STUDENT LIFE GUIDE

2004 – 2005

Undergraduate School
Graduate School

A GREETING FROM THE DEAN OF STUDENTS

It is with great pleasure to welcome you to campus for the 2004 – 2005 academic year. For many of you this is your first semester on campus and for others you will be completing your experience at MBI. Regardless of where you find yourself, I believe the Lord has you here to aid you in your growth.

There is a multitude of opportunities awaiting you this year at MBI. As you take advantage of those best suited for you and wisely discipline yourself; you will have a successful and profitable time at Moody.

The Student Development staff and I are committed to providing you with a campus atmosphere that is conducive to your academic pursuits and your development as a well-rounded person. Our ultimate goal for you throughout your experience at Moody is that you will become mature in Christ. The apostle Paul summed it up best when he wrote "... being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus" (Philippians 1:6).

Thank you for giving us the privilege of being involved in your life.

Sincerely,

Timothy E. Arens, Ed. D.
Dean of Students

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MOODY BIBLE INSTITUTE

ACADEMIC CALENDAR 2004-2005

FALL 2004

August 23	Undergraduate Classes Begin
August 24	Graduate Classes Begin
August 27-29	Graduate School Retreat
September 6	Labor Day Holiday
September 9-10	First Year Transition Retreat
September 10-11	StuCo Leadership Retreat
September 23-25	Senior Retreat
September 27-Oct. 2	Gnimocemoh
October 8	Day One
October 12-15	Missions Conference
October 18-19	Study/Reading Days
November 2-5	Spiritual Enrichment Week
November 12	Day One
November 14	The Messiah
November 25-28	Thanksgiving Holiday
December 3-4	Candlelight Carols
December 9	Final Day of Classes
December 10	Study/Reading Day
December 13-16	Final Exams

SPRING 2005

January 3-7	Graduate Modular Classes
January 10	Undergraduate Classes Begin
January 11	Graduate Classes Begin
January 17	Martin Luther King Holiday
January 22	Graduate School Retreat
Jan. 31-February 5	Founder's Week Conference
February 7	Classes Resume
February 18	Day One
February 21-25	Urban Emphasis Week
March 2	Day of Prayer
March 5-20	Spring Break
March 7-18	Graduate Modular Classes
March 21	Classes Resume
March 25	Good Friday Holiday
April 8	Day One
April 23	Junior/Senior Banquet
May 6	Final Day of Classes
May 9	Study/Reading Day
May 10-13	Final Exams
May 14	Commencement
June 13-17	Graduate Modular Classes

STUDENT DEVELOPMENT

The mission of the Student Development Department is to serve as a catalyst for students to become "complete in Christ" (Col. 1:28-29) and to encourage them to become growing and complementary members of the "body of Christ" (Eph. 4:15-16). It is our desire to assist students to develop and mature as individuals living lives committed to Christ and suitably fit for ministry.

The ***Dean of Students***, who directs the department and administers the student life program, leads the Student Development Department. The ***Associate Dean for Residence Life*** oversees all aspects of the students' residence experience. The ***Assistant Dean for Housing*** is responsible for overseeing the on-campus housing needs of graduate and married students, and the management of the residence hall desks. ***Residence Supervisors*** are responsible for the management of residence halls, housing needs of undergraduate students and training of the Resident Assistants.

Resident Assistants are students selected to facilitate the residential program including: fellowship, intramurals, socials, educational and spiritual programming. They assist the Residence Supervisors, Associate Dean, and Dean of Students in upholding the Institute Community Living Standards.

The ***Associate Dean for Counseling Services*** provides direction for the counseling staff. Together, they provide a variety of individual and group counseling possibilities. The Associate Dean for Counseling Services is assisted by the ***Assistant Dean for Student Resource Center*** who is responsible for overseeing the peer-tutoring program as well as gives students academic assistance.

The ***Administrator of Health Service*** supervises MBI's Health Service facility, which provides in-patient and outpatient care, access to physicians, and health education.

The ***Associate Dean for Student Programs*** oversees student activities on campus, advises student organizations, and assists in the administration of the student leadership program. The Associate Dean for Student Programs is assisted by the ***Assistant Dean of Student Aid*** who is responsible for administering the student grant program and also the Assistant Dean for ***Assistant Dean of International Students*** who is responsible for advising the International Students.

STUDENT DEVELOPMENT STAFF

Timothy E. Arens, Ed.D., Dean of Students	x4191
Diannalee Hart, Administrative Assistant	x4193
Kellee Miller, Student Wives' Fellowship Coordinator	x4190
Student Development Receptionist	x4190
Part-time, Off-campus Employment for Students	x4188
Tim Hodges, Associate Dean for Counseling Services	x4198
Gayla Gates, Assistant Dean for Student Resource Center	x2177
Amy Baker, Counselor	x4342
Robert Shackelford, Part-time Counselor	x4194
Patricia VanderSande, Part-time Counselor	x4195
Intern Student, Part-time Counselor	x8939
Ann Meyer, Administrator of Health Service	x4417
Amanda Mitchell, Health Service Office Coordinator	x4417
Mary Moeri, Health Service Nurse	x4417
Carol Harding, Ph.D., Associate Dean for Residence Life	x4192
TBA, Residence Life Office Coordinator	x4189
Cyril Camacho, Assistant Dean for Housing	x4205
Keith Steiner, Residence Supervisor	x2029
Jeff Lothamer, Residence Supervisor	x2028
Ki Akina, Residence Supervisor	x4356
Tammy Pribnow, Residence Supervisor	x4203
Joe M. Gonzales Jr., Associate Dean for Student Programs	x4202
Sarah Doty, Student Programs Office Coordinator	x4206
Daniel Ward, Assistant Dean of Student Aid	x4178
Nana Lee Cho, Assistant Dean of International Students	x4199
Thomas A. Shaw, Ed.D., Vice President of Student Services	x4016

COMMUNITY LIFE

COMMUNITY LIFE EXPECTATIONS

In addition to the acquisition of knowledge, an integral part of personal development at MBI will be the maturation of values and lifestyle with Scripture as a foundation. In an effort to provide a community that is pleasing to God, the following principles are presented as guidelines for both attitude and behavior. While not every life situation is specifically mentioned, these principles generally address every circumstance and can be applied to the daily decision making process. As we allow our lives to be governed by such principles, our community will become one, which is nurturing and God-honoring.

Principle of Accountability
As is true in most organizations, an administrative structure has been put in place to help maintain an orderly community. The purpose of this administrative structure is not to frustrate or thwart an open-door policy, but to improve communication and attention to individuals in our community. In order to encourage our students to become community members at Moody and in society, the responsibility and accountability of upholding policies is to be shared by all members within the community (Mt. 18:15-20).

Principle of Consideration
The principle of consideration simply means putting the interest of others before your own (Phil. 2:3-4). Building a community takes hard work, time, and willingness. Dislikes and prejudices are just two of the hurdles, which stand between mere group membership and true community. To build a genuine New Testament community, group members must lay aside petty differences and focus on learning how to communicate with each other more vulnerably, more intimately, and more lovingly on an ongoing basis.

Principle of Encouragement
All believers are called to a ministry of encouraging one another with the ultimate goal of maturity in Christ (Heb. 10:24-25; Eph. 4:11-13). Encouragement in its fullest sense would include unselfish living, accountability, recognition and affirmation of gifts and abilities, and discipline for the purpose of restoring people into right relationships with God and each other.

Principle of Integrity
Individual integrity in our community means adherence to the moral and ethical standards set forth in Scripture. This includes striving to live above reproach, being pure and honest, and abiding by the standards one has agreed to uphold (I Pet. 1:13-15; II Pet. 1:3-8).

Principle of Privacy
Each of us needs time alone daily for personal reflection and communion with God. It is important to develop sensitivity to each other in this area. Within the context of "open door" residence hall living, courtesy and respect for each other's time and privacy must be a priority.

Principle of Respecting Property
The acquisition of property, individual or institutional, is the natural outgrowth of planning and hard work. Therefore, it is easy to see why much attention is given to the maintenance, protection, and stewardship of property. Careful consideration should be given to activities, which involve the use and/or alterations of property.

Principle of Safety & Security
To ensure the safety of individuals and the community, regulations to maintain a secure and safe environment have been made. At times individual privileges must be set aside for the benefit of the community at large. It is our desire that members of our community follow established safety guidelines and are actively involved in maintaining a safe and secure environment.

Principle of Worth & Dignity of Individuals
The foundation of community living is a belief in the worth and dignity of individuals. Having been created in the image of God automatically gives us worth, and therefore, makes us worthy of respect. It also bestows upon us the responsibility to respect others and be tolerant of their unique personal expression. This personal expression must be within community parameters and must not infringe upon the rights of others.

COMMUNITY LIFE STANDARDS

As a religious community, faculty, students, and staff are committed to maintaining an atmosphere, which reflects our life in Christ and ultimately gives Him praise and glory in both belief and practice. We realize that it is impossible to create behavioral standards acceptable to every member. However, we feel it is essential to specify certain rules and patterns of behavior to ensure that this desirable environment exists within the context of biblical norms. The following considerations are used as the basis of MBI's standards.

Biblical Absolutes
By biblical absolutes, MBI means those unchanging scriptural truths about God, His creation, and truths that He has established. Rooted in His character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation.

Included in the absolutes are certain commands or requirements of the Bible about moral living. Because we desire that the life of Christ be manifested in this religious community, it is expected that every direct command of God for the believer will be obeyed. To love other Christians, do good to all men, be filled with the Holy Spirit, obey the Word of God, and trust God for personal needs are illustrative of some of the positive commands of Scripture (Gal. 5:16-23; Eph. 5:18-21; Col. 3:5-17; I Thes. 5:12-22).

The Bible also forbids such activities as stealing, drunkenness, gossip, gluttony, dishonesty, occult involvement, murder, profanity, premarital sex, adultery, and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebelliousness, and jealousy are equally displeasing to God.

These biblical precepts are to govern our lives in and away from the community, manifesting the life of Christ in our conduct and attitudes, expressing joy and abundant living. Jesus Christ said, "I am come that they might have life, and that they might have it more abundantly" (Jn. 10:10). These biblical precepts are prerequisites to continue membership within this community.

Institutional Guidelines
At MBI, we are committed to maintaining a lifestyle based on biblical principles. These principles are abiding general truths deduced from Scripture that guide this religious community in our beliefs, practices, thoughts, and actions. We have, therefore, established some moderate standards to govern the lifestyle of our community. While we realize that these may not totally reflect the personal preference of each student, they enable our community to function in harmony and under the lordship of Christ.

Social guidelines and administrative and academic procedures are intended to promote order and consistency. We do not view these guidelines as standards of spirituality.

Individual Discretion
By individual discretion we mean that each believer, though free to follow a biblically informed conscience in some practices, must in love and consideration adapt behavior to benefit others and the community. The application of some biblical principles governing Christians living in community is a prerogative at MBI, and others are left for individual application.

For instance, while the principle stands that we all need fellowship with God in Bible study and prayer, the specific time, place, and method for personal devotions are an individual choice. Students also have the responsibility to apply these principles to their own life situations, such as choosing a church to attend or developing friendships.

Moody Bible Institute takes the position that these basic considerations are critical to ensure a thriving Christian atmosphere. Those individuals who choose to join this religious community do so voluntarily and willingly take upon themselves the responsibilities outlined in the *Student Life Guide*. It is also expected that a student who finds these principles unacceptable will seek education elsewhere.

These policies apply to students while they are enrolled in an Institute program or are residing in an Institute residence hall. Students are also required to maintain certain standards during the summer, between semesters, and when on break or vacation. Please refer to the Institutional Preference Guide (p. 57) for specific standards.

Based on these considerations, MBI has established the following Community Living Standards for our students:

Entertainment & Media
The entertainment and media industries have a significant impact on our culture today. Much of their programming and content espouses views and lifestyles, which are in direct opposition to a Christ-centered life. This requires that believers desiring to obey and please God must critically evaluate all forms of entertainment so as to avoid evil (I Thes. 5:22) and enhance a pure life (Phil. 4:8).

Members of the MBI community are expected to use discernment in making choices concerning music, drama, dance, comedy, literature, television, movies, video games and the Internet. Our choices and decisions affect us and those around us. Therefore, we have a mutual responsibility to make discerning entertainment decisions that consider those around us and encourage us toward personal righteousness.

We recognize there are a wide variety of opinions within the Christian community regarding the many forms of entertainment. In an effort to strike a balance between these views and provide an atmosphere best suited for students' development, we have chosen to prohibit certain forms of entertainment. Students are to refrain from gambling, viewing obscene or pornographic literature, and patronizing pubs, bars, nightclubs, comedy clubs and similar establishments.

Attendance at movies (including IMAX) is prohibited while in residence and under the supervision of the Institute. When signed out overnight and during break periods, students are responsible to adhere to the guidelines of their home and church.

Participation in social dancing such as cultural, ethnic, co-ed, weddings or taking dance lessons is prohibited while in residence and under the supervision of the Institute. When not in residence and during visits home, students are responsible to adhere to the guidelines of their home and church. Dancing is not permitted while students are in residence over break periods.

Music
At MBI we realize that personal preferences in music vary widely among individuals. Apart from the style, a discerning believer should carefully screen the philosophic and moral content of lyrics. This necessitates the constant evaluation of all styles of music for indecent, degrading, or satanic lyrics which stimulate lustful, sensual, or violent feelings and behaviors unacceptable to the discerning believer. Within the MBI community, students are responsible to exercise discretion with reference to choices of concerts and attendance at places of entertainment. Additionally, students are not permitted to attend concerts in clubs, bars, or venues where excessive alcohol is consumed or use of illegal drugs is present. Please refer to the Institutional Preference Guide.

Even within the wide variety of Christian music styles that exist today, when listening, students must exercise discretion and consideration of others. We are desirous of allowing freedom of musical taste and expression, but we must insist that all music played or performed in hallways, lounges and assemblies, whether it is by musical instrument or electronic equipment, be in keeping with the spirit and standards of MBI. The Institute reserves the right to rule on the suitability of any music played or performed on campus.

Tobacco, Alcohol, & Substance Use & Abuse
The use and abuse of tobacco, alcohol, and narcotics is rampant in our world today. We recognize that in most cases, these substances are harmful and destructive both physically and psychologically, and that their abuse contradicts the biblical mandate describing our bodies as temples of the Holy Spirit (I Cor. 6:19).

Therefore, members of the community are to refrain from the use of tobacco in any form, alcoholic beverages, non-medicinal narcotics, and hallucinogenic drugs (including marijuana). In addition, individuals are not to abuse legal or prescribed substances. Under no circumstances are the above to be used, possessed, or distributed on or away from campus during a student's tenure (which includes summer and other breaks).

MBI also complies with the Drug Free Schools and Communities Act of 1989. Therefore, a Substance Use and Abuse Policy statement is annually distributed to students and is available in Student Development.

Cultural Sensitivity
As believers in the Word of God, we recognize the infinite worth and dignity of all human beings. At MBI we have a rich cultural environment, which includes people from many countries, races 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 for the distinct purpose of learning about people and cultures different from their own.

As future ministers of the Gospel, students cannot afford to ignore these differences, be they ethnic, cultural, or linguistic. Rather than being afraid, critical, or rejecting these differences, we should do our best to learn about them and respect them, realizing that there is something different about all of us. The emphasis of the Great Commission recorded in Acts 1:8 is for Christians to be prepared to reach their own culture as well as people different from themselves.

Because the student body is comprised of many minorities, Student Development heartily supports and encourages your participation in the following special interest groups: Afro-Awareness Fellowship, International Students Fellowship, MuKappa, Urban Fusion, Voices of Praise, L'Chaim and Puente Latino. These student organizations are vitally active on campus, designed to involve, support, and minister to students while helping to develop social skills, leadership skills, and opportunities to grow as a Christian.

Becoming culturally sensitive within our world is our duty and demands a conscious effort on our part. We recognize that this is difficult and at times uncomfortable, but as we work together, we can facilitate an environment conducive to all.

Dating
Our campus life provides an excellent opportunity for students to develop relationships with the opposite sex. Often, however, relationships begin quickly and are based on external, physical factors leading to self-gratification rather than the building up of the other person. Therefore, we suggest that relationships develop slowly, placing priority on spiritual and social maturity, thus building a lasting friendship.

As romantic relationships develop, the following guidelines suggested in I Thes. 4:3-6 should be evident in dating practice:
1. "That you should be sanctified: that is you should avoid sexual immorality" (I Thes. 4:3).
2. "Each of you should learn to control his own body in a way that is holy and honorable" (I Thes. 4:4).

In application of these principles, displays of affection on campus are to be limited to hand holding or taking an escort's arm (this guideline also applies to married students). Private displays of affection should follow the biblical principles of chastity and purity, which do not allow for actions known as "petting".

In addition, single students are not permitted to visit the room, apartment or home of a single person of the opposite sex unless a third party is present, and couples should not be alone in dwellings away from the Institute.

Sexual Conduct
At MBI we believe that God created men and women as sexual beings, distinctly different, yet wonderfully made for one another. While the broader culture has chosen to exploit and abuse sexuality, we believe God intended that this gift only be used within the context of heterosexual marriage (I Cor. 6:12-20). We affirm the scriptural teaching that sexual purity is the standard of moral behavior for the believer and that sexual activity and expression apart from the marriage relationship is a sin against one's body and violates biblical standards (I Thes. 4:3-8).

Sexual Harassment
Moody Bible Institute views any form of sexual harassment, verbal or physical, as inconsistent with biblical teachings and Institute standards. Such harassment is deemed illegal sex discrimination and violates Title IX of the 1982 Education Act for Students. Members of the MBI community found in violation will be subject to disciplinary sanction and possible charges by local law enforcement agencies. Complaints of any harassment should be reported immediately to the Dean of Students or the Associate Dean for Residence Life. In all cases, confidentiality will be strictly adhered to except as required by applicable law.

APPEARANCE & DRESS STANDARDS

At MBI we expect our students to dress neatly, modestly and appropriately for the occasion. These expectations should govern the choices of clothing that is worn in every situation, whether for the classroom, church, off-campus, the beach or athletic competition. Therefore, we have provided the following guidelines for appearance at MBI. We recognize that adhering to these guidelines may involve temporarily setting aside personal preference for the sake of the larger community. In every situation we ask that extremes be avoided. If you have any questions, please see your Residence Supervisor.

Sunday Dress

In regard to Sunday Dress, we expect students to dress at or above the median standard of dress at the church they are attending. However, in no case should it be less than the standard for Classroom Dress.

Classroom Dress *(Chapel, day classes, evening classes, breakfast and lunch*)
MEN – Collared, knit or ribbed shirts (not plain or printed athletic t-shirts), sweaters, dress slacks, khakis, and jeans in good repair *(defined as no holes, patches, rips, tears, or excessive fraying. Overalls are not permitted).* All shirts are to be buttoned appropriately and shirts with tails (uneven hemline) are to be tucked in.

WOMEN – Dresses, suits, skirts, blouses, sweaters, tops with 2 inch or wider shoulder straps (not plain or printed athletic t-shirts), dress slacks, khakis, and jeans in good repair *(defined as no holes, patches, rips, tears, or excessive fraying. Overalls are not permitted).* No stretch pants or leggings are permitted. The hemlines of dresses and skirts are to reach the top of the kneecap, and slits may be two inches above the kneecap. To promote modesty, women must refrain from wearing garments that are tight fitting, shoulder-less, low-cut and fail to cover the midriff area at all times.

FRIDAY EXCEPTION – Sweatshirts and T-shirts displaying logos or current artwork of residence hall floors, student organizations, or Moody Bible Institute may only be worn on Fridays.

Casual Dress *(anytime other than the times listed above)*
Hats, athletic tank tops, sweat pants and nylon warm-ups are not permitted in the Student Dining Room. Shorts (not athletic) must be at least mid-thigh in length.

Sports *(physical education classes, intramurals and active recreation)*
Clothing should not contradict by style or message the standard set forth in the *Student Life Guide*. Warm-up suits, sweat pants, sweatshirts, T-shirts and shorts are permitted. (Only men may wear modest tank tops.) Spandex and leggings are permitted only when worn with shorts over them, both on and off campus. Swimwear, whether worn on campus or at Moody Bible Institute sponsored events, must be one piece and conservative (trunks for men). Some classes and activities may require other restrictions.

Additional Guidelines
Students must have a natural hair color. Body piercing of any kind, other than on women's ears, is not permitted at any time during a student's tenure (which includes Summer and other breaks). Head coverings and other hats on men and athletic hats on women are not to be worn in educational buildings, administrative buildings, or the Student Dining Room.

Men's hair is to be well groomed and should avoid extremes such as braids and ponytails. Hair is to be no longer than the bottom of the collar of a dress shirt and, if it is all one length, no longer than the bottom of the ear. Beards must be full and well groomed. *They may be grown ONLY during Summer, Christmas, and Spring breaks.*

Exceptions to Dress Standards
Exceptions may be granted to students to enter the Student Dining Room under the following circumstances:
1. Enrolled in a 7:00 a.m. or 8:00 a.m. physical education class.
2. Work schedule only allows thirty minutes or less for breakfast or lunch.

In each instance, students must have their meal ticket validated by Student Development.

DISCIPLINE

The Student Development Department is responsible for students' leadership and oversight while they attend MBI. We seek to assist students to mature and develop self-discipline, which will complement their Christian service. Throughout the course of a student's time at MBI, it may be necessary that discipline be used to help in this maturation process.

We believe that discipline should seek to cause the student to consider their actions and attitudes and make appropriate corrections. This is accomplished by the student bringing actions and/or attitudes in line with the Word of God or the Community Standards of MBI.

Our philosophy, therefore, is redemptive in that we seek to warn, instruct, or correct the community member into deliverance from sinful actions or attitudes. We also forgive and seek to restore that member within the community. Discipline may be preventative, remedial or punitive depending on the nature of the offense and the attitude of the offender. The discipline may include campusing, curfewing, fines, work duties, accountability groups, counseling, or whatever is deemed necessary by the Dean of Students, Residence Life, or Discipline Committee. It should also be noted that students, who are not actively participating in a violation but are associated with students who are, would also receive discipline appropriate for the situation.

All members of the MBI community share the responsibility for maintaining a Christ-centered environment. Students are encouraged and expected to confront their peers when they witness guidelines and expectations being violated. Confrontation is difficult, yet serves to fulfill community responsibility and personal restoration and is therefore strongly encouraged. The Student Development staff will help and support students who want to confront but are unsure of how to proceed.

Disciplinary Procedures

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

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

A student dismissed by college authorities will not be entitled to any refund of room and board charges or student fees.

Possible disciplinary actions and penalties are as follows:

DISCIPLINE	DESCRIPTION
Campus	The student is confined to campus for a specific period of time except for regularly scheduled employment, PCM or church. A campus always occurs over a weekend.
Curfew	The student is confined to his room after 7:00 p.m. and until 7:00 a.m., and to campus from 7:00 a.m. to 7:00 p.m., except for employment, PCM or church. During confinement to the room visitors, phone calls and instant messaging are prohibited.
Formal Reprimand	A formal reprimand will be given to a student whose character/conduct is unacceptable by community standards to encourage positive response. Failure to respond positively may lead to further discipline.
Warning Status	A status into which a student is placed when he/she is in jeopardy of more serious disciplinary responses. A student may lose his/her leadership position or privileges to represent MBI. Elements of the status are outlined in a written statement.
Suspension	The student is required to leave campus and is prohibited from attending classes for a period of time not exceeding seven days. Academic work (papers, exams, etc.) will not be accepted during this period, and the student will not be permitted to make up assignments missed during the suspension.
Disciplinary Probation	Short of dismissal, Disciplinary Probation is the most serious statement made by the Institute regarding a student's conduct. A student may be placed on disciplinary probation without a formal warning if the infraction is deemed serious enough by Student Development. During the probationary period, a student may not represent the Institute on any musical or athletic team or group and will forfeit his privileges as a student leader. Students on Disciplinary Probation in their final semester may not graduate.
Dismissal	The student must leave school for a minimum of one year after which he or she may be considered for readmission at the discretion of the Dean of Students and the Dean of Admissions.
Expulsion	The student must leave school immediately and may never return.
Multiple Probations	Students who are simultaneously on two probations (i.e., academic, chapel, or disciplinary) during a semester may be required to withdraw for the following semester. After the semester away, the student must complete a readmission application and have a personal interview with the Dean of Students prior to re-admittance.
Additional Sanctions	a) Loss of privilege b) Developmental/educational assignments c) Student is referred for counseling and/or assessment d) Service/work projects e) Restitution/reconciliation f) Fines

Discipline Committee
The Discipline Committee's role is to supplement the disciplinary decision making process of the Dean of Students or Associate Dean. The Discipline Committee acts on behalf of the larger community to determine the nature and extent of discipline. The Committee is comprised of representatives from administration, faculty and the student body.

Written procedures for the Discipline Committee are thoroughly explained to students entering the process. Any student can review a copy of these procedures by contacting the Dean of Students.

Disciplinary Appeal Process
The student has the right to appeal major disciplinary actions taken by the Dean of Students, his staff, or the Discipline Committee. Appeals of decisions made by the Dean of Students or his staff are heard by the Discipline Committee and require no specific stipulations.

Appeals of decisions by the Discipline Committee may be made to the Vice President of Student Services with the following conditions:
1. There is proof that procedural fairness was not granted during the disciplinary proceeding.
2. New evidence has been discovered that the Discipline Committee was unable to consider at the time of the hearing.
3. There is substantial evidence that a member(s) of the Committee was biased toward the student.

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

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

SPIRITUAL ENRICHMENT

The Moody Bible Institute offers many opportunities for each student to grow spiritually. Aside from the personal devotional time each student is encouraged to have, there are formal spiritual growth times through local church attendance and the scheduled chapel sessions. Annual events such as Missions Conference, Spiritual Enrichment Week, Founder's Week and the Day of Prayer are in place to enhance the spiritual walk of each student.

Observance of the Lord's Day
We expect regular attendance at worship services at a conservative, evangelical local church to make it a special day of renewal set apart from other activities of the week. In all things, we desire for students to live balanced Christian lives, avoiding that which is offensive, divisive or legalistic, not flaunting your liberty in Christ.

Sunday employment is not permitted except for on-campus jobs, which are necessary to maintain essential services, and by exception.

Missions Conference
The annual Missions Conference is a three-day conference held in the fall, addressing major areas and issues in worldwide missions. No commitments should be made which will necessitate absence from any required session of the Missions Conference. Undergraduate students will be automatically excused from attendance only for reasons of regularly scheduled employment, off-campus classes, and PCM assignments. A written request for other kinds of absences should be submitted to the Associate Dean for Student Programs, located on the second floor of the Alumni Student Center. Attendance requirements will be announced prior to the conference. It is the student's obligation to be thoroughly acquainted with these requirements. Penalties for unexcused absences involve being issued a Formal Reprimand or being placed on Chapel Probation. Graduate School students are not required to complete an attendance form. However, these students are expected to attend as many sessions as the number of credits they are currently taking.

Founder's Week
Our annual Bible conference is held during the first week of February (February 5th is D.L. Moody's birthday) for the inspiration of students, alumni, and staff. No commitments should be made which will necessitate absence from any required session of Founder's Week. Undergraduate students will be automatically excused from attendance only for reasons of regularly scheduled employment, off-campus classes, and PCM assignments. A written request for other kinds of absences should be submitted to the Associate Dean for Student Programs, located on the second floor of the Alumni Student Center. Attendance requirements will be announced prior to the conference. It is the student's obligation to be thoroughly acquainted with these requirements. Penalties for unexcused absences involve being issued a Formal Reprimand or being placed on Chapel Probation. Graduate School students are not required to complete an attendance form. However, these students are expected to attend as many sessions as the number of credits they are currently taking.

Day of Prayer
Each year the first Wednesday of March is set-aside for MBI's annual Day of Prayer. Students, faculty, and staff members meet corporately and privately throughout the day emphasizing the discipline of intercessory prayer. As this special emphasis is in lieu of classes, attendance for undergraduate students will be taken according to the specifications published in the *Moodycaster*.

Communion
Communion is an integral part of the believer's worship experience in the local church. As an institution, we believe that the administration of communion is to be done with extreme care, respect, and dignity. Therefore, the incorporation of communion into any campus related activities, retreats, or chapels must receive prior approval through the office of the Dean of Students. Such communion services must be led by an ordained minister or by someone functioning as an elder in a local congregation. The service must also be conducted so that it shows respect for students, who for conscience sake, object to participating in communion services outside of the local church.

PROCEDURES FOR CHAPEL & ASSEMBLY ATTENDANCE

The chapel program is an important part of the Moody Undergraduate educational experience. Like all other parts of the Undergraduate program, the mission of the Undergraduate division drives chapel. Consequently, its ultimate goal is to be part of the process of providing a Bible centered education that enables students to know Christ and serve Him through His church in vocational ministry. As part of the Undergraduate program it is the subject to the educational values and outcomes outlined in the Undergraduate catalog. Therefore, the chapel program is committed to the following goals:

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

Graduate School students do not have attendance sheets, but are required to observe the chapel hour guidelines published by the Graduate School office. Information below pertaining to chapel absences, probation, and tardiness applies to Undergraduate students only.

Chapel meetings are held at designated locations Tuesday through Friday at 10:00 a.m., except on holidays and during final examination periods listed in the school calendar. Chapel attendance is recorded on alphabetized sheets. Each student is asked to cross off their name each day.

Attendance to assemblies held on Fridays is strongly encouraged, but not required. Please check the weekly *Moodycaster* to view the current Chapel requirements for that week.

Absences
All students are permitted eight absences from chapel per semester. *NOTE:* Students have one day after each recorded absence to appeal for removal. After that time it will be considered an absence. Students are responsible to monitor their absences on the chapel website, which can be found on the my mbinet homepage. Information such as date of absence and reason for absence are essential when reconciling personal records with the Office of Student Programs records.

Etiquette
Students are expected to be active participants in the daily chapel program. Students finding it necessary to sleep, study, or socialize should utilize one of their cuts and pursue those activities elsewhere.

Exemptions
Chapel exemption is granted to those students who regularly work or attend an off-campus class during the chapel hour. Students seeking work exemptions must arrange their work schedule to comply with the minimum requirement of attending a Tuesday, Wednesday or Thursday chapel. The student must complete a Chapel Excuse Request Form; available in the Office of Student Programs located on the second floor of the Alumni Student Center, at the beginning of each semester. This form should be submitted to the Office of Student Programs for approval. Each day for which a student is granted a semester long exemption from chapel will automatically result in the deduction of two permitted absences. Commuter and part-time students are expected to attend Chapel if they have classes immediately before (including 8:00 a.m. classes that end at 9:45 a.m.) and/or immediately after Chapel (including 11:00 a.m. classes).

Probation
Students exceeding their allotted absences by one will be placed on chapel probation for the balance of the semester. Those students who exceed their allotted absences by two or more will not be allowed to return the following semester. If a student exceeds their allotted absences by three, he or she will forfeit the current semester and be required to leave school immediately and not be allowed to return the following semester. Any requests for consideration of excuse for additional emergency absences must be submitted in writing to the Associate Dean for Student Programs within two weeks of the emergency. Students on chapel probation are not allowed excused absences from chapel for athletic or music responsibilities. Students who falsify attendance records will be placed on chapel probation immediately, forfeit their remaining absences for the semester, and may be referred to the Discipline Committee.

Seniors in their last semester on chapel probation for the second time will not be allowed to graduate. Underclassmen on chapel probation for a second time during their MBI enrollment will be asked to take a permanent departure at the end of the semester following the eleventh absence or an immediate departure after the twelfth absence.

Tardiness
Tardiness or leaving early is recorded by the student on pink tardy sheets at the sign-in areas. If a student is tardy or leaves early three times without a valid excuse, he or she will be charged with one absence. Tardiness or early departure of more than five minutes during a forty-minute chapel will result in an absence. Tardiness or early departure of more than ten minutes during a forty-five minute chapel will result in an absence. Students are not to leave chapel or an assembly before dismissal unless an emergency arises. If the emergency allows, a student must sign out as he or she leaves.

STUDENT PROGRAMS

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

Eligibility for Student Offices
For a student to be eligible for office, a specific cumulative grade point average must be held with respect to the type of office the student is seeking. A candidate for a major office must have a 2.50 cumulative grade point average and a 2.00 semester grade point average (previous semester) to run for office. Candidates seeking an intermediate or minor office must have a minimum cumulative grade point average of 2.25 or 2.00 respectively with a 2.00 semester grade point average (previous semester) to run for office.

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

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

Qualifications for Student Offices
Candidates for student offices are chosen based on the following criteria:
1. Consistent Christian character evidencing spiritual growth
2. Willingness to serve, characterized by dedication and humility
3. Grade point average consistent with the requirements stated above
4. Commitment to the spirit and standards of MBI
5. Not on disciplinary probation

Resigning from a Student Office
If a student has accepted the responsibility of an office or membership on a committee, he or she must discharge the responsibility to the end of the term of office, except as follows:
1. A student will be allowed to resign from a major office to become president of the Junior or Senior class, but only with the approval of the faculty advisors involved and the Office of Student Programs.
2. In case of ill health or unforeseen circumstances, a student may be permitted to resign if the faculty advisors involved and the Office of Student Programs give approval.
3. Students placed on academic or disciplinary probation will not be allowed to hold office and must resign if in office.

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

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

MAJOR OFFICES
- Presidents of classes and music groups
- Student Council president and vice president
- Student Missions Fellowship president and vice president
- Residence Activities Council president and vice president
- Resident Assistant
- *ARCH* and *Moody Student* editors-in-chief

MINOR OFFICES
- Class committee chairman and members
- Student Council representatives
- Student Missions Fellowship floor representatives
- Student Missions Fellowship Prayer Focus Leaders
- Student Council ad hoc committee members (non-representatives)
- All other organizational officers, except those listed above

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

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

Student Music Groups
All groups must be granted approval through the Dean of Students before performing in an official or unofficial capacity.

New Student Organizations
Groups seeking to form a new student organization must see the Associate Dean for Student Programs concerning the guidelines to establish an organizational charter.

Program Standards for Curricular & Extracurricular Activities
Student performances, whether curricular or extracurricular are expected to conform to the following standards:
1. Biblical or sacred themes are to be handled reverently. Humorous or fanciful songs based on biblical or sacred themes may not be used.
2. Nothing is to be used which would reflect unfavorably on any individual, group, church, denomination, school, or other Christian organization.
3. Everything must be in good taste, consistent with the purpose for which it is used.
4. No music is to be used which would violate the standards and testimony of the Institute.

All scripts, music, costumes, etc. are to be approved by the faculty advisor EARLY in the planning stages, so that students will be able to eliminate anything which could cause offense.

Use of Institute Rooms
Requests for use of Torrey-Gray Auditorium and Alumni Auditorium may be made through the Sacred Music Department. Food and beverages are not permitted in Torrey-Gray. Requests for the use of classrooms are made through the Registrar's Office. Rooms in Culbertson and Houghton Hall are reserved through the receptionist in Student Development. Rooms in the Alumni Student Center can be reserved through the Office Coordinator of Student Programs.

STUDENT CONCERNS

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

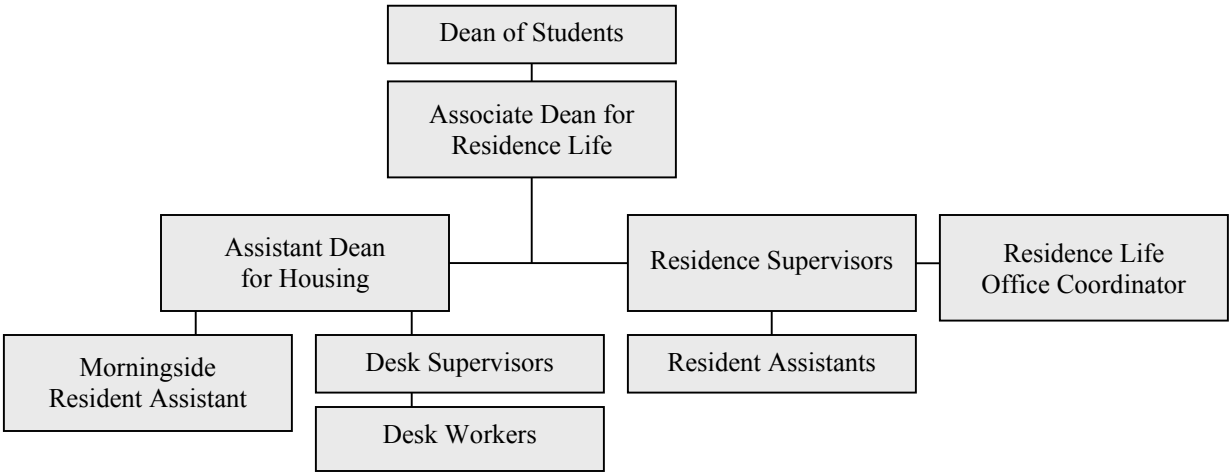
Students are encouraged to submit their specific suggestions, concerns, or complaints regarding their experience at MBI. This can be accomplished by completing the "Student Concerns Form", which is available in the Student Development Office located on Culbertson 1, and submitting it to the Dean of Students. Students may also choose to voice their concerns directly to the appropriate individuals either in writing or in person.

RESIDENCE LIFE

RESIDENCE LIFE TEAM

The primary focus of the Residence Life team is people. We are interested in creating a living and learning atmosphere, which is Christ-centered and reaches our students with help relevant to the difficulties and the needs they face.

The following chart and brief job descriptions explain the roles of the Residence Life team members.



Associate Dean for Residence Life
The Associate Dean for Residence Life provides leadership to the residence program. This includes working with the Residence Supervisors and Resident Assistants to plan for and evaluate the operation of the residence halls. The Associate Dean is responsible to the Dean of Students and works closely with the Dean concerning student issues and conduct.

Residence Life Office Coordinator
The Residence Life Office Coordinator reports to the Associate Dean for Residence Life. Questions regarding married student housing, graduate student housing, and recess residence information may be directed to this office.

Assistant Dean for Housing
The Assistant Dean for Housing, oversees the housing of all on-campus, married, and graduate students, as well as assisting those who are looking for off-campus housing. The Assistant Dean is also responsible for the management of the residence hall desks, the security of the residence halls, and the training of the residence hall desk workers.

Residence Supervisors
The four on-campus Residence Supervisors (RSs) direct the Resident Assistants and oversee their leadership development and training. A Residence Supervisor is always on duty to care for emergencies and other concerns that may arise. They assist in matters of discipline, and are responsible for housing assignments, maintenance reports, and other administrative functions. In addition, they are available for personal, spiritual, and relational support and welcome suggestions from students for improvements that will benefit their residence hall experience.

Resident Assistants
A Resident Assistant (RA) is available on each floor to assist you and serve as a liaison between the student body and Student Development. The RAs are a helpful resource for any questions you may have.

RESIDENCE HALL LIVING

The residence hall experience at Moody Bible Institute is largely based on the concept of community, in which a group of individuals with shared values live in close proximity and interact with one another on a daily basis. All unmarried Undergraduate Students are required to room and board at the Institute.

There are limited opportunities for senior and urban study off-campus housing. Information regarding eligibility, application requirements and deadlines will be published in the *Moodycaster.*

We hope that students will be able to express themselves in their rooms through personalization in decorating. Students are at the same time, responsible for the maintenance of their rooms and the damages incurred while in residence. Decorations must be mutually agreed upon by all roommates.

Decorations must also meet the following expectations:
1. Because MBI is a tobacco, drug and alcohol-free institution, it would be contradictory to allow the advertisement of illicit drugs or alcoholic beverages. Therefore, posters, stickers, clothing, or any other paraphernalia promoting such products are prohibited.
2. Pornographic material is also prohibited. This includes any item with content exploitive of either sex. Any questions regarding what is or is not permissible should be directed to the RSs or RAs.

Personal Belongings

BIKES: Bicycles, unicycles, etc. must be registered through the Office of Public Safety. All cycles are to be parked in the bicycle parking area on the 4.5 floor of the parking garage and must be locked with a U-type lock. They are not permitted in the residence halls or on the plaza. If bicycles are found in the residence halls at any time, the student will be charged a $15 fine and must relocate the bike to the parking garage.

PETS: Fish, properly cared for, are the only pets allowed in the residence halls.

SKATES & SKATEBOARDS: Skates and skateboards are not to be worn or used inside any administration or classroom buildings, nor residence hall floors. Skates are to be put on and taken off in the first floor lobby of the student's residence hall and carried to and from the student's room. The Culbertson ramp is not intended for skating.

Furniture

Furniture must not be dismantled, adjusted, or removed from any residence hall room.

Additional furniture must meet the following requirements:
1. No raised beds or lofts of any kind.
2. No wood or brick shelving.
3. No furniture is to be removed or taken apart, even if there is only one student in a double room. Bunk beds may be separated within the room.
4. No improper stacking of any furniture is allowed.
5. One-piece, freestanding, factory-manufactured metal or wood furniture is acceptable in the residence hall rooms if it is on the floor (filing cabinet, dresser, bookcase, chair, etc.).
6. All personal furniture must be removed and discarded or taken home at the close of the school year. Desk chairs and lamps may be stored in the storage areas.

Students who own items which do not meet the above standards will be required to remove them.

Identification Cards & Keys

Students must use their identification card (ID) when entering the residence halls. If you do not use your ID, you must sign in at the residence hall desk.

Rooms should be locked whenever the occupants are not present. The Institute cannot assume responsibility for students' belongings or possessions under any circumstances. Any student who has a duplicate made of any Institute key or who is found to be in possession of a duplicate key, a master key, or any other unauthorized Institute key will be subject to disciplinary action.

A deposit of $25 is required for residence hall keys, refundable at the time of permanent departure. If keys are lost, there is a $15 charge to replace one key and a $25 charge to replace a complete set. This charge includes the replacement cost of the key(s). If key(s) are found within 14 days of the date of order, the charge will be refunded less the cost of the key(s). Cracked or bent keys will be replaced without charge if they are brought to the residence desks before they break.

Because our residence halls are often used for conferences, we collect all keys during major break periods (Christmas, Spring and Summer). This procedure helps to reduce key replacement costs and keep security intact. Students who neglect to turn in their keys will be required to pay a $25 charge and forfeit their deposit.

Door Unlock Policy
In the event that a student is locked out of his or her room, the RA is supplied with a master key for the floor and may be available to open the door. The RA may set a specific door unlock policy for the floor. If the RA or roommate is not available, the student may contact the Residence Hall Desk to have Public Safety unlock the door. A $10 fine will be charged for this service.

Room Entry
Authorized personnel of the Moody Bible Institute reserve the right to enter student rooms at any time for the purpose of maintenance or repair, inspection for health, safety, or violation of Institute regulations. Exercise of this right will be used with restraint.

Room/Floor Inspections
Room/floor inspections are scheduled at various times during the semester. Floors should be ready by 10:00 a.m. on the day of inspection. The RA will schedule times for room inspections. Room inspections are conducted when a student departs from school, leaves for a recess period, or changes rooms.

Telephones
The telephone in each room is the property of Moody Bible Institute. Phones and phone jacks are not to be moved, tampered with or altered in any way.

If any repair work needs to be done, contact Telecommunications located in the basement of Culbertson Hall. If any alterations are made to the current phone system in a room, the student will be charged.

Phone calls received which can be categorized as prank, abusive, or threatening, are to be reported to Telecommunications immediately leaving your name, phone number and time of the call.

Students with a computer FAX or modem, see “Computers”.

Walls, Doors & Furniture
Poster putty (“Plastic-Tak”, “Fun-Tak”, etc.) is the only substance to be used to hang decorations in residence hall rooms. The use of nails, hooks, paste, pins, screws, stickers, and tape will deface the walls and necessitate costly repairs charged to the student. When posting signs on brick walls, masking tape is allowed and preferred.

Windows
At absolutely no time are items of any kind to be hung, dropped, or thrown from windows. Serious disciplinary measures may result. Hanging, exiting, or rappelling from windows or buildings will be basis for immediate dismissal.

In the interest of safety and public witness, there is to be no talking or shouting from any Institute window. Screens are not to be removed at any time.

RESIDENCE HALL FACILITIES

Bulletin Boards
Important information is posted on the bulletin boards throughout campus. All items must follow sign posting guidelines and be approved by Student Development prior to posting. Student groups may secure an individual bulletin board for their group to use for advertising upcoming events. Signs posted for student groups must be approved by the Student Programs Office prior to posting. Please see the Student Programs Office Coordinator on ASC 2 for an assigned bulletin board.

Floor Funds
As a member of your residence hall floor, you will be asked by your RA to contribute to floor funds each semester. This money is used to purchase floor and social supplies. All on-campus students are required to contribute their share to the floor fund.

Laundry
For your convenience, laundry facilities have been provided in each residence hall. These rooms are accessible 24 hours a day. The Institute does not assume responsibility for clothing in the laundry rooms. Clothes left unattended may go into a community clothes bin. Do not use the washing machines or stationary tubs for dyeing.

Lounges
The main lounges of the residence halls are for your use. We ask that furniture, when rearranged, be placed in its original position. Any damage to Institute furniture or property should be reported to the respective residence hall desk worker. Reservations for any of these areas may be made in advance in Student Development.

Each floor has a lounge area and a kitchen. The kitchen is equipped with some eating and cooking utensils during the Fall and Spring semesters. For the storing and the cooking of food, a refrigerator and electric range are provided. General clean up of these areas is the responsibility of each floor member.

CULBERTSON HALL: The second floor of Culbertson Hall has a TV room, vending area, prayer rooms, and small conference room for male student use. Women are required to sign in at Culbertson Desk with an approved reason, such as *ARCH* yearbook or *Moody Student* newspaper, to be on the second floor prior to entering the second floor.

HOUGHTON HALL: Reservations for Houghton 1 and 2 lounges may be made through Student Development. Fireplaces are available on the first and second floors. Students are responsible for supplying the wood, putting out fires, and cleaning up the area. The second floor of Houghton Hall has a TV, vending area, and prayer room for female use only. Houghton 2 lounge may be reserved for women only.

Roofs
Sunbathing (in appropriate attire) is allowed on the roof of Houghton Hall for women and Dryer Hall for men. Students are not permitted on Smith, Crowell, Dryer, or Culbertson (3rd floor or 20th floor) roofs at any time. No one is allowed on Houghton or Dryer roofs after curfew.

RESERVATIONS: Bro/Sis socials may be held on Dryer and Houghton roofs. A chaperone is required for these events, and a Roof Request Form (available in Student Development) must be submitted and approved a week prior to the event. *NOTE:* Grills are not permitted on Houghton or Dryer roofs due to City of Chicago fire code regulations.

Storage
All personal belongings must be removed from residence hall rooms at the end of each school year. Continuing students may store belongings in the storage room over the summer if properly boxed, sealed, and labeled. If a student does not return to school, the Residence Supervisor may dispose of any personal property left in storage that is not properly labeled. The student should arrange to have a friend on campus ship the belongings.

Only current students will be allowed to store belongings in the available storage spaces in the respective residence halls. No furniture will be stored in storage rooms (desk chairs and lamps are exceptions). It is the student's responsibility to find someone to take care of his or her furniture over summer break or remove the furniture from campus.

If any furniture is found in hallways, lounges, or storage rooms, the student will be charged a disposal fee of $100 and items will be discarded. If furniture is found on a floor and the owner is not able to be determined, the floor will be charged the appropriate disposal fee. Students may only use the designated MBI dumpsters for disposing of their furniture.

If students are leaving for a semester or a year, they will be required to find an alternative off-campus location to store personal belongings while they are not in residence at MBI.

NOTE: MBI is not responsible for any lost or stolen items while in MBI storage locations.

RESIDENCE HALL POLICIES & PROCEDURES

Curfew

Juniors, Seniors, students 21 or over, and students entering their fifth semester at Moody will have no curfew as long as they maintain a 2.50 cumulative GPA and have no disciplinary action against them (chapel or disciplinary probation). A student whose GPA drops below 2.50 cumulative will have curfew the following semester and may be eligible through the Assistant Dean for Housing to return to curfew exempt status if the following semester's GPA is raised above the standard.

Freshmen, Sophomores, and students under the age of 21 will have a curfew of 11:00 p.m. Monday through Thursday and 12:00 a.m. Friday through Sunday. A student whose GPA drops below 2.50 will have curfew until the GPA can be raised.

Public Safety will issue ID cards. Curfew exempt status will be noted on the ID card. A student whose ID card has no curfew indication will be considered to have a curfew. When students turn 21 or begins their fifth semester at MBI they must come to the Residence Life office to obtain a curfew exempt status.

All students who enter the residence halls after curfew are required to show a valid MBI ID to the desk worker. Students out beyond their curfew will be required to sign their names and ID numbers into the logbook. Curfew exempt students who fail to carry their ID card when entering the residence halls after curfew will receive disciplinary action after the third violation assigned by the Residence Supervisor.

Students are not to enter or leave the residence hall between the designated curfew and 6:00 a.m. Curfew exempt students are permitted to depart the residence hall anytime before or after curfew. Any student departing for the entire night is required to fill out and turn in a completed Overnight Departure Card. Each student is given 60 late minutes at the beginning of each semester to be used at his or her discretion. Curfew students who exceed the allotted 60 late minutes will receive disciplinary action by a Residence Supervisor.

Extended Curfew for Freshmen & Sophomores

EXTENDED TO 12:00 A.M. ON THE FOLLOWING:

1. Evening before the first day of the semester
2. During semester breaks
3. Evening before and during a holiday or recess
4. During final examination periods
5. Each evening of Founder's Week
6. Music majors on the night of their senior or degree recital
7. Missions Conference
8. Reading/Study days

EXTENDED TO 1:00 A.M. ON THE FOLLOWING:

1. Friday and Saturday night of Candlelight Carols
2. The evening before graduation
3. The night of the Junior-Senior Banquet
4. Friday through Sunday evenings during semester breaks

Curfew Extension Permission

Under special circumstances, "late pers" may be requested for a *one-hour extension*. These special occasions would include birthdays, engagements, visits from parents or other friends from out of town, and special cultural events. Students desiring a "late per" to attend a concert must submit their requests by the Monday preceding the concert or permission may not be approved.

Late permission forms are in the reception areas of Houghton and Culbertson Halls. They must be completed and turned in to the respective residence halls before 4:00 p.m. of the day permission is being requested. The student is responsible to verify that the "late per" has been approved and obtain a copy before leaving campus.

On the occasion that a student is unexpectedly away from campus, it is their responsibility to call the residence hall desk and inform them that they will be late. Retroactive "late pers" may be submitted to their Residence Supervisor, and will only be considered, not necessarily approved, if the student made a telephone call to inform the desk of the situation.

Departures

HOME: When going home, use the white Home Departure Card, which can be used repeatedly. Failure to fill out this card results in a $25 fine.

TEMPORARY: All students staying overnight somewhere other than at home must sign out by using the yellow Temporary Departure Card, including those students who are curfew exempt. Students are not permitted to stay the night at coffee shops, airports, out on the streets of Chicago, etc. This is also not to be used as a substitute for a "late per". If MBI is your place of residence during Christmas, spring, and summer breaks and you wish to stay overnight off-campus, you will also need to fill out a Temporary Departure Card. Failure to fill out a departure card results in a $25 fine.

Home and Temporary Departure Cards are to be left at the respective residence hall desk for filing. Upon return to campus, students should notify the desk so those cards may be removed from the file. All students returning from departure are expected to be in residence by curfew unless previous arrangements have been made with a Residence Supervisor.

END OF SEMESTER DEPARTURE: At the end of the fall and spring semesters, all continuing students will be required to process an orange Summer Recess Departure Card. Failure to complete this card results in a $25 fine.

PERMANENT DEPARTURE: Any student leaving or graduating from Undergraduate and Graduate School or Summer School must process a Permanent Departure Card through the Academic Records office, second floor Crowell. This applies to both single and married students. On-campus students will be issued a pink Permanent Departure Card, which will need to be signed by their RA, RS, PCM, Treasury Operations, Student Development, and the desk worker before departing. This procedure includes students enrolled in the Moody Exchange Program.

Visitors *(non-student)*
For security and safety reasons, we require that all non-residents sign the guest registry at the residence hall desk. In Smith Hall and Dryer Hall, the RA should be notified of the visitor's presence. You MUST come down to the desk to meet and escort your guest to your room. Visitors are not permitted to use the residence halls to shower, sleep, etc. After their stay, visitors need to stop by the residence hall desk and sign out. *ALL VISITORS MUST LEAVE THE RESIDENCE HALL BY CURFEW.*

During the regular school year, members of the opposite sex are not allowed as guests on your floor. The exception to this is immediate family members who may be on the floor between 10:00 a.m. and 4:00 p.m. for a maximum of 30 minutes. Visitors of the same sex are permitted between the hours of 6:00 a.m. and curfew.

Visitors *(non-student, under-aged)*
VISITORS 15 YEARS OF AGE OR UNDER ARE NOT ALLOWED IN THE RESIDENCE HALLS WITHOUT THEIR LEGAL PARENT OR GUARDIAN. Visiting children who are part of the Big Brother/Big Sister Program or a similar PCM assignment are to meet their student host off-campus or use the phones outside of the residence halls. Visitors are allowed on the first floor of each residence hall only with their student host. The student is responsible for the behavior of their child and is never to leave the child unattended. *Students can only have one under-aged visitor at a time.* No babysitting is allowed in the residence halls.

Visitors *(student)*
Full-time, on-campus students (who are not curfew exempt) may visit other students of the same sex in their residence hall. They must leave their own residence hall before curfew, and upon return show their ID and explain that they are returning from another residence hall. The desk worker will phone the other desk and inform them of the student's return, which must be within ten minutes. In the case of Smith women, they are to notify the Houghton desk worker as they leave and call to Houghton desk when they arrive at their room.

Full-time, off-campus students may visit with a same sex student in their residence hall until curfew. Off-campus students staying past curfew must fill out an Overnight Guest Form.

Students are to show their ID to the desk worker when returning to their residence hall or they will incur late minutes. In the case of Smith women, they are to show their ID to the Houghton desk worker and call once they arrive in their room.

Overnight Guests
Students are allowed up to two guests at a time in their room. *NO VISITORS 15 YEARS OF AGE OR UNDER ARE ALLOWED IN THE RESIDENCE HALLS WITHOUT THEIR LEGAL PARENT OR GUARDIAN.* The same individual may stay only three nights on campus during a seven-day period. There is a $5 charge per night, per guest. When planning to have an overnight guest, the student host is responsible to complete an Overnight Guest Form. Once signed, it can be turned in to either Culbertson or Houghton Desk. The Assistant Dean for Housing or Residence Supervisor must approve it prior to the guest's arrival. A late fee will be assessed if a guest form for that night's stay is not submitted by 4:00 p.m. Monday through Friday. A student who allows a guest to stay overnight without approval will incur a $30 fine. The students is expected to pick up the copy of the Overnight Guest Form and the guest is expected to carry the form as identification.

Arrangements for cots may be made at Culbertson desk. A $5 refundable deposit is necessary for the use of a cot and/or for the use of linen. The guest linen and cot must be returned to the residence desk by noon of the day the guest leaves or the deposit will be forfeited.

Students are urged to be cautious in allowing casual acquaintances to take advantage of this guest privilege reserved for personal friends and family members. Please remember that students are responsible for their guests. Guests should not be in the residence hall without the host student and are expected to abide by all Institute standards of conduct during their stay. Please do not give keys to guests.

Guests are not permitted to stay overnight during the following times:
1. Founder's Week
2. Final exams and graduation (including the night before each)
3. Recess periods: Christmas, Spring, and Summer breaks (see below)
4. The night prior to the first day of classes after a recess

NOTE: On campus married and graduate students may have overnight guests in their apartments at any time with the exception of undergraduate and graduate students during break periods (Christmas, Spring or Summer). Any exceptions must be approved by the Assistant Dean for Housing.

Recess Residence Request Forms
Any student who desires to stay on campus during a recess period (Christmas, Spring or Summer) must fill out a Recess Residence Request (RRR) form in the Student Development office. At Christmas break, any student who is not returning for the spring semester or does not have an approved RRR form must vacate the residence halls by 4:00 p.m. of the last day of finals.

Dates of residency for the 2004-2005 school year are as follows:
FALL SEMESTER: Saturday, August 21, 2004 at 8:00 a.m. - Thursday, December 16, 2004 at 4:00 p.m.
SPRING SEMESTER: Sunday, January 8, 2005 at 8:00 a.m. - Friday, March 4, 2005 at 4:00 p.m.
Sunday, March 19, 2005 at 8:00 a.m. - Saturday, May 14, 2005 at 4:00 p.m.

In order to receive approval to stay, the student must meet one of the following criteria:
1. International student
2. MK without U.S. residence
3. Working a minimum of 35 hours per week
4. On-campus Married students already residing on-campus
5. On-campus Graduate students already residing on-campus
6. Off-campus employment as rooms become available

There is a charge for individuals staying over break. Those charges will be listed in the *Moodycaster* prior to each break. Requests for travel reasons will not be approved.

IF A STUDENT RETURNS TO CAMPUS BEFORE THE ESTABLISHED RETURN DATE WITHOUT PRIOR APPROVAL, THE STUDENT WILL BE FINED $75 IN ADDITION TO THE REGULAR NIGHTLY CHARGE(S).

If a student does not stay all days as indicated on the Recess Residence Request form, it is their responsibility to arrange for the adjustment in the Residence Life office within two weeks after the break period is over.

SAFETY GUIDELINES

Candles/Open Flames
No candles may be lit in the residence halls except for birthday candles in the kitchen. Incense and sealing wax may not be used anywhere in the residence halls. Matches, lighters and open flames of any kind are prohibited in the residence halls.

Doors
Due to City of Chicago fire codes doors must not be propped open unless the student is present in the room.

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

Personal refrigerators should not exceed 3.0 cubic feet. Refrigerators must be kept clean (inside and out) and must be plugged directly into a surge protector. Waste food and empty food containers should be securely wrapped before depositing in waste receptacles. Food must be removed from refrigerators and refrigerators cleaned out and unplugged before Christmas Break and Spring Break. Storage for refrigerators is not available at anytime.

Fire Drills
When the fire alarm sounds, students must vacate the building. Instructions are posted on the floors and the Resident Assistants will give additional explanation.

EVACUATING PROCEDURES
1. Close your window.
2. Turn your room light on.
3. Wear proper clothing.
4. Close your door behind you. Do NOT lock it.
5. Exit via the nearest stairwell. Those residing in main campus halls are to go to the ground floor and out the doors onto the Plaza. Dryer residents go to the ground floor and out the rear door. DO NOT USE AN ELEVATOR.
6. Stand clear of your residence hall a minimum of 30 feet. Do NOT crowd the exit doors.
7. In the event of an extended evacuation and/or inclement weather, Public Safety Personnel will direct you into another building.
8. When Public Safety and the Student Development Department Personnel give the "All Clear", you may re-enter the building. Silencing of the fire alarm does NOT indicate the "All Clear".
9. It is important that while on the plaza you remain quiet. This is necessary for you to be able to hear instructions given by Public Safety.

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

Hallways, Stairwells & Elevator Lobbies
Keeping in accordance with the City of Chicago fire ordinances, these areas must be kept free of all furniture, luggage, clothes, boxes, appliances, etc. This will also help avoid safety hazards and a cluttered appearance. Halls and stairwells must be free of all boxes and personal belongings by the first Friday after classes begin, and through the Friday before finals begin.

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

LOCKDOWN PROCEDURES
1. Remain as calm and quiet as possible.
2. Help alert other individuals in your general area (i.e. hallway, restroom, lobbies, dorm rooms).
3. Everyone should be relocated to the innermost room or area and lock every door.
4. Use any available materials to block view from any hallway windows or doors (less movement the better).
5. Stay out of view of all hallway windows.
6. Open exterior window blinds and turns lights off.
7. If phone is in secure area, contact Public Safety and Security at x4357 and inform them of your location and the number of individuals.

Personal Sales
Students may sell personal belongings as long as the items are either hung on their own door or displayed in their room. Items are not to be displayed on the hallway floors or lounges.

Plaza
The plaza is a community environment. For the safety and consideration of others, ball playing, skateboarding, skating, cycling, and Frisbee playing are not allowed at any time. The Associate Dean for Student Programs must pre-approve the use of amplified instruments and/or equipment one week before the date of the scheduled activity. Please observe community Quiet Hours.

Smoking
Moody Bible Institute is a smoke-free environment. Smoking is prohibited in Institute facilities and violates both school policy and Chicago city fire regulations.

Weapons
Students are not permitted to possess weapons of any type while in residence. There are absolutely no exceptions. *NOTE:* Anything capable of shooting at high velocities that could cause bodily harm or property damage is not permitted on campus (water balloon launchers, potato guns, pellet guns, etc.).

TECHNOLOGY

Computers
Any computer usage in the residence halls or academic buildings must be consistent with the "Computer Use Policy and Acceptable Use Policy" published by Information Systems. In addition, computers are not to be used to watch television programs or movies in any form.

Accessing another student's computer without their knowledge or consent is unacceptable. Disciplinary measures will be taken as a result of these actions.

Students with a fax or modem may install them in the second phone jack provided. If the student has any difficulty installing a computer FAX or modem, they should contact Telecommunications. If any alterations are made to the current phone system in a room, the student will be charged.

Downloadable Files
Any copyright protected material (MP3's, movies, pirated software, etc.) is not to be downloaded using an MBI telephone or network. Any such illegal action will result in disciplinary measures such as loss of Internet connection and forfeiture of illegal downloads.

Ham Radio Equipment
The Associate Dean for Residence Life must approve any type of transmitter or receiver equipment.

Movies & Television Programs *(VHF, CD, DVD, Hard Drive, Internet, etc.)*
Movies or television programs in any form are not to be watched on any device in the residence halls (rooms, lounges, etc.) or in any other Institute building (rooms, lounges, offices, etc.). Exceptions would include viewing in permanent dwellings such as RS, Married and Graduate Student apartments, or for instruction in a formal classroom setting. VCRs and DVD players are not permitted in the residence halls. Violation of the above policy may result in further disciplinary measures.

Televisions
No personal televisions are allowed on campus for viewing, except for those used for video game systems. Any other use will result in the immediate removal of the television.

Video Game Systems
Video games are permitted as long as they promote unity and fellowship among floor mates. Each student should exercise discretion and avoid games promoting graphic violence, occult, or behavior contrary to biblical principles. Student Development and Resident Assistants reserve the right to veto any system or game they do not consider to be conducive to community life. Game systems may only be set up in individuals' rooms, not in lounges or other public areas.

OTHER COMMUNITY GUIDELINES

Elevators
When using an elevator, only ride in the direction you are traveling. Please observe posted elevator guidelines. Men living in Culbertson Hall should be considerate of others by getting off on adjacent floors and taking the stairs up or down one flight. Any student who violates this standard will incur a $5 fine. Elevator pranks and/or vandalism will result in disciplinary measures.

Music Guidelines
Regardless of the time of day, we expect that music in the residence halls and the plaza will be controlled so that it will not be an offense or a disturbance to others. Students must exercise discretion and consideration of others when listening to music. Therefore, we ask that at no time music be heard outside one's room. In addition, during Quiet Hours electronic equipment must be on a very low volume or earphone basis.

Practice rooms have been provided in Doane Music Building for vocal or instrumental practice. Acoustic guitars and nonamplified electrical instruments (guitar, keyboards, etc.) are permissible in the residence hall as long as they cannot be heard outside of the room. Please do not play music in the stairwells as this affects many floors.

Practical Jokes
While some within our community may find practical jokes humorous and a part of camaraderie, others find them to be inconsiderate or even malicious. Although we allow for freedom, we do not condone or tolerate practical jokes, which are contrary to biblical principles in relating to others (being destructive, offensive, taking revenge, etc.). A general guideline to follow is to examine beforehand whether or not a practical joke will enhance or damage relationships. Inter-floor practical jokes are not permitted.

Quiet Hours
We believe strongly that students need to be able to study and sleep in their rooms without unnecessary distractions. Because of this, we maintain quiet hours from 11:00 p.m. until 7:00 a.m. Monday through Thursday, and midnight through 7:00 a.m. Friday through Sunday every week. Floor communities, under the leadership of the RA, may increase Quiet Hours.

We expect students to follow the Principle of Consideration at all times. Anyone who violates Quiet Hours on a floor(s) other than their own will incur a $10 fine per floor that they disrupt.

CAMPUS SERVICES

STUDENT COUNSELING SERVICES

One of the vital ministries of the Student Development Department is the Student Counseling Services. MBI's staff of professional counselors is prepared to assist students through a variety of opportunities and programs.

The counselors' offices are located on the first floor of Culbertson Hall in the Student Development Department, where students may privately schedule appointments for items such as relational counseling, marital and premarital counseling, and individual counseling on any issue. Appointments may also be scheduled for assistance in areas related to: study skills analysis, spiritual gifts assessment, career ministry development, and growth and support groups.

All MBI students are greatly encouraged to avail themselves of these free services.

PEER TUTOR & LEARNING COACH PROGRAM

As part of the Counseling Services Department, Moody offers academic tutoring or coaching to all students free of charge. Students are allowed two (2) hours of tutoring per week, per subject throughout the semester. Peer tutors are Moody students who have outstanding GPA's and have attained a B+ or higher grade in the specific courses the student may need assistance. Our learning coaches are Moody students with excellent GPA's and can help coach a student in writing papers, decreasing study time by half, improving on tests and papers, eliminate negative stress, and learn the mastery of time management.

For more information on these services, please contact the Student Resource Center at (312) 329-2177 or come to Student Development located on the first floor of Culbertson Hall to set up your personal Peer Tutor or Learning Coach.

HEALTH SERVICE

Health Service staff consists off the Administrator, RN's and the Office Coordinator. All students and their spouses are welcome to see a Registered Nurse (RN) without charge, including students who do not have the student health insurance. There is a charge for some supplies in Health Service. Health Service is not equipped to see children.

Health Service can assist a student in finding a doctor off-campus and can help the student find a bus or train route to the appointment or the student may take a taxi.

Medical emergencies will be seen immediately and appointments will be seen at the scheduled time. We provide only emergency care during President's Chapel hours and will close periodically for staff meetings and devotions. Health Service does not have the resources to visit students in their rooms. There are crutches and a wheelchair available at each residence hall desk for transporting ill or injured students. See the Student Development website for further information on our services and policies. Health Service hours are posted weekly in the *Moodycaster.*

Resident Assistants (RAs) and Residence Supervisors (RSs) are available assisting the student with decision-making when Health Service is closed and the student does not know what constitutes appropriate self-care. Health Service staff communicates with students through notes to their CPO, e-mail, voice mail, telephone calls or announcements in the *Moodycaster*.

Students are financially responsible for their health and medical care as well as for transportation to and from all health care appointments or facilities off-campus. *MBI does not provide or arrange for transportation to or from health care or medical appointments for students*

Physicians or other health care practitioners are not allowed to examine or treat students in the residence halls. No student is allowed to practice any healing art or therapy in the residence halls. Students who are Health Care practitioners are not allowed to provide professional services to others anywhere on campus unless they are employed by MBI and provide these services at their work site, on paid working time, and under the oversight of their department; or are acting solely as a "Good Samaritan" in an emergency situation.

If there is a health care need when Health Service is closed, students receive advice from the RS on duty. The RS can be contacted through either the Culbertson Hall desk worker or a RA. A RA or RS can page the RN on-call if needed. It is not appropriate to ask students who work for Health Service to care for others or to give advice when Health Service is closed. It is not appropriate to ask Health Service Staff for assistance or advice when they are away from Health Service, such as when they are coming or going to work or at lunch away from Health Service. (Reasons for this include respect for the other person's time, applicable labor laws, confidentiality and the legal requirement that all encounters be documented in the client's chart.)

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

Illness and the Class Attendance Policy
Please refer to the Academic Information section for information related to student illness and class absences.

Medical Expenses & Insurance
Each student is personally responsible for any and all health care expenses they incur. Each student is also personally responsible for following the payment policies of the place where they receive care and for paying all bills in a timely manner.

All registered students, their spouses and dependent children, are required to be covered by a health insurance plan that provides for hospitalization and medical surgical coverage in the event of sickness or accident for the entire time they are an enrolled student, including semester breaks.

Moody Bible Institute requires that all U.S. students and their dependents enroll in the school's student insurance plan unless they provide the Institute with an acceptable waiver evidencing that they are covered by another insurance plan of equal or better coverage, which protects them in the area of their schooling. Students are to care for their insurance requirements in full accordance with Moody Bible Institute's policy.

All inquiries relative to the aforementioned insurance requirements can be directed to the Moody Bible Institute Risk Management Office by calling (312) 329-4367.

Possession of Syringes, Needles & Lancets in the Residence Halls
In order to comply with government regulations and to protect our janitorial staff and the individual's roommate(s), all syringes, needles, lancets, or any other "sharps", as well as medication vials, etc. are considered hazardous waste and must be disposed of accordingly. *Any student who has syringes and needles, lancets, or any other "sharps" must report to Health Service in person within 48 hours of arriving on campus.* No one may have any syringes or needles or injectable medications on campus without a prescription from a licensed M.D. *No allergy injections may be given or received anywhere on campus.* Diabetics, hemophiliacs, those with injectable migraine medications, etc. will be given instructions on how to dispose of their used equipment while they are living on campus. Anyone having syringes, needles, lancets, or any other "sharps" must have an appropriate container for their disposal from Health Service and must dispose of the "sharps" and the container through Health Service. Filled containers may be exchanged for new ones at Health Service. All containers must be hand-delivered in person to Health Service, for disposal when the student leaves campus at the end of the semester. They may not be left by the trash chute or sent through CPO. They must be brought to Health Service.

EMPLOYMENT RESOURCES

Available on-campus employment is listed on the Student Employment website located at http://hr.mbinet.net/employment or in the Human Resources Department located on the first floor of Crowell Hall. Available off-campus employment information is located in the Student Development Department located on the first floor of Culbertson Hall.

Maximum Hours of Employment
During the semester, students are permitted to work a maximum of 20 hours per week if employed off-campus and 22 hours per week if employed on campus. Students who have a grade point average of 3.00 or above may request permission to work 24 hours per week from the Associate Dean for Residence Life. This permission is based on the previous semester's record and therefore must be reviewed each semester.

Off-Campus Employment
Temporary jobs are listed on the employment boards in the residence hall lobbies. Information regarding permanent, part-time employment can be found in the job boxes in Student Development. These positions are restricted to current MBI students and employees to view and respond to the job listing posted through Student Development.

Students are not to take jobs which involve the use or sale of pornographic materials, serving alcohol, or the requirement of Sunday employment. Exceptions may be granted by the Associate Dean for Residence Life.

Sunday Employment
Sunday employment is permitted only for those students with on-campus jobs that are necessary to maintain essential services, and by exception through the Associate Dean for Residence Life.

Babysitting
The Institute does not encourage students to solicit babysitting jobs from the general public. Consistent, regularly scheduled childcare is permitted for the general public only as arranged through the student employment listings located in the Student Development Office.

Other opportunities available to students would be:
1. Church-sponsored activities in church quarters.
2. Moody Bible Institute faculty members and other Institute employees.
3. Day School students' families.

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

Curfew Extension Permission
Each semester Undergraduate Students must complete and submit a Curfew Extension Permission Forms ("work pers") if their employment requires returning to their residence hall past curfew or leaving before 6:00 a.m. Work schedules that vary week to week will require that the student submit a new late permission request form each week. These forms are available in Student Development and are to be *submitted at least 24 hours in advance to Student Development during work hours*. Retroactive "work pers" will not be approved unless students calls the residence hall desk prior to returning to campus to state they are working late. Late minutes will be incurred if prior notification or approval was not received.

Safety
Students must be concerned about their safety when they accept employment requiring travel after dark. Women are requested to have a male accompany them (if walking) to or from work. They may take a cab if they choose but should be dropped off in front of the work place or the Institute.

Any exceptions to the above guidelines must be discussed with the Associate Dean for Residence Life.

International Student Employment
It is the opinion of the Immigration and Naturalization Service (INS) that an F-1 student's sole purpose of being in the U.S. is to *pursue 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 also has to verify that the cost of the entire program of study will be cared for by means other than employment while in school. Therefore, INS is very restrictive in its regulations concerning employment of international students.

These laws are intended to protect job opportunities in the U.S. for U.S. citizens and permanent residents by minimizing the number of foreign nationals competing for jobs with Americans. The law makes it illegal for employers to knowingly hire non-immigrants who are in an immigration status that does not permit them to work. Employers are required to verify employment eligibility for every employee, regardless of the employee's citizenship or immigration status. The employer does verification of employment eligibility. However, INS, if necessary, gives employment permission.

The basic requirements for all types of employment are that the student must maintain a continuous and lawful F-1 status by being enrolled on a full-time basis (at least 12 hours per semester for undergraduate students and 9 hours per semester for graduate students), be in good academic standing with an acceptable cumulative grade point average, and must not have committed any illegal act while in the U.S. To remain eligible for most types of F-1 employment, international students must limit their work hours to no more than 20 hours per week while school is in session. However, students may be employed full-time during vacations and recess periods, so long as they are registered for the next semester. If, at any time, the student is engaged in any type of F-1 employment and fails to maintain lawful F-1 status, the student's authorization to work is automatically terminated.

On-campus employment is automatically authorized by the INS for any student in lawful F-1 status. International students are allowed to accept on-campus employment on a part-time basis (20 hours per week or less) as long as they do not jeopardize their academic standing by working. However, the availability of such employment cannot be guaranteed. Students should inquire with the Human Resources Department located on the first floor of Crowell Hall for more details of how and when they can apply for an on-campus job or view available on-campus employment listed on the Student Employment website located at http://hr.mbinet.net/employment.

Under the terms of the F-1 visa, foreign students are not allowed to accept any *off-campus employment* (outside Moody) during their first year of study and, thereafter, students are allowed to do so only with proper approval from INS and only in unique circumstances.

An international student may be eligible to work off-campus in a *practical training* job, which is directly related to the student's major field of study and limited to only 12 months for each degree program. Such employment may take place with any employer and falls into two main categories: 1) Curricular practical training while school is in session. Curricular practical training consists of work experiences, which are an important part of the program of study (i.e., internships, practicum experiences). 2) Optional practical training. Such employment may take place at any location in the U.S. and falls into various timing: (a) employment during the student's annual vacation if the student is enrolled and registered for the next semester; (b) employment while school is in session, provided that the student works no more than 20 hours per week; (c) 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.

A student who experiences *severe economic hardship* subsequent to their first year of study may be eligible for a special approval from INS for off-campus employment. INS considers severe economic hardship to be situations that are unforeseen and beyond the student's control. *In addition, detailed documentation of the unforeseen circumstances that caused the hardship and the student's financial standing must be submitted to INS along with appropriate application forms for consideration.*

Immigration regulations prohibit all employment for holders of B-2 (Visitor's visa) and F-2 visas (dependent of F-1 students). While INS 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. Illegal employment without proper authorization will subject the F-1 student to ineligibility of benefits normally granted and, in some cases, provide INS reasons for the student's deportation. Therefore, an international student seeking employment should first consult the International Student Advisor for current information on regulations and procedures.

In general, F-1 students who have been in the United States less than five years are exempt from Social Security (F.I.C.A. and Medicare taxes). However, the student's earnings are subject to applicable federal, State, and local taxes. All students, whether they work (either on or off campus) or do not work during the calendar year, are required to file an IRS form 8843 and state tax return on or before June 15th of each year. Those who worked must file a 1040 NREZ form 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. It is also recommended to file a 1040 NREZ and state tax return for those who did not work for unforeseen circumstances in the near future.

Further information is described in detail in the International Student Handbook. *All International students are required to read the International Student Handbook as a part of their orientation requirements.* The Assistant Dean of International Students can answer any further questions about the handbook or information in the handbook as well as any employment questions the international student may have.

Selling of Merchandise or Solicitation

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

RESIDENCE HALL DESK SERVICES

The front desks of Culbertson and Houghton are responsible for the security of the residence halls. Business conducted at the desks includes temporary and recess departures, guest registration, and Late Permission Forms. The desks are open 24 hours a day, year round, and are available to assist students, employees, guests, and visitors of Moody Bible Institute.

Disclosing Student Telephone Numbers & Addresses
The disclosure of a student's address and telephone number is restricted to current employees and students of Moody Bible Institute. Students calling from an off-campus location or a public accessible campus phone will be asked to verify their enrollment. Off-campus students will be asked to provide their name and ID number and on-campus students will be asked to provide their name, ID number, and residence hall room number.

Leaving Items at a Residence Hall Desk
The "Hold It!" policy addresses the guidelines and procedure for items left at the residence hall desks to be held for resident students. It is ONLY under these guidelines and procedures that the residence hall desk workers will accept the items to be held at the desk.

The guidelines and procedures are as follows:
1. Leaving items at the desk is a service to and for the students of Moody Bible Institute. It is a privilege given by Residence Life.
2. All items left at the desk must have a completed "Hold-It!" slip containing the full name, phone, and CPO number.
3. Items can be held at the desk for a maximum of 5 business days. After the five days, the item(s) may be taken to CPO where it will be considered to be "lost & found".
4. Food and perishable items (such as live fish, plants, and cut flowers) can be held at the desk for a maximum of 3 days. After 3 days, these items will be discarded.
5. Keys and money left at the desk must be placed in an envelope of some type provided by the student.
6. Students may not leave items for themselves.
7. Large items such as suitcases, boxes, desktop computers, as well as items that would pose a threat to the desk worker, and/or compromise the security and safety of the student body and residence halls may NOT be held.
8. *Residence Life and the Residence Hall Desk Workers reserve the right to refuse to hold any item(s) at the desk.*
9. *Residence Life and its Desk Workers are not responsible for items missing, lost, stolen, damaged, or misplaced while behind the desk.*
10. *PLEASE NOTE: By filling out the "Hold-It!" slip along with leaving the item(s) at the desk, the party agrees and accepts the terms and conditions stated under the "Hold It" Policy.*

COMMUTER STUDENTS

General Information
Even though commuting students do not live on campus, adherence to the Community Life Standards set forth in this *Student Life Guide* is expected. This pertains to your activities both on and away from campus. *Commuter students are required to fill out a confirmation form at the beginning of each semester in Student Development, first floor of Culbertson Hall.* Failure to do so will jeopardize your status as a student at MBI and the student will incur a $50 fine.

Campus Post Office
All commuter students are assigned a post office box. Report to the CPO window for assignment and lock combination. Post office services include sale of stamps and postcards, as well as handling of lost and found items.

Lockers
The commuter locker room is located on the second floor of the Alumni Student Center. To obtain a lock and locker, students must apply through the Office of Student Programs. Only locks issued by the Office of Student Programs can be used on the lockers. A $25 deposit will be billed to the student's account. When a student is no longer in need of a locker, the locks must be returned to the Office of Student Programs. Failure to return the issued lock will forfeit the $25 deposit.

Parking
The *Moodycaster* will publicize the date and time for obtaining parking permits. (See Student Parking Information)

Snack Room & Lounge
These facilities are located on the second floor of the Alumni Student Center. The lounge provides a place of relaxation, rest, and study. The snack room contains a microwave oven and ample space for lunching.

Excuse from Chapel
All students are expected to be in chapel if they are on campus at the 10:00 a.m. hour. Commuting students may be excused from chapel provided the 8:00-8:50 a.m. class is their only class of the day, the 12:00 p.m. class is their first class of the day, or students have no class on that day. Chapel Excuse Request Forms are available in the Office of Student Programs and must be submitted at the beginning of each semester.

Reporting Illness
Students who live off campus must report the illness to Health Service. Ill students have the choice of receiving care from Health Service or seeking their own physician. It is not possible to care for students' children in Health Service.

The Student Development Department appreciates knowledge of serious illness; not only of the student, but of family members as well.

Change of Address
All changes of address and phone numbers should be reported to the Academic Records Office, the main information desk, and Student Development immediately.

Residence Hall Visitation
We encourage the interaction of commuting and residence students, but please be reminded that it is necessary for commuting students to sign in at the respective residence hall desk before proceeding to visit a student.

MARRIED STUDENTS' PROGRAMS

Married Students' Fellowship
All married students are considered members of this extracurricular group and share in the privileges as well as the responsibilities. The MSF Executive Committee is comprised of married student volunteers who are interested in meeting the needs of fellow students. The objectives of the committee are to foster spiritual growth, fellowship, and communication through family life seminars, special assemblies, social activities, and a shepherding ministry.

Student Wives Fellowship
The Student Wives Fellowship Program provides biblical instruction and training as well as fellowship and spiritual support to the wives of married students. The program meets on Thursday evenings and gives wives an opportunity to encourage each other as well as be encouraged by administration, faculty, and employee wives.

A Student Wives Fellowship Coordinator is responsible for maintaining the Fellowship and is available for advice and assistance. The Coordinator can be contacted through the Student Development department located on Culbertson 1.

On-Campus Housing
There are a limited number of apartments available for married students in the Morningside Apartment complex. These are provided to students on a first-come, first-served basis.

The administration of the Morningside Apartments is the responsibility of the Assistant Dean for Housing, who meets with residents each semester and conducts necessary inspections. All questions related to these apartments should be directed to the Assistant Dean for Housing.

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

ALUMNI STUDENT CENTER

The Alumni Student Center provides a central informal setting for students, faculty, employees, alumni, and guests to interact. The center provides the following services: informal meeting areas, computer kiosks, game room, conference rooms, the Commons, Student Organization offices and the Office of Student Programs.

These are the anticipated hours of operation may be subject to change:

ALUMNI STUDENT CENTER		*THE COMMONS (see Food Service for more information)*	
Monday through Friday	7:00 a.m. – Midnight	Monday through Friday	7:00 a.m. - 8:00 p.m.
Saturday	9:00 a.m. – Midnight	Saturday and Sunday	Closed
Sunday	3:00 p.m. - Midnight		

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

Lockers

On the second floor of the Alumni Student Center there are lockers designated for use by commuting students. To secure use of a locker, students must apply though the Office of Student Programs where they will be assigned a lock and locker. Only locks issued by the Office of Student Programs can be used on the lockers. A $25 deposit will be billed to the student's account. At the end of each semester, the locks must be returned to the Office of Student Programs. Failure to return the issued lock will forfeit the $25 deposit.

Room Reservations

The following areas can be reserved for group functions through the Office of Student Programs.

ACTIVITY CENTER

The Activity Center offers a private setting for group functions such as brother/sister events, special organization presentations, etc. Along with a serving area, the tables and chairs can seat approximately 50.

CONFERENCE ROOMS

There are three conference rooms to choose from in the center. Two conference rooms seat twelve and the other seats ten. All of these rooms have a dry erase board, on campus phone capability, and Intranet hook up. These rooms are used for group meetings, not for individuals to study in.

FELLOWSHIP HALL

The Fellowship Hall is composed of clusters of casual seating. On occasion, special community wide events such as concerts, drama presentations, major sporting events, etc., will occur in the hall.

The following areas cannot be reserved:

GAME ROOM

The Game Room has two billiard tables, three table tennis tables, and three foosball tables. A small seating area for board games is provided as well. The following charges apply to the renting of the game tables:

Foosball & Ping Pong Tables*		Billiard Tables*	
15 minutes	$0.25	15 minutes	$0.50
30 minutes	$0.50	30 minutes	$1.00
45 minutes	$1.25	45 minutes	$1.50
60 minutes	$1.50	60 minutes	$2.00

*Table usage is limited to 60 minutes per group. However, if there is no waiting list, participants can continue playing. Payment for damage or loss of any equipment, accidental or otherwise, is the responsibility of each student.

FIREPLACE ROOM

Unlike the other parts of the Alumni Student Center, the Fireplace Room has a more serene atmosphere. Incandescent lighting, over stuffed chairs and sofas, and a fireplace is where activities such as pleasure reading, quiet conversations, and reflection on the day's events can be experienced. Only drinks are allowed in the reading room.

FOOD SERVICE

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

Students may enter upon presentation of their meal ticket to the ticket checker at the entrance. Using another student's meal ticket is never permitted. It is essential for students to observe the dress code guidelines determined by Student Development while dining in the SDR. Entrance will not be granted to those out of dress code.

Food and books may not be brought into the dining room, and only fresh fruit may be taken out.

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

Meal Replacements
It is required of all resident students to participate in the 15 or 20 meal plan although meal replacements are available for students if work or PCM requires them to miss a meal. Those students who miss dinner due to work Monday through Friday must obtain an approved meal voucher from Student Development Department. Those students who miss dinner due to their ministry obligations for PCM must obtain an approved meal voucher from the PCM Department. Lunch meal replacements may be obtained in the Commons after 1:15 p.m. with a valid meal ticket. Meal Replacements are not available on Saturdays and Sundays. No meals are served over campus breaks.

Meal Plan Exemption
Due to the nature of our Food Service program at Moody Bible Institute, we are not able to make the meal plan an optional element of the on-campus student experience. We try our best to provide a variety of food options on a daily basis that will give students with varying dietary needs several options to choose from at every meal. However, we do recognize that there nay be medical conditions that require a special diet that can not be reasonably accommodated in the Student Dining Room. In these cases, exemptions will be considered on the basis of medical need.

In order to be considered for a medical exemption for the MBI Meal Plan, the student must complete and submit a Meal Plan Exemption Application to the Food Service Manager. An application and more information regarding the exemption can be obtained from the Food Services web page located on the www.moody.edu website.

Guests
Students may bring guests to the Dining Room. Tickets may be purchased in advance at the Food Service office or cash may be paid at the main entrance. Rates are available by contacting the Food Service Office.

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

Catering Events
All arrangements for special meals, banquets, or any functions where food is served are to be made with the Catering Coordinator at least two weeks in advance of the proposed date. Food purchases and service for special parties, Bro/Sis events, floor activities, etc., may be arranged through the Food Service Office.

Special Requests
Any requests to borrow equipment from the Food Service Office must be submitted in writing. Please allow at least 2 weeks prior to the planned event. Some rental fees or a deposit may apply. Request forms are available in the Food Service Office.

"The Commons"
A variety of snacks, ice cream, and beverages are available for purchase in the Commons located in the Alumni Student Center.

Vending Machine Service
Food and beverage vending machines are available in all residence halls and throughout campus. All beverage and snack vending machine refunds are handled through the Food Service Office Coordinator. Refund envelopes are available in the Food Service Office.

Further information regarding Food Service and weekly menus are available on the MBI Intranet. Please check the Food Service web page or the Moodycaster for additional information regarding hours, special dates and special events.

CROWELL LEARNING RESOURCE CENTER

The Crowell Learning Resource Center (CLRC) is a joint departmental effort between the Crowell Library and Education Technology Services (ETS). The following is a simple explanation of the roles of these two departments in the overall service and structure of the CLRC here at Moody.

CROWELL LIBRARY

The Crowell Library serves as the academic library for the Moody Bible Institute. It contains books, periodicals, ebooks and other traditional print media formats. In addition, it also houses an extensive media collection of DVDs, videos, CDs, and audiotapes for use by faculty, students and employees of MBI. The Library is located on the first floor of the Sweeting Center.

Borrowing Policy
Students may borrow materials upon presentation of their valid MBI identification card. Using another's card is never permitted.

Circulation of Materials
Materials can be checked out at the Circulation Desk.

1. Books in the stacks, pamphlets, and clippings are due in three weeks, but can be renewed once.
2. Reserve books are due in two hours after the time they were checked out.
3. Reserve books may be checked out two hours before the Library closes and are due back by 8:30 a.m. the next day the library is open.
4. Students must have a valid MBI ID when checking out reserve books.
5. Music scores are due in three weeks. They may not be renewed.
6. Reference books, sound recordings, curriculum materials, and periodicals do not circulate.
7. Videos, DVD's, CD's, audiocassettes, and transparencies may be checked out for one day, to be returned the next, assuming they are not reserved for classroom use.
8. Juvenile media may be checked out for a week at a time.
9. Some curriculum materials may be checked out for three days.

Fines for Overdue Materials
The overdue fine for three-week books, pamphlets, clippings, and music scores is $.10 per day, per item. Reserve books carry a fine of $.25 per hour, or fraction thereof, per book. Videos, curriculum, music, and media library items carry a late fine of $1.00 per day, while other late fines for audiovisual materials are $.25 per day. In computing fines, Sundays and holidays are not counted. All fines are to be paid when late items are returned; they are not automatically charged to the student's school bill.

LIBRARY COMPUTER LAB

The main computer lab for student use is located in the lower level of the library. The machines have a standard software load and have internet capabilities for email, researching library databases and general internet usage. The lab hours are the same as the library hours. Please note that there are also student computer labs located in Culbertson, Houghton and Dryer Halls that are available at all times to the residents of those halls.

Hours

Monday through Thursday	7:30 a.m. - 10:45 p.m.
Friday	7:30 a.m. - 6:00 p.m.
Saturday	8:30 a.m. - 10:45 p.m.
Sunday and school holidays	Closed

The Library may open late and close early during Missions Conference, Founder's Week, the first and last week of classes, Reading/Study Days, Finals Week, and vacation periods. Check the *Moodycaster,* the CLRC web page, or signs posted outside of the Library for specific hours during these times.

Quiet
Since the Library is for serious study, a quiet atmosphere should pervade at all times. Consideration of others should be the rule. Cell phones must be turned off and may not be used in the Library.

Snacks
Please do not consume food or beverages in the library as they can damage library materials and litter the area.

Reference
Explore the many books and computer resources in the reference area. The Reference Librarian, Information Desk Assistants, and other Library staff will be happy to help you in any way they can. A large number of reference resources are available on line through the MBI net.

EDUCATION TECHNOLOGY SERVICES

Education Technology Services serves MBI with technology-related resources for both the classroom and other Institute events. This includes faculty computers, management of campus computer labs, campus events such as chapels and conferences, training, and classroom setups for faculty and students. In addition, the ETS office, located across the hall from the Library on Sweeting 1st floor, houses multimedia facilities for students and faculty to work on projects for class or personal use in addition to creative space for students to work on group projects together. Equipment is also available for rent from the ETS office for PCM or personal use. The ETS Help Desk provides support for education-related technology questions and can be reached by dialing x4067.

Monday, Tuesday, and Thursday	7:30 a.m. - 9:00 p.m.
Wednesday and Friday	7:30 a.m. - 5:30 p.m.
Saturday	9:00 a.m. - 3:00 p.m.
Sunday	Closed

MAIL SERVICES

All outgoing and incoming mail must have the complete address. For all students, this includes name, CPO number, P.O. Box number, city and state, and zip code. This is an U.S. Postal requirement. For UPS and FedEx packages, you must use CPO number and 820 N. LaSalle Boulevard.

LETTERS:	*PACKAGES & EXPRESS MAIL*	*P.O. BOX NUMBERS*
Your Name	Your Name	The P.O. Box numbers are as follows:
CPO _____	CPO _____	CPO 1-600 are assigned P.O. Box 10060
P.O. Box ___	820 N. LaSalle Blvd.	CPO 601-1200 are assigned P.O. Box 10062
Chicago, IL 60610	Chicago, IL 60610-3284	CPO 1201-1942 are assigned P.O. Box 10064

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

Post Office Boxes
A private mailbox in the Campus Post Office is provided to each student at registration. This box will belong to you as long as you continue as a student. Therefore, the CPO number is a vital part of your address and MUST appear on all letters, papers, exams, and any other items deposited in the campus mail system. Students are responsible to see that their boxes are locked when the door is shut.

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

Forwarding Address
Before a student leaves the Institute, a forwarding address should be left at the Campus Post Office and at the residence hall front desk. Publishers of all magazines and newspapers to which a student subscribes should be notified of an anticipated change of address at least one month before graduation or termination of enrollment. All first-class mail will be forwarded free of charge, but periodicals and standard mail cannot be forwarded.

Questionnaires
The Dean of Students must approve all questionnaires and publications prior to publication.

BOOK STORE

Lifeway Christian Stores is one of the largest Christian bookstores in Chicago and offers a variety of services and items especially for students. Textbooks, both new and used, are available for all your classes. In addition, the store has a wide selection of school and office supplies to fill your academic needs. Lifeway Christian Stores also offers a wide range of Christian literature, several Bible translations and editions, and a complete selection of music including cassettes and compact discs, as well as printed music and accompaniment tapes. Gifts, cards, clothing, church supplies, and Sunday School materials are readily accessible.

Special services include the sale of concert tickets, gift certificates, and the opportunity to special order items not regularly stocked. In addition, Lifeway Christian Stores hosts autograph receptions with authors and artists throughout the year.

SOLHEIM CENTER

The Institute offers personal growth through three programs in the Solheim Center: Physical Education Classes, Intramural Recreational Sports, and Intercollegiate Athletics. Use of the Solheim Center facilities is permitted for full-time graduate and undergraduate students. *A valid MBI ID card is required for entrance to the Solheim Center.*

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

Monday through Thursday	7:30 a.m. - 10:00 p.m.
Friday	7:30 a.m. - 8:00 p.m.
Saturday	9:00 a.m. - 4:00 p.m.
Sunday	Closed

Although the Solheim Center may be open, certain areas within the building may not be available due to a varsity sport practice or contest, an intramural activity, a community ministry event, or a programmed student activity. The Solheim facilities schedule is subject to change; therefore, *a weekly schedule is posted* to update participants concerning the weekly schedule of events and activities. The Solheim Center *WILL BE CLOSED TWO HOURS BEFORE A HOME VARSITY ARCHER ATHLETIC EVENT.*

General Information
PARTICIPANTS ARE TO CHANGE INTO A SEPARATE, CLEAN PAIR OF SHOES FOR ALL ACTIVITIES IN THE SOLHEIM CENTER. Proper gym attire is required. Men must wear shirts at all times. Dark soled running shoes, turf shoes, and spiked shoes are prohibited. Any other types of shoes, which mark the floors, are not permitted. Food and beverage are allowed only in the front lounge area. For further information, contact the Solheim Center Control Desk (x4039).

Facilities Available
The main gym, running track, aerobics room, weight room, racquetball courts, tennis courts, and swimming pool are open Monday through Friday from 11:00 a.m.-12:45 p.m., and 3:00-7:45 p.m., and from 12:00-3:45 p.m. on Saturday.

Racquetball court reservations are available on the day of play only by calling extension 4039 between 8:00-10:00 a.m. Saturday racquetball reservations are to be made on Friday. *SAFETY GOGGLES ARE REQUIRED TO PLAY RACQUETBALL.*

Pool Regulations
Natatorium swimsuits are required: Women - 1 piece; Men - boxer style.
All swimmers must shower before entering the pool.

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

Equipment Check-Out
A variety of equipment is available for checkout. A valid MBI ID card is required as collateral. If the items are lost, the participant will pay a replacement cost for each item. Equipment includes: basketballs, volleyballs, racquetball equipment *($ 0.50 non-refundable fee),* balls, bats, etc.

Solheim Center Reservations

1. Reservations for any classroom or sport-facility needed for a MBI academic class and/or MBI program must be made in writing seven days in advance of the needed date(s).
2. NO PHONE RESERVATION WILL BE ACCEPTED.
3. Reservation forms for the Solheim Center may be obtained from the front control desk.
4. Reservation forms are required and must be returned to the Solheim Center Director.
5. The Solheim Center is available for reservations Monday-Friday from 3:00-9:00 p.m. and Saturday from 9:00 a.m.-4:00 p.m. MBI Physical Education classes, Archer Athletic events, Campus Recreation, and Urban Outreach Programs take priority over a reservation request.
6. Reservation priority and scheduling will be on a first come-first serve basis.
7. An activity sponsor must be identified with each reservation and present during the accepted reserved activity.
8. Request for scheduling should be flexible with alternative options of date or time.
9. A professional facilities fee will be charged for special requests for additional Solheim hours, which fall outside the established schedule. This fee will cover the employment of additional staff.
10. Students bringing guests for Outreach Ministry are allowed only ONE REGISTERED GUEST ($1.00 per individual). MBI students must stay with their registered guest at ALL TIMES. Small groups (PCM, Big-Bro/Big-Sis, Classes) for Outreach Ministry must use the Solheim Reservation form for scheduling and approval.

Aerobics Room Rules & Guidelines

The aerobics room is one of the most used areas in the Solheim facility and is available for cardiovascular, resistance, aerobics, and circuit training exercise programs. Physical Education classes are given priority usage from 8:00 a.m. until 3:00 p.m. The following standards, policies, and guidelines provide a focus for safe and effective performance of aerobics exercise.

POLICIES: Exercise dress must not be in contradiction to the standards set forth in the *Student Life Guide*. A T-shirt must be worn at all times. Men may not wear tank tops.

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

The aerobics user-to-instructor/leader ratio should not exceed 30 to 1. Minimum user-to-instructor/leader is 1 to 1 (2 per activity). A SINGLE USER IS NOT ALLOWED.

Food or drink is not allowed in the aerobics room, with the exception of WATER IN A CLOSED CONTAINER.

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

GUIDELINES: For your convenience, Aerobic Room Safety Standards and Step Reebok Safety Standards are posted in the Aerobics Room. Familiarity with all exercise guidelines is recommended for the user's personal, instructional, medical, and legal safety.

Tennis Court Rules & Guidelines

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

RESERVATIONS: Tennis courts are reserved for one hour at a time, with reservations beginning on the hour. Reservations (x4039) may be made only on the day of play, except for weekends, where reservations may be made on Friday for Friday and Saturday. When making reservations, names of all persons participating must be given. When there are only two players, reserve the single's courts. Players who are ten or more minutes late for their reservation will forfeit that time.

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

DRESS CODE: Tennis attire is not to contradict the standard set forth in the *Student Life Guide*. T-shirts, shorts, sweatshirts, sweat pants, and warm-up suits are standard acceptable dress. Men must wear shirts at all times. *ONLY TENNIS SHOES ARE ACCEPTED FOOTWEAR ON THE TENNIS COURTS. DARK SOLED RUNNING SHOES, TURF SHOES, AND SPIKED SHOES ARE PROHIBITED.* Participants are not allowed on the tennis courts without proper shoes.

GENERAL: Proper etiquette, language, and courtesy are to be observed at all times. Bicycles, skateboards, rollerblades, and rollerskates are PROHIBITED. Children under the age of 12 must be accompanied by an adult at all times.

STUDENT PARKING INFORMATION

Automobile Parking
All student vehicles are required to have a current parking permit in order to park on the MBI campus. A limited number of permits are available for purchase on a first-come, first-serve basis. Permits can be purchased in the Public Safety Office located in the Moon Building for each semester or for the full academic year. There will be a $300.00 charge for the 2004-2005 academic year or a $150.00 charge for each semester for parking permits. This permit is to be attached to the inside lower driver's side windshield. A separate parking permit is required in order to park on the MBI campus during the summer. For on-campus students, each permit will have a designated space in either Lot B or C. If a student is not able to park in their assigned space, the student must contact Public Safety and Security to make temporary arrangements until the space is available again. Only a registered vehicle with permit displayed may park in assigned spot.

VEHICLES USED FOR PCM: Those who use their vehicle to travel to their PCM may obtain permission to purchase a parking permit from the PCM Office. Upon receiving approval from the PCM Office, the permit may be purchased in the Public Safety Office. A limited number of permits have been designated for students to whom the assigned PCMs require a vehicle.

PARKING AREAS: Students with parking permits should park in the following areas:

- On-campus Undergraduate and Graduate students - Lots B and C
- Commuting students - Parking Garage
- Evening School students - Parking Garage

All students are required to abide by the following parking policy:

Parking Permits
All vehicles must prominently and properly display a parking permit when on Institute property.

1. A mutilated or unreadable permit is not valid—it must be replaced at the student's expense.
2. Parking permits remain the property of Moody Bible Institute.
3. Parking permits are not transferable.
4. Permits expire on the day indicated on the permit.
5. Students are not to park in the visitor spaces at any time.

Parking Violation Criteria

1. No valid permit
2. Improperly displayed permit
3. Invalid license plate
4. Parked in wrong lot
5. Parked in wrong space
6. Parked in reserved space
7. Parked outside of a marked space
8. Parked in an ADA reserved space
9. Parked contrary to posted signs
10. Parked over two weeks without being moved

Parking Enforcement

1. Parking regulations will be strictly enforced.
2. Failure to obey parking procedures will result in fines, impounding of vehicle, and/or loss of parking privileges, as established by policy. A copy of the complete parking policy may be obtained at the Office of Public Safety and Security located in the Irwin Moon Building.
3. Any expense incurred to retrieve a vehicle that has been towed is the sole responsibility of the owner.

Bicycle Parking
Bicycles and Unicycles must be registered through the Public Safety Office. All cycles are to be parked in the bicycle area located on the 4.5 floor of the parking garage and must be locked with a U-type lock. They are not permitted in the residence halls or on the plaza. All student cycles are required to have a permit in order to park on the MBI campus. This permit can be purchased in the Public Safety Office located in the Moon Building for the 2004-2005 academic year for a charge of $20. This permit is to be attached to the bicycle or unicycle. A separate summer parking permit is required in order to park on the MBI campus during the summer.

The garage is accessed by a student ID, which must be obtained and activated at the Office of Public Safety and Security located in the Irwin Moon Building. A student may contact Public Safety and Security at x4358 between 8:00 a.m. and 3:00 p.m. on weekdays with any questions. Watch the *Moodycaster* for the dates and times of permit sales as well as when all vehicles must vacate the parking lots.

Identification Cards

Students MUST carry their identification card with them AT ALL TIMES. They are used to gain access to the main campus buildings, by the library to check out all books, the Educational Technology Services Department (ETS) to check out equipment, Treasury Operations for cashing checks and making withdrawals from a student savings account, the Solheim Center for entrance to the facility, and Residence Life for curfew purposes. The ID card is to be submitted to the Student Development Department when taking a permanent departure. Replacements for lost cards may be obtained from Public Safety for $5.

SAFETY INFORMATION

Safety Precautions

1. Look assertive and be aware of your surroundings. Take note of any activity that seems unusual.
2. Always lock the door when you leave your office or room, even if you expect to return momentarily.
3. Place valuable personal items out of sight and away from easy access to strangers.
4. DO NOT allow unwelcome strangers to enter your room, office, or department.
5. DO NOT prop open locked exterior doors.
6. Be suspicious of unknown persons loitering or checking doors in your building.
7. Avoid using stairs to remote sections of buildings.
8. Think about the routes you frequently walk from the garage or the train stations. Vary routines; choose populated, well-lit areas.
9. Avoid secluded and/or poorly lit areas. If lighting is out, report it to the Office of Public Safety.
10. Keep keys accessible and ready to use when you approach your office building or vehicle.
11. Do not overload yourself with packages, books, or large baggage. Be prepared to drop your bags in an emergency.
12. Avoid studying or working alone in a building at night. If you must work late, let someone know when you will be done.
13. Walk in-groups whenever possible.
14. Always have an escape route. Know where you can go to avoid threat.
15. Trust your instincts. If you feel that there might be a problem, there probably is.

ACADEMIC & BUSINESS INFORMATION

GRADUATE SCHOOL

Students are strongly encouraged and reminded that the *Student Life Guide* and the catalog are very thorough in the statement and explanation of current academic regulations.

Residence Requirements & Transfer Credits
Graduate credits from accredited schools are transferable as long as they:

- ✓ Are from an accredited graduate school or seminary
- ✓ Apply to the student's course of study at Moody
- ✓ Are a grade of B or above.

Please consult the Academic Records Office on Crowell 2 for transfer credit limits for specific academic programs.

Attendance Requirements

1. PROGRAM: Students are expected to participate fully in the academic and spiritual programs at Moody Graduate School.
2. CLASSES: Faculty members are authorized to establish attendance policies for each class they teach. They will inform students of their policies at the beginning of the semester.
3. CHAPEL/SPIRITUAL INTEGRATION LAB/RETREAT: See the current Graduate School catalog for retreat, chapel, and lab requirements of each Moody Graduate School program. All students must fulfill the lab, chapel, and retreat requirements for their program of study at Moody Graduate School.
4. INTERNSHIP: See the Field Education Handbook for specific details.
5. EXIT INTERVIEW: Each graduating semester student will be required to attend a personal Exit Interview with a member of the MGS faculty in the final semester of the MGS program.

Change of Degree
Students must have completed at least twelve (12) credit hours before a change of degree can be processed. Students who have completed nine (9) hours, are completing post-class work for a modular course may submit a request with a written estimate from the modular course instructor of what their projected final grade will be.

Degree change requests should be submitted as follows:

Effective Semester	Request Submission Dates
Spring	October 1 – November 1
Fall	February 1 – March 1

The first change of degree request is free of charge. Subsequent change requests will be processed for a fee of $25 per request. Requests submitted at times other than noted above will be assesesed a $10 charge for evaluation. Students may not request a change of degree if 75% or more of the required credit hours in the program is completed.

If a student has previously earned a Master's degree through Moody Graduate School and now wish to pursue the Master of Divinity, the student will be required to forfeit the previous degree upon completion of the M.Div. degree.

Extent of Time in Program
The Graduate School allows students six (6) years to complete an MA or MDiv program and three (3) years to complete the Graduate Studies Certificate program. Students requiring additional time, especially modular students taking the MDiv program, must receive permission from the Registrar's office. Requests must be submitted in writing. Approved requests may be extended for up to one year and will require enrollment in the appropriate extension course. Please see the Graduate School Catalog for fees associated with this status.

Most students admitted in the Graduate School degree programs will need to maintain a continuous enrollment status to complete degree requirements within the time allotted. Students in good standing needing to discontinue their studies for a term must register for "inactive status" with the Registrar's office. E-mail accounts and access to online academic resources will be maintained during this time for a nominal fee. Approval for inactive status does not automatically extend the student's projected program completion/graduation date. Please see the Graduate School Catalog for applicable fees.

Adding Classes

1. Students may add classes to their schedules from the first week of pre-registration up to the end of the first week of classes for the semester by using WebReg.
2. After the first week of classes, no classes may be added to a student schedule.

Dropping Classes

1. During the first week of the semester, students may drop classes from schedules without notation on their transcript.
2. During the second and third week of the semester, a course may be dropped without a grade; however, the course will be retained on the student's transcript with a grade of "W" (withdraw).
3. Beginning with week 4 through week 9, drops will be identified on the student's transcript with a "WP" (withdrawal passing) or "WF" (withdrawal failing). Procedures are administered by the Registrar's Office.
4. Courses cannot be dropped from week 10 to the end of the semester.

Grading System

Teachers evaluate students' work in each course according to the following letter grades and points:

A	=	4.0	I	=	Incomplete*
A-	=	3.7	P	=	Pass in a graded course
B+	=	3.3	NP	=	Not passing in a graded course
B	=	3.0	IP	=	In progress
B-	=	2.7	AU	=	Audited
C+	=	2.3	W	=	Withdrew by the end of third week
C	=	2.0			
C-	=	1.7	WP	=	Withdrew passing
F	=	0	WF	=	Withdrew failing

*All grades submitted to the Registrar's Office must have a grade assignment for all students. If a Graduate student is granted an extension in order to complete work, a grade of "I" (incomplete) should be recorded in the grade book. A faculty member has authority to change a grade within six weeks after grades are released to the students. If this grade is not changed within the appropriate time frame, it will be replaced automatically with an "F" grade by the Registrar's Office. This grade is binding, unless changed by a faculty committee. The student may petition the faculty committee with a formal, written request, based on unusual circumstances. The student then has four months from the day grades are issued to appeal the earned grade. After that date, grades are considered final.

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 (4) months from the date a grade is issued to dispute it. After four (4) 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 beginning with Step I listed below.

Step I The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step II.

Step II The student presents their appeal and supporting data in writing to the Graduate School office. If the issue is not resolved at this level, the student moves to Step III.

Step III The student presents their appeal, along with supporting data, in writing to the Registrar's office. The Graduate School office also submits a written report on the appeal. If the appeal reaches this Step, then Step IV is also initiated.

Step IV The Registrar initiates and sets a meeting of the Committee on Academic Standards 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.

Non-Credit Courses

Students may elect to take any Graduate class for either credit or non-credit. The cost for non-credit classes is one-half the regular tuition rate. Non-credit courses may be repeated for credit at a later date; however the fees for credit courses will be applied.

Withdrawal from School

Any student withdrawing or graduating from the Graduate School must process a Permanent Departure Form through the Academic Records Office. Students who withdraw during a semester without processing a Permanent Departure Form will receive grades of "F" for all courses in which they are enrolled.

Academic Probation/Dismissal
The Graduate School Committee on Academic Standards has the responsibility of determining students' academic status each semester. The committee uses the following criteria to guide this process.

ACADEMIC STATUS	GRADUATE SCHOOL DEFINITIONS
Good Standing	No restrictions
Warning	1. Total cumulative attempted credits greater than 8 2. Semester GPA below 2.60 3. Student is encouraged to seek assistance for academic services through the Student Resource Center located on Culbertson 1
Probation	1. Cumulative GPA below 2.50 2. One semester to raise to minimum 3. Student required to obtain assistance for academic services through the Student Resource Center located on Culbertson 1
Academic Restriction	1. Cumulative GPA still below minimum for Satisfactory Academic Progress (SAP) 2. Credits attempted may be limited. This limitation may affect the student's eligibility to maintain full-time student status 3. Student required to obtain assistance for academic services through the Student Resource Center located on Culbertson 1 4. May be limited for 1 to 3 semesters
Academic Program Dismissal	1. Student academically dismissed from Graduate certificate/degree program 2. Limited to CEU study or non-degree status

Graduation Requirements
See the Graduate School catalog for the requirements of each degree or certificate program.

Dismissed Students
Academically dismissed students are ineligible to apply for readmission to Moody Graduate School. These students may, however, elect to continue taking courses on a non-degree status. Any appeal for an exception to the dismissal policy must be submitted to the Committee on Academic Standards within ten (10) days from the time when the written or verbal dismissal notification is received. The Committee on Academic Standards will act on the appeal.

UNDERGRADUATE SCHOOL

Students are strongly encouraged and reminded that the *Student Life Guide* and the catalog are very thorough in the statement and explanation of current academic regulations.

Attendance Requirements
Class attendance is of primary importance to academic achievements. Students should keep absences to a minimum making certain that any absence from class is for a reason more important than their God-given task to show themselves approved. Class attendance is of critical importance for those who have a grade point average of 2.00 or less. *STUDENTS ARE PERSONALLY RESPONSIBLE TO KEEP RECORDS OF ALL ABSENCES.*

The maximum number of absences for any reason shall not exceed twice the number of times a class meets a week. None of these absences will be penalized.

If a student exceeds the maximum number of absences, the following penalties will be applied:
- One excess absence: Loss of one letter of the final grade
- Two excess absences: Loss of two letters of the final grade
- Three excess absences: Failure of the course

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

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

Tardies
When a student is tardy three times the penalty is one absence. If the student is more than 15 minutes late on any occasion, the penalty is the equivalent of one absence. Leaving class 10 minutes or less before the end of the class is treated as a tardy.

Absence due to Illness
In the case of illness, students are responsible to email their professors some time (preferably prior to the class session) during the day of their illness that they will not be in attendance at the class. This email serves as a notification to faculty that you will be absent and serves as a record of the reason for your absence. Copies of these emails must be submitted along with any over cut appeal submitted to the Committee on Academic Standards. Over cut appeals submitted without proper documentation will not be considered for possible reduction in penalties.

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

Appealing Policy Regarding Excessive Absence Policies
Very unusual circumstances may cause the student to incur grade penalties due to excessive absences. IF ALL ALLOWABLE AND EXCESSIVE ABSENCES WERE UNAVOIDABLE, an appeal for special consideration may be submitted to the Committee on Academic Standards. Faculty members are not authorized to handle attendance appeals. OVERSLEEPING, MISREADING SCHEDULES, OR ABSENCE FROM ONE CLASS TO STUDY FOR ANOTHER ARE AVOIDABLE SITUATIONS AND ARE NOT APPEALABLE.

1. Appeals for excessive absence must be made near the end of each semester beginning of December for the fall and the beginning of May for the spring in accordance with the deadlines published by the Academic Records office.
2. If excessive absence occurs during the last two weeks of classes, the appeal must be made by the first day of final exams.
3. Fill out the Student Appeal form available in the Registrar's Office. Complete a separate form for each over-absent class. Follow the instructions on the cover page to the form. Submit a business-sized envelope addressed with your name and CPO number.
4. List the date and reason for each absence. ALL absences must be listed. The instructor is not responsible to provide students with the dates of their absences. Students are personally responsible to keep records of all absences. Incorrectly completed forms will be returned unanswered.
5. After completing all of the student information and supplying required documentation, give the entire form to your instructor who is to complete the Faculty Response Form. The instructor is to forward the entire form with documentation to the Registrar's Office.
6. Written verification from the Dean of Students must be attached to the appeal form for all absences due to emergency.

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

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

Degree Completion Time Limits
The Undergraduate School allows students eight semesters to complete the B.A. and ten semesters to complete the B.Mus. degrees on a "tuition paid" basis. Students requiring additional time to complete degree requirements will pay the prevailing (MDLC) tuition rate if taking courses in residence.

Most students admitted to an undergraduate degree program will need to maintain a continuous enrollment status to complete degree requirements within the time allotted. Students in good standing needing to discontinue their studies for a term (participation in MBI's International Studies Program, medical, financial, or personal reasons) must register for "inactive status" with the Registrar's office. E-mail accounts and access to online academic resources will be maintained during this time at a nominal cost. Approval for inactive status does not automatically extend the student's projected program completion/graduation date.

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

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

For cheating and plagiarism not voluntarily confessed; the penalty will be the same as above and the student will be referred to the Dean of Students for further consultation and possible disciplinary measures.

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 special papers are required and the dates due. When it is impossible to submit course work on time, the student should consult the instructor who may grant an extension not beyond the last day of the semester.

If it is anticipated that a further extension is necessary, a written request must be submitted to the Registrar no later than one week before the last class day of the semester. The request will be referred to the Committee on Academic Standards for a decision. 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. Only students continuing their enrollment will be considered for the privilege of a fifth week extension.

Late Final Examinations
The instructor has the option to administer a final examination to a student after, but not prior to, the scheduled examination time. If a student has conflicting exams, more than three exams in one day, or is unable to take an exam due to illness, the student must contact the Registrar's Office as soon as possible for the appropriate authorization to take a late exam. The Registrar's Office will administer the exam in the evening of an announced date during the examination week.

If it is not possible for a student to take an exam during exam week, the student must contact the Registrar's Office for the appropriate request form, obtain the instructor's approval, and complete the exam during the fifth week of the following semester. Only students continuing their enrollment may apply for the privilege of a fifth week exam. The Registrar will determine the date of fifth week exams each semester, and the Registrar's staff will administer the examinations.

Exemption from Final Examinations
Members of the senior class in their final semester or summer school session who have maintained at least a B average in a particular subject may be excused from taking the final exam in that subject under certain conditions.

Grade averages will be estimated by the teacher and announced to qualifying students at least one week before the final examination period begins. The adoption of this policy is at the option of the teacher for each subject involved. When a teacher adopts the policy, it is to be applied without discrimination to all qualifying candidates in the class. Participation by qualifying students is optional. Students may wish to take the final examination in the hope of raising their grades.

This policy applies to December graduates in the fall semester, to May graduates in the spring semester, and to June graduates in Summer School.

Grading System
Evaluation of students' work is designated by letters, which have been assigned the following grade points per semester hour:

A	=	4.0	D-	=	0.7
A-	=	3.7	F	=	0
B+	=	3.3	I	=	Incomplete
B	=	3.0	P	=	Pass in a graded course
B-	=	2.7	CR	=	Pass in a no-grade course
C+	=	2.3	AU	=	Audited
C	=	2.0	W	=	Withdrew by the end of the third week
C-	=	1.7	WP	=	Withdrew passing
D+	=	1.3	WF	=	Withdrew failing
D	=	1.0	CF	=	Fail in a no-grade course
			IP	=	In process
			NR	=	Not reported
			X	=	A repeated class

Grade Point Average
The semester grade point average is determined by dividing the total number of quality points earned during the semester by the total number of semester hours taken in graded subjects.

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 into the cumulative GPA. Students will be charged the prevailing tuition (see Financial section of the Undergraduate Catalog for rate information) when repeating a course.

Academic Status Schedule

Hours Attempted*	Probation Status if below:	Hours Attempted*	Probation Status if below:
1 - 16	1.70	66 - 81	1.90
17 - 33	1.75	82 - 98	1.95
34 - 49	1.80	99 - 114	2.00
50 - 65	1.85	(*includes transfer credits)	

When a student whose cumulative grade point average indicates that the accomplishment of the degree objective is in jeopardy, the student is placed on academic probation.

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 (4) months from the date a grade is issued to dispute it. After four (4) 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 beginning with Step I listed below.

- Step I The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step II.
- Step II The student presents their appeal and supporting data in writing to the Undergraduate School office. If the issue is not resolved at this level, the student moves to Step III.
- Step III The student presents their appeal, along with supporting data, in writing to the Registrar's office. The Undergraduate School office also submits a written report on the appeal. If the appeal reaches this Step, then Step IV is also initiated.
- Step IV The Registrar initiates and sets a meeting of the Committee on Academic Standards 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.

Academic Probation/Dismissal Policy
Each student admitted to Moody Bible Institute is assumed to have the preparation, desire, and the ability to make satisfactory progress toward a degree. A student's academic status will be reviewed at the end of each semester and summer school. The performance of part-time students is evaluated on the basis of full-time equivalent enrollment. The process outlined in the table below will be followed by the Committee on Academic Standards.

Academic Probation
When a student's cumulative grade point average falls below the appropriate level of warning status on the academic status scale, the student will be placed on academic probation for the following semester. The Undergraduate School Committee on Academic Standards has the responsibility of determining students' academic status each semester. The committee uses the following criteria to guide this process.

ACADEMIC STATUS	UNDERGRADUATE SCHOOL DEFINITIONS	
	TRADITIONAL (BA, B.Mus)	**DISTANCE LEARNING CENTER (ABS, BS)**
Good Standing	No restrictions	No restrictions
Warning	1. Total attempted credits are greater than 11 credits 2. Semester GPA is below 2.00 and/or 3. Cumulative GPA below 2.0 (see Academic Status Scale below)	1. Total attempted credits are greater than 11 credits 2. Semester GPA is below 2.0 3. Prevailing fee charged (now $28/semester). Initially if student is local; eventually for all students, for academic services through Student Development
Probation	1. Cumulative GPA is below minimum for Satisfactory Academic Progress (SAP) 2. One semester to raise to minimum	1. Cumulative GPA is below minimum for SAP 2. One semester to raise to minimum 3. Prevailing fee charged (now $28/semester). Initially if student is local; eventually for all students, for academic services through Student Development
Academic Restriction	1. Cumulative GPA is still below minimum for SAP 2. Credits attempted may be limited and/or restricted to specific venue (i.e., DLC) 3. If attempted credits are less than 12 credits, the student may not be eligible for full-time, residential, and international I-20 status 4. Ineligible for co-curricular and extra-curricular activities. (see Disciplinary Probation on Disciplinary Procedures Chart from Student Life Guide) 5. May be limited for 1 to 3 semesters	1. Cumulative GPA is still below minimum for SAP 2. Credits attempted may be limited 3. Prevailing fee charged (now $28/semester). Initially if student is local; eventually for all students, for academic services through Student Development 4. May be limited for 1 to 3 semesters
Academic Program Dismissal	1. Student academically dismissed from degree program 2. Limited to CEU study through MDLC or non-degree status	1. Student academically dismissed from college certificate/degree program 2. Limited to CEU study or non-degree status

Removal from Academic Probation
A student will be removed from academic probation at the end of the semester when the cumulative grade point average meets the academic status scale.

Appealing Academic Dismissal
A student who wishes to request an exception to a dismissal status must do so within ten days from the time the dismissal notification (written or verbal) is received. The student must file a written petition with the Registrar's Office stating the reasons for the appeal. The Committee on Academic Standards will act on the appeal.

Charges for Taking Additional Hours or Extending Completion of Graduation Requirements
Students who exceed 18 hours per semester will be required to pay the prevailing tuition (see Financial section of the Undergraduate Catalog for rate information) for credit hours 19 and above. Private music lessons and ensemble enrollments will not be counted in the 18-hour enrollment.

Students taking more than 8 semesters to complete the BA and more than 10 semesters to complete the BMus will be charged the prevailing tuition rate per credit hour for course enrollments in the extended semesters. If a student wishes to appeal any aspect of this policy, they can address their written appeal to the Committee on Academic Standards. Send the appeal to the Registrar's Office.

If a student wishes to appeal any aspect of this policy, they can address their appeal to the Committee on Academic Standards. Send the appeal to the Registrar's Office.

Changes of Major or Emphasis
A change of major must be cared for before pre-registration for the fifth semester. A change of major form may be obtained in the Registrar's Office. Permission of the Department Chairman and the Registrar will be required. A request for change of major will not be serviced during registration.

Classification of Students
Official class membership is determined by the number of semester hours completed, which applies to the student's curriculum. Hours currently enrolled do not affect classification.

Students are classified as follows:

YEAR	*HOURS COMPLETED*
Freshman	0 - 30
Sophomore	31 - 61
Junior	62 - 94
Senior	95 - 130

Non-Degree Students
Students sent to the Institute for missionary subjects by mission boards are eligible for designation as non-degree students and may take elective courses. Students who enroll in this classification must take at least one Bible subject each semester they are enrolled. Non-Degree students are permitted two semesters. Additional semesters must be taken in a declared major. The spouse of a regularly enrolled student is eligible for designation as a non-degree student for the period of the spouse's enrollment. Non-Degree students register after all other students and must register for open courses for which they have met the prerequisites.

Required Hours
Single students living on campus are required to register for 12 credit hours (traditional, B.A./B.Mus. courses) each semester to be considered full-time. Moody Distance Learning Center and other nontraditional courses that do not adhere to specific semester guidelines may not be included in the 12-hour requirement.

Registration
Students who plan to return for the next semester must register for the semester during the assigned pre-registration times and dates in WEB registration (October for the Spring semester and March for the Fall semester). The Office of Academic Records provides these dates and instructional information for the pre-registration weeks. Students who have any "holds" (academic, financial, Student Development, etc.) on their account will not be permitted to register for classes until all holds have been removed. Students are responsible for selecting the proper subjects according to the requirements outlined in the Catalog under which they enrolled. 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.

Questions regarding electives and required courses should be referred to the faculty advisor. All students are required to meet with their faculty advisor prior to pre-registering. Registration days and hours are listed each semester in the *Moodycaster* and assigned appointments times may be found in WEB registration. A staff of advisors and counselors are available before the pre-registration period and throughout the semester to help students with their educational needs. Students are responsible for knowing the regulations governing registration, withdrawal, and the payment of fees as given in this handbook, the Catalog, and printed information distributed at your registration time. All questions or problems pertaining to scheduling should be resolved prior to pre-registration.

Late Registration/Late Entrance
At the beginning of each semester, students will be counted as late entrants if they do not complete their registration prior to the close of business on the registration day indicated by the Registrar's Office. Class absences will be counted according to the absence policy explained in this handbook.

Auditing Classes
Courses may be added for "audit" during the first week of classes only. Faculty signature is required whether the class is open or closed. Required courses for the student's major cannot be audited.

Withdrawal from School
Any student withdrawing or graduating from the Undergraduate School must process a Permanent Departure Card through the Academic Records Office. Students who withdraw during a semester without processing a Permanent Departure Card will receive grades of "F" for all courses in which they are enrolled.

Add/Drop Fees
There is no charge for courses added or dropped in WEB registration during the pre-registration semester. Courses added or dropped in the Office of Academic Records require a $10 fee. A student may make 4 changes per the $10 fee. These fees are applicable during the summer months, after the first week of the semester and any other adjustments that are made in the Office of Academic Records. Students are encouraged to adjust their schedules themselves in WEB registration.

Adding Classes
1. Courses may be added after pre-registration has been completed, but these courses must be added in WEB registration. Students may be required to wait a few weeks after pre-registration before making any adjustments to their schedules.
2. During the actual semester, courses may be added during the first week of classes only. Any classes missed because of the late addition will be considered an absence.
3. There is no charge for adding classes after pre-registration has been completed if the course is added in WEB registration and is done so during the semester. Courses added in the Office of Academic Records and during the summer months will require a $10 fee.

Dropping Classes
1. Courses may be dropped after pre-registration has been completed without notation on the student's transcript.
2. During the summer months, courses must be dropped no later than the second day of class in the Office of Academic Records. There is a $10.00 fee.
3. During the first three weeks of the semester, a course may be dropped without a letter grade; however, the course will be retained on the student's transcript with a grade of "W" (withdraw).
4. Beginning with week 4 through week 9, drops will be identified on the student's transcript as "WP" (withdrawal pass) or "WF" (withdrawal fail).
5. Courses cannot be dropped from week 10 to the end of the semester.

Correspondence Study
Credits for correspondence study from an accredited school will be accepted. If you are unsure of a school's accreditation, you should contact the Registrar's office at that school and request documentation. This information may be available on the school's web site. The student is responsible to request that a transcript be sent to the MBI Assistant to the Registrar when the course is completed. Students are required to complete all correspondence coursework prior to entering their final two semesters before graduating.

For correspondence courses offered by the Moody Distance Learning Center (MDLC), students should check with the Registrar's office at Moody to verify that the course is applicable to their particular degree program. For time limits and related academic policies, consult the current undergraduate catalog. Note: Correspondence courses may be purchased only from the Independent Studies department of MDLC and are not for resale or transferred to another student.

Transfer Credit
Courses presented for transfer credit must meet the following criteria:
1. The course must be taken at an accredited institution.
2. The course content, as listed in a catalog course description or syllabus, is equivalent to the content of an Undergraduate School course and is to be equal in academic credits.
3. The student earns a grade of "C" or better. A course, which was graded on a Pass/Fail basis, will not transfer.
4. The course fulfills a requirement of the student's curriculum.

Credit by examination may be earned when a student demonstrates mastery of a subject through the College Level Examination Program (CLEP) and/or the MBI Validation Examination Program. Information regarding the Validation Examination Program, and required CLEP score information is available in the Registrar's Office. Students are required to complete MBI validation examinations and CLEP testing prior to entering their final two semesters before graduating. Courses taken by television will not transfer. Transfer credit does not affect a student's grade point average. Questions regarding transfer credit should be referred to the Registrar's Office prior to enrolling in the course.

Practical Christian Ministry
A student's Practical Christian Ministry assignment is considered a part of the academic requirements here 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 distributed by the PCM Department.

Honors
A cumulative grade-point average of 3.30 earned by the end of the first semester of the senior year entitles a student to the citation on the commencement program, "with honors in scholarship"; 3.60, "with high honors in scholarship"; and 3.80, "with highest honors in scholarship."

Graduation Requirements
In order to graduate, students must meet the following qualifications:
1. Have a cumulative grade-point average of at least 2.00 by the end of the first semester of the senior year and at least 2.00 at the time of graduation.
2. Establish minimum residency of one year (32 semester hours).
3. Be a registered student of the Moody Bible Institute Undergraduate School in the semester of graduation.
4. Fulfill all requirements as listed in the catalog under which they enrolled or all the requirements of any subsequent catalog prior to the date of graduation.
5. Fulfill Practical Christian Ministry requirement for each semester enrolled.
6. File an application to graduate with the Registrar's Office by the beginning of the first semester of the Senior year.
7. Participate in the commencement ceremony.
8. Sign the doctrinal statement prior to graduation.
9. Remove all "holds" on their student account as well as have no remaining unpaid school bills.

Transcripts
Students requiring a transcript of their Institute credits must submit a written request to the Office of Academic Records. Copies will be $5 each. A $10 charge will be assessed for a rush transcript to be issued within 24 hours. Rush transcripts may not be available during certain times of the year such as registration and graduation. Advanced payment is required. Transcripts will not be issued to students with unpaid school bills or any other holds on their account.

Permanent Departures
Any student leaving or graduating from the Undergraduate School, Graduate School, or Summer School must process a Permanent Departure Form through the Office of Academic Records, second floor, Crowell Hall. Failure to do so will result in a fine. This applies to both married and single students.

Marriage of Students
Students who plan to marry while enrolled in the Undergraduate School must meet the following criteria or request an exception to the policy through the Counseling Services Department.

1. Parental or guardian consent in writing if under the age of 21.
2. No wedding is allowed while the fall or spring semester is in session.
3. Premarital counseling approved by Counseling Services.

Students who meet the above requirements and choose to marry must file a "Declaration of Intent to Marry" form with Counseling Services. Students who marry and do not meet the above criteria must withdraw for one semester following the wedding date.

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

1. A Marriage License should be obtained within each state's permissible time frame. (i.e. IL 60 days).
2. Students cannot register or behave as an actual married couple in order to change their status (wedding pictures, residence, bank account, etc.).
3. Students cannot process a Permanent Resident application before the wedding is held.
4. Students cannot be out of status or have held an incomplete F-1 status during the process of Permanent Residence.
5. Students should not falsify any information (i.e. marriage date) on documents to comply with Permanent Resident regulations.

Further information can be discussed with the Assistant Dean of International Students.

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

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

Student Lists
Students are not permitted to furnish lists of names of fellow students to anyone.

FINANCIAL INFORMATION

Credit Union Membership
All students are eligible to join Credit Union One. The many benefits include direct deposit of payroll checks, free checking and savings accounts, a credit card with a limit of approximately $200, and an on-campus ATM. For additional information, please contact the Human Resources Department.

Bills
Students are responsible for knowing what their obligations are. Failure to receive a statement does not relieve them of the responsibility of paying a bill on time.

Student school bills are due three weeks before the first day of class each semester. Bills may be paid at any time on-line via WebReg or to the tellers on fourth floor Crowell Hall between 9:00 a.m. and 3:00 p.m. Monday through Friday if the student is not on the outside payment plan service.

Financial information is given in detail in the catalog. Any additional charges not on the original school bill, including fees and fines, are due ten days from the date charged to their bill. After ten days of nonpayment, a student is subject to dismissal from classes.

Room & Board
Semester bills for room and board and all fees are due and payable three weeks before the first day of class each semester.

Students staying in residence halls over Christmas and spring recess are charged an additional fee for this service. These charges are published in the *Moodycaster* prior to each break period. No meals will be served during these recess periods.

Students not attending Summer School with special permission to live in residence during any portion of the summer will be charged for the days they are in residence. When meals are served in the dining room, Summer School students are required to pay the current Summer School room and board rate.

Enrollment Deposit
A $150 enrollment deposit is required from every continuing student to verify registration and reserve a residence hall space for on-campus students. This deposit is to be paid no later than the deadline established for each semester.

Deferred Payments
Academic Management Services will administer the current deferred payment plan. It is based on the costs for one year of schooling, with payments spread over 10 months. The first payment begins in July, but students may join later by making up past payments. There is a nominal fee per year to be paid to Academic Management Services to join the deferred payment plan. For more information about the AMS plan, please refer to their web site located at www.tuitionpay.com.

Check Cashing
Students may cash U.S. personal checks for amounts of up to $50 provided financial obligations to the Institute are in satisfactory condition. Checks should be made payable to the individual cashing the check. MBI student payroll checks may be cashed at the Teller's Window.

Financial Aid
The Moody Bible Institute is not a participant in any Federal Financial Programs. Therefore, Federal funds are not eligible to be used at MBI. Financial assistance is generally only available to those students who are in their final semester of their degree program at MBI. Through this provision of the Lord, we assist as many students as financially possible each semester.

A comprehensive explanation of MBI's *Financial Aid Policy and Procedure* can be found on our website at www.moody.edu. For those without web access, they may request a printed copy of our *Policy and Procedure* by contacting the Office of Student Aid at financialaid@moody.edu or by calling (312) 329-4178.

Veterans' Benefit Policy
Students receiving Veterans' Administration benefits will be placed on probation if their GPA falls below the appropriate level of warning status on the academic status scale. In order to continue to be certified for Veterans' benefits, the GPA must be raised above the warning status level within the next semester. If any student receiving veterans' benefits fails to come off probation within the prescribed probation period, the school must inform the Veterans Administration. The student will also be informed in writing of the notification to the Veterans Administration.

A dismissed Veteran may reapply for admission as stated under the above section on Academic Dismissal.

Continuation of Veterans' Benefits
Students eligible for Veterans' benefits may be certified by the V.A. Certifying Official in the Office of Student Aid.

To continue receiving benefits, the Veteran must confirm their enrollment each semester with the VA Certifying Official at Moody Bible Institute. To confirm enrollment, a printed class schedule is submitted by the Veteran to the VA Certifying Official no later than the second week of the semester. The schedule must include the Veteran student's name, MBI identification number, the student's class schedule, as well as a grand total number of credit hours in which the student is currently enrolled.

Veteran students whose GPA falls below the academic warning status for two successive semesters will be asked to leave their program and will not be eligible for certification for Veterans' benefits until the student meets the minimum GPA requirement. After meeting the required minimum GPA, the Veteran student may reapply for certification.

INSTITUTIONAL PREFERENCE GUIDE

Policy	In Residence	Visits Home	Visits to a Friend's Home	Recesses: Christmas, Spring Break, Summer	Comments
Entertainment and Media					
gambling	NO	NO	NO	NO	
pubs	NO	NO	NO	NO	
bars	NO	NO	NO	NO	
night clubs	NO	NO	NO	NO	
comedy clubs	NO	NO	NO	NO	
movies	NO	ALLOWED *	ALLOWED *	ALLOWED *	* adhere to guidelines of home and church
social dancing	NO	ALLOWED *	NO	ALLOWED *	* adhere to guidelines of home and church
Music					
attend secular concerts	NO	ALLOWED *	NO	ALLOWED *	* adhere to guidelines of home and church
attend rock concerts	NO	ALLOWED *	NO	ALLOWED *	* adhere to guidelines of home and church
attend alternative concerts	NO	ALLOWED *	NO	ALLOWED *	* adhere to guidelines of home and church
attend classical, instrumental concerts	ALLOWED	ALLOWED	ALLOWED	ALLOWED	
attend cultural events and concerts	ALLOWED	ALLOWED	ALLOWED	ALLOWED	
Tobacco, Alcohol and Substance Use & Abuse					
Tobacco in any form	NO	NO	NO	NO	
alcoholic beverages	NO	NO	NO	NO	
other illegal drugs	NO	NO	NO	NO	
Dating					
PDA - hand holding	ALLOWED	ALLOWED	ALLOWED	ALLOWED	this is the maximum PDA allowed on campus
PDA - escort's arm	ALLOWED	ALLOWED	ALLOWED	ALLOWED	this is the maximum PDA allowed on campus
being alone as a couple in a dwelling	NO	ALLOWED *	NO	ALLOWED *	* adhere to guidelines of home and church
Employment					
working on Sunday before 1 PM	NO	ALLOWED *	----	ALLOWED *	* adhere to guidelines of home and church
working on Sunday between 1 PM and 6 PM	BY EXCEPTION ONLY	ALLOWED *	----	ALLOWED *	* adhere to guidelines of home and church
working on Sunday after 6 PM	ALLOWED	ALLOWED *	----	ALLOWED *	* adhere to guidelines of home and church
serving alcohol	BY EXCEPTION ONLY	NO	NO	NO	

When in residence over a break, follow the residency guidelines

See Associate Dean for Residence Life for any exceptions

INSTITUTIONAL APPEARANCE & DRESS GUIDE

For a complete explanation on Appearance & Dress Standards, see page 11 or your RA or RS.

Standard	**Classroom** *(Chapel, day classes, breakfast & lunch)*	**Casual** *(SDR evenings, evening classes & weekends)*	**Sports** *(Physical education classes, intramurals & active recreation)*
Collared, knit or ribbed shirts	YES	YES	YES
Plain or printed T-shirts (non-Moody)	NO	YES	YES
Moody apparel: Monday – Thursday	NO	YES	YES
Moody apparel: Friday Exception *Current sweatshirts and T-shirts displaying logos or current artwork of residence hall floors, student organizations or MBI.*	YES	YES	YES
Sweatshirts (including hooded and zipped)	NO	YES	YES
Sweaters	YES	YES	YES
Suits	YES	YES	YES
Khakis, dress slacks	YES	YES	YES
Jeans (in good repair) *No holes, patches, rips, tears, or excessive fraying*	YES	YES	YES
Sweat pants, pajama pants	NO	NO	YES
Warm-ups	NO	NO	YES
Shorts (athletic)	NO	NO	YES
Shorts (non-athletic) *Must be at least mid-thigh in length.*	NO	YES	YES
Overalls	NO	YES	----
MEN			
Shirt must be tucked in	YES	NO	NO
Athletic tank tops	NO	NO	YES
Hats	NO	NO	YES
WOMEN			
Dresses *Hemlines are to reach the top of the kneecap, and slits may be two inches above the kneecap. Straps must be at least 2 inches wide. Not tight-fitting.*	YES	YES	----
Skirts *Hemlines are to reach the top of the kneecap, and slits may be two inches above the kneecap. Straps must be at least 2 inches wide. Not tight-fitting.*	YES	YES	----
Stretch pants, leggings	NO	YES	YES
Tank tops *Straps must be at least 2 inches wide. Not tight-fitting.*	YES	YES	NO
Hats (athletic)	NO	NO	YES
Hats (non-athletic)	YES	YES	----

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