



# MOODY BIBLE INSTITUTE

## REQUEST FOR INTERMISSION—UNDERGRADUATE CHICAGO CAMPUS

### Policy:

Intermission allows students to retain active student status in an academic program though not enrolled in residential, on-campus courses. Students who are in good standing and meet all S.A.P. requirements (see “Academic Policies,” Undergraduate Catalog), may request Intermission for up to two semesters (fall or spring) during the course of their degree program. Limit 2 semesters.

A \$200 fee will be charged to the student’s account for each semester of Intermission, with the exception of students who are enrolled in distance learning courses and/or an internship. Students on Intermission may only enroll in up to 8 Moody Bible Institute Distance Learning credits and/or an internship. Chicago campus students enrolled in distance learning courses while on Intermission will not receive the Chicago Undergraduate Tuition Grant.

Students with an outstanding balance must make noticeable progress towards paying off their debt while on their first semester of Intermission or they will be denied a second semester of Intermission.

**Intermission Form Deadlines:** Forms must be submitted prior to the first day of both FALL and SPRING semesters.

### Process:

1. The student must complete Part 1 and submit it to [academicrecords@moody.edu](mailto:academicrecords@moody.edu).
2. Academic Records will complete Part 2 and send an email confirmation to the student, if the request for Intermission is approved.
3. **Please note:** Students on intermission are still required to **sign off** and abide by the **Student Life Guide**. You will not be able to enroll in classes for the following semester until this has been completed.
4. Forms submitted late will not be accepted. Students who do not enroll in the next semester and who have not applied for Intermission by the above stated deadlines, will have their enrollment status discontinued. Discontinued students must re-apply through the MBI Admissions Department.

### Part 1: To Be Completed by the Student

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Planned Graduation Date: \_\_\_\_\_

I am an F-1 Visa (International) Student and have contacted the International Student Office ([iso@moody.edu](mailto:iso@moody.edu)) prior to submitting this form.

I am requesting **Intermission** for the upcoming semester (semester and year):

Fall \_\_\_\_\_  Spring \_\_\_\_\_

Reason(s) for requesting **Intermission** (check all that apply):

Financial  Medical  Military  Personal  Ministry  Other (please explain):

I understand and agree to abide by the policy stated above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 2: To Be Completed by the Office of Academic Records

Enrolled in Distance Learning Course(s)?

YES  NO

Staff Initials: \_\_\_\_\_

Date processed: \_\_\_\_\_

Number of Previous Intermissions: \_\_\_\_\_

Section Number: \_\_\_\_\_

Checked for Holds

Not an International Student

Notified Residence Life

Checked GPA

Email Sent to Student