




MOODY  
Bible Institute™  
DISTANCE LEARNING



STUDENT HANDBOOK

*From the Word to Life*

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## We are pleased that you have been led to study with us at Moody Distance Learning!

The Distance Learning Student Handbook has been compiled to aid you in your time as a student. It is our prayer that you will be enhanced in your knowledge and ministry skills during your time with us. Our ultimate goal for your Distance Learning experience is that you develop a deeper walk with Christ. We look forward to serving you during your time as a student at Distance Learning.

Moody Bible Institute Distance Learning (MDL) exists to serve those who wish to receive a biblical education but are rooted in a particular location due to familial, vocational, economic, or any number of other factors. MDL provides several unique certificate and degree programs for nonresidential students. Six undergraduate credentials are available: the Certificate of Biblical Studies (CBS), the Associate of Biblical Studies (ABS), the Bachelor of Science in Biblical Studies (BSBS), the Bachelor of Science in Ministry Leadership (BSML), the Bachelor of Science in Theological Studies (BSTS), and the Bachelor of Science in Theology and Cultural Engagement (BSTCE). Three graduate credentials are available: the Master of Arts in Applied Biblical Studies (MAABS), the Master of Arts in Biblical Exposition with an emphasis in Ministry (MABE-Ministry), and the Master of Arts in Christian Leadership (MACL). Visit [www.moody.edu/distance-learning/undergraduate-programs](http://www.moody.edu/distance-learning/undergraduate-programs) or [www.moody.edu/distance-learning/graduate-programs](http://www.moody.edu/distance-learning/graduate-programs) for programs and availability. In addition to the college-level programs, MDL also offers Continuing Education courses. These courses are not for college credit but may be used for personal enrichment and professional development. MDL is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, the Association for Biblical Higher Education, the National Association of Schools of Music, and the The Commission on Accrediting of The Association of Theological Schools.

### Student Responsibility

As a Moody student taking courses through Distance Learning, it is your responsibility to read and apply the information in this handbook. Please note that different procedures and information may apply depending on whether you are taking Online, Independent Study, or Extension Sites courses. In every situation involving your education with Moody, it is critically important that you communicate with all appropriate staff and faculty. Changes in life circumstances, course requirement confusion, registration and drops, and many other common problems can easily be resolved with fantastic results if communication starts early and is maintained over the whole situation. Please do not hesitate to contact Distance Learning if you experience any life situations that may adversely affect your ability to succeed in your studies. If you have questions, please contact MDL at 800-758-6352 or [mdlc@moody.edu](mailto:mdlc@moody.edu)

### Our Commitment to Helping You

Moody Distance Learning is committed to assisting you in every possible way to achieve your educational goals. We provide exceptional services and resources to help you grow academically as well as spiritually. Our student advocacy team exists to encourage student success by actively working with the student to understand and make full use of all of the student services provided by Moody.

As an MDL student, you will be assigned a Student Advocate at the time of admission who will continue with you through the duration of your program. Student Resource Assistants (SRAs) are service workers at Moody Distance Learning who care for the needs of an assigned group of current undergraduate students. Graduate Student Advocates (GSA's) are service workers at Moody Distance Learning who care for the needs of an assigned group of current graduate students.

Where many student service departments provide resources to students as they have need, the student advocacy team is primarily concerned with the student themselves. Student advocates can assist students with goal setting, time management, troubleshooting of registration, elevating student concerns to the appropriate supervisors, among many other things. If you are unsure of who your student advocate is after you have been admitted, please contact [mdlc@moody.edu](mailto:mdlc@moody.edu) to find out.

## community values and expectations

### A Philosophy of Christian Lifestyle

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

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

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

Yet, Christian maturity involves more than adherence to explicit scriptural statements of right and wrong. It involves a total commitment to the lordship of Christ, a life of dynamic discipleship, and a renunciation of self-centeredness. The mature Christian recognizes scriptural principles that govern conduct and applies these principles to attitude, conviction, and behavior.

The following biblical principles represent Moody Distance Learning's emphasis on Christian maturity in areas not mentioned in Scripture:

- A personal responsibility to conduct ourselves in a manner worthy of the gospel of Christ, doing all for His glory (Rom. 14: 4-12; Phil. 1: 20-27; Col. 3:23; 1 Cor. 10:31).
- A personal desire to abstain from every form of evil (1 Thes. 5: 22).
- Because of the value placed on persons as those created in God's image (Gen. 1: 26-27; Col. 3:10; Matt. 22:39; Rom. 13: 8-10; 1 John 3: 13-18), a controlling principle of Christian love demands the following:
  - A genuine desire to please our neighbor for his good and for his edification (Rom. 15: 1-3)
  - A thoughtful consideration of others lest, in the exercise of Christian liberty, a brother is caused to stumble. A willingness to avoid that which is inexpedient or imprudent because of its damaging consequences, even though it may not be wrong in itself (Rom. 14:13-23; 1 Cor. 8:7-13; 10:23-33; 1 Tim. 2:9).
  - A discriminating concern for our influence on the whole body of Christ that we serve, as well as the city and a larger society of which we are a part. A willingness to avoid that which is needlessly divisive or offensive to significant segments of the evangelical community at large (1 Cor. 10:32-33; 9:22).
  - A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that differs. A willingness to accept the convictions of others in a non-judgmental manner (Rom. 14:3-6).
  - A willing submission to authority for the Lord's sake. This includes obedience to all governmental regulations to which a Christian can conform in good conscience (Rom. 13: 1-7; Heb. 13:17; 1 Pet. 2:13-17).
- An intelligent concern for the care and use of our bodies and our minds (1 Cor 6:19,20; Rom 12:1-2; Phil 4:8; 2 Cor 10:5).
- A high standard of ethics in the area of separation from the ungodly system of the world (2 Cor. 6:14-18; Eph. 5:3-12; James 1:27; 4:4; 1 Th. 2:15-18).
- Awareness that conformity to man-made regulations, which appear religious, does not guarantee spiritual maturity in and of themselves. (Col. 2:20-23).

Moody Bible Institute-Distance Learning (MBI-DL) appreciates the diverse array of individuals interacting within the teaching and learning environment and within the broader educational system at the Moody Bible Institute. The diverse perspectives represented by MBI-DL students, faculty, and staff enrich the educational context as men and women come together to better understand God's word and how to live as faithful followers of Christ.

All those who study and work at MBI-DL are members of the body of Christ. As such, all individuals, whether students, faculty, or staff, are deserving of love and respect. As diverse opinions are shared and discussed, disagreement is inevitable...disrespect is not. MBI-DL is committed to the development of an educational culture in which disagreements may occur without disrespect. MBI-DL values the expression of diverse opinions and affirms the value of all those who follow Christ. At the same time, Moody Bible Institute-Distance Learning fully recognizes that individual struggles and the negotiation of individual identities can, at once, inform one's understanding of God or hinder one from following Him more faithfully. As a school dedicated to the formation of God's people for service, MBI-DL is committed to equipping both individuals and the MBI-DL community as a whole to interact with others in a manner that demonstrates the love of Christ. Such interactions may involve disagreement and discussion as the learning community seeks to know and understand God more fully.

MBI-DL believes that the teaching and learning community should be concerned with both truth and love characterized by a deep desire to know God, to know others, and to be known. As such, MBI-DL promotes the virtues of charity, honesty, openness, and attentiveness. Student, faculty, and staff alike are called to address one another in a manner appropriate for those who proclaim Jesus as Lord.

## academic policies

### Plagiarism/Cheating

Plagiarism is taking the ideas or words of another person and presenting them as one's own. Sometimes plagiarism is an intentional act of deception. Sometimes it is simply the result of ignorance, carelessness, or sloppy work. In either case it is unethical and constitutes a serious infraction of academic policy. When the words or ideas of others are used, proper credit must be given, either in a footnote or in the text.

The procedure for determining penalties for plagiarism is processed in the following manner:

- First offense: a minimum penalty of a grade of "F" is given for the assignment; the professor must notify the academic dean and the registrar. A record of the violation goes into the student's file and may be reviewed by the Academic Standards Committee.
- Second offense: a minimum penalty of a grade of "F" is assigned for the course; the professor must notify the academic dean and the registrar. The dean of students and/or the registrar will notify faculty of students who incur a second offense in this area. A record of the violation goes into the student's file and may be reviewed by the Academic Standards Committee.
- Third offense: the professor must notify the academic dean and the registrar. The student will be suspended or dismissed from MDL. A record of the violation goes into the student's file.

Faculty members reserve the right to refer matters of academic dishonesty to the Academic Standards Committee for their review and determination. Upon recommendation of the Academic Standards Committee, penalties for plagiarism may include dismissal from the school or the revocation of a certificate or degree.

### Course Attendance Policies

Course attendance and participation is essential to academic achievement and is required to satisfactorily fulfill requirements for courses. Students should keep absences to a minimum, making certain that any absence from a course is for extenuating circumstances. Students are personally responsible to keep a record of their absences and lack of participation. Faculty members have the prerogative to establish their own attendance and participation policies in regard to academic requirements. Online and online self-paced courses do not require students to be present at any specific time. Participation may involve a variety of activities including, but not necessarily limited to, peer-to-peer and instructor-to-student interactions on course discussion boards. Students needing to drop a course must follow the course drop policy.

### Course Withdrawal Policies

Students may withdraw from a course at any time through the my.moody.edu student portal. Students are required to drop their courses through the MyMoody portal to avoid tuition charges. Grades will be assigned based on the date the course is withdrawn. No grade penalty is awarded if the student withdraws prior to twenty-five percent of total calendar days for the course. A penalty grade of withdrawal (W) will be awarded if the student withdraws between twenty-five and fifty percent of total calendar days for

the course. A greater penalty grade of withdrawal fail (WF), which will be calculated as a failing grade toward GPA, will be awarded if the student withdraws after fifty percent of total calendar days for the course. Students needing to withdraw from all courses in a term must submit a term withdrawal form to the Office of Academic Records prior to withdrawing from courses. If students do not officially withdraw from a course and stop attending or participating in the course they will be subject to the course's attendance policies, which may result in unofficial withdrawal. (See chart on page 21)

#### Course Cancellation Policies

If a course that must be canceled by the Institute is necessary for a student's certificate or degree program and cannot reasonably be fit into the student's academic schedule, either by rearranging the current term schedule and enrolling in a different section or by scheduling it in a future term, then the Institute will offer the student the opportunity to satisfy the requirement by another means. This may include transfer credit, a replacement course, or the opportunity to enroll in a contracted directed study course with an appropriate faculty member to meet the necessary educational goals. If the canceled course is an elective, the student will be directed to other elective options.

#### Recording of Lectures

Students are not allowed to record any lecture by any audio or video devices without the professor's permission. Recordings may be used for study purposes only and may not be duplicated, sold, or distributed. All course material is under copyright © 2013 by The Moody Bible Institute of Chicago. All rights reserved. Unless otherwise specified, the materials and services are for your personal and non-commercial use, and you may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information, software, products or services obtained without the written permission from MDL, Moody Bible Institute, 820 N. LaSalle Blvd., Chicago, Illinois 60610.

#### Late Work

##### Assignments

Written assignments and projects which are submitted late and which are accepted by the instructor will be reduced by a minimum five percent of the total assignment points per day (or part of a day) in which the work is submitted late. No late work will be accepted after seven calendar days from the due date. After one week the assignment will receive a zero grade.

#### Discussion Boards

Discussion boards are, by nature, the interaction between student and peers to be completed during the week for which they are assigned. When students do not participate in discussion boards they essentially rob not only themselves, but their peers of the learning opportunity. This is a disservice to everyone. No credit will be granted for late discussion board posting unless otherwise approved by the instructor.

#### Repeating Courses

Students may only repeat failed courses taken previously at MDL. When a course is repeated, the most current grade will be used to calculate the current and cumulative GPA. The original failed course will remain on the student's transcript in the term when first taken, but the original grade will be noted with an "X" mark on the transcript, which will not affect the student's GPA.

#### Academic Probation and Dismissal

Students admitted to MDL are assumed to have the preparation, desire, and ability to make satisfactory progress toward the completion of the program or degree that they were admitted. Undergraduate students whose cumulative GPA falls below 2.000 after 12 attempted credit hours and graduate students whose cumulative GPA falls below 2.500 after 9 attempted credit hours will be placed on academic probation. The Academic Standards Committee has the responsibility of reviewing and determining students' academic status each term based on academic proficiency.

Undergraduate academic probation students must keep a continual enrollment until a 2.000 GPA is achieved. Graduate academic probation students must keep a continual enrollment until a 2.500 GPA is achieved. Students must follow the instructions and guidelines of academic probation meted out by the Academic Standards Committee. Undergraduate students will be removed from academic probation when they achieve a 2.000 or better cumulative GPA and graduate students will be removed from



academic probation when they achieve a 2.500 or better cumulative GPA. Removal of academic probation is decided by the committee and will be evaluated on a case-by-case basis. The committee may determine to place students on a final term of probation in which students are subject to academic dismissal.

The Academic Standards Committee determines academic dismissal on a case-by-case basis.

Students may appeal their academic dismissal status within ten calendar days from the time the dismissal notification is received. Students must submit a written, formal letter of appeal to the Office of Academic Records stating the reason for the appeal. The committee will act on the appeal and the registrar will communicate the final decision.

#### Readmission

Students academically dismissed are ineligible to apply for readmission to MDL. As stated above, any appeal for an exception to the dismissal policy must be submitted to the Academic Standards Committee within ten days of receiving the dismissal notification. The Academic Standards Committee will then act on the appeal. The decision of the committee is considered final.

## mbi-dl code of conduct and non-residential students

All students pursuing degrees through MDL are expected to conduct themselves in a manner commensurate with the values and beliefs of the Moody Bible Institute exemplifying strong Christian character in their dealings with other students, faculty, and staff at the Institute, as well as those with whom the students interact on a daily basis. The following code of conduct describes the fundamental attitudes and behaviors expected of those pursuing a program or degree via MDL.

The code of conduct is intended to provide students with appropriate guidance as to their interactions with fellow students, faculty, and staff. By virtue of membership in the MDL academic community, students accept the obligation to abide by the Student Code of Conduct. Conduct, either in or out of class, not meeting these standards will be subject to disciplinary action. It is further intended to assist in the development of a collegial community of learners, as well as ensuring that those studying at the Institute represent Christ to the outside world.

The Institute reserves the right to require the withdrawal of student whose behavior is in conflict with these standards. Individuals who do not fit in the with the objectives and ideals of the Institute may be asked to withdraw whenever the general welfare demands it, even though there may be no specific breach of contract.

#### Code of Conduct

- Support and exhibit Christian character with Institute students, faculty, and staff
- Respect and embrace diverse perspectives and opinions
- Interact thoughtfully, critically, and graciously with the perspectives of fellow students, faculty, and staff
- Participate in classroom activities with diligence and integrity
- Accept personal responsibility and accountability for interactions including, but not necessarily limited to, written or oral communications with fellow students, faculty, and staff
- Maintain confidentiality for personal information communicated in the classroom or in other settings in which students, faculty, and staff share such information
- Admit inappropriate behavior, repent, and seek forgiveness from offended parties
- Adhere to the Institute's Computer Use and Acceptable Use policies
- Conform to the Institute's policies regarding academic honesty
- Honor the Institute's standards, rules, policies, and procedures
- Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the instructor and members of the class. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, sexist, or racist nature or the unwanted sexual advances or intimidations by email, on discussion boards, or on other postings in courses

## Code of Conduct Violations

The following section offers a sample of behaviors that would be considered violations of MDL's code of conduct. The section is not intended to offer an exhaustive list of behaviors that would be considered as violations, but to provide representative examples of the sorts of behaviors for which a student would be subjected to disciplinary action up to and including expulsion from MDL.

- Using inappropriate or abusive language in communications in any medium (e.g. text messages, emails, discussion boards, submitted assignments, face-to-face interactions, phone calls) with any individual or group, whether or not such individuals or groups are affiliated with the Institute
  - Participating in behaviors that undermine or disrupt the classroom environment or which create a hostile or offensive situation for fellow students, faculty, and staff
  - Falsifying or otherwise falsely claiming one's identity including, but not limited to, utilizing another student's password to access courses or Institute systems or providing one's own password so that another individual may access courses or Institute systems
  - Utilizing Institute systems, networks, or other technology resources to distribute or share copyrighted materials including, but not limited to, music, video, written compositions, or other copyrighted material without appropriate consent from the copyright Refusing to comply with any reasonable instruction from a faculty member or Institute official
  - Allowing unauthorized persons to access one's classroom without obtaining proper approval from Institute officials
  - Threatening behavior that may be interpreted as physical assault or abuse, or behaving in such a way that implies the potential for violence as interpreted by the consensus of appropriate Institute personnel
- 1st Violation: Warning to Probation
  - 2nd Violation: Probation to Dismissal
  - 3rd Violation: Dismissal

## Code of Conduct Processes

Information regarding code of conduct violation may come from any number of sources including, but not limited to, fellow students, faculty, staff, and individuals outside of MBI who interact with students on a day to day basis. Reported violations may be communicated to students for comment and explanation.

## student complaint policies

Moody Bible Institute Distance Learning is committed to preparing students for effective and global ministry through quality and experienced instruction, relevant and engaging content, and helpful and meaningful services that enhance and enrich their Moody experience.

Consistent with the mission of recognizing the dignity and worth of every individual, MDL welcomes your opinions and feedback about our policies, programs, and services in order to make changes that contribute to your success, development, and goal attainment. We also are committed to ensuring that students have access to appropriate procedures for articulating concerns and issues regarding their education. These concerns and issues are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship.

### Informal Complaint

Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved. The majority of complaints can be resolved in this way. If after communicating directly with the faculty or individual(s) involved you cannot reach a resolution, the next contact will be the supervisor, faculty chair, or appropriate dean to investigate the complaint and provide a resolution.

### Formal Complaint

If a student has followed the Informal Complaint process and has not received a satisfactory explanation of the decision, the

student may file a formal complaint to the assistant dean of student experience, who will disseminate to the appropriate faculty, administration, or committee for processing and review. Students must complete the Student Complaint Form found in the MDL Students tab of the my.moody.edu student portal. Incomplete forms will be rejected. Completed forms will be reviewed and investigated with a decision being given and communicated in an appropriate time given the nature of the complaint. Failure to comply with this policy may result in no action being taken with respect to the subject matter of a complaint. Where such failure also causes a violation of rules and policies regarding student conduct, disciplinary action may result in accordance with the applicable rules and policies.

#### Out-of-State Student Complaint Process

Students taking online classes through MDL who are out-of-state should attempt to resolve any academic issues or complaints by following the Student Complaint process as listed above first. If after following MDL's complaint procedure the issue cannot be resolved internally, you may file a complaint with your state by referring to the state agencies listed on MBI's website. This is in compliance with the Federal Department of Education's State Authorization Regulations.

## academic calendar

### FALL 2015

#### AUGUST

- 18 8-week online and extension site courses begin
- 25 16-week online self-paced courses begin
- 25 Opening convocation ceremony (Chicago campus)

#### SEPTEMBER

- 7 Labor Day – offices closed

#### OCTOBER

- 13-16 Missions Conference (Chicago campus)
- 12 Last day of 8-week online and extension site courses
- 20 8-week online and extension site courses begin

#### NOVEMBER

- 2 Spring 2016 open enrollment
- 25-29 Thanksgiving holiday – offices closed

#### DECEMBER

- 14 Last day of fall term courses
- 18 Degree conferral date
- 23-25 Christmas holiday – offices closed

### SPRING 2016

#### JANUARY

- 1 New Year's Day – offices closed
- 12 8-week online and extension site courses begin
- 19 16-week online self-paced courses begin
- 18 Martin Luther King Day – offices closed

#### FEBRUARY

- 1-5 Founder's week conference (Chicago campus)
- 29 Summer 2016 open enrollment

#### MARCH

- 2 Day of Prayer
- 7 Last day of 8-week online and extension site courses
- 15 8-week online courses begin
- 25 Good Friday holiday – offices closed

#### APRIL

- 11 Fall 2016 open enrollment

#### MAY

- 9 Last day of spring term courses
- 14 Commencement ceremony and degree conferral

### SUMMER 2015

#### MAY

- 17 8-week online and extension site courses begin
- 30 Memorial Day – offices closed

#### JULY

- 4 Independence Day – offices closed
- 22 Degree conferral date

## what are my degree options?

Moody Bible Institute Distance Learning (MDL) is a regionally accredited school that grants at the undergraduate level a 25 credit hour Certificate of Biblical Studies (CBS); a 60 credit hour Associate of Biblical Studies degree (ABS); a 121 credit hour Bachelor of Science in Biblical Studies degree (BSBS); and a 120 credit hour Bachelor of Science in Ministry Leadership degree (BSML) with concentrations in Leadership, Preaching, and Women's Ministry.

Moody Bible Institute Distance Learning also grants at the graduate level a 36 credit hour Master of Arts in Applied Biblical Studies degree (MAABS), a 36 credit hour Master of Arts in Biblical Exposition with an emphasis in Ministry degree (MABE-Ministry), and a 42 credit hour Master of Arts in Christian Leadership degree (MACL).

Undergraduate Programs offered through Moody Bible Institute Distance Learning:

### [One-Year Undergraduate Certificate Program](#)

- Certificate of Biblical Studies

### [Two-Year Associate Degree](#)

- Associate of Biblical Studies

### [Four-Year BS Degrees](#)

- Bachelor of Science in Biblical Studies

- Bachelor of Science in Ministry Leadership (Leadership, Preaching, or Women's Ministry Concentrations)

- Bachelor of Science in Theological Studies

- Bachelor of Science in Theology and Cultural Engagement

Graduate Programs offered through Moody Bible Institute Distance Learning:

### [Two-Year MA Degrees](#)

- Master of Arts in Applied Biblical Studies

- Master of Arts in Biblical Exposition with an emphasis in Ministry

- Master of Arts in Christian Leadership

## how long do i have to finish my degree?

Students are required to meet all their academic requirements within their program time limit. The time limits for MDL programs are as follows:

| Program                            | Maximum Years to Complete Program* |
|------------------------------------|------------------------------------|
| Undergraduate Certificate programs | 5 years                            |
| Associate degrees                  | 7 years                            |
| Bachelor of Science degrees        | 10 years                           |
| Master of Arts degrees             | 5 years                            |

\* Students have one less terms per 15 credit hours transferred in.

A formal petition for additional time must be submitted to the Associate Registrar of MDL. An extension fee is required. Extensions are seldom approved for more than one year.

## how can i change my degree?

After an enrollment of 18 credit hours, non degree students who wish to pursue a certificate or degree program should contact the Office of Admissions for an assessment of their application status.

Changes from one MDL program to another are processed in the Office of Academic Records and may be forwarded to the Admissions Committee for review. To change your degree within the Distance Learning Program, or switch your concentration within the BSML degree, please contact Academic Records by emailing them at: [advising@moody.edu](mailto:advising@moody.edu) and filling out the appropriate forms. Details for each degree can be found in the Academic Catalog.

Changes from any MDL academic program to a BA, BMus, or BSMAT must reapply through the Office of Admissions. The Admissions Committee will evaluate the student's progress and will assess the request accordingly. A reply will be mailed to the student within one month of the request. The student who changes programs will be subject to the requirements current at the time of the change.

## how can i take classes?

### Undergraduate and Graduate Venue Options

Moody Bible Institute Distance Learning offers several distance learning venues for those considered rooted learners: online courses, independent studies, and extension sites. Flexible and convenient online courses allow students to study at Moody Bible Institute, joining thousands of others around the globe seeking a trusted Bible education within a diverse biblical community. Independent studies allow students to take courses on their own time and at their own pace either online or via correspondence. These courses are available anytime and do not operate on the traditional semester format. Extension sites are an extension of Moody Bible Institute. These venues allow students in various locales around the United States to be better equipped to advance the cause of Christ.

Information and policies specific to one academic level will be labeled as follows:

| Label | Academic Level |
|-------|----------------|
| UG    | Undergraduate  |
| GR    | Graduate       |

### Online Courses

Moody Bible Institute Distance Learning offers students the ability to earn any of the six undergraduate and three graduate

credentials listed above by studying entirely in an online environment. Online learning combines the freedom of studying without the constraints of a set class time yet retains interactivity with fellow learners and the instructors via the Internet. Students and instructors interact with each other through discussion boards, e-mail, and other Internet tools to create a virtual community of learners from a variety of cultures and backgrounds. Online courses are available in various formats. Undergraduate courses offered online are available in eight week and self-paced formats, while graduate courses offered online are available in seven week and fourteen week formats. Students will progress through a structured series of course materials and learning experiences taught by Moody Bible Institute instructors. Students may also choose to enroll in a single course or in several courses at once. Note: Some degree programs are done in a "cohort" manner where all students take the same courses at the same time as they progress through the program. Other programs are designed so students can take courses when it is convenient for their schedule.

## how do online courses work?

Online courses follow either an 8-week or self-paced format. Students in each course progress through a structured series of course material and learning experiences guided by Moody faculty and instructors. Assignments require students to engage in activities that are both academic and practical.

The courses are designed to help you benefit from the learning community that surrounds you. Your commitments to family, church, ministry, and community become key components in your personal development in the courses. Online interaction with faculty and students of other backgrounds further enriches the experience.

Semester-based courses include requirements for online postings, following a schedule so that you may complete the assignments at your convenience prior to the due date/time.

The online connection for the courses is made through your Internet Service Provider (ISP), but the electronic classrooms are managed through Moody's learning management system called Blackboard. Students will be issued user names and passwords in order to have access to the courses and services.

How much time will I spend online?

In a three credit hour course, you should expect to spend an average of 9-12 hours per week on your course work. Depending on your speed of reading and the number of particular assignments for the course, you will be online approximately 4-5 hours a week. This time may be decreased if you download documents and read them offline and may be increased if you participate extensively in additional discussion board conversations.

Do I have to be online at any specific time?

The way our courses are set up, you do not need to be online at any particular time. However, the software we use for the online school is interactive. You will have a chance to communicate with the other students and the instructor. Communication is mostly through e-mails and discussion boards, so you can get online at the time most convenient for you.

### 8-Week Option

What can I expect the courses to be like?

Each semester based course has a week-by-week schedule to follow that will consist of reading assignments, projects, and discussion board posts. You will be able to interact with other students in your course through the discussion board and also have interaction with the professor.

You will never have an exact time that you need to be in your course on Blackboard. The assignments go week-by-week. A "week" runs from Tuesday through the next Monday. By Monday night, the week's class work must be completed. For example: for week one you might have to read a chapter of the assigned text, complete one discussion board post, and do an assigned project by Monday night at 11:59 PM Central Time.

## Online Self-Paced Option

Online self-paced courses combine the flexibility of a 16 week time period with the convenience of an online format. Online self-paced courses are designed to achieve the same or equivalent learning outcomes as our current online courses using the same textbooks and materials.

All assignments, quizzes, and tests will be completed and turned in online using Blackboard. These courses are different than the 8-week courses because online self-paced courses do not require assignments to be completed on a weekly basis. Students taking an online self-paced course can complete assignments at any time within the 16-week time frame.

### Minimum System Requirements for Online Students

Online courses are delivered via the Internet. A reliable broadband Internet connection is preferable for participating in an online course, viewing online resources such as scholarly journal articles, audio, or video clips. Any PC or Mac made in the past five years should contain the necessary hardware, software, and operating system to participate in MDL's online courses. All work submitted for a course must be in Microsoft Office compatible formats (Word, Excel, PowerPoint). Not all documents will be available for viewing/editing from all mobile devices.

If you have specific questions or would like more information, please contact Education Technology Services at 312.329.4067 or visit [www.moody.edu/technology](http://www.moody.edu/technology) and click on the "Distance Learning" tab.

### Independent Studies (UG)

Independent Studies courses allow students to take a course over a sixth month period, working at their own pace and schedule. A limited number of Independent Study courses are available via paper-based correspondence study in which lessons are submitted and returned via postal mail. Independent Study courses may still be taken by those without access to a computer or the Internet. Students may choose to enroll in a single course or in several courses at once.

NOTE: This venue is only available to Non Degree students

### Extension Sites (UG)

Extension Sites enable students to learn in a classroom setting. These courses are typically offered in the evening or on weekends to best accommodate the time demands of adult learners. Extension Site courses are offered in eight week formats and follow the same format as our online courses with regard to textbooks, assignments, and assessments. Students may choose to enroll in a single course or in several courses at once. For a listing of current extension sites see [www.moody.edu/extensionsites](http://www.moody.edu/extensionsites).

### How do Extension Sites Work?

Extensions sites allow Moody Bible Institute to extend its education to those who desire an in-classroom experience. This allows students to access the education that Moody has to offer at a location near them—students can work toward a certificate, associate or bachelor's degree. The courses are usually held once a week in the evening for 8-weeks in length. You may choose to enroll in a single course or in several courses at once. The courses offered at each location differ for each semester, but are offered in a sequential order so that students have the option to complete their degree in a timely manner.

### Where are these Extension Sites Located?

Extension Sites are available in Illinois, Ohio, and Texas. Locations for Extension Sites currently include:

- Illinois: Chicago (Moody Bible Institute Campus)
- Ohio: Akron (Bath)
- Texas: North Dallas, Houston

## can i audit a class?

Students may request to audit a course offered at extension sites during the second or third week of the term or session. Audit forms are available in the [my.moody.edu](http://my.moody.edu) student portal. The course instructor's signature is required to audit a course. Students

are required to attend the course and follow course attendance policies, but are not required to complete course assignments unless required by that course instructor. Students will not be allowed to substitute courses required for their program or degree with courses that have been audited.

## where can i find my textbooks?

You can find all of the textbooks you will need for your courses at [www.moody.edu/books](http://www.moody.edu/books) for undergraduate students, and [www.moody.edu/gradbooks](http://www.moody.edu/gradbooks) for graduate students. There will be a list of all of the courses offered. Then click on the course you are interested in. Make sure you pay attention to the list of books required for each course, because this list may contain different books for different venues. Only purchase the books required for your venue.

## where can i find course descriptions and sample syllabi?

You can find course descriptions and sample syllabi for each course at [www.moody.edu/online/undergraduate-courses](http://www.moody.edu/online/undergraduate-courses) for undergraduate students, and [www.moody.edu/online/graduate-courses](http://www.moody.edu/online/graduate-courses) for graduate students. Here you can see the course you are interested in, read the description, and download the sample syllabus.

## how do i contact my professor?

Your professor will post their contact info and hours of availability in either the syllabus or their profile in Blackboard. Instructors will set guidelines for their timeframe for returning grades and responding to students.

## how much do classes cost?

### Tuition and Fees

The following fees apply for students enrolled in a Moody Bible Institute Distance Learning program.

|   |          |
|---|----------|
| Application Fees                            |          |
| Undergraduate Application                   | \$35.00  |
| Graduate Application                        | \$50.00  |
| Tuition Fees (per credit hour):             |          |
| Online Courses and Extension Sites          |          |
| Undergraduate Credit                        | \$310.00 |
| Graduate Credit                             | \$395.00 |
| Independent Studies                         |          |
| Undergraduate Credit                        | \$300.00 |
| Mandatory Fee:                              |          |
| General Term Fee                            | \$40.00  |
| Miscellaneous Fees:                         |          |
| Degree Extension Fee                        | \$250.00 |
| Graduation Fee                              | \$125.00 |
| Independent/Self-Paced Study Extension Fee  | \$100.00 |
| Late Payment Fee                            | \$25.00  |
| Shipping/Handling Fee for Independent Study | \$12.00  |
| Returned Check Fee                          | \$25.00  |
| Validation Examination Fee                  | \$100.00 |

NOTE: All prices quoted in this handbook are subject to change without notice.



## how do i pay for my classes?

In order to receive access to courses, students must pay the balance in full for their upcoming class(es) one week before class begins. Future classes may be paid for based on the same model. Students with past-due balances will not be allowed to enroll in future terms, receive transcripts, grades, certificates of scholastic standing, or their degrees. Students must check their MBI e-mail address and student portal regularly to receive pertinent account information.

Students must communicate MBI payment deadlines to any scholarship, loan, or sponsoring organization so that payment can be made in full one week before classes begin. If these payment methods are not received by the MBI due date, students must make payment in full at that time. Balances owed beyond the start of classes will be subject to late fees until the student's account is in good standing.

There are two plans for paying your student bill:

1. Balances are due one week before online classes begin. Payments for Independent Study and Online Self-Paced courses are due at the time of registration.
2. A semester payment plan is available for eligible students. Information on this plan is available online at [www.mycollegepaymentplan.com/moodydl](http://www.mycollegepaymentplan.com/moodydl), or by calling 1.800.609.8056. You may sign up for the plan by going to your my.moody.edu student portal and looking under the "MDL Students" tab.

NOTE: Students may apply for Federal Pell Grants to help cover tuition expenses. Financial aid awarded before the due date will be automatically taken into consideration and show up as anticipated. If you are expecting financial aid to help cover your balance and it does not appear by the due date you are still responsible to make your payments on time.

### Methods of Payment

1. Application fee payments may be sent to:  
Moody Bible Institute - Admissions Office  
820 N LaSalle Blvd  
Chicago, IL 60610
2. Tuition and fee payments may be made online through your student portal by debit/credit card (Visa or MasterCard only)
3. Tuition and fee payments by check or money order may be sent to:  
Moody Bible Institute  
Department #1018  
P.O. Box 6500  
Chicago, IL 60680-6500

NOTE: Please include student name and ID# on all checks and money orders.

### How do I sign up for the Payment Plan?

MBI-DL offers multiple payment plan options through a reputable third party provider - NelNet Business Solutions. You can access the payment plan enrollment form through your My Moody Portal. Sign in to [my.moody.edu](http://my.moody.edu) using your regular username and password, and then click the "MDL Students" Tab. Once there, you will click on "MDL Payment Plan". From here, the My Moody Portal will redirect you to the payment plan page. This payment plan runs on a semester by semester basis. You must re-register manually each semester, you will not be automatically placed in a payment plan.

Here's how the payment plan works:

- You must be registered for classes before you can enroll in the payment plan.
- You can set up automatic payments through either a bank payment (ACH) or by using a credit or debit card.
- There is a \$50 enrollment fee for the payment plan each semester. If the payment attempt fails, there will be a \$30 fee.
- You will have a required down payment that is due at the time of enrollment in the plan. The required down payment is based on the plan you choose. (See an example below).
- The number of remaining payments is determined by the plan you choose. (See example below).

You will not be a part of the on-campus payment plan, although you may still receive information about this payment plan from time to time. To ensure you are enrolling in the correct payment plan, please visit the MDL Students Tab on your My Moody Portal.

Example of Fall Semester Target Dates to Enroll By:

| Last day to enroll | Down payment | Number of Payments | Month of Payments |
|--------------------|--------------|--------------------|-------------------|
| June 20            | 10%          | 5                  | July 5th-Nov 5th  |
| July 22            | 20%          | 4                  | Aug 5th-Nov 5th   |
| Aug 21             | 25%          | 3                  | Sept 5th-Nov 5th  |
| Sept 23            | 40%          | 2                  | Oct 5th & Nov 5th |
| Oct 22             | 60%          | 1                  | Nov. 5th Only     |

\*Please visit [mycollegepaymentplan.com/moodydl](http://mycollegepaymentplan.com/moodydl) for semester specific dates.

## are there opportunities for financial assistance?

### Federal Financial Aid (UG)

Students applying for federal financial aid funds must complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.ed.gov](http://fafsa.ed.gov) each academic year. Students may also be required to submit additional documentation for verification of their financial or dependency status. Students and parents of dependent students are encouraged to utilize the IRS Data Retrieval Tool when completing the FAFSA.

Federal student aid eligibility requirements include the following:

- Must be admitted to MBI with a high school diploma or recognized equivalent.
- Must not be in default or have an overpayment due on any Title IV aid program from any source.
- Must be a U.S. citizen or an eligible noncitizen. Documentation of citizenship status may be required.
- Must have a valid Social Security Number.
- Must be enrolled as a regular student in eligible courses and programs of study.
- Must meet Satisfactory Academic Progress standards.
- Must be registered with the Selective Service (if required) and confirm that registration.
- Must not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.

### Verification (UG)

This process verifies the information that students submit on the FAFSA. Students chosen for verification will be required to complete a verification worksheet and may also be required to provide additional documentation to the Moody Bible Institute Office of Financial Aid. All students chosen for the verification process are encouraged to monitor their student portal and to carefully review all requests for additional documentation. All requested information must be received by the Office of Financial Aid in order for verification to be completed. Any federal aid awarded will not be disbursed until verification is complete.

### Federal Pell Grant (UG)

A federal Pell Grant is a need-based grant awarded to undergraduate students working on a first baccalaureate degree. Eligibility is determined through a standard formula established by Congress based on the information that is reported by students and parents on the FAFSA. Pell Grant recipients may receive a Pell Grant for up to twelve semesters or the equivalent.

### Federal Supplemental Educational Opportunity Grant (UG)

A federal Supplemental Educational Opportunity Grant (SEOG) is a need-based grant awarded to undergraduate students who are enrolled in a first baccalaureate degree program and are eligible for a Pell Grant. SEOG funds are limited and are awarded to eligible students until funds are depleted.

### Term Withdrawal Policies (UG)

Students are awarded Title IV aid with the assumption that they will complete the entire period for which assistance was provided. When students cease enrollment in all classes after a term begins, the U.S. Department of Education requires schools to determine if such students earned all the federal aid they received. This is a percentage based on the number of calendar days attended versus the total calendar days for the enrollment period. Once this percentage is calculated, it is used to determine the amount of Federal Title IV aid that may be retained to cover prorated charges on the student's account. Any unearned aid must be returned to the U.S. Department of Education. Federal student aid recipients who are considering withdrawing from a term are encouraged to contact the Office of Financial Aid prior to withdrawal.

### Order of Refund Distribution Prescribed by Law and Regulation (Total Refund and Repayment):

- Federal Pell Grant
- Federal SEOG
- Other federal, state, private or institutional aid
- The Student

### Veterans' Benefits

The majority of MBI courses have been approved by the State Approving Agency of Illinois, under Title 38, U.S. Code Chapters 30, 32, 33, 35, 106, Vocational Rehab and Title 10, Veterans' Benefits. Those wishing to enroll under these plans should keep in mind that due to the time needed for processing, the veteran may not receive initial benefits for several weeks. Be sure to plan accordingly. For a complete overview of VA participating programs, please visit [www.moody.edu/distance-learning/veterans-benefits](http://www.moody.edu/distance-learning/veterans-benefits).

MBI is honored to serve veterans and active-duty members of the United States military and their dependents. Veterans new to Moody Bible Institute Distance Learning should email the VA Certifying Official at MBI at [financialaid@moody.edu](mailto:financialaid@moody.edu) or go to the above listed financial aid website to receive proper instructions to begin activation of benefits. Please note: Montgomery GI Bill benefits are sent directly to the student as reimbursement, not to MBI as payment. Veterans are responsible to meet all payment deadlines established by Moody Bible Institute. Veterans with Tuition Reimbursement must make arrangements for other payment methods to MBI, as the Veteran will be reimbursed. Under Chapter 33, school costs are sent directly to Moody.

### External Scholarship and Grant Aid

Outside scholarships are awarded from organizations not necessarily affiliated with Moody Bible Institute. These funds are awarded based on academic achievement, talent, or other criteria. Scholarships usually do not need to be repaid. To view a list of external scholarship opportunities please visit [www.moody.edu/distance-learning/external-scholarships/](http://www.moody.edu/distance-learning/external-scholarships/).

### Alternative Loans

Moody Bible Institute does not participate in the Federal Direct Student Loan Program and encourages students not to incur educational debt. Students needing additional funds after all other financial aid has been utilized have the option of applying for an alternative (private or nonfederal) educational loan. Alternative loans should be considered only when necessary and should be carefully researched, since credit criteria, interest rates, fees, and other conditions can vary widely. Moody Bible Institute does not provide a recommended alternative loan lender list, nor do we suggest one lender or loan program over another.

### Contact Information

Moody Bible Institute Student Financial Aid Services:  
312.329.4184  
Fax: 312.329.4274  
[financial.aid@moody.edu](mailto:financial.aid@moody.edu)

## how do i register for classes?

NOTE: It is always the responsibility of the student to register for classes. A conversation or email with a Moody representative does not constitute a registration of classes. Students must confirm and complete their registration via the procedure defined below.

### Registration Procedures

Students should register for courses each term to maintain an active enrollment. Registration should be completed online through the my.moody.edu student portal. Students may begin registering for courses (open enrollment) according to the following registration sequence:

|              |  |
|--------------|--|
| Fall term:   | Registration begins in early April.                    |
| Spring term: | Registration begins in late October or early November. |
| Summer term: | Registration begins in late February or early March.   |

Students with a hold on their academic record will be prohibited from enrolling in classes until all holds have been lifted. Students are responsible to read and follow all enrollment procedures and policies provided by the Office of Academic Records.

Here are step-by-step directions to help you register for a Distance Learning course. You can also watch a video about registration on YouTube.

1. Log into my.Moody.edu
2. Under the Students Tab click into your Student Center
3. Under Academics choose the link that says SEARCH
4. At the top of the screen choose the correct CAMPUS
  - a. For Online Instruction choose - Online
  - b. For Online Self-Paced choose - Online-SP
  - c. For Independent Study choose - Independent Study
  - d. For Extension Sites choose the correct location
5. Choose the desired semester
  - a. For Independent Study courses, choose the Fall semester until January 1, the Spring semester until May 1, and the Summer semester until July 31.
  - b. Example: If you want to sign up for an Independent Study class on December 12, 2012, you would choose Fall 2012 for the semester.
6. For all other venue options you will choose the semester in which the class begins. Example: For a class that begins in January 2013, choose Spring 2013.
7. Type in the "Course Title Keyword" that you are registering for
8. Click the green SEARCH button at the bottom of the page
9. Scroll through the search results and find the course you would like to register for.
10. Click the green SELECT CLASS button
11. If this is the course you would like to register for click the green NEXT button
12. The class is now in your SHOPPING CART
13. To register for additional courses, you will need to repeat these same steps or if you would like to finish registering at this time click the green PROCEED TO STEP 2 of 3 button
14. Click the green FINISH ENROLLING button and you are enrolled in the course

Note: Soon after you enroll, your school bill will be charged for the new course. For Independent Study, you need to pay for the course in full or arrange a payment plan within 14 days of registering for the course. You will not receive the necessary course materials for Independent Study Courses until Moody Bible Institutes receives your payment in full.

## how do i drop classes?

NOTE: IT IS ALWAYS THE RESPONSIBILITY OF THE STUDENT TO DROP CLASSES. A conversation or email with a Moody representative does not constitute a drop of classes. Students must confirm and complete their drop via the procedure defined below.

### Drop Procedures

1. Log into my.Moody.edu
2. Under the Students Tab click into your Student Center
3. Under Academics on the left, select Enroll. Then select the drop tab
4. Select class(es) that you would like to drop
5. Click the green DROP SELECTED CLASSES button and you have completed dropping your class(es).

Note: It could take a day for the tuition charge to be reversed on your account. If you have already paid for your classes, and are within the appropriate drop dates, you can request a refund by emailing [studentbookkeeping@moody.edu](mailto:studentbookkeeping@moody.edu).

## if i drop my classes, can i get a refund?

Dropping courses may have financial penalties (see below) and academic penalties (see Academic Policies). Students who drop courses before the start date will receive full credit on their accounts for all payments made (if applicable) toward tuition and fees. Students who drop a course after it begins will receive refunds according to the percentage of the course completed. The following chart lists the tuition credit you are given for dropping classes. If you drop your class and qualify to receive a credit, you can contact Treasury Operations at [studentbookkeeping@moody.edu](mailto:studentbookkeeping@moody.edu) to request a refund.

| Session Description                  |                |               |               |              |              |              |              |
|--------------------------------------|----------------|---------------|---------------|--------------|--------------|--------------|--------------|
| Amount of Credit to Student Accounts | 16-Week Class* | 15-Week Class | 14-Week Class | 8-Week Class | 7-Week Class | 5-Week Class | 2-Week Class |
| 100%                                 | Day 1-7        | Day 1-7       | Day 1-6       | Day 1-4      | Day 1-4      | Day 1-2      | Before Class |
| 75%                                  | Day 8-14       | Day 8-14      | Day 7-12      | Day 5-7      | Day 5-7      | Day 3        | Day 1-2      |
| 50%                                  | Day 15-21      | Day 15-21     | Day 12-18     | Day 8-11     | Day 8-10     | Day 4-9      | Day 3        |
| 0%                                   | Day 22+        | Day 22+       | Day 19+       | Day 12+      | Day 11+      | Day 10+      | Day 4 +      |

\*An additional credit of 50% will be added if Independent Study materials are return in sellable condition.

Students may drop a class at any time through the student portal. Grades will be assigned based on the date the course is dropped according to the schedule below. Courses dropped after the half-way point of the class will be assigned a grade of Withdraw Fail (WF), which will negatively affect your GPA.

| Session Description             |               |               |               |              |              |              |              |
|---------------------------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|
| Grade Given                     | 16-Week Class | 15-Week Class | 14-Week Class | 8-Week Class | 7-Week Class | 5-Week Class | 2-Week Class |
| Drop-No grade                   | Day 1-25      | Day 1-25      | Day 1-25      | Day 1-14     | Day 1-12     | Day 1-8      | Day1-3       |
| Withdraw-"W"                    | Day 26-50     | Day 26-50     | Day 26-50     | Day 15-28    | Day 13-24    | Day 9-16     | Day 4-6      |
| Drop with Greater Penalty* (WF) | Day 51+**     | Day 51+**     | Day 51+**     | Day 29+**    | Day 25+**    | Day 17+**    | Day 7+**     |

\*If a course must be dropped during the Greater Penalty period due to an Emergency, the student may submit an official appeal to the Academic Standards Committee. If approved, the grade of Withdraw Fail (WF) will be changed to Withdraw Pass (WP). Appeal forms may be obtained from the Academic Records office.

\*\*You must email [academicrecords@moody.edu](mailto:academicrecords@moody.edu) to request a drop during this time.

If you have to drop after the last day to drop (half-way point of the class) you may fill out a Late Withdrawal Appeal form.

## how can i get an extension?

Students unable to complete the requirements of a course by the end of the course completion date due to extreme circumstances beyond the student's control may request a course extension appeal. The reason for the extension needs to be valid and documented. Extension forms may be obtained on [my.moody.edu](http://my.moody.edu) student portal, in the Office of Academic Records, or in your Blackboard course. All course work must be completed by the deadline of the extension or a grade of "F" will be issued.

To request an extension for your Online Semester Based course, you will need to go to that class in Blackboard. The extension form is under Course Resources in the General Moody Documents folder. A processing fee of \$25 for this extension may apply. This form will need to be filled out and e-mailed to your instructor THREE weeks before the end course. Extensions are only given in unusual or rare circumstances. If you are given the extension, you will be given THREE weeks from the course end date to complete the assignments.

For an extension of your Independent Study course, you will need to log into your my.Moody portal. Click into the MDL Students tab and under IMPORTANT FORMS there is a form called Independent Studies Extension. Fill this form out online, and it will be submitted to our Academic Records Department for consideration. It is recommended that you fill this out at least one month before the end of your course. An extension fee of \$100/course will apply. If you are given an extension, you will be notified via e-mail and will be given an additional SIX months to complete your course. Your grade for the course will show as I (Incomplete), and will be adjusted once all of your assignments are submitted and graded.

| Length of Course | Length of Extension |
|------------------|---------------------|
| 16 Weeks         | 5 weeks             |
| 14 Weeks         | 5 weeks             |
| 10 Weeks         | 3 weeks             |
| 8 Weeks          | 3 weeks             |
| 7 Weeks          | 3 weeks             |
| 5 Weeks          | 1 week              |
| 1 Week           | No extension        |

## what is the moody grading scale?

### Grading System

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

|      |  |
|------|--|
| A    | Excellent: outstanding accomplishment in mastering the subject   |
| B    | Very good: better-than-average accomplishment in mastering the subject   |
| C    | Satisfactory: fulfills the requirements and has made acceptable progress towards mastering the subject   |
| D    | Passing: deficient in some respects but meets the minimum standards for obtaining credit in the subject  |
| F    | Failure: falls below the minimum standards of accomplishment and must be repeated to obtain credit   |
| CR   | Credit course—passed   |
| CF   | Credit course—not passed   |
| FN   | Unofficial withdrawal  |
| I    | Incomplete: this is a temporary grade that represents a course that is still being completed based on an officially approved course extension. |
| P/NP | Pass*/No Pass  |
| W    | Withdrew with penalty  |
| WF   | Withdrew with greater penalty, failing   |
| WP   | Withdrew with greater penalty, passing   |
| X    | Failed course, repeated and passed   |

\* Indicates noncredit course pass for graduate level instruction.

### Grade Point Average

The semester or cumulative grade point average is determined by dividing the total number of cumulative points by the total units taken toward the student's GPA.

### Grade Points

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

|    |       |    |        |
|----|-------|----|--------|
| A  | 4.000 | C  | 2.000  |
| A- | 3.700 | C- | 1.700  |
| B+ | 3.300 | D+ | 1.300* |
| B  | 3.000 | D  | 1.000* |
| B- | 2.700 | D- | 0.700* |
| C+ | 2.300 | F  | 0.000  |

\* Not applicable for graduate level instruction.

### Grade Scales

#### Undergraduate Grade Scale:

|    |               |
|----|---------------|
| A  | 96% or higher |
| A- | 90 - 95.9%    |
| B+ | 87 - 89.9%    |
| B  | 83 - 86.9%    |
| B- | 80 - 82.9%    |
| C+ | 77 - 79.9%    |
| C  | 73 - 76.9%    |
| C- | 70 - 72.9%    |
| D+ | 67 - 69.9%    |
| D  | 63 - 66.9%    |
| D- | 60 - 62.9%    |
| F  | Below 60%     |

#### Graduate Grade Scale

|    |               |
|----|---------------|
| A  | 96% or higher |
| A- | 94 - 95%      |
| B+ | 92 - 93%      |
| B  | 89 - 91%      |
| B- | 87 - 88%      |
| C+ | 83 - 86%      |
| C  | 79 - 82%      |
| C- | 75 - 78%      |
| F  | 0 - 74%       |

Grade scales for individual courses may vary. Please, check your syllabus for the course specific grade scale.

## how do i appeal a grade?

Faculty members are responsible for issuing official grades to students. Students have four months from the date a grade is issued to appeal it. Students may appeal a grade if the student believes that the grade has been miscalculated or graded unfairly. In order to appeal a grade, the student contacts the faculty member and attempts to resolve the issue. In the event the issue is not resolved, the student should follow the Grade Appeal process outlined below. After four months, the grade will be considered final and may no longer be appealed.

The appeal process is as follows:

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

Step II: The student presents the appeal and supporting data in writing to the Assistant Dean of Teaching and Learning. The instructor also submits a written summary of the issue. If the issue is not resolved at this level, the student moves to Step III.

Step III: The student presents the appeal, along with supporting data, in writing to the Dean of Moody Bible Institute Distance Learning. The Assistant Dean of Teaching and Learning also submits a written report on the appeal. If the appeal reaches this step, the student moves to Step IV.

Step IV: The student presents their appeal, along with supporting data, in writing to the Associate Registrar of Moody Bible Institute Distance Learning. The Dean of Moody Bible Institute Distance Learning also submits a written report on the appeal. If the appeal reaches this step, then Step V is also initiated.

Step V: The Associate Registrar of Moody Bible Institute Distance Learning initiates and sets a meeting of the Academic Standards Committee after the appeal is received. The decision of the Academic Standards Committee is final. A written response will be sent to the student as soon as a decision has been reached.



## can i test out of classes?

### CLEP Exam Information

The College-Level Examination Program (CLEP) offers a series of examinations that test a student's knowledge of the materials typically covered in college-level general education courses. The exams are administered by national testing centers, usually located at major colleges or universities. For further information about CLEP, go to [clep.collegeboard.org](http://clep.collegeboard.org) or call 1.800.257.9558.

- 50 – A minimum score of 50 is required to accept credit to satisfy MDL general education requirements
- 10 – Academic/test credits that exceed 10 years from the date of completion are not applicable toward current degree curricula
- 25% – A maximum of 25% of a MDL program can be fulfilled with applicable CLEP credit  
(Up to 30 credits for BS and up to 15 credits for ABS degrees)
- Submission date – All CLEP exam scores must be submitted before the student's planned graduation date  
(September 15 for December graduation, January 15 for May and July graduation)
- Official scores – During CLEP registration, request official score report(s) to be sent to Moody Bible Institute.

Note the number of credits in each Academic Discipline required for the degree program you are pursuing:

| ASSOCIATE OF BIBLICAL STUDIES (ABS) |         | BACHELOR OF SCIENCE IN BIBLICAL STUDIES (BSBS) |         | BACHELOR OF SCIENCE IN MINISTRY LEADERSHIP (BSML) |         |
|-------------------------------------|---------|--|---------|---|---------|
| Academic Discipline                 | Credits | Academic Discipline                            | Credits | Academic Discipline                               | Credits |
| Critical Thinking and Math          | 3       | Critical Thinking and Math                     | 6       | Critical Thinking and Math                        | 3       |
| Oral and Written Communication      | 3       | Oral and Written Communication                 | 3       | Oral and Written Communication                    | 3       |
| Social and Behavioral Sciences      | 3       | Social and Behavioral Sciences                 | 9       | Social and Behavioral Sciences                    | 9       |
| Humanities                          | 3       | Humanities                                     | 12      | Humanities  | 6       |
| Electives                           | 3       | Electives                                      | 27      | Electives   | 27      |

| BACHELOR OF SCIENCE IN THEOLOGY AND CULTURAL ENGAGEMENT (BSTCE) |         | BACHELOR OF SCIENCE IN THEOLOGICAL STUDIES (BSTS) |         |
|---|---------|---|---------|
| Academic Discipline   | Credits | Academic Discipline                               | Credits |
| Critical Thinking and Math                                      | 6       | Critical Thinking and Math                        | 6       |
| Oral and Written Communication                                  | 3       | Oral and Written Communication                    | 6       |
| Social and Behavioral Sciences                                  | 6       | Social and Behavioral Sciences                    | 6       |
| Humanities  | 6       | Humanities  | 6       |
| Electives   | 21      | Electives   | 21      |

## APPLICATION OF CLEP TEST CREDITS INTO ACADEMIC DISCIPLINES

|  |
|--|
| Religious Studies & Philosophy   |
| No CLEP tests available  |
| Critical Thinking and Math   |
| Biology (6 credits), College Mathematics (6 credits), Natural Sciences (6 credits), Chemistry (6 credits), Calculus (3 credits), College Algebra (3 credits), Pre-calculus (3 credits)   |
| Oral and Written Communication   |
| College Composition (3 credits of GSU-1110 College Writing & 3 credits OWC) or College Composition Modular without essay (3 credits)   |
| Social and Behavioral Sciences   |
| Introductory Psychology (3 credits), Introductory Sociology (3 credits), Human Growth and Development (3 credits)  |
| Humanities   |
| American Government (3 credits), History of the United States I (3 credits), Western Civilization I (3 credits), Western Civilization II (3 credits), French Language (up to 12 credits), German Language (up to 12 credits), Spanish Language (up to 12 credits), Humanities (6 credits), English Literature (6 credits), American Literature (6 credits)   |
| Open Electives   |
| Any CLEP test including Analyzing and Interpreting Literature (6 credits), Financial Accounting (3 credits), Information Systems and Computer Applications (3 credits), Introductory Business Law (3 credits), Principles of Management (3 credits), Principles of Marketing (3 credits), Principles of Macroeconomics (3 credits), Principles of Microeconomics (3 credits), Introduction to Educational Psychology (3 credits) |

## what are the transfer guidelines and course equivalencies?

### GENERAL STUDIES TRANSFER CREDIT GUIDELINES

In order to receive general studies transfer credit the following criteria must be fulfilled:

- Accredited – Credit must be earned through a regionally-accredited college and submitted on an official transcript
- College-Level – Credit must be college-level (usually numbered 100 or higher)
- “C” or above – Credit earned within the last 15 years with a grade of “C” or above
- “B” or above – Credit earned within the last 30 years with a grade of “B” or above  
(pass/fail courses and credits earned over 30 years will not transfer)
- 75% – The combined total of all transfer credits cannot exceed 75% of a MBI program
- Equivalent – Coursework must be equivalent to MBI requirements in content and credit hours
- (example: 4-5 quarter hours = 3 semester hours)

| ASSOCIATE OF BIBLICAL STUDIES (ABS) |         | BACHELOR OF SCIENCE IN BIBLICAL STUDIES (BSBS) |         | BACHELOR OF SCIENCE IN MINISTRY LEADERSHIP (BSML) |         |
|-------------------------------------|---------|--|---------|---|---------|
| Academic Discipline                 | Credits | Academic Discipline                            | Credits | Academic Discipline                               | Credits |
| Critical Thinking and Math          | 3       | Critical Thinking and Math                     | 6       | Critical Thinking and Math                        | 3       |
| Oral and Written Communication      | 3       | Oral and Written Communication                 | 3       | Oral and Written Communication                    | 3       |
| Social and Behavioral Sciences      | 3       | Social and Behavioral Sciences                 | 9       | Social and Behavioral Sciences                    | 9       |
| Humanities                          | 3       | Humanities                                     | 12      | Humanities  | 6       |
| Electives                           | 3       | Electives                                      | 27      | Electives   | 27      |

| BACHELOR OF SCIENCE IN THEOLOGY AND CULTURAL ENGAGEMENT (BSTCE) |         | BACHELOR OF SCIENCE IN THEOLOGICAL STUDIES (BSTS) |         |
|---|---------|---|---------|
| Academic Discipline   | Credits | Academic Discipline                               | Credits |
| Critical Thinking and Math                                      | 6       | Critical Thinking and Math                        | 6       |
| Oral and Written Communication                                  | 3       | Oral and Written Communication                    | 6       |
| Social and Behavioral Sciences                                  | 6       | Social and Behavioral Sciences                    | 6       |
| Humanities  | 6       | Humanities  | 6       |
| Electives   | 21      | Electives   | 21      |

\*\*Additional credits may be used to satisfy Humanities

| CORE REQUIREMENTS                          |   |
|--|---|
| GSU-1110 College Writing                   | Examples: English Composition I, Freshman Composition I, Freshman English       |
| GSU-1112 Research Writing                  | Examples: English Composition II, Freshman Composition II, English and Rhetoric |
| GSU-2202 Introduction to Critical Thinking | Examples: Quantitative Reasoning, Critical Thinking                             |

| APPLICATION OF TRANSFER CREDITS INTO ACADEMIC DISCIPLINES  |
|--|
| <b>Critical Thinking and Math</b><br>Any mathematics, physical science, life science, critical thinking, logic, engineering, or computer science course(s)<br>Examples: College Algebra, Trigonometry, Pre-calculus, Calculus, Quantitative Reasoning, Logic, Critical Thinking, Astronomy, Geology, Earth Science, Oceanography, Chemistry, Physics, Natural Science, Biology, Botany, Anatomy, Physiology, Zoology |
| <b>Oral and Written Communication</b><br>Any composition course(s) offered through an English department or public speaking course(s)<br>Examples: Public Speaking, Fundamentals of Speech, Oral Communication, Persuasion and Debate  |
| <b>Social and Behavioral Sciences</b><br>Any psychology, sociology, anthropology, human geography, political science, or cultural and ethnic studies course(s)<br>Examples: Cultural Anthropology, General Psychology, Introductory Sociology, Human Growth and Development, Marriage and Family Systems   |
| <b>Humanities</b><br>Any Bible, history, literature, language, music, theology, philosophy, religious studies, or visual/ performing arts course(s)  |
| <b>Open Electives</b><br>Any college-level accredited course(s)  |

## MBIDL COURSES APPLICABLE TO BA DEGREE REQUIREMENTS

Current MBIDL Students: MBIDL students who wish to pursue a BA Chicago or Spokane program will need to apply through the Office of Admissions. Below is a list of BA requirements that can be fulfilled with MBIDL courses. Students must review the BA programs listed here to determine what courses are required for each program. Note that requirements vary by program.

Current Chicago and Spokane Students: Below is a list of BA requirements that can be fulfilled with MBIDL courses. Note that courses on the list with this mark "†" will require department chair approval prior to enrolling in the MBIDL online course. Students are responsible for checking their Academic Advisement report to confirm that the selected courses are required for their program.

Current or future BSMAT or BMus students must contact the Office of Academic Records for a list of recommended courses.

### Bible, Theology and Ministry Studies:

BI-1111 Old Testament Survey (4 credits)

Fulfilled with BI-1103 Reading the Old Testament

BI-1112 New Testament Survey (4 credits)

Fulfilled with BI-1104 Reading the New Testament

BI-2280 Hermeneutics (3 credits)

Fulfilled with BI-2201 Interpreting Scripture

†BI-4410 Romans (3 credits)

Fulfilled with BI-4406 Interpreting Romans for Teaching

MS-1103 Christian Missions (3 credits) - available through MBIDL

TH-1110 The Church and Its Doctrines (3 credits) – available through MBIDL

†Advanced Communication Elective (3 credits)

Fulfilled with PS-3330 Communication of Biblical Truth

New Testament Bible Elective (3 credits)

Fulfilled with BI-3302 Second Temple Jewish Backgrounds

Old Testament Bible Elective (3 credits) Choose one of the following:

BI-3301 Ancient Near Eastern Backgrounds and the Old Testament

BI-4405 Interpreting Isaiah for Teaching

Theology Elective (3 credits)

Fulfilled with TH-4462 Theology and Hermeneutics (available Spring 2016)

### General Studies:

GSU-1110 College Writing (2 credits) – available through MBIDL (3 credits)

GSU-1112 Research Writing (3 credits) – available through MBIDL

GSU-2250 Introduction to Philosophy (3 credits) – available through MBIDL

GSU 2231 Quantitative Reasoning (2 credits) and GSU4400 Contemporary Issues in Science (3 credits)– Choose two:

CRI-2208 Introduction to Statistics (3 credits)

CRI-2215 Principles of Accounting (3 credits)

GSU-2202 Introduction to Critical Thinking (3 credits)

MU-1130 Exploring Music (3 credits)

Fulfilled with HUM-2267 Christian Worship

Social Science Elective (3 credits)

Fulfilled with GSU-2213 Introduction to Sociology

Literature Elective (3 credits)

Fulfilled with HUM 1109 Introduction to Literature

## what is the graduation process?

### Graduation Requirements

In order to graduate from a certificate or degree program, undergraduate students must complete all program requirements with a minimum cumulative GPA of 2.000. Graduate students must complete all program requirements with a minimum cumulative GPA of 2.500. For more information, contact the Office of Academic Records during office hours (8:00 a.m.–4:30 p.m. CST) at 312.329.2020. You may also contact the office by e-mail at [academicrecords@moody.edu](mailto:academicrecords@moody.edu). Prior to approval for graduation, you must submit an Application to Graduate form, along with the following:

- A one-page statement outlining your personal growth in the program and an explanation of how the program has better prepared you for ministry.
- A reaffirmation of MBI's doctrinal statement.
- An updated pastoral recommendation verifying good standing in a local, evangelical Protestant church.
- Payment of all outstanding debts to MBI, including a graduation fee.

Certificate or degree candidates should carefully study the requirements for the program as well as the special requirements in specific curricula as described in this catalog. Careful attention to these requirements will enable students to avoid classes that will not apply to the program. Students must follow the curriculum and fulfill all requirements.

The following requirements must be met for graduation:

- Meet all the admission requirements.
- Complete all program requirements.
- Demonstrate a commendable spiritual life and Christian character, and display proven conduct in accordance with the Institute's guidelines.
- Pay the appropriate graduate fee.

Students must complete all graduate requirements before participating in the public commencement ceremony. However, an unfinished internship will not preclude a student from participating in the ceremony. If students do not complete all requirements of the program, they have one year to complete the program without going through the readmission process. In this case, students will be assessed an open-file fee of \$50 per semester since requirements were not met to complete the program. Students are not to assume that they are graduated until all graduation requirements have been met.

### Scholastic Honors

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

#### Undergraduate Academic Honors

|                |             |
|----------------|-------------|
| Highest Honors | 3.800–4.000 |
| High Honors    | 3.600–3.799 |
| Honors         | 3.300–3.599 |

#### Graduate Academic Honors

|                 |             |
|-----------------|-------------|
| Summa Cum Laude | 3.900–4.000 |
| Magna Cum Laude | 3.800–3.899 |
| Cum Laude       | 3.700–3.799 |

## student records

Students may request a transcript of their academic record through the Office of Academic Records. MDL will not issue a transcript or release other nonpublic information except on the written request of the student.

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

The following fees are applied to transcript requests per transcript:

- Three to five business days' processing (\$10.00 U.S.; check, cash, or credit card)
- One to two business days' processing (\$15.00 U.S.; check, cash, or credit card)
- Overnight within the continental U.S. (\$40.00 U.S.; check, cash, or credit card)

Processing time does not include USPS delivery time. Please make checks payable to "Moody Bible Institute." Only MasterCard or Visa credit cards are accepted. For additional information, contact the Office of Academic Records at 312.329.2020 or [academicrecords@moody.edu](mailto:academicrecords@moody.edu).

## can someone else access my records?

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, sets forth requirements regarding the privacy of student records. This document outlines the Moody Bible Institute (MBI) policies for the handling of student educational records, which are protected by this federal law. All educational officials requesting educational records on any MBI student must read the following policies and demonstrate a legitimate educational interest in order to access FERPA-protected information.

This information is also provided to all students of Moody Bible Institute as required by federal law, in accordance with the Annual Notification Requirement. The student has three primary rights under FERPA: (1) the right to inspect and review his or her education records; (2) the right to seek to amend education records; and (3) the right to have some control over the disclosure of information from his or her education records.

Moody Bible Institute is in compliance with FERPA, which is designed to protect the privacy of educational records, to establish the right of students to inspect and review their records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. The student also has the right to file complaints with the FERPA Office concerning alleged failures by Moody Bible Institute to comply with provisions of the act. Such complaints should be sent to the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

Moody Bible Institute has adopted a policy that explains in detail the procedures used for compliance with the provisions of the act. Copies of the policy are available upon request in the Office of Academic Records or may be printed from the web site.

## what accommodations are provided for students with a disability?

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

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

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

Procedures for Accommodations:

1. Register for upcoming classes through the my.moody student portal

Prior to initiating the registration process with the SRC, students must register for classes in the upcoming semester to provide context to the needed accommodations. See previous section in this handbook for specific registration instructions.

2. Register with the Student Resource Center (SRC)

Prior to receiving any accommodations from the SRC, students must register with the SRC. In order to register, a student must complete a registration form, provide documentation detailing his/her disability and be interviewed by SRC staff. Documentation must be no more than 3 years old. Documentation must be typed on physician/doctor letterhead or our disability verification form and include:

- Specific information about the student's disability
- An explanation of why reasonable accommodations are needed
- A suggestion of reasonable accommodations from which the student would benefit
- The signature of a doctor, psychologist or other qualified diagnostician who is not immediately related to the student and licensed/certified in the area for which the diagnosis is made.

The following forms need to be completed and submitted for a student to be considered "registered" for accommodations:

- Self-Identification Form (beginning of the semester)
- Release of Information
- Verification Form

3. Documentation may include:

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

4. Documentation should be directed to:  
Gayla Gates, Assistant Dean for the Student Resource Center  
820 N LaSalle Blvd Smith 3  
Chicago, IL 60610  
Or faxed to 312-329-4479
5. For additional information and policy, you may request the complete Moody Disabilities Service Manual from the above.
6. Specific accommodations/services for all students with disabilities include:
  - Information about special test administration and classroom adaptations
  - Time extensions
  - Letters to instructors discussing classroom and testing accommodations.
  - Referrals to Moody counseling services or outside counseling agencies
  - Advising and guidance on academic, social, and personal needs

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

#### Dispute Resolution

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

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



## other resources available to distance learning students

### MOODY EMAIL ADDRESS

Upon being accepted as a student, a Moody e-mail address will be created for you. To access this e-mail account, go to [my.moody.edu](http://my.moody.edu). Then click Messenger Express and log-in using the same user name and password that you used for your [my.moody.edu](http://my.moody.edu) account. You can also go to the website directly (<http://email.moody.edu>). Be sure to check your Moody e-mail frequently as information from Moody will be sent to this account.

If you would like, you can forward your Moody e-mail to your home e-mail account. First click on the Options tab at the top of the webpage. Then click Settings on the left side of the screen. There will be a heading that says Mail Forwarding. Check the box to enable forwarding and type the e-mail address to which you would like the mail forwarded.

For an instructional video on how to set up mail forwarding, visit: [E-mail Forwarding Instructional Video](#) on our YouTube channel.

### CAREER DEVELOPMENT CENTER

#### Purpose

The Career Development Center is a ministry of Moody Bible Institute. Its purpose is to serve the current students and alumni of MBI and the church of Jesus Christ by connecting Moody students and alumni primarily with ministry opportunities and prospective employers in ministry and secondarily in the marketplace. All students enrolled in a Moody certificate or degree program and alumni of Moody Bible Institute may use the CDC's services, with the only restriction of church pastoral staff positions where a minimum level of training is required. To use the referral service to connect to church pastoral staff positions, a person needs to have graduated from one of Moody's undergraduate or graduate programs.

#### Web Site

The Web site for the Career Development Center is the main portal of entry for those seeking career assistance. Helpful assistance may be arranged depending on the need and location of the student or alumni. The Web site address is [www.moody.edu/careerdevelopment](http://www.moody.edu/careerdevelopment). There is a great amount of helpful information to assist students and alumni in ministry/job transitions or if they are contemplating a change of employment. Some of the services are career counseling, self-assessment, career research, job-search skills, and job opportunities.

#### Contact Information

Patrick Friedline, Associate Dean of Career Development

820 N. LaSalle Blvd, Chicago, IL 60610

Email: [patrick.friedline@moody.edu](mailto:patrick.friedline@moody.edu)

Phone: 1.800.DLMOODY (356.6639) and ask for Career Development.

### FACILITIES

Various facilities of MBI which provide student services are available for use by MDL students. For more information on facilities and student services, please refer to the respective Undergraduate School and/or Seminary and Graduate School academic catalogs. Information pertaining to MDL student services may also be obtained from the website, [www.moody.edu/distance-learning/student-services](http://www.moody.edu/distance-learning/student-services), or by contacting the student advocacy team at 1.800.758.6352 or [mdlc@moody.edu](mailto:mdlc@moody.edu).

#### Public Safety

##### Student ID Card

All Distance Learning students officially enrolled in a certificate or degree program may request a student picture ID card which can be used for student discounts and limited campus access. You can request the ID Request Form by emailing [mdlc@moody.edu](mailto:mdlc@moody.edu). Complete and mail the MDL Student ID Request Form along with a \$5 payment. Then email a digital .jpg photo to [mdlc@moody.edu](mailto:mdlc@moody.edu) as per instructions.

## Parking Information

A copy of the most current parking policies can be found in the Facilities office located in Crowell basement and online at [my.moody.edu](http://my.moody.edu), Chicago Campus tab, Chicago Campus Services box, Facilities heading, Parking Policies link. These policies cover vehicles and bicycles on campus. Vehicle owners are responsible for any issues concerning their vehicle while it's on campus and students are responsible for all fines resulting from parking violations.

Semester long parking permits are available for purchase from the Facilities office. Day parking passes are also available in the Facilities office or at one of our two security desk at the Sweeting Building or at the Jenkins building. These day passes are \$5 per day. For those taking night classes you may purchase a semester long pass through the Facilities office for one day a semester (ex. Every Monday for semester 1) for \$50 per day. If you will be on campus for more than two days a semester you will be able to purchase a 5 day parking pass from the Facilities office for \$150.

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

## Moody Central

Located on the second floor of Culbertson Hall, Moody Central houses our one-stop-shop student service center. The following departments are located in Moody Central: Academic Records, Career Services, Financial Aid, Practical Christian Ministries, Student Accounts, and Student Development. You can contact Moody Central by phone: (312)329-2020 or by email: [2020@moody.edu](mailto:2020@moody.edu)

## Crowell Library

The Crowell Library supports the curriculum and mission of the Moody Bible Institute (MBI) by providing equivalent services and information sources to all faculty and students regardless of program or location. Library services are available to current students and faculty affiliated with MBI. If you are ever on campus, you are more than welcome to check out books from the library. You also have access to a variety of online databases in which you can search and find articles and documents on various subjects.

Our library website (<http://library.moody.edu>) provides information about our library, including hours and contact information, staff and services and also functions as a gateway to our electronic resources, including those listed here.

## Library Catalog and Databases:

In order to access your library membership information, go to the library catalog web page, <http://library.moody.edu/catalog.php>. Click on My Library Account. Type in your ID number into the Student/Employee ID# field. Then click on "Forgot your Pin?" in order to be assigned a pin. You will receive your account information via email. The account will enable you to see the items you have checked out, items on request, your fines/printing charges and your personal information. You will also be able to renew books. This is NOT the same login as your My Moody account and you cannot access online resources using this ID number and pin.

Your My Moody account provides access to over 70 electronic resource tools, including online indexes, catalogs, eBooks, eJournals, databases of reference material and scholarly articles. Some of the more popular resources include the following:

- A-Z List of Electronic Journals
- Academic Search Premier
- ATLA Religion Database
- EBSCO eBooks Online
- JSTOR
- Literati
- Oxford Biblical Studies Online
- Thesaurus Linguae Graecae

For a complete up-to-date list, go to our homepage and click on Chicago under the heading eResources by Campus. These databases provide full-text access to more than 10,000 journals, more than half of which are peer-reviewed works. Students and faculty can also access more than 400,000 book reviews of 200,000+ books, over 9,000 eBooks, more than 2,500 full-text magazines, newspapers, reference books, and transcripts, plus thousands of pictures, maps, web-links, audio/video files, and language programs. For questions about logging in and Technical Support, contact the Education Technology Services (ETS) Help Desk at 312-329-4067. For help selecting which resource is best for you and your information needs or assignment, please contact the library.

### Reference

For ready-reference, general information, and research assistance students may contact the library via the Ask a Librarian web-form link on the website and by email ([library@moody.edu](mailto:library@moody.edu)); telephone (312-329-4175; 800-356-6639); facsimile (312-329-8959); and regular mail (Moody Bible Institute, Crowell Library; 820 N La Salle Blvd; Chicago, IL 60610). The reference department promptly responds to queries.

### Reserves

MDL administrative staff is responsible for uploading articles to Blackboard (MBI's Learning Management System). All other required texts should be purchased or borrowed from local public or college libraries. Modular courses may utilize the on-campus print book reserves service provided by the library. Check with your professor and syllabus.

### Document Delivery and Interlibrary Loan (ILL)

MDLC students and faculty are encouraged to first use the online databases or their local public and (community) college libraries to fill their information needs. If books and/or journal articles cannot be found online or locally, they may be requested from the Crowell Library by filling out the online library materials request form. If the items are in the library, they will be sent directly to the student or faculty member.

For items not owned by the Crowell Library, MDL students should then initiate an ILL request through their local public or college library. The material may also be requested through the Crowell Library. Students To do so, fill out the Interlibrary Loan form. Two to three weeks should be allowed for receipt of books and photocopies of articles and book chapters. Books are loaned for one month and may be renewable.

Photocopies are free up to ten pages and then \$.10 a page charged to the student's library account. The library complies with Copyright Law 108g when filling ILL requests.

### Educational Technology Services

Education Technology Services (ETS) provides various levels of technology support to the Moody Education Group and audiovisual support to all of MBI. Students may contact ETS with questions about the [my.moody.edu](http://my.moody.edu) student portal and the Blackboard learning management system. For further information about ETS services, please visit the ETS website at [ets.moody.edu](http://ets.moody.edu), email at [ets@moody.edu](mailto:ets@moody.edu), or call during office hours to (312) 329-4067.

## social media



### Moody Distance Learning on Facebook

Like us on facebook at [www.facebook.com/moodydl](http://www.facebook.com/moodydl). Following us on Facebook will help you keep up to date with the latest opportunities and information about Distance Learning and will provide you with an opportunity to connect with other Distance Learning students.



### Moody Distance Learning on Twitter

Follow us at [www.twitter.com/MoodyDL](http://www.twitter.com/MoodyDL). If you're having trouble with blackboard or have a quick question, we encourage you to reach out to us on twitter where we can immediately respond.



### Moody Distance Learning on Google+

Circle us on Google+ at <http://bit.ly/mdlgplus>.



### Moody Distance Learning on YouTube

There are tutorial videos available on YouTube that will help students navigate the [my.Moody.edu](http://my.Moody.edu) student portal. These videos are also hosted on our Youtube page. Please visit: [www.youtube.com/moodydlc](http://www.youtube.com/moodydlc) to view these tutorial videos.



### Moody Distance Learning on Instagram

Find us on Instagram at [www.instagram.com/moodydl](http://www.instagram.com/moodydl). Post a photo of where you study and tag #mdlclassroom! We'd love to see your classrooms!