENDY LIDDELL

Associate Dean of Academics

Wendy Liddell began serving at MBI—Spokane in the fall of 2007. She holds a Bachelor of Science in Mathematics, a Bachelor of Science in Secondary Education, and an Honors Certificate from the University of Idaho; a Masters of Arts in Teaching from Grand Canyon University; and a Doctor of Philosophy degree in Higher Education Administration from Azusa Pacific University. She has extensive ministry experience in soup kitchens, nursing homes, Sunday school education, children's camp leadership, and hospitality in the church. Her areas of specialization and expertise include mathematics, gender studies, and leadership. Mrs. Liddell teaches Principles of Leadership and Intermediate Computer Skills. She enjoys sports, hiking, serving the local and global church, and reading.

MRS. EMILY MALONE

Adjunct Instructor of Intercultural Studies

Emily Malone began teaching at MBI—Spokane in the fall of 2013. She holds a Bachelor of Arts in English with a minor in Spanish from Texas A&M University. Her ministry background includes service in high school ministry, inner city ministry, young adult and college ministry, and her church's nursery. She teaches Elementary and Intermediate Spanish.



DR. JOSHUA MALONE

Assistant Professor of Theology

Joshua Malone began teaching at MBI—Spokane in the fall of 2012. He holds a Bachelor of Science in Electrical Engineering from Texas A&M University; a Master of Theology in Theological Studies from Dallas Theological Seminary; a Master of Theology and a Doctor of Philosophy in Systematic Theology from the University of Aberdeen, Scotland. His ministry background includes service as a parish worker at Gilcomston South Church of Scotland in the UK; Young Adults Pastor at Parkview Evangelical Free Church in Iowa City, Iowa; and College Pastor at Stonebriar Community Church in Frisco, Texas. His areas of expertise include Trinitarian theology, systematic theology, and soteriology. He teaches Systematic Theology I and II, Survey of Theology I and II, Apologetics, and Historical Theology. Dr. Malone is also a tutor in the Ancient Christian Studies Honors Program. His interests include mountain biking, downhill skiing, traveling with his family, playing sports with his kids, watching movies with his wife, teaching theology cross-culturally, playing guitar, teaching and preaching in his local church, and reading.

MRS. KATRINA MASON

Adjunct Instructor of Educational Ministries

Katrina Mason began teaching at MBI—Spokane in the fall of 2010. She holds a Bachelor of Arts in Psychology from Whitworth University and a Master of Education in Guidance and Counseling from Whitworth University. Her ministry background includes service as a volunteer youth worker for high school ministries, as a member of national and international mission trips, as a volunteer at Citygate in downtown Spokane, and a nursery volunteer at Fourth Memorial Church. Her area of expertise is mental health counseling, particularly with adolescents. She teaches Adolescent Issues in Counseling and Adolescent Psychology. Her interests include counseling troubled youth, reading, writing, hiking, camping, and spending time with her children.

MR. TIM MASON

Adjunct Instructor of Educational Ministries

Tim Mason began teaching at MBI—Spokane in the spring of 2009. He holds a Bachelor of Arts in Applied Psychology from Eastern Washington University, a Master of Arts in Theology from Whitworth University, and a Master of Arts in Organizational Leadership from Regent University. His ministry background includes service as a youth pastor, executive pastor, and camp director. His areas of specialization and expertise include leadership, teaching, organization and administration. He teaches Camp Administration and Programming, Group Dynamics, Recreational Leadership, Ministry Planning, and Introduction to Disciplemaking. His interests include spending time with his wife and five boys, and coaching wrestling, soccer, and baseball.



DR. JOHN MCMATH

Professor of Bible

John McMath began teaching at Inland Empire School of the Bible (now MBI-Spokane) in 1976. His education background includes a Bachelor of Arts in Psychology from Whitworth University, a Master of Divinity in Bible from Western Seminary, a Master of Sacred Theology in Old Testament Language from Dallas Theological Seminary, and a Doctor of Ministry in Archaeology from Western Seminary. His ministry background includes service as a pastor of several small churches; as College Pastor of Fourth Memorial Church in Spokane; as a teacher overseas in Italy, Russia, and the Philippines; and as a travel tour leader in Europe and the Middle East. His areas of specialization and expertise include Old Testament exposition, biblical archaeology, and biblical Hebrew. He teaches Old Testament Survey, Old Testament book studies, New Testament book studies, Church History, Philosophy, Apologetics, Theology, and Biblical Hebrew. Dr. McMath also serves as a tutor in the Semitic Languages and Literature Honors Program. He is a member of the Evangelical Theological Seminary and the Near East Archaeological Society. He also authored the section on the book of Judges in the Moody Bible Commentary. His interests include photography, amateur radio, flying, and backpacking.

MR. TERRY MEYER

Adjunct Instructor of Educational Ministries

Terry Meyer began teaching at MBI—Spokane in the fall of 2010. His educational background includes a Certificate in Fire Science from Spokane Community College, a Bachelor of Arts in Biology Education from Eastern Washington University, a Master of Science in Biology from Washington State University, and a Master of Arts in Educational Administration from Whitworth University. His ministry background includes service in children's ministry at his church, on short-term mission trips to Kazakhstan and Russia, as a guide for the summer camping ministry Beyond Malibu, and as a Young Life leader. He teaches Physical Science. His interests include chemistry, biology, spending time with his wife and children, classical guitar, and an annual hike of the Pacific Crest Trail with his sons.



DR. JENNIFER MILLS

Associate Professor of Communication

Jennifer Mills began teaching at MBI—Spokane in the fall of 2009. She holds a Bachelor of Arts degrees in English, Spanish, and Education from Spring Arbor University; a Master of Arts in English Restoration Literature from Baylor University; and a Doctor of Philosophy in Restoration Literature from Baylor University. Her ministry background includes service as a teacher overseas in Nicaragua and Thailand. Her areas of specialization and expertise include British literature, rhetoric, composition, and linguistics. She teaches College Writing, Research Writing, Literature of C.S. Lewis, British Literature, American Literature, and Linguistics. Dr. Mills is also a tutor in the Ancient Christian Studies Honors Program. Her interests include reading, traveling, camping, skiing, white water rafting, and kayaking.



MR. YOGI NARESH

Adjunct Instructor of Bible

Yogi Naresh began teaching at MBI—Spokane in the fall of 2011. He holds a Bachelor of Business Administration from Gonzaga University, a Master of Divinity in Bible Exposition and a Doctor of Theology in Old Testament from Master's Seminary. His ministry background includes service as a short-term missionary, evangelist, college elder, small group leader, and youth ministry leader. His areas of specialization include Old Testament poetry, Hebrew, Greek, missions, evangelism, apologetics, and business administration. He teaches Genesis and the Pentateuch.

MR. JOHN NAYAR

Adjunct Instructor of Educational Ministries

John Nayar began teaching at MBI—Spokane in Fall 2016. He holds a Bachelor of Engineering in Mechanical Production and Industrial Engineering from Andhra University in Visakhapatnam, India and a Master of Science in Mechanical Engineering from the University of Washington. His various experience includes work as a Design Engineer for Powerhandling, Inc.; as a worship leader at Red Bench Bible Church; and as Lead Robotics Coach at North Idaho Christian School. He teaches Geometry and Physics. In his free time, Mr. Nayar enjoys biking, running, and tennis.



DR. MICHAEL ORR

Professor of Communications

Michael Orr began teaching at Moody in Chicago in 1993, and transferred to Spokane in 2006. He holds a Bachelor of Arts in Jewish Studies from Moody Bible Institute, a Master of Arts in Education from the University of St. Thomas, and a Doctor of Philosophy in Media Studies from the University of Missouri. His ministry background includes service in youth and evangelistic ministry, and Jewish evangelism. His areas of specialization and expertise include education, spiritual formation, media, and speech communication. He teaches Speech Communication, Spiritual Life and Community, and Studying and Teaching the Bible. He authored one chapter in The Moody Handbook of Preaching. His interests include spiritual formation, running, biking, and mentoring.



MISS JACLYN PARROTT

Branch Librarian

Jaclyn Parrott began serving at MBI—Spokane in the fall of 2013. She holds a Bachelor of Arts in Communication Studies from Eastern Washington University, a Master of Library and Information Science from the University of Hawai'i, and a Professional Librarian's Life Certificate from Washington State Library. She is currently pursuing her Master of Divinity with an emphasis in Ministry Leadership at Moody Theological Seminary. She is a member of the Beta Phi Mu International Library & Information Studies Honor Society, Association of Christian Librarians, American Theological Library Association, and numerous other associations. Her ministry background includes children's ministry

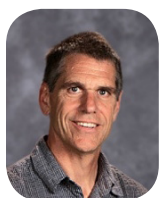
and evangelistic outreach. Her areas of specialization are academic libraries and Logos Bible Software, and she offers information literacy instruction upon request. Her interests include reading, biking, hiking, traveling, music, and photography.



MR. CHRISTOPHER RAPPAZINI

Instructor of Pastoral Studies

Christopher Rappazini began teaching at MBI—Spokane in the fall of 2011. He holds a Bachelor of Arts in Pastoral Studies from Moody Bible Institute, a Master of Divinity from Gordon-Conwell Theological Seminary, and a Master of Theology in Ethics and Media from the University of Edinburgh. He is currently pursuing his Doctor of Philosophy in Leadership Studies at Gonzaga University. He currently serves as the Secretary/Treasurer of the Evangelical Homiletics Society; the associate teaching pastor at Southside Christian Church in Spokane; and served as a pastoral college and youth intern in Florida, Illinois, and Missouri. His areas of specialization include homiletics and multi-sensory preaching and teaching. He teaches Evangelical Messages, Development and Delivery of Messages, Communication of Biblical Truth, Structure and Style in Biblical Preaching, History of Biblical Exposition, Senior Seminar in Biblical Exposition, Beginning Golf, and Backpacking. He enjoys listening to sermons, preaching, playing and watching sports, backpacking and camping, and watching movies.



DR. JOHN REPSOLD

Adjunct Instructor of Intercultural Studies

John Repsold began teaching at MBI—Spokane in the spring of 2008. His educational background includes a Bachelor of Religious Education from Multnomah Bible College, a Master of Divinity in Missions from Western Conservative Baptist Seminary, and a Doctor of Ministry in Pastoral Ministry from Trinity Evangelical Divinity School. His ministry background includes service as a Missionary Assistance Corp worker and church planter with Conservative Baptist Foreign Mission Society, as Professor of Missions at Multnomah Bible College, as Senior Pastor of Fourth Memorial Church in Spokane, and founding and Senior Pastor of Mosaic Fellowship in Spokane. His areas of expertise include urban church planting, cross-cultural missions, college ministry, and preaching. He teaches Studying and Teaching the Bible and Intercultural Communication. His interests include cross-cultural ministry, volunteering at local ministries, spending time with his wife and six children, backpacking, skiing, gardening, reading, traveling, church, and people.

MRS. CHRISTINE SCHNEIDER

Adjunct Instructor of Intercultural Studies

Christine Schneider began teaching at MBI—Spokane in the Fall of 2015. She holds a Bachelor of Arts degree in Biblical Studies from Emmaus Bible College in Dubuque, IA and is completing her Master in Ministry from Grace Seminary. Mrs. Schneider and her husband, Floyd, have been in Christian ministry their entire adult lives, including fifteen years as missionaries in Austria where they planted three churches from evangelistic Bible studies. She is a published author, including the historical novels *In the Shadow of the Cathedral* and *Hammering at the Doors of Heaven*, as well as women's Bible study guides and *You Can*

Read and Understand the Bible. Mrs. Schneider has been married to her husband, Floyd, since 1973, and they have two married sons, seven grandchildren, and a small dog. She enjoys trips to the ocean, the local church family, and studying the Bible.



MR. FLOYD SCHNEIDER

Associate Professor of Intercultural Studies

Floyd Schneider began teaching full time at MBI—Spokane in the fall of 2010 after three years of teaching as an adjunct professor. He holds a Bachelor of Arts in Biblical Literature from Western Bible College, a Bachelor of Science in German from Graz University, a Master of Divinity and a Master of Theology from Western Conservative Baptist Seminary.

His ministry background includes service as a church planter and pastor of Sunrise Bible Church in Spokane; as Senior Pastor of Plymouth Congregational Church in Spokane; as Chair and Professor in Intercultural Studies at Emmaus Bible College; and as a missionary with his wife in Austria for 16 years planting three churches. He teaches Acts, Hermeneutics, Church Planting, Church and Its Doctrines, Christian Missions, Evangelism (Life on Life), Islamic Studies, Senior Seminar for Intercultural Studies, Theological Issues in Missiology, and World Religions. Mr. Schneider is a tutor for the Intercultural Studies Honors Program. He is the author of the book *Evangelism for the Fainthearted*. His interests include sailing, chocolate, evangelism, bible studies, and teaching.

MR. NORMAN SCHWAB

Adjunct Instructor of Pastoral Ministries

Norman Schwab began teaching at MBI—Spokane in the spring of 2011. His educational background includes a Bachelor of Science in Civil Engineering and a Master of Theology from Dallas Theological Seminary. His ministry background includes service as Senior Pastor of Northview Bible Church in Spokane and teaching leadership at Kiev Theological Seminary. His areas of specialization include preaching, leadership, discipleship, and Bible exposition. He teaches Communication of Biblical Truth. His interests include fly fishing, backpacking, tennis, and he is currently restoring a 1966 convertible Mustang.

MR. SUSHIL SHENOY

Adjunct Instructor of Educational Ministries

Sushil Shenoy began teaching at MBI—Spokane in the spring of 2014. His educational background includes a Bachelor of Science in Civil Engineering from Virginia Tech and a Master of Science in Civil Engineering from Gonzaga University. His ministry background includes service discipling college students and as a sound tech for his church. His areas of specialization and expertise include mathematics and physics. He teaches Introduction to Geometry and Physics. His interests include mathematics, geometry, and engineering.



DR. TOM STEFFEN

Adjunct Instructor of Intercultural Studies

Tom Steffen began teaching at MBI—Spokane in the fall of 2013. His educational background includes a Diploma in Bible from New Tribes Bible Institute, a Bachelor of Science in Biblical Studies from Dallas Bible College, a Master of Arts in Intercultural Studies from Biola University,

and a Doctor of Missiology from Biola University. His ministry background includes service on his church's missions committee, and church planting in the Philippines, Indonesia, PNG, and Thailand. Dr. Steffen is a member of the Evangelical Missiological Society, American Society of Missiology, and the North American Society of Church Growth. His publications include numerous articles and books. He teaches Christian Missions, Church Planting, and upper level electives. His areas of interest include missions, church planting, orality, leadership, and partnerships.

MRS. REBECCA STEWART

Adjunct Instructor of Communications

Rebecca Stewart began teaching at MBI—Spokane in the fall of 2015. She holds a Baccalaureate of Arts in English Education from Cedarville University and a Master of Fine Arts in Creative Writing with a Nonfiction Emphasis from Eastern Washington University. She has extensive experience as an administrator in higher education and as a lecturer and adjunct instructor covering various topics of college composition. She teaches College Writing.



MR. STEVEN STEWART

Adjunct Instructor of Communications

Steven Stewart began teaching at MBI—Spokane in the fall of 2006. He holds Bachelor of Arts degrees in both Broadcasting and Speech from Cedarville University and a Master of Science in Communications Studies from Eastern Washington University. His ministry background includes service in Christian radio on KMBI, Moody's Spokane radio station. His areas of specialization and expertise include public speaking, instructional communication, organizational communication, and interpersonal communication. He teaches Speech Communication and Communication of Biblical Truth.



DR. KAY TRONSEN

Associate Professor of Communications

Kay Tronsen began teaching at MBI—Spokane in the spring of 2013. She holds a Bachelor of English from California Baptist College, a Master of Arts in English from Washington State University, and a Doctorate of Philosophy in English and Rhetorical Composition from Washington State University. Dr. Tronsen's ministry background includes service in her church as a Sunday school teacher, choir member, pianist, and worship team member. She has also led women's Bible studies and is the prayer coordinator for the Young Life Committee in the Garfield-Palouse area. Her areas of specialization are English, rhetoric, creative writing, and literature. She teaches College Writing, Research Writing, communication courses, and literature options.

MR. SHEBUEL VARGHESE

Adjunct Instructor of Theology

Shebuel Varghese began teaching at MBI—Spokane in the fall of 2016. He holds a Bachelor of Arts in Religion and Philosophy from Northwest University and a Master of Arts in

Theology from Gordon-Conwell Theological Seminary. He has previously served as an Adjunct Professor of Theology at Peniel Bible Seminary and a youth leader at Nassau Presbyterian Church. Mr. Varghese teaches Introduction to Philosophy.



DR. GERALD VREELAND

Professor of Bible

Jerry Vreeland began teaching at MBI—Spokane in the spring of 2011. He holds a Bachelor of Arts in Psychology from Oregon State University, a Master of Divinity from Western Seminary, a Master of Theology in Old Testament from Western Seminary, and a Doctor of Philosophy in Theological Studies (Old Testament) from Trinity International University.

He has served as an associate pastor for youth and music, pianist for the worship team, and teacher. His areas of specialization and expertise are Hebrew language and the Hebrew Bible as well as Old Testament studies. Dr. Vreeland teaches New Testament Survey, Hebrew, Psalms, Genesis, Biblical Theology of Suffering, Bible Introduction, and Islamic Thought and Literature. He is also a tutor in the Semitic Languages and Literature Honors Program. Dr. Vreeland enjoys spending time with his wife, children, and grandchildren; fishing, hunting, and reading.



MR. DANIEL WARD

Dean of Student Services

Daniel Ward began serving at MBI—Chicago in October 2000, and transferred to MBI—Spokane in July 2006. He holds a Bachelor of Arts in Christian Ministries and Counseling from Arizona Christian University, a Master of Arts in Biblical Studies from Moody Theological Seminary, and completed graduate-level coursework at Western Seminary and Fuller

Theological Seminary. His ministry background includes service as a deacon, Sunday School teacher, and intern and staff member of North Phoenix Baptist Church in Phoenix, Arizona. He teaches Survey of Theology I and II, New Testament Survey, Introduction to Counseling for the Lay Person, and Ministry Internship. He enjoys student leadership development, spending time with his family, home improvement projects, cross-cultural travels, reading about the United States founding fathers, and studying U.S. History.

MR. GARY WOODROOF

Adjunct Instructor of Music

Gary Woodroof began teaching at MBI—Spokane in the fall of 2010. He holds a Bachelor of Arts in Music Education from Northwest Nazarene University and a Master of Science in Chorale Instruction from Portland State University. Mr. Woodroof has served as a music minister, volunteers at the local homeless ministry to women and children, and has been a teacher in the public school system. He teaches Exploring Music and his interests include running, camping, and music.

MS. WEILI YUAN

Adjunct Instructor of Intercultural Studies

Weili Yuan began teaching at MBI—Spokane in the fall of 2016. She holds a Bachelor of Arts in Chinese Linguistics and Literature and a Master of Arts in Chinese Linguistics and

Literature from Northeast Normal University in Jilin, China. She also completed a Master of Education in Curriculum and Instruction at Texas A&M University. In addition to her service at MBI—Spokane, she also teaches at the English Language Institute of Eastern Washington University. She teaches Elementary Chinese at MBI—Spokane.

AVIATION FACULTY



MR. DANIEL APPLEBY

Advanced Maintenance Instructor

Daniel Appleby began working with Moody Aviation in June 2003, on loan to Moody from Mission Aviation Fellowship (MAF). He received his Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute before serving with MAF in Kalimantan, Indonesia. He specializes in maintenance training. He enjoys hunting, fishing, and spending time with his family.



MR. GENE ARNOLD

Flight Instructor

Gene Arnold began working with Moody Aviation in 2006, on loan to Moody from Mission Aviation Fellowship (MAF). He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute and his Bachelor of Science in Aeronautical and Astronautical Engineering from the University of Washington. Before his work with MAF,

Gene worked as an engineer for the Boeing Company and has served in a variety of ministry positions, including working with children and youth as well as serving as a worship leader. He enjoys anything to do with airplanes, spending time with his family, and experiencing new places, cultures, and foods.

MR. CECIL BEDFORD

Professor Emeritus

Cecil Bedford began working with Moody Aviation in 1979 and served as Program Manager from 2003 to 2016. He now serves in an advisory role as Professor Emeritus. He attended Miller Memorial Bible School and obtained his Diploma of Technology from the British Columbia Institute of Technology before completing his Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. His ministry background includes many years at Moody Aviation as well as service as a small group leader and elder at his church. Mr. Bedford's areas of specialization include aircraft maintenance, Inspection Authorization, avionics, and pilot. He enjoys mechanics, old cars, motorcycles, avionics, mission aviation, and winter sports.



MR. JAY BIGLEY

Professor of Flight Instruction

Jay Bigley began working with Moody Aviation in the summer of 2000. He received his Private Pilot's License and A&P General from Embry Riddle Aeronautical University and his Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. His ministry background includes various short term mission trips, serving with Mission Aviation Fellowship as a Pilot/Mechanic in Mali, and teaching various Bible studies at his church. Mr.

Bigley's areas of specialization are aviation ground and flight instruction and Designated Pilot Examiner. He enjoys coaching soccer and woodworking.



MR. CHRISTOPHER BOWERS

Flight Instructor

Christopher Bowers began working with Moody Aviation in October 2012, on loan to Moody from JAARS. He received his Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He has served with Wycliffe Bible Translators since 2004, including seven years as a missionary pilot in Papua New Guinea. His personal interests include mountain biking, sports, and outdoor activities.



MR. JIM CONRAD

Program Director, Professor of Flight Instruction

Jim Conrad began working with Moody Aviation in 1998. He received his Bachelor of Science in Mechanical Engineering from Ohio University and a Certificate of Completion for Pilot Mechanic and Avionics and Bible course work from Moody Bible Institute. Mr. Conrad's ministry background includes campus ministry with CRU (Campus Crusade for Christ, various short term mission trips, and leader of various Sunday school classes and Bible studies. His areas of specialization include Certified Flight Instructor, Commercial Pilot, and Inspection Authorization. He enjoys skiing, hunting, fishing, camping and bicycle riding with his family.

MR. JOEL NATHAN DAVIS

Flight Instructor

Joel Nathan Davis began working with Moody Aviation in 2017, on loan to Moody from Proclaim Aviation. He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He previously served with New Tribes Mission (NTM) as a Missionary Pilot/Mechanic in Mindanao, Philippines.



MR. BRUCE DEVRIES

Flight Instructor

Bruce DeVries began working with Moody Aviation in 2014, on loan to Moody from Mission Aviation Fellowship (MAF). He previously served at Moody Aviation from 2007-2010, in partnership with MAF. He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He has served for over 20 years as a pilot/mechanic and flight instructor with MAF in Venezuela, Haiti, and Mexico. He also has ministry experience with worship, youth, and evangelism in English and Spanish as well as JESUS film ministry in indigenous environments. He enjoys aviation, music, and playing the guitar. Bruce and his wife, Wendy, have four children.



MR. RANDY GROMLICH

Maintenance Instructor

Randy Gromlich began working with Moody Aviation in July 2004, on loan to Moody from Africa Inland Mission (AIM) Air. He holds an Associates Degree in Construction Technology from Williamson Trade School,

a one-year Concentrated Bible Course from Lancaster Bible College, and a Bachelor of Science in Missionary Aviation Technology with a Maintenance Emphasis from Moody Bible Institute. He served with AIM Air in Nairobi, Kenya as an aircraft mechanic as well as a recruitment and pre-field training representative. He enjoys mentoring students, helping them realize their goals for service, and hunting.



MR. IAN HAWK

Flight Instructor

Ian Hawk began working with Moody Aviation in November 2010, on loan to Moody from Proclaim Aviation. He holds a Certificate of Bible and Wilderness Leadership from Prairie Bible College, a Bachelor of Arts in International and Political Communication from University of Washington, and a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He worked at Glasair building experimental aircraft for three years before joining Proclaim Aviation. His ministry background includes service as an Awana Director and Sunday School teacher. He enjoys spending time with his family, hiking and camping.



MR. GREG HELLER

Associate Professor of Maintenance

Greg Heller began working with Moody Aviation in July 2013. He holds a Bachelor of Science in Aviation Technology from LeTourneau University and a Master of Aeronautical Science from Embry-Riddle University. His ministry background includes serving as a Pilot/Mechanic and Program Manager with Mission Aviation Fellowship (MAF) from 1991 to 2011. Mr. Heller's areas of specialization are piloting, aircraft maintenance, and aviation education. He enjoys working on various projects and traveling, both with his wife, Ruth.



MR. IAN KERRIGAN

Director of Flight Operations, Assistant Professor of Flight Instruction

Ian Kerrigan began working with Moody Aviation in the summer of 2005. He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He grew up as a missionary kid in both Ecuador and Kenya. His ministry background includes volunteering with Peak 7 Adventures, serving as part of the mission committee and as an elder at his church. Mr. Kerrigan's areas of specialization include Certified Flight Instructor, Commercial Pilot, and Wilderness First Responder. He enjoys whitewater rafting, hiking, mountain biking, and spending time with his family.

MR. BILL KILGORE

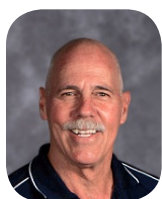
Flight Instructor

Bill Kilgore began working with Moody Aviation in July 2005, on loan to Moody from Mission Aviation Fellowship (MAF). He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He served with Mission Aviation Fellowship (MAF). Bill's personal interests include photography.

MR. THOMAS KOPP

Flight Instructor

Thomas Kopp began working with Moody Aviation in 2017, on loan to Moody from Proclaim Aviation. He holds a Bachelor of Science in Elementary Education and Special Education from Millersville University and a Certificate of Completion in Missionary Aviation Technology from Moody Bible Institute. He enjoys serving the local church body by leading Bible studies for elementary-aged children, singing in the church choir, and playing the trumpet.



MR. ROBBY MATTHEWS

Maintenance Instructor

Robby Matthews began working with Moody Aviation in July 2009, on loan to Moody from Mission Aviation Fellowship (MAF). He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. His ministry background includes over 20 years of service with MAF both as a pilot and maintenance specialist in Indonesia, serving in a worship band, as a church elder, and Sunday school teacher. He enjoys music, aircraft rebuilding, reading, home remodeling, and flying.



MR. MARK MCINTIRE

Maintenance Instructor

Mark McIntire began working with Moody Aviation in the summer of 2011. He holds his Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. His ministry background includes youth, college, and young adult ministry with his church. He enjoys woodworking as well as playing and teaching the violin.



MR. DJ MERRIAM

Flight Instructor

DJ Merriam began working with Moody Aviation in August 2011, on loan to Moody from Proclaim Aviation. He holds a Bachelor of Science in Physics and Mathematics from Houghton College and a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute.



MR. WAYNE MILLER

Maintenance Instructor

Wayne Miller began working with Moody Aviation in May 2006, on loan to Moody from Proclaim Aviation. He holds a Bachelor of Science in Bible from Lancaster Bible College and a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. His ministry background includes church planting, teaching Sunday school, and serving as an Associate Youth Pastor and a small group leader. He enjoys spending time with family and automobile racing.

MR. TAYLOR NAGELI

Flight Instructor

Taylor Nageli began working with Moody Aviation in the Fall of 2016, on loan to Moody from Proclaim Aviation. He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute, as well as certifications in Commercial Pilot, Instrument Rated/Certified Flight Instructor (CFI), and Instrument Instructor (CFII). He worked as a flight instructor at Spirit of St. Louis airport in Missouri before joining Proclaim Aviation. He is a fan of sports and games.



MR. JONATHAN SCHMIDT

Flight Instructor

Jonathan Schmidt began working with Moody Aviation in the fall of 2012, on loan to Moody from South America Mission (SAMAIR). He holds a Bachelor of Science in Bible and Missions from Grace College of the Bible and a Certificate of Completion in Missionary Aviation Technology from Moody Bible Institute. His ministry background includes 23 years serving with SAMAIR as a line pilot and mechanic in Peru, as well as Chief of Maintenance and Chief Pilot and Program Manager. He enjoys flying, bicycling, wood working, gardening, hiking, and photography.

MR. MICHAEL SCHUERMAN

Maintenance Instructor

Michael Schuerman began working with Moody Aviation in 2017, on loan to Moody from Proclaim Aviation. He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. His missionary services includes time in Bolivia, Turkey, and Ukraine. He enjoys supporting the local church body by leading worship and serving as a college group leader.

MR. DIEGO SENN

Flight Instructor

Diego Senn began working with Moody Aviation in 2017, on loan to Moody from Proclaim Aviation. He holds a Bachelor of Arts in Biblical Studies from Moody Bible Institute and a Certificate of Completion in Missionary Aviation Technology from Moody Bible Institute. In addition to his pilot training and certifications, he holds a Wilderness First Responder and Basic Life Support certificate. His ministry background includes living as a missionary kid in the Brazilian Amazon among a native tribal group and short term service with Wycliffe Bible Translators in Brazil.



MR. DANIEL SWANSON

Flight Instructor

Daniel Swanson began working with Moody Aviation in April 2010, on loan to Moody from New Tribes Mission (NTM). He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He grew up as a missionary kid in Argentina with Converge Worldwide

and served as a missionary pilot/mechanic with NTM in Bolivia, South America before coming to Moody. He enjoys the outdoors, spending time with his family, traveling, flying, and aviation maintenance. He and his wife, Laura, have four children.



MR. JOE SWANSON

Aviation Internship Coordinator

Joe Swanson began working with Moody Aviation in June 2009, on loan to Moody from UIM Aviation. He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He served as a missionary pilot with UIM Aviation for seven years in Mexico. He splits his time between coordinating internships for Moody Aviation students, and serving as the Member Care Coordinator for UIM Aviation. Joe and Kristi have been blessed with four wonderful girls through international adoption and foster-to-adopt in Spokane.

MR. PETER THAYER

Maintenance Instructor

Peter Thayer began working with Moody Aviation in May 2013, on loan to Moody from Proclaim Aviation. He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute.



MR. STEVEN THIMSEN

Director of Maintenance Training, Assistant Professor of Maintenance

Steven Thimsen began working with Moody Aviation in the summer of 2009. He holds his Bachelor of Science in Missionary Technology from Moody Bible Institute. He is certified as a commercial pilot with instrument rating, A&P, and IA. Mr. Thimsen's ministry background includes short term trips to El Salvador, as well as local church ministry in the areas of music, children's ministry, and growth groups. He enjoys computer "tinkering," music, and outdoor sports and activities.



MR. BRIAN WRITEBOL

Instructor of Maintenance

Brian Writebol began working with Moody Aviation in March 2013. He holds a Bachelor of Science in Missionary Aviation Technology from Moody Bible Institute. He served with Mission Aviation Fellowship (MAF) in Democratic Republic of Congo as a maintenance specialist. After returning from the field, Brian worked at Covington Aircraft in Oklahoma maintaining Pratt and Whitney PT6 turbine engine equipped aircraft. He holds his Airframe and Powerplant license with an Inspection Authorization. Brian enjoys spending time with his wife and four children, as well as small group ministry in his local church.

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