



MOODY THEOLOGICAL SEMINARY–MICHIGAN

Graduate Student Handbook 2010-2011

41550 E. Ann Arbor Trail / Plymouth, MI 48170
Phone: 734-207-9581 / Fax: 734-207-9582 / www.mts.edu

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WELCOME to Moody Theological Seminary–Michigan



Welcome to Moody Theological Seminary. The faculty, administration, staff, and students are pleased God has directed you to study at Moody Theological Seminary–Michigan.

This *Student Handbook* has been prepared to direct your student life and studies at Moody Theological Seminary. This handbook supplements the *Academic Catalog* and provides additional academic, financial and general policies. These handbooks are designed to be a practical resource you may turn to when questions arise. As a student of Moody Theological Seminary, you agree to read and to abide by the policies of the Seminary as presented in the *Student Handbook* and the *Academic Catalog*.

The *Student Handbook* and *The 2010-11 Academic Catalog* are available in print in the Student Services Center and online at my.moody.edu.

As the Seminary Chaplain, I welcome you to MTS. I look forward to serving you during your years of study with us. My office is located in the Administrative Wing, near the Student Services Center. My availability is posted beside my office door. You may schedule a meeting on this posting or via email at paul.wilson@moody.edu.

May your spiritual, academic, and professional formation be blessed with the joy of discovery.

For His Glory,

A handwritten signature in black ink that reads "Paul E. Wilson".

Paul E. Wilson, D.Min.
Associate Dean of Student Services and Chaplain
Joshua 1:8

Introduction to Moody Theological Seminary

We are pleased that you have been led to study with us at Moody Theological Seminary. We are committed to the preparation of ministry practitioners for leadership and influence in the body of Christ worldwide. This is achieved through rigorous academic programs that prepare our students with knowledge, relational skills, and practical skills to effectively minister the gospel to a needy world.

The *Moody Theological Seminary Student Handbook* has been compiled to aid you in your time as a student. The handbook supplements the Moody Theological Seminary catalog and contains information that relates to your life as a student. As an MTS student you agree to read and abide by the policies of the Moody Theological Seminary contained in the *Student Handbook* and *Moody Theological Seminary Catalog*.

We look forward to the opportunity to serve you during your time as a student at Moody Theological Seminary. It is our prayer that during your studies at MTS you will mature in knowledge, ministry skills and in your personal walk with Christ.

Welcome to the Moody community!

PURPOSE OF MOODY BIBLE INSTITUTE

As a higher education and media ministry, Moody exists to equip people with the truth of God's Word to be maturing followers of Christ who are making disciples around the world.

CORE VALUES

- The Authority of the Word of God
- The Centrality of the Church
- The Worth and Dignity of the Individual
- The Priority of Servanthood
- The Practice of Integrity
- The Responsibility of Stewardship

MISSION STATEMENT MOODY THEOLOGICAL SEMINARY & GRADUATE SCHOOL

The mission of Moody Theological Seminary and Graduate School is to prepare ministry practitioners for leadership and influence in the body of Christ worldwide. Our distinctive is that we emphasize academics and relationships as foundational for achieving excellence as we focus on equipping learners to become expert, cross-cultural ministers as pastors, missionaries, and Christian workers in cities, suburbs, and rural settings anywhere in the world.

- Our students are spiritually mature Christians who desire to grow in biblical knowledge, wisdom, and insight.
- The knowledge of God's Word students receive will allow them to minister to others while also nourishing themselves spiritually.
- We will provide venues by which students develop skills in professional Christian ministry that grow from a consistent application of God's truth to real-life situations.
- Through mutual accountability students will learn how to integrate their knowledge, character, and competencies.

SEMINARY AND GRADUATE STUDENT RESPONSIBILITY

The Seminary *Student Handbook* supplements the *MTS Catalog* with additional information concerning student policies, community life, campus services and other information of value to the MTS student. It is intended to be a practical guidebook and will hopefully answer most of the questions that arise. For program and course information, please consult the *MTS Catalog*. The *Student Handbook* is an official document of Moody Theological Seminary that is essential and binding on all students. It contains information that governs the life of the MTS family. Each student is responsible for the information contained in the *Student Handbook*.

MOODY BIBLE INSTITUTE AND MOODY THEOLOGICAL SEMINARY LEADERSHIP

The leadership of the Moody Theological Seminary and Graduate School is committed to the enhancement of your academic knowledge regarding the Scriptures, acquiring the competencies of professional ministry and the transformation of your life as a believer in Jesus Christ.

President of Moody Bible Institute

J. Paul Nyquist, Ph.D.

Provost and Dean of Education

Junias Venugopal, Ph.D.

Vice President and Dean of Moody Theological Seminary and Graduate School

John A. Jelinek, Th.D.

Associate Dean, Moody Theological Seminary and Graduate school

Randall Dattoli, Ph.D.

Vice President of Student Services

Thomas Shaw, Ed.D.

ADMINISTRATION: MICHIGAN CAMPUS

734-207-9581

Associate Academic Dean

John Restum, Psy.D. john.restum@moody.edu

Amber Tucker, Assistant to the Associate Academic Dean amber.tucker@moody.edu

Associate Dean of Student Services and Chaplain

Paul E. Wilson, D.Min. paul.wilson@moody.edu

Nicole Johnson, Assistant to the Associate Dean of Student Services nicole.johnson@moody.edu

Director of Operations

Brian Mollenkamp brian.mollenkamp@moody.edu

MOODY THEOLOGICAL SEMINARY FACULTY

CHICAGO CAMPUS:

Jayanthi Benjamin, MASF jayanthi.benjamin@moody.edu 312-329-4355

James Coakley, D.Min. jim.coakley@moody.edu 312-329-4346

John Fuder, Ph.D. john.fuder@moody.edu 312-329-8030

Daniel Green, D.Min. daniel.green@moody.edu 312-329-8057

Sajan Mathews, Ph.D. sajan.mathews@moody.edu 312-329-4442

Walter McCord, Th.M. walter.mccord@moody.edu 312-329-8034

Andy Pflederer, Th.M. andy.pflederer@moody.edu 312-329-4443

Bill Thrasher, Ph.D. bill.thrasher@moody.edu 312-329-8059

Julius Wong Loi Sing, Th.D. julius.wongloising@moody.edu 312-329-8058

David Woodall, Ph.D. david.woodall@moody.edu 312-329-8032

MICHIGAN CAMPUS:

Raju Kunjummen, Th.M. raju.kunjummen@moody.edu 734-207-9581

Gene Mayhew, Th.D. gene.mayhew@moody.edu 734-207-9581

Eric Moore, D.Min. eric.moore@moody.edu 734-207-9581

John Restum, Psy.D. john.restum@moody.edu 734-207-9581

J. Brian Tucker, Ph.D. brian.tucker@moody.edu 734-207-9581

Paul Wilson, D.Min. paul.wilson@moody.edu 734-207-9581

James Wood, Ph.D. james.wood@moody.edu 734-207-9581

STUDENT SERVICES STAFF CHICAGO CAMPUS:

Thomas A. Shaw, Ed.D., Vice President of Student Services 312-329-4016

Timothy E. Arens, Ed.D., Dean of Students 312-329-4191

Steve Brasel, M. A., L.C.P.C., Associate Dean for Counseling Services 312-329-4194

Gayla Gates, M.A., L.C.P.C., Assistant Dean for Student Resource Center 312-329-2177

Ann Meyer, R.N., B.C. Administrator of Health Service 312-329-4417

Bruce Norquist, Ph.D., Associate Dean for Residence Life 312-329-4192

Cyril Camacho, Assistant Dean for Housing 312-329-4205

Patrick Friedline, M.Div., Associate Dean for Career Development 312-329-4414

Joe M. Gonzales Jr., M.A., Associate Dean for Student Programs 312-329-4202

Dan Griffin, Director of Financial Aid 312-329-4425
Marc Hall, Assistant Dean of Student Aid 312-329-4178
Nok Prukpitikul, Assistant Dean of International Students 312-329-4199

STUDENT SERVICES STAFF MICHIGAN CAMPUS: 734-207-9581

Associate Dean of Student Services and Chaplain
Paul E. Wilson, D.Min. paul.wilson@moody.edu 734-207-9581x313

Assistant to the Associate Dean of Student Services
Nicole Johnson nicole.johnson@moody.edu 734-207-9581x305

Admissions Counselors:
Jacqueline Johnson jacqueline.johnson@moody.edu 734-207-9581x304
Eric Mockaitis eric.mockaitis@moody.edu 734-207-9581x304

Counseling Services: InterSessions 734-207-5207
Counseling Services on the Michigan Campus

STUDENT SERVICES STAFF CHICAGO CAMPUS:

ACADEMIC RECORDS AND REGISTRAR 312-329-2087
Contact Academic Records for Registration, Academic Advising, Transcripts, Transfer of Credits and Grades. advising@moody.edu

Career Development:
Patrick Friedline patrick.friedline@moody.edu 312-329-4414

Financial Aid Office: 312-329-4178

See information below for Scholarships and Financial Aid on the Michigan campus.
Dan Griffin, Director of Financial Aid, dgriffin@moody.edu 312-329-4425

Treasury Operations: 312-329-4368

FINANCIAL INFORMATION

BILLS

EMPLOYEE DISCOUNT

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

FINANCIAL AID

MTS PAYMENT PLAN

REFUND POLICY

SEMINARY TUITION AND FEES MICHIGAN CAMPUS

TITLE IV STUDENT LOAN DEFERMENT REQUESTS

VETERANS' BENEFIT POLICY

Financial Information

Good financial planning is important as the seminarian prepares for the ministry. Prompt payment is the obligation of the student. Each student can estimate yearly costs by consulting the financial information listed in the current catalog, or by contacting the Treasury Operations Office. All payments must be made in U.S. dollars. MTS renders all services in good faith and assumes the student's commitment concerning financial responsibilities. This is normally accomplished through: (1) savings or loans, (2) grants and gifts, (3) assistance from churches and individuals, and (4) wise stewardship.

BILLS

Students are responsible for knowing what their financial obligations are throughout the semester. Financial information is given in detail in the MTS Academic catalog. Students may access current billing information by accessing their student portal through my.moody.edu. Student billing statements are mailed to the student during the first week of July and the first week of November respectively. Failure to receive an account statement does not relieve the student of the responsibility of paying their student bill on time. Any additional charges not appearing on the student's original school bill, including fees and fines, are due within ten days of the date charged. Students having delinquent balances are subject to dismissal from classes after ten days.

Student bills are due August 1 and December 1 respectively, and must be paid in full at that time unless the student has enrolled in Moody's Payment Plan. Students may mail their payments to the student lockbox address (Moody Bible Institute, Department #1018, P.O. Box 6500, Chicago, IL 60680-6500). Students mailing payments must be sure to include their student ID number with the payment. If you have questions related to billing please contact Treasury Operations at 312-329-4368.

EMPLOYEE DISCOUNT

Full-time MTS employees taking Seminary classes may receive a discount on tuition for credit and non credit classes. The tuition rate is 50 percent off the current credit hour rate (75 percent off for noncredit courses).

Employees interested in this opportunity should discuss possible arrangements with their department heads and the Human Resources Department. Once approved, employees must fill out an application provided by the Admission's Office for admittance into MTS as an unclassified student, in which employees can then take up to 12 credit hours in the courses of their choice. Employees taking courses with the intention of earning a degree must notify the Admission's Office before their next enrolled course.

Spouses of employees are invited to attend classes with their spouses free of charge, provided there is adequate space available. Attendance will not be recorded, nor will credit be received for this personal enrichment experience. This invitation is restricted to the same course as your spouse is attending. One set of class handouts will be distributed to each couple.

Employee spouses choosing to receive course credit should complete an application for admission for acceptance into the desired program. The tuition rate is 50 percent off the current credit hour rate (75 percent off for noncredit classes).

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Moody Theological Seminary, in compliance with the Family Educational Rights and Privacy Act of 1974, will maintain all student records in accordance with the provision of the act as amended. The Financial Aid records of the student maintained at the institution will be made available only to official members of the Seminary staff who have a legitimate professional right to the material.

FINANCIAL AID

A comprehensive explanation of MBI's Financial Aid Policy can be found on our website at www.moody.edu. For those without web access, a printed copy of our Policy and Procedure can be requested from the Student Services Center in Michigan. Questions may also be directed to our Chicago Financial Aid office at financialaid@moody.edu or 312-329-4184.

Moody Bible Institute has chosen to participate in the Pell Grant (undergraduate) portion of the Federal Title IV educational financial aid programs, but continues to remain independent of Federal loans.

Therefore, the Seminary student will only be asked to fill out the FAFSA to determine eligibility for need-based institutional aid. Our FAFSA School Code is B01727.

Since Moody is a participating school, Seminary students can defer federal loans acquired while studying at other institutions. Contact your lender for a deferment form and follow the information below under "Student Loan Deferment Requests."

MTS PAYMENT PLAN

The Moody Payment Plan is an interest-free alternative to lump-sum payment of the student bill. It is a plan by which to make tuition payments on a monthly basis rather than having to pay in full at the time of registration. The plan, administered by the Treasury Operations department, is available to all qualified students.

The total semester's student bill is divided into five (5) equal monthly payments (monthly payment amounts are subject to change as subsequent charges are added to the student bill). Payments are due on the first of each month. The payments for the fall semester are due in July, August, September, October, and November. The payments for the spring semester are due in December, January, February, March, and April.

Students desiring to use the payment plan may enroll on-line via www.ft.moody.edu/paymentplan, or by completing a paper Enrollment form which can be retrieved from Treasury Operations. Enrollment in the plan begins May 1/November 1 respectively. Returning students must enroll in the plan no later than June 15/ November 15 respectively.

There is a \$90, non-refundable, application fee due at the time of enrollment (applications will not be completed until the application fee has been received). This fee is charged for each semester that the plan is utilized. You must re-register for each semester in order to be enrolled in the plan.

For additional information about the Moody Payment Plan, please see the Frequently Asked Q&A page on the website or contact the Treasury Operations Office at 312-329-4212.

REFUND POLICY

Courses may be dropped during the first week of a semester via Campus Solutions and receive a 100% refund. If a student must withdraw from a course or from the seminary after the first week of class the student must inform the Academic Records office. There will be a \$10.00 charge per course dropped.

Tuition refunds are based on the following schedule:

Week 1	100% tuition refund
Week 2	75% tuition refund
Week 3	50% tuition refund
Week 4	0% tuition refund

SEMINARY TUITION AND FEES MICHIGAN CAMPUS

For a listing of tuition and fees for the Michigan campus, visit mts.edu and go to the Tuition and Fees page.

TITLE IV STUDENT LOAN DEFERMENT REQUESTS

Students enrolled at least half time at Moody Theological Seminary are eligible to defer student loans from past schooling. While this may eventually become an automatic process, we currently request that students desiring to defer their loans obtain a deferment request form from their lender or guarantor. Once the borrower section has been completed and signed by the student, the form can be faxed (312-329-4197) or mailed to the Chicago Financial Aid Office at 820 N. LaSalle Blvd., Chicago, IL 60610. The authorized official will certify the form and submit it to the lender.

VETERANS' BENEFIT POLICY

Eligible students may receive Veterans' benefits while seeking a degree program at Moody Theological Seminary. A Veterans' information packet is available on the website at www.moody.edu, or by contacting the V.A. Certifying Official at the Chicago campus at financialaid@moody.edu, or 312-329-4184.

ACADEMIC INFORMATION

ACADEMIC PROBATION/DISMISSAL
ACTIVE DUTY/NATIONAL GUARD OR RESERVE FORCES
ADDING CLASSES
ATTENDANCE REQUIREMENTS
CHANGE OF DEGREE
DISCONTINUATION
DISMISSAL, APPEALS, DUE PROCESS
DISMISSED STUDENTS
DROPPING CLASSES
EXTENT OF TIME IN PROGRAM
GRADE APPEALS
GRADING SYSTEM
NON-CREDIT COURSES
NON-ENROLLMENT
TRANSCRIPTS
TRANSFER CREDITS

Academic Information

Students are reminded that the MTS *Student Handbook* and the *Seminary Catalog* are very thorough in the statement and explanation of current academic regulations. Students are responsible for the content of the current catalog and student handbook which sets forth the policies and terms under which the student is admitted to, continues in, and graduates from Moody Theological Seminary. The *Seminary Catalog* is available online at www.moody.edu.

ACADEMIC PROBATION/DISMISSAL

The Seminary Committee on Academic Standards has the responsibility of determining students' academic status each semester. The committee uses the following criteria to guide this process: withdrawal from School:

ACADEMIC STATUS	SEMINARY DEFINITIONS
<i>Good Standing</i>	No restrictions
<i>Warning</i>	<ol style="list-style-type: none"> 1. Total cumulative attempted credits greater than 8 2. Semester GPA below 2.50
<i>Probation</i>	<ol style="list-style-type: none"> 1. Cumulative GPA below 2.50 2. Student will be monitored each semester until GPA is above 2.50
<i>Academic Restriction</i>	<ol style="list-style-type: none"> 1. Cumulative GPA still below minimum for Satisfactory Academic Progress (SAP) 2. Credits attempted may be limited. This limitation may affect the student's eligibility to maintain full-time student status 3. Student will continue to be monitored until GPA is above a 2.5 or Academic Dismissal.
<i>Academic Program Dismissal</i>	<ol style="list-style-type: none"> 1. Student academically dismissed from Graduate certificate/degree program

ACTIVE DUTY / NATIONAL GUARD OR RESERVE FORCES

This policy applies to any student enrolled in the Seminary at the time of a call to active duty. This policy also applies to both those who are involuntarily and voluntarily activated. In case of activation:

The student or family member should notify the Registrar's office as soon as possible. The Seminary recognizes that the activation may make notification difficult, and impossible in some cases.

- If the student cannot complete his or her coursework, all tuition for the incomplete work will be refunded, including any fees which have not completely benefited the student. The student will be awarded the appropriate mark for the withdrawal (WP, or WF) depending on the person's standing in a class and without regard to the point in the Semester when activation occurs.
- A student may complete coursework, i.e., finish a course or distance education course as appropriate and feasible. If the student desires to complete his or her coursework, the faculty will make a reasonable effort to enable the student to do so.

- A student will retain his or her student status for up to five years of active duty. Notification of intention to re-enroll in the next Semester following deactivation will be given to the Seminary by the student within 90 days of honorable deactivation or discharge. The student will not require readmission to the Seminary but will be required to re-sign the doctrinal statement. If a student has taken coursework at another institution, then transcripts may also be required.

ADDING CLASSES

After pre-registration, students may continue to add classes to their schedules up through the first week of classes. Modular students may add classes up through the first week of the course start date. Students needing assistance navigating through their my.moody.edu student center portal, may contact the Educational Technology Services hotline at 877-772-9478.

ATTENDANCE REQUIREMENTS

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

CHANGE OF DEGREE

Students who desire to change their academic program should contact the Academic Records office. If a student has previously earned a Master's degree through Moody Theological Seminary and now wishes to pursue the Master of Divinity, the student will be required to forfeit the previous degree upon completion of the M.Div. degree.

DISCONTINUATION

Students who are transferring to another school, graduating or simply permanently discontinuing their status as an MTS student must process an *Enrollment Discontinuation* form through the Academic Records office. Failure to process this form prior to discontinuing enrollment may result in failing grades for the courses in which the student is enrolled.

DISMISSAL, APPEALS, DUE PROCESS (SEE ALSO STUDENT GRIEVANCE POLICY)

A student who has been dismissed from the Seminary, or who has a grievance with a member of the faculty, staff, administrator, or any other student, should first speak to the other party and explain his/her concern in hopes of reconciliation. If the matter is not resolved, the student should contact the Associate Dean of Students for counsel. The Associate Dean of Students may recommend a further appeal to the Associate Academic Dean. The Associate Academic Dean will consult with appropriate persons and render a final decision.

DISMISSED STUDENTS

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

DROPPING CLASSES

Because of the class session options within a semester (16 week, 8 week, Modular and Directed Study), we encourage students to refer to their my.moody student center registration page if considering dropping a class. The dropping date restrictions are noted to the left side of the course by using the "Academic Calendar Deadlines" icon. Students needing to withdraw from classes between the "Drop with penalty"

and the “Drop with Greater Penalty” periods, must do so through the Academic Records office. There is a fee of \$10.00 for courses dropped or withdrawn from when processed in the Academic Records office.

EXTENT OF TIME IN PROGRAM

All seminary degree work must be completed within three years of admission for any of the Graduate Certificate programs, five years for Master of Arts and Master of Theological Studies degree programs and within seven years for the Master of Divinity degree program.

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

GRADE APPEALS

A student should resolve any questions about a semester grade as soon as possible after final grades have been issued. Students have four (4) months from the date a grade is issued to dispute it. After four (4) months, the grade will be considered final. Students may appeal a grade issued by an instructor if the student believes that the grade has been miscalculated or graded unfairly beginning with Step I listed below.

- Step I The student contacts the instructor and attempts to resolve the issue. In the event the issue is not resolved, the student moves to Step II.
- Step II The student presents appeal and supporting data in writing to the MTS office. If the issue is not resolved at this level, the student moves to Step III.
- Step III The student presents appeal, along with supporting data, in writing to the Academic Records office. The MTS office also submits a written report on the appeal. If the appeal reaches this Step, then Step IV is also initiated.
- Step IV The Registrar initiates and sets a meeting of the Committee on Academic Standards after the appeal is received. The decision of the Committee on Academic Standards is final. A written response will be sent to the student as soon as a decision has been reached.

GRADING SYSTEM

Teachers evaluate students’ work in each course according to the following designations:

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

A = 97-100	Exceptional work	C+ = 85-86	Average work
A- = 94-96	Excellent work	C = 80-84	Work needs improvement
B+ = 92-93	Very good work	C- = 76-79	Minimally acceptable
B = 89-91	Good work	F = 0-75	Unacceptable
B- = 87-88	Above average work		

*All grades submitted to the Academic Records Office must have a grade assignment for all students. If a Seminary student is granted an extension in order to complete work, a grade of “I” (incomplete) should be recorded in the grade book. A faculty member has authority to change a grade within six weeks after grades are released to the students. If this grade is not changed within the appropriate time frame, it will be replaced automatically with an “F” grade by the Academic Records Office. This grade is binding, unless changed by the faculty member. The student then has four months from the day grades are issued to appeal the earned grade. After that date, grades are considered final.

NON-CREDIT COURSES

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

NON-ENROLLMENT/Intermission

MTS students will be permitted to have (2) years of non-enrollment within their degree program. Students are permitted to have (1) year of non-enrollment with no action on the student's part required. Students who need more than (1) year of non-enrollment must apply for Intermission status through the Academic Records office. A fee will be applied to each semester a student is registered for Intermission. Students who remain non-enrolled for more than a total of two (2) years will have their enrollment discontinued.

TRANSCRIPTS

Students may request a transcript of their academic record or certification of student status from the Academic Records Office. There is a \$5 charge for the transcripts with a turn-around time of 3-5 working days. "Rush" transcript requests, which can be processed within 24 to 48 hours, cost \$10. The Registrar 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 Academic Records Office will send out the transcript without the latest course grade(s). Transcripts will not be issued for students who have outstanding accounts at the Seminary.

TRANSFER CREDITS

Please see the *MTS Catalog* for transfer and special credit options.

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Community Values and Expectations

A PHILOSOPHY OF CHRISTIAN LIFESTYLE

The goal of Moody Theological Seminary 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 behavior
- Theft or the wanton 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 Theological Seminary'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 Thess. 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 Moody Theological Seminary–Michigan campus or to the prevalent sensitivities of the evangelical community at large (1 Cor. 10:32, 33:9:22).
 - A humble recognition that others in the Body of Christ may sincerely hold convictions in areas of social behavior that 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 world system (2 Cor. 6:14-18; Eph. 5: 3-12; James 1:27; 4:4; 1 Thess. 2:15-18).
- An awareness that conformity to man-made regulations, which appear religious, does not guarantee spiritual maturity of themselves. (Col. 2:20-23).

STUDENT LIFE AND CONDUCT

Moody Theological Seminary and Graduate School students agree to maintain scholastic, ethical, and moral standards of conduct according to Biblical standards (Ephesians 5-6; Galatians 5; 1 Tim. 6). In regard to scholastic conduct, a student is not allowed to share information with another student that may give that student an advantage on assignments or tests. Previous homework, quizzes, exams, etc. are not to be shared with students who are working on similar projects.

The student should seek to maintain a vibrant personal relationship with Christ. The student agrees to abstain from the use of tobacco in any form, illicit drugs, alcoholic beverages, and the abuse of prescription drugs. The student should avoid every appearance of dishonesty, deception, lack of integrity, immorality, abusive speech, and impropriety. Classroom dress should be fitting for those who are preparing for professional ministry. Students should respect one another. All forms of harassment are considered improper conduct. Any disregard for the spirit or practice of these standards constitutes good reason for dismissal from Moody Theological Seminary.

Alcoholic Beverages and Drugs

Moody Theological Seminary complies with the Drug Free Schools and Community Act of 1989 and as a result maintains the following policies regarding drug-free campuses:

- Use, possession, or distribution of alcoholic beverages and drugs is forbidden on and off of all Moody Bible Institute campuses.
- Persons appearing to be under the influence of alcoholic beverages, narcotics, and other dangerous drugs, except as expressly permitted by law, will be subject to disciplinary and/or legal action.
- Possession, consumption, sale, or purchase of any controlled substance which is illegal under state or federal law is prohibited on and off of the campuses of Moody Theological Seminary.
- The Seminary will cooperate to the fullest extent with the enforcement of local, state, and federal laws regarding those who unlawfully possess, use, or distribute illicit drugs and alcohol.

Campus Attire

Students are expected to use good judgment, good taste, and decency with regard to their selection of dress. The selection of dress should reflect a proper Christian witness. We believe that personal appearance is important. Students are expected to be clean and modest at all times.

When a seminary student's job requires a professional uniform different than what is expected for classes, and the changing of such attire causes unnecessary hardship, the student shall be permitted to wear such clothes to class. We expect each individual to use discretion so that the standards of good taste desired by the school are maintained.

Smoking

Moody Theological Seminary is a non-smoking facility. Any violation of this policy could result in disciplinary action.

Firearms and Weapons

Students are prohibited from using or possessing firearms, dangerous weapons or facsimiles of dangerous weapons on Seminary property. Dangerous weapons include but are not limited to firearms, ammunition, explosives, fireworks, incendiary devices, pellet guns, and knives or sharp objects. Students with concealed carry permits may not bring their firearms on campus.

Mental, Emotional, and Health Issues

Occasionally students are faced with life circumstances and issues which cause significant mental, physical, or emotional distress, making it necessary for the students to cooperate with counseling and administrative staff to obtain appropriate care. Students experiencing such difficulties are encouraged to contact their families and are expected to notify the office Associate Dean of Student Services or to schedule a counseling appointment with Counseling Services. A student dealing with mental or emotional health issues who refuses to cooperate in obtaining the prescribed counseling, therapeutic, or medical treatment will not be permitted to continue as a student, especially as his or her actions begin to negatively affect the community or pose a risk to health or safety.

CHAPEL

The Seminary holds three chapels a month during the three months of the Fall and Spring semesters. The ultimate goal of chapel is to be part of providing a Bible-centered education that enables students to know Christ better and to serve Him through His church. Chapel seeks to enhance Christian life and character and to build a sense of community by encouraging the discipline of corporate worship and addressing issues related to Christian living. Chapels are scheduled nine times each Semester and are posted by the Seminary Chaplain. They are held from 7:45 p.m. to 8:15 p.m. on the designated dates. In addition to Moody Theological Seminary–Michigan administration, faculty, and third year homiletics students, speakers are drawn from the southeastern Michigan Christian community. Attendance is expected for all students, faculty and staff who are on campus or attending classes on the day of the chapel services.

CULTURAL SENSITIVITY

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

Becoming culturally sensitive within our world is our duty and demands a conscious effort on our part. While this may be difficult at times, we should work together to foster an environment that is beneficial to everyone.

DISABILITY

Moody Theological Seminary and Graduate School does not discriminate against applicants or students who are disabled as defined under the Americans with Disabilities Act, are otherwise qualified for admission, and are able to perform the essential functions of a program or course of study, with or without accommodation. Applications of students requiring accommodation must so inform the Admissions Office as soon as the need for accommodation is known. Students who believe they qualify for accommodations should be in communication with the personnel of the Student Services Center. More information on registering for accommodations is found in this handbook under the Student Resource Center.

DISCIPLINE

God places authorities over all of us. We should recognize authority as such and willingly submit to the authorities in our lives whether it is the government, a parent, a pastor, or an institution. While you are a student at Moody Theological Seminary–Michigan, the Seminary faculty & staff, and Student Development staff are responsible for your leadership and oversight. If a situation should arise requiring discipline, it will always be done out of love for the individual and a desire to see them reach their full potential in Christ (Proverbs 3:11-12).

Disciplinary Appeal Process

The student has the right to appeal major disciplinary actions taken by the Associate Dean of Student Services and Chaplain, his staff, or the Discipline Committee. Appeals of decisions made by the Associate Dean of Student Services and Chaplain are heard by the Discipline Committee and require no specific stipulations.

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

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

The appeal must be made, in writing, to the Associate Dean of Student Services and Chaplain within 48 hours of the original decision. The written appeal shall consist of a statement of detailed facts, which make the appeal necessary.

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

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

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

Discipline Committee

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

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

Loving Confrontation

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

Our process involves following the guidelines which are set forth in Matthew 18:15-17. This passage prescribes that the "concerned person" speaks with the "offender" on an individual level. If the person fails to respond, the "concerned person" then takes another with him or her to speak with the "offender" about the matter. Finally, if there is still no change in the "offender's" actions or attitudes, the "concerned person" hands the situation over to the appropriate authority. It is our prayer that individual confrontation be the level at which matters are resolved. The goal in this is always restoration, and it should never be about bringing shame or punishment upon a brother or sister in Christ.

If you are in a situation where you believe you need to confront a community member and are unsure about how to proceed, please seek counsel. The Student Services Office staff is always available to provide advice and support for students who are uncertain as to how they should proceed in confronting someone.

Information for Crime Victims about Disciplinary Proceedings

In accordance with federal law, HEOA Sec. 493 (a) (1) (A) amended HEA Sec. 487 (a) (20U.S. C. 1094) (a): added HEA Sec. 487 (a) (26), Moody Bible Institute must, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Moody Theological Seminary, in compliance with the Family Educational Rights and Privacy Act of 1974, will maintain all student records in accordance with the provision of the act as amended. The Financial Aid records of the student maintained at the institution will be made available only to official members of the Seminary staff who have a legitimate professional right to the material.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- The right to inspect and review their educational records.
- The right to request the amendment of their educational records to ensure the information is not inaccurate, misleading, or otherwise in violation of privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without their consent.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by Moody Theological Seminary to comply with the requirements of FERPA.

According to FERPA laws, directory information can be disclosed by the school without an invasion of privacy. Moody Theological Seminary considers the following to be directory information:

- Student's Full Name
- Address
- Telephone Numbers
- Email Address
- Program
- Dates of Attendance
- Enrollment Status
- Degrees and honors received

Enrolled students and alumni may withhold disclosure of any directory information under the Family Education Rights and Privacy Act of 1974 (FERPA). To withhold disclosure, a written notification must be received in the Academic Records Office prior to the end of the first week of class each semester. Alumni may request withholding permanently.

Directory information is considered approved for discretionary disclosure unless and until a written request of withholding is received by the Registrar. If you prefer that this information not be released, please contact the Academic Records Office.

FREEDOM OF INQUIRY

As an institution of higher education, Moody Theological Seminary affirms the importance of academic freedom as foundational to maintaining an educational environment. The intellectual growth of students is dependent upon academic freedom. Freedom to speak, to conduct research, and to publish is the right of all members of the academic community, but freedom in any context carries with it the corollary responsibilities and limitations. Responsible behavior is vital to the maintenance of academic freedom.

In its commitment of promoting academic freedom, Moody Theological Seminary identifies the following principles of academic freedom and responsibility as applicable to all students.

Students are free to examine and discuss all relevant points of inquiry and to present data fairly and objectively. Students may clearly state their own personal convictions but will evaluate all substantive information in light of the Seminary's published "Doctrinal Qualifications for Students" in the Seminary catalog. It is the responsibility of all students to exercise discretion and good judgment in classroom presentations and discussions and in their written assignments.

Students are entitled to freedom of speech and expression. They are also entitled to freedom in research and in the publication of results. It is, however, the student's responsibility to uphold the MTS doctrinal statement in all matters while at Moody Theological Seminary. Free speech and expression does not include obscene or discriminatory speech or expression, illegal activity, activity that endangers or threatens the safety of any member of the community, or any activity that impedes the functions of the Seminary (Gal. 5:13; Phil. 4:8).

Students are free from institutional censorship or discipline if they clearly convey that their opinions are their own and not those of the Seminary. The special position of being a student at Moody Theological Seminary imposes special obligations. In choosing to study at Moody Theological Seminary, students indicate their support of the “Doctrinal Qualifications for Students” and their commitment to the mission of the Seminary. Students are encouraged to further the ministry of the Seminary through their life-example and commitment to Jesus Christ as Lord. Students affirm acceptance of the above policies when they sign their application for admission.

HARASSMENT

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

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

Definition

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

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

Filing

Any student who believes that he or she has been subjected to harassment has the right to file a complaint with the Associate Dean of Student Services and Chaplain. The complaint must be in written form and include the following:

- The name of the complaining party
- The name of the offender
- The date of the offence
- A statement of the offence

Reporting

Any student who believes that he or she has been subjected to harassment has the right to file a complaint. All reports will be promptly investigated with due regard for the privacy of everyone involved. The Associate Dean of Student Services and Chaplain will be responsible for assisting students seeking guidance or support in addressing matters relating to harassment or inappropriate behavior. Any student found to have harassed a fellow student or employee will be subject to severe disciplinary action and possible dismissal. MTS will also take any additional action necessary to appropriately remedy the situation. No adverse action will be taken for any student making a good faith report of alleged harassment.

Responsibility

All Moody Theological Seminary–Michigan students, employees, and particularly administrators, have a responsibility for keeping our work environment free of harassment. Any student, who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to the Associate Dean of Student Services. When Administrators become aware that harassment might exist, they are obligated by law to take prompt and appropriate action, whether or not the victim wants the institution to do so.

PLAGIARISM

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 Seminary policy. When the words or ideas of others are used, proper credit must be given either in a footnote or in the text. Consequences of plagiarism will normally follow a three-step process:

- First offence – a grade of F is given for the assignment, the professor must notify the Associate Academic Dean, Associate Dean of Student Services, and Registrar. A statement goes into the student's file.
- Second offence – a grade of F is assigned for the course; the professor must notify the Registrar and Associate Dean of Student Services. A statement goes into the student's file. The Associate Academic Dean and or Registrar will notify faculty of students who incur a second offence in this area.
- Third offence – the professor must notify the Registrar and Associate Academic Dean and Associate Dean of Student Services. The student may be suspended or dismissed from the Seminary. A statement goes into the student's file.

STUDENT GOVERNMENT: SaLT

The Seminary Student Leadership Team is made up of students elected by the student body. Students who wish to participate in SaLT are responsible to nominate themselves for a position. Positions are filled for a year at a time. The Associate Dean of Student Services and Chaplain serves as advisor to the Student Leadership Team.

The Student Council exists for the following purposes:

- To pray for the Seminary, student body, faculty, and staff.
- To create and maintain student life and a sense of community at Moody Theological Seminary.
- To serve the student body in ways deemed appropriate by the administration.
- To uphold and promote the mission of Moody Theological Seminary.

STUDENT GRIEVANCE

It is the policy of Moody Theological Seminary to provide an equitable system for the speedy and amicable resolution of problems between students and Seminary faculty, staff, and administrators. If, during the course of study at Moody Theological Seminary, a student encounters problems that require mediation for resolution, the following procedures have been instituted.

- Offenses against one another should be corrected with the individuals involved, as prescribed in Matt. 18:15-17 and Gal. 6:1-5.
- For course-related issues, the individual should speak to the course instructor. If the problem is still unresolved, the student may petition the Associate Academic Dean of the Seminary in writing. If an issue still exists after the Associate Academic Dean of the Seminary addresses the matter, the student may submit a written petition to the Student Grievance Committee.
- For issues which are not course related, the student should first speak to the individual(s) involved. If resolution is not achieved at that level, appeals must be made, in writing, through the following channels:

First, to the Associate Dean of Student Services and Chaplain
Second, to the Student Grievance Committee

At each level, evidence will be required of sincere attempts to seek resolution, following the steps outlined above. Decisions of the Student Grievance Committee will be considered final.

The Student Grievance Committee is chaired by the Associate Dean of Student Services and Chaplain and includes the Associate Academic Dean a faculty member appointed by the Associate Academic Dean of the Seminary, and a student representative appointed by the Seminary Student Leadership Team.

STUDENT INTERVIEWS WITH THE CHAPLAIN

The Associate Dean of Student Services and Chaplain conducts an entrance interview with every new student during the student's first semester. The Chaplain conducts an interview with each prospective graduate for the "Chaplain's Endorsement for Graduation."

STUDENT REPRODUCTION OF CLASSROOM MATERIAL

Approval from the professor is required before classroom material is reproduced in any form. The professor retains the right to grant permission, deny permission, withdraw permission, edit or not edit, limit production and distribution of the notes. The professor may require a title page that must include: the name of the seminary, title of the course and year it was taught, name of the professor, whether or not the notes were edited by the professor, that the notes are a student product from the class lecture, and that the material cannot be quoted without permission of the professor. Violation of this regulation will subject the student to disciplinary action.

USE OF THE INSTITUTE / SEMINARY NAME OR ADDRESS

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

USE OF SEMINARY DIRECTORIES

Directories are for the personal use of the Moody Bible Institute and Moody Theological Seminary family only.

CAMPUS SERVICES AND POLICIES

BOOKSTORE
BOOKSTORE: MOODY BIBLE INSTITUTE CHICAGO
BULLETIN BOARDS AND DIGITAL DISPLAYS
BUSINESS OFFICE CONNECTION
CAMPUS SECURITY
CAREER DEVELOPMENT
CELL PHONES, SMART PHONES, ELECTRONIC DEVICES
COMPUTERS
COMPUTER USE IN CLASSROOMS
DISABILITY SERVICES
EDUCATIONAL TECHNOLOGY SERVICES
EMERGENCIES AND EVACUATIONS
FACEBOOK
FACILITY USE
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HEALTH INSURANCE
HEALTH SERVICES
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ORIENTATION FOR NEW STUDENTS
PERMISSION TO USE AGREEMENTS
PRAYER CHAPEL
PRIVATE OR PUBLIC USE OF MOODY THEOLOGICAL SEMINARY
RECORDING CLASSROOM LECTURES
SOCIAL FUNCTIONS
STUDENT ACTIVITIES BOARD
STUDENT EMAIL ADDRESS
STUDENT LOUNGE
STUDENT MAILBOXES
VEHICLES/PARKING
VENDING MACHINES

Campus Services and Policies

BOOKSTORE

The campus bookstore is located in the Student Services Center. The campus bookstore will close in December of 2010. Future textbooks will be posted and students will acquire books on their own. The model we will be following is a “virtual” bookstore which provides most students with a more favorable price point. Help in using an online bookstore is available in the Student Services Center.

BOOKSTORE: MOODY BIBLE INSTITUTE CHICAGO

LifeWay Christian Stores is one of the largest Christian bookstores in Chicago and offers a variety of services and items especially for students. Textbooks, both new and used, are available for all your classes. In addition, the store has a wide selection of school and office supplies to fill your academic needs. LifeWay Christian Stores also offers a wide range of Christian literature, several Bible translations and editions, and a complete selection of music including cassettes and compact discs, as well as printed music and accompaniment tapes. Gifts, cards, clothing, church supplies, and Sunday school materials are readily accessible. Special services include the sale of concert tickets, gift certificates, and the opportunity to special order items not regularly stocked. In addition, LifeWay Christian Stores hosts autograph receptions with authors and artists throughout the year. Contact LifeWay at 312-664-0799 or www.lifewaystores.com

BULLETIN BOARDS AND DIGITAL DISPLAYS

Campus bulletin boards and televisions provide information on campus and community activities of interest to the student body. The Student Services Office approves all materials before they are posted on either the campus bulletin boards or on the campus televisions screens.

Bulletin Boards:

- Student Lounge: housing opportunities, items for sale, student interests, etc.
Career Development and Placement: Open Ministry Postings and employment
Alumni: Information from our alumni
- Digital Displays: Main Entrance and Student Lounge

BUSINESS OFFICE CONNECTION

The Student Services Office will serve as the connection to the business office on the Chicago campus. Financial matters shall be handled through the internet. Students requiring help in business matters may contact the Student Services Office on the Michigan campus which is open from 9 – 5 weekdays plus some additional hours during the evenings.

CAMPUS SECURITY

Moody Theological Seminary–Michigan provides campus facilities that comply with appropriate fire codes. Appropriate exterior walkways are illuminated by a maintained system of outside lighting. Emergency lighting is also provided on building interiors including campus residences.

The Seminary cannot accept responsibility for any items stolen on campus. Students are encouraged to keep valuables with them and to keep car doors locked in parking areas.

Any suspicious-looking individual not associated with the Seminary who is loitering on the campus or involved in suspicious or questionable actions should be reported to the Associate Dean of Student Services during business hours or faculty members at other times.

In addition, any student who commits a criminal act may be reported to law enforcement authorities. If you notice a security violation and common sense suggests that law enforcement help is needed quickly, call 9-1-1 immediately.

CAREER DEVELOPMENT

The Student Services Office on the Moody Theological Seminary–Michigan campus will maintain Open Ministry Position Postings that are regionally identified. The student may reference these postings at the Student Services Office. Further, MTS–Michigan students have access to the larger Career Development department on the Chicago campus.

The services of the Career Development Center, a department within the Student Services Division, are available to all MDLC students and graduates. Please call Patrick Friedline at 312-329-4414 from 9 to 5:30 Central Time for Career Development or email patrick.friedline@moody.edu. The online site address is <http://careerdev.moody.edu> (note, do not use “www” in the URL).

The services include:

- Assessments to provide you direction in life and in career goals. Assessments are available in Career Match, Personality Inventory, and a Spiritual Gifts Inventory. There is a charge for administering assessment surveys.
- Ministry Search Strategies resources include the Referral Service for graduates and The Job Bulletin. Both are accessible on the Internet at www.moody.edu or email careerdev@moody.edu.
- Counseling by the Career Development Center staff is available in the Career Office, by phone, or email. Counseling can include ministry search, further education, and career interests. Contact patrick.friedline@moody.edu for further assistance.

CELL PHONES, SMART PHONES AND ELECTRONIC DEVICES

Cell phones, Smart Phones, and all electronic devices, other than lap top computers being used for course notes, are prohibited from being used in the classroom. Students are to turn off the ringer on the phones and may leave the vibrator mode on in case of emergency calls. If a student receives an emergency call during class time, they must exit the classroom so as not to disturb the class. Students are not to use these devices to access email, text message, tweet, or access social networks during classroom time. These activities are to be limited to out of the classroom.

COMPUTERS

Students are required to follow the standards published in the “Computer Use & Acceptable Use Policy,” and students should exercise caution in the posting of information on the Internet. While the administration ordinarily will not seek this out, students can be held accountable for information found on Internet sites (i.e., Xanga, Facebook, MySpace, etc.) that is not consistent with the standards of Moody Theological Seminary. Downloading copyrighted material is illegal and disciplinary measures will be taken.

Seminary Web Sites:

www.moody.edu

www.my.moody.edu

www.mts.edu (Michigan Campus)

Student Passwords: Campus Solutions Student Portal

COMPUTER USE IN CLASSROOMS

Computers are only to be used in class for note taking, presentations, or access to the Internet which have been approved by the professor. Computers are not allowed while taking course examinations unless otherwise specified by the professor. This policy applies to take-home and proctored examinations, as well as those administered in the classroom. This policy supports fairness to all students and ensures the security of the examination process.

DISABILITY SERVICES

It is the goal of Moody Theological Seminary–Michigan 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 Moody Bible Institute.

Students who believe they have a disability which might affect their academic performance at Moody Theological Seminary–Michigan and require accommodations or auxiliary aids and services, should visit the Student Services Office to meet with the Associate Dean of Student Services to discuss possible accommodations.

Moody Bible Institute's Student Resource Center aims to make all college services, activities, facilities, and privileges accessible to qualified persons with disabilities. Reasonable accommodations will be made on an individual 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 Moody Bible Institute.

The mission of the Student Resource Center is to ensure that qualified individuals with disabilities are provided an equal opportunity to participate in all curricular activities, services, facilities, and privileges available at Moody. This goal is accomplished by providing and coordinating support services that enable students to maximize their educational potential.

Disabilities may include specific learning disabilities, attention deficit/hyperactivity disorder, visual impairments, deaf and hard of hearing, acquired brain injury, physical and functional disabilities, and psychiatric disabilities. Accommodations may include services such as extended time, alternative formats, and readers for exams; books on audio, and other appropriate disability accommodations. For more information about learning disabilities, please see the [Learning Disability Information Document](#).

Students who believe they have a disability which might affect their academic performance at Moody and require accommodations or auxiliary aids and services should contact or visit the [Student Resource Center](#) and the Student Services Center in Michigan to discuss possible accommodations.

EDUCATIONAL TECHNOLOGY SERVICES

Education Technology Services serves Moody Bible Institute with technology-related resources for both the classroom and other Institute events. This includes faculty computers, management of campus computer labs, campus events such as chapels and conferences, training, and classroom setups for faculty and students. In addition, the ETS office, located across the hall from the Library on Sweeting 1st floor, houses multimedia facilities for students and faculty to work on projects for class or personal use in addition to creative space for students to work on group projects together. Equipment is also available for rent from the ETS office for PCM or personal use. The ETS Help Desk provides support for education-related technology questions and can be reached by dialing x4067. Students may also find additional information about the ETS Department as well as hours of operation by viewing the ETS web site or calling 312-329-4067.

EMERGENCIES AND EVACUATIONS

In case of a medical emergency, the situation should be reported immediately to the main office. The main office will call 911 to report and secure the professional attention that is needed. Only trained personnel should provide any type of medical care. A first aid kit is kept in the main office for minor needs. Visit the Student Services Office for access to the first aid kit.

Moody Theological Seminary has a prescribed emergency evacuation plan to clear the building in case of fire or other emergencies. Each student should review the evacuation plan at the beginning of each Semester. The student should note the building layout charts on the doors or near the doors of the classrooms to determine the route for evacuation. Moody Theological Seminary will have periodic evacuation drills.

FACEBOOK

Students may join Moody Theological Seminary on Facebook to connect with your classmates.

FACILITY USE

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

FACULTY MAIL

Faculty mailboxes are located in the faculty workroom at the end of the office hallway. Students may leave completed work in the faculty mailbox. Staff mailboxes are located in the Student Services Office. Items other than seminary related items may not be put in the mailboxes without the approval of the Associate Dean of Student Services.

HEALTH INSURANCE

The Seminary assumes no responsibility for student injuries, illnesses or hospitalization. It is the student's responsibility to provide his or her own accident and health insurance. Michigan students should contact the Chicago campus for information on medical insurance coverage currently available for purchase through Moody Bible Institute.

HEALTH SERVICES

It is the student's responsibility to report to the Registrar any special considerations concerning his or her health. Moody Theological Seminary–Michigan does not provide any health insurance coverage. Health insurance coverage is the obligation of the student. Students needing emergency hospital care are sent by local ambulance to nearby hospitals. Ambulance service and medical care are at the student's expense.

HIV/AIDS

Moody Theological Seminary is committed to providing quality educational opportunities in an environment that is safe and conducive to learning for students and employees. Thus, all confirmed cases of Acquired Immune Deficiency Syndrome (AIDS), AIDS-Related Complex (ARC), or a positive Human Immuno-deficiency Virus (HIV) infection will be addressed on an individual basis for both students and employees, while maintaining the dignity and rights of the individual and the Seminary community.

HOUSING

Moody Theological Seminary provides no student housing. There are several apartment complexes within a reasonable distance of the Seminary. Information of available housing within the Plymouth area may be accessed through the Student Services Office.

INCLEMENT WEATHER AND SCHOOL CLOSING

The policy of Moody Theological Seminary regarding snowy conditions is to hold all classes as scheduled. Professors and the majority of the students can usually make it in to class. As a result, if the weather is less than favorable, and you feel you cannot attend because of road conditions, please make arrangements with a fellow student or the professor to get the notes and assignments as needed. If you think conditions are bad enough to cancel classes, please refer to the website calendar or call the school hotline (734) 207-9581 (press *) for school closing information.

School closing may be announced on the following radio and television stations:

WRJ 760

WDIV Channel 4 NBC

WWJ 950 AM

WXYZ Channel 7 ABC

WJBK Channel 2 Fox

You should always use your best judgment to determine if it is safe enough for you to come to class. However, if you choose to stay home your absence may count towards the total allowed for the class.

INTERNATIONAL STUDENTS

International student policies are handled by Patcharaporn Prukpitikul (Nok), Assistant Dean for International Students on the Chicago campus. She may be reached by calling 312 329 4199 or through email at pprukpitikul@moody.edu. International students are to follow the policies set forth in the *International Students Handbook*. This handbook is available through the International Student Office in Chicago.

INTERNET ACCESS

Wireless internet access is available throughout the Seminary campus.

JOB BOARD

A board where employment opportunities are posted is available on the first floor of the building. Students may check this board and contact any of the employers listed. Any pertinent materials may be dropped off at the Student Services Office for approval and posting on this board.

KITCHEN

The kitchen is located on the second floor beside the auditorium. A microwave, refrigerator, sink, countertop, and table are available for student use. The kitchen is shared with many ministries that use our facility. Please respect the property of others. Do not leave any dirty dishes in the kitchen and clean up all counters, tables, and sink areas when you are finished. As the kitchen is cleaned out periodically, please label and date food that you leave in the kitchen.

LOST AND FOUND

Found items are to be deposited in the Lost and Found drawer located in the Student Lounge. All items are kept for 30 days from the date received. Items are then disposed of through donations and sales unless the item appears to be extremely valuable. The Seminary cannot accept responsibility for the loss or damage of valuables. Students should insure their personal property of value, as the school does not have insurance to cover these items. This is also true of personal belongings left on campus over vacation periods.

ORIENTATION FOR NEW STUDENTS

The Associate Dean of Student Services and Chaplain will conduct an orientation seminar at the beginning of each semester for new students. The seminar covers academic policies, Seminary standards and library procedures. The staff and faculty are introduced at this time. Attendance at orientation is a requirement for all new and reentering students. Dates for New Student Orientation are posted on the Seminary web site and at my.moody.edu.

PERMISSION TO USE AGREEMENTS

Students will be asked to sign the "Permission to Use Agreement". This form authorizes Moody Theological Seminary to use such things as photos of students and photos depicting life and events at MTS to post on the website, student directory or for informational, promotional and other legitimate purposes. This form also allows MTS to use the student's name as a student of MTS for purposes of promotion and other legitimate purposes. Students may decline this authorization.

PRAYER CHAPEL

The Prayer Chapel is located on the first floor of the building, across from the vending machines. It provides a quiet place for faculty, staff and students to pray and reflect. The Prayer Chapel should be used for prayer and meditation and not for a study room. In order to keep it clean no food or drinks are permitted in the Prayer Chapel.

PRIVATE OR PUBLIC USE OF MOODY THEOLOGICAL SEMINARY

Students may not use the school facilities for providing goods or services for personal profit. Solicitation is limited to notices posted on the information boards in the campus lounge. All notices must be approved by the Student Services Office before posting.

RECORDING CLASSROOM LECTURES

All digital video and audio recording of classroom lectures and activities is not allowed except when it is necessary to meet the needs of a special needs student and approved by the professor. The professor shall be consulted to gain his or her approval. The student may not listen to a tape of a class to make up for a missed class because of personal schedule conflicts.

SOCIAL FUNCTIONS

SaLT (the Student Leadership Team) is primarily responsible for organizing social events at the Seminary. Students are encouraged to attend. Any suggestions or comments on these events can be passed on to SaLT.

STUDENT ACTIVITIES BOARD

A board for pictures and articles concerning the ministries of current MTS students or alumni is provided on the first floor of the building. Any pertinent materials may be dropped off at the main office for Registrar approval and placement on this board.

STUDENT EMAIL ADDRESS

All students must maintain a valid email address with the Student Services Office in Michigan as well as Academic Records in Chicago along with physical address information. Students will be required to periodically authenticate their current email address. Email allows the Seminary to communicate with students promptly and effectively.

STUDENT LOUNGE

The Student Lounge is located on the first floor of the main building. It provides a place for students to hang out, eat, study, or relax. Microwave ovens are available for complementary use. Coffee, Tea, and Hot Chocolate are available for a donation. As it is also a place for students to get information, you will find it helpful to check out the information boards in the lounge. Student mailboxes are located in the campus lounge. It is the student's responsibility to check their mailbox and to take home its contents. Meetings not open to the entire student body should not be held in the campus lounge.

STUDENT MAILBOXES

Student mailboxes are located in the student lounge. They are designed for receiving personal messages from fellow students or student organizations as well as mail from the administration, faculty and staff. Faculty members will also use these boxes to return completed and graded work. Please check and empty your box regularly.

The Student Services Office assigns student mailbox numbers. Students will maintain the same mail box number as long as they are students in good standing and currently taking classes. When a student withdraws (either officially or unofficially), the student mailbox is vacated and reassigned. When a student is readmitted to the Seminary, a different mailbox is assigned. The Seminary does not accept personal mail for students.

VEHICLES /PARKING

The parking area behind the building is available for students. The area in front of the building is for faculty and handicap parking only. Vehicles should not be left overnight in the parking lot. Vehicles should not be parked on neighboring streets, in areas designated as fire lanes, or in unmarked areas. There should be no speeding or reckless operation of vehicles in the Seminary parking lot. Failure to adhere to these regulations may result in cars being ticketed or towed, or other disciplinary action at the owner's expense. Parking in handicapped-marked spaces will be ticketed by police. Students are encouraged to keep their vehicles locked for security reasons. Students are encouraged to secure their vehicles while on campus; the seminary is not responsible for any loss of property or damage to vehicles while on the premises.

VENDING MACHINES

There are beverage and snack machines located in the first floor hallway, near the Student Lounge. Please do not hit, tip, or abuse the machines. If you have a problem, notify the office during office hours.

LIBRARY SERVICES: MICHIGAN CAMPUS

LIBRARY MISSION STATEMENT
CONTACT INFORMATION
LIBRARY HOURS
COMPUTER LAB
LIBRARY IDENTIFICATION CARDS
LIBRARY POLICIES
LIBRARY SERVICES
LIBRARY STATISTICS

Library Services: Michigan Campus

LIBRARY MISSION STATEMENT

The mission of the Moody Theological Seminary–Michigan library is to provide the necessary informational material to support the basic responsibilities of teaching, research, continuing education, and service with a professional and courteous attitude to all patrons. This service is demonstrated by: A collection that reflects and supports the curriculum, collection development and growth in retrospective and current literature, comprehensive biblical exegesis and systematic theology collections, access to bibliographic tools and databases, interlibrary loan services, and a knowledgeable and attentive staff.

The student should consult the Librarian for details on hours of operation, access to electronic resources, loans and renewals, interlibrary loan, placing holds, reference assistance, computer lab and services for the physically impaired.

Additional policies and practices are set forth in the *Library Services Handbook*.

CONTACT INFORMATION

Laura Hunt, Branch Librarian

Micah Jelinek, Library Technician

Moody Theological Seminary–Michigan Library

Phone: 734-207-9581

Fax: 734-207-9582

Website: <http://www.mts.edu/contentSubject.aspx?id=2220>

LIBRARY HOURS: Fall 2010

Monday: 9 a.m. – 9:30 p.m.

Tuesday: 9 a.m. – 9:30 p.m.

Wednesday: 9 a.m. – 9:30 p.m.

Thursday: 9 a.m. – 9:30 p.m.

Friday: 9 a.m. – 5 p.m.

Saturday: 10 a.m. – 2 p.m.

COMPUTER LAB

The computer lab is located in the back of the library on the stage. Students are able to access the internet as well as BibleWorks⁷ on any of the twelve (12) computers in the lab. The computer lab is available for use during normal library hours.

The seminary maintains a computer lab for student use located in the library. The computer lab provides to students - word processing capability, internet access, Hebrew and Greek tutors, access to the research databases of OCLC-First Search, and several CD-ROM based research tools.

LIBRARY IDENTIFICATION CARDS

The Student Identification Cards are issued during New Student Orientation.

LIBRARY POLICIES

1. Books are borrowed on a three-week loan period.
2. Books can be renewed twice unless another patron has requested the book.

Library patrons are subject to the following fines if borrowed books are late, damaged, or lost.

- Late books – 3 days grace, \$.10/day
- Lost/Damaged books – Cost of book + \$5.00 processing fee

3. Do not remove journals from the library. There is a copier in the library for you to copy journal articles.
4. Do not re-shelve your books or journals. Leave them at a nearby table. The library staff will put them away.

Please remember you are working in a library. Respect the work habits of others by remaining quiet. Do not use cell phones in the library.

5. Reserve Materials

6. Copyright: Moody Theological Seminary–Michigan complies with copyright laws. Students are advised to stay informed of current copyright statutes and to follow them.

LIBRARY SERVICES

- Athena, the electronic indexing catalogue, providing bibliographic information on the MTS–Michigan collection
- Electronic databases including JSTOR, ATLA/S Religion, PsycArticles/PsycINFO
- Electronic resources
- Theological Journal Library
- Wireless Internet Access
- Internet Access
- Online Catalog
- Copying Services
- InterLibrary Loan Services
- AV Resources
- Current Periodical Section (as well as backdated issues)
- Map Section; with atlases and oversized books

LIBRARY STATISTICS

The MTS–Michigan library houses over 75,000 books, 38,000 periodical issues, 8,000 complete periodical volumes, and 200+ periodical subscriptions.

LIBRARY SERVICES: CHICAGO CAMPUS

MISSION

LIBRARY STAFF

LIBRARY HOURS

BORROWING PRIVILEGES

ELECTRONIC RESOURCES

ELIGIBILITY FOR SERVICES

Library Services: Chicago Campus

MISSION

The Crowell Library supports the curriculum and mission of the Moody Bible Institute (MBI) by providing services and information sources to its students and faculty regardless of their location.

LIBRARY STAFF

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

Library Director	James Preston, 312.329.4140; james.preston@moody.edu
Technical Services Librarian	Lori Johnson, 312.329.4102; lori.johnson@moody.edu
Public Services Librarian	Amy Koehler, 312.329.4139; amy.koehler@moody.edu
Circulation Supervisor	Bethany Hovda, 312.329.4136; bethany.hovda@moody.edu
Serials & Interlibrary Loan Technician	Holly Reid, 312.329.4148; holly.reid@moody.edu
Acquisitions	Joe Cataio, 312.329.4078; joseph.cataio@moody.edu

LIBRARY HOURS

See: <http://library.moody.edu/info/calendar.php>

BORROWING PRIVILEGES

- Full access to online resources in our computer lab or through My Moody
- Library membership active until graduation (cost may be included in school fees)

ELECTRONIC RESOURCES

Website

Our library website (<http://library.moody.edu>) can be accessed from any computer terminal connected to the internet. This website provides information about our library, including hours and contact information, services and also functions as a gateway to our electronic resources, including those listed next.

Library Catalog and Databases

Information Systems (IS) (312.329.4001) supplies all students with usernames and passwords to access the electronic resources, databases of full-text resources, online indexes, eBooks, and databases of reference collections.

1. Open up a web browser to the library homepage (<http://library.moody.edu/>).
2. You may access all the eResources to which we subscribe from this page.
 - a. Look through the first drop-down menu labeled Search Popular Databases to see which eResources are most used.
 - b. Check out the next drop-down menu to see which provide full-text access to articles, book reviews, etc.
 - c. Click on one of the links to the right (By Subject, By Curriculum, Most Popular, Full-Text Only, and List All) to read annotations of each eResource, and to determine which tool holds the information most relevant to your information needs.
3. Once you find the appropriate eResource, click on the link.
4. You will be asked to login using your MyMoody username and password.
5. At this point, you should be directed to the eResource and may begin searching.
6. For help using these tools, check out the HELP pages on each separate eResource.

If you require further assistance, feel free to contact the library via:

<u>Online:</u>	Filling out the Ask a Librarian web-form linked on our homepage.
<u>Telephone:</u>	312.329.4175
<u>Email:</u>	library@moody.edu
<u>Fax:</u>	312.329.8959
<u>Mail:</u>	Moody Bible Institute Crowell Library 820 N La Salle Blvd Chicago, IL 60610

For questions about logging in and Tech Support, contact the Education Technology Services (ETS) Help Desk at 312.329.4067.

Some important databases offered by the Crowell Library are: *ATLA Religion, A-Z List, Academic Search Premier, Britannica Online, Christian Periodical Index, eBooks (Gale, Greenwood, OUP, Routledge, and NetLibrary), JSTOR, and the Oxford English Dict.* The 70+ databases to which we subscribe 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, 8,140 eBooks, more than 2,500 full-text magazines, newspapers, reference books, and transcripts, plus thousands of pictures, maps, web-links, and audio/video files.

ELIGIBILITY FOR SERVICES

Library services are available to current students and faculty affiliated with the Moody Bible Institute undergraduate and graduate schools.

GENERAL INFORMATION

ACADEMIC CALENDAR

CITY OF PLYMOUTH

LOCATION OF MOODY THEOLOGICAL SEMINARY–MICHIGAN

SOUTHEASTERN MICHIGAN

RIGHTS RESERVED STATEMENT

CAMPUS MAPS

General Information

ACADEMIC CALENDAR

All calendar dates are subject to revision by the Seminary administration as necessary. Please visit the Web calendar (featured calendar: "Academic") for complete, up-to-date information via my.moody.edu.

FALL 2010 SEMESTER MICHIGAN CAMPUS

August 28	Saturday	New Student Orientation
September 6	Monday	Labor Day holiday, no classes
September 7	Tuesday	Fall classes begin
November 4	Thursday	Seminary Banquet, no classes
November 25-28	Thursday – Sunday	Thanksgiving, no classes, offices closed
November 29	Monday	Classes resume
December 13-16	Monday – Thursday	Final exams
December 16	Thursday	Last day of classes

SPRING 2011 SEMESTER MICHIGAN CAMPUS

January 3-7	Monday – Friday	January Session
January 8	Saturday	New Student Orientation
January 10	Monday	Spring classes begin
January 17	Monday	Martin Luther King holiday, no classes
April 18-21	Monday - Thursday	Final exams
April 21	Thursday	Last day of classes
May 21	Saturday	Commencement

SUMMER 2011 SEMESTER MICHIGAN CAMPUS

May 2	Monday	Summer classes begin
May 30	Monday	Memorial Day holiday
June 20-23	Monday – Thursday	Final exams
June 23	Thursday	Last day of classes
July 11-16	Monday – Saturday	July Session I
July 25-30	Monday – Saturday	July Session II

CITY OF PLYMOUTH

One of the oldest communities in Michigan, the city of Plymouth was founded in 1867 by a group of settlers from Plymouth, Massachusetts. The city has a population of 9,560. Plymouth presents a unique shopping and dining atmosphere, with a number of antique shops, coffee shops, and other specialty stores located around a central park. The downtown area has been renovated, and the city offers a number of family- and community-oriented events including the Fall Festival, Ice Sculpture Spectacular, Chili Cook-off, and Art in the Park.

LOCATION OF MOODY THEOLOGICAL SEMINARY–MICHIGAN

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

SOUTHEASTERN MICHIGAN

Southeastern Michigan boasts the state's largest population. Greater Detroit is home to nearly five million people. Detroit has a strong international flavor, with large African-American, Arab, Greek, Jewish, and Polish populations. Much of the area's industry centers on automotive production. Just half an hour to the south is Toledo, Ohio, another booming city. MTS also draws students from nearby Windsor, Ontario, Canada.

Detroit is home to several sports teams, including the Tigers, Lions, Pistons, and Red Wings. Detroit has several world-class museums and arenas. Recreational opportunities abound in the area, including boating, fishing, camping, golfing, skiing, and snowmobiling. Several major schools also call southeastern Michigan home, including The University of Michigan, Eastern Michigan University, Wayne State University, and Oakland University.

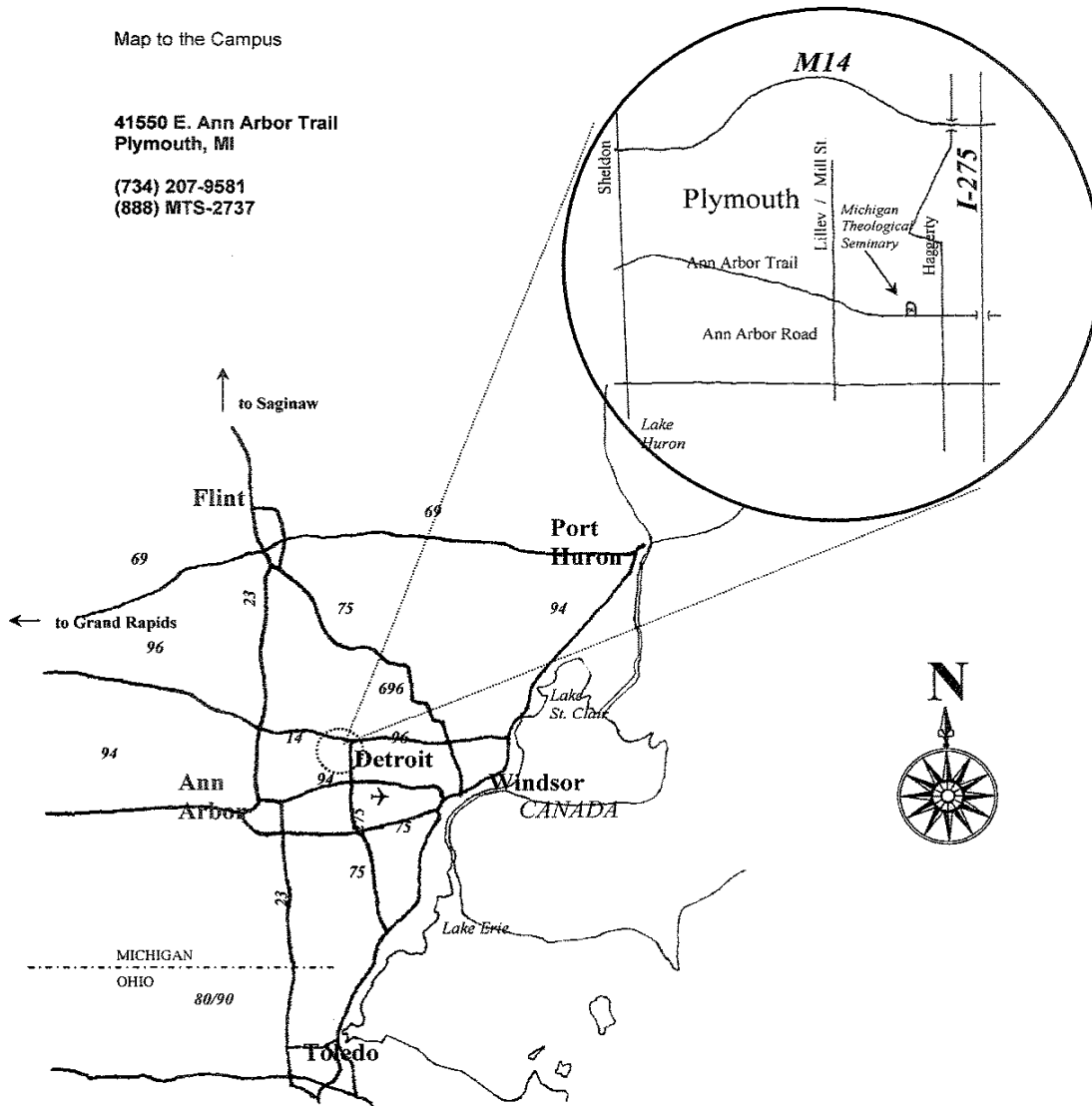
RIGHTS RESERVED STATEMENT

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

Map to the Campus

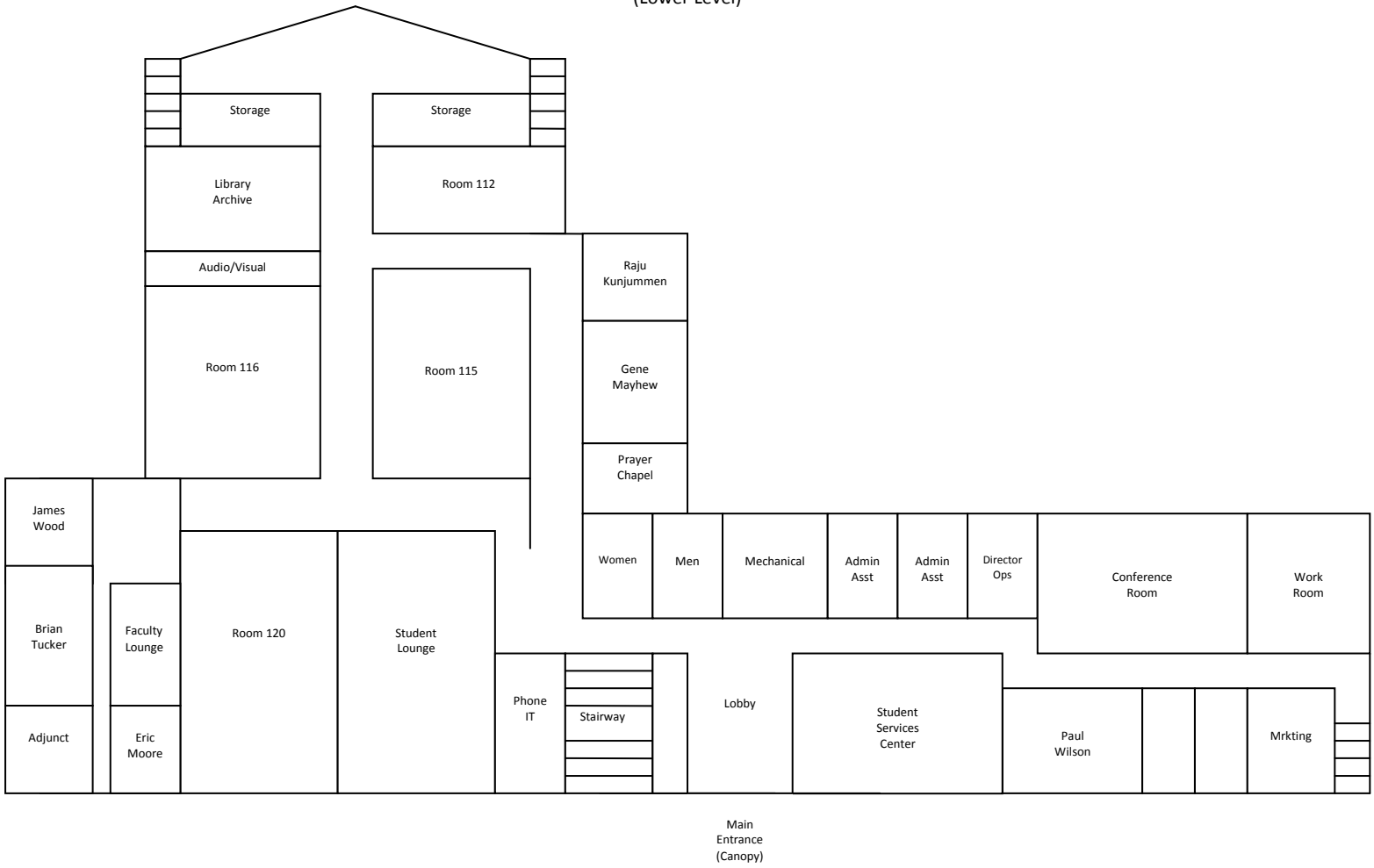
41550 E. Ann Arbor Trail
Plymouth, MI

(734) 207-9581
(888) MTS-2737



→ - Detroit Metropolitan Airport: east of 275,
south side of 94

Moody Theological Seminary–Michigan
(Lower Level)



Moody Theological Seminary—Michigan
(Upper Level)

