



## Student Handbook 2019-20

"They read from the Book of the Law of God making it clear and giving the meaning so the people could understand what was being read." - Nehemiah 8:8



This "Student Handbook" has been prepared as an addendum to the TBS Student Catalog to provide specific information relative to students.

Thus, for student purposes, the "Student Catalog" should be considered Part I, and this handbook Part II of a continuous document.

This handbook and other TBS documents are introduced during orientations and the latest version available online for viewing and printing under "About – Resources."

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**Main Campus Office Hours**

Monday – Friday

9:00 a.m. - 4:00 p.m.

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## Introduction

The Bible Seminary (TBS) is an independent, non-denominational, 501(c)(3) charitable institution of higher education incorporated in Texas in 2010 to offer training for laity and vocational ministry professionals. Programs include Bible Certificate and Licensed Professional non-degree programs, as well as Dual Degree Completion, Master of Arts, and Master of Divinity degree programs.

The Texas Workforce Commission and the Texas Higher Education Coordinating Board granted exemptions to TBS in 2011. The seminary has been approved for Candidate Status with the Transnational Association of Christian Colleges and Schools (TRACS) since April 2019, as well as an Affiliate of the Association for Biblical Higher Education (ABHE) since 2012, an approved CEU provider for the Association of Christian Schools International (ACSI) since 2015, and approved by the Texas Veterans Commission since 2017. TBS became an accredited member of ECFA in 2019 and received Gold Star status with GuideStar in 2018.

TBS aims to help nurture a biblically literate populace via comprehensive, strategic, Bible-based training. Faculty seek to integrate studies of the Bible with instruction in historical, theological, and practical disciplines critical to developing professional skills for ministry. Experiential education occurs through classroom instruction, community-based training with ministry professionals, hands-on ministry training, and study tours.

Leadership includes Dr. K. Lynn Lewis, President; Dr. Scott Stripling, Provost; Dr. Doug Petrovich, Dean of the Graduate Program and full-time Professor; numerous adjunct faculty, ministry professionals and mentors who serve as part of the teaching team; and a Board of Trustees.

## Accreditation

The Bible Seminary is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on April 16, 2019. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

In April 2012, The Bible Seminary was approved for Affiliate Status with the Association for Biblical Higher Education (ABHE). As an Affiliate institution of ABHE, The Bible Seminary participates in and contributes to collegial and professional development activities of the Association. Affiliate Status does not, however, constitute, imply, or presume ABHE Accredited Status at present or in the future.

## Covenantal Documents

The Bible Seminary requires all administration and staff, Board members, faculty, and graduate students to read and sign in agreement with a set of covenantal documents that help define the ideological, relational, and theological parameters of the seminary community. Generally, everyone signs these documents annually in conjunction with their employment, enrollment or re-enrollment, and service contracts.

### Purpose

The Bible Seminary exists to glorify God by training Christian believers in a context of biblical community in all 66 books of the Bible so that they can serve the local church and fulfill the Great Commission by the power of God's Spirit.

### Core Values

#### *Key Verse*

"They read from the book of the Law of God, making it clear and giving the meaning so that the people could understand what was being read."

Nehemiah 8:8

**Lordship** – Because He is Lord (Philippians 2:11), we will continually ask Jesus Christ to sit on the throne of the seminary and on the throne of the lives of its faculty, administrators, and students for the glory of God (1 Corinthians 10:31).

**Bible** – Because the Bible is the fully true Word of God (2 Timothy 3:16), we will offer and require the study of all 66 books of the Bible before graduation with a degree. We will seek to creatively integrate classical theological disciplines and ministry training by studying books of the Bible (i.e. Church History will begin with the Book of Acts and keep going; Pastoral Leadership will come through the study of the Pastoral Epistles; Systematic Theology will flow out of the study of the Pauline Epistles).

**Prayer** – Because apart from Him we can do nothing (John 15:5), we will continually seek to plug into the Vine Jesus Christ through yielding to Him in prayer. We will offer a unique emphasis on prayer including classes on prayer, a school of prayer, prayer faculty, and multiple prayer opportunities in the life of the seminary.

**Unreached Peoples** – Because the return of Christ awaits the evangelization of all people groups (Matthew 24:14), we will keep our eyes on the unreached peoples of the world and train our students to have a heart for the fulfillment of the Great Commission (Matthew 28:18-20) by seeking to reach millions of souls for Jesus Christ.

**Local Church** – Because the local church is God's plan (Matthew 16:18), we will be based in the local church and have a symbiotic relationship of service and training with local churches and parachurch ministries.

**Community** – Because we were created for community (Genesis 1:26; Romans 12:5), we will seek to build a campus-based fellowship where the "one anothers" of Scripture are lived out, where authenticity and accountability are practiced, and where integrity is modeled and taught.

**Compassion** – Because God has a huge heart for the poor and overlooked (Matthew 25:31-46), we will strive to motivate, equip, and train students to minister to "the least of these" as a lifestyle.

## Institutional Objectives

The Bible Seminary strives to provide faculty, staff, support services and a learning environment that enable students and graduates to:

- Believe in Jesus Christ as **LORD** and trust Him on the throne of their lives for the glory of God.
- Believe the **BIBLE** is the fully true Word of God and integrate the study of all 66 books of the Bible with studies in classical theological disciplines and ministry training prior to graduating with a degree.
- Practice a life of **PRAYER**, continually seeking to plug into the Vine of Jesus Christ.
- Have a heart for the **UNREACHED PEOPLES** of the world and the fulfillment of the Great Commission through seeking to reach millions of souls for Christ.
- Have training and experience in the **LOCAL CHURCH** and have established key relationships with various local churches and parachurch ministries.
- Have experience in ministry, and study amidst a **COMMUNITY** committed to authenticity and accountability where integrity is modeled and taught.
- Have **COMPASSION** for the poor and overlooked, and have received motivation, equipping, and training to minister to "the least of these" as a lifestyle.

## Institutional Outcomes

- The student will demonstrate mastery of all 66 biblical books by completing a summative Capstone project as the culmination of his or her program prior to graduating with a degree.
- The student will demonstrate learning proficiency, progression in study skills, and academic achievement through successfully passing course exams, improving scores between pre-course and post-course assessments, research reports, written papers, and class presentations.
- The student will demonstrate evidence of core ministry skills including basic and advanced hermeneutics, pastoral leadership, preaching and teaching, biblically-based counseling, and cultivation of individual and group spiritual formation.
- The student will demonstrate exegetical comprehension and applied learning from the study of biblical cultures, languages, history and theology through course assignments and ministry activities within the seminary community and beyond.

## Doctrinal Statement

- **We believe in the inspiration and authority of Scripture** – The Bible is the only inspired Word of God, fully true, and our sole authority for all that we believe and do (2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18). We hold to the inerrancy of Scripture, as outlined in the “Chicago Statement on Biblical Inerrancy.”
- **We believe in one God** – There is only one true God who exists eternally in three Persons: God the Father, God the Son, and God the Holy Spirit (Genesis 1:26; Deuteronomy 6:4; Matthew 28:19; John 14:9; Acts 5:3-4,9; 2 Corinthians 3:17; 13:14; Hebrews 1:1-3, 1 John 5:7).
- **We believe in the deity and humanity of Christ** – Jesus Christ is Lord, being fully God and yet fully Man, born of a virgin, as affirmed in the Nicene, and Apostles’ Creeds (Matthew 1:18-23; Luke 1:26-38; John 1:1-2,14; Philippians 2:5-8; Colossians 1:13-20; Hebrews 1:8).
- **We believe in substitutionary atonement** – Jesus Christ died on the cross as our substitute – taking upon Himself the penalty of the sins of fallen humans (John 1:29; Romans 3:25-26; 5:8, 12-19; Galatians 3:13; 2 Corinthians 5:21; 1 Peter 3:18).
- **We believe in the resurrection of Christ** – Jesus rose from the dead in a bodily resurrection defeating sin and death (Romans 6:4-9; 10:9; 1 Corinthians 15:3-6).
- **We believe in salvation by grace through faith alone** – A person is saved from eternal separation from God as a free gift when that person places their faith in Jesus Christ who is the only way to the Father (John 1:12; 3:16; 5:24; 14:6; Acts 4:12; Romans 1:16-17; Ephesians 2:8-9; Revelation 21:27).
- **We believe in the Second Coming of Jesus Christ** – Jesus Christ will come again to judge the living and the dead (Matthew 24-25; Acts 1:9-11; 1 Thessalonians 4:13-18; Revelation 19-21).
- **We believe in heaven and hell** – Believers in Jesus Christ will be resurrected to everlasting blessedness and joy in eternal fellowship with God (1 Corinthians 15:35-57; 2 Corinthians 5:1-9; Philippians 3:20-21; 1 Thessalonians 4:13-17; Revelation 21:1-7; 22:1-5). Unbelievers will be resurrected to conscious separation from God and eternal punishment (Matthew 25:41,46; Mark 9:43-48; 2 Thessalonians 1:7-9; Revelation 14:9-11; 20:10-15; 21:8).

### WHERE WE STAND ON SOME CONTROVERSIAL SOCIAL ISSUES

We acknowledge that the following social issues generate much pain and division in some churches, and we do not approach these issues lightly or glibly. But we also acknowledge that at the heart, these are authority of Scripture issues. We believe the Bible is clear about the following:

- **Abortion** – We believe human life inside a mother’s womb begins at conception and that at conception, a real human being is created in the image of God (Psalm 139:13-16; Jeremiah 1:4-5; Luke 1:39-45) and, therefore, that abortion is murder and wrong/sin (Exodus 20:13). We believe God offers full forgiveness to an abortive mother/father who has turned to Jesus Christ (Colossians 2:13-15; Ephesians 1:7).
- **Celibacy, Marriage, and Sexuality** – We believe God created humans in His image, intentionally and immutably male and female, each bringing unique and complementary qualities to sexuality and relationships (Genesis 1:27, 2:21-24, 3:16-20, 4:1; Matthew 19:4-5; Ephesians 5:22-33). Celibacy, marriage, and sexuality in general are gifts from God to be expressed: (1) within specific boundaries He designed for our safety and pleasure, and (2) within the confines of His purposes, which include gratefully honoring the Lord with our bodies and minds (Proverbs 6:20-7:27; Matthew 6:27-30; Romans 12:1-2; 1 Corinthians 7:19-20; Ephesians 4:17-5:20; Philippians 1:20-2:16).

Sexual acts within marriage are God’s solely ordained method for moral human procreation (Genesis 1:27-28, 2:18-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:31). Sexual acts condemned in the Bible include but are not limited to adultery, bestiality, fornication, incest, lust, prostitution, same-sex sexual acts, sodomy,

and voyeurism (Exodus 20:14; Leviticus 18:7-23, 20:10-21, 21:9; Deuteronomy 5:18; Matthew 5:27-28, 15:19; Romans 1:26-27; 1 Corinthians 6:9-13; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4). Therefore, we believe variant sexual behaviors such as bi-sexuality, homosexuality, lesbianism, pedophilia, transgenderism, and transsexualism are sinful and defy God's natural order, plans, and purposes (Leviticus 18:22; 20:13; Genesis 19; Jude 7; Romans 1:26-32; 1 Timothy 1:9-11; 1 Corinthians 6:9-11). We do not believe in ordaining self-avowed practitioners of any of these or any other sexual sins, and do not believe in ceremonies that celebrate same-sex unions (Romans 1:18-32).

- **Ministry Leadership** – We believe persons engaged in willful, ongoing sinful practice(s) should not serve in ministry leadership (Romans 1:18-32; I Corinthians 5:1-13 and 6:9-20; I Thessalonians 4:1-8; I Timothy 3:1-13; Titus 1:5-9), and those already serving in leadership who engage in ongoing sinful behavior(s) should be disciplined and removed from leadership, at least for a season (Deuteronomy 17:1-7; I Samuel 15; 2 Samuel 11-12 and 24; Daniel 4; I Corinthians 5-6; Revelation 2-3). We believe true repentance and conversion are first steps toward salvation and essential for engaging in the process of sanctification (I Corinthians 6:9-11; I Thessalonians 4:1-8). Therefore, anyone considering ministry leadership via a path that includes seeking a degree from and/or working for The Bible Seminary should evidence public and private freedom from sinful behavior(s) over time (Matthew 3:8; Acts 26:20; James 2:14-26), since ministry leadership is incorporated into official positions and roles at The Bible Seminary including administration, board, faculty, staff, and students.

## Ethos Statement

It is a high honor and privilege to represent God to people by training for and serving in ministry. When people see someone "in the ministry," they see that person as representing Christ's church. It is for this reason that the Bible outlines in 1 Timothy 3 some of the expectations and qualifications of a leader in the church. It is very important for each member of the seminary community (no matter what their position) to seek to live up to these standards (with God's help and empowerment). Thus, we ask each member of the seminary community to covenant to lead a life that is "above reproach" as defined by the following Ethos Statement. The heart of this document is healthy community full of grace and truth (John 1:17).

As a member of the seminary community, I agree, with God's help and empowerment, to live by the following ideals to the best of my ability:

1. I will seek to walk with God through a personal relationship with Jesus Christ (Genesis 5:22; John 17:3; Mark 12:29-31; Ephesians 2:8-9).
2. I will seek to have no other gods than Jesus Christ (Exodus 20:3-6; 1 Peter 3:15). I will seek to keep myself from idolatry (1 John 5:21) by not making idols out of money, sex, power, people, material things, school, or ministry success.
3. I will work as "unto the Lord" (Colossians 3:23-24). I will give God my best in my family, in my job performance and in my training for ministry.
4. I will refrain from sexual immorality (1 Thessalonians 4:3-5). If I am married, I will be faithful to my spouse (Exodus 20:14). If I am single, I will remain celibate in my singleness. I will not engage in homosexual practice (1 Corinthians 6:9-11).
5. I will refrain from drunkenness or the use of illegal drugs (Ephesians 5:18). I will not allow a substance to control me, rather I will seek to be controlled by God. If I choose to "drink socially," I will do so in a way that does not cause other people to stumble (1 Corinthians 8).
6. I will practice Biblical conflict resolution. If someone hurts or offends me, I will go to that person and speak the truth in love (Ephesians 4:15,25) and forgive them (Ephesians 4:32). If this does not resolve the issue, I will then involve a second person as prescribed in Matthew 18:15-17. I will not slander another person by talking negatively about him/her (Ephesians 4:31). I will seek to build others up with my words (Ephesians 4:29). If I cannot bring resolution through these steps, I will seek counsel.
7. I will be respectful of those in authority over me and submit to their leadership (Hebrews 13:17) unless they were to call me to do something contrary to Scripture (Acts 5:27-29). I will seek humbleness in my life (1 Peter 5:5-6).

The purpose of this Ethos Statement is to maintain order (1 Corinthians 14:40) and to uphold integrity, respect, honor, and character (2 Timothy 2:20-22). There is plenty of grace in this community for mistakes (James 5:16), whereas there is not room in this community for blatant and unrepentant rebellion (1 Corinthians 5). I agree to do my best to live by this Ethos Statement with God's help and power through Jesus Christ and for His glory.

## Academic Freedom Statement

The Bible Seminary (TBS) is in mission to provide academic instruction and vocational training for Christian ministers to perform as pastors, counselors, missionaries, church planters, and leaders. Supporting this mission are the seven adopted Core Values of TBS and basic Christian convictions stated in the TBS Covenantal Documents and the Faculty Handbook.

Diversity of education and religious viewpoint is available to society through the plurality of global academic institutions. At TBS, we invite the richness of interpretation and study of the Bible as we seek its deepest meaning and truth. TBS is to be distinguished as an academic institution that shares a basic set of Core Values among its students, faculty, administrators, and Board of Trustees. Instruction, research, and academic investigation are to uphold and respect the positions provided in the Core Values, the Ethos and Doctrinal Statements, and the Faculty Handbook. For example, the following statement from the TBS Faculty Handbook summarizes one of our institutional doctrinal positions that we expect all TBS faculty to uphold:

### Creationism versus Evolution

God created the heavens and the earth (Genesis 1:1); God set the land to produce seed-bearing plants and trees (Genesis 1:11-12); God created all living things in the sea and on land, and the birds of the sky (Genesis 1:20-25); and God created man, male and female (Genesis 1:26-27). Scientific observations make obvious that God's creation is uniquely enabled by God to adapt to its environment, making subtle changes over time to survive and thrive in the world – a process often described as “micro-evolution”. Humans have also adapted and diversified, as indicated by the many races, peoples, and societies that have developed through the ages. However, this ability to adapt is not a substitution for the absolute truth that God created humans in His image (Genesis 1:27), breathed life into man (Genesis 2:7), and, after the discovery of sin by the first humans, Adam and Eve, God dispatched mankind to the less-than-perfect circumstances in which we live life today (Genesis 3:14-24). Therefore, while we acknowledge the phenomena of micro-evolution, we reject the macro-evolutionary theory of how plants, animals, and humans came to exist. Rather, we embrace the biblical view of creation that God created the heavens and the earth and all that is within it, including humans. We are open to either a young earth view of creation (where “yowm” = 24-hour period) or an old earth view of creation (where “yowm” = an age).

In general, Academic freedom means individuals have rights to engage in intellectual debate, research, and speech, through written or electronic correspondence, on and off campus, without fear of censorship, retaliation, or sanction. This freedom encompasses rights to maintain academic standards and gives faculty members reasonable latitude in deciding how to teach assigned courses; encourages intellectual integrity; sustains pedagogical approaches consistent with disciplines taught; and informs evaluations of student work, all exercised within the shared boundaries defined by the TBS Covenantal Documents.

Academic freedom does not involve expressions that substantially impair the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the TBS community. Academic Freedom does not provide protection of faculty who demonstrate professional ignorance, incompetence, or dishonesty with regard to their assigned discipline or fields of expertise, or who engage in arbitrary or capricious evaluation of students.

All members of the TBS community have a right to due process. Anyone alleging or responding to a potential breach of academic freedom should follow the TBS Grievance Policy.

## Nondiscriminatory Policy

The Bible Seminary admits students of any race, sex, color, disability, age, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Seminary. It does not discriminate on the basis of race, sex, color, disability, age, or national or ethnic origin in the administration of its hiring policies, educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## Philosophy of Education

We believe the Bible is one book, written by many authors over time, inspired by one Spirit for all time – and is the best training manual for ministry.

We believe that doing ministry, debriefing ministry, and studying ministry – in association with called, life-giving, seasoned and Spirit-filled professionals – is an effective educational model.

We believe a balanced, Bible-based, Christ-centered, mission-focused educational approach includes a comprehensive curriculum that integrates studying through all 66 biblical books along with studying standard historical, theological, and practical disciplines critical to developing professional skills for 21st century ministry.

We believe that challenging and nurturing students, getting them into the Word of God, and helping them think biblically while listening to the Holy Spirit, involves a unique combination of professional ministry training, cutting-edge tools, and extraordinary experiences.

We believe that face-to-face interaction over time, among groups of individuals with a common set of core values and doctrines and ethical standards, and with diverse backgrounds and experiences, can offer an exciting, family-friendly, practical, rich, and unparalleled learning environment.

We believe that a journey of theological education should:

- Glorify the Lord
- Be rooted in His Word
- Nurture an intimate, faithful, trusting relationship with the Father, Son, and Holy Spirit
- Cultivate a contextual and more profound understanding of God and creation, scripture and the world, heaven and earth, culture and history, time and eternity, and things seen and unseen
- Equip students with relevant experiences, knowledge, relationships, training, and tools for a lifetime of ministry leadership
- Lead to a passionate commitment to love and serve the Lord and others with all that students are and have, in perpetuity.

## Facts

### Incorporation and Licensing

- Independent and non-denominational
- Registered as Domestic Non-Profit Corporation in the state of Texas, Feb 2010
- Registered as IRS 501(c)(3) Charitable Institution of Higher Education, Aug 2010
- Exemption granted by Texas Workforce Commission, March 2011
- Exemption granted by Texas Higher Education Coordinating Board, May 2011
- Affiliate Member of the Association for Biblical Higher Education (ABHE), 2012
- Approved CEU provider by the Association of Christian Schools International (ACSI), Oct 2015
- Approved by the Texas Veterans Commission, July 2017
- Approved by the Transnational Association of Christian Colleges and Schools (TRACS) for Applicant Status in January 2018 and Candidate status in April 2019.
- Approved as an accredited member of ECFA in September 2019.

### Founders

- Dr. James E. Leggett, *Founding President* (2010-13)
- Rev. Paul Helbig, *Bible Institute Co-founder and Lead Faculty* (2008-16)
- Mr. Dan Dunham, *Founding Board of Trustees Chair* (2010-13)
- Grace Fellowship Church, *Seed funding for launch* (2010-11)

### Executive Officers

- *President*, Dr. K. Lynn Lewis
- *Provost*, Dr. Scott Stripling
- *Vice-President of Finance and Administration*, Mr. Rick McCalip
- *Board of Trustees*, Mrs. Heidi Arneson (Chair) with 11 total members

### Programs

- *Master of Divinity* (84-credit hours), first classes Fall 2012, and first 7 graduates in 2015
- *Master of Arts* (four majors, 48 to 60-credit hours), added in 2015, first graduate in 2015
- *Dual Degree Completion*, added 2015, first graduate in 2019
- *Licensed Professional* (27-credit hours), added 2015, revised 2018 and 2019, first graduate 2019
- *Bible Certificate* (10-credit hours), first 10 graduates in December 2012

### Faculty

- Two full-time administrators who also teach
- One full-time faculty and 15+ adjunct professors
- 50+ professionals who serve as mentors and visiting teachers

### Unique Features

- All programs cover all 66 books of the Bible
- Comprehensive, relevant education and training for 21st century ministry
- Local church mentoring and training opportunities throughout the graduate degree programs
- Educational experiences in classrooms, on-site visits to many regional locations and locations in Israel

### Special Program Elements

- Distinctively clear doctrinal and ethos statements
- Commitment to seven core values - Lordship of Christ, Bible as fully true Word of God, Prayer, Unreached Peoples, The Local Church, Community, and Compassion
- Holy Land Study Tour opportunity
- Technological ministry study and resource tools
- Multiple experiential learning opportunities
- Strong commitment to helping students graduate with no seminary debt

## History

The TBS passion for vibrant Bible-based, Christ-centered, mission-focused training for church laity and professional ministers began in the life and ministry of Dr. James E. Leggett, founder and senior pastor of Grace Fellowship Church in Katy, Texas.

Part of the church's founding vision in 1996 included eventually creating a school offering seminary-level training to laity. Initially visualized as a "Growth Institute," the idea evolved into a "Bible Institute" under the leadership of Grace Fellowship Teaching Pastor, Paul Helbig – a former instructor and key leader at the College of Biblical Studies in Houston, Texas.

The church officially established a Bible Institute in 2008 to teach a series of lay courses covering all 66 books of the Bible. Classes were designed to be highly engaging and transformative, a joy and not a burden, taught by seminary-trained, credentialed instructors, and more intensive than typical Bible studies, but not quite as intense as a full-level seminary class.

The original Bible Institute courses included Bible Study Methods, three Old Testament and three New Testament classes, and one Missions class. Each course was one semester in length, and students generally met for about one-and-one-half hours one night per week throughout a semester. During the decade span between the first class offered in the spring of 2008 and fall 2018, total enrollees approximate 1500, including more than 500 individuals who completed the Bible Study Methods certificate course. The first 12 students to complete all eight courses graduated from the Bible Institute program track in December 2011.

Also, in 2008, several key Grace Fellowship members began working diligently with Dr. Leggett and others to develop a graduate school as a separate, non-denominational, charitable, educational organization. The team selected a name – The Bible Seminary – and worked to establish bylaws, a Board of Trustees, core values, doctrines, ethos, financial support, institutional policies, and incorporation in the state of Texas and 501(c)(3) charitable IRS federal exempt status. The team designed a program track for a three-year Master of Divinity degree with goals of eventually attracting full-time, residential students. Most of these tasks were completed or advanced significantly under the leadership of seminary Board Chair, Dan Dunham, and seminary Vice-President of Finance and Administration, Rick McCalip.

In the fall of 2010, the new Board officially named Dr. Jim Leggett as volunteer President of The Bible Seminary, and hosted a fundraiser targeted toward the Grace Fellowship congregation. Ultimately, more than 260 church members and friends committed in excess of \$1,100,000 to help launch the fledgling enterprise.

Shortly thereafter, the Board launched a nationwide search for a full-time Executive Vice-President/Provost. Dr. K. Lynn Lewis – a dynamic professional with more than 25 years of experience as an entrepreneurial businessman, educator, fundraiser, and ministry leader – began serving TBS as the first full-time employee in July 2011.

That same year, TBS received an exemption for its Master of Divinity program by the Texas Workforce Commission in March and a similar exemption from the Texas Higher Education Coordinating Board in May. TBS officially transferred the Bible Institute from Grace Fellowship to The Bible Seminary on July 31, 2011 and began recruiting students for a new Master of Divinity graduate school program scheduled to begin in the fall of 2012.

TBS received approval for Affiliate status with the Association for Biblical Higher Education (ABHE) in April 2012. As an Affiliate institution of ABHE, The Bible Seminary participates in and contributes to collegial and professional development activities of the Association. Affiliate status does not, however, constitute, imply, or presume ABHE accredited status at present or in the future.

The graduate program officially launched with 12 inaugural students on September 4, 2012. Faculty included Dr. Lewis, Professor Rev. Helbig, and several adjunct professors.

During the 2013-14 school year, the seminary offered an expanded slate of classes and options for both the Bible Certificate and Master of Divinity programs, as well as a Biblical Leadership Series of monthly lunch seminars on various topics targeted toward business professionals.

In January 2014, Founding President, Dr. James E. Leggett, resigned as volunteer President and joined the Board in May. At the January meeting, the Board of Trustees elected Dr. K. Lynn Lewis as the new President effective immediately. The seminary then launched a nationwide search for a new Provost (Chief Academic Officer), and in October 2014, Dr. Steve Adamson, a seasoned corporate and academic manager with worldwide experience, became the seminary's new Provost.

In 2015, TBS officially established a Master of Arts program, and developed a Dual Degree Completion option enabling those without a completed bachelor's degree to enroll at TBS and graduate with both a bachelor's and master's degree. TBS awarded its first graduate degrees – seven Master of Divinity and one Master of Arts – on May 17, 2015. TBS added a Licensed Professional program in September 2015, enabling those without a bachelor's degree to obtain 8 to 10 core courses of graduate-level education. The Bible Certificate program began to offer courses in Spanish, and TBS received approval from the Association of Christian Schools International (ACSI) in November 2015 to provide continuing education units.

In 2016, the seminary expanded course offerings into the northwest Houston region in association with churches and ministries in that area. By the end of the year, founding Professor Paul Helbig transitioned out of full-time employment to full-time disability leave.

In 2017, the seminary hired a new Provost with 36 years of experience serving professionally as a pastor, principal, superintendent, professor, development director, teacher, coach, archaeologist, and more – Dr. Scott Stripling. TBS also hired a new full-time faculty member with an extensive background worldwide in educational administration, research, and teaching – Dr. Douglas Petrovich. TBS also implemented major revisions to the Bible Certificate program, added a “Bible Panorama” Bible Certificate course and a “Biblical Archaeology” graduate course, and also established new teaching sites (eventually relabeled “remote instructional sites”) in southwest Houston, Texas. In December, TBS received recognition by the Knowledge Review as one of the 10 Most Preferred Divinity Schools for Religious Studies 2017.

In 2018, TBS completed the application process for the Transnational Association of Christian Colleges and Schools (TRACS) and achieved Applicant Status. Following a graduate degree program review, the Board approved four defined Master of Arts majors ranging from 48 to 60-credit hours, including Master of Arts in Biblical History and Archaeology (60-credit hours), Master of Arts in Biblical Languages and Culture (54-credit hours), Master of Arts in Biblical Studies (60-credit hours), and Master of Arts in Church History and Theology (48-credit hours). The Board also approved a reduction in the hours required to complete a Master of Divinity from 96-credit hours to 84-credit hours, as well as revised the Licensed Professional program requirements from 8 courses to 9 courses totaling 18-credit hours. Additional remote instructional locations brought the all-time total to twelve sites, with denominational affiliations representing Baptist, Episcopal, Methodist, Non-denominational, Pentecostal, and Presbyterian. Fall 2018 semester courses in eight regional locations included the main campus, six churches, and one PK-8th grade school.

In January 2019, Dr. J. Paul Nyquist, former President and CEO of Avant Ministries and then Moody Bible Institute joined the TBS staff as Dean of Graduate Programs and Professor of Biblical Preaching, Leadership, and Theology. The Bible Seminary also became a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: info@tracs.org] having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on April 16, 2019. This status is effective for a period of up to five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). TBS additionally received approval as an accredited member of the Evangelical Council for Financial Accountability (ECFA) in September 2019.

In January 2020, following Dr. Nyquist's change from full-time to adjunct status, Dr. Doug Petrovich was named Dean of the Graduate Programs, and TRACS approved TBS to begin the process of pursuing Accredited status.

## Admissions

### Requirements and Procedures

The Bible Seminary (TBS) offers training for laity and vocational ministry professionals through the degree and non-degree programs below.

*Bible Certificate* – There are no specific admission requirements for Bible Certificate students other than registration and payment for class. To register, contact our offices or visit [TheBibleSeminary.org](http://TheBibleSeminary.org) and click on “Academics – Bible Certificate – Registration.”

*Licensed Professional* – Persons who would like to take TBS graduate courses, but who already have, do not have, or are not currently seeking a degree should complete and return a "Non-degree Student Application." The application to take graduate courses for Credit Only or Audit is available in the TBS office, by phone, or online under “Admissions – Admissions Overview.”

*Dual Degree Completion, Master of Arts (MA) and Master of Divinity (MDiv)* – Prospective graduate students seeking to prepare for vocational, professional ministry may initiate a degree application process as follows:

- Submit an inquiry online at [www.TheBibleSeminary.org](http://www.TheBibleSeminary.org) under “Apply Now” or “Admissions.”
- Send an e-mail message to [info@thebibleseminary.org](mailto:info@thebibleseminary.org),
- Call 281-646-1109. Normal office hours are typically 9:00 a.m. – 4:00 p.m., Monday through Friday. Please leave a message. If we do not answer, someone will return your call.
- Visit the TBS main campus at 2655 S Mason Road, Katy, TX, 77450. Please call in advance to confirm an appointment.
- *Note:* TBS is NOT currently a Student Exchange and Visitor Program (SEVP) approved school and cannot accept applicants in the U.S. under an F-1 Student Visa.

The application process will proceed through several steps. Please contact admissions by email or phone for assistance. Each applicant is required to provide the following information:

- A completed Degree Application. Forms are available online at [www.TheBibleSeminary.org](http://www.TheBibleSeminary.org) under “Admissions – Admissions Overview,” or can be provided by email or mail.
- A \$50 non-refundable application fee. Several payment options are available.
- Official transcript(s) submitted directly from the college or university to The Bible Seminary address.
- Four references (including at least one pastoral reference) submitted by email or mail to the Provost.
- Authorization for a criminal background check. Other than as specifically requested by questions in the Degree Application, an external criminal background check is not completed or utilized as a part of the admissions process. However, depending on the ministry options selected by an admitted student, a background check may be required prior to beginning to serve in certain ministries.
- A personal interview either in person or by phone, to be scheduled during the admissions review process.

Admission to a degree program will be at the discretion of the TBS Admissions Committee, based on their review of the information provided. General criteria considered as minimum requirements include the following:

- Evidence of a clear calling of the applicant to a life of personal and professional ministry as a pastor, missionary, church planter, or other servant of our Lord and Savior Jesus Christ.
- Applicant agreement to and acceptance of The Bible Seminary's Covenantal Documents.
- Accredited baccalaureate degree or courses applicable to a baccalaureate degree with a minimum of 2.5 unweighted grade point average on a 4.0 scale.
- If English is not your primary language, a TOEFL iBT score of at least 79, TOEFL CBT of 213, or TOEFL PBT of 550, or 7.0 IELTS.

The TBS Admissions Team is afforded discretion to grant exceptions to degree, grade point, and English language criteria, within the bounds of applicable accreditation standards.

**Admissions Procedure** – Initial contact with TBS inquiring into a degree program earns prospective students a status of “Inquiry.” Following the submission of a completed application and payment of the application fee, the TBS Admissions Team opens an application file for the student and move them from “Inquiry” to “Applicant” status. Generally, “Applicant” files are reviewed and students notified on a monthly cycle, so reviews are conducted and students notified within a maximum of 30 days. Regular notifications, usually by e-mail or phone, inform students about their application status, as well as any notes, requests, or items pending receipt or review. Upon receipt and review of all application materials requested, the TBS Admissions Team makes a determination of “Accepted Applicant” or “Denied Applicant” and follows up with both a letter sent by postal mail and e-mail. Acceptances additionally include information about enrollment procedures, financial aid awards, and upcoming dates, deadlines, and events. Accepted applicants who subsequently enroll in at least one seminary course within one year of the date of acceptance will be moved to “Student (Graduate)” status. Accepted applicants who subsequently *fail* to enroll in at least one class within one year of the date of acceptance may be marked “Applicant Withdrawn.” Reconsiderations may be granted on a case by case basis.

**Competency Assessment** – The Admissions Committee, comprised of all full-time faculty members and administrators, seeks to ensure that students have the thinking, writing, and research skills to succeed at TBS. An earned bachelor’s degree from an accredited institution normally demonstrates acceptable mastery in these critical areas. The Admissions Committee further seeks evidence that a prospective student possesses a baseline of biblical knowledge. Undergraduate or graduate degrees in Bible or a related field of study normally satisfy this criterion. Students with undergraduate degrees in unrelated fields may be asked to complete an admissions exam if they are unable to establish through a portfolio that they satisfy this requirement.

**Residency Requirements** – TBS does not require students who are U.S. citizens or legal residents to live in dorms or within a certain distance of the main campus. Distance education students from states other than Texas must work with the TBS Admissions Team to ensure that no waiver is required from their state or that the waiver has been granted.

**Special Admissions Requirements** – Students whose GPA is below 2.75 may be admitted to TBS on academic probation for a specified period of time, until they demonstrate the ability to successfully complete graduate-level work. Students who are incarcerated or who have been incarcerated may have additional requirements.

**Credit for Prior Learning** – TBS does not grant credit for prior learning at the graduate level; however, students in the TBS dual-degree program may be awarded credit by exam, on the basis of certificates, or by assessment of prior learning, in compliance with the Council for Adult and Experiential Learning (CAEL).

**Admissions Policies Exceptions** – Students seeking exceptions to TBS admissions policies must petition the Provost in writing. The Provost may grant exceptions to the stated admissions policies, assuming that the exceptions do not violate accreditation standards. The Provost or a designee monitors all students on probation and provides a written update to these students at the end of each academic year.

### **Probation**

- **Undergraduate students in graduate programs** – Dual-degree students will remain on academic probation until they complete all general education deficiencies.
- **New Students** – Students admitted on academic probation may be removed from probation following successful completion of a minimum of 18 credit hours and earning a minimum of a cumulative 2.50 grade point average.
- **Existing Students** – Current students may be placed on academic probation if the cumulative grade point average slips below 2.00 – the standard threshold for consideration for graduation with a graduate degree. Probationary status may require a student take a reduced workload. Students on Probationary status for more than two consecutive terms will be dropped from seminary enrollment.
- **Readmission** – Any student dropped from enrollment due to academic probation for two consecutive terms or a student conduct violation may, after a period of one calendar year from the date of removal, seek readmission. When reapplying for admission and reconsideration, the student must explain how he or she has addressed the deficiencies in their education or conduct that will enable them to succeed the

second time. All students readmitted will be placed on academic probation. No student will be allowed to reapply if he or she has been dropped from seminary enrollment twice.

*Withdrawal Procedure* – Applicants and Accepted Applicants may withdraw their application at any time by contacting the Provost. There are no refunds of Application Fees. Enrolled Students may request withdrawal from the institution by contacting the Provost. All outstanding tuition and fees owed are still due in accordance with the policy below. Unpaid tuition and fees will result in a lock on student records and transcripts. Only upon payment-in-full of all tuition and fees due will a former student's records and transcripts be released to the student and/or any other institutions. The following conditions define the amount of tuition and fee refunds which were paid to the seminary by a student, or on behalf of a student, that may be issued to students who withdraw from TBS classes. Refunds will generally be returned to the original Payee(s) on record.

#### Normal course schedule

- *Prior to the first day of the semester* – Full tuition and fees refund, less a 5% administrative fee.
- *On or up to 10 calendar days after the first day of the semester* – Refund of 90% of the tuition paid; no refund of fees.
- *After 10 calendar days after the first day of the semester, but not later than 30 calendar days after the first day of the semester* – Refund of 50% of the tuition paid; no refund of fees.
- *After 30 calendar days after the first day of class* – No refund.

In cases where part-time students withdraw, who are taking a special or intensive class not concordant with the standard semester schedule, the policy below applies:

#### Special course schedules

- *Prior to the first day of the class* – Full tuition and fees refund, less a 5% administrative fee.
- *On or up to 1 calendar day after the first day of class* – Refund of 75% of tuition paid; no refund of fees.
- *On or up to 2 calendar days after the first day of class* – Refund of 50% of tuition paid; no refund of fees.
- *On or up to 3 calendar days after the first day of class* – Refund of 25% of tuition paid; no refund of fees.
- *On or after 4 calendar days after the first day of class* – No refund.

Hardship and other circumstances may necessitate special consideration of refunds, at the discretion of the Provost. In no case will scholarship funds credited to a student's account be repaid to a student upon withdrawal. Unused scholarship funds will be redirected back into the seminary scholarship fund for use by other students.

#### *Veterans Affairs Policy*

Any eligible veteran may attend TBS courses beginning on the day that he or she provides to TBS a Certificate of Eligibility for entitlement to educational assistance under chapters 31 or 33 or a Statement of Benefits obtained from the VA website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date TBS certifies tuition and fees following the receipt of the certificate of eligibility.

TBS will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other facilities, nor the requirement that a covered individual borrow additional funds, on any eligible veteran because of the individual's inability to meet financial obligations to TBS due to delayed disbursement of funds from the VA. TBS will require the student to pay the difference between the amount of his or her financial obligation and the amount of the VA education benefit disbursement.

## **New Student Orientation**

Newly accepted students will have an opportunity to attend New Student Orientation, usually at or near the beginning of the student's first semester of enrollment. Orientation may consist of a private or group meeting with the Provost and others, and generally includes an overview of TBS academic programs, policies, procedures, resources, and student services. Instructions will be provided on how to access and use the Student Information System (currently OasisSIS and accessed from the "My TBS – Student Login" link on TheBibleSeminary.org web site). Additional resources such as catalogs and handbooks can be accessed under the "My TBS – Docs" link on the web site. For more information, contact the Provost or seminary office.

## **Course Information and Resources**

TBS students should expect to receive a course syllabus, grading criteria, and class resources (graphics, handouts, notes, etc.) for their classes from their professors and via other means as outlined below. Although TBS administration may assist with books and resource provision, students are expected to procure required course resources for themselves. If students require assistance finding or acquiring resources, they should contact the professor or seminary office.

### **Bible Study Software**

Graduate students are encouraged to secure access to some type of digital biblical studies software program(s) while attending TBS. If a student does not already have a personal subscription or access to Logos Bible Software or another program, please discuss this with the Provost.

Full-time students enrolled in TBS graduate programs are eligible to apply for tuition credit of up to \$400 with proof of purchase of student technology resources. Provided to help students with coursework, the resources can also help students graduate equipped, trained, and ready for action. For example, credit may be applied toward an annual subscription or package of Logos Bible Software. Training is offered throughout the seminary experience in classes and special training sessions.

To obtain the credit, students must be accepted, enrolled, and attending classes, current tuition and fees must be paid in full, and students must provide proof of purchase receipt(s) to TBS Business Manager. The credit will be applied AFTER the current semester toward any NEXT or thereafter semester tuition and fees.

### **Email Addresses**

TBS does not provide personal email address accounts for students. The seminary does provide email addresses for administration, faculty, and staff that follow the conventional format of `firstname.lastname@TheBibleSeminary.org`. However, not all faculty use their seminary address, so students should take notice of the faculty member's preferred email address noted in the header on each course syllabus.

### **Learning Assistance**

Students who require special educational accommodations should speak with the Provost prior to enrollment. Campus facilities are generally handicap accessible, and many learning and library resources can be made available in various audio and visual formats. Students should also communicate with their professors regarding any special accommodations needed for study, testing, or travel that may be recommended or required in conjunction with specific classes.

## Student Web Portal – Adding and Dropping Courses

All students should have access to the TBS intranet. All course records and most resources should be accessible through this portal. To access system account information:

- Visit [www.TheBibleSeminary.org](http://www.TheBibleSeminary.org) and click on "My TBS"
- Fill out the login information:
  - Email: (your e-mail address)
  - Password: (contact the seminary office if you do not know yours)
  - Then click "Login" and "Success – Click to Enter" to continue.

Generally available tabs under "Module":

- *My Profile* – name, contact info, login info, various information forms, calendar info, resume and portfolio information, giving, access to Amazon digital storage space.
- *Student* – Student Dashboard, My Courses, My Finance, My Report, My Advisor, and Registration. Help Desk and Knowledge Base are available for online assistance in understanding and navigating these sections.
  - **My Courses** – Currently Enrolled, Pending Courses, and Enrollment History
    - "Currently Enrolled" view options include "Tree View" or "Chronological View"
      - ❖ "Resources" offers links to course resources uploaded by the professor(s).
      - ❖ "Class List" provides a list of currently enrolled class members.
      - ❖ "Progress Report" and "Attendance Report" provide information on your progress and attendance (A – Absent, EA - Excused Absent, UA - Unexcused Absent, L – Late, P – Present, LE - Left Early).
    - Enrollment History lists student historical enrollment information.
  - **My Finance** – Payment Plan, Pending Aid, My Account, My Cart, Tax Forms, and Make a Payment (students can pay online using a Credit Card or Electronic Check)
  - **My Reports** – Enrollment History, GPA Report, Degree Audit, Absence Report, Activity Report/Class Schedule, and IRS W9 Declaration
  - **My Advisor** – advisor contact information
  - **Registration** – student access to ADD or DROP classes
    - To REGISTER for classes, select "Begin Registration Now," then select your name, then "Select Semester/Cohort," then "Program of Enrollment," and then select from available options to "Register" for a course
    - When finished, select "Refresh Cart" to complete the student registration process.
    - After the business office processes registration, students will be billed and names appear in class rosters.
    - To DROP a class *prior* to a semester, follow the same procedure as above but select "Drop" instead. To drop a class *after* a semester has already begun, please speak with the professor and/or the Provost. They will confirm any decisions with the Registrar and Business Manager in order to process any dropped courses.

## Facilities and Equipment

TBS facilities are commonly identified using the nomenclature of “TBS@XYZ” to denote the primary location, plus additional “Classroom ###” to identify a specific location on that particular campus.

TBS@Katy identifies the seminary’s main campus at 2655 S Mason Road, Katy, TX 77450. Classrooms 250 and 270 on this campus are standardized classrooms equipped with student desks and chairs, a teaching platform, platform desk with a moveable podium, chair or stool, lighting, electrical power, wireless Internet (contact the office for the password), and dual, duplicate video projection and audio capabilities (adapter plugs available for most computer models, and the single remote for controlling both video and audio is usually in the compartment under the podium). Classroom 263 serves multiple purposes as a smaller classroom, conference room, and main library.

These main campus classrooms have a posted emergency plan, fire extinguisher, doors to both interior and exterior building access, and interior access to restroom facilities and water fountains. Free water is also available from the water cooler in Classroom 270. Students who would like to utilize available coffee makers on campus should bring their own coffee and contribute other occasionally supplies as needed.

Students have access to seminary copy/fax services, paper, and other basic classroom and office supplies within reason. Some services and supplies, such as large volume copying and some color copying, may require additional charges. For more information, contact the Administrative Coordinator.

The following are *distinctive features* of individual facility areas. For more information, speak with the professor, Provost, or other TBS staff member.

### Classroom 250

- An interactive projector with software that allows dynamic, dual, duplicate projection input through “Computer 1.”
- A combination dry erase board and interactive white board on the left board facing the front of the classroom. Free software and training can be provided for anyone who desires to effectively utilize this interactive white board technology.
- Comfortably seats 32 students but can accommodate 40.

### Classroom 270

- An interactive projector with software that allows dynamic, dual, duplicate projection input through “Computer 1.” The projector nearest the kitchen area also has a connection to a separate production computer in the back of the room that provides for split-projection capability utilizing the “Computer 2” input.
- Built-in video camera, moveable conference cam, and various microphones for remote video conferencing and distance education, as well as classroom recordings.
- The production computer includes ManyCam software to manage presentations and connects to distance education students through Zoom or Skype. A TBS staff member or associate typically manages this computer and production process, including synchronous live productions and online interactions, recording of classes and uploading final productions for asynchronous access.
- A dry erase board with markers.
- Comfortably seats 40 students but can accommodate 56.
- Includes a small kitchen area with cabinets, coffee makers (bring your own supplies), a microwave, a standard size household upright refrigerator and freezer (no ice maker), and a large bottled water cooler. Students should label any personal items in the refrigerator or freezer.

### Classroom 263 – Main Library and Conference Room

- Variable use room that includes books and other media resources in shelving on all four walls.
- Single video projector with audio/video capability.
- Comfortably seats up to:
  - 14 in a long conference table configuration with 6 side chairs per side and a chair at each end.
  - 18 in a separated 3-table configuration with 6 chairs at each table.
  - 20 in a long conference table configuration with 9 side chairs per side and a chair at each end.

- Includes a small kitchen cabinet area with a Keurig drink maker (bring your own supplies), small microwave, and small under-the-counter refrigerator. Students should label any personal items kept there.

### **Other Classrooms**

For the most current information about other TBS@XYZ locations, see the TBS Student Catalog under “Campus Resources – Instructional Locations,” the web site under “Academics – Campus” or contact TBS.

### **Campus Offices**

The seminary’s main campus offices are located in the Great Southwest Equestrian Center office complex just north of The Mansion on the Grace Fellowship campus, as noted on the campus map.

### **Campus Study Space(s)**

TBS classrooms, the main library, and the Communications Office/Archaeological Library can be available for independent or group study when not otherwise scheduled. The Communications office includes a landline telephone, desk, and office chair, with two additional chairs for seating others. Both areas offer power and wireless Internet.

### **Campus Technology**

Access to electrical power and wireless Internet are available in seminary classrooms, offices, the library, and some outside areas on campus. Additional technology assistance may be available from seminary staff, and, if necessary, can be arranged for a fee from an outside contractor associated with the seminary.

Laptops and other portable devices are welcome in classrooms as long as they are used for educational purposes and their use is not disruptive to other students or instructors. Cell phones should be set on silent during class, and phone calls should never be conducted in the classroom during class time. In case of an emergency call, please exit the classroom to answer.

### **Disability Access and Use**

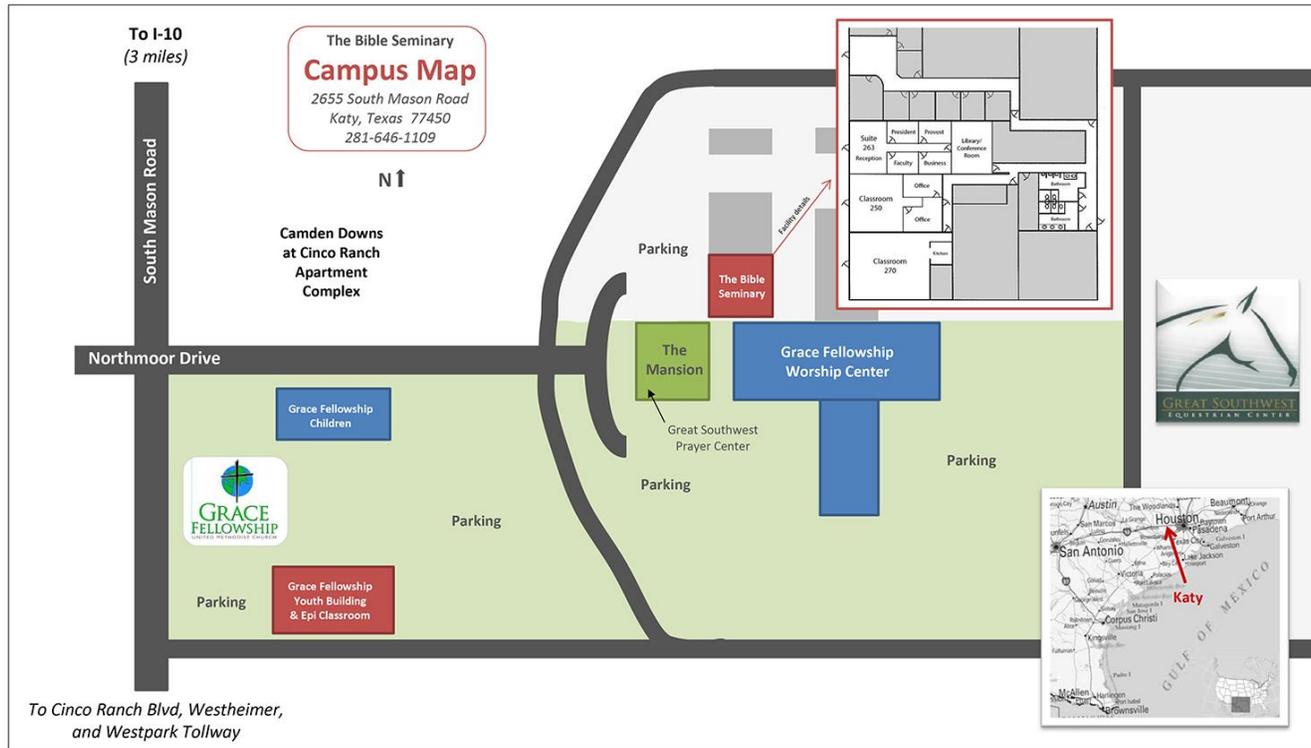
The TBS main campus includes designated handicap parking spaces, ramp access available for all three main entrances, and handicap-accessible restroom facilities. Other instructional sites also have handicap-accessible parking, entry/exit access, and restroom facilities available. For equipment availability and use by those with disabilities, please contact the TBS office for assistance. For more specific details, see the “Building Use Policy” in the TBS Policy Manual available on at [TheBibleSeminary.org](http://TheBibleSeminary.org) under “My TBS – Docs” under “Handbooks.”

### **Great Southwest Equestrian Center Campus**

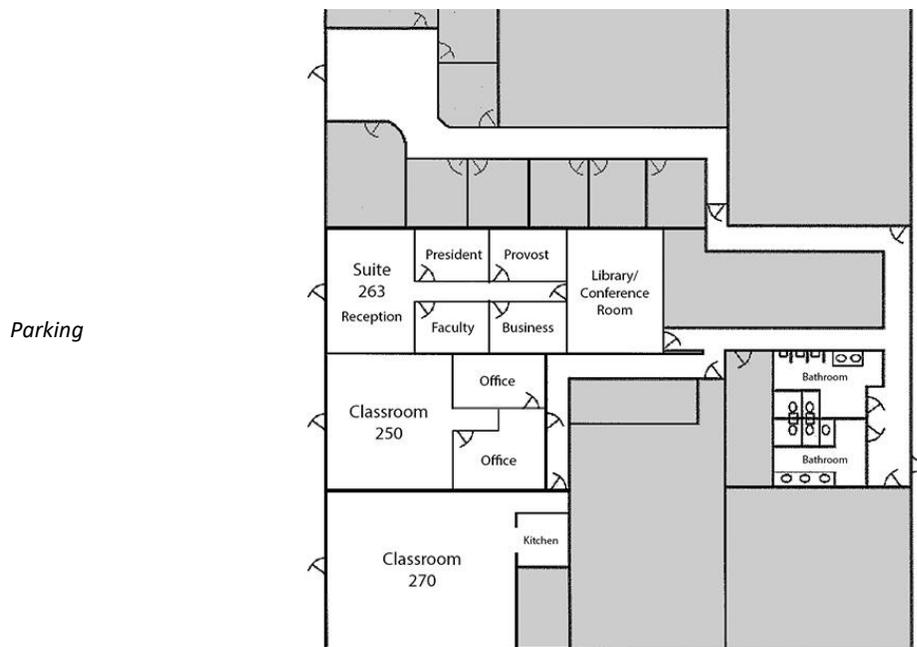
The seminary is located on the 80-acre Great Southwest Equestrian Center (GSWEC) campus. Exterior common space includes paved and grass parking areas. Primary student parking for the main campus is located in the paved parking lot in front of the seminary offices and classrooms (the west side of the buildings). Interior facilities available for seminary use include common restroom facilities and a water foundation. Also, most GSWEC events are free and open to the public.

## Grace Fellowship Campus

The seminary is located in close proximity to the 30-acre Grace Fellowship campus, which includes ample additional parking south and southwest of the seminary facilities, a large worship center, and a number of various sized meeting facilities. For access to these facilities, please contact the seminary office to help facilitate necessary arrangements.



### Building inset detail



## Libraries

On campus facilities include a library of more than two thousand theological study resources that include books, periodicals, and other items in various media formats (CD, DVD, video), plus a special archaeology library with more than 400 resources. TBS libraries are open whenever the offices and classrooms are open. General office hours are Monday through Friday, 9:00 a.m. - 4:00 p.m. See the current Academic Calendar for classroom hours. If you need special access, please contact the seminary office.

In addition, graduate degree students are provided subscription access to various digital resources such as BibleWorks and/or Logos Bible Software (some financial assistance may be provided, but varies depending on funding), and RightNow Media. Other resources, available online under "Academics – Library," include links to Journals, Online Databases, and Study Tools. For more details, the see "TBS Library Handbook 2020" in the library or linked on the website.

The Bible Seminary is extremely fortunate to offer our students local access to one of the emerging, premier biblical research libraries in the United States, the Lanier Theological Library. Housing a comprehensive collection of books, periodicals, magazines, artifacts, and historical documents designed to aid the serious study of Scripture, this impressive facility currently holds more than 60,000 volumes and will eventually hold over 100,000 books. The library contains several private collections of noted scholars that have been kept intact, and regularly hosts events with noted authors, guest lecturers, and researchers. The library covers the following research areas:

- Ancient Languages
- Ancient Near Eastern Studies
- Biblical Studies
- Church History
- Classics
- Dead Sea Scrolls
- Egyptology
- Monasticism
- Patristics
- Theology

### Lanier Theological Library

14130 Hargrave Rd  
Houston, TX 77070  
281-477-8400

[LanierTheologicalLibrary.org](http://LanierTheologicalLibrary.org)

TBS students additionally have access to RightNow Media resources ([RightNow.org](http://RightNow.org)). For information on setting up a student account to access these resources, contact the TBS Student Services Coordinator.



## Parking and Use of Automobiles on Campus

Student parking on campus is available as noted on the campus map. No parking registration or decals are required, and there are no restrictions for the use of automobiles on campus other than related general state and private property laws in the state of Texas.

There are designated handicap parking spaces, and the main TBS campus does have ramp access available for all three main entrances. Additional assistance may be available upon request.

Primary parking for the main campus is located in the paved parking lot in front of the seminary offices and classrooms (the west side of the buildings). Overflow parking is available in the south and southwest parking areas on the Grace Fellowship campus. For more main campus and other location parking, see the TBS Student Catalog under "Campus Resources – Instructional Locations," the web site under "Academics – Campus" or contact TBS.

## Restroom Facilities

The main campus has handicap-accessible restroom facilities available down the back hallway. Other instructional sites also have handicap-accessible restroom facilities available.

## Safety and Emergency Response Plan

### Introduction

This plan describes the general actions to be taken in response to undesirable incidents and emergency circumstances that may be encountered at the TBS main campus on the grounds of the Great Southwest Equestrian Center in Katy, Texas. The purpose of this plan and of the actions that may result from its implementation is intended to achieve these basic objectives:

- Protection of life and prevention of personal injury
- Protection of property and equipment
- Avoidance of increased exposure to risk as a result of response actions
- Rapid recovery and return to full, normal operations

The TBS main campus consists of two classrooms, several offices, a library, and a small kitchen/storage area, identified by the Great Southwest Equestrian Center as, north to south, Suites 263 (offices, library), 250 (classroom and offices), and 270 (classroom, kitchen/storage). These facilities are located in the southwest corner of a single story, wood frame, metal-roofed building shared with other tenants, with common areas that provide hallway access, basic utilities, and restrooms. Utilities include electrical service, water, and telephone/internet. There is no natural gas utility connection to the building. No cooking is provided for or allowed in any of the facilities, including the kitchen (posted "House Rules").

Smoke detectors are mounted above each exit door in all three suites. Fire extinguishers are located near the east (hallway) exit doors in all three suites.

### Organization

Due to the small size of TBS and limited staffing, response to emergencies will require a strong dependence on local authorities. Members of TBS staff or adjunct faculty may be the sole individuals on site to assure an appropriate initial response to emergency circumstances according to the procedures described in this plan. Cooperation and assistance by students and volunteers are encouraged and appreciated.

TBS is located at the southern boundary of Harris County and is therefore in the jurisdiction of the Harris County Sheriff. Fire, ambulance, and emergency medical services are provided by Harris County Emergency Services District (HCESD) #48. 911 service is available and should be the primary method of contacting response services in case of emergency circumstances.

#### NON-EMERGENCY Phone Numbers

Harris County Sheriff	713-221-6000
Fire and EMT's (HCESD #48)	281-578-2518
Memorial Hermann Katy Hospital	281-644-7000
Poison Control Center	800-784-7661

#### Primary TBS Emergency Contacts

Lynn Lewis	832-525-5244
Rick McCalip	281-793-4561

## Orientation, Training, Exercises

Employees, volunteers, adjunct professors, and instructors will be provided copies of this plan and a discussion of the plan's provisions will be included in the process for developing employee performance agreements. The plan will be reviewed with students at the beginning of each semester's classes. A poster summarizing general response actions and evacuation plans will be posted near the hallway doors at the eastern end of each suite.

Fire evacuation exercises will be conducted once per semester, during a time of greatest number of class attendance.

## Procedure for Notifying Emergency Response Agencies

In case of emergency circumstances requiring response assistance, a TBS staff member, adjunct faculty, or designated student should call 911. The caller should remain as calm as possible and provide the following information to the 911 operator. If the incident is described below as a circumstance requiring evacuation, this call should be made by someone who has completed evacuation, while evacuation is continuing.

- 1) Describe the emergency
  - Injury of Illness Requiring Medical Attention or Evaluation
  - Number of ill or injured individuals
  - Fire or Possibility of Fire
  - Terrorism or Violent Threat
  - Life Threatening Situation

- 2) The Bible Seminary location

The Great Southwest Equestrian Center  
2501 South Mason Road (Physical address)

Facilities directly north of Grace Fellowship Mansion  
Suite 263 (Offices) and 250 and 270 (Classrooms)

- 3) Answer the operator's questions but respond "I don't know" if not sure.

Unless necessary to protect life, students should not move any injured or ill person. Provide comfort and, if someone is available, meet emergency services outside the building. Provide first aid only to the extent that the person feels confident in what to do and how to do it.

IN CASE OF EMERGENCY  
REMAIN CALM  
CALL 911

<p><b>PROVIDE INFORMATION TO THE 911 OPERATOR</b></p> <p>1) Describe the emergency</p> <ul style="list-style-type: none"> <li>• Injury of Illness Requiring Medical Attention or Evaluation                             <ul style="list-style-type: none"> <li>○ Number of ill or injured individuals</li> </ul> </li> <li>• Fire or Possibility of Fire</li> <li>• Terrorism or Violent Threat</li> <li>• Life Threatening Situation</li> </ul> <p>2) The Bible Seminary location</p> <p>The Great Southwest Equestrian Center 2501 South Mason Road (Physical address) Facilities directly north of Grace Fellowship Mansion including Suite 263 (Offices), 250 and 270 (Classrooms) and 265 (Storage)</p> <p>Answer the operator's questions, but respond "I don't know" if you aren't sure.</p> <p>Unless necessary to protect life, do not move any injured or ill person. Provide comfort and, if someone is available, meet emergency services outside the building. Provide first aid only to the extent that you feel confident in what to do and how to do it.</p>	<p><b>SEVERE WEATHER</b></p> <p>If the immediate area is under a severe thunderstorm or tornado warning, close exterior and hallway suite doors and take refuge in the inner hallways outside the hallway doors of the offices and classrooms. Remain in the hallway area until the warning has been released. Students and faculty are advised to utilize warning services available through cell phone-based services to receive notifications of severe weather warnings from the National Weather Service.</p> <p>KTRH radio (740 AM) and <a href="http://www.weather.gov">www.weather.gov</a> are the best sources of reliable weather information. To confirm open/closed status of the offices and classrooms, contact Lynn Lewis or the TBS main office at 281-646-1109.</p>												
<p><b>VIOLENCE OR THREATENING CIRCUMSTANCES</b></p> <p>If the threat is outside the offices or classrooms, lock the exterior doors and doors to the hallway, call 911, and remain inside away from windows and doors until the authorities arrive. If the threat is inside the offices or classrooms, remain calm and attempt to do nothing to incite action by the intruder/perpetrator. Individuals should hide, use furniture as protection, and do whatever is necessary to minimize risk of confrontation and harm. If at all possible, exit the involved offices or classroom areas. 911 must somehow be called as promptly as the situation will allow.</p> <p>Provide the 911 operator as accurate a description of the person or person(s) as possible. Note the type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or area entered. Upon arrival of responding authorities, follow their instructions and assist as requested.</p>	<p><b>FIRE EMERGENCY</b></p> <p>If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with the available fire extinguisher, please do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus. If the extent of the fire is not visually verifiable as incipient stage, call 911 while immediately initiating evacuation, as described here.</p> <p>In case of fire or smoke, indicated either visually, by smell, by notification from others, or one or more alarming smoke detectors, immediately evacuate the building, using the main front (exterior) doors to the parking lot. Those evacuating should leave personal items in place, except to the extent that a minimum number of items can be collected and carried out, as long as this can be completed in essentially one motion while proceeding to evacuate. Close all doors upon evacuation completion and leave the doors unlocked. Gather in the shaded area immediately behind the Great Southwest Equestrian Center sign, due west of the building, at the corner of Champions Way and Northmoor Drive (southwest corner of the parking lot).</p> <p>If any student, faculty, or staff vehicles are parked along the front of the building or near the building and if safe to do so, vehicles should be moved as far west and northwest in the parking lot as practical. This is to protect the vehicles from damage, but also to assure access by responders to the possible sources of fire or smoke. Upon parking, please lock vehicles and return to the gathering point.</p> <p>If, for any reason, the front doors are blocked or the parking area appears unsafe for evacuation, check the back hallway doors for heat, and only if cool to the touch, carefully evacuate through the hallway toward the restrooms, exiting the building through the exterior door immediately behind the hall from the restrooms. If this route is used, the gathering point will be in the covered storage area due east of the exterior door. Fire extinguishers can be used to assure safe passage through the hallways to the exit.</p> <p>As evacuation completes, a member of TBS staff, volunteer, adjunct faculty, or student volunteer must verify that evacuation is complete, including verifying common areas and restrooms have been also evacuated. Evacuees are to wait at the gathering point for further instructions or until all clear is announced by response agencies or TBS staff. After full evacuation is verified, individuals may be allowed to wait in their personal vehicles for further instructions or the all clear is issued.</p>												
<p><b>BOMB THREAT</b></p> <p>If a bomb threat is received either by phone or other means, consider it real and an impending threat. Call 911 and report the threat. Classes should be cancelled, students, adjunct faculty, visitors, and volunteers should quickly gather their personal belongings, visually survey their area for anything appearing unusual or unfamiliar, reporting any such issues to TBS staff, exit the building to vehicles and leave. TBS staff should move to a safe area nearby and await responding authorities.</p> <p>If you receive a bomb threat by phone, stay as calm as possible and attempt to gain information from the caller:</p> <ul style="list-style-type: none"> <li>• Where is the bomb?</li> <li>• What does it look like?</li> <li>• When is it to detonate?</li> <li>• How will it be detonated?</li> <li>• Why are you doing this?</li> <li>• What is your name? Where are you?</li> <li>• Can I pray for you?</li> </ul> <p>While on the call, listen for background noise, note the characteristics of the caller's voice, and try to evaluate the emotional state of the caller. Note any caller ID information about the caller. Immediately following the call, write down, as completely and accurately as possible, the statements made by the caller, answers provided to any questions you were able to ask, noted circumstances of the call and caller, and all caller ID information.</p> <p>If the threat is received by mail, immediately reduce, and avoid as much as possible, handling of the paper and envelope, preserving all materials for inspection by authorities. Write down the names of any individuals who handled the materials and write down a description of how the item was received (regular mail, express delivery, found in mailbox, etc.).</p>	<p><b>NON-EMERGENCY Contacts</b></p> <table style="width: 100%; border: none;"> <tr> <td>Harris County Sheriff</td> <td style="text-align: right;">713-221-6000</td> </tr> <tr> <td>Fire and EMT's (HCESD #48)</td> <td style="text-align: right;">281-578-2518</td> </tr> <tr> <td>Memorial Hermann Katy Hospital</td> <td style="text-align: right;">281-644-7000</td> </tr> <tr> <td>Poison Control Center</td> <td style="text-align: right;">800-784-7661</td> </tr> </table> <p><b>PRIMARY TBS EMERGENCY Contacts</b></p> <table style="width: 100%; border: none;"> <tr> <td>Lynn Lewis</td> <td style="text-align: right;">832-525-5244</td> </tr> <tr> <td>Rick McCallip</td> <td style="text-align: right;">281-793-4561</td> </tr> </table>	Harris County Sheriff	713-221-6000	Fire and EMT's (HCESD #48)	281-578-2518	Memorial Hermann Katy Hospital	281-644-7000	Poison Control Center	800-784-7661	Lynn Lewis	832-525-5244	Rick McCallip	281-793-4561
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### **Violence or Threatening Circumstances**

If the threat is outside the offices or classrooms, students should lock the exterior doors and doors to the hallway, call 911, and remain inside away from windows and doors until the authorities arrive.

If the threat is inside the offices or classrooms, remain calm and attempt to do nothing to incite action by the intruder/perpetrator. Individuals should hide, use furniture as protection, and do whatever is necessary to minimize risk of confrontation and harm. If at all possible, exit the involved offices or classroom areas. 911 must somehow be called as promptly as the situation will allow.

Students should provide the 911 operator as accurate a description of the person or person(s) as possible. Note the type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or area entered. Upon arrival of responding authorities, follow their instructions and assist as requested.

### **Severe Weather**

If the immediate area is under a severe thunderstorm or tornado warning, close exterior and hallway suite doors and take refuge in the inner hallways outside the hallway doors of the offices and classrooms. Remain in the hallway area until the warning has been released. Students and faculty are advised to utilize warning services available through cell phone-based services to receive notifications of severe weather warnings from the National Weather Service.

KTRH radio (740 AM) and [www.weather.gov](http://www.weather.gov) are the best sources of reliable weather information. To confirm open/closed status of the offices and classrooms, contact Lynn Lewis or the TBS main office at 281-646-1109.

### **Fire Emergency**

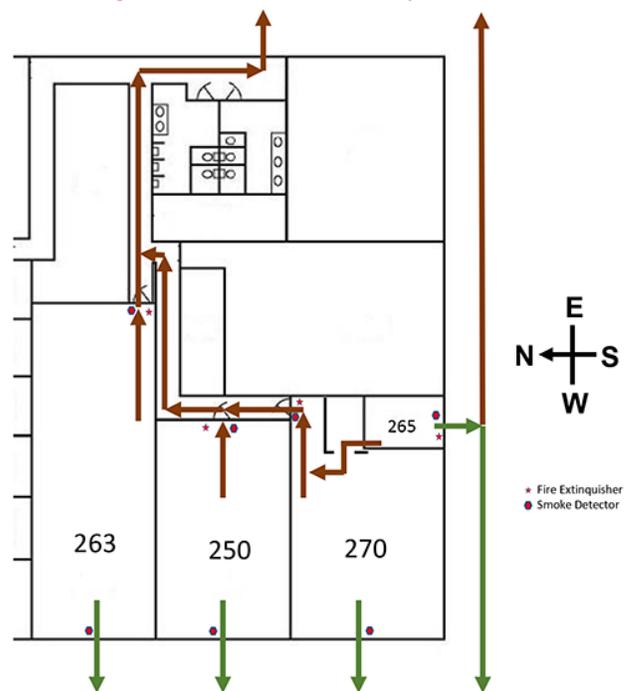
If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with an available fire extinguisher, please do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus. If the extent of the fire is not visually verifiable as incipient stage, call 911 while immediately initiating evacuation, as described here.

In case of fire or smoke, indicated either visually, by smell, by notification from others, or one or more alarming smoke detectors, students should immediately evacuate the building, using the main front doors to the parking lot. Those evacuating should leave personal items in place, except to the extent that a minimum number of items can be collected and carried out, as long as this can be completed in essentially one motion while proceeding to evacuate. Close all doors upon evacuation completion and leave the doors unlocked. Gather in the shaded area immediately behind the Great Southwest Equestrian Center sign, due west of the building, at the corner of Champions Way and Northmoor Drive (southwest corner of the parking lot).

If any student, faculty, or staff vehicles are parked along the front of the building or near the

### **TBS Fire Evacuation Routes**

**Contingent Route: Assemble In The Covered Storage Area, Across the Courtyard \***



**Preferred Route: Assemble Behind GSWEC Sign, at SW Corner of Parking Lot**

\* After evacuation by contingent route is verified as complete, walk northward around the building, then across the parking lot to the preferred assembly location.

building and if safe to do so, vehicles should be moved as far west and northwest in the parking lot as practical. This is to protect the vehicles from damage, but also to assure access by responders to the possible sources of fire or smoke. Upon parking, students should lock vehicles and return to the gathering point.

If, for any reason, the front doors are blocked, or the parking area appears unsafe for evacuation, students should check the back hallway doors for heat, and only if cool to the touch, carefully evacuate through the hallway toward the restrooms, exiting the building through the exterior door immediately across the hall from the restrooms. If this secondary route is used, the initial gathering point will be in the covered storage area due east of the exterior door. Fire extinguishers can be used to assure safe passage through the hallways to the exit.

As evacuation completes, a member of TBS staff, volunteer, adjunct faculty, or student volunteer must verify that evacuation is complete, including verifying common areas and restrooms have been also evacuated. Evacuees are to wait at the gathering point for further instructions or until all clear is announced by response agencies or TBS staff. If the secondary evacuation route to the covered storage area is used, as soon as conditions appear safe, evacuees should walk to the north, around the north end of the buildings in the area, progressing west then south, returning to the parking area and the primary assembly point at the southwest corner of the parking lot. After full evacuation is verified, individuals may be allowed to wait in their personal vehicles for further instructions or the all clear is issued.

### ***Bomb Threat***

If a bomb threat is received either by phone or other means, students should consider it a real and impending threat. Call 911 and report the threat. Classes should be cancelled, and students, adjunct faculty, visitors, and volunteers should quickly gather their personal belongings, visually survey their area for anything appearing unusual or unfamiliar, reporting any such issues to TBS staff, exit the building to vehicles and leave. TBS staff should move to a safe area nearby and await responding authorities.

If a bomb threat is received by phone, stay as calm as possible and attempt to gain information from the caller:

- Where is the bomb?
- What does it look like?
- When is it to detonate?
- How will it be detonated?
- Why are you doing this?
- What is your name? Where are you?
- Can I pray for you?

While on the call, students should listen for background noise, note the characteristics of the caller's voice, and try to evaluate the emotional state of the caller. Note any caller ID information about the caller. Immediately following the call, write down, as completely and accurately as possible, the statements made by the caller, answers provided to any questions you were able to ask, noted circumstances of the call and caller, and all caller ID information.

If the threat is received by mail, students should immediately reduce, and avoid as much as possible, handling of the paper and envelope, preserving all materials for inspection by authorities. Write down the names of any individuals who handled the materials and write down a description of how the item was received (regular mail, express delivery, found in mailbox, etc.).

### ***Inspections, Review, and Documentation***

Inspections of fire extinguishers, smoke detectors, evacuation pathways, and assembly areas are performed monthly and documented according to the TBS Facility Inspection Procedure. A written record of each fire drill and noted suggestion for improvement is to be prepared by the TBS staff member coordinating each drill.

In the event of notification of 911 or an evacuation, a written record of the circumstances surrounding the event should be prepared cooperatively by the TBS staff members, volunteers, adjunct faculty, or assisting students. Included in this record should be any difficulties or opportunities for improvement that are identified as a result of the event.

At least annually, the TBS President shall lead a review of any incidents, reports, and of this plan, assuring completion of any necessary refinements and corrections.

### **Use of Facilities**

The buildings, grounds, and equipment (facilities) of The Bible Seminary (TBS) shall be confined to religious, educational, social, service, and other character-building functions. Educational activities will always have priority over outside requests. No meeting may be scheduled by any group that will conflict with any regular or special events involving the faculty, students, and administration of TBS. All classes and other events associated with TBS programs are routinely scheduled. Any additional requests for use of the facilities are to be approved and scheduled by the President and/or Vice-President of Finance and Administration.

### *Prohibitions*

- Alcoholic beverages, illegal drugs, or drug paraphernalia are strictly prohibited from being present or being used on or in any TBS facility. Appropriate action will be taken to safely remove anyone in possession of such materials or who may appear to be under the influence of alcohol or illegal drugs. Any suspicious materials will be removed. Appropriate authorities may be contacted to assure enforcement of federal, state, and local laws and ordinances.
- The use of tobacco products in any form is not permitted inside any TBS facilities.
- With the exception of seeing-eye dogs or other medically-required service animals, no pets are permitted in TBS facilities.
- Sponsoring groups who violate this Building Use Policy may be subject to the loss of facility privileges and/or immediate termination of the subject activities or events.
- Concerning firearms, TBS complies with Texas Government Code, Chapter 411, Subchapter H, Section 411.2031, in that those individuals licensed by the State of Texas to carry a handgun are not prohibited from carrying a handgun on the TBS campus. However, according to the Texas Penal Code, Chapter 46, Section 46.035 (a-1), while on the TBS campus, with the exception of law enforcement and peace officers, license holders may only carry handguns in a concealed manner (not partially or wholly visible). All other firearms are prohibited inside TBS facilities.

*For additional details about use of facilities, see the "Building Use Policy" in the TBS Policy Manual.*

## General Information

### Academic Advising

Students have access to faculty for advising outside of actual class time. Faculty typically maintain availability at least 15 minutes both before and after classes as a recommended minimum. Additional time(s) of availability and contact information should be noted in course syllabi. Full-time faculty and employees may utilize their own office space on campus, anyone may use available classrooms and library/conference room spaces, and adjunct faculty may utilize the adjunct office space behind Classroom 250 that includes a desk, chairs, and a couch. Off-campus advisement is also acceptable, for instance at teaching sites, at an adjunct's regular office or at restaurants or other establishments, provided all meetings in all circumstances abide by the TBS Ethos statement.

### Academic Calendar

The Bible Seminary's standard academic calendar includes one Fall Semester (typically September through December), one Spring Semester (typically January through May), and one Summer Intensive (typically June through August). The most current version can be found at [TheBibleSeminary.org](http://TheBibleSeminary.org) under "Academics – Calendar."

### Academic Progress

- Academic progress in currently enrolled classes is available 24/7 to all students through their personal account in the OasisSIS Student Management System (SMS).
- Overall GPA, degree audit, and enrollment history with GPA also available in student's online accounts.
- Faculty members grade and return normal assignments within one week and research papers within two weeks. Likewise, they record grades in the SMS for students to track their progress.
- By following the assignment values in the course syllabus and by visiting their online accounts, students can know their current course average. Faculty members are available during posted office hours or by appointment to assist students as needed with academic progress questions.
- End of semester grades are typically posted online within one week but no later than two weeks after final exams.
- Prior to registration for each semester, students should meet with the Provost or their assigned advisor to assess academic progress toward graduation.

### Academic Standing

TBS defines "Good Academic Standing" as having a minimum cumulative grade point average (GPA) of 2.50 for all course work, satisfactory progress toward the completion of degree requirements, and a reasonable expectation of successfully completing the degree program.

### Attendance Policy

The seminary process of learning and discipleship comes from reading and studying in conjunction with meeting regularly with classmates, faculty, and other professionals. The Bible Seminary expects students to attend all regularly scheduled classes. Excused absences caused by emergency, illness or other justifiable reasons are permitted by instructors as excused. However, advance notification, if possible, is required. Students may not accrue more unexcused absences than the number of course credit hours (e.g., three (3) unexcused absences for a 3-credit course) without a resultant reduction of course grade. If a student has five (5) or more unexcused absences for a 3-credit course, he or she may be removed from the course. Unexcused absences may also result in the student being placed on academic probation.

## Class Schedules

Semester classes for the graduate programs are generally held weekdays. Most 3-credit hour classes meet twice per week throughout a semester, although some courses may occasionally be held in one week or longer condensed intensives. The Intensives typically include one 3-credit hour course stretched across the entire summer, although shorter full-time intensives are allowed on a case-by-case basis.

## Classroom Experiences

TBS offers classes on the main campus; at remote instructional locations on campuses of regional churches and ministries; and in other regional community settings such as camps, cemeteries, farms, funeral homes, hospitals, museums, prisons, radio stations, and retreat facilities.

Some classes are conducted on-site in distant locations, such as in Israel, often in association with specialized degrees and additional, elective educational opportunities (e.g. Holy Land Study Tour).

Most courses involve face-to-face, live, on-site faculty. Some course sessions and occasional courses involve faculty teaching live from a remote location, and some may include recorded content shared asynchronously with a live class.

In some cases, students who are ill or out of town can participate synchronously (live) in TBS graduate courses via online platforms or asynchronously by watching recorded audio/video provided to enrolled students typically within 48 hours of class. Students participating via innovative modes of delivery are held to the same standards as students who attend face-to-face.

## Course Load

The Bible Seminary accepts full-time, part-time, and audit students for most graduate classes, with some limitations, according to the definitions below. The standard course load for full-time students is 15 hours per Fall and Spring semester, and 3 hours per Summer term.

- *Full-time* (9 or more credit hours per semester) – Students accepted, registered, paying according to a full-tuition schedule, and attending 9 or more credit hours per Fall or Spring semester and 3 credit hours for Summer terms.
- *Part-time* (8 or less credit hours per semester) – Students accepted, registered, paying according to a part-time tuition schedule, and attending less than 9 credit hours per Fall or Spring semester and less than 3 credit hours for Summer terms.
- *Audit* – Students registered, paying according to audit tuition schedule, and attending 1 or more credit hours per term. The number of students allowed to audit a course may vary per course in accordance with the class structure and provision(s) offered by the professor(s).

## Course Repetition

Students who receive a passing grade in a course are not allowed to repeat the course for credit. Students who fail a course by receiving an “F” (Fail) may repeat the course for credit, and the failing grade from the first attempt only can be converted to a “NC” (No Credit) and is not included in the calculation of the student’s cumulative grade point average. Grades from all subsequent attempts following the first one will be included in calculating grade point averages.

## Course Work

Each standard 3-credit hour graduate level course typically requires an additional five (5) to seven (7) hours of work per week outside of class. Full-time students should expect to spend approximately 40 hours per week engaged in classes and course study and preparation.

## Credit Hour

One credit hour at The Bible Seminary is equivalent to a minimum of 750 minutes of formalized instruction. Instruction may include classroom instruction, exams, experiential learning (such as internships), field trips, hybrid instruction, online instruction (timed and reported), scheduled formal reading and study sessions, supervised individual instruction and/or team projects, and workshop instruction, as well as breaks. A three-credit hour course totals 45 hours, including 32.5 hours of formalized instruction. Typically, out-of-class assignments average twice the amount of formalized instruction (1,500 minutes per credit hour). Most courses at The Bible Seminary are designed to include weekly 180-minute sessions. Our standard course designs for a 3-credit hour course are based on a 15-week semester that includes a reading week and final exam week and 13-weeks of:

- Two weekly sessions of one hour and fifteen minutes each = 3 hours minus two 15-minute breaks
- One weekly session of two and half hours = 3 hours minus two 15-minute breaks

## Credit Transfers

The Bible Seminary (TBS) is open to considering the eligibility of credits earned at other educational institutions toward course and program requirements at TBS. Likewise, credits can be transferred from one TBS degree to another TBS degree. Finally, TBS credits may be transferred from TBS to other educational institutions.

### *Transfer of Credit to TBS*

- TBS accepts credits earned at accredited institutions of higher education as long as they are a comparable match in content to the parallel TBS course.
- Credits from unaccredited institutions may be considered on a case by case basis.
- Graduate students must earn at least 25% of the credit hours required for their degree from TBS, although at least 49% is preferred.
- Assessment of credit eligibility may be determined in accordance with standards used by the National Course Atlas ([www.courseatlas.com](http://www.courseatlas.com)) or other acceptable comparison resources.
- Credit(s) earned at an undergraduate level are not eligible for transfer toward a graduate program, but they can apply for undergraduate requirements for dual-degree students.
- The grade received in the course must be equivalent to a C (2.0) or higher at TBS. Pass/Fail or Credit/No Credit courses will not be transferred. Rare exceptions may be granted by the Provost.
- Credit transfers do not include the course grade, but only the credit hours. Thus, transferred credits do not count toward a student's overall GPA at TBS.
- For institutions that utilize another form of academic credit (quarter hours/units/trimesters) besides 15-week semesters, transferred credit(s) will be converted into semester hours.
- Students desiring to transfer credits must request that their school(s) submit an official transcript to TBS for evaluation. In some cases, a school catalog and/or course syllabus will also need to be submitted to assist in determining credit transfer eligibility.
- Notification of assessment to students will include the course(s) eligibility (Yes or No), any equivalency to TBS credit(s) and a determination of credits assigned toward a student's program of study at TBS, as well as any relevant notes.
- Verification of eligible credits and associated documentation must be kept on record in the student's official file at TBS.
- Assessment of credit transfer eligibility and final determinations are made by the office of the Provost. Reconsideration of denied credit may be requested on appeal to the Provost, but only after submitting full documentation and a formal case for appeal for each credit requested. Appeals will be decided, and the student notified within 30 days of submission.

- Current TBS students considering taking a course from another institution to apply toward required program credit at TBS should submit a request for consideration of potential eligibility to the Provost *prior* to taking a course. Completion of a course anticipated to be eligible, but not confirmed in writing prior to taking, may or may not be approved. Upon completion of a pre-approved course, the student must request that the school(s) submit an official transcript to TBS for final verification, and final approval must be documented, filed, and the student notified as outlined above.

#### *Transfer of Credit from one TBS Degree to Another TBS Degree*

- Students with a completed TBS Master of Arts (MA) degree could apply 100% of all applicable hours to a TBS Master of Divinity (MDiv) degree.
- Students with a completed TBS MDiv degree may apply 100% of all applicable hours to a single additional TBS MA degree. For example, a student with an earned TBS MDiv degree who desires to complete the TBS Master of Arts in Biblical Languages degree would only need to complete the language and culture hours not taken as part of the MDiv degree.
- Exceptions may be considered on a case by case basis.

#### *Transfer of TBS Credit to Another Educational Institution*

Educational institutions are autonomous in determining policies for transfer of credit. Since transfer of credit is controlled by receiving institutions, TBS does not guarantee transfer of credits either to or from another educational institution. Students should thoroughly examine the policies of other schools to which they may wish to apply in the future regarding the potential acceptance, or non-acceptance, of credit(s) or a degree from TBS.

- TBS has no means to regulate or guarantee how other educational institutions handle the transfer of TBS credits.
- Students are responsible for checking with any potential transfer universities to determine transferability of TBS credits.
- No formal articulation agreements are in place between TBS and other educational institutions.
- TBS students have historically transferred credit without prejudice to graduate programs, including doctoral programs, at other institutions of higher learning.

### **Course Exemption**

In some cases, students may request exemption from required courses based on previous course work completed at another school, or based on relevant, verifiable life experience. However, exemption does not necessarily equal a transfer of credit. As such, alternate courses may need to be taken to make up the total number of credit hours required for a degree. Students desiring exemption should submit all pertinent documentation in a formal written request to the Provost.

### **Degree Completion Parameters**

Full-time students can expect to complete the 84-hour Master of Divinity program in three (3) years, or the 48 to 60-hour Master of Arts programs in two (2) years. Students will be allowed up to ten (10) years from the date of first enrollment to complete the program.

Full-time non-degree students could complete the Licensed Professional program in as little as one (1) year, depending on the availability of courses. Bible Certificate students can generally complete the program sequence in approximately two (2) years.

## Enrollment Classifications

- Master Arts (MA)
  - Juniors – First-year students with 0-30 credit hours
  - Seniors – Second-year students with 31+ credit hours
- Master of Divinity (MDiv)
  - Juniors – First-year students with 0-30 credit hours
  - Middlers – Second-year students with 31-60 credit hours
  - Seniors – Third-year students with 61+ credit hours

## Enrollment Status

- *Enrolled* – All students accepted into the graduate program and actively enrolled in specific course(s) will be considered enrolled, with one of the following qualifications:
  - *In good standing*: All admissions materials have been received and student meets all preliminary requirements for the intended degree.
  - *With Provision*: Noted when a student's file lacks an official document, or when a student does not meet a preferred preliminary requirement for the intended degree. Provision is removed when a student's file is complete, or student meets criteria noted by the Admissions Team relative to the provision.
  - *On Probation*: Noted when a student has a below preferred minimum GPA, but may also relate to other circumstances as designated by the TBS Admissions Team or Administration.
- *Leave of Absence* – If it is necessary for a student to take a leave of absence (e.g., maternity, paternity, illness, etc.) for an entire semester or longer, his or her standing as a student is not affected for a period of up to six (6) consecutive semesters or three years. At the end of the leave of absence, not to exceed six (6) consecutive semesters or three years, the student may enroll again in classes. If a student takes a leave of absence during the semester than he or she can potentially receive an "I" (incomplete) for all courses by contacting the school's Provost.
- *Non-enrollment* -- Students not enrolled in any class(es) for a period of one-year from the date of last enrollment will be inactivated, except under special, pre-approved circumstances as noted below. Inactive students will be required to reapply for admission.
- *Medical Leave* – Provisions can be made for students with documented medical or psychological circumstances to maintain their acceptance status during leave without requiring reapplication for admission. This must be documented by appropriate professionals, and conditions of leave must be mutually agreed upon between the student and registrar and must be pre-approved by the seminary registrar, except in sudden emergency cases.
- *Military Leave* – Similar provisions noted above can be made for students in military service.
- *Limitation on Term of Leave* – Leave lasting longer than three years may require reapplication.
- *Delinquent payments* – Students with delinquent payments may jeopardize their official status as enrolled students, including being dropped from a course or courses, and withdrawn for non-payment from the program altogether. Students withdrawn for non-payment and who desire to continue to study at The Bible Seminary must reapply for admission and reconsideration.

## Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. This document details those rights.

The right to inspect and review the student's education records within 45 days after the day The Bible Seminary receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask The Bible Seminary to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If The Bible Seminary decides not to amend the record as requested, the seminary will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to provide written consent to disclosure of personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

An exception which permits disclosure of education records without a student's prior written consent is disclosure to school officials with legitimate educational interests. A school official includes a person employed by The Bible Seminary in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the seminary who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the seminary.

FERPA also permits disclosure of personally identifiable information from students' education records without the student's written consent if the disclosure meets the following conditions:

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency
- Information the school has designated as "directory information"

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

The Bible Seminary may disclose Directory Information without a student's prior written consent. The seminary has designated the following personally identifiable information as Directory Information: Name, address, telephone number, date/place of birth, field of study, dates of attendance, previous educational institutions, degrees/awards received, participation in officially recognized activities, denomination, spouse's name, home state, full or part-time status and other similar information. Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and others as indicated in point #3 above. To restrict the release of Directory Information, a student must make the request in writing to The Bible Seminary, 2655 S Mason Rd, Katy, TX 77450. Once filed, this request becomes a permanent part of the student's record until the student instructs the Registrar's Office, in writing, to have the request removed. Even if a student blocks directory information, those persons authorized by law to inspect education records without consent may still inspect it.

FERPA privacy guidelines pertain to traditional face-to-face TBS students and those who receive all or some of their instruction via any alternative instructional delivery methods.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by TBS to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202

More information regarding FERPA is available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

## Grading

The seminary uses the following grading system based on a 4.0 scale:

Letter	Minimum Points	Grade Points	Comments
A+	97.00	4.00	Exceptionally well done
A	94.00	3.75	Excellent
A-	90.00	3.50	
B+	87.00	3.25	
B	84.00	3.00	Above average
B-	80.00	2.75	
C+	77.00	2.50	
C	74.00	2.25	Satisfactory
C-	70.00	2.00	
D+	68.00	1.50	
D	65.00	1.00	Acceptable, but below standards
D-	62.00	0.80	
F	0.00	0.00	Fail, no credit
CR			Credit
NC			No credit
AUD			Audit
WD			Withdrawn
IP			In progress
I			Incomplete

- **Incomplete Work** – A student may receive an “I” (Incomplete) in a course if all work for that course is not submitted to the professor or other designated person by 5:00 p.m. on the last day of Final Exam week each semester. Except for unavoidable emergencies, this circumstance requires pre-approval from the professor and the Registrar. Students will generally have up to the end of ten weeks into the following semester to complete the work, or the “I” (Incomplete) will be converted to an “F” (Fail). Students with an active “I” (Incomplete) in two or more classes will not be allowed to enroll in a new semester.
- **Pass/Fail Option** – Students enrolled in an accelerated degree completion program may elect to take a maximum of six credit hours as pass/fail. Students successfully completing a course-designated pass/fail will receive a grade of “P” and those students unsuccessfully completing the course will receive a grade of “F.” A grade of “P” is not calculated in a student’s grade point average. A grade of “F” is calculated in the student’s GPA.
- **Repeating Courses** – Students may repeat a course for which they receive a grade of “F.” Students are permitted to re-enroll one time in a course for which they previously earned a grade of “D” or higher. The grades and credit hours from all courses, not just the re-take, impact students’ cumulative grade point average.
- **Grade-Point Average** – The grade points earned in each course are computed by multiplying the number of credit hours for the course by the grade-point value of the letter grade received. The student’s grade point average (GPA) each semester is determined by dividing the total number of grade points earned in all courses by the total number of credit hours taken.
- **Academic Honor Roll** – The Academic Honor Roll includes students who earn a semester GPA of 3.25 or higher while taking 9 or more graduate credit hours.
- **Graduation Honors** – The provost certifies students for graduation honors according to the following standards:

Summa Cum Laude	3.75 – 4.00
Magna Cum Laude	3.50 – 3.74
Cum Laude	3.25 – 3.49

Students who violate the Academic Integrity policy more than once are ineligible to receive graduation honors.

- **Change of Grade Policy** – In the event that a student has a concern that a grade is inaccurate, he/she should approach the faculty member and provide documentation for the alleged inaccuracy within thirty (30) days of the last day of the term. Faculty members may submit a grade change request that must be approved by the Provost up to 90 days after the grade was originally submitted.
- **Policy on Returning Student Assignments** – Returned work should be retained by the student in case it is required for a grade appeal. It is the responsibility of the student to collect work from the TBS faculty member. In the event that a student is unable to obtain the work directly from the professor and desires to have assignments returned by mail, a self-addressed stamped envelope with sufficient postage should be included with the assignment when it is turned in. After a period of one semester, TBS and its faculty members reserve the right to destroy any unclaimed work. In the event the professor is willing to accept an assignment via email, it is the student’s responsibility to ensure the professor received the e-mailed assignment. TBS faculty are only required to keep emails with assignments for six months from the date the assignment was originally sent to the faculty member.

## Graduation Policy

Properly matriculated students are eligible to graduate from The Bible Seminary upon satisfactory completion of all academic requirements as certified by the office of the Provost AND all financial obligations as certified by the office of the Vice-President of Finance and Administration. Neither completed work with financial balances due nor payment in-full with academic work due will satisfy this requirement. In unique cases, students may be allowed to participate in graduation ceremonies with their graduating class but will not receive a diploma until all the policy requirements have been met.

Students desiring to graduate must pay the program-appropriate graduation fee (see "TBS Tuition and Fees" for the academic year of graduation) and apply for graduation upon enrollment of their final semester of their program and no later than 90 days prior to the next scheduled graduation ceremony. In accordance with the "Credit Transfer Policy" and accreditation requirements, graduate students must earn at least 25% of the credit hours required for their degree from TBS, although at least 49% is preferred.

Programs outlined below include the following: Bible Certificate (BC), Licensed Professional (LP), Dual Degree Completion (DDC), Master of Arts in Biblical History and Archaeology (MABHA), Master of Arts in Biblical Languages and Culture (MABLC), Master of Arts in Biblical Studies (MABS), Master of Arts in Church History and Theology (MACHT), and Master of Divinity (MDiv).

### **Bible Certificate (BC), Non-degree Certificate Program**

<u>Required Courses</u>	<u>Certificate Credit hours</u>
BP001: Bible Panorama (or SFM 500 Grad Audit)	2
BSM001: Bible Study Methods (or BSM 501 Grad Audit)	1
OT001: Old Testament I – History	1
OT002: Old Testament II – Poetry	1
OT003: Old Testament III – Prophets	1
NT001: New Testament I – Gospels/Acts	1
NT002: New Testament II – Epistles/Revelations	1
(ELE 100, 110, 120, 130, 200, 300, 400, Grad Audit, or similar): Elective I	1
<u>(ELE 100, 110, 120, 130, 200, 300, 400, Grad Audit, or similar): Elective II</u>	<u>1</u>
	Total = 10

*Note:* Bible Panorama and Bible Study Methods serve as prerequisite courses. Electives must be two separate classes from among the options and may include up to two TBS graduate courses taken as an audit for the audit fee (see "Tuition and Fees") to apply toward the Elective(s).

### **Licensed Professional Certificate (LP), Non-degree Certificate Program**

<u>Required Courses</u>	<u>Graduate Credit hours</u>
BSM 501: Bible Study Methods – Esther, Obadiah, Mark	3
PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	3
PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	3
PRE 501: Expository Preaching and Teaching I – Isaiah	3
SFM 500: Spiritual Formation and Ministry – <i>Bible Panorama</i>	3
THE 501: Theology I – Genesis	3
THE 510: Church History I – Acts	3
Elective I	3
<u>Elective II</u>	<u>3</u>
	Total = 27

*Note:* Any other TBS graduate course may be taken for elective credit.

## Dual Degree Completion (DDC), Combined Undergraduate/Graduate Degree Program

This program allows students with an Associate's degree, coursework toward an unfinished undergraduate degree, and life experiences that may count toward college credit to enroll in The Bible Seminary on a degree track culminating in both a bachelor's and master's degree. Students who successfully complete this program earn a Bachelor of Arts in Christian Studies (BACS), and either a companion Master of Arts (MA) or a Master of Divinity (MDiv) degree as described elsewhere in this policy. The BACS incorporates previous college coursework (such as a 60-credit hour Associate's degree), prior learning assessments, additional college studies, and TBS core graduate courses that can serve as dual bachelor/master credits.

TBS only offers a combined BA/MA or BA/MDiv – or a separate MA or MDiv – but not a stand-alone BA. Accepted students may enroll in a TBS graduate program without any modifications and transfer in or work on the side to complete any non-TBS undergraduate requirements. Dual-degree graduates complete a combined total of between 138 and 150-credit hours for a BA/MA degree, or 174-credit hours for the BA/MDiv degree. Students are eligible to receive both degrees together *after* all requirements are completed for BOTH the undergraduate and graduate degrees and after all other conditions are met as detailed elsewhere in this policy.

The customized degree may require students to take courses from other colleges or universities. Tuition for any additional college courses and prior learning assessments outside of TBS and required to complete the bachelor's degree are the responsibility of the student. Students enrolling in the program are responsible for applying, registering, enrolling, and transferring in credits from other schools and LearningCounts.org with respect to non-TBS undergraduate degree requirements. TBS tuition and fees for dual-credits and graduate credits are the same. For the BACS portion of the Dual Degree Completion program, students must earn approximately 120-credit hours as follows:

General Education (non-TBS)	Minimum Credits	Comments
English Composition	6	
College Algebra	3	
Natural Science	3	Chemistry, Biology, Physics, etc.
Finance	3	Economics, Accounting, etc.
History and Civilization	6	American, Western, World, etc.
Sociology	3	Political Science, Psychology, Sociology, etc.
Literature	3	English, Western, etc.
Communications	3	Speech, Print, etc.
<b>General Education Total =</b>	<b>30</b>	
Bible and Christian Studies (non-TBS)	Minimum Credits	Comments
Old Testament Survey	3	
New Testament Survey	3	
Basic Christian Doctrine	3	
World Religions	3	
Cultural Studies	3	Philosophy, Culture, Worldview, etc.
<b>Bible and Christian Studies Total =</b>	<b>15</b>	
Electives (non-TBS)	Minimum Credits	Comments
<i>Electives Total =</i>	<b>45</b>	Can be fulfilled by any combination of prior learning assessments, <a href="#">College Level Examination Program</a> (CLEP) exams, and competency assessments obtained from the Council for Adult and Experiential Learning (CAEL), such as Learning Counts ( <a href="#">LearningCounts.org</a> ), and/or other college work.
Combined BA/Graduate-level TBS Courses	Minimum Credits	Comments
Hermeneutics	3	
History and Theology	9	
Languages and Culture	0-3	Depending on the graduate degree
Missions and Evangelism	0-3	Depending on the graduate degree
Pastoral Leadership	6	
Preaching and Teaching	3-6	Depending on the graduate degree
Spiritual Formation & Ministry	3-6	Depending on the graduate degree
<b>Combined BA/Graduate Courses Total =</b>	<b>30</b>	
<b>Total Undergraduate (BA) credits =</b>	<b>120</b>	

**Master of Arts in Biblical History and Archaeology (MABHA), Graduate Degree Program**

<u>Required Courses</u>	<u>Graduate Credit hours</u>
ANE 501: Ancient Near Eastern Cultures – Ezra 4-6, Daniel 2-7	3
ARC 501: Theory and Methodology	3
ARC 510: Ceramic Analysis	3
ARC 520: Excavation and Practicum Field School I	3
ARC 521: Excavation and Practicum Field School II	3
BSM 501: Bible Study Methods – Esther, Obadiah, Mark	3
GRK 501: Greek Language I – Jude, 2 & 3 John	3
GRK 502: Greek Language II – 1 Peter	3
HEB 501: Hebrew Language I – Jonah, Nahum	3
HEB 502: Hebrew Language II – Haggai, Zechariah, Malachi	3
PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	3
PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	3
PRE 501: Expository Preaching and Teaching I – Isaiah	3
SFM 500: Spiritual Formation and Ministry – Bible Panorama	3
THE 501: Theology I – Genesis	3
THE 510: Church History I – Acts	3
THE 520: Biblical Archaeology – Judges	3
THE 525: Ancient Near East History and Archaeology	3
Elective I	3
CAP 590: Capstone	3
Total = 60	

Note: Any other TBS graduate course may be taken for elective credit.

**Master of Arts in Biblical Languages and Culture (MABLC), Graduate Degree Program**

<u>Required Courses</u>	<u>Graduate Credit hours</u>
ANE 501: Ancient Near Eastern Cultures – Ezra 4-6, Daniel 2-7	3
BSM 501: Bible Study Methods – Esther, Obadiah, Mark	3
GRK 501: Greek Language I – Jude, 2 & 3 John	3
GRK 502: Greek Language II – 1 Peter	3
HEB 501: Hebrew Language I – Jonah, Nahum	3
HEB 502: Hebrew Language II – Haggai, Zechariah, Malachi	3
PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	3
PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	3
PRE 501: Expository Preaching and Teaching I – Isaiah	3
SFM 500: Spiritual Formation and Ministry – Bible Panorama	3
SFM 501: Spiritual Formation and Ministry I – Exodus, Numbers, Matthew	3
THE 501: Theology I – Genesis	3
THE 510: Church History I – Acts	3
THE 511: Church History II	3
Elective I	3
Elective II	3
Elective III	3
CAP 590: Capstone	3
Total = 54	

**Master of Arts in Biblical Studies (MABS), Graduate Degree Program**

<u>Required Courses</u>	<u>Graduate Credit hours</u>
APO 501: Apologetics – Proverbs, James, 1 John	3
BSM 501: Bible Study Methods – Esther, Obadiah, Mark	3
PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	3
PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	3
PRA 501: Prayer and Worship – Leviticus, 1 & 2 Chronicles, Psalms	3
PRE 501: Expository Preaching and Teaching I – Isaiah	3
SFM 500: Spiritual Formation and Ministry – Bible Panorama	3
SFM 501: Spiritual Formation and Ministry I – Exodus, Numbers, Matthew	3
THE 501: Theology I – Genesis	3
THE 502: Theology II – Romans, Hebrews	3
THE 503: Theology III – 1 & 2 Corinthians, 1 & 2 Timothy, Titus	3
THE 504: Theology IV – Joel, Daniel, 2 Peter, Revelation	3
THE 510: Church History I – Acts	3
THE 511: Church History II	3
Elective I	3
Elective II	3
Elective III	3
Elective IV	3
Elective V	3
CAP 590: Capstone	3
Total = 60	

**Master of Arts in Church History and Theology (MACHT), Graduate Degree Program**

<u>Required Courses</u>	<u>Graduate Credit hours</u>
BSM 501: Bible Study Methods – Esther, Obadiah, Mark	3
PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	3
PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	3
PRA 501: Prayer and Worship – Leviticus, 1 & 2 Chronicles, Psalms	3
PRE 501: Expository Preaching and Teaching I – Isaiah	3
SFM 500: Spiritual Formation and Ministry – Bible Panorama	3
SFM 501: Spiritual Formation and Ministry I – Exodus, Numbers, Matthew	3
THE 501: Theology I – Genesis	3
THE 502: Theology II – Romans, Hebrews	3
THE 503: Theology III – 1&2 Corinthians, 1&2 Timothy, Titus	3
THE 504: Theology IV – Joel, Daniel, 2 Peter, Revelation	3
THE 510: Church History I – Acts	3
THE 511: Church History II	3
Elective I	3
Elective II	3
CAP 590: Capstone	3
Total = 48	

## Master of Divinity (MDiv), Graduate Degree Program

<u>Required Courses</u>	<u>Graduate Credit hours</u>
APO 501: Apologetics – Proverbs, James, 1 John	3
BSM 501: Bible Study Methods – Esther, Obadiah, Mark	3
GRK 501: Greek Language I – Jude, 2 & 3 John	3
GRK 502: Greek Language II – 1 Peter	3
GRK 503: Greek Exegesis – Gospel of Luke	3
HEB 501: Hebrew Language I – Jonah, Nahum	3
HEB 502: Hebrew Language II – Haggai, Zechariah, Malachi	3
HEB 503: Hebrew Exegesis – Habakkuk	3
MIS 502: Mission II – Hosea, Amos, Micah, Zephaniah	3
MIS 503: Discipleship, Evangelism, and Church Planting – Deuteronomy, Galatians	3
PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	3
PAS 502: Pastor-Shepherd II – Ephesians, Philippians, Colossians, Philemon	3
PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	3
PAS 512: Pastor-Leader II – Joshua, Ezra, Nehemiah	3
PRA 501: Prayer and Worship I – Leviticus, 1 & 2 Chronicles, Psalms	3
PRE 501: Expository Preaching and Teaching I – Isaiah	3
PRE 502: Expository Preaching and Teaching II – 1 & 2 Thessalonians	3
SFM 500: Spiritual Formation and Ministry – Bible Panorama	3
SFM 501: Spiritual Formation and Ministry I – Exodus, Numbers, Matthew	3
SFM 505: Spiritual Formation and Ministry V – Song of Songs, Ecclesiastes	3
SFM 506: Spiritual Formation and Ministry VI – Ezekiel, Gospel of John	3
THE 501: Theology I – Genesis	3
THE 502: Theology II – Romans, Hebrews	3
THE 503: Theology III – 1 & 2 Corinthians, 1 & 2 Timothy, Titus	3
THE 504: Theology IV – Joel, Daniel, 2 Peter, Revelation	3
THE 510: Church History I – Acts	3
THE 520: Biblical Archaeology – Judges	3
CAP 590: Capstone	3
	Total = 84

The Office of the Provost is responsible for auditing the degree completion progress of all students in accordance with the pertinent degree program(s) outlined above, approving all graduation requests, and notifying the President of students academically eligible for graduation. The degree audit process includes substantiating the eligibility of all transfer credits and contributing degree(s) through verified transcripts received from other institutions.

The Office of the Vice-President of Finance and Administration, Business Manager or other representative financial office designee is responsible for confirming that all financial obligations have been met and for notifying the President of the financial status of all students recommended for graduation by the Office of the Provost. TBS does not release academic transcripts for any student with outstanding financial balances, even if the student has completed all academic requirements.

Students who meet the academic and financial requirements will be approved for graduation and may become certified graduates of the degree program(s) completed. Students who fail to meet either or both requirements will not be approved for graduation.

## Probation

- *New Students* – Students admitted on academic probation may be removed from probation following successful completion of a minimum of 18 credit hours and earning a minimum of a cumulative 2.50 grade point average.
- *Existing Students* – Current students may be placed on academic probation if the cumulative grade point average slips below 2.00 – the standard threshold for consideration for graduation with a Master of Divinity degree. Probationary status may require a student to take a reduced workload. Students on Probationary status for more than two consecutive terms will be dropped from seminary enrollment.
- *Readmission* – Any student who is dropped from enrollment as a result of being on academic probation for two consecutive terms may, after a period of one calendar year from the date of removal, seek readmission. In order to be readmitted, the student must reapply for admission and reconsideration. The student must explain how he or she has addressed the deficiencies in their education that will enable them to succeed the second time. All students readmitted will be placed on academic probation. No student will be allowed to reapply if he or she has been dropped from seminary enrollment twice.

## Proctored Exams

The identity of all graduate students is verified through the degree application process, which includes submission of an application, background check, official transcript reviews, interactions with references, personal interviews, resume vetting, and financial transactions.

Matriculated students receive secure log-in credentials to personally and privately access the OasisSIS Student Management System (SMS). All agree to adhere to the TBS Covenantal Documents, including the TBS Ethos Statement that includes commitments to “uphold integrity, respect, honor and character (2 Timothy 2:20-22)” and “do my best to live by this Ethos Statement with God’s help and power through Jesus Christ and for His glory.”

If students are not physically present for a quiz or exam, they may arrange in advance with the professor to take the assessment synchronously with the rest of the class via on-line streaming (Zoom, Skype, Facebook Live, FaceTime, etc.). If students are unavailable at the scheduled assessment time, they should arrange a time within one week to make-up the assessment in person or via on-line streaming during the professor’s office hours or other agreed upon time. The professor may delegate the proctoring responsibility to another member of the TBS faculty, staff, or otherwise designated proctor. Students are responsible to follow up and ensure that they make up the exam within one week. Exceptions may be granted on a case by case basis. Students who are not physically present for an assessment may be required to show their driver’s license to the proctor to verify their identity before taking the assessment.

## Student Life

TBS aims to compliment the educational aspects of the institution with additional elements that can help provide wholesome experiences that are nurturing, provisional in keeping with the size and style of TBS, and safe. Although the TBS campus model offers no standard residential student life components, the seminary does provide a number of beneficial student services through the Student Services Coordinator and other staff under the direction of the Provost.

### Student Administrative Services

Key administrative services offered to TBS students includes assistance exploring educational opportunities, applying, enrolling, registering for classes, paying tuition and fees, finding and accessing classroom locations, classroom support while on campus, course materials and resources support (including Logos Bible Software and RightNow Media), and digitally accessing and navigating the TBS web site and Student Web Portal.

Additional services may include:

- *Financial assistance* – helping students find and apply for scholarships, helping students produce and mail personal support newsletters, helping students nurture a support network for immediate and long-term ministry
- *Residential assistance* – helping students find a place to live while attending TBS
- *Study Tour assistance* – helping students find, apply for, fund, prepare for and travel to Israel and perhaps other locations, as part of their educational experience
- *Technological assistance* – helping students access and learn how to effectively use various devices in the classroom (both Mac and Windows platforms), as well as presentation and production software (such as Canva, InDesign, iMovie, Photoshop, PowerPoint, Premiere, Skype, Word, Zoom) and social media (such as Facebook, Instagram, LinkedIn, and personal web sites on Joomla, Wix, WordPress, or other web platforms)
- *Travel assistance* – helping students arrange for and travel to and from certain class locations

### Student Clubs and Organizations

Student Government Association (SGA) - provides organization and leadership for the Student Body at large in order to promote the best possible communication, understanding, and cooperation among administration, faculty, and Student Body as they uphold the biblically-based educational philosophy of the seminary.

#### *SGA Officers, 2019-20*

- *President*, Abigail Leavitt
- *Vice-President*, Cassidy Bell
- *Secretary*, Steve Hamburg
- *Chaplain*, Esmeralda Heer
- *Activities Director*, Kyle Carter

Students wishing to form additional clubs or organizations should schedule a meeting with the Provost, followed by a written request. Examples of clubs include the Foreign Languages Club and the Biblical Archaeology Club.

## Student Complaints

Students or prospective students of The Bible Seminary with a complaint should follow the rule of Matthew 18:15-16 as their primary model and as outlined in the TBS Grievance Policy. This includes speaking directly and confidentially with the person most responsible for the situation in a timely manner (within 14 days) in attempt to resolve the problem with dialogue through calm, rational dialogue and Christ-like demeanor. If the conversation does not bring a satisfactory response, or if it is not appropriate for the student or prospective student to speak with the person, the student or prospective student should speak confidentially with the Provost, who can assist in resolving his or her informal complaint.

If this process proves unsatisfactory, a formal complaint may be filed to allow both parties due process in resolving an issue not able to be settled informally. The Provost serves as the Complaint Officer for TBS, will advise persons through the formal complaint process outlined in the next section, and will keep documentation of formal academic complaints in a locked file in the Provost's office.

### *Complaint Notification Process*

1. It is advisable (although not required) for a student to meet with his or her academic dean to discuss the matter prior to writing a complaint letter.
2. Official complaints should be submitted in writing to Provost either by e-mail or letter.
3. Complaints should clearly denote date(s), facts, person(s) involved, and specific details.
4. Except in extenuating circumstances, complaints must be signed and dated by the complaining party. Anonymous complaints, or complaints on behalf of persons not directly involved but submitted on behalf of someone else, will not be accepted or reviewed.

### *Complaint Review Process*

1. The Provost will review the complaint and notify the appropriate person(s) for further action.
2. The appropriate person(s) will investigate the complaint and, as necessary, meet with the complainant and/or other parties to determine an appropriate course of action and response.
3. A report of the investigation and results will be submitted to the Office of the Provost, and a written response to the complainant will be provided, typically within two business weeks of receiving the complaint.
4. If the written response does not resolve the complaint, the Provost will bring the parties together for a conference where the two parties can talk face-to-face (or if this is not practical, over the phone) in an atmosphere of fairness and cooperative problem solving. This meeting will include the faculty member, the respondent, and the Provost. The respondent may bring an advocate if desired.

### *Appeal*

1. Complainants desiring to appeal a decision may submit a signed statement of appeal within two business weeks of the decision to The Bible Seminary, Office of the President, 2655 S Mason Rd, Katy, TX 77450.
2. The Office of the President or designee will review all documentation related to the situation, review all information, and may choose to meet with the complainant and/or other parties.
3. The Office of the President will respond in writing concerning the disposition of the appeal within two business weeks of receiving the appeal.
4. If the issue is still not satisfactorily resolved, a final court of appeal in the form of a Judicial Panel may be appointed by the President, and consist of the President, a representative of the Student Government, and a member of the Board of Trustees. Their decision is final and binding.

After exhausting each procedural step of the above complaint procedures, persons still not satisfied with the outcome may file a complaint with the appropriate agency as outlined below. To the extent in which TBS has control, TBS ensures that all administrators, faculty, staff, and students will fully cooperate with the agencies listed below in the event of any complaint proceedings involving TBS.

### *Transnational Association of Christian Colleges and Schools (TRACS)*

1. An individual may make an inquiry to the Transnational Association of Christian Colleges and Schools (TRACS) regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at [www.tracs.com](http://www.tracs.com) with instructions on downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet. A formal complaint is one that is: submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation); signed; and sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
2. Once the complainant has filed a complaint on the TRACS Complaint Processing Form, the following procedures will be followed for review and consideration of the complaint:
  - a. TRACS will acknowledge receipt of the complaint within 15 working days.
  - b. Within 30 working days of receipt of the complaint, the TRACS staff will review the complaint and its documentation and determine:
    - i. Whether it is within the jurisdiction of TRACS and is related to one or more of the TRACS Standards;
    - ii. If there is adequate documentation in support of the allegations; and
    - iii. Whether the complaint raises questions regarding the institution's compliance with the TRACS Standards sufficient to require the institution to submit information and documentation regarding the complaint.
3. By the end of the 30 working days review TRACS will inform the complainant regarding one of the following dispositions of the complaint:
  - a. The complaint will not be processed further because it is not within the jurisdiction of TRACS (not related to a TRACS Standard) or there is inadequate documentation to raise questions concerning the institution's compliance with the TRACS Standards.
  - b. Documentation is inadequate and additional documentation may be necessary from the complainant.
  - c. The institution will be asked for information regarding the complaint.
4. If information is required from the institution, TRACS will forward a copy of the complaint to the institution's President who will be asked to respond and provide all documentation to TRACS within 30 working days of receipt of the complaint.
5. Within 20 working days of receipt of the institution's response, the President of TRACS will make one of the following determinations regarding the complaint:
  - a. There is insufficient evidence of significant non-compliance on the part of the institution and the complaint will not be processed further. The decision of the President of TRACS is final.
  - b. TRACS is unable to determine compliance at that time and the case will either be included in an upcoming scheduled visit to the institution or a special Focus Team will be sent to the institution to examine documents, interview appropriate individuals, make a determination regarding the compliance of the institution, and prepare a report with recommendations for bringing the institution into compliance.
  - c. No response was received from the institution or evidence suggests the institution is not in significant compliance with one or more of the TRACS Standards and what steps will be taken to correct the issues up to and including possible Adverse Action.
6. If either b. or c. above occurs, within 20 working days the President of TRACS will notify the complainant that the complaint is settled and which of those options TRACS will pursue and also notify the institution which of those options TRACS will pursue.
7. The President of TRACS will present the findings of any team report to the Commission along with a recommendation at the next scheduled meeting; at which time the Commission will make a decision regarding the disposition of any non-compliance. The decision of the Commission is final.
8. Following that meeting, the complainant and institution will be notified of the decision of the Commission.

For more information on TRACS complaint policies, a complaint information sheet, or to obtain a complaint form, visit “Resources – Publications and Information – Complaint Packet” at TRACS.org. Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, Virginia 24551; Phone: 434-525-9539; Fax: 434-525-9538; Email: [info@tracs.org](mailto:info@tracs.org); Website: [www.tracs.org](http://www.tracs.org).

For complaints related to the Texas Higher Education Coordinating Board, complainants may contact the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788.

For complaints related to Title IX—Office of Civil Rights, U.S. Department of Education, 1999 Bryan St., Suite 2600, Dallas, TX 75201.

For additional information about filing complaints through other governmental agencies, visit DOL.gov, EEOC.gov, or TWC.Texas.gov.

## Student Conduct

All TBS students acknowledge in their initial application their agreement with, and promise to abide by, the TBS Ethos statement, as well as other core documents. In some cases, certain student behavior(s) may appear questionable and/or seem to warrant disciplinary action. In such cases, the student and the behavior(s) in question may be investigated by a Student Council under the authority of the Office of the Provost. If not already provided for by a Student Council, a designated team of representative administrators, faculty, and students (at least one of each) should be appointed by the Provost either annually or as needed to serve in the capacity of a Student Review Board.

*Notification* – Official charges should be submitted in writing, sealed, addressed to the “Student Council,” and delivered to the seminary’s main office. Charges should clearly denote date(s), facts, person(s) involved, and specific details. Except in extenuating circumstances, charges must be signed and dated by the submitter. Anonymous charges, or charges on behalf of persons not directly involved but submitted on behalf of someone else, will not be accepted or reviewed. Charges will be subjected to a preliminary review by the Student Council, or appointed sub-committee, within 30 days. If the preliminary review finds basis for continuance, a hearing will be scheduled and the student(s) in question notified – in writing – regarding the specific charge(s), time and place of the Student Review Board hearing, name(s) of the person(s) directly responsible for having reported the alleged violation(s), and copy of the TBS code, ethic, guideline, law, or other principle supposedly violated. With the exception of felonies or other instances that legally require disclosure, descriptions of alleged violations, the decision(s) rendered, and the person(s) involved in hearings will remain confidential.

*Hearing* – A Student Review Board hearing will be held in which both sides can be heard. The hearing should be recorded on audio or audio/video. At the hearing, the defendant is entitled to: 1) Appear in person to present a defense and call witnesses. The defendant's failure to appear at the hearing should not be interpreted as an indication of guilt; 2) Ask questions of the Student Review Board and any witnesses; 3) Receive an expeditious hearing of the case; and 4) Ask that one of the Student Review Board members serve as an advisor to help him or her understand the procedures of the hearing.

*After the Hearing* – An immediate explanation of the recommendations of the verdict shall be forwarded to Office of the Provost, or designated appointee, by the Student Review Board. Written notification of the decision should be provided to the student as soon as possible following the hearing. A record of the allegations, supporting materials, meeting notes, and recommended action(s) will be maintained in the student’s file during the time the student is enrolled at The Bible Seminary.

*Automatic Suspension or Expulsion* – The following violations may result in an automatic referral to the Student Review Board for removal from the campus and other disciplinary action: verbal or physical abuse; tampering with fire safety equipment; tampering with locks, keys, or security; possession and/or use of illegal explosives; illegal or unlicensed possession and/or threatening use of lethal weapons on campus; possession and/or use of illegal drugs; or illicit sexual activity. For readmission details, see “Admissions – Probation – Readmission” on p. 14.

*Appeal of Disciplinary Action* – Both complainants and defendants have the right to appeal a decision of the Student Review Board. Appeals must be submitted in writing to the seminary office and addressed to the “Student Council.” Appeals must be submitted within one week following notification of a decision. In the event of an appeal, the initial

decision shall be stayed until an appellate board ruling is rendered. Appeals must include the specific ground on which the appeal is based, such as: 1) An error in due process which impaired either party; or 2) Evidence of a substantial nature that was either withheld or grossly misconstrued. Appeals should be reviewed by the Office of the Provost within one week of filing. The Provost, or designated appointee, should consider the original complaint, the decision of the initial hearing, the written appeal, and (if needed) the recording of the original hearing. Then, a decision should be rendered on the appeal, and the student(s) involved notified of the decision. A copy of all appellate meetings and communications should be kept in the student's file. If an appeal is granted, the operational procedures guideline outlined above will be utilized in scheduling the appeal hearing.

*Decision on Appeals* – Based on evidence presented in an appeal, one of the following actions will occur: 1) The original decision and disciplinary sanction is upheld; 2) The original decision is upheld, but disciplinary action is modified; or 3) The original decision and disciplinary action is reversed.

*Grievance Procedure* – Should a student feel that TBS policy or the application of TBS policy is unjust, the student should first seek to resolve the issue with the person(s) involved. If the issue is not satisfactorily resolved, the situation should be presented to the Provost. Ultimately, a final court of appeal in the form of a Judicial Panel may be appointed by the President, and consist of the President, a faculty member, a student, and a member of the Board of Trustees. Their decision is final and binding.

## **Student Government**

The Student Body Government provides organization and leadership for the Student Body at large in order to promote the best possible communication, understanding, and cooperation among administration, faculty, and Student Body as they uphold the biblically-based educational philosophy of the seminary.

### *Composition*

1. The Student Body Government includes a President, Vice President, Chaplain, Activities Director, and Secretary, which are elected by the Student Body. Elections are held at the end of each spring semester for the upcoming school year.
2. In order to run for a position as a Student Body officer, certain requirements must be met by the individual and maintained throughout the school year.

Character: This will be based upon the approval of the administration.

Academics: An average grade of "B" or higher must be maintained. No student on academic probation may hold office.

Tenure: All positions require that a student attend The Bible Seminary for a minimum of one semester prior to elections.

General: The Chaplain of the Student Body must be a student who has completed a minimum of 12 graduate hours at TBS.

### *Procedure*

1. Nominations and elections of new Student Body Officers will take place in March.
2. Nominations will be submitted to the administration, and with their approval, will be placed on the Student Body ballot.
3. All campaigning will be done after the Administration has approved the ballot. Administration must approve campaign procedures and posters.

## *Job Descriptions*

**President:** Plans Student Body chapel, oversees the yearly project for the Student Body, meets with the Director of Student Services and Student Body officers periodically, and serves as liaison to the faculty and Administration.

**Vice President:** Assists the President, makes announcements in Student Body chapel, works with the Activities Director in planning activities, and assumes the duties of the President in his or her absence.

**Chaplain/Devotional Leader:** Assists the President, brings the chapel message or schedules speakers for student body chapels. Administration must approve all speakers. Works closely with Administration in evaluating spiritual growth of the student body. Helps plan projects and activities to increase spiritual awareness and ministry opportunities.

**Activities Director:** Assists administration in planning Student Body activities.

**Secretary:** Keeps minutes of the Student Body Meetings, posts all Student Body activities on the school calendar, confirms chapel speakers, and sends thank-you notes to the chapel speakers from the Student Body. Agendas and minutes must be provided to Administration.

## *Vacancies of Office*

1. Vacancies in the Student Government may occur due to resignation, failure to maintain standards (personal or academic) or loss of confidence (in which case a petition with at least two thirds of the Student Body's signatures is required). Final decision will be made by the Administration in the presence of the Student Body officers.
2. The Vice President will fill a vacancy in the office of the Student Body President. Any other vacancies may be filled by special election as deemed appropriate by the Administration and the Student Body officers.

## *Parliamentary Procedure*

1. The President oversees the order of business for all meetings of the Student Body.
2. A quorum, at each level of Student Government, shall consist of a majority of all voting members present at that level. All students enrolled for graduate credit for a minimum of one graduate course are eligible to vote.

## *Student Body Meetings*

Student body meetings take place on Mondays or other convenient times. These meetings are run by the student body government and are designed to convey information, make constructive suggestions, facilitate spiritual growth, and give an opportunity for students to socialize.

## **Student Health Services and Insurance**

TBS does not currently provide any institutional student health services or institutional access to student health insurance services.

## **Student Ministry Opportunities**

### *Churches and Ministries*

All TBS graduate-level students are required to engage in at least 5 hours of ministry per week to help parallel experiential, practical ministry interactions in conjunction with their educational journey. Many students are already employed in vocational ministry positions in churches or para-church settings, while others volunteer in

various ministry positions. Many students also supplement these experiences with cross-cultural ministry trips, study trips, and various service opportunities. In any given year, actively enrolled TBS students minister directly to thousands of people regionally and worldwide, and tens of thousands indirectly. Students who need assistance finding opportunities should speak with the Provost.

Volunteer and some paid opportunities may also be available at TBS, and notification of these opportunities are typically made known whenever they are available. Again, interested students should contact the Provost for more information.

#### *Great Southwest Prayer Center* ([TheGreatSouthwestPrayerCenter.org](http://TheGreatSouthwestPrayerCenter.org))

Some students regularly volunteer to serve as part the ministries of the Great Southwest Prayer Center. For more information about volunteering in prayer and worship services through Audience of One (live prayer and worship sets in the prayer center), The Moravian Room (24-7 prayer lobby), Jordan's Crossing Room (private prayer room), The Call Room (telephone prayer bank), call 281-647-7729 (PRAY), or email [info@TheGreatSoutwestPrayerCenter.org](mailto:info@TheGreatSoutwestPrayerCenter.org).

#### *The Katy Church* ([TheKatyChurch.org](http://TheKatyChurch.org))

- Weekly prayer on Wednesdays from Noon to 1:00 p.m. in The Great Southwest Prayer Center.
- Monthly prayer on the first Wednesdays of each month from Noon to 1:00 p.m. to pray for and get to know various local ministries. Opportunities include hosting or helping host a lunch and helping administer the ministry and leadership network.
- Annual Pastor's Prayer Summit held each spring for 24-hours at a regional camp, bi-annually involving west-Houston and Katy-area ministry leaders and the next year ministry leaders from all over Houston. Opportunities include helping organize, host, and provide follow-up assistance for the retreat.
- Annual National Day of Prayer held at the Merrell Center in Katy. Opportunities include helping organize, promote, host, and provide follow-up assistance for the event.
- Annual Fire on the Altar 3-day non-stop prayer and worship. Opportunities include helping organize, promote, lead, and provide follow-up assistance for the event.

For contact information for regional churches and para-church ministries, click on the "Ministry Directory" link at [TheKatyChurch.org](http://TheKatyChurch.org).

## **Student Cultural, Educational, and Religious Opportunities**

For more information about various opportunities and resources available in the Houston regional areas, visit the following links:

### *Cities*

- [Fulshear](#)
- [Houston](#)
- Katy
  - [CityOfKaty.com](http://CityOfKaty.com)
  - [KatyChamber.com](http://KatyChamber.com)
  - [KatyChristianMagazine.com](http://KatyChristianMagazine.com)
  - [KatyMagazine.com](http://KatyMagazine.com)
- [Pearland](#)
- [Richmond](#)
- [Rosenberg](#)
- [Stafford](#)
- Sugar Land
  - [FortBendChristianMagazine.com](http://FortBendChristianMagazine.com)
  - [SugarLandTX.gov](http://SugarLandTX.gov)

- [Tomball](#)

#### Counties

- [Fort Bend County](#)
- [Harris County](#)
- [Waller County](#)

#### Education

- Primary (*see city and county links above*)
- Colleges and Universities
  - [College of Biblical Studies](#)
  - [Houston Baptist University](#)
  - [Houston Community College](#)
  - [Lone Star College System](#)
  - [Rice University](#)
  - [San Jancinto College](#)
  - [Texas A&M University](#)
  - [Texas Southern University](#)
  - [University of Houston](#)
  - [University of St. Thomas](#)
  - [University of Texas](#)
  - [Wharton County Junior College](#)

## Vocational Services

TBS provides career counseling and vocational services under the direction of the Provost. Students are encouraged to work with the Provost and others to explore vocational options and pursue specific paths during their educational journey and may continue to receive information and assistance as alumni.

For more information, contact The Bible Seminary at:

The Bible Seminary  
2655 S Mason Road  
Katy, TX 77450

281.646.1109 Phone  
281.646.1110 Fax

[info@TheBibleSeminary.org](mailto:info@TheBibleSeminary.org)  
[www.TheBibleSeminary.org](http://www.TheBibleSeminary.org)

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*Latest revision: 2/20/20*

*Current Version: Board-approved January 2020*

*Original Version: Board-approved September 2018*