



Student Handbook

2026-27

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

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

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 Christian 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 Master of Divinity, Master of Arts, and Dual Degree Completion programs and non-degree Certificate of Theological Studies, seminars, and study tours.

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], having been awarded Reaffirmation of Accreditation (I) 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](https://www.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](https://www.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](https://www.nc-sara.org).



Also see:

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

Covenantal Documents

The Bible Seminary requires all administration and staff, Board members, faculty, and certificate and degree students to read and indicate agreement with these covenantal documents that 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 and Mission

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 meanings 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 the validity of 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; I Corinthians 5:1-13 and 6:9-20; I Thessalonians 4:1-8; I Timothy 3:1-13; Titus 1:5-9), and those already serving in ministry leadership who engage in ongoing sinful behavior(s) should be disciplined and removed from ministry leadership (I 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 (I Corinthians 6:9-11; I Thessalonians 4:1-8). Therefore, anyone considering ministry leadership via a path that includes seeking a degree from and/or working for The Bible Seminary should evidence public and private freedom from sinful behavior(s) over time (Matthew 3:8; Acts 26:20; James 2:14-26), since ministry leadership is incorporated into official positions and roles at The Bible Seminary, including administration, board, faculty, staff, 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, Aug 2026)

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 7 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 21st 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.

Admissions

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 under "Admission – Apply" or TheBibleSeminary.edu/getstarted
- Email 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 work load. 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.

New Student Orientation

Newly accepted students will have an opportunity to attend New Student Orientation, usually at or near the beginning of the student's first semester of enrollment. Orientation may consist of a private or group meeting with the Provost and others, and generally includes an overview of TBS academic programs, policies, procedures, resources, and student services. Instructions will be provided on how to access and use the Student Information System. 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.

Course Information and Resources

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

Digital Resources

Academia.edu

TBS encourages students to become members of Academia.edu. Academia.edu is a platform for academics to share research papers. The company's mission is to accelerate the world's research. Academics use Academia.edu to share their research, monitor deep analytics around the impact of their research, and track the research of academics they follow. Over 74 million academics have signed up to Academia.edu, adding 22 million papers. Academia.edu attracts over 46 million unique visitors a month.

Bible Study Software

Graduate students are encouraged to secure access to some type of digital biblical studies software program(s) while attending TBS. If a student does not already have a personal subscription or access, please discuss this with the Provost. The seminary offers Student Technology Scholarship Grants of up to \$500 to graduate students to help purchase Bible software programs such as [Accordance](#) or [Logos Bible Software](#) with proof of purchase. Provided to help students with coursework, the resources can also help students graduate equipped, trained, and ready for action.

Galaxie

TBS provides access to theological journals and Bible study resources online via a [Galaxie Software](#) subscription.

JSTOR

TBS provides access to more than 12 million academic journal articles, books, and primary sources in 75 disciplines through [JSTOR.org](#). JSTOR helps members explore a wide range of scholarly content through a powerful research and teaching platform. Collaboration with the academic community helps libraries connect students and faculty to vital content while lowering costs and increasing shelf space, provide independent researchers with free and low-cost access to scholarship, and help publishers research new audience and preserve content for future generations.

Email Addresses

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

Learning Assistance

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

Student Web Portal – Adding and Dropping Courses

All students should have access to the TBS intranet. All course records and most resources should be accessible through this portal. To access system account information login to the Student Management System (Populi) and click on the “Registration” tab.

The relevant semester will be listed at the top and the sections below will include:

- Selected Courses
- Courses Offered (the following options are available in the drop-down menu):
 - Enroll/Audit
 - Show Available courses with no conflicts
 - Show Available courses
 - Show All courses

To REGISTER for a course:

1. Click “+” next to the course you would like to add.
2. Review details and then click “Add” to confirm or remove the course.
3. Repeat the above steps as often as necessary.
4. When ready to submit the changes, click **Save**.

To AUDIT a course:

1. Select *Audit* in the Enrolled/Auditing selector by *Offered Courses*.
2. Click next to the courses you'd like to audit.
3. Confirm your choice(s) and then save the changes.

To DROP a course you've already registered for:

1. Find the course you'd like to drop under *Selected Courses*.
2. Click to remove the course.
3. Confirm your choice(s) and then click **Save** to finish.

For more details, click “Help” in the upper right corner to search the knowledge base, watch instructional videos, or select other options.

Campus Facilities and Equipment

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

TBS@Katy is the seminary’s main campus at 2655 S Mason Road, Katy, TX 77450. Part of the Great Southwest Equestrian Center (GSWEC) business offices complex, it includes exterior visible signage, parking access (including designated handicapped parking spaces), handicapped entry areas, covered and lighted sidewalks between exterior doors, and outdoor seating. Interior spaces include posted emergency plans, fire extinguishers, doors to both interior and exterior spaces, access to GSWEC restroom facilities and water fountains (both handicapped accessible), access to TBS drinks and refreshments, as well as access to electrical power, coffee machines, microwaves, refrigerators, Wi-Fi, copier services, and other basic classroom and office supplies. Campus suites include the following:

Suite 250 – Museum, Production Studio, and Student Lounge (3 rooms)

- Museum – The Joshua, Judges, and Jesus (3J) Museum includes archaeological artifacts and displays with a standing-room capacity of approximately 40 persons. Built-in audio and video projection enhances the museum exhibit and offer campus overflow capabilities.
- Production Studio – Desk storage, seating, production equipment, and adaptable staging space.
- Student Lounge – Study desk and meeting space with a table and four chairs.

Suite 263 and 599 – Reception, Offices, and Library/Conference Rooms (8 rooms)

- Reception – Seating, office manager’s desk and other office storage units, and copy machine.
- Six offices with bookcases, desks, and various seating arrangements.
- Library/Conference Rooms – Two rooms with built-in wall shelving, including one room with three tables with arrangements that can comfortably seat 14 to 20 people for meetings or individual or group study.

Suite 265 – Storage (1 room)

- Includes moveable shelving and access to interior and exterior doors.

Suite 270 – Classroom (1 room)

- Comfortable classroom seating with four rows of desks and chairs arranged to accommodate up to 40 people, with expansion space for up to 56. Each seated participant has reachable access to at least two electrical sockets, as well as wireless access to campus-wide Wi-Fi.
- Two video projectors with software that allows for dual or split projection.
- Two remote-controlled conference cams, one facing the front of the classroom from the rear and the other facing the rear of the classroom from the front.
- Built-in, wireless, ceiling microphone and speaker array that helps facilitate high-quality, interactive communication between classroom and remote participants.
- Built-in video monitor in the rear of the classroom that allows audience-facing speakers to see and interact with online participants.
- Built-in integrated wall switch that provides one-button control for turning on and off all cameras, microphones, speakers, and video monitors/projectors.
- One large dry erase marker with markers, as well as a speaker-controlled camera and software system that “erases” speakers from online view for better visibility when a speaker physically blocks writing on the board from the view of online participants.
- A production computer system with software to manage presentations and connect online.
- Small kitchen area with cabinets, coffee makers, a microwave, a standard upright refrigerator and freezer (no ice maker), and a water cooler, along with tables for serving food and drinks.
- Movable shelving accommodating the campus bookstore, periodicals, and free book giveaways.

Other Classrooms

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

Campus Offices

The seminary’s main campus offices are located in the Great Southwest Equestrian Center office complex just north of The Mansion on the Grace Fellowship campus, as noted on the campus map. Some office services and supplies, such as large volume copying and some color copying, may incur charges. For more information, contact the Office Manager.

Campus Refreshments

Classroom 270 has snacks available for purchase and free water in the kitchen. Persons who regularly utilize campus coffee makers should bring their own coffee and contribute occasionally to other supplies as needed.

Campus Study Space(s)

The TBS classroom, library, and Student Lounge can be available for independent or group study when not otherwise scheduled. The Grace Fellowship Worship Center porch just south of the TBS main campus offers a variety of outdoor gathering spaces with comfortable seating on a first-come, first-serve basis.

Campus Technology

Access to electrical power and wireless Internet are available in classrooms, offices, the library, and some outside areas on campus. Additional technology assistance may be available from seminary staff, and, if necessary, can be arranged for a fee from an outside contractor associated with the seminary. Laptops and other portable devices are welcome in classrooms as long as they are used for educational purposes and their use is not disruptive to other students or instructors. Cell phones should be set on silent during class, and phone calls should never be conducted in the classroom during class time. In case of an emergency call, please exit the classroom to answer.

Disability Access and Use

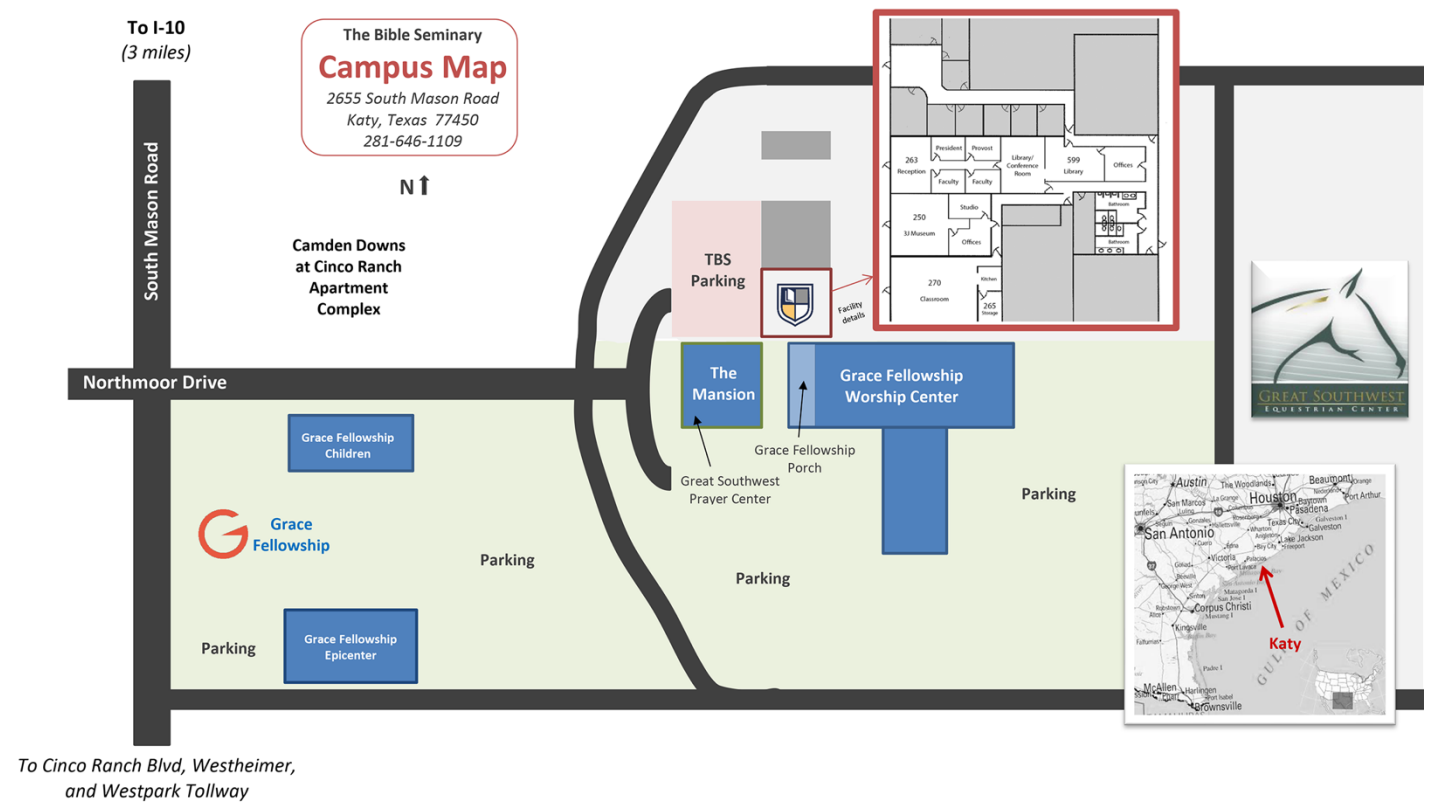
The TBS main campus includes designated handicap parking spaces, ramp access available for all three main entrances, and handicap-accessible restroom facilities. Other instructional sites also have handicap-accessible parking, entry/exit access, and restroom facilities available. For equipment availability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

Great Southwest Equestrian Center Campus

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

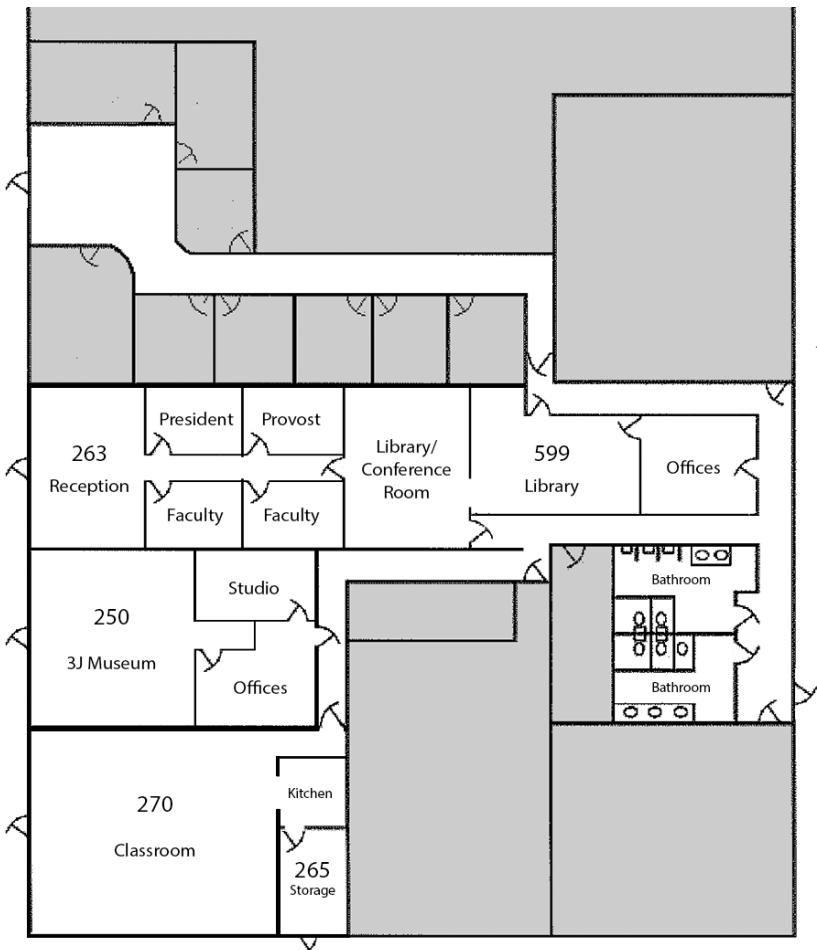
Grace Fellowship Campus

The TBS main campus is located adjacent to the 30-acre Grace Fellowship campus, which includes ample additional parking, restroom facilities, a worship center that can seat around 1600 persons, numerous other various-sized meeting facilities, and a large, covered, outdoor porch with arrays of comfortable outdoor seating available to TBS constituents for casual use, meetings, study, and teaching. The seminary intermittently uses a space upstairs in Grace Fellowship’s Mansion (see “Campus Map”) to host an annual regional ministry leader luncheon, as well as occasionally for fundraisers and other events that require seating for more than 50 and up to 200 participants.



Building inset detail

TBS
Parking



Libraries

The TBS main campus library contains high-quality materials covering many subject areas. The library has approximately 4,500 volumes and 1,200 issues of academic journals, as well as a special collection inherited from Trude Dothan, a celebrated biblical archeologist, of more than 350 archaeological articles. Facilities include tables, chairs, book carts, library stools, electric outlets, and Wi-Fi access.

This library is open for borrowing privileges to TBS faculty, staff, students, and other constituents, as well as members of local churches and schools. Library Hours are Monday through Friday, 9:00 AM to 4:00 PM, except in cases of special events or private reservations.

Regional students have access to the Lanier Theological Library (LanierTheologicalLibrary.org), one the premier biblical research libraries in the United States. Located in Houston, Texas approximately 40 minutes from the TBS campus, this library houses a comprehensive collection of more than 100,000 books, as well as periodicals, magazines, artifacts, and historical documents designed to aid the serious study of Scripture. The library contains several private collections of noted scholars that have been kept intact, and regularly hosts events with noted authors, guest lecturers, and researchers. The library covers the following research areas: Ancient Languages, Ancient Near Eastern Studies, Biblical Studies, Church History, Classics, Dead Sea Scrolls, Egyptology, Monasticism, Patristics, and Theology.

Lanier Theological Library

14130 Hargrave Rd

Houston, TX 77070

281-477-8400

LanierTheologicalLibrary.org



The seminary pays for access for all faculty and graduate students to research and study resources that include [Galaxie](#), [JSTOR](#), and NEAS (*Artifax*, *Bible & Spade*, and *NEAS Bulletin*). The seminary offers Student Technology Scholarship Grants of up to \$500 to graduate students to help purchase Bible software programs such as [Accordance](#) or [Logos Bible Software](#). Other resources include [Academia.edu](#), [Archive.org](#), [GoogleScholar.com](#), and seminary-provided access to RightNow Media ([RightNow.org](#)), the world's largest video-streaming library of Biblical resources.

Parking and Use of Automobiles on Campus

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

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

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

Restroom Facilities

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

Safety and Emergency Response Plan

Introduction

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

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

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

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

Organization

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

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

NON-EMERGENCY Phone Numbers

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

Primary TBS Emergency Contacts

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

Orientation, Training, Exercises

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

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

Procedure for Notifying Emergency Response Agencies

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

1) Describe the emergency

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

2) The Bible Seminary location

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

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

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

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

IN CASE OF EMERGENCY REMAIN CALM CALL 911													
PROVIDE INFORMATION TO THE 911 OPERATOR 1) Describe the emergency • Injury of Illness Requiring Medical Attention or Evaluation - o Number of ill or injured individuals • Fire or Possibility of Fire • Terrorism or Violent Threat • Life Threatening Situation 2) The Bible Seminary location The Great Southwest Equestrian Center 2501 South Mason Road (Physical address) Facilities directly north of Grace Fellowship Mansion including Suite 263 (Offices), 250 and 270 (Classrooms) and 265 (Storage) Answer the operator's questions, but respond "I don't know" if you aren't sure. Unless necessary to protect life, do not move any injured or ill person. Provide comfort and, if someone is available, meet emergency services outside the building. Provide first aid only to the extent that you feel confident in what to do and how to do it.	SEVERE WEATHER If the immediate area is under a severe thunderstorm or tornado warning, close exterior and hallway suite doors and take refuge in the inner hallways outside the hallway doors of the offices and classrooms. Remain in the hallway area until the warning has been released. Students and faculty are advised to utilize warning services available through cell phone-based services to receive notifications of severe weather warnings from the National Weather Service. KTRH radio (740 AM) and www.weather.gov are the best sources of reliable weather information. To confirm open/closed status of the offices and classrooms, contact Lynn Lewis or the TBS main office at 281-646-1109. FIRE EMERGENCY If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with the available fire extinguisher, please do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus. If the extent of the fire is not visually verifiable as incipient stage, call 911 while immediately initiating evacuation, as described here. In case of fire or smoke, indicated either visually, by smell, by notification from others, or one or more alarming smoke detectors, immediately evacuate the building, using the main front (exterior) doors to the parking lot. Those evacuating should leave personal items in place, except to the extent that a minimum number of items can be collected and carried out, as long as this can be completed in essentially one motion while proceeding to evacuate. Close all doors upon evacuation completion and leave the doors unlocked. Gather in the shaded area immediately behind the Great Southwest Equestrian Center sign, due west of the building, at the corner of Champions Way and Northmoor Drive (southwest corner of the parking lot). If any student, faculty, or staff vehicles are parked along the front of the building or near the building and if safe to do so, vehicles should be moved as far west and northwest in the parking lot as practical. This is to protect the vehicles from damage, but also to assure access by responders to the possible sources of fire or smoke. Upon parking, please lock vehicles and return to the gathering point. If, for any reason, the front doors are blocked or the parking area appears unsafe for evacuation, check the back hallway doors for heat, and only if cool to the touch, carefully evacuate through the hallway toward the restrooms, exiting the building through the exterior door immediately across the hall from the restrooms. If this route is used, the gathering point will be in the covered storage area due east of the exterior door. Fire extinguishers can be used to assure safe passage through the hallways to the exit. As evacuation completes, a member of TBS staff, volunteer, adjunct faculty, or student volunteer must verify that evacuation is complete, including verifying common areas and restrooms have been also evacuated. Evacuees are to wait at the gathering point for further instructions or until all clear is announced by response agencies or TBS staff. After full evacuation is verified, individuals may be allowed to wait in their personal vehicles for further instructions or the all clear is issued.												
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Violence or Threatening Circumstances

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

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

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

Severe Weather

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

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

Fire Emergency

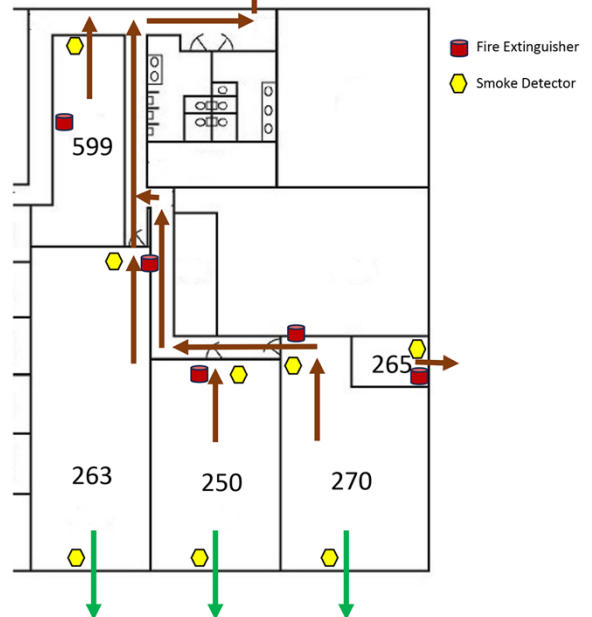
If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with an available fire extinguisher, he or she should do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire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

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

If any student, faculty, or staff vehicles are parked along the front of the building or near the building and if safe to do so, vehicles should be moved as far west and northwest in the parking lot as practical. This is to protect

TBS Fire Evacuation Routes

Contingent Route: Assemble in the covered storage area across the courtyard



Preferred Route: Assemble behind GSWEC sign, at SW corner of parking lot

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

the vehicles from damage, but also to assure access by responders to the possible sources of fire or smoke. Upon parking, students should lock vehicles and return to the gathering point.

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

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

Bomb Threat

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

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

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

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

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

Inspections, Review, and Documentation

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

In the event of notification of 911 or an evacuation, a written record of the circumstances surrounding the event should be prepared cooperatively by the TBS staff members, volunteers, adjunct faculty, or assisting students. Included in this record should be any difficulties or opportunities for improvement that are identified as a result of the event. At least annually, the TBS President shall lead a review of any incidents, reports, and of this plan, assuring completion of any necessary refinements and corrections.

Use of Facilities

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

Prohibitions

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

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

General Information

Academic Advising

Students have access to faculty for advising outside of actual class time. Faculty typically maintain availability at least 15 minutes both before and after classes as a recommended minimum, and full-time faculty maintain office hours at least 10 hours per week. Additional time(s) of availability and contact information should be noted in course syllabi. Full-time faculty and employees may utilize their own office space on campus, anyone may use available classrooms and library/conference room spaces, and adjunct faculty may utilize the available office space as arranged. Off-campus advisement is also acceptable, for instance at teaching sites, at an adjunct's regular office or at restaurants or other establishments, provided all meetings in all circumstances abide by the TBS Ethos statement.

Academic Calendar

The TBS standard academic calendar includes one Fall semester (typically September through December), one Spring semester (typically January through May), and one Summer semester (typically June through August).

Academic Progress

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

Academic Standing

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

Attendance Policy

The seminary process of learning and discipleship includes consistent interaction with classmates, faculty, and other professionals. The Bible Seminary expects students to participate in all regularly scheduled course activities. Excused absences caused by emergency, illness or other justifiable reasons are permitted by instructors as excused. Students who expect to miss a class should notify the professor ahead of time, and all absences should include follow-up by the student to gain access to and review notes, videos, etc. from the missed class(es). For all courses, students must attend at least 75% of class sessions. Course designs determine the maximum absences allowed. For a 5-session course, 1 absence is allowed; an 8-session course, 2; a 13-session course, 3; and a 26-session course, 6. A student with excess absences may be removed from the course, may fail and be required to retake it to obtain credit, and unexcused absences may result in academic probation. Virtual participation, synchronously or asynchronously, is considered the same as being physically present in the classroom.

Class Schedules

Semester classes for the graduate programs are generally held weekdays. Most three-credit hour classes meet twice per week throughout a semester, although some courses may occasionally be held in one week or longer condensed intensives.

Classroom Experiences

TBS offers courses on-campus with distance education options. "On-campus" classes are usually taught on the main campus, but may also be taught at remote instructional locations such as camps, cemeteries, churches, farms, funeral homes, hospitals, ministries, museums, prisons, radio stations, retreat facilities, or other schools. Some classes are conducted on-site in more distant locations, such as in Israel, often in association with specialized degrees and additional, elective educational opportunities (e.g. Holy Land Study Tour).

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

Students may also participate synchronously (live) via online platforms or asynchronously by watching recorded audio/video provided to enrolled students typically within 48 hours of class. Students participating via any of these alternate modes of delivery are held to the same standards as students who attend face-to-face.

Course Load

The Bible Seminary accepts full-time, part-time students, and audit students for most graduate classes, with some limitations, according to the definitions below. The standard course load for full-time students is 9 hours per Fall and Spring semesters, and three hours per Summer term.

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

Course Repetition

Students 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.

Course Work

Each standard three-credit hour course at the graduate level typically requires an additional three to nine hours of work per week outside of class. Full-time students should expect to spend approximately 40 hours per week engaged in classes and course study and preparation.

Credit Hour

One credit hour at The Bible Seminary is equivalent to a minimum of 750 minutes of formalized instruction. Instruction may include classroom instruction, exams, experiential learning (such as internships), field trips, hybrid instruction, online instruction (timed and reported), scheduled formal reading and study sessions, supervised

individual instruction and/or team projects, and workshop instruction, as well as breaks. A three-credit hour course totals 45 hours, including 32.5 hours of formalized instruction. Typically, out-of-class assignments average twice the amount of formalized instruction (1,500 minutes per credit hour). Most graduate courses at The Bible Seminary are designed to include weekly 180-minute sessions. Standard course designs for a 3-credit hour course are based on a 15-week semester that includes a reading week and 14-weeks of:

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

Credit Transfers

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

Transfer of Credit to TBS

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

Transfer of Credit from one TBS Degree to Another TBS Degree

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

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. If approved, the student would be responsible for paying the difference between the audit fee and the graduate cost per course.

Transfer of TBS Credit to Another Educational Institution

Educational institutions are autonomous in determining policies for transfer of credit. Since transfer 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 TBS credit(s) or a degree.

- TBS cannot 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.

Course Exemption

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

Degree Completion Parameters

Full-time students can expect to complete the 84-hour Master of Divinity program in three years, or the 48 to 60-hour Master of Arts programs in two years. Students have up to 10 years from the date of first enrollment to complete the program. Full-time non-degree students could complete the Certificate of Theological Studies program in as little as one year, depending on the availability of courses.

Denominational Requirements

Students with requirements for ordination and/or certification should consult with their organizational representative(s) AND the TBS Provost to ensure mutual compliance throughout the educational journey. Courses such as "THE 550: Denominational History" and "THE 551: Denominational Doctrine and Polity" are designed for unique adaptation depending on the specific denominational cohort enrolled. TBS works with denominational representatives to ensure that course contents, experiences, and teaching team members meet stipulated approvals and parameters.

Enrollment Classifications

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

Enrollment Status

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

Family Education Rights and Privacy Act (FERPA)

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

Students have the right to inspect and review their education records within 45 days after the day The Bible Seminary receives a request for access.

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

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

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

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

Students have the right to provide written consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

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

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

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

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

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

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

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

Grading

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

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

- Incomplete Work** – A student may receive an “I” (Incomplete) in a course if all work for that course is not submitted to the professor or other designated person by 5:00 p.m. on the last day of Final Exam week each semester. Except for unavoidable emergencies, this circumstance requires pre-approval from the professor and the 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.

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), Master of Arts in Christian Studies (MACS), 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>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 & 2 Samuel, 1 & 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	

Master of Arts in Christian Studies (CTS), 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 & 2 Samuel, 1 & 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
Elective III	3
Total = 30	

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:

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

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 & 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 & 2 Samuel, 1 & 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
CAP 590: Capstone	3
Total = 60	

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

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

<u>Required Courses</u>	<u>Graduate Credit hours</u>
ANE 501: Ancient Near Eastern Cultures – <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 & 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 & 2 Samuel, 1 & 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
CAP 590: Capstone	3
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 & 2 Samuel, 1 & 2 Kings</i>	3
PRA 501: Prayer and Worship – <i>Leviticus, 1 & 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 & 2 Corinthians, 1 & 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
CAP 590: Capstone	3
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 & 2 Samuel, 1 & 2 Kings</i>	3
PRA 501: Prayer and Worship – <i>Leviticus, 1 & 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 & 2 Corinthians, 1 & 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
CAP 590: Capstone	3
Total = 48	

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

Master of Divinity (MDiv), Graduate Degree Program

Required Courses	Graduate Credit hours
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 & 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 & 2 Samuel, 1 & 2 Kings</i>	3
PAS 512: Pastor-Leader II – <i>Joshua, Ezra, Nehemiah</i>	3
PRA 501: Prayer and Worship I – <i>Leviticus, 1 & 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 & 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 & 2 Corinthians, 1 & 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
CAP 590: Capstone	3
Total = 84	

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

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

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

Proctored Exams

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

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

If students are not physically present for a quiz or exam, they must pre-arrange a time to take their exam by proctor or to make-up the assessment in person. The professor may delegate a proctor or students may submit a suggested proctor for pre-approval by the administration. Students are responsible to follow up and ensure that they make up exams within one week. Exceptions may be granted on a case by case basis. Students not physically present for an assessment may be required to show a photo ID to the designated proctor to verify their identity before taking the assessment. All course syllabi specify the proctor process for Distance Education students.

(see the following 3 pages for “TBS Proctor Form – Students”)

TBS PROCTOR FORM - STUDENT



TBS Proctor Form - Student

The Proctor Exam form must be submitted **7 business days** in advance of the scheduled date prior to taking any exam, quiz, or any other testing needing academic accountability. The student should submit this form by email at **carousel.pieterse@thebibleseminary.edu**. No exam, quiz, or any other testing needing academic accountability may be taken without having a proctor present.

Student Info

Student Name

Student Email

Course Number

Date of Exam

Course Title

Professor's Name

Proctor Name

Proctor Selection Remuneration

- It is the student's sole responsibility to select a proctor that is not related to him or her and does not have a vested interest in the grade or performance.
- The student should coordinate the date, time, and location agreeable to both parties and select any person who meets TBS's criteria, willing to serve as a proctor.
- The exam may be taken any time during the selected day, according to the negotiated schedules of the student and the proctor.
- The student is strictly prohibited from offering the proctor any payment or other benefit in return for the proctor's willingness to supervise.

The selected proctor must meet at least one of the following requirements.

- Librarian or library employee,
- Active or retired professor, educator, or teacher of any grade level,
- Any employee of an academic institution,
- Pastor, chaplain, clergy or local official,
- Military administrator or professional not related,
- Individuals with administrative or supervisory experience.

TBS PROCTOR FORM - STUDENT



Office Manager's Responsibilities

- The Office Manager will email the proctor to confirm whether he or she agrees and can follow through with the terms of TBS's instructions to conclude the exam process.
- The student will be informed when contact with the proctor occurred.

Distance Education Instructions

Communication with the Proctor during the Exam

- No other people or parties aside from the student is permitted near the testing environment, and all communication between the student and the proctor must be limited to exam instructions only.

Taking the Exam

- The student's full name should be written in the top right corner of every page.
- The student should indicate the total page count on the cover page of the exam, and number every page on the right bottom corner.
- The student should use one side of a page only and endeavor to write legibly.
- The student should remember to leave some space in between answers so that he or she can come back to an answer.
- Cellphones, tablets, laptops, smart watches, and any other electronic devices are NOT PERMITTED.
- Pens, pencils, erasers and reading glasses are viewed permissible.
- The proctor is encouraged to have several blank sheets of 8 1/2 x 11 white paper available in case the student needs to take personal notes that can prove useful.
- The student should be sensitive to the schedule of the proctor and try not to go beyond three hours.

TBS's Academic Code of Conduct

- After the completion of the exam, the student should return his or her exam questions together with the responses to the proctor.
- The proctor is instructed to scan and email the student's exam to the Office Manager at TBS.
- The student is not permitted to retain, copy, or memorize any portion of the exam; or to discuss its contents with any other student in the course who has not yet taken it.
- The student should refrain from discussing the exam with any other student in the class without first asking such student whether he or she has taken the exam.
- The student can use a personal computer in the presence of the proctor, making sure that no other programs or internet sites are open during the exam.
- The proctor should have several blank sheets of 8 1/2 x 11 white paper on hand for scratch purposes.
- The proctor should also provide an extra ball point pen.

TBS PROCTOR FORM - STUDENT

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- When using Word to complete the exam, the student must create a new word document and save it as a temporary exam file with the semester, course, and date as a chosen file name.
- All other identification requirements for the exam paper as stipulated by this policy need to be followed.
- The proctor can provide the exam paper received via email from the TBS Office Manager to the student in any chosen format.
- Both printed as well as an electronic format are acceptable.
- After the completion of the exam, the student has the option to either email the exam to the proctor or print it in the presence of the proctor.
- The proctor will ensure that the written exam is removed from the personal computer of the student as an exam intake procedure.

Student Signature

Date

TBS 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.

TBS 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.

Student Life

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

Student Administrative Services

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

Additional services may include:

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

Student Clubs and Organizations

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

SGA Officers

- President
- Vice-President
- Secretary/Treasurer
- Chaplain
- Activities Director
- Virtual Liasion

Students wishing to form additional clubs or organizations should schedule a meeting with the Provost, followed by a written request.

Student Complaints

Students or prospective students of The Bible Seminary with a complaint should follow the rule of Matthew 18:15-16 as their primary model and as outlined in the TBS Grievance Policy. This includes speaking directly and confidentially with the person most responsible for the situation in a timely manner (within 14 days) in attempt to resolve the problem with dialogue through calm, rational dialogue and Christ-like demeanor. If the conversation does not bring a satisfactory response, or if it is not appropriate for the student or prospective student to speak with the person, the student or prospective student should speak confidentially with the Provost, who can assist in resolving his or her informal complaint. If this process proves unsatisfactory, a formal complaint may be filed to allow both parties due process in resolving an issue not able to be settled informally. The Provost serves as the Complaint Officer for TBS, will advise persons through the formal complaint process outlined in the next section, and 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.

National Council for State Authorization Reciprocity Agreements (NC-SARA)

- [Student Complaint Process](#)

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 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; Website: www.tracs.org.

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

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

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

Student Conduct

All 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.

Student Government

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.

Student Health Services and Insurance

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

Student Ministry and Service Opportunities

Churches and Ministries

All TBS graduate-level students are encouraged to engage in regular ministry activities to help parallel experiential, practical ministry interactions in conjunction with their educational journey. Many students are already employed in vocational ministry positions in churches or para-church settings, while others volunteer in various ministry positions. Many students also supplement these experiences with cross-cultural ministry trips, study trips, and various service opportunities. In any given year, actively enrolled TBS students minister directly to thousands of people regionally and worldwide, and tens of thousands indirectly. Students who need assistance finding opportunities should speak with the Provost. Volunteer and some paid opportunities may also be available at TBS, and notification of these opportunities are typically made known whenever they are available.

- **Community Involvement Service Learning (CISL)**

All TBS students must document CISL hours equal to their enrollment hours (e.g., a student taking two courses must perform 6 CISL hours). Students may not graduate until they meet this requirement. Examples of CISL hours are as follows:

- Attend Student Government Association – 1 per academic year is mandatory
- Public Reading of Scripture – 1 per semester is mandatory; minimum 1 and maximum 3 per semester
- Service Project (Feed the Hunger, Katy Cares, etc.) – preapproval needed
- Big Brother/Big Sister – mentor a new student (register with Student Services Coordinator)
- Peer Tutoring – maximum of 2 per semester (register with Student Services Coordinator)
- TBS Board Meeting – register in advance with the President
- Museum Docent – serve as a 3J Museum volunteer; maximum of 3 per semester
- Missions or Outreach project (preapproval needed)
- Participate in the Evangelical Theological Society (Attend = 1; Present = 2)
- Other (preapproval needed)

CISL forms are due to the Registrar at the end of each semester. Students may not register for the next semester if they have not submitted their CISL form. A member of TBS administration, faculty, or staff must verify all hours prior to submission.

- **TBS Big Brother – Big Sister (BBBS) Program**

All incoming students will benefit from a BBBS who will help them navigate the TBS culture. Other students can also request a BBBS. The benefits include, but are not limited to, the following:

- Navigating the Student Information Management system
- Community Involvement and Service Learning (CISL) opportunities
- Peer tutoring
- Accessing library and study resources
- Best practices
- Scholarships
- Other

TBS students need to register with the Student Services Coordinator, who will make the BBBS assignments. BBBS students receive CISL credit.

Great Southwest Prayer Center (TheGreatSouthwestPrayerCenter.org)

Some students regularly volunteer to serve as part the ministries of the Great Southwest Prayer Center. For more information about volunteering, call 281-647-7729 (PRAY), or email info@TheGreatSoutwestPrayerCenter.org.

The Katy Church (TheKatyChurch.org)

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

For contact information for regional churches and ministries, viist TheKatyChurch.org and click "Church Dirctory."

Student Cultural, Educational, and Religious Opportunities

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

- *Cities:* [Fulshear](#), [Houston](#), [Katy](#) (CityOfKaty.com, KatyChamber.com, KatyChristianChamber.com, KatyChristianMagazine.com, KatyMagazine.com), [Pearland](#), [Richmond](#), [Rosenberg](#), [Stafford](#), [Sugar Land](#) (FortBendChristianMagazine.com, SugarLandTX.gov), [Tomball](#)
- *Counties:* [Fort Bend County](#), [Harris County](#), [Waller County](#)

Education: [College of Biblical Studies](#), [Houston Baptist University](#), [Houston Community College](#), [Lone Star College System](#), [Rice University](#), [San Jancinto College](#), [Texas A&M University](#), [Texas Southern University](#), [University of Houston](#), [University of St. Thomas](#), [University of Texas](#), [Wharton County Junior College](#)

Vocational Services

TBS provides career counseling and vocational services under the direction of the Provost. Students are encouraged to work with the Provost and others to explore vocational options and pursue specific paths during their educational journey, and engage in seeking continuing assistance as alumni as warranted.

For more information, contact The Bible Seminary at:

The Bible Seminary
2655 S Mason Road
Katy, TX 77450

281-646-1109 (Phone)

Info@TheBibleSeminary.edu
TheBibleSeminary.edu

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