



# Policy Manual

## 2025-26

"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*

The most recent version of this document is available for viewing and printing  
on the TBS website under “About – TBS Documents.”

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## Introduction



### THE BIBLE SEMINARY

LIFE • LEADERSHIP • LEGACY

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. On-campus and Distance Education programs include a non-degree certificate program, as well as Dual Degree Completion, Master of Arts, and Master of Divinity degree programs.

The seminary is an accredited member of the Transnational Association of Christian Colleges and Schools (TRACS), a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) approved to offer Distance Education, a member of the Council for Higher Education Accreditation (CHEA), an approved CEU provider for the Association of Christian Schools International (ACSI), and an accredited member of the Evangelical Council for Financial Accountability (ECFA).

TBS aims to glorify God by impacting multitudes of souls for Christ and to help fulfill the Great Commission by the power of God's Spirit. Our mission is to foster biblical literacy through comprehensive and strategic studies of all 66 books of the Bible, cultivate professional leadership skills for life and ministry, and deploy Christian disciples in service worldwide. Faculty integrate studies of the Bible with historical, theological, and practical disciplines and engage in experiential education through classroom instruction, study tours, hands-on ministry training, and community-based training with ministry professionals.

Leadership includes Dr. K. Lynn Lewis, President; Dr. Scott Stripling, Provost and Vice-President of Donor Relations; Dr. Craig Evans, Distinguished Research Professor; and Dr. Israel Steinmetz, Academic Dean and Associate Professor; staff; numerous adjunct faculty members, 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](mailto:info@tracs.org)], having been awarded Reaffirmation of Accreditation (!) as a Category III institution by the TRACS Accreditation Commission on April 28, 2025. This status is effective as of July 1, 2025, and is good through June 30, 2035. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). For more information, visit [TRACS.org](http://TRACS.org).

TBS is an Accredited member of the Evangelical Council for Financial Accountability (ECFA). Based on the ECFA Seven Standards of Responsible Stewardship™, including financial accountability, transparency, sound board governance and ethical fundraising, ECFA accredits leading Christian nonprofit organizations that faithfully demonstrate compliance with the ECFA Standards pertaining to financial accountability, fundraising, and board governance. For more information, visit [ECFA.org](http://ECFA.org) or call 1-800-323-9473.



TBS participates in the State Authorization Reciprocity Agreements (SARA), a private nonprofit organization 501(c)(3) that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs. For more information, visit [NC-SARA.org](http://NC-SARA.org).



Also see:

- [Council for Higher Education Database of Accredited Institutions](http://Council for Higher Education Database of Accredited Institutions)
- [U.S. Department of Education Database of Accredited Institutions](http://U.S. Department of Education Database of Accredited Institutions)

# Covenantal Documents

The Bible Seminary requires all administration and staff, Board members, faculty, and graduate students to read and indicate 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.

## Vision, Mission, and Key Verse

**Vision:** The Bible Seminary (TBS) exists to glorify God by impacting multitudes of souls for Christ and to help fulfill the Great Commission by the power of God's Spirit.

**Mission:** Our mission is to foster biblical literacy through studies of all 66 books of the Bible, cultivate professional and lay leadership skills, and deploy trained Christian disciples in service worldwide.

**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

## Core Values

**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 (e.g. 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, integrated with the curriculum, in classroom settings, meetings, and continual 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 church universal (the body of Christ) is God's plan (Matthew 16:18), comprised of local churches (Acts 20:28; Romans 16:3-5; Acts 5:42), we will have a symbiotic relationship of service, training and education with local churches and parachurch ministries.

**Community** – Because we were created for community (Genesis 1:26; Hebrews 10:24-25), we will seek to build a unique fellowship where we continually grow together in relationship and as followers of Christ, seeking to live as examples of biblical community, where authenticity and accountability are practiced, and where integrity is modeled and taught (Romans 12:4-5; Acts 2:42-47; 4:32-35).

**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, and support services that do the following:

- Promote belief in Jesus Christ as **LORD** and the centrality of discipleship by offering Christ-centered educational programs and courses.
- Promote all 66 books of the **BIBLE** as the fully true Word of God by integrating the study of these biblical books into studies of classical theological disciplines and ministry training.
- Promote the vital priority of **PRAYER** by modeling and teaching prayer in classes, events, meetings, publications, and retreats.
- Promote awareness of and compassion for **UNREACHED PEOPLES** of the world by offering education in missions and engagement in cross-cultural endeavors.
- Promote experiential training by integrating **LOCAL CHURCH** and parachurch ministry leaders, site visits, and service opportunities into educational experiences.
- Promote authenticity, accountability, and integrity through genuine communication, collaborative learning, and ethical relationships in an academic faith **COMMUNITY**.
- Promote **COMPASSION** by providing education and cooperative experiences in ministering to the poor, overlooked, and underprivileged.

Progress in achieving each institutional objective is measured with Likert Scale assessments completed by students prior to beginning and upon completion of curriculum.

## Institutional Outcomes

- The student will demonstrate mastery of all 66 biblical books by completing a summative Capstone project (CAP 590) 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 in basic and advanced hermeneutics, pastoral leadership, preaching and teaching, biblically-based counseling, and cultivation of personal and group spiritual formation by successfully passing course exams, improving scores between pre-course and post-course assessments, and submitting high quality research reports, written papers, class presentations, and ministry service reports.
- The student will demonstrate exegetical comprehension and applied learning from the study of biblical cultures, languages, history and theology through successful engagement in course assignments and ministry activities within the seminary educational community and beyond, and by successfully passing course exams, improving scores between pre-course and post-course assessments, and submitting high quality research reports, written papers, and class presentations.

## 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 (e.g., Genesis 1:27; 2:18, 21-24; 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 (e.g., Proverbs 6:20-7:27; Romans 12:1-2; 1 Corinthians 6:19-20; 7:19-20; Ephesians 4:17-5:21).

We believe God ordained marriage to be a lifelong union between one man and one woman (e.g., Genesis 2:18, 21-24; Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31). God's design for sexual acts is within marriage for the purpose of moral human procreation and the unique pleasurable intimacy (one flesh) intended for husbands and wives (e.g., Genesis 1:27-28; 9:1; 35:11; Psalm 127:3; Proverbs 5:18-19; Song of Solomon 7:6-13; 1 Corinthians 7:5). Sexual acts outside God-instituted boundaries are sinful and defy God's natural order, plans, and purposes (e.g., Exodus 20:14; Leviticus 18:7-23; 20:10-21; Matthew 5:27-28; 15:19; 1 Corinthians 6:9-13; Galatians 5:19; Colossians 3:5; 1 Thessalonians 4:2-8; 1 Timothy 1:8-11; Jude 7, cf. Genesis 19). We do not believe in ordaining self-avowed practitioners of such sexual sin, and do not believe in ceremonies that celebrate same-sex unions (e.g., Leviticus 18:22; 20:13; Romans 1:18-32; Hebrews 13:4).

- **Ministry Leadership** – We believe persons engaged in willful, ongoing sinful practice(s) should not serve in ministry leadership (Romans 1:18-32; 1 Corinthians 5:1-13 and 6:9-20; 1 Thessalonians 4:1-8; 1 Timothy 3:1-13; Titus 1:5-9), and those already serving in ministry leadership who engage in ongoing sinful behavior(s) should be disciplined and removed from ministry leadership (1 Samuel 15; Matthew 18:15-18). We believe true repentance is an essential first step in the sanctification process necessary towards restoration of ministry leadership (1 Corinthians 6:9-11; 1 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, volunteers 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) provides 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, written by many authors and inspired by one Spirit, is the best training manual for ministry.

We believe that engaging in ministry, analyzing 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 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 interactive personal engagement 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 accomplish the following:

- 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 Domestic Non-Profit Corporation in the state of Texas (Feb 2010)
- Registered IRS 501(c)(3) Charitable Institution of Higher Education (Aug 2010)
- Exemption by Texas Workforce Commission (Mar 2011, Oct 2018, Aug 2020)
- Exemption by Texas Higher Education Coordinating Board (May 2011)
- Affiliate Member of the Association for Biblical Higher Education (2012-21)
- Approved CEU provider by the Association of Christian Schools International (Oct 2015)
- Approved by the Transnational Association of Christian Colleges and Schools (TRACS) for Applicant status (Jan 2018), Candidate status (Apr 2019), Accredited status (Oct 2020), Reaffirmation status (Apr 2025 - 2035), and to offer Distance Education (Apr 2021)
- Approved accredited member of ECFA (Sep 2019)
- Approved member of the National Council for State Authorization Reciprocity Agreements (Dec 2021, Aug 2023, Aug 2024, Aug 2025)

### Founders

- James E. Leggett, *Founding President* (2010-13)
- Paul Helbig, *Bible Institute Co-founder and Lead Faculty* (2008-16)
- Dan Dunham, *Founding Provost* (2008-10) and *Board of Trustees Chair* (2010-13)
- Grace Fellowship Church, *Seed funding for launch* (2010-11)

### Executive Officers

- *President and CEO*, K. Lynn Lewis (2014-present), Executive Vice-President/Provost (2011-13)
- *Provost and CAO*, Scott Stripling (2017-present)
- *Business Manager and CFO*, Yamile Soto (2025-present)
- *Board of Trustees*, Adam Peters (Chair) with 9 total members

### Programs

- *Master of Divinity* (84-credit hours)
- *Master of Arts* (four majors, 48 to 60-credit hours)
- *Dual Degree Completion (Bachelor of Arts in Christian Ministry* in conjunction with a TBS MA or MDiv)
- *Certificate of Theological Studies* (27-credit hours)

### Faculty

- Two full-time administrators who also teach
- Two full-time faculty members and 15+ adjunct professors and teaching assistants
- 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 21<sup>st</sup> century leadership
- Local mentoring and training opportunities throughout the graduate degree programs
- Educational experiences in classrooms, on-site visits to regional locations and international locations, especially in Israel

### Special Program Elements

- Distinctively clear core values, doctrine, and ethos statements
- Holy Land Study tours and archaeological excavation opportunities
- Technological study and resource tools
- Multiple experiential learning opportunities
- Strong commitment to helping students graduate with ZERO (\$0) seminary debt

## History

The Bible Seminary's passion for vibrant Bible-based, Christ-centered, mission-focused leadership training began with Dr. James E. Leggett, founder and senior pastor of Grace Fellowship Church in Katy, Texas. Under the leadership of Teaching Pastor, Paul Helbig, the church established a Bible Institute in 2008 teaching all 66 books of the Bible. A team led by future Board Chair, Dan Dunham, and Vice-President of Finance and Administration, Rick McCalip, helped incorporate The Bible Seminary (TBS) in 2010 as an independent, non-denominational, charitable 501(c)(3), educational institution of higher education. The Board named Dr. Leggett as volunteer President and Grace Fellowship raised \$1,100,000 from 260 donors to help launch the seminary.

In 2011, the Board hired Dr. K. Lynn Lewis as full-time Executive Vice-President and Provost; received exemptions for its Master of Divinity program by the Texas Workforce Commission and Texas Higher Education Coordinating Board; transferred the Bible Institute from Grace Fellowship to TBS; and graduated the first 12 students from the Bible Certificate program in December 2011.

In 2012, TBS received approval for Affiliate status with the Association for Biblical Higher Education (ABHE). The graduate program launched on September 4, 2012 with 12 inaugural students. In 2014, Dr. Leggett resigned as volunteer President, the Board named Dr. Lewis as President, and TBS hired a full-time Provost.

In 2015, TBS established a Master of Arts program, a Dual Degree Completion program, a Licensed Professional program (now Certificate of Theological Studies) consisting of core graduate courses, awarded its first graduate degrees (seven Master of Divinity and one Master of Arts), launched a Spanish Bible Certificate program, and received approval from the Association of Christian Schools International (ACSI) to provide continuing education.

In 2016, TBS began offering courses in regional locations. In 2017, the seminary hired Dr. Scott Stripling as Provost and Dr. Douglas Petrovich as full-time faculty member, revised the Bible Certificate program, and received recognition by the *Knowledge Review* as one of the 10 Most Preferred Divinity Schools for Religious Studies 2017. In 2018, TBS added four new Master of Arts programs, reduced Master of Divinity credit hours from 96 to 84, revised the Licensed Professional program, received approvals of exemption from the Texas Workforce Commission, and added new remote instructional locations.

In 2019, TBS hired Dr. J. Paul Nyquist as Dean of Graduate Programs and became an accredited member of the Evangelical Council for Financial Accountability (ECFA). In 2020, TBS named Dr. Doug Petrovich Dean of Graduate Programs and Mrs. Carousel Pieterse Director of the Bible Certificate Program, renamed the "Licensed Professional" program the "Vocational Ministry" certificate program, and earned Accredited Status with the Transnational Association of Christian Colleges and Schools (TRACS). In 2021, TBS received approval from TRACS to offer Distance Education and became a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA).

In 2022, TBS added four Master of Arts concentrations (since placed in abeyance), formed a publishing division (Nehemiah Press), opened the 3J Archaeological Museum, hired Dr. Israel Steinmetz as Graduate Dean, and expanded Dr. Scott Stripling's role to include Vice-President of Donor Relations.

In 2023, TBS transformed the non-degree Bible Certificate and Vocational Ministry Certificate programs into the non-degree Certificate of Theological Studies program. In partnership with the Grace and Mercy Foundation, TBS launched Public Reading of Scripture (PRS) weekly on Mondays from Noon to 1 PM on campus (with a free meal) and online.

In 2025, TBS hired Dr. Craig A. Evans as Distinguished Research Professor and Director of Master of Arts in Biblical History and Archaeology (MABHA) and Master of Arts in Biblical Languages and Culture (MABLC) Graduate Programs.

*The Bible Seminary*  
**Admissions Policy**

**Requirements and Procedures**

The Bible Seminary (TBS) offers training for laity and vocational ministry professionals through courses, events, seminars, and degree programs. While public events and seminars usually require simple registration or reservation, enrollment in degree and non-degree programs requires submission of an application.

- *Certificate of Theological Studies (CTS)* – Enrolling in TBS graduate courses at a non-degree certificate-level requires submission of a "Non-degree Application."
- *Dual Degree Completion, Master of Arts (MA) and Master of Divinity (MDiv)* – Enrolling in TBS graduate courses at a degree-level requires submission of a "Degree Application."

Prospective students may initiate the process in any of the following ways:

- Visit [TheBibleSeminary.edu](http://TheBibleSeminary.edu) under "Admission – Apply" or [TheBibleSeminary.edu/getstarted](http://TheBibleSeminary.edu/getstarted)
- Email [info@thebibleseminary.edu](mailto:info@thebibleseminary.edu)
- Call 281-646-1109. Normal office hours are typically Monday through Friday from 9:00 AM – 4:00 PM. If no one answers, please leave a message and someone will return your call.
- Visit 2655 South Mason Road, Katy, TX, 77450. Please call or email in advance to confirm an appointment.

The application process includes several steps, and applicants must provide the following information:

- A completed application accompanied by a recent photo and a copy of a valid form of identification, such as Driver's License, Passport, or other government issued ID.
- A \$50 non-refundable application fee.
- Official transcript(s) submitted directly from any previously attended colleges or universities to The Bible Seminary.
- Four references (including at least one pastoral reference).
- Authorization for a criminal background check. Other than as specifically requested by questions in the 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, to be scheduled during the review process in person or by phone.

Admission to a degree program will be at the discretion of the TBS Admissions Committee, based on their review of the information provided. General 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 the Lord and Savior Jesus Christ.
- Applicant agreement to and acceptance of the TBS Covenantal Documents.
- Graduate degree applicants should have completed an accredited baccalaureate degree with a minimum of 2.5 unweighted grade point average on a 4.0 scale.
- Dual Degree Completion applicants should generally have completed, or have a plan in process to complete, accredited courses applicable to a baccalaureate degree with a minimum of 2.5 unweighted grade point average on a 4.0 scale.
- For students whose primary language is not English, 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 will open 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, as 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 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 offer residential housing as part of the on-campus experience.
- TBS does not require students who are U.S. citizens or legal residents to live on or within a certain distance of the main campus, any branch campus or teaching site, or any remote instructional location.
- Students may participate in courses exclusively live on-campus, live online (synchronously), recorded online (asynchronously), or a hybrid mixture.
- 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.
- International, English-speaking students may complete their degree with TBS via online synchronous and/or asynchronous attendance.

**Special Admissions Requirements** – Students whose GPA is below 2.5 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 Completion program may be awarded undergraduate 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 or complete at least 12 TBS hours with a minimum GPA of 3.00.
- *New Students* – Students admitted on academic probation may be removed from probation following successful completion of a minimum of 12 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 to 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. In order to reapply 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. Refunds will generally be returned to the original Payee(s) on record. The following conditions define the amount of refunds of tuition and fees paid to the seminary by a student or on behalf of a student may be issued for students who withdraw from TBS classes in a normal course schedule.

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

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

- *Prior to the first day of the class* – Full tuition and fees refund, less a 5% administrative fee.
- *Up to one calendar day after the first day of class* – 75% refund of tuition paid; no fee refunds.
- *Up to two calendar days after the first day of class* – 50% refund of tuition paid; no fee refunds.
- *Up to three calendar days after the first day of class* – 25% refund of tuition paid; no fee refunds.
- *On or after four 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. These unused scholarship funds will be redirected back into the seminary scholarship fund for use by other students.

#### *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. Additional resources such as catalogs and handbooks can be accessed on TheBibleSeminary.edu under the "About – TBS Documents." For more information, contact the Provost or seminary office.

#### **History**

First Issue: 10-11-2013.

Revised: 07-14-2015; renamed and revised to apply to all degree programs.

Revised: 09-17-2018; added sections on residency, special admissions, credit for prior learning, competency assessment, probation, and exceptions.

Revised: 08-06-2019; added Veterans Affairs Policy to comply with the Texas Veterans Commission.

Revised: 09-22-2019; changed the GPA requirement to 2.5.

Revised: 02-15-2020; added all updates approved by the Faculty Association on 2/1/2019.

Revised: 04-16-2021; added Distance Education and Non-degree application requirement for Bible Certificate students.

Revised: 01-26-2022; removed Veterans benefits section due to non-participation in the federal program.

Revised: 05-23-2024; updated to reflect transition to Populi student information management system.

*The Bible Seminary*  
**Building Use Policy**

### **Purpose**

The purpose of this policy is to assure that the use of 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.

### **Access and Use**

TBS offices and library are typically open during normal business hours, 9:00 a.m. – 4:00 p.m., Monday thru Friday. Staff, faculty, and adjunct faculty are provided with necessary keys for access to classroom spaces for class periods that may be scheduled outside normal business hours. Equipment essential for class presentations and activities is included in each classroom. Faculty and adjunct faculty may contact TBS staff, should any special equipment be necessary but not available in the assigned classroom. Special equipment is typically stored in the kitchen/storage area of Classroom 270 or in faculty/staff offices.

For those with disabilities, reasonable accommodation for safe access will be provided. A sidewalk ramp is located at the southwest corner of the building, to assist with wheelchair or walker access to the classroom/offices/library doors. Parking spaces reserved and marked for handicapped parking only are provided along the south row of parking spaces, in front of the classrooms. Access to the facilities from those parking spaces is east, along the row of parking spaces, to the sidewalk ramp. A ramp is affixed to the Suite 263 door threshold, allowing continual access to that entry door. A similar portable ramp is stored in Classroom 270 for temporary use at any entry door. Restrooms at the facility each have a stall that is of adequate width for safe and convenient access, and the restrooms are on the same level as the classrooms/offices/library and hallways. Emergency egress is via the main entry doors or through the hallways to the back door exit across from the restrooms. The back door exit is level to the sidewalk and grassy area east of the building. For equipment use by those with disabilities, contact the TBS office for details and requests.

### **Responsibilities**

The President and VP – Finance & Administration (VP) are jointly responsible for administering this policy. Any matters not explicitly or implicitly covered by this policy will be decided by the President and/or VP to the best of their judgment.

### **Scheduling**

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 VP.

### **Specific Prohibitions**

- a) Alcoholic beverages (with the exception of wine that may be used solely for administering the sacrament of Holy Communion), 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.
- b) The use of tobacco products in any form is not permitted inside any TBS facilities.
- c) With the exception of seeing-eye dogs or other medically-required service animals, no pets are permitted in TBS facilities.

- d) 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.
- e) 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.

## **History**

First Issue: 08-09-2012

Revised: 09-18-2014; updated position titles and responsibilities.

Revised: 07-12-2016; incorporated August 1, 2016, changes in Texas Government Code concerning License to Carry a Handgun; expands pets to include other service animals.

Revised: 08-24-2016; amended alcohol/drug prohibition to allow the exception for wine used for Holy Communion.

Revised: 09-29-2018; added Access section.

*The Bible Seminary*  
**Conflict of Interest Policy**

It is in the best interest of The Bible Seminary (TBS) to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, officers, employees and volunteers of TBS identify situations that present potential conflicts of interest and to provide TBS with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in operations of TBS.

### **1) Conflict of Interest Defined**

In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A director, officer, employee or volunteer, including a board member (or family member of any of the foregoing) is a party to a contract, or involved in a transaction with TBS for goods or services.
- b. A director, officer, employee or volunteer, (or a family member of any of the foregoing) has a material financial interest in a transaction between TBS and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- c. A director, officer, employee or volunteer, (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with TBS.

Other situations may create the *appearance of a conflict*, or present a *duality of interests* in connection with a person who has influence over the activities or finances of TBS. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the nonprofit are not compromised by the personal interests of stakeholders in TBS.

Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from entities or individuals can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence, or possibly would influence, the interested person in the performance of his or her duties. This does not preclude the acceptance of gifts of nominal or insignificant value, or entertainment of nominal or insignificant value, which are not related to any particular transaction or activity of TBS.

### **2) Definitions**

- a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy.
- b. An "Interested Person" is any person serving as an officer, employee or member of the Board of Directors of TBS or a major donor to TBS or anyone else who is in a position of control over TBS who has a personal interest that is in conflict with the interests of TBS.
- c. A "Family Member" is a spouse, parent, parent of spouse, child or spouse of a child, brother, sister, or spouse of a brother or sister, aunt, uncle, niece or nephew, of an interested person.
- d. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- e. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial

relationship, or the exercise of control over another organization. The making of a gift to TBS is not a Contract or Transaction.

### **3) Procedures**

- a. Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If board members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.
- d. A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.
- e. The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of TBS has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- f. Interested Persons who are not members of the Board of Directors of TBS, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect TBS's participation in such Contract or Transaction.

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

### **4) Confidentiality**

Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of TBS. Furthermore, directors, officers, employees and volunteers shall not disclose or use information relating to the business of TBS for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

## 5) Review of policy

- a. Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Annually each director, officer, employee and volunteer shall complete a disclosure form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to TBS. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the President of the Corporation, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.
- c. This policy shall be reviewed annually by each member of the Board of Directors. Any changes to the policy shall be communicated to all staff and volunteers

## History

First Issue: 05-09-2011

## Conflict of Interest Disclosure and Acknowledgement Form

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between TBS and your personal interests, financial or otherwise:

I have no conflict of interest to report

I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses that may conduct business with TBS for which you or an immediate family member are an employee, officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Covenantal Documents and this Policy of Conflict of Interest of TBS.

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

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

## **Employee Continuing Education Reimbursement Policy**

The Bible Seminary (TBS) accepts general responsibility to help cultivate and nurture the professional and spiritual growth of employees as reasonable, within budgetary allowances, and in accordance with due process rules and regulations.

### **Full-Time Employees**

1. Full-time employees of The Bible Seminary may be reimbursed for *job-related* undergraduate and graduate-level education and continuing education training opportunities. Reimbursement approval is to be obtained from the President or direct report supervisor in advance and is subject to budgetary restrictions. Employer-directed course work or legally required training will be paid directly by the employer.
2. Generally, the decision to authorize educational assistance is based on the determination that successful completion of the course work will be beneficial to both The Bible Seminary and the employee in terms of increased knowledge, abilities and skills. Coursework may be taken at any accredited public or private higher educational institution.
3. At the discretion of The Bible Seminary, approved tuition/fees, book/equipment/supplies expenses, and travel expenses (meals, lodging, or transportation) may be paid directly to the provider. Invoices or statements verifying expense amounts are to be submitted to the President or direct report supervisor, with identification of those expenses to be paid directly to the provider or to be reimbursed to the employee. Evidence of successful completion of subject course work is a condition for subsequent educational support or reimbursement.
4. In the unlikely event that an employee is no longer employed by The Bible Seminary upon completion of the approved course work, all educational support by The Bible Seminary on behalf of the employee is revoked and due for refund by the employee to The Bible Seminary.
5. Reimbursements are provided only for direct expenses associated with attendance of actual course work, travel, and related expenses, and are subject to the applicable IRS rules and regulations. Currently, according to Publication 970, Section 132(d) entitled "Education Working Condition Fringe Benefit," reimbursements provided under the above conditions are non-taxable.

### **Part-Time Employees**

Part-time employees may also be reimbursed for professional development opportunities and resources within budgeted allocations with the following conditions:

1. Expenditures allowed for consideration include *job-related* books/equipment/supplies; conferences, retreats, and seminars; professional subscriptions; travel expenses (meals, lodging, or transportation); and *non-degree* continuing education tuition and fees.
2. Expenditures must be pre-approved by the President or direct report supervisor and within the budgeted allowance for the designated fiscal year.
3. Expenses may be paid directly by the institution or reimbursed in accordance with the TBS Reimbursement Policy and as agreed upon in writing (email correspondence is sufficient).

### **History**

First Issue: Version 1.0, 01-26-2014.

Second Issue: Version 1.0, 10-12-2018.

*The Bible Seminary*  
**Credit Transfer Policy**

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**

1. 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.
2. Credits from unaccredited institutions may be considered on a case by case basis.
3. Graduate students must earn at least 25% of the credit hours required for their graduate degree from TBS, although at least 49% is preferred.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. Verification of eligible credits and associated documentation must be kept on record in the student's official file at TBS.
12. 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.
13. 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.

### **Conversion of TBS Audit coursework to TBS Degree Credit**

- TBS graduate course audit students have the option of requesting that their work be graded and may take exams and finals in case they do decide to eventually pursue a degree. In such cases, students may petition the Provost to convert audit course work for graduate credit.

### **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.
- Formal articulation agreements in place between TBS and other educational institutions include the following (for more information, contact the Provost or Academic Dean):
  - Artios Christian College
  - Faith Theological Seminary of Catonsville
- TBS students have historically transferred credit without prejudice to graduate programs, including doctoral programs, at other institutions of higher learning.

### **History**

First Issue: 5-15-2014

Revised: 10-2-2018

Revised: 2-4-2020

Revised: 7-27-2020

Revised: 6-24-2024

*The Bible Seminary*  
**Digital Hardware Policy**

The Bible Seminary may loan digital hardware (i.e. laptop computer or other similar product) to individual degree program students based on demonstrated need and at the discretion of the Provost. The hardware and installed software remains the property of The Bible Seminary, except as noted below.

### **Eligibility**

Eligible students must:

- Be accepted into a degree program at The Bible Seminary
- Be enrolled in a minimum of nine hours of Masters level courses
- Remain continuously enrolled in sequential fall and spring semesters
- Demonstrate ongoing scholastic commitment to program requirements, maintain good academic standing, and remain on track for graduation

If a student loses eligibility, the student will be notified, and the hardware and software must be returned to TBS within two weeks (14 days) of notification of loss of eligibility.

### **Repair/Replacement**

- Students are responsible for maintaining the hardware operating system, software, and virus protection up-to-date and in good working order throughout the entire period on loan.
- If a device is lost, stolen, damaged, otherwise rendered inoperable – or not returned when due – the student is entirely responsible for repair and/or replacement costs.
- Replacement cost amount(s) will be determined based on a three-year amortized schedule calculated from the date the student took possession of the original device.
- In case of non-functionality due to unexpected and non-event related software or hardware failure, The Bible Seminary may choose to repair or replace hardware and/or software at no charge to the student.

### **Ownership**

Upon graduation, any eligible student in good standing and utilizing loaned digital hardware/software may request a transfer of ownership from The Bible Seminary to the student. Terms of any individual transfer will be determined and agreed upon by both parties involved prior to the transfer.

### **History**

First Issue: 02-18-2015

*The Bible Seminary*

## **Document Retention Policy**

It is the policy of The Bible Seminary to retain and discard documents in accordance with all applicable laws and regulations and as necessary for the proper conduct of its operations. The VP – Finance & Administration is responsible to maintain an appropriate document retention schedule and to coordinate conformance with it. The document retention schedule addresses paper and electronic documents and files.

In the case of legal action by, for, or against The Bible Seminary, destruction of obsolete documents will be immediately suspended for any documents that may be responsive to hold orders, interrogatories, or subpoenas related to the pending case. Document destruction of subject documents may be resumed when the related orders or actions have been settled and/or released.

### **History**

First Issue: 11-27-2012

*The Bible Seminary*  
**Faculty Complaint Policy**

Faculty 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 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 faculty member 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 and review the appeal 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.

7. 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.

8. 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.

9. 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.

## History

First issue: Version 1.0, 10-01-2018

*The Bible Seminary*  
**Faculty Employment Policy**

The Bible Seminary (TBS) exists to glorify God by impacting multitudes of souls for Christ and to help fulfill the Great Commission by the power of God's Spirit. Our mission is to foster biblical literacy through studies of all 66 books of the Bible, cultivate professional and lay leadership skills, and deploy trained Christian disciples in service worldwide.

A 501(c)(3) institution of higher education incorporated in the state of Texas in 2010, TBS offers curriculum that integrates studies of the Bible with standard historical, theological and practical disciplines critical to developing professional skills for ministry in the 21<sup>st</sup> century. In conjunction with educationally integrated vocational experiences in local churches and ministries throughout our programs, TBS works to launch highly trained, biblically prepared ministry leaders into vibrant ministry worldwide to exponentially grow the Kingdom of God.

The educational team employed to help carry out this mission includes full-time and part-time faculty with relevant education, experiences, knowledge and/or abilities beneficial for instructional purposes that align with the courses, certificates, and degrees offered by TBS.

TBS faculty titles include the designations of either "Professor" (persons who generally have an advanced degree, such as a DMin or Ph.D., in their subject area of teaching) or "Instructor" (persons without an advanced degree or with an advanced degree in process). Titles may also include the terms "Full-time" (persons employed full-time by TBS) or "Adjunct" (persons hired part-time by TBS as independent contractors).

Faculty employment is contingent upon presentation of satisfactory documentation of credentials, including an original transcript from the institution awarding the highest degree.

Faculty contracts or performance agreements include the following documents requiring signature agreement:

- TBS Covenantal Documents – Vision, Mission, Key Verse, Core Values, Doctrinal Statement, Ethos Statement, Academic Freedom Statement, Non-discriminatory Policy, and Philosophy of Education.
- Course Development Addendum (if applicable)
- Background Check Authorization Form
- Payroll Information Form

Full-time and part-time faculty members are recruited, hired, and contracted at the discretion of the Provost and/or President.

#### **Full-time Faculty Policies and Procedures**

1. *Availability* – Full-time faculty opportunities are advertised on the TBS web site and designated job boards.
2. *Selection* – Faculty applications are reviewed by a selection committee headed by the Provost. Applicants with appropriate credentials and academic and ministry experience may be interviewed by phone, then, if selected for further consideration, asked to submit a comprehensive questionnaire. Top candidates are invited for a personal interview (face-to-face or online). All active candidates are notified of their status in a timely manner throughout the process.

3. *Hiring* – The selection committee ranks the finalists and presents them to the President in the form of a recommendation. The President, at his discretion, may choose to personally interview the top candidate(s) prior to making a final decision. Once the President ratifies the recommendation, an offer is tendered to the candidate.
4. *Remuneration* – Remuneration reflects the education and academic and ministry experience of the faculty member. See the Payroll and Benefits Policy for more details.
5. *Appointment* – In the event that a faculty position must be filled due to an emergency such as death, illness, resignation, or firing, the Provost will recommend qualified and available applicants to the President for short-term hire as guest professor for a period not to exceed two years.
6. *Retention* – Similar to all other TBS full-time employees, full-time faculty members are hired under a contract executed annually as one-year performance agreements. In the absence of offenses worthy of termination, as noted in #8 below, and assuming good annual evaluations and adequate finances to continue funding the position, faculty members are retained. TBS does not offer tenure to faculty members.
7. *Advancement* – Faculty members who perform their duties in an exemplary manner are eligible for advancement as TBS grows. For example, faculty members may be asked to serve as department heads or to fill administrative openings.
8. *Dismissal* – Faculty members who violate the TBS Covenantal Documents, including the Ethos Statement, may be subject to immediate dismissal. Faculty members may also be dismissed for unrepentant insubordination. Failure to demonstrate growth on performance concerns on faculty evaluations may also serve as grounds for dismissal or non-renewal of contract. Except under extreme circumstances, the Provost will inform a faculty member at least one month prior to the end of contract term if TBS does not plan to renew his or her contract.
9. *Complaints and Grievances* – Faculty members with complaints or grievances should follow policies and procedures outlined in the TBS Faculty Complaint Policy and TBS Grievance Policy.
10. *Teaching Load* – Full-time faculty members teach an average of four graduate-level courses per semester or the equivalent thereof. Two Bible Certificate courses equal one graduate course. Teaching loads may be reduced for faculty members who are assigned significant projects. Faculty members must obtain written administrative approval to teach courses for other colleges, universities, or seminaries.
11. *Student Advising* – Students should have access to faculty for academic and spiritual advising outside of actual class time. Faculty should 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 may utilize their own office space on campus or other available classrooms and library/conference room spaces. Off-campus advisement is also acceptable, for instance at remote instructional or teaching sites, at another office or at restaurants or other establishments, provided all meetings in all circumstances abide by the TBS Ethos statement.
12. *Faculty Association* – Full-time faculty members comprise the Faculty Association and are eligible to serve as officers (see the Faculty Association Bylaws for details).
13. *Personal, Professional, and Spiritual Development* – (see the Continuing Education Reimbursement Policy for details).

## Part-time Adjunct Faculty Policies and Procedures

1. *Availability* – Part-time, adjunct opportunities are not generally advertised but recruited directly.
2. *Remuneration* – Remuneration reflects the education and academic and ministry experience of the faculty member. See the Payroll and Benefits Policy for more details.
3. *Institutional Role(s) and Responsibilities*
  - a. Adjunct faculty members will teach no more than 25% of graduate courses and 75% of certificate courses.
  - b. Adjunct faculty members must attend an orientation session at least once each academic year and must follow all TBS policies.
  - c. Adjunct faculty members serve as independently contracted employees whose rights and responsibilities are spelled out in their employment contracts.
4. *Supervision* – The Provost or designee, normally an academic dean, supervises adjunct faculty members.
5. *Dismissal* – Faculty members who violate the TBS Covenantal Documents, including the Ethos Statement, may be subject to immediate dismissal. Adjunct faculty members may also be dismissed for unrepentant insubordination. Failure to demonstrate growth on performance concerns on faculty evaluations may also serve as grounds for dismissal or non-renewal. Except under extreme circumstances, the Provost will inform a faculty member at least one month prior to the end of contract term if TBS does not plan to renew his or her contract.
6. *Complaints and Grievances* – Adjunct faculty members with complaints or grievances should follow policies and procedures outlined in the TBS Faculty Complaint Policy and TBS Grievance Policy.
7. *Student Advising* – Students should have access to adjunct faculty for academic and spiritual advising outside of actual class time. Adjunct faculty should 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. Adjunct faculty may utilize campus office space as available or other available classrooms and library/conference room spaces. Off-campus advisement is also acceptable, for instance at remote instructional or teaching sites, at another office or at restaurants or other establishments, provided all meetings in all circumstances abide by the TBS Ethos statement.
8. *Faculty Association* – Active Adjunct faculty members who have taught at least one course in the previous three semesters may participate on faculty committees and as voting members of the Faculty Association. Adjunct faculty members may not chair committees or hold offices.
9. *Personal, Professional, and Spiritual Development* – (see the Continuing Education Reimbursement Policy and Faculty Handbook for details).

## History

First Issue: Version 1.0, 10-01-2018.

Revised: 05-24-2024; updated statements to reflect the updated vision, mission, and key verse statements.

*The Bible Seminary*  
**Financial Aid Policy**

Educational funding to support and sustain the mission of The Bible Seminary (TBS) derives primarily from student tuition and fees, scholarships, and donations. Students interested in receiving financial assistance to attend TBS can pursue one or more of the options outlined below.

- **Scholarships** – The Bible Seminary is a 501(c)(3) institution of higher education incorporated in the state of Texas in 2010, and all donations are charitable and tax deductible as allowed by law. Scholarship donations help with student tuition, fees, and other educationally-related institutional expenses. Management of these funds follows policies, procedures and protocols stated in the TBS Financial Policy and TBS Fundraising Policy. Available scholarships made available to students in print and online include:
  - **TBS General Scholarships** – Available to students who have completed and paid for at least one semester at TBS, who have submitted a scholarship application at least two weeks prior to the start of a semester, and who have demonstrated financial need. The Business Office applies awarded funds to student accounts upon written notification of award from the TBS Scholarship Committee.
  - **TBS Great Commission Scholarship Fund (GCSF)** – Created in 2023 by a generous donation from the Galloway family, this scholarship provides tuition assistance to TBS students in good standing who demonstrate genuine need to the TBS Scholarship Committee. Applications must be submitted at least two weeks prior to the semester for which they are seeking assistance.
  - **TBS Student Technology Scholarships** – TBS will credit \$500 to the account of full-time (9 hours or more per semester) students or \$250 to the account of part-time students (3 hours or more per semester) who provide documentation of the purchase of Bible software or related technology. The provost must approve the expenditure in advance.
  - **Hurley Foundation Scholarship** – The Ed E. and Gladys Hurley Foundation offers select students who wish to study to become ministers, missionaries, or religious workers of the Protestant faith, and who apply and qualify, scholarships in the amount of up to \$1,000 per scholastic year. Applications are usually available each March and must be completed and submitted to the TBS Financial Aid office by the end of April. Notification of awards is usually by June 30 each year.
- **Employment** – TBS may invite students with the appropriate skill sets to apply for part-time employment as jobs periodically become available.
- **Residential Assistance** – Students and their families who need local housing may request residential assistance from The Bible Seminary. Although TBS does not offer on-campus residential facilities, staff can help try to facilitate arrangements for those who need assistance in this area.
- **Student Fundraising** – Even though IRS regulations dictate that money given directly by family members for tuition and fees is not tax deductible, we encourage students to consider how God may want to provide through this avenue. People who believe in the student's calling to ministry, based on common values and passion, are often willing to help provide the funds for the student to follow that calling. Building and sustaining supportive relationships with a network of people is an essential skill and practice for everyone that is going to be in ministry. Asking those same people to participate financially actually provides them opportunities to share in the student's ministry. Stepping out on this journey of faith is a life-changing experience for students and their supporters. Resource procurement training is included as part of the graduate program and additional assistance may be provided upon request. Students learn how to cultivate a support network by writing effective newsletters and appeals, as well as learn tools and resources for scholarship research and administering social media campaigns.

- *Student Loans* – TBS does not participate in general federal or state grant or loan programs, although students may choose to seek personal loans at their own discretion.

#### ***Statement Regarding Student Loans***

We realize that conventional educational philosophy – and the rising cost of education – has evolved to include the expectation that students will take out loans as part of their educational journey. However, The Bible Seminary does not encourage this practice. Our preference is to do all we can to help our students and their families commit to, journey through, and attain their degrees without incurring financial debt or undue financial obligations that would hinder their future ministry. If students desire to pursue loans for educational purposes, they may, but The Bible Seminary is not registered with the Federal Student loan program or any other governmental or business agency or entity offering these types of services.

#### **Application Process**

1. As a part of the application and enrollment process, students are made aware that limited scholarship funds are available for students who demonstrate financial need. Scholarship applications will be made available to those students and an appropriate date for each semester will be set as a deadline for receiving completed applications. Seminary staff will be available to meet with students as needed to assist in the process.
2. The TBS Scholarship Application is available in the TBS office and downloadable online at [TheBibleSeminary.edu](http://TheBibleSeminary.edu) under “Admission – Finances.”
3. The completed application should be confidentially submitted to the Business Manager in either paper or electronic format to TBS office in a sealed envelope addressed to the “Business Manager,” mailed to “The Bible Seminary, Attn: Business Manager, 2655 S Mason Rd, Katy, TX 77450,” or emailed to [Yamile.Soto@TheBibleSeminary.edu](mailto:Yamile.Soto@TheBibleSeminary.edu).

#### **Approval Process**

1. The Business Manager will review applications for completeness and facilitate appropriate communication with students to resolve any missing information as needed.
2. Once the application deadline for the semester has passed, the Business Manager will compile all of the completed scholarship applications. A semester Scholarship Review Schedule will also be prepared by the Business Manager. This schedule will include a list of students applying, classes and corresponding tuition and fees for each student, individual and total unpaid balances and total funds available to be awarded.
3. The Business Manager will provide a review package to each member of the scholarship committee which will include the student applications and the Scholarship Review Schedule in anticipation of a scheduled meeting of the Scholarship Team. Each member of team will review the package and resolve any specific questions they might have before the team meets to make final scholarship award decisions.
4. Upon receipt of the package from the Business Manager, the Coordinator or designee will review the admissions status and academic performance for each student. Awards may only be made to fully admitted and enrolled graduate students in good standing (no awards are granted to students in their first TBS semester). Good standing is represented by a minimum GPA of 2.5, ongoing progress toward a graduate degree. For those students who have no pending unpaid invoices for tuition, fees, and/or books for the current semester, the Coordinator or designee will determine if the student is expected to enroll in the upcoming semester as a condition for receiving an award.
5. At the Scholarship Team meeting for each semester a determination will be made as to the amount of scholarship dollars to be awarded to each student which will be limited to the current balance in the Student Scholarship Fund. This determination will be made based on the merits of needs at the discretion of the team.

## **Notification, Disbursement, and Refunds Process**

1. Students will be advised of awards by the Chair, Coordinator, or designee. The Secretary will document the scholarships awarded and communicate to the Business Manager so that the awards are properly reflected in student financial accounts and the accounting records. Granting of awards will be recorded in the accounting records in the month the award is granted. Scholarship awards to students will be off-set against amounts due on their student account.
2. If extraordinary circumstances dictate, students may be awarded a scholarship by the Scholarship Team outside the context of the formal meeting each semester if the same process is followed and documented. This can be done in a face to face meeting or virtually via electronic communication.
3. In no case will scholarship funds credited to a student's account be repaid to a student upon withdrawal. These unused scholarship funds will be redirected back into the seminary scholarship fund for use by other students.

## **Scholarship Team**

1. *Purpose* – The Bible Seminary Scholarship Team is responsible for evaluating the financial needs of the students applying for a scholarship award and determining the appropriate allocation of available scholarship funds to be awarded to each of the students in the applicant pool.
2. *Membership*
  - President – Chair
  - Provost – Coordinator
  - Vice-President of Finance and Administration – Secretary
  - Other optional members may include the Academic Dean and/or representative faculty.
3. *Quorum* – For purposes of approving a scholarship, a quorum of the team is a minimum of two members. The Secretary is primarily responsible for recording the results of the meeting, but any member of the team can do so in the absence of the Secretary.

## **History**

First issue: 10-01-2018

Revised: 07-23-2021; Removed VA participation.

Revised: 05-23-2024; Added GSF fund, removed personal names from Membership, and refined verbiage.

Revised: 07-18-2025; Revised technology scholarship amount to \$500 and reworded description.

*The Bible Seminary*  
**Financial Policy**

The following are the Financial Policies and procedures of The Bible Seminary. They have been reviewed and approved by the Board of Trustees. They will be periodically updated to reflect improvements and comments from the Finance and Investment Committee (refer to Section H). These policies and procedures must be observed by everyone involved in the finances of The Bible Seminary. Any exceptions to these policies and procedures must be approved by the Board of Trustees (refer to Attachment E). Deviations from these policies and procedures are to be reported to the Board of Trustees immediately. The primary Board of Trustees contact concerning these policies and procedures is the Secretary/Treasurer.

Responsibilities noted and positions referenced in these policies identify the primary assignment of responsibility for the applicable issues. These responsibilities may be further delegated to others in the organization by approval of the Board of Trustees.

The body of this document is intended to contain primarily the policies and to be relatively constant. The Appendices contain procedural details, which may periodically change.

**1) Accounting of Funds – General**

- a) Responsibilities. The Board of Trustees is responsible for the financial policies and the oversight of financial procedures at The Bible Seminary as defined in the Bylaws. The CFO has the oversight responsibilities for keeping complete and accurate records of account, showing at all times the financial condition of the seminary, as outlined in the Bylaws. The CFO is also the custodian of the financial resources in the seminary's possession. The CFO delegates the daily financial operations to the Business Manager of the seminary.
- b) Operations. The Business Manager will follow the financial policies and procedures set by the Finance and Investment Committee as well as generally accepted accounting policies in the seminary's daily operations. He/she will make any recommendations for improvements or required changes to the Finance and Investment Committee. The Bible Seminary uses QuickBooks General Ledger to record the accounting of The Bible Seminary's funds and operates on both cash (for available cash) and accrual (for pledged donations) accounting basis. An Income Statement and Balance Sheet are prepared annually and upon request by the Board of Trustees. Both a General Operating Fund and Investment Funds are maintained. Other Funds may be kept as appropriate, determined by the CFO and approved by the Executive Committee of the Board of Trustees.
- c) Funds and Chart of Accounts. The Seminary's books must show the detail required to provide meaningful financial information in managing and stewarding the finances of the seminary. The Finance and Investment Committee will periodically need to review the Chart of Accounts. The current Chart of Accounts is available from the Finance Manager.
- d) Separation of Responsibilities. It is intended to separate the responsibilities of those who are handling receipt of funds and those who are approving expenditures of funds. While these responsibilities may be rotated periodically, no individual should have simultaneous responsibilities for both handling receipts and disbursing funds. Checks are required to have two signatures in certain circumstances. (Please refer to Attachment "A").
- e) Auditing of Financial Records. The Bible Seminary seeks to achieve a record of the highest financial integrity. To accomplish this, it is the intent of The Bible Seminary to undertake an annual audit as soon as is reasonable each year by an outside Certified Public Accountant. The objective is to perform an

unbiased, comprehensive review of the seminary's financial records. Audits are to be conducted in a manner that provides the Corporation confidence financial matters are being handled responsibly. The annual audit is to be scheduled soon after the closing of books for each fiscal year and in advance of preparing each year's annual tax Form 990 filings. The Seminary's fiscal year end is May 31<sup>st</sup>.

- i) The Audit Committee is responsible for recommending an independent auditing firm to the Board of Trustees and oversees the annual audit. Periodically the Audit Committee will obtain two or more independent bids, inclusive of a bid from a previously approved audit firm or Certified Public Accountant, and from an additional Certified Public Accountant (CPA) or CPA firm for the annual audit and Federal tax compliance work. Obtaining competitive bids are for the purpose of seeking to provide quality CPA services at market rates.

## 2) Budgeting

- a) Purpose. An annual forecast of income and expenditures will be prepared by the Business Manager for each fiscal year. The budget will be utilized to manage and control both operating and capital expenditures.
- b) Content. The budget shall be segmented into sufficient line item detail to provide appropriate management and control. The budget shall be broken down into monthly increments. The budget shall include all capital expenditures including management fees associated with the management of capital items. The budget will clearly delineate operating expenditures and capital expenditures.
- c) Responsibility. The CFO is responsible for monitoring, forecasting, and timely communication of the seminary's financial status to the Board of Trustees relative to an approved budget. The CFO is responsible for developing and proposing a preliminary budget to the Board of Trustees. The budget in turn is recommended for approval at the annual Board Meeting. Each line item in the budget shall have a designated steward, called the Cost Steward, responsible for managing and forecasting expenditures for that line item.
- d) Budget Preparation Process.
  - i) Cost Stewards of individual line items develop a forecast of expenditure requirements for the upcoming fiscal year. These requirements are consolidated by the Business Manager.
  - ii) The CFO shall forecast income based on input from department leaders, such as the VP of student affairs and the VP of Development and Communications. From these forecasts and proposals a preliminary budget will be assembled and proposed to the Board of Trustees by the CFO.
  - iii) Board of Trustees approval is required for the annual budget.
- e) Revisions. Budget revisions shall be reviewed and approved by the President before being presented to the Board of Trustees for approval.
- f) Reporting. Expenditures will be compiled and compared to the budget by the Business Manager. These reports will be provided to the President monthly and will be reviewed annually, or more often as requested, by the Board of Trustees.

## 3) Bank Accounts

- a) The Bible Seminary shall maintain an "Operating Bank Account" with a local bank (please refer to Attachment "B"). Banking arrangements shall be under the sole jurisdiction of the Board of Trustees and managed according to the approved guidelines specified in Attachment "B." Any bank with whom

The Bible Seminary conducts business must be FDIC insured. Other financial institutions holding The Bible Seminary funds must be either insured (by FDIC, SIPC, or other appropriate agency) or related to the United Methodist Church (i.e. the Texas Methodist Foundation).

- b) Signature Authority. The distribution of funds from the bank account shall require two signatures in certain circumstances (defined in Attachment "A"). Signatory powers will be entrusted to the Chairperson, Vice Chairperson, Secretary/Treasurer of the Board of Trustees, and any other individuals specifically designated by the Board of Trustees.
- c) Bank Account Reconciliation. Bank account reconciliations must be performed monthly as soon as the bank statement is received. While the reconciliation may be initially performed by the Business Manager, or designated persons, reconciliation will be confirmed by the CFO, a designated third party (contract) accountant, or a Board of Trustees member who does not have check signing authority or has not signed any check during the month being reconciled.

#### **4) Donations**

- a) Cash donations, checks, or cash received during the week are to be deposited within a week of being received or as quickly as possible. All cash donations received shall be placed into the Operating Bank Accounts. (Please refer to Attachment "B").
- b) Non-cash donations received in the form of stocks or bonds are to be received into The Investment Account. The securities should be sold as soon as practical, but not later than the next business day after being received into the Investment Account. Upon receipt of funds into the Investment Account cash should be transferred to the Operating Accounts or other insured accounts. Any exceptions shall be reviewed and approved by the Board Chairperson and Secretary/Treasurer. (Please refer to Attachment "C").
- c) Individual donation statements will be provided at least annually to named donors, by January 31, for the previous calendar year.

#### **5) Expenditure of Funds**

- a) Expenditures incurred in the operation of TBS are approved and paid depending upon their size and nature.
- b) Authority for Expenditures. The President and Business Manager are authorized to approve expenditures as long as expenditures are included in the current approved budget. Extraordinary expenditures and cost overruns that exceed the lesser of ten percent (10%) per line item or \$6,000.00, not included in the current approved budget must have the approval of the Board of Trustees.
- c) Contracts and Agreements. The President and Business Manager have the authority to approve short term financial commitments through contracts and agreements, so long as the expenditures are approved in the current budget. (See Attachment "D" for guidelines).
- d) Capital Transactions. The Board of Trustees retains the authority to approve or disapprove the purchases, sale, disposal and management of all capital expenditures, including land, buildings and other real property. For the purpose of maintaining appropriate records and depreciation accounting, expenditures in excess of \$1,000 resulting in direct ownership by The Bible Seminary of furniture, fixtures, equipment, software, leasehold improvements, etc., that have a useful life in excess of one year will be capitalized. Per Item B. 2. above, capital expenditures and depreciation will be separately stated in the annual budget.

- e) Financial Reserve. The CFO shall designate balances in one or more bank or investment accounts, providing a minimum cash reserve. This reserve shall be in the amount of 10% of the currently approved budget. In the event that the reserve must be expended for continuing operations, the President and CFO will immediately implement a plan of curtailment of discretionary expenses, protecting available cash for use in satisfying requirements for salary and benefits, rent, utilities, and basic educational operations. When fundraising and income become adequate for resumption of normal expenditures, the President and CFO shall implement a plan to restore the minimum financial reserve to the specified minimum balance, while protecting ongoing operations.

## **6) Notes Payable and Long-Term Debt**

The Board of Trustees retains the authority to approve or disapprove the incurrence of debt.

## **7) Annual Tax Filings**

The Business Manager, or assignee, is responsible for the timely filing of the annual 990 tax report with the Internal Revenue Service. The Business Manager, and or assignee, is responsible for the timely compliance and filing of all federal, state and local tax matters.

## **8) Periodic Review and Revision**

- a) The original documentation of these policies and procedures was prepared cooperatively by representatives of the Board of Trustees, the CFO, and Business Manager.
- b) Annually, in conjunction with the annual financial audit, the Business Manager shall coordinate a review of these policies and procedures, identifying any recommended revisions. Those revisions are to be reviewed by the CFO and provided to the Finance and Investment Committee. Final revisions are to be approved by the Board of Trustees, at the direction of the Finance and Investment Committee.

### **History:**

First Issue: Approved 04-02-2012, effective June 1, 2012 - Noted final draft corrections include expected timing of annual audit and reassigned responsibility for tax and other filings from the Secretary/Treasurer to the CFO. Added requirement to request Board approval of expenditures exceeding budget by 10% for any single line item or \$6,000, whichever is less.

Revised: 04-30-2012 - Added reference to Attachment E in the introductory text. Added Attachment E as documentation of approved exceptions.

Revised: 08-05-2012 - Amended Section E3 to include the threshold and definition of capital expenditures.

Revised: 11-27-2012 – Added item (3) to Attachment E, authorizing single signature check payments for medical and dental insurance monthly premiums.

Revised: 09-29-2013 – Approved an amendment to Attachment E, extending the previous monthly office and classroom rental check single signature approval to include Suite 250.

Revised: 06-20-2015 – Added Section 5(e), providing for a financial reserve.

Revised: 05-24-2024 – Changed “Finance Manager” to “Business Manager”

## **Attachment "A"**

### **Signature Authority**

Signature authority for any bank account should be confirmed through a resolution by the Board of Trustees. The distribution of non-pay roll funds in excess of \$3,000.00 shall always require two signatures. Authorized signature authority is entrusted to the Chairperson, Vice Chairperson, Secretary/Treasurer of the Board of Trustees, and any other individuals specifically designated by the Board of Trustees.

**Attachment “B”**

**Guideline for Managing Bank Accounts**

The Bible Seminary shall maintain “Operating Bank Accounts” for basic seminary financial operations. These bank account arrangements will be with a local bank, (currently Amegy).

The Bible Seminary shall maintain “Investment Accounts” for the purpose of holding funds used for capital expenditures and other expenditures as approved by the Board. An Investment Account relationship has been established with Ameriprise.

The Secretary/Treasurer is authorized to deposit no more than the maximum FDIC insured amount in any single bank or SPIC insured amount in any brokerage firm.

## **Procedure for Handling Receipt of Marketable Securities**

TBS accepts gifts of marketable securities.

1. The donor may transfer stock directly from his/her account to the Seminary brokerage account.
2. For physical stock certificates, the donor must sign the back of the security assigning it to TBS and provide the date. They must obtain a signature guarantee from a bank on the certificate or notarize it, as necessary. It is preferable to also include a dated transmittal letter stating to whom you are giving the security. The donor can have their signature guarantee on the transmittal letter rather than the security if they prefer. The donor must be sure to sign the certificate and the transmittal letter exactly as the ownership stated on the certificate. These documents should be mailed to the Seminary or given to the Seminary office.
3. The Business Manager will issue an acceptance letter and provide it along with the security to the broker. An order will be given to sell the security. Our intent is that the broker will provide funds to the seminary within about a week after the sale.
4. The specifics of a marketable security gift are to be made to the Business Manager and all paperwork directed to him/her. The Business Manager will log it in and follow the usual recording procedures that list the details of the marketable security. When the check comes in from the broker, the check will be deposited and matched up to the corresponding details of the security in the original entry.
5. The Business Manager will provide the donor with a contribution statement which will include the following:

Name of security  
CUSIP of the security  
Number of shares  
Date of gift

This information is provided to the donor as support for their gift for tax reporting purposes.

6. The donor's statement will show the net amount after brokerage fees which the seminary received. The purpose for including the net amount on the statement is to inform the donor of progress toward his/her estimated giving goal.

## Attachment "D"

### Purchasing and Contracting Procedures

This attachment provides the procedures adopted by the Board for purchasing items for TBS and for contracting services. Purchases or contracts for TBS must follow these procedures. Representatives of the Seminary must always follow the highest ethical standards. Tax exemptions on purchases should be sought wherever possible. These policies need to be reviewed by the Finance and Investment Committee periodically to insure that they are applicable and current.

#### 1. Purchases

Purchases of equipment, material, or other items must be included in the current budget approved by the Board. Individual purchases in excess of \$6,000 require written approval of the President.

##### a) Ethics

TBS must maintain the highest ethical standards in dealing with its vendors and contractors. Bids from one vendor/contractor must never be disclosed to another. Whenever there is a potential conflict of interest on an item or business, the Cost Steward will put a memo in their file with a copy to the CFO.

##### b) Exemption from Sales Tax

On all purchases cost stewards should seek to get exemptions from state sales tax. Forms are available in the Seminary's office for exemptions. While it is recognized that it may be difficult or inconvenient to get this exemption in all cases, any purchase of \$100 or more should have the exemption, or a memo should be put in the Cost Steward's file stating the circumstances.

#### 2. Contract for Services

- a) The same procedures for purchases apply to the contracting of services.
- b) Contracted services longer than one year and up to three years require written approval of the President. Contracted services longer than three years require the approval of the Executive Committee of the Board of Trustees.
- c) An independent contractor must provide a signed IRS Form W-9 which includes the Employer Identification Number (EIN) or Social Security Number (SSN). Completed Form W-9's are kept on file by the Seminary and used to prepare a 1099 to report income at calendar year end.

## Approved Exceptions to Policies and Procedures

The following specific exceptions have been approved by the Board of Trustees:

### **1. Additional Signature Authority**

Lynn Lewis has signature authority to the checking account of The Bible Seminary. This exception was approved at the January 24, 2012, Board meeting and will remain in force until otherwise rescinded.

### **2. Rental Payments to the Great Southwest Equestrian Center**

The Bible Seminary has executed rental agreements for Suites 263 (administrative offices), 250 (classroom/offices), 270 (classroom), and 265 (storage) from The Great Southwest Equestrian Center. Total monthly rent payments exceed \$3,000. The check for these monthly payments, in the amount specified by the rental agreements, is approved by the Board of Directors for execution by one authorized signer. The original exception for Suites 263 and 270 was approved by the Board of Directors as of April 30, 2012, and is effective through the basic and any optional extended terms of the applicable agreements. This exception is extended also to include additional GSEC leases, including Suite 250, leased as of July 15, 2013, and is effective through the basic and any optional extended terms of the applicable agreement. This exception is further extended to Suite 263, leased as of December 14, 2018, due board approval of the lease by the Board of Directors and to its insignificant contribution to monthly total payments.

### **3. Medical/Dental Health Care Premium Payments**

The Bible Seminary has established a contract with Health Care Service Corporation (Blue Cross and Blue Shield) for medical and dental insurance for full time employees. Beginning in January 2013, the total monthly premium payments, which include both employee and employer payments, will require a single monthly check in excess of \$3,000. The check for each of these monthly payments, in the amount specified by the insurance provider, is approved by the Board of Directors for execution by one authorized signer. The exception is approved by the Board of Directors as of November 27, 2012, and is effective until revoked or amended in writing.

*The Bible Seminary*  
**Fundraising Policy**

### **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. The mission of TBS is *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.* All donations solicited on behalf of TBS shall be used to further this mission and follow the policies and procedures outlined below.

### **General Fundraising Policy**

TBS received approval as an IRS 501(c)(3) charitable organization on August 8, 2010 registered under Federal Employer Identification Number (EIN) #27-2190032. As a nonprofit 501(c)(3) organization, contributions made to TBS are tax deductible to the fullest extent of the law.

1. Funds shall be solicited in a respectful manner and without pressure.
2. Donor designated restrictions on contributions shall be honored.
3. Written tax receipts shall be issued for all donations.
4. If the donor receives anything in exchange for their donation, such as a dinner or event admission, the tax receipt shall clearly state what portion of the donation is tax deductible.
5. All third parties not directly affiliated with The Bible Seminary who wish to solicit funds on behalf of the organization must acquire written permission from TBS President prior to beginning any fundraising activities.

### **Donor Acknowledgements**

1. Acknowledge all gifts within three business days using appropriate thank-you letters based on the gift level.
2. If no goods or services were provided in exchange for the gift, receipts should include the following note:

#### **TAX CONSIDERATIONS**

- The Bible Seminary is a 501(c)(3) institution of higher education incorporated in Texas 2010.
- Your donation is tax deductible to the extent allowed by law.
- No goods or services were provided in exchange for your gift.
- IRS form 8283 is required for all noncash donations in excess of \$500.
- The seminary is not able to accept scholarship donations for the direct benefit of an individual student.
- Designated giving to the Scholarship Fund will be awarded based on scholarship committee guidelines to eligible students.

3. If a good or service was received, the acknowledgement must inform the donor of its fair market value in order for the donor to know the tax-deductible portion of the contribution. For example, "In exchange for your contribution of \$500, you received a book with an estimated fair market value of \$75, so \$425 may be treated as a charitable donation."
4. The Board chair will send an additional thank-you letter to donors of annual giving of \$5,000 or more.

## **Donor Privacy Policy**

1. Any information supplied to TBS by donors will be used solely to fulfill their donation and shall not be shared for any reason unless permission is granted by the donor to share such information.
2. All requests to remain anonymous shall be honored.
3. TBS does not sell or share donor lists.
4. Donors who supply TBS with their postal address or email address may be contacted periodically for solicitation purposes and/or with information regarding upcoming events.
5. Donors may request to be permanently removed from the mailing list by contacting us via email, phone or postal mail. All requests to be removed from the TBS mailing list shall be honored.
6. Donors who supply TBS with their telephone number may request that they not be contacted by telephone for fundraising purposes.

## **Gift-Entry and Recording Policy and Procedure**

1. Send all checks to the business department for recording, accounting and depositing.
2. Update donor information in the database if the information on the check, response form, online payment receipt is different. If the system provides functionality to do so, note the date of change in the record.
3. Record gifts according to the donor's intended use, i.e. unrestricted, restricted (specific program or project), endowment, etc.
4. Record in the system the source of the gift if received as a result of a specific initiative, i.e. direct-mail appeal, special event, personal solicitation, etc.
5. Acknowledge all gifts within one week using appropriate thank-you letters based on the gift level.

## **Gift Acceptance Policies and Procedures**

### **1. Overview**

- a. *Board Commitment:* It is the policy of the TBS Board to offer the donor the opportunity to make gifts to the seminary, both of cash and non-cash assets (current and deferred), in a manner beneficial to the donor while protecting the fiscal, legal and missional integrity of the seminary. It is also the policy of the Board to give the opportunity to the donor to make gifts reserving life income for the donor and other beneficiaries through their wills or through current giving. This Board is committed to seeking such gifts and to provide adequate staff and resources for a full and effective program.
- b. *Ethics in Receiving Gifts:* This Board authorizes the acceptance of gifts to TBS only where there is genuine donative intent, where there has been full disclosure between the donor and TBS, including to the best of the seminary's ability, disclosure of tax or other ramifications to the donor. The donor is encouraged to seek his/her own counsel on legal, tax and financial matters.
- c. *The Fundraising Code of Ethical Pursuit:* The fundraising activities of TBS and its authorized agents shall be conducted in a manner that complies with the ethical standards and professional practices approved by the following organizations:
  - Evangelical Council for Financial Accountability (ECFA)
  - Transnational Association of Christian Colleges and Schools (TRACS)
- d. *Gift Acceptance and Valuing Authority:* This Board authorizes the Office of the President, the Vice-President of Finance and Administration, and the Business Office to accept gifts on behalf of TBS. Full

responsibility rests on the donor for claiming any deductions on their personal income tax return including filing IRS form 8283, and any appraisals or other documentation. Full responsibility also rests on the donor for the value given for any non-cash property gift.

## 2. Solicitation and Cultivation of Gifts

- a. *Approach:* When dealing with prospective donors, TBS shall seek only to inform, serve, guide and assist the donor with fulfilling his or her charitable desires.
- b. *Tax-Exempt Status:* TBS shall not accept any gift that would improperly inure to the benefit of any donor or in a manner that would jeopardize the tax-exempt status of the seminary as determined upon the advice of counsel.
- c. *Authorized Representative:* Only authorized representatives of TBS shall present to a donor a current, restricted or deferred gift proposal as part of the seminary's fund raising program. All proposals shall be in accordance with the guidelines and policies approved by the Board.
- d. *Review of Gift:* The Board authorizes the Office of the President, the Vice-President of Finance and Administration, and the Business Office to carefully scrutinize gifts to TBS, including any property that may subject TBS to liability or risk.
- e. *Confidentiality:* All information concerning donors including names and addresses, names of beneficiaries, nature and value of their assets and estates and the amounts of any potential or completed gifts and other details gathered by TBS shall be kept in strict confidence.
- f. *Conflict of Interest:* The interest of the donor is of greatest concern. No agreement shall be made between TBS and any agency, person, company or organization on any matter related to investment, management or otherwise which would knowingly jeopardize the interests of the donor.
- g. *Legal Advice:* Prospective donors shall be advised to consult with their attorney and/or financial advisor in all matters related to deferred gift instruments including the tax implications and estate planning aspects of a potential gift. TBS may make available upon request, technical assistance to the donors including (a) meetings with authorized seminary representatives to discuss the various methods available to the donor for making a charitable gift to the seminary, and (b) presentation of draft documents for the donor to review with his or her own attorney and/or financial advisor. TBS counsel may prepare suggested language pertinent to a bequest or planned gift to be submitted to the donor's attorney for inclusion in the donor's will or codicil or draft of a trust, annuity or other document for review by the donor's attorney. TBS shall inform the donor of the requirement for an appraisal of non-cash contributions, as needed, and that TBS must notify the IRS if the donated item is sold, exchanged or otherwise disposed of within two years of receipt on IRS Form 8282.

## 3. Acceptance Policies by Type of Property

- a. *Cash and Traded Securities:* Cash and publicly-traded securities (traded on a recognized stock exchange) are the most desirable form of gifts as they are liquid and do not present issues of potential liability. Listed securities, or securities actively traded over-the-counter are acceptable with no minimum amount.
- b. *Closely-Held Stock:* Gifts of closely-held stock shall be reviewed by the Business Office due to their inherent illiquid nature. As part of the review process and prior to acceptance, information concerning the likelihood of a redemption by the company and a qualified appraisal must be presented by the donor. Securities in closely held corporations, S corporations, or otherwise privately held securities are acceptable upon the approval of the majority of the President, Vice-President of Finance and Administration, and Business Manager.
- c. *Real Estate:* Gift of real property may be accepted in accordance with the policies and procedures established by TBS counsel. Full interest, partial interests and remainder interests in real property may

be acceptable. Remainder interests are contracts. In the case of such gifts, the donor shall be expected to agree to pay all property taxes, maintain the property and provide adequate insurance on the property. Conditions for acceptance shall include salability, an environmental assessment and annual maintenance costs including evaluation of any liens against the property and any real estate taxes. Donor may be asked to sign a statement regarding liability for previous and current environmental or other conditions if the seminary deems it appropriate.

- d. *Tangible Personal Property*: Gifts of tangible personal property are acceptable with no minimum. Conditions for accepting gifts include salability or as-is usability and current seminary needs for the type of property offered, physical condition of the property, cost of any storage or insurance and any other unusual feature or condition involved in the transfer.
- e. *Insurance*: Gifts by contract, particularly life insurance, through which TBS will receive a future benefit are acceptable, so long as TBS is not required to expend funds from sources other than the donor to maintain the contract. TBS may be named as a remainder beneficiary on the insurance contract to maintain the contract. Paid-up policies, in which TBS is the owner and irrevocable beneficiary, require little administration, contain a cash value and provide a guarantee of payment of death benefits, are acceptable with no minimum and should be encouraged.
- f. *Retirement Plans*: Gifts of outright cash and marketable securities in a retirement account are encouraged and accepted. In the event closely-held stock or property other than cash or marketable securities are held in retirement accounts, TBS shall adhere to the policies for such assets.
- g. *Other Assets and Forms Gifts May Take*: Other types of gifts not mentioned in this policy may be acceptable within reason for the purposes given, and in an amount appropriate for the gift type. The Business Office is expected to use fiscally and legally sound rationale for acceptance, be guided by the TBS mission statement and defer to the Finance Committee of the Board when appropriate.

#### 4. Endowed Funds

- a. *General Guidelines*: TBS encourages donors to establish permanent endowed funds and accepts unrestricted endowed funds, preferred use endowed funds and restricted endowed funds.
  - i. Restricted endowments must contain the following language: "Should the provisions for the use of the income from this endowment cease to be effective or practicable, the Board of Trustees is authorized to use such income in a manner consistent with the general intent of such provisions."
  - ii. Establishing a different term of years to endow a fund is permitted when approved by the Office of the President in consultation with the Vice-President of Finance and Administration and Business Manager.
- b. *Endowed Scholarships*: Endowed scholarships may be established with a minimum gift of \$25,000. Cash and cash equivalent gifts below the minimum, which are designated for scholarships, will be placed in the general scholarship fund unless the donor designates a pre-existing scholarship.
  - i. Donors may accumulate gifts toward minimum funding of an endowed scholarship with a gift of one-fourth the required minimum and a signed scholarship agreement. Accumulations toward the minimum must be completed within five years from the date of the agreement. When accumulation is not completed, the agreement will be considered terminated, and gift amounts received will be placed in the Seminary's general endowed scholarship fund or an appropriate designated fund.
  - ii. Scholarship payments to qualified student recipients will not be made until the minimum principal amount for the endowment has been achieved, the scholarship agreement is signed and approved by the Gift Acceptance Committee and sufficient income has been generated for distribution, which is at least one full year after the minimum principal amount has been

received. Donors accumulating gifts toward minimums may provide for an annual stipend in the agreement when that stipend is supported by an annual gift.

- iii. Scholarships may be established with testamentary or planned gifts. Scholarship monies received by the Seminary through a will or other planned gift, which is less than the required minimum funding at the time of distribution, will be placed in the Seminary's general endowed scholarship fund, unless legally impossible, in which case the Seminary reserves the right to decline the gift.
- iv. Scholarship agreements shall be signed by the donor and Vice President for Advancement and Communications, Vice President for Finance and Administration or the President.

c. *Endowed Academic Chairs:* Endowed chairs may be established with minimum funding negotiated with TBS as determined by the Board, considering the purpose of the chair, the program it will support and the amount of income desired to be generated annually, but with no less than \$2 million.

- i. Donors may accumulate gifts toward an endowed chair with a gift of one-fourth the required minimum and a signed agreement. The agreement must specify the date within which minimum funding must be completed. Unless otherwise specified, where accumulation is not completed within five years, the agreement will be considered terminated, and gift amounts received will remain in the seminary's general endowment fund and be used for the program named in the endowed chair agreement while that program is extant.
- ii. Endowed chairs may be established with testamentary or planned gifts. Chair monies received by TBS through a will or other planned gift, which is less than half of the fully funded amount at the time of distribution, will be placed in the seminary's general endowment fund and be used for the program named in the endowed chair agreement while that program is extant.
- iii. Endowed chair agreements shall be signed by the donor and by the President and show the date on which the gift was approved.

d. *Endowed Academic Programs/School:* Endowed programs may be established with a minimum funding, as negotiated with TBS and based on the amount of income desired to be generated annually.

- i. Donors may accumulate gifts toward an endowed program with a gift of one-fourth the required minimum and a signed agreement. The agreement must specify the date within which minimum funding must be completed. Unless otherwise specified, where accumulation is not completed within five years, the agreement will be considered terminated, and gift amounts received will be placed in the seminary's general endowment fund and be used for the program named while that program is extant.
- ii. It is preferred that endowed programs not be initiated with testamentary or planned gifts. TBS and donors should fund only viable programs that merit long-term endowment, and this should be done during the life of the donor. Donors are encouraged to fund endowed programs through testamentary gifts once the endowment is established. Exceptions to this policy may be reviewed by the President and subject to final approval by the Finance Committee.
- iii. Endowment program agreements shall be signed by the donor and by the President and show the date on which the gift was approved.

e. *Other Endowed Funds:* Unrestricted endowed funds, and other restricted endowed funds may be established with a minimum of \$25,000.

- i. Donors may accumulate gifts toward minimum funding of an endowed fund with a gift of one-fourth the required minimum and a signed agreement. Accumulations toward the minimum must be completed within five years from the date of the agreement. When accumulation is

not completed within the specified time period, the agreement will be considered terminated, and gift amounts received will be placed in the Seminary's general endowment fund.

- ii. Payments to recipient purpose/program will not be made until the minimum (\$25,000) for the endowment has been received, the endowment agreement is signed and approved by the Gift Acceptance Committee, and sufficient income has been generated for distribution, which is generally at least one full year after the minimum principal amount has been received.
- iii. Endowed funds may be established with testamentary or planned gifts. Scholarship monies received by TBS through a will or other planned gift, which is less than the required minimum funding at the time of distribution, will be placed in the Seminary's general endowment fund, unless legally impossible. Endowed fund agreements shall be signed shall be signed by the donor and Vice President for Advancement and Communications, Vice President for Finance and Administration or the President.

## 5. Receiving of Cash Gifts

- a. Gifts of cash and marketable securities will be received when received according to standard IRS. Gifts of cash and marketable securities of \$250 or more must be acknowledged, by receipt, in accordance with the requirements of section 170(f)(8) of the Internal Revenue Service Code.
- b. Insurance premiums paid to the issuing firm by the donor of a TBS-owned policy may be considered cash gifts and will be entered into the donor's record. A gift receipt need not be issued unless the premium payment is \$250 or more, in which case a donor acknowledgment, meeting the requirements of section 170(f)(8) of the Internal Revenue Service Code will be issued. TBS will not allow charitable split dollar life insurance arrangements (i.e. personal benefit contracts).
- c. The funding of charitable remainder annuity trusts and charitable remainder unitrusts is the only exception to this receiving policy; however, this receiving policy does apply to the funding of charitable gift annuities and charitable lead trusts. While no receipt need be issued to the donor of a charitable remainder annuity trust or charitable remainder unitrust, the amount of the assets contributed to the trust may be recorded in the donor's gift history at the remainder interest value at the time the annuity and/or trust is funded.

## 6. Restricted Current Gifts

- a. Cash and Securities – TBS will accept current gifts to establish a restricted fund.
- b. Non-Cash Gifts – Once accepted under this policy, non-cash gifts may be restricted under the same guidelines as cash and securities. Donors must be advised before making the gift whether the gift will be sold, held for eventual use, or put to a "related use" as defined by the Internal Revenue Code.

## 7. Restricted Deferred Gifts

- a. *Estate/Testamentary Gifts* (wills, trusts, life insurance and other instruments): TBS will encourage gifts of unrestricted estate distributions to the endowment fund, since specific designations may become inactive or non-existent over time. TBS reserves the right to decline restricted estate gifts in collaboration with the Finance Committee.
  - i. Upon the donor's request, TBS will provide language to assist in establishing a restricted estate gift. The sample language may include the following: "This designation represents a preferred use for these funds and is not an absolute restriction. Should the exact designation cease to be effective or practicable before or after the gift is received by TBS, the Board is authorized to use this gift in an alternative way consistent with the general intent of this designation."

- ii. Gifts received where TBS had no prior knowledge of the amount or nature of the gift will be treated as if the language above had been included, unless legally prohibitive. These types of gifts will be placed in the unrestricted fund, if the restriction no longer exists.
- b. *Other Planned Gifts* (charitable remainder trusts, gift annuities, pooled income fund gifts, etc.): Gifts established through the planned giving program at TBS may be restricted with the approval of the Vice-President of Finance and Administration.
  - i. Acceptance will rely in part on the inclusion of the language in the instrument which reads: "This designation represents a preferred use for these funds and is not an absolute restriction. Should the exact designation cease to be effective or practicable before or after the gift is received by TBS, the Board is authorized to use this gift in an alternative way consistent with the general intent of this designation."
  - ii. Gifts distributed to TBS where the seminary had no prior knowledge of the gift instrument or its restriction will be handled on a case-by-case basis. TBS reserves the right to decline restricted estate gifts in collaboration with the Finance Committee.

## 8. Naming Opportunities

- a. *Authority to Name*: The Board shall approve all prospective naming opportunities (i.e. buildings, academic chairs, etc.) prior to any solicitation or acknowledgement in association with charitable gifts. If opportunities are approved, the Office of the President is granted authority to solicit and confirm those opportunities with potential donors.
- b. *Naming New Construction*: Negotiations may be initiated by the Office of the President with donors who wish to name the building(s) of new construction with a current gift of at least fifty percent of the construction cost announced at the beginning of a campaign or construction project.
- c. *Other*: As a visible record of institutional history, TBS may desire to place a name on a campus building, a facility, or a special project to honor/memorialize the most significant servant leaders and donors.
- d. *Process*: When appropriate the President shall present at a meeting of the Board a recommended list of current or proposed buildings, facilities or special projects appropriate for naming. The naming authority, the adoption of the recommended list, with yearly priorities, and the interpretations of the following guidelines shall be the sole responsibility of the TBS Board. The motion to name one of the listed projects may occur at any Board of Trustees meeting.

## 9. Naming Through Planned Gifts:

- a. *General Policy* – TBS reserves naming opportunities for current gifts and living donors. Use of a testamentary or planned gift to name property is not preferred, but will be considered on a case-by-case basis. Unless legally impossible, TBS will treat testamentary or planned gifts with naming elements as a request. TBS will consider the request at the final distribution of the gift when the name is appropriate, and where the gift meets minimum funding for the naming opportunity at the time of distribution. TBS reserves the right to decline gifts with naming restrictions.
- b. *Campaign Policy* – Donors wishing to name an opportunity during a campaign may use the present value of a planned gift only if a) the gift is established during the campaign in which planned gifts are counted, b) the gift is irrevocable, c) the seminary is given a copy of the gift instrument, and d) the present value of the gift equals the minimum funding amount for the naming opportunity.
- c. *Honorary Naming*: TBS reserves the right to honor, through appropriate naming opportunities, any individual or family irrespective of the individual's or family's giving record. Such honors will generally be made after the completion of their service or posthumously and must be recommended by the President and approved by the Board.

## 10. TBS Sponsored Special Events

- a. Fundraising events sponsored by TBS must net at least 50% of gross income. Proceeds of TBS sponsored events must support TBS identified needs and be approved by the Board of Directors.
- b. TBS will provide clear communication to event guests regarding IRS regulations that limit the charitable deduction amount to only a portion of the ticket price.
- C. All TBS sponsored events must be evaluated for determination of continued offering.

## 11. Policy Exceptions

- a. *General Exceptions:* Exceptions to this policy must receive the recommendation of the Gift Acceptance Committee, the Development Committee of the Board of Trustees and the Advancement Team of the Board of Trustees. The Board of Trustees shall be asked to ratify the Gift Acceptance Committee's recommendations at the next regular Board meeting.
- b. *Exceptions for Completed Gifts and Gifts Under Negotiation:* Gifts made through estate plans that have been properly executed prior to the date of this policy and gifts already received by TBS are grandfathered in under this policy.
- c. *Reviewing Gifts for Conformity:* Gifts established with a written agreement shall be reviewed periodically and action taken to conform the gift agreement to current law and Seminary policy when necessary or appropriate for the well-being of the Seminary. Donors are responsible for conforming gifts where the Seminary is not the trustee or gift manager.

## Designated Authority

The TBS Board of Trustees has final authority for these guidelines.

1. *Authority to Negotiate:* The Board authorizes the following to negotiate and accept gifts on behalf of the Seminary: President, Vice-President of Finance and Administration, Provost, Business Manager, and full-time faculty.
  - a. The above may delegate his/her authority on a particular gift or during a particular campaign to a staff member, agent or volunteer for purposes of negotiation. The officer will assume full responsibility for the actions of the delegate. Gifts negotiated by the delegate must be in consonance with this policy.
  - b. The Board authorizes the above persons/positions and any advisor or outside counsel deemed necessary, to negotiate life income gifts (i.e. charitable remainder trusts, charitable lead trusts, pooled income fund gifts, charitable gift annuities) during the life of the donor and through estate planning.
2. *Donor List Management:* Donor and prospect lists and related information will be managed under the auspices of the TBS Office of President.
3. *The Gift Acceptance Procedure:* Negotiated gifts shall be submitted to a Gift Acceptance Committee. The Committee shall consist of the President, the Vice-President of Finance and Administration, and Business Manager. The President will serve as chairperson, with final authority on any decisions. Decisions are to be unanimous. If not, the decision will be referred to the Finance Committee with ultimate authority resting with the Board. Potentially controversial gifts are to receive a recommendation for action by the Gift Acceptance Committee, to be reviewed by legal counsel, and deferred to the Board for acceptance or rejection.

## **History**

First issue: Version 1.0, October 4, 2018

*The Bible Seminary*  
**Grading Policy**

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 Provost. 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.

## History

Policies first established and included in Student Catalog: 10-2012

First compiled policy issue: Version 1.0, 02-20-2020.

*The Bible Seminary*  
**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: Certificate of Theological Studies (CTS), 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).

**Certificate of Theological Studies (CTS), Non-degree Certificate Program**

| <u>Required Courses</u>   | <u>Graduate Credit hours</u> |
|---|------------------------------|
| BSM 501: Bible Study Methods – <i>Esther, Obadiah, Galatians</i>          | 3                            |
| PAS 501: Pastor-Shepherd I – <i>Job, Jeremiah, Lamentations</i>           | 3                            |
| PAS 511: Pastor-Leader I – <i>Ruth, 1 &amp; 2 Samuel, 1 &amp; 2 Kings</i> | 3                            |
| PRE 501: Expository Preaching and Teaching I – <i>Isaiah</i>              | 3                            |
| SFM 500: Spiritual Formation and Ministry – <i>Bible Panorama</i>         | 3                            |
| THE 501: Theology I – <i>Genesis</i>                                      | 3                            |
| THE 510: Church History I – <i>Acts</i>                                   | 3                            |
| Elective I  | 3                            |
| Elective II   | 3                            |
| 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 additional college courses and prior learning assessments outside of TBS and required to complete the bachelor's degree are the student's responsibility. Students are responsible for applying, registering, enrolling, and transferring in credits from other schools 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:

| <b>General Education (non-TBS)</b>            | <b>Minimum Credits</b> | <b>Comments</b>  |
|---|------------------------|--|
| 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.  |
| <i>General Education Total =</i>              | <b>30</b>              |  |
| <b>Bible and Christian Studies (non-TBS)</b>  | <b>Minimum Credits</b> | <b>Comments</b>  |
| Old Testament Survey                          | 3                      |  |
| New Testament Survey                          | 3                      |  |
| Basic Christian Doctrine                      | 3                      |  |
| World Religions                               | 3                      |  |
| Cultural Studies                              | 3                      | Philosophy, Culture, Worldview, etc.   |
| <i>Bible and Christian Studies Total =</i>    | <b>15</b>              |  |
| <b>Electives (non-TBS)</b>                    | <b>Minimum Credits</b> | <b>Comments</b>  |
| <i>Electives Total =</i>                      | <b>45</b>              | Can be fulfilled by combination of prior learning assessments, <a href="#">College Level Examination Program (CLEP)</a> exams, and competency assessments obtained from the Council for Adult and Experiential Learning (CAEL) or other. |
| <b>Combined BA/Graduate-level TBS Courses</b> | <b>Minimum Credits</b> | <b>Comments</b>  |
| 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   |
| <i>Combined BA/Graduate Courses Total =</i>   | <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 – <i>Ezra 4-6, Daniel 2-7</i>      | 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 – <i>Esther, Obadiah, Galatians</i>          | 3                            |
| GRK 501: Greek Language I – <i>Jude, 2 &amp; 3 John</i>                   | 3                            |
| GRK 502: Greek Language II – <i>1 John</i>                                | 3                            |
| HEB 501: Hebrew Language I – <i>Jonah, Nahum</i>                          | 3                            |
| HEB 502: Hebrew Language II – <i>Haggai, Zechariah, Malachi</i>           | 3                            |
| PAS 501: Pastor-Shepherd I – <i>Job, Jeremiah, Lamentations</i>           | 3                            |
| PAS 511: Pastor-Leader I – <i>Ruth, 1 &amp; 2 Samuel, 1 &amp; 2 Kings</i> | 3                            |
| PRE 501: Expository Preaching and Teaching I – <i>Isaiah</i>              | 3                            |
| SFM 500: Spiritual Formation and Ministry – Bible Panorama                | 3                            |
| THE 501: Theology I – <i>Genesis</i>                                      | 3                            |
| THE 510: Church History I – <i>Acts</i>                                   | 3                            |
| THE 520: Biblical Archaeology – <i>Judges</i>                             | 3                            |
| THE 525: Ancient Near East History and Archaeology – <i>Exodus</i>        | 3                            |
| Elective I  | 3                            |
| <u>CAP 590: Capstone</u>  | <u>3</u>                     |
|   | 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 – <i>Ezra 4-6, Daniel 2-7</i>      | 3                            |
| BSM 501: Bible Study Methods – <i>Esther, Obadiah, Galatians</i>          | 3                            |
| GRK 501: Greek Language I – <i>Jude, 2 &amp; 3 John</i>                   | 3                            |
| GRK 502: Greek Language II – <i>1 John</i>                                | 3                            |
| HEB 501: Hebrew Language I – <i>Jonah, Nahum</i>                          | 3                            |
| HEB 502: Hebrew Language II – <i>Haggai, Zechariah, Malachi</i>           | 3                            |
| PAS 501: Pastor-Shepherd I – <i>Job, Jeremiah, Lamentations</i>           | 3                            |
| PAS 511: Pastor-Leader I – <i>Ruth, 1 &amp; 2 Samuel, 1 &amp; 2 Kings</i> | 3                            |
| PRE 501: Expository Preaching and Teaching I – <i>Isaiah</i>              | 3                            |
| SFM 500: Spiritual Formation and Ministry – Bible Panorama                | 3                            |
| SFM 501: Spiritual Formation and Ministry I – <i>Deuteronomy, Matthew</i> | 3                            |
| THE 501: Theology I – <i>Genesis</i>                                      | 3                            |
| THE 510: Church History I – <i>Acts</i>                                   | 3                            |
| THE 511: Church History II – <i>Luke</i>                                  | 3                            |
| Elective I  | 3                            |
| Elective II   | 3                            |
| Elective III  | 3                            |
| <u>CAP 590: Capstone</u>  | <u>3</u>                     |
|   | Total = 54                   |

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

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

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

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

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

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

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

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

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.

## **History**

First Issue: Version 1.0, 10-01-2018  
Second Issue: Version 2.0, 02-04-2020  
Third Issue: Version 3.0, 11-06-2020  
Fourth Issue: Version 4.0, 01-28-2022  
Fifth Issue: Version 5.0, 07-03-2023  
Sixth Issue: Version 6.0, 05-24-2024  
Seventh Issue: Version 7.0, 07-18-2025

*The Bible Seminary*  
**Grievance Policy**

1. A grievance is, first of all, a *personal and private* responsibility, not purely an administrative matter. The possibility that the problem may be simply an interpersonal conflict must be settled. A person who feels that he or she has been treated unfairly has the biblical responsibility to meet with the person with whom he or she has the conflict. A person who has knowledge of a grievance has the biblical responsibility to approach that person with the intent of working out the difficulty.
2. If the grievance cannot be solved personally and privately, it becomes a *peer-group* responsibility. The appropriate grievance committees at TBS include the Academic Affairs Committee of the Faculty Association (for faculty) and Student Government Association officers (for students). These groups will provide due process to discuss and resolve matters relating to the welfare of the persons involved. All matters presented must be submitted in written form. The responsible group will bring its recommendation to the Provost in writing within five days. The Provost will then meet with the parties with the goal of satisfactory resolution. If a grievance is against the Provost, the President will serve as the mediator.
3. If the problem still has not been resolved, and the grieving party wishes to pursue the matter further, it then becomes a *presidential* responsibility, unless the president is the involved administration official; in such cases the grievance process moves to step four. The Provost should make a written report to the President concerning his or her observations and accumulation of facts. The President or other designated official will then meet with the involved parties and attempt to resolve the conflict or satisfy the grievance.
4. If the problem still has not been resolved, and the grieving party still wishes to pursue the matter, it then becomes a *paternal* responsibility. The TBS Board Executive Committee will meet with the plaintiff, defendant, and President, and reach a decision. This decision shall be final (1 Corinthians 6:1-14).

Regardless of how far a grievance moves through the resolution process, upon closure administration will provide the plaintiff instructions on how to file a complaint with TRACS or any other pertinent government organization. The Provost will provide the President with a summary report and supporting documentation of the grievance from beginning to end. The summary report will be kept for seven years in a locked cabinet in the Provost's office. The President will, within one week of closure, provide TRACS with a copy of the summary report and documentation.

### **History**

First Issue: Version 1.0, 10-01-2018.

*The Bible Seminary*  
**Nondiscrimination Policy**

The Seminary admits students of any race, sex, color, disability, age, nationality 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, nationality or ethnic origin in the administration of its hiring policies, educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

### **History**

First Issue: 08-2010; Included in original issue of bylaws.

Revised: 05-02-2016; Amended to include hiring policies.

*The Bible Seminary*  
**Ordination Standards**

**Ordination Standards for The Bible Seminary**

In order for someone to be ordained by The Bible Seminary, they must:

1. Have a testimony of a justifying salvation experience through Jesus Christ
2. Have a testimony of a call to vocational ministry that is confirmed by a local church
3. Be in agreement with the conviction level beliefs of The Bible Seminary
4. Demonstrate a willingness to live by the ethos of The Bible Seminary in the power of God's Spirit

**Ordination at Graduation**

The bylaws of The Bible Seminary give it the power to ordain persons for vocational ministry. Currently, the Bible Seminary offers ordination to any of its Master of Divinity graduates who so desire as a part of their graduation ceremony. The laying on of hands to ordain for ministry becomes part of the graduation exercise for those who so choose. All of the ordination standards listed above are built into the application process and the degree process. Thus, to graduate with a Master of Divinity degree is to fulfill the requirements for ordination. Any Master of Divinity graduate can ask for ordination to be a part of their graduation ceremony.

**History**

First Issue: Approved by Board of Directors at their regular meeting on 01-26-2014.

*The Bible Seminary*  
**Parental Leave Policy**

It is the policy of The Bible Seminary (TBS) to treat employees impacted by pregnancy, childbirth, adoption, or related medical conditions in the same manner as other employees unable to work because of their physical condition in all employment aspects, including recruitment, hiring, training, promotion and benefits.

To qualify for parental leave and compensation, the employee must have been employed by TBS for a minimum of 12 months prior to the initiation of leave, or as otherwise approved by TBS. A total of 12 weeks of leave time is made available for use, prior to and after delivery. Pregnant employees may continue to work until they feel medically unable to work or are determined unable or unwise to work by their physician.

Compensation will be provided at an average hourly rate for part-time or hourly employees for a consecutive period of up to but not exceeding 6 total weeks, based upon the average number of hours expected to be worked in the assigned position. An additional 6 weeks of compensation at half the average hourly rate for part-time or hourly employees may be extended, at TBS discretion.

Salaried employees will be afforded any benefits available under short-term disability plans, as applicable.

When an employee returns to work after no more than 12 weeks of leave time, the employee is entitled to return to the same or equivalent job with no loss of service or other rights or privileges. Unless prior arrangement or agreements have been established between TBS and the employee, failure to return to work after release by a physician will be considered as a resignation from the position.

Employees taking Parental Leave should, as soon as possible and within reason, clearly indicate projected leave and return timeframes with specific dates in order to assist TBS in making arrangements to cover necessary duties required to be performed during the employee's absence.

### **History**

First Issue: 11-14-2013

*The Bible Seminary*  
**Payroll and Benefits Policy**

Employees of The Bible Seminary (TBS) will be provided with an employment agreement, which defines the scope and responsibilities of the position, reporting relationships, conditions of employment, and pay. Employment agreements are reviewed and renewed annually, and are generally of a term coincident with our fiscal (academic) year, which is June 1 through May 31.

Payroll is delivered to employees semi-monthly, on the 1<sup>st</sup> and 15<sup>th</sup> of each month. If the payroll date occurs on a weekend or holiday, payroll is delivered on the nearest workday prior to the normal payroll date. The last payroll of each calendar year is processed on or before December 31.

TBS observes 11 holidays, including New Years Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the Friday after Thanksgiving Day, and Christmas Day.

**1. Part-Time Employees**

Employees that are not hired into salaried full-time positions are paid at an agreed upon hourly rate times the total hours worked for each pay period. As necessary, hours worked are typically to be reported to the Finance Manager or designee on or around the 10<sup>th</sup> and 25<sup>th</sup> of each month.

**2. Full-Time Employees**

Employees hired into salaried full-time positions paid at an agreed upon monthly or annual rate. The following benefits are included in the employment package for full-time employees:

a. Medical Insurance (employee has option to decline)

- TBS pays 100% of the premium for Employee Only coverage. No Spousal or Family coverage is offered, but family members may join at their own expense.
- As part of this plan, TBS funds a Health Savings Account (HSA) for the employee in the amount of \$3,000 annually.

b. Dental Insurance (employee has option to decline)

- TBS pays up to \$100 of the monthly premium. The employee is responsible for any additional premium, paid through payroll deduction. No Spousal or Family coverage is offered, but family members may join at their own expense.
- Currently provided by Blue Cross Blue Shield of Texas, with Benefit Concepts, Inc., as our agent.

*Note: Medical and dental insurance plans are defined as "Section 125 cafeteria plans," allowing employee medical and dental insurance premiums to be paid pre-tax.*

c. Disability and Life Insurance

- TBS pays 100% of the premiums for short and long-term disability, accidental death and dismemberment, and employee life insurance (1X salary).
- Currently provided by Reliance Standard, with Benefit Concepts, Inc., as our agent.

d. Employee Retirement (401(k))

- Employees are allowed to contribute through payroll deduction into this plan, as allowed by applicable tax law. TBS provides contribution matching at 100% of employee contributions up to 3% of base salary and 50% of employee contributions above 3%, up to 5% of base salary.
- Currently provided by Mass Mutual (formerly The Hartford), with Wealth Design Group as our agent. Third party administrator is NOVA 401(k).

*Details of all coverages and plans can be obtained from the Business Manager.*

## **History**

First Issue: 01-10-2012

Revision: Corrects current providers, position titles, revised employee retirement, 10-30-2014

Revision: Adds observed holidays, 02-02-2015

Revision: Clarified reporting of hours for part-time employees, 05-19-2015.

Revision: Full-time employee medical and dental insurance coverage limited to the employee only, not spousal or family coverage (except for full-time employees on staff full-time prior to 06-01-2021), with optional family coverage at own expense, Board approved 01-22-2023.

*The Bible Seminary*

## Privacy Policy for Distance Education Students

It is the policy of The Bible Seminary (TBS) to ensure that the privacy of students utilizing distance education technologies for courses, programs, seminars, or other online academic activities shall be protected.

1. Privacy of student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA).
2. For premier protection, students should submit course assignments within the password-protected, multi-factor-authenticated student management system (Populi). Alternatively, distance education students may submit course assignments directly to the course/event professor of record by private email or other designated secure repository.
3. Student postings to group discussion threads (Populi chat, Zoom chat, or other class forums) are accessible by invitation only to course enrollees, course instructors, and others specifically authorized for pedagogical and/or assessment purposes, as well as institutional administrators for evaluation and review.
4. Grades and grading notes are confidential and accessible to individual students, course instructor(s), and others specifically authorized for pedagogical/assessment purposes, as well as institutional administrators for evaluation and review.
5. Online examinations are accessible to course instructor(s) and anyone specifically authorized by a course instructor if such authorization is for pedagogical purposes, as well as institutional administrators for evaluation and review.
6. Course materials are regularly reviewed by course instructors and administrators to ensure that they do not include personal information identifying individual students without their prior permission.
7. Personally identifiable information of students is kept in an encrypted format.
8. Course instructors are required to keep student user names, as well as submitted assignments notes and grades, confidential. The institution does not provide students access to other student's records, and students should not share login and password information with others.
9. All TBS personnel are required to follow these and FERPA guidelines for sharing any information contained in student records with other persons within or outside of the institution.

### History

First Issue: 05-22-2024. Board-reviewed Jun-Jul 2024. Board-approved 9-22-2024.

*The Bible Seminary*  
**Proctored Exams Policy**

The Bible Seminary (TBS) seeks to ensure the integrity of individual academic achievement in association with the institution of TBS as a whole and national educational standards in general by verifying the identity of all students submitting course work for grades, including the taking of exams.

The identity of all graduate students is verified through the degree application process, which includes submission of an application (accompanied by a recent photo and a valid form of identification, such as Driver's License, Passport, or other government issued ID), 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 Populi. 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 via 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 not physically present for an assessment are required to show their driver's license to the proctor to verify their identity before taking the assessment.

#### **Populi Proctored Exams and Quizzes**

Here's a clear, step-by-step breakdown of what to expect when an online exam is proctored through Populi with your proctor in attendance:

**Step 1: Student Logs in to the Test:** The student accesses their exam through Populi by logging into the platform with their credentials.

**Step 2: Populi Requests Proctor Information:** Populi will prompt the proctor to provide the following personal information – Name, Phone Number, and Address.

**Step 3: Proctor Responds to the Proctor Statement:** The proctor is required to read and respond to the **Proctor Statement** provided by Populi, agreeing to their responsibilities and the rules of the exam.

**Step 4: Proctor Receives a Security Code:** After responding to the Proctor Statement, the proctor receives a **text message** containing a 6-digit **security code**.

**Step 5: Student Inputs the Code:** The student inputs the 6-digit code they receive from the proctor into the exam system on Populi.

**Step 6: Student Gains Access to the Exam:** Once the student enters the correct code, they are granted access to start their exam.

**Step 7: Student Completes the Exam:** The student works through the exam questions. After completing it, they **press SUBMIT** to finish the exam.

**Step 8: Proctor Receives a Second Security Code:** After the student submits the exam, the proctor receives another **text message** with a new 6-digit **security code**.

**Step 9: Student Inputs the Code:** The student inputs this second 6-digit code from the proctor into the Populi system.

**Step 10: Student Accesses Test Grade:** Finally, once the student enters the second security code, they are granted access to view their **test grade**.

This process ensures secure proctoring for the exam, and both the student and the proctor are required to confirm actions with security codes throughout the process.

**History:** First issue: 10-02-2018

*The Bible Seminary*  
**Recruiting Policy**

The Bible Seminary (TBS) actively seeks to recruit students through the Office of the Provost and under the direction of the Office of the President. Recruiting is performed formally and primarily by the President, Provost, and faculty, and informally by some students, who must maintain an awareness of and commitment to upholding TBS institutional policies, including the TBS Covenantal Documents.

Recruitment occurs through a variety of means, including the following:

- *Word of Mouth* – Administration, Board, faculty, staff, students, alumni and supporters share TBS opportunities within their spheres of influence.
- *Events* – TBS participates in recruitment at designated events at undergraduate institutions, conferences, retreats, seminars, churches and ministries.
- *Public Speaking* – Members of the TBS administration, faculty, students, and alumni speak at churches, conferences, and academic lectures.
- *Internal Publications* – The TBS institutional magazine (*The Sentinel*), podcasts, social media publications, YouTube account, videos, and website ([TheBibleSeminary.edu](http://TheBibleSeminary.edu) and [ElSeminarioBiblico.org](http://ElSeminarioBiblico.org)) are utilized to attract potential students.
- *External Publications* – TBS advertises in periodicals with recruitment ads designed to attract new students. TBS administration, faculty, students, and alumni publish, produce, and/or appear in articles, books, podcasts, radio and television programs, websites, and social media posts that provide exposure to TBS people and programs.

## **History**

First issue: 10-02-2018

*The Bible Seminary*  
**Restricted Funds Policy**

The Bible Seminary accepts restricted donations toward the following funds. Donations to these funds are tax deductible and will be reflected on donor statements.

- 1) **Student Scholarship Fund** – Retains and distributes funds designated for student scholarship assistance. Distribution of funds are authorized by the Scholarship Team.

The seminary is not able to receive and issue a tax receipt to the Student Scholarship Fund if the donor designates which student should receive credit for the funds. Gifts designated for a specific student can either be returned to the donor or the funds can be applied to the student account as a payment being made on their behalf.

Undesignated contributions or contributions noted for uses other than these specified restricted funds are accepted graciously as donations to unrestricted general operating funds.

**History:**

First Issue: 08-09-2012

Revised: 08-25-2013; Added resource licensing to Library Fund and added furnishing to the Facilities Fund.

Added "Classroom" to Facilities Fund title.

Revised: 07-14-2015; Added Helbig and Pattillo scholarship funds.

Revised: 07-24-2018; Clarified that Helbig and Pattillo scholarships are awarded from the Student Scholarship Fund and not separately maintained funds.

Revised: 10-15-2018; eliminated all but the Student Scholarship Fund; clarified policy on donations to this fund which are designated for a specific student.

## **Sexual Harassment and Child Abuse Prevention Policy**

### **1. Theological Position**

We believe that God created and values human life, intending all men, women, and children to have worth and dignity in relationships with God and others. The Bible Seminary (TBS) commits itself to provide a friendly and safe environment in which students, employees, visitors, and volunteers treat each other with respect.

We believe that sexual harassment and child abuse are unjust misuses of power which threaten a person's feelings of worth and dignity, and diminishes the quality of community. We believe that the caring community cannot ignore or minimize the damage to the individual and to the community caused by sexual harassment and child abuse, and must address itself to the healing of all persons involved.

### **2. Policy**

It is the policy of TBS that sexual harassment and child abuse are wrong, that such behaviors are inappropriate in the community, and that charges of sexual harassment or child abuse will be carefully investigated according to procedures established in this program. This policy applies to staff, students, volunteers, and others working on behalf of TBS. This policy applies within TBS, and is extended to all TBS related programs and settings, including meetings, offsite group events, retreats, etc.

### **3. Definition of Sexual Harassment**

- a. Sexual harassment is any sexually related behavior that is unwelcome or offensive, or which fails to respect the rights of others. It includes any unwelcome advances, requests for sexual favors, and any other verbal or physical conduct which meets either of the following criteria:
- b. Conduct which creates an intimidating, hostile, or offensive environment, or unreasonably interferes with an individual's participation in a program, activity, or employment.
- c. Submission to such conduct is made either explicitly or implicitly a term or condition of the individual's participation in a program, activity, or employment; or such submission is used as a basis for a decision affecting an individual's participation in a program, activity, or employment.
- d. Sexual harassment may involve a wide range of behaviors from verbal innuendo and subtle suggestions to overt demands and physical abuse. Sexual harassment is usually an exploitation of a power relationship or an attempt to gain power or intimidate another, and not solely a sexual issue. It may be a behavior of sexual nature directed at a person because they are male or female, such as jokes based on a stereotype of one sex, "put-downs" based on sex, or tasks assigned on the basis of sex (called "gender harassment").

### **4. Definition of Child Abuse**

- a. Child abuse generally includes non-accidental physical injury, improper contact, sexual contact or exploitation, neglect, and emotional distress. Such abuse can be inflicted by an adult on a child or an adolescent. Behavior constituting child abuse may be violent or non-violent, may or may not involve touching, and may potentially be considered criminal, as defined by state law.
- b. Physical signs of child abuse may include lacerations and bruises; nightmares; irritation, pain, or injury to the genital area; difficulty in urination; discomfort when sitting; torn or bloody underclothing; or venereal disease. Behavioral signs may include extreme or unrelenting anxiety when approaching the church or nursery area; nervous or hostile behavior toward adults; sexual self-consciousness; "acting out" of sexual behavior; or withdrawal from normal activities and friends. Verbal signs may include statements such as, "I don't like [a particular person]"; "[a person] does things to me when we're alone"; "I don't like to be alone with [a person]"; or "[a person] fooled around with me."

## **5. Responsibility for Implementing this Policy**

The President is primarily responsible for implementing this policy and for ensuring that all allegations are investigated and resolved promptly and appropriately. All TBS staff – full time, part time, and contract - are responsible to inform the President of any incidents of alleged sexual harassment or possible child abuse.

## **6. Reporting Cases of Possible Sexual Harassment**

We encourage individuals who believe they are being sexually harassed to promptly and firmly notify the offender that his or her behavior is unwelcome. In the event that such informal, direct communication is either impractical or ineffective, a report should be made as soon as possible to the TBS President.

## **7. Reporting Cases of Possible Child Abuse**

All TBS staff and volunteers are responsible to treat any observation or report of possible child abuse as important and serious, and to treat the reporter with respect and concern. No observation or report, regardless of its source or type, should be defended, disregarded, or diminished in any way. Such observations or reports should be reported to the TBS President. If the observation or report involves individuals associated with a partner church or other organization, the TBS President will promptly inform the proper authorities for that entity.

## **8. Response to Allegations**

Reports will be considered serious and will result in an investigation. Any and all information gathered and communicated is to be considered personal and confidential. All persons involved in receiving and delivering reports are to do so with the utmost respect for privacy. The following steps may be necessary in response to an allegation of child abuse or sexual harassment:

- a. Efforts directed at handling the incident must be documented as they progress.
- b. The TBS President may request legal, procedural, public relations, and counseling support, as necessary.
- c. The TBS President or a designated administrator will notify the current insurance carrier, and request any available assistance.
- d. After any necessary consultation with legal or other advisors, reports of the allegation will be made to state and local agencies, as necessary.
- e. The safety and security of a potential victim(s) are matters of the highest priority. The individual potentially involved should be comforted and specially cared for, as necessary, and, for children, the parent or guardian notified by the President or TBS staff member, as appropriate.
- f. The individual(s) potentially accused should be treated with dignity and support. Employees who have been accused should be temporarily relieved of their duties, with pay, pending investigation. The accused should not be confronted or formally questioned until necessary legal, procedural, and counseling support has been obtained.
- g. A spokesperson should be designated to respond to media inquiries into the incident. This should typically be the President. The Appendix includes a prepared press release. Any additional information provided beyond this prepared release must be factual information only, and must not include names of individuals or unconfirmed circumstances and information.
- h. The President may initially conduct an informal review that may include interviewing the complainant and the accused. If the complaint can be resolved informally to the satisfaction of the complainant and the accused at this stage of the process, no further action will be taken, and the matter will be considered closed.

## **9. Worker Selection and Screening**

- a. Those interviewing candidates for paid staff positions, especially those positions with responsibilities directly connected with the youth or children, should be especially aware of any comments or work histories that could indicate potential involvement of the candidates in incidents of child abuse or sexual harassment. This can typically be accomplished through a personal conversation with the candidate and checking of any references for acceptable conduct in previous positions. Employees and Master of Divinity students are requested to complete an authorization for criminal background check, for those circumstances where involvement with students, youth, and/or children may result from participation in a program, activity, or employment.
- b. Individuals with a criminal conviction or who have plead guilty to a charge of sexual or physical abuse of a child or youth or of sexual harassment will be disqualified from work with children or youth at or through TBS, regardless of the length of time since the conviction or plea. Adult survivors of child abuse are not immediately disqualified from working with children or youth, but must meet with the President prior to being qualified to work with children or youth.
- c. *Any and all information revealed or obtained during any screening must be held in the strictest of confidence by TBS, and revealed only on a "need-to-know" basis.*

## **10. Supervision**

- a. During work with children and youth, paid staff, volunteers, and other workers should follow the "two-adult" rule: two adult supervisors should be present during any activity involving children or youth. Preferably, one of these adults would be someone over 21 years of age. In certain circumstances, it may be necessary to allow children or youth to be temporarily under the supervision of only one adult. The period of time and frequency of such individual supervision should be minimized.
- b. Classroom and office doors should not be closed or otherwise blocked when children and youth are present, unless windows provide access to interior views. This will allow individuals outside to observe activities involving children or youth. When a man and a woman are meeting together, office doors should not be completely closed, unless the door includes an unblocked window.

## **11. Training**

Employees will be advised of the existence of this program, with copies of the program readily available.

## **12. Recordkeeping**

- a. Copies of this program are to be maintained at the TBS office and made available to anyone requesting a copy.
- b. Other documents created or obtained under this program should be considered confidential, accessed only on a "need-to-know" basis, and released or copied only after approval by the President or upon advice of counsel.
- c. The VP – Finance & Administration is responsible for receiving and maintaining documents and files required by this program.

**INITIAL PRESS RELEASE  
SEXUAL HARASSMENT AND CHILD ABUSE PREVENTION POLICY  
THE BIBLE SEMINARY**

The following statement can be read (or paraphrased) to the media, preferably by the President or Provost.

I am \_\_\_\_\_ (Name), \_\_\_\_\_ (Title) of The Bible Seminary. Our students, employees, and community are precious to us, and we do everything possible to maintain their safety and security during activities at The Bible Seminary.

TBS maintains a program for prevention of sexual harassment and child abuse, including worker screening and supervision. The program includes a formal response to any allegation of sexual harassment or child abuse, and that procedure is being followed at this time.

I apologize that I cannot provide you with names of individuals who may be involved and cannot discuss the specific circumstances of any event, pending a full investigation. The privacy and protection of anyone who may be involved are primary concerns during any such investigation.

We will certainly advise you of any available information as soon as our investigation is complete. Thank you.

Questions may be fielded briefly from the media. However, at the initial stage of an investigation, most questions must be answered, "I don't know." Under no circumstances should names of potential victims, accusers, or accused be released to the media by TBS. Pending the completion of the investigation, no details of the report or current status of the investigation may be released.

#### **History**

First Issue: 08-09-2012

Revision: 05-19-2016; corrected implementation responsibility section.

*The Bible Seminary*  
**Student Complaint Policy**

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 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 or virtually) 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 and review the appeal 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.

- [Student Complaint Process](#)

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.

- a. 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.
- b. 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.

## History

First Issue: Version 1.0, 10-01-2018

*The Bible Seminary*  
**Student Conduct Policy**

All students at The Bible Seminary 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 warrant disciplinary action. In such cases, the student and the behavior(s) in question may be investigated by the Student Government Association (SGA) under the authority of the Office of the Provost. If not already provided for by SGA, 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*

1. Official charges should be submitted in writing, sealed, addressed to the “Student Government Association,” and delivered to the seminary’s main office.
2. Charges should clearly denote date(s), facts, person(s) involved, and specific details.
3. 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.
4. Charges will be subjected to a preliminary review by the SGA, or appointed sub-committee, within 15 business 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 following:
  - 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)
  - Copy of the TBS code, ethic, guideline, law, or other principle allegedly 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 the following:

- 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;
- Ask questions of the Student Review Board and any witnesses;
- Receive an expeditious hearing of the case;
- 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 Provost, or designated appointee, by the Student Review Board.
- Written notification of the decision should be provided to the student within five business days 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 suspension or expulsion:

- 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
- Illicit sexual activity

For readmission details, see “Admissions – Probation – Readmission” in the TBS Admissions Policy.

### *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 Provost.
- Appeals must be submitted within five business days following notification of a decision.
- In the event of an appeal, the initial decision shall be stayed until the Provost determines if an appeal should be granted, and in that case, an appellate ruling is rendered.
- Appeals must include the specific ground on which the appeal is based, such as the following:
  - An error in due process which impaired either party; or
  - Evidence of a substantial nature that was either withheld or misconstrued.
- Appeals will be reviewed by the Provost within five business days of filing.
- The Provost, or designated appointee, will 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 will be rendered on the appeal, and the student(s) involved notified of the decision.
- A copy of any appellate meetings and communications will 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.
- The appellate board will be appointed by the Provost and will consist of all SGA officers, a member of the faculty, and a member of the administration.

### *Decision on Appeals*

Based on evidence presented in an appeal, one of the following actions will occur:

- The original decision and disciplinary sanction will be upheld
- The original decision will be upheld, but disciplinary action will be modified
- The original decision and disciplinary action will be reversed

### *Grievance Procedure*

Should a student feel that TBS Student Conduct Policy or the application of the policy is unjust, he or she must inform the Provost in writing within five business days of the appellate hearing. The Provost will arrange a final court of appeal in the form of a Judicial Panel, consisting of the President, a faculty member, SGA President, and a member of the Board of Trustees. Their decision is final and binding.

### *Academic and Disciplinary Action*

Students may face probation, suspension, or expulsion for poor academic performance, academic dishonesty, or disciplinary action initiated by SGA. The severity of the situation will determine the consequence.

- Students who fall below 2.5 GPA will be placed on academic probation for one semester
- If their GPA rises above 2.5, they will be removed from academic probation
- If their GPA remains below 2.5, they will continue on academic probation, and their maximum course load will be reduced at the Provost's discretion
- If their GPA remains under 2.5 after two semesters, they will be suspended for one semester
- Upon readmittance, suspended students may only take one course per semester until their GPA rises above 2.5
- If after two semesters, their GPA remains below 2.5, they will be expelled
- Expelled students may reapply after two semesters. If readmitted, they would be on academic probation and given two semesters to raise their GPA above 2.5. Failure to do so would result in permanent suspension

Students who engage in academic dishonesty (e.g. cheating or plagiarism) will be placed on academic probation for one semester for a first offense, academic suspension for one semester for a second offense, and permanent academic expulsion for a third offense. Expelled students may reapply after two semesters. If readmitted, they would be on disciplinary probation for two semesters.

All documentation of academic discipline becomes part of students' permanent files. Students who dispute an assignment grade, final course grade, or accusation of academic dishonesty should first speak directly with their professor. If this fails to resolve the grievance, they should contact the professor's immediate supervisor in writing to request mediation. If such mediation fails to resolve the grievance, a further appeal may be made in writing to the Provost, unless the Provost is the immediate supervisor of the professor. In this case, the written appeal would be to the President. The third level of appeal is final and binding.

If an SGA initiated offense results in a finding of guilt, and after the appeals process has been exhausted, the guilty party or parties will be subject to disciplinary probation, suspension, or expulsion. The SGA or appropriate appellate board will recommend to the Provost what they view as an appropriate consequence. The Provost will impose the recommended consequence or an adjusted consequence at his or her discretion. Probation would last one semester, suspension two semesters, and expulsion three semesters. Suspended or expelled students may reapply for admission. If admitted, they would be placed on disciplinary probation for two semesters.

### **History**

First issue: Version 1.0, 10-01-2018

*The Bible Seminary*  
**Student Government Policy**

The 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.

*Composition*

1. The SGA 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 an 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 must be a student who has completed a minimum of 12 graduate hours at TBS.

*Procedure*

1. Nominations and elections of new officers will take place in March.
2. Nominations will be submitted to the administration, and with their approval, will be placed on the SGA 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 SGA chapel, oversees the yearly SGA project, meets with the Student Services Coordinator and SGA officers periodically, and serves as liaison to the faculty and Administration.

*Vice-President:* Assists the President, makes announcements in SGA 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 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 SGA activities.

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

### *Vacancies of Office*

1. Vacancies in the SGA 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 SGA officers.
2. The Vice-President will fill a vacancy in the office of the SGA President. Any other vacancies may be filled by special election as deemed appropriate by the Administration and the SGA officers.

### *Parliamentary Procedure*

1. The President oversees the order of business for all meetings of the SGA.
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 Government Association Meetings*

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

### **History**

First Issue: 01-14-2019

*The Bible Seminary*  
**Study Tours Policy**

The Bible Seminary believes well-planned, well-timed, and well-executed study tours to the Holy Land, and other biblically significant locations, can provide deeply enriching, unparalleled educational experiences. The Bible Seminary is committed to partnering with reputable, experienced, and licensed organizations and individuals to provide students and friends of The Bible Seminary with opportunities to participate in unforgettable, experiential, and positively life-impacting tours.

Companies and individuals considered to help plan and execute study tours for The Bible Seminary are carefully scrutinized prior to selection, and reviewed regularly as part of the follow up to each trip experience. However, since The Bible Seminary has no control over any of these companies or individuals, the actions of other trip participants, or the actions of other visitors or residents in the locations visited, trip participants agree to accept full responsibility for all aspects of their trip.

### **Holy Land Study Tours**

- Study trips to Holy Land sponsored by The Bible Seminary are integrated into the educational programs of graduate degree students, and upcoming graduates receive the first priority for registrations.
- Holy Land Study Tour scholarships may be available for graduate degree students – *The Helbig Scholarship* and *Pattillo Scholarship*. To be eligible for a scholarship, students must apply and:
  - Anticipate completing approximately one-half (1/2) of the credit hours required for their graduate degree prior to the trip, unless an approved exception is granted in writing by the seminary President or Provost.
  - Have no outstanding balance on their account – or a TBS payment plan in place that has been approved by the seminary's finance department – AND have no incomplete courses.
  - Holy Land Study Tour scholarships have no cash or reimbursement value other than toward an actual trip as part of meeting student requirements for graduating with a degree from The Bible Seminary.
  - Failure to graduate in a reasonable amount of time or lapsing in enrollment for two consecutive semesters after participating in a trip will under normal circumstances incur liability for a non-graduate to repay the trip scholarship amount in full.
- TBS students may travel on another Holy Land tour to meet their requirement for graduation, if participation in a TBS trip is not an option.
- TBS students unable to participate in a Holy Land Study Tour at all should discuss alternate arrangements with the Provost to meet the degree requirements in lieu of a trip.

### **All Study Tours**

- After current graduate degree students, secondary priority will be given to other TBS students, TBS administration, faculty, staff, or others considered integral to a study tour experience relative to the educational program or students.
- Additional participants – including Board members, relatives, and friends – may join TBS trips if there is space available.
- Details relative to specific itineraries, terms and conditions will be provided in conjunction with tour companies and leaders associated with each individual trip

### **History**

First Issue: 03-05-2014

Revised: 04-13-2015, edited to include additional degree options

Revised: 09-24-2015, editorial clarifications only, no material changes

*The Bible Seminary*  
**Teach Out Policy**

This policy summarizes action plans related to termination of an established TBS program or dissolution of the institution. These commitments will be honored to the extent financial resources allow, timely agreements and arrangements can be made with other qualified educational institutions, affected students adequately comply in a timely manner, and in accordance with TRACS accreditation rules and regulations. Instances which may trigger enacting this policy include:

- TBS notifies TRACS that it intends to cease operation of a program or the institution entirely.
- TRACS termination of TBS accreditation requires such action, or TRACS otherwise requires termination of a program or the institution.
- A state licensing or authorizing agency notifies TRACS that TBS license(s) or legal authorization(s) to provide an educational program has been or will be revoked.

**1. Administration and Organization**

- a. The program/institution will continue to adhere to and remain accountable for complying with TRACS requirements while TBS completes the teach-out plan.
- b. TBS administration will provide direct support until all students enrolled at TBS have completed their studies in accordance with a specific Teach Out Policy Agreement (see DRAFT referenced in section VIII and included as part of this policy).
- c. TBS will provide sufficiency of resources while currently enrolled students complete their studies. Resource support shall include financial, personnel, equipment, facilities, and organizational support. TBS will maintain sufficient faculty by continuing to employ, recruit and maintain qualified faculty.

**2. Currently Enrolled Students**

- a. TBS will continue to maintain open communication with all currently enrolled students. Students will be informed about the status of the program and encouraged to address concerns to Faculty, the Dean, Provost, and President.
- b. TBS will not admit additional students into the terminating program or the institution (whichever is applicable). Current students will receive instruction under the curriculum plan currently in place.

**3. Transfer and Enforcement of Policies**

- a. The TBS Provost will discuss possibilities with students that may express an interest in transferring to another program and attempt to collaborate with other institutions to determine the feasibility of a transfer. TBS will help facilitate the transfer process, as well as seek to inform students about any rules for acceptance of any coursework either completed or in process.
- b. TBS will continue to maintain and enforce TBS student policies, which include those relating to dismissal, progression, and graduation. Students will continue to have the opportunity to contribute to development of academic policies and procedures, evaluation of teaching effectiveness, evaluation of faculty, courses, learning resources as well as the evaluation of programs.

#### **4. Faculty**

- a. TBS will maintain sufficient qualified faculty members to continue to meet the instructional needs of the program. Documentation of faculty qualifications, licensure, continuing education, and evaluations will be maintained in accordance with existing institutional practice.
- b. The Faculty Association will continue to function with written bylaws in place, which may be updated, revised, or edited as needed to ensure the effective functioning of the faculty and program.
- c. Minutes of faculty meetings and committee meetings will continue to be filed and available for review.
- d. Faculty will continue to implement evaluation methods and utilize tools and procedures to maintain and improve quality educational instruction.

#### **5. Program of Study**

- a. TBS will continue to offer educational experiences in conjunction with the program curriculum until the designated date of closure.
- b. TBS leaders will work to secure transfer agreements for each student affected prior to the designated date of closure if possible.

#### **6. Maintenance of Records and Reports**

- a. All current records will be maintained in a secure manner to prevent loss, destruction, or unauthorized use. All records will be maintained for the required specified time and will remain accessible to those with a need for access.
- b. TBS will maintain currently enrolled student application and admission documents, evaluations, and signed receipts of written student policies.
- c. TBS will also continue to maintain the records listed below in accordance with required institutional guidelines:
  - 1) Faculty records
  - 2) Faculty meeting minutes
  - 3) Student catalogs, handbooks, programs of study, mission and goals, curriculum and course outlines
  - 4) Memoranda of agreements with affiliated organizations
  - 5) Strategic assessment and planning documents and program evaluations

#### **7. Schedule and Finances**

- a. TBS commits to providing a schedule to offer all courses needed by students to complete the program in a sequence and on a schedule that will enable them to complete their programs. Students will be expected to take the courses required to complete their programs when offered. Failure of students to take required courses when offered will not obligate the institution to offer the courses again.
- b. Should TBS decide to terminate the teach out, students enrolled at the time of termination will be entitled to any refunds allowed in accordance with existing financial policies. All credits earned by students will remain on their transcripts.

#### **8. Teach-Out Policy Agreement DRAFT (see next page)**

#### **History**

First Issue: Version 1.0, 11-2020

## **Teach-Out Policy Agreement DRAFT**

### **Between Institution XXX and The Bible Seminary**

**Institution XXX**, an institution of higher learning accredited by YYY, and The Bible Seminary (TBS), an institution of higher learning accredited by the Transnational Association of Christian Colleges and Schools (TRACS), agree to this teach-out Agreement to ensure the equitable treatment of students and a reasonable opportunity for students to complete their program(s) of study.

This Agreement will enable currently enrolled TBS students interested in transferring to complete their undergraduate studies at **Institution XXX**. Specifically, **Institution XXX** and TBS agree to the following:

The Agreement will become effective only after TRACS has expressed its approval of all terms of the Agreement.

The obligations pursuant to this Agreement for a teach-out shall terminate when all TBS students accepted by **Institution XXX** pursuant to this Agreement have graduated from **Institution XXX**, have failed to be continuously enrolled at **Institution XXX** or four years from the date of this agreement, whichever comes first.

**Institution XXX** will waive admission application fees for students applying through this teach-out agreement.

Students applying through this teach-out agreement will receive a \_\_\_\_\_ discount in tuition at **Institution XXX**. This tuition relatively matches TBS tuition.

**Institution XXX** will suspend its residency requirement for TBS students transferring under this Agreement.

**Institution XXX** will offer only those courses of study for which it is already approved.

**Institution XXX** will accept all earned credit (inclusive of those credits earned at TBS and those credits awarded by TBS based on TBS's completed evaluation of applicable credit).

Any TBS student who fails to apply, be accepted, and matriculate at **Institution XXX** by \_\_\_\_\_ semester shall be excluded from this Agreement.

Students enrolling under this agreement will be required to meet **Institution XXX**'s program length requirement.

**Institution XXX** will permanently house the records of TBS students who officially enroll at **Institution XXX** pursuant to this Agreement. The records will arrive within 10 days of each student finalizing with the **Institution XXX** Business Office.

**Institution XXX** will accept only students who are in good academic standing as of \_\_\_\_\_.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date shown above:

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(name), President, **Institution XXX**

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Date

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(name), President, The Bible Seminary

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Date

*The Bible Seminary*  
**TRACS Cooperation Policy**

### **Purpose**

The purpose of the policy is to provide guidance on cooperating with the accrediting agency the Transnational Association of Christian Colleges and Schools (TRACS), including in any complaint proceedings.

### **Scope**

TBS may enter into complaint proceedings from time to time with another party. During complaint proceedings cooperation with TRACS guidelines will be followed.

### **Organizational Commitment**

If or when a third party issues a complaint to TBS and TBS enters into formal complaint proceedings. TBS will follow the process described in the TBS Student catalog and TBS student and faculty handbooks that align with TRACS guidelines.

### **TBS Faith Statement Compliance**

Along with the seminary Board's ongoing process of reviewing the covenantal documents and the seminary's renewals of TRACS accreditation (including annual fee payments and accreditation reviews), TBS regularly aims to ensure institutional compliance with the TRACS faith statement. In the event TBS considers altering its faith statement(s) substantially in any way, TBS will submit the proposed changes to TRACS beforehand for review to help ensure compliance.

### **History**

First issue: Version 1.0, 10-12-2018

Second issue: Version 2.0, 03-21-2024. Added "TBS Faith Statement Compliance."

*The Bible Seminary*  
**Travel and Expense Policy**

**1. Purpose**

This policy describes proper reporting of travel, travel-related business expenses, entertainment expenses, and non-travel business expenses in compliance with applicable regulations, including tax regulations under the Internal Revenue Code. This document outlines policies and procedures in general terms and is not intended to cover every possible situation. Specific questions regarding the implementation of any of the policies or procedures herein should be discussed with the Finance Manager.

Assumed within these provisions is a shared commitment by all TBS executives, employees, contractors, and partners to provide exemplary stewardship of the resources provided to us by God, for the advancement of the purpose and mission of TBS.

**2. Scope**

This policy applies to the following individuals traveling, entertaining or incurring non-travel business expenses on behalf of TBS, and who are seeking reimbursement for those expenses from TBS:

- a. Full and part-time employees of TBS.
- b. Students who have been authorized to travel or make purchases for business purposes on behalf of the TBS and whose travel, entertainment and non-travel business expenses are eligible for reimbursement by TBS.
- c. Non-Employees (including members of the board of trustees, contractors, job applicants, guest lecturers, spouses of employees and invited guests) who have been invited to TBS or have been authorized to travel, entertain or incur non-travel business expenses on behalf of TBS.

**3. General Policy**

TBS generally funds and/or reimburses travel and other expenses that have a clear business connection or purpose, supported by proper receipts. Any cash advances for travel are to be accounted against appropriate expenses, with any excess cash advances returned to TBS within 15 days of completion of the travel event.

TBS credit cards are typically made available to employees for the convenience of processing budgeted expenses. Proper reporting of these transactions includes providing copies of receipts, indicating persons involved and noting the business purpose of the expense.

Expenses for which individual reimbursement is requested should be reported using the "TBS Travel and Expense Report Form", with applicable receipts attached for each transaction.

**4. Cash Advances**

TBS provides credit cards to those with likelihood to incur routine travel and other expenses, in part to avoid the need for cash advances. However, there may be travel circumstances where a cash advance may be required. Advances will be provided approximately 10 days prior to the traveler's departure date. Cash advances are to be deducted from the traveler's next submitted Travel/Expense Reimbursement Report balance, with any remaining advance reimbursed to TBS. To obtain a cash advance, please contact the Finance Manager.

**5. Air Travel**

Travelers are expected to balance the selected air fare between the convenience and safety of the flight timing and the most economical coach class airfare reasonably available. Domestic business class and first class travel will not be reimbursed. Travelers should make reservations as soon as travel plans are finalized

to obtain advance purchase discounts. With the prior approval of the CFO, when traveling to destinations outside of North America, business class airfare may be allowed.

**a. Airline Frequent Flyer Programs and Airline Club Memberships**

Membership in a frequent flyer program, airline club or travel's club may be purchased at the personal expense of the traveler and is not reimbursable by TBS. Participating travelers may retain frequent flyer program benefits. However, tickets or other expenses paid with frequent flyer miles for business travel are not reimbursable.

**b. Baggage**

Airlines may charge an extra fee for bags or for bags over a certain number/size/weight limit. Employees will be reimbursed for such charges that are appropriately associated with the necessity of travel.

**6. Rental Cars/Vans**

- c. TBS suggests rental of standard size or full size vehicles, for safety reasons. Vehicles rented in the name of TBS should be obtained through an agency which provides collision damage waivers (typically abbreviated CDW or LDW) at a reasonable cost, and the waivers should be purchased. As an alternative, vehicles can be rented in the name of the driver, if the driver has made pre-arrangements with his or her own insurance or credit card company to cover this use, and the driver is willing to accept the responsibility this includes. Contracts should typically be selected with terms that will minimize the total expense, considering:
- d. Return the vehicle to the rental company with a full tank of fuel, to avoid refueling charges. TBS will reimburse the cost of fuel with receipts, as noted above.
- e. Return the vehicle to the original rental city unless a one-way rental is unavoidable.
- f. Complete a visual inspection of the vehicle prior to leaving the rental lot, noting any signs of damage and documenting those, with confirmation by the rental agent (whenever feasible).
- g. Drivers and all passengers should wear safety belts any time the occupied vehicle is in motion.

**7. Use of a Personal Vehicles**

- h. Use of personal vehicles for TBS business travel will be reimbursed on a per mile driven basis, using the currently valid IRS rate for allowable reimbursement. Road tolls and parking expenses will be reimbursed in addition to the per mile reimbursement.
- i. There is no insurance coverage provided by TBS for drivers or vehicles used for TBS activities. When an individual graciously offers to drive his or her personal vehicle as part of a TBS activity – such as an offsite library visit, retreat, mission trip – the insurance carried by that driver is primarily responsible to cover the vehicle and that driver.
- j. Drivers and all passengers should wear safety belts any time the occupied vehicle is in motion.

**8. Lodging**

Lodging expenses will be reimbursed as incurred. Hotel/motel selections should be made considering the safety and security of the property's location and design, proximity to the meeting/business location, and as economically as is reasonable for the travel circumstances. Travelers may retain any frequent guest or other program benefits provided by the lodging operator.

**9. Meals and Incidentals**

TBS will reimburse cost of meals and incident expenses associated with travel as incurred.

## **10. Entertainment**

If, while representing TBS, whether in the local area or while traveling, it is necessary for an employee to provide meals, snacks, etc., for prospective students, donors, or constituents, including meetings held over lunch or dinner and meetings of the board, teams, etc., the employee will be reimbursed for these expenses.

## **11. Meeting, Conference, and Seminary Expenses**

Reimbursable expenses include registration (if not prepaid), costs of presentations, published proceedings, rental of meeting rooms, and other actual expenses in connection with professional meetings, conferences and seminars.

## **12. International Travel**

International travel must be approved by the CFO prior to making reservations. Actual costs of acquiring visas, tourist cards, required inoculations, immunizations, health cards, etc. are reimbursable.

## **13. Spouse/Family Travel**

A spouse or other traveling family members may occasionally be necessary in representing TBS in an official capacity. In those cases, TBS will reimburse the traveler for those expenses. When the travel of a spouse or family member is not necessary for representing TBS, spouses and family are still invited to accompany travelers during business travel, with the incremental expense remaining the responsibility of the traveler.

### **History**

First Issue: 01-10- 2012

Revised: 08-09-2012; amended rental car and section to clarify insurance provisions.

*The Bible Seminary*  
**Tuition and Fees Payment Policy**

***Tuition and Fees Payment Policy***

**Degree Programs**

- The TBS Academic Calendar identifies payment schedules and deadlines for each semester.
- Degree program students may, after informing the Finance Office, elect an optional payment schedule consisting of four equal monthly payments, with the first payment being due at the stated payment deadline for the applicable semester.
- Degree program students must have paid all outstanding tuition and fee invoices prior to enrolling in subsequent semesters. In circumstances where degree program students have completed all academic requirements for the degree, but have unpaid tuition and fee invoices, diplomas and transcripts will be held pending payment of all due invoices. Students may participate in the graduation ceremony with their class and may be considered candidates for ordination, according to the TBS standards for ordination.

**Certificate**

- Tuition and Fees for Certificate program classes are due upon enrollment.
- In special circumstances, at the discretion of the Finance Office, a similar payment plan of up to four monthly payments may also be utilized for Certificate program tuition and fees.

**History**

First Issue: 08-09-2012

Revised: 11-18-2014; Adds section for graduation, ordination, and diploma distribution in cases of unpaid tuition and fees.

Revised: 07-14-2015: Add requirement for open tuition and fee invoices to be fully paid prior to enrollment in a subsequent semester. Revised to include all degree programs.

*The Bible Seminary*  
**Tuition and Fees Refund Policy**

***Tuition and Fees Refund Policy***

This policy describes the conditions upon which refunds of tuition and fees paid to the seminary by a student or on behalf of a student may be issued. Refunds will generally be returned to the original Payee(s) on record.

For students who withdraw from TBS classes in a normal course schedule:

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

For students taking a special or intensive class not concordant with the standard semester schedule:

- *Prior to the first day of the class* – Full tuition and fees refund, less a 5% administrative fee.
- *Up to one calendar day after the first day of class* – 75% refund of tuition paid; no fee refunds.
- *Up to two calendar days after the first day of class* – 50% refund of tuition paid; no fee refunds.
- *Up to three calendar days after the first day of class* – 25% refund of tuition paid; no fee refunds.
- *On or after four 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. These unused scholarship funds will be redirected back into the seminary scholarship fund for use by other students.

**History**

First Issue: 01-12-2012

*The Bible Seminary*  
**Tuition and Fees Schedule**

### *Certificate Non-Degree Credits*

- TBS Graduate course Audit \$435 per course
- TBS Continuing Education credits \$25 per certificate
- TBS events and seminars (varies)

### ***Graduate Degree Credits – Dual Degree Completion, Master of Arts, and Master of Divinity***

| <b>Classes per semester</b> | <b>Tuition</b> | <b>+ Fees*</b> | <b>= Per Semester</b> | <b>x 2 = Annual Total</b> |
|-----------------------------|----------------|----------------|-----------------------|---------------------------|
| 1                           | \$1,305        | \$185          | \$1,490               | \$2,980                   |
| 2                           | \$2,610        | \$245          | \$2,855               | \$5,710                   |
| 3                           | \$3,915        | \$305          | \$4,220               | \$8,440                   |
| 4                           | \$5,220        | \$365          | \$5,585               | \$11,170                  |
| 5                           | \$6,525        | \$425          | \$6,950               | \$13,900                  |

## Program Costs

| Program   | Years | Courses              | Credit Hours         | Total Min. Cost*                             |
|---|-------|----------------------|----------------------|--|
| Certificate of Theological Studies (CTS) <ul style="list-style-type: none"> <li>• Non-credit option</li> <li>• For-credit option</li> </ul>   | 1     | 9                    | 27                   | \$3,915<br>\$12,535                          |
| Master of Arts in: <ul style="list-style-type: none"> <li>• Church History and Theology (MACHT)</li> <li>• Biblical Languages and Culture (MABLC)</li> <li>• Biblical Studies (MABS)</li> <li>• Biblical History and Archaeology (MABHA)</li> </ul> | 2     | 16<br>18<br>20<br>20 | 48<br>54<br>60<br>60 | \$22,340<br>\$25,070<br>\$27,800<br>\$27,800 |
| Master of Divinity (MDiv)   | 3     | 28                   | 84                   | \$38,970                                     |

\* See "Tuition and Fees Notes" on the next page

## Definitions

- **Full-time:** Full-time degree students typically take 9 to 15 credit hours (3 to 5 classes) per semester.
- **Part-time:** Part-time degree students take less than 8 credit hours (1 to 2 classes) per semester.
- **Audit, Certificate, Continuing Education, or Credit Only:** Non-degree students, including persons who may want to reserve the option of converting the course(s) to degree credits. Limited non-degree students are allowed per class at the discretion of administrators. Grading is Pass or Fail only, with no letter or number grades. Submission of assignments and exams is allowed. Participation in some activities (purchase of required resources, off site trips) may require additional personal expenditures. Online access is provided to class resources. Conversion to degree credit may be allowed upon acceptance into a TBS degree program, provided the student pays the retroactive tuition and fees due in full and course assignments are kept on record and available for assigning letter or number grades. Credits may not be transferable to degree programs in other institutions. Non-degree student payments are due in full upon enrollment. In special circumstances, at the discretion of the Finance Office, a payment plan may be allowed, provided all payments are complete prior to the last day of the semester.

## Tuition and Fees Notes

1. Graduate degree programs
  - a. Audit = \$435 per COURSE (no other fees required)
  - b. Tuition = \$435 per CREDIT HOUR
  - c. Per SEMESTER fees = \$125 (registration, library, and technology)
  - d. Per COURSE fees = \$60 (student activities, student services, and transportation)
2. Total Minimum Cost calculates expenses based on least expensive course options.
  - a. *CTS* = full-time attendance based on 5 courses one semester + 4 courses another semester
  - b. *MA* = full-time attendance based on 5 courses for three semesters plus any additional remaining balance the last semester
  - c. *MDiv* = full-time attendance based on 5 courses each semester for five semesters + 3 courses one semester
3. Biblical History and Archaeology degrees incur additional costs NOT listed here such as expenses for trips to archaeological sites.
4. Fee Amounts
  - Library Fee \$ 35 per semester
  - Registration Fee \$ 35 per semester
  - Student Activity Fee \$120 per semester for Full-time, \$24 per class for Part-time
  - Student Services Fee \$90 per semester for Full-time, \$18 per class for Part-time
  - Technology Fee \$55 per semester (except \$35 per summer semester)
  - Transportation Fee \$90 per semester for Full-time, \$18 per class for Part-time
5. Fee Definitions
  - a. Library – Contributes to the cost of book and journal acquisitions, maintenance, and circulation.
  - b. Registration – Contributes to the administrative cost of processing a student's registration.
  - c. Student Activity – Contributes to the cost of student activities such as retreats, concerts, class parties, and classroom refreshments.
  - d. Student Services – Contributes to the cost of connecting students with career and ministry opportunities, including opportunities to engage with guest speakers and other professionals in class and on-location.
  - e. Technology – Contributes to the cost of providing students with state-of-the-art Bible/study software and training, online course management and student management software, and campus Wi-Fi service.
  - f. Transportation – Contributes to the cost of transportation for field learning exercises to locations such as camps, churches, cemeteries and funeral homes, farms, hospitals, libraries, museums, radio stations, etc.
6. The tables on this form do NOT include:
  - a. Book costs
  - b. One-time *Application Fee* (\$50) for graduate degree students
  - c. One-time *Graduation Fee* (\$325 MDiv/MA, \$375 DDC, \$125 CTS)
  - d. Outside Dual Degree Completion program costs since these vary widely across courses and institutions.
  - e. Late fees, payment plan fees, withdrawal costs, or other costs incurred due to untimely or payment schedules that vary from normal.

## History

First Issue: 05-04-2015.

Revised: 05-01-2017 – Removed \$35 registration fee, changed credit only and audit to multiples of 250 per credit hour (3-credit hour degree course = \$750, 2-credit hour non-degree course = \$500, 1-credit hour non-degree course = \$250). Assigned 14-week Bible Certificate course = \$250, 8-week Bible Certificate course = \$195, and 8-week Bible Certificate with Student Discount = \$99.

Revised: 05-04-2020 – Updated tuition fee schedule to \$350 per graduate credit hour and bible certificate to \$200 per 8-week course; removed Pioneer Scholarship; removed “Degree Program Credit Only, per class” fee; updated “Degree Program Audit Fee, per class” to \$350.

Revised: 07-23-2021 – Updated tuition fee schedule to \$375 per graduate credit hour and associated totals; Bible Certificate to \$225 per 8-week course and \$275 per 14-week course; Degree Program Graduation fees changed to \$300 for MDiv/MA, \$350 DD, \$125 VM, and \$35 BC.

Revised: 05-06-2024 – Updated tuition and fee schedule to \$395 per graduate credit hour and Audit fee, as well as associated totals; graduation fees for VM changed to CTS, and Bible Certificate costs were deleted.

Revised: 07-01-2025 – Updated tuition and fee schedule to \$435 per graduate credit hour and Audit fee, as well as associated totals.

*The Bible Seminary*  
**Whistleblower Policy**

The objectives of the Whistleblower Policy of The Bible Seminary (TBS) are to document policies and procedures for:

- The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, and other stakeholders of the organization, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, auditing matters, unethical/unlawful behavior, or activities that appear inconsistent with the mission/vision of TBS or with its tax exempt status.
- The protection of directors, volunteers, and employees reporting concerns from retaliatory actions.

## **1. Reporting Responsibility**

Each director, volunteer, contractor, and employee of TBS has an obligation to report in accordance with this Whistleblower Policy (hereinafter collectively referred to as Concerns):

- a. Questionable or improper accounting or auditing matters;
- b. Unethical and/or unlawful behavior by one or more directors, volunteers, contractors, or employees;
- c. Any activities that appear inconsistent with the mission and vision of TBS; and
- d. Any activities within TBS operations which could be inconsistent with TBS's tax exempt status as a religious educational corporation.

## **2. Authority of Executive Committee**

All reported Concerns will be forwarded to the Executive Committee in accordance with the procedures set forth herein. The Executive Committee shall be responsible for investigating and making appropriate recommendations to the Board of Directors with respect to all reported Concerns. The Executive Committee is comprised of the Chairperson, Vice-Chairperson, and Secretary/Treasurer of the Board of Directors; the President; and Chief Financial Officer. The Chairperson of the Board is Chairperson of the Executive Committee.

## **3. No Retaliation**

This Whistleblower Policy is intended to encourage and enable directors, volunteers, contractors, and employees to raise Concerns within TBS for investigation and appropriate action. With this goal in mind, no director, volunteer, contractor, or employee who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a director, volunteer, or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the director or volunteer position or termination of employment.

## **4. Reporting Concerns**

- a. *Employees and Contractors:* Employees and contractors should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor and the individual continues to have reasonable grounds to believe the Concern is valid or if the Concern relates to the individual's supervisor, then the individual should report the Concern to the President. If the Concern relates to the President, then it should be reported to one of the members of the Executive Committee. If the Concern was reported verbally, the reporting individual, with assistance from the person to whom it was reported, shall document the Concern. The President (or the member of the Executive Committee

in the case where the concern relates to the President) is required to promptly report the Concern to the Executive Committee, who has specific and exclusive responsibility to investigate all Concerns. If the President, for any reason, does not promptly forward the Concern to the Executive Committee, the reporting individual should directly report the Concern to the Chairperson of the Executive Committee. Contact information for the Chairperson of the Executive Committee may be obtained from the President or VP – Finance & Administration. Concerns may be also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Chairperson of the Executive Committee.

- b. *Directors and Other Volunteers:* Directors and other volunteers should submit Concerns in writing directly to the Chairperson of the Executive Committee. Contact information for the Chairperson of the Executive Committee may be obtained from the President or VP – Finance & Administration.

## **5. Handling of Reported Violations**

- a. The Executive Committee shall address all reported Concerns. The Executive Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.
- b. All reports will be promptly investigated by the Executive Committee, and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern. The Executive Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

## **6. Acting in Good Faith**

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting, auditing practice, behavior, or activity. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the director, volunteer position or termination of employment, contract, or service.

## **7. Confidentiality**

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to dismissal from the director or volunteer position and including termination of employment, contract, or service.

## **History**

First Issue: Approved on 03-03-2013.

Revision: 10-29-2014. Replaced EVP/Provost titles with President, to align with current organization. Approval date remains 03-03-2013.



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**Policy Manual**

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