

Texas Independent Baptist Seminary & Schools

Student Handbook



2025-2026

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Texas Independent Baptist Seminary & Schools

2025-2026

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This handbook contains essential information for all students enrolled at Texas Independent Baptist Seminary & Schools (TIBS). It outlines what you can expect from our faculty and staff, as well as our expectations of you as a student. It is your responsibility to read and adhere to the procedures and guidelines in this handbook.

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Welcome From Pastor Gray

Thank you for choosing Texas Independent Baptist Seminary & Schools! We are dedicated to training you both in knowledge and understanding of scripture and in the practical aspects of day-to-day ministry. As a student, you will engage with our teachers in the classroom during the week and work alongside them and many others in ministry on the weekends, both here and with our sister churches in the area.

Many people, including your family and pastor, have invested in your growth throughout your life. We are excited to partner with them as you take the next step in fulfilling God's will for your life.

Our promise to you is to support you in Christian fellowship. While every organization needs procedures and guidelines, our goal is to guide you as a Christian brother or sister, directing you with care and respect. Inspired by James 3:17-18, we embrace wisdom that is pure, peaceable, gentle, and full of mercy, without partiality or hypocrisy.

As Chancellor of this esteemed institution, my door is always open to you. I look forward to our time together here and to many years of Christian fellowship ahead.

Pastor Bob Gray II

Chancellor

Texas Independent Baptist Seminary & Schools

Academic Calendar

Fall Semester

Residence Halls Open	Wednesday	8/27/25
Fall Orientation Begins	Thursday	8/28/25
Fall Orientation Ends	Friday	8/29/25
Labor Day - no classes	Monday	9/1/25
Session 1 Begins	Tuesday	9/2/25
Session 1 Exams	Thursday	10/2/25
Session 2 Begins	Monday	10/6/25
Session 2 Exams	Thursday	11/6/25
Veteran's Day Observed	Monday	11/10/25
Session 3 Begins	Tuesday	11/11/25
Thanksgiving Break Begins	Monday	11/24/25
Session 3 Resumes	Monday	12/1/25
Session 3 Exams	Thursday	12/18/25
Christmas Break Begins	Friday	12/19/25

Academic Calendar

Spring Semester

Residence Halls Open	Wednesday	1/7/26
Spring Orientation Begins	Thursday	1/8/26
Spring Orientation Ends	Friday	1/9/26
Session 4 Begins	Monday	1/12/26
Session 4 Exams	Thursday	2/12/26
Session 5 Begins	Monday	2/16/26
Spring Break Begins	Monday	3/9/26
Session 5 Resumes	Monday	3/16/26
Session 5 Exams	Thursday	3/26/26
Spring Soul Winning Blitz Begins - no classes	Monday	3/30/26
Session 6 Begins	Monday	4/6/26
Graduate Brunch	Thursday	5/7/26
Session 6 Exams	Thursday	5/7/26
TIBS banquet	Friday	5/8/26
End of Year Activity	Monday	5/11/26
Commencement	Tuesday	5/12/26

TIBS Core Values

The Word of God

We uphold the King James Bible as the foundation of all knowledge and wisdom (Proverbs 1:7; 9:10) and call all staff and students to live by its teaching.

“But that on the good ground are they, which in an honest and good heart, having heard the word, keep it, and bring forth fruit with patience.” Luke 8:15

Personal Soul Winning

Every believer bears the responsibility to share the gospel. All students and staff are expected to witness weekly.

“Go ye into all the world, and preach the gospel to every creature.” Mark 16:15

Biblical Standards and Convictions

We stand for Biblical Christianity, marked by personal obedience and separation from the world.

“Be ye doers of the word, and not hearers only...” James 1:22–24

“Beware lest any man spoil you through philosophy and vain deceit...” Colossians 2:8

Ministry

Ministry means caring for others. TIBS trains students to build people up in the Lord.

“For the perfecting of the saints... for the edifying of the body of Christ.” Ephesians 4:12

Personal Character Development

Scriptural principles must be lived out. Students are guided in discipline, stewardship, and responsibility.

“And beside this, giving all diligence, add to your faith...” 2 Peter 1:5

Biblical Foundations for Rules of Conduct

This handbook sets policies in three general areas:

Procedures

“Let all things be done decently and in order.” I Corinthians 14:40

The ministry is often a complex machine having many moving parts. As such, it is important that everyone involved understand the various processes involved so that the ministry runs smoothly. This is also true of the academic institution. Many of the guidelines in this handbook outline procedures to follow on a day-to-day basis, helping to avoid confusion.

Personal Commitment to Christ

“Let every one that nameth the name of Christ depart from iniquity.” II Timothy 2:19

TIBS seeks to uphold the standards of the scriptures and to honor Christ in all that we do. In matters of personal conduct, the King James Bible is our final authority. This handbook references matters of Christian character and morality from the Word of God as a standard by which we ask both our staff and our students to abide. In matters not specifically covered in the handbook, the Bible itself may be used as a reference for admonishment, correction, and discipline.

Protection of a Student’s Christian Testimony

“Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.” I Timothy 3:7

The policies in this handbook offer students a clear set of guidelines for personal conduct. However, the Seminary reserves the right to introduce additional policies, correct errors, or modify existing policies at any time as needed. Students will receive written notification before any new or revised policy takes effect.

General Principles of Conduct

Covenant Of Christian Living According To The Scriptures

Every student is expected to guide his behavior and conversation according to the scriptures.

If at any time a student chooses not to abide according to scriptural principles or fails to correct behavior not in accordance with the scriptures when given the opportunity to do so, that student will forfeit the right to be enrolled in courses at TIBS or to live in the residence halls.

Principle of Spirit-filled Living

The following areas may result in immediate dismissal without admonishment being given or correction being allowed. This decision will rest solely with the chancellor.

- Sins of the Flesh, Ephesians 5:3-7
- Sins of the spirit, Galatians 5:14-21
- Worldly lifestyle, I John 2:15-16

Each of the above scriptures is given as an example; other scriptures in each area may be applied; at all times, the chancellor determines how the scripture applies.

Principle of Honesty

- Dishonesty is cause for immediate discipline or dismissal.
- Dishonesty is defined as lying, misrepresenting the truth in any way, or allowing a falsehood to remain unchallenged to one's advantage or to the advantage of another.
- Academic dishonesty, presenting academic work that is not one's own as if it were, is cause for academic discipline, including but not limited to the grade of zero being applied to an assignment, test, or project in question; immediate failure of the course; suspension from classes; or dismissal.

Principle of Christian Testimony

“Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.” I Timothy 3:7

- At times, a Christian may give the appearance of doing wrong even though he has not actually done so (I Thessalonians 5:22).
- Some of these instances are laid out in this handbook.
- If circumstances arise not explicitly covered in this handbook, but which the administration judges harmful to the student’s Christian testimony, admonishment will be given, followed by correction and discipline if necessary.

Corrective Procedures

The following outlines the steps the seminary follows when a student violates institutional guidelines or biblical principles. This system follows three basic levels of corrective procedures: admonishment, correction, and discipline.

Admonishment

An admonishment is a formal warning issued by a staff member to a student. Admonishments are the first step for nearly all rule violations unless otherwise noted in the handbook. Some rules bypass this step and move directly to correction, discipline, or expulsion. These exceptions are clearly indicated next to the applicable rules.

Procedure

- The staff member reports the infraction to the registrar's office using an online admonishment form.
- The registrar records the infraction and sends an email notification to the student.

Correction

When a student fails to respond appropriately to an admonishment or violates the same rule a second time, a corrective meeting is scheduled between the student and the appropriate staff member to address the issue. The purpose of this meeting is to identify the root cause of the issue and guide the student toward self-correction through clear expectations and support.

Procedure

- A staff member reports the infraction to the registrar's office using an online admonishment form.
- The registrar records the infraction and sends an email notification to the student, noting that this is the student's second offense of this rule.

- Additionally, the student receives a notification for a scheduled meeting with the appropriate staff member, who will clearly explain what must change:
 - **Dean of Men or Women:** Residence Hall and General Conduct Infractions
 - **Registrar:** Academic Infractions
 - **Chancellor and/or Weekend Ministries Director:** Ministry-related Infractions
- A written summary of the correction and expectations is placed in the student's file.
- The student receives a copy of the documentation.

Discipline

If a student fails to meet expectations set during the correction phase, or breaks the same rule a third time, a disciplinary mark is added to his record. The student will be notified of this via email and receive formal consequences for the continued violations or repeated offenses. These consequences are detailed in the following section.

Disciplinary Consequences

Each repeated infraction of the same rule (beginning with the third occurrence) is recorded as a disciplinary mark on the student's record. The consequences for each violation depend on the area of the rule broken as follows:

For Residence Hall and General Conduct Infractions

- A 30-minute work assignment will be issued.
- This assignment must be completed within two weeks of notification, or by the end of the semester, whichever comes first.
- If the work is not completed, a \$10 fine will be assigned.
- The student may choose to pay the \$10 instead of completing the work assignment.
- All fines must be paid before re-enrollment.
- If the student does not re-enroll, transcripts will be withheld until any fines are paid.

For Academic Infractions

Two percentage points will be deducted from the final grade of the affected class for each disciplinary mark in these areas.

- Tardiness to class
- Violations of the *Conduct in Academic Classrooms* or *Electronic Devices in Class* policies of the handbook

For Ministry-Related Infractions

- The student will meet with the Chancellor and/or the Weekend Ministry Director.
- They will determine an appropriate disciplinary action based on the nature of the infraction.

Student's Right to Appeal

Every student has the right to appeal any correction or disciplinary action.

How to Appeal

- Submit the appeal in writing – either on paper or by email – to the registrar's office.
- Include a clear explanation of the reason for the appeal.

Final Decision

- Once the administration reviews the appeal and makes a decision, that decision is final.
- A second appeal on the same issue will only be considered if new information becomes available.

Appealing to the Chancellor

A student may appeal directly to the Chancellor at any time.

Suspension, Dismissal, and Withdrawal

Suspension

Circumstances

- Student receives three or more disciplinary actions in a single semester.

Action

- Student is withdrawn from all classes with grades of WP (Withdrawn Passing) or WF (Withdrawn Failing).
- No tuition refund is given for the semester.

Duration

- At the Chancellor's discretion, a student may be permitted to complete the current session before the suspension takes effect.
- The suspension may then apply to a single session or to the remainder of the semester.

Residence Hall Policy regarding Suspension

- The Chancellor determines whether a suspended student may remain in the residence halls.
- If permitted to remain in the residence hall, the student must continue to follow all handbook guidelines during the suspension period.
- Additional restrictions may apply to campus access and privileges.

Dismissal

Definition

- Complete removal from all classes and loss of all privileges.
- Grades of WP or WF issued for each incomplete course.

Additional Requirements

- Dorm students must vacate within 24 hours or at the discretion of the Chancellor.
- If the student is under 21 and unmarried, the parents or legal guardian of the student will be notified.
- The student's home pastor will also receive a courtesy call.

Reapplication Policy

- The dismissed student must wait two full semesters before applying for readmission.
- Reacceptance is not guaranteed.

Voluntary Withdrawal

- The student must inform the Chancellor of the student's intent to withdraw.
- If the chancellor does not agree with this decision, the student may not formally withdraw from classes.
- If the student then does not attend classes, absences will be recorded, and any missed tests or assignments will receive a grade of zero.
- If the chancellor agrees to the withdrawal, then the student must also complete all withdrawal steps listed next.

Steps for Dismissal or Voluntary Withdrawal

Failure to complete these steps will result in the student being ineligible to reapply and having transcripts permanently withheld.

1. Meet with the Registrar

- Complete the Withdrawal from Classes form.
- Receive “WP” or “WF” marks for each current course.

2. Return Keys and Fobs

- Turn in all items at the front desk in the Wayne Daniel building.
- Missing items will result in fines.

3. Provide a Forwarding Address

- Submit to the Wayne Daniel front desk.
- Mail will be forwarded for up to six weeks.
- After that, it will be discarded or returned to sender.

4. Settle Financial Obligations

- Student must pay all tuition, fines, and assessed damages per the Financial section of the catalog.

Rules of Conduct

General

If at any time a student manifests a detrimental influence or spirit of controversy, or engenders a spirit contrary to the purpose and principles for which the Seminary stands, that student is subject to dismissal even though the student may not have broken any specific rule or regulation.

Attendance is required at school events, including TIBS chapel, Emmanuel Baptist Church of Longview services (including special meetings), Fall and Spring student orientations, ministry requirements, and Commencement activities and exercises. (Immediate Correction or Discipline)

Students must arrive 15 minutes prior to the scheduled start of a ministry event, including all meetings, outreach events, and church services. Students are responsible for checking in according to the method indicated by the staff for each event. Failure to do so will be treated as an absence from that event.

Students participating in internships at area churches or in the Regional Student Program will be exempt from Emmanuel Baptist Church of Longview services if they are attending their assigned or home church services.

A man or lady is accepted into TIBS based in part on their faithfulness to church and the ministry. Unexcused absences from either at any time may result in discipline or dismissal.

Wives and children of TIBS students should abide by the same rules of conduct as the student.

Students should tithe off their increase to the local church (immediate correction or discipline).

Biblical Standards

Students may not listen to, watch, or possess in any form any entertainment via any medium that is not in conformity with Biblical standards as upheld by the Emmanuel Baptist Church of Longview.

Additionally, students should not make such entertainment topics of conversation. *"...for of the abundance of the heart his mouth speaketh."* Luke 6:45

Playing games on phones or other devices is prohibited on TIBS and EBC campuses.

Additionally, a student's personal social media accounts and use of social media should always honor Christ and the scriptures, conform to the Biblical standards upheld by EBC, and be in accordance with a pure Christian testimony.

Chapel and Church Services

- Attendance at chapel and all regular church services is required for all students.
- Students are expected to arrive on time; tardiness will result in corrective procedures outlined in this Handbook.
- No food or drinks are permitted.
- The use of electronic devices is strictly prohibited unless authorized by the administration.
- Unless otherwise directed by a ministry leader, students should sit on the main floor of the auditorium, in the center three sections, during all EBC church services.
- If a student is not actively engaged in a ministry during the Sunday school hour, the student must attend Sunday school.

Communications with Staff and Faculty

Students are expected to respond to any and all communications from staff and faculty in any form (text, email, etc.) within 24 hours. Students are held responsible for any information given, regardless of whether they acknowledged the communication or not.

Conduct in Academic Classrooms, Hallways, and Chapel

Attention, decorum, consideration, and respect are expected from students in the academic classrooms (including the lounge), in the academic hallways, and in chapel at all times.

Attention – During class, students should give proper attention to the teacher and to the material being presented.

Decorum – Students should maintain proper posture at their seats and keep their work areas neat and organized. Students may not leave their personal items in a classroom once that class is over. Students are not allowed to leave any personal possessions in empty classrooms.

Consideration – At no time should a student become a distraction to the teacher or to his fellow students, either in class or in the academic hallways or lounge, while classes are in session.

Respect – Students should show due regard for those around them; politeness, kindness, and courtesy must always be applied to both the teacher and fellow students.

Electronic Devices in Class

- No electronic devices are permitted in classes.
- This includes—but is not limited to—cell phones, smart watches, laptops, tablets, earbuds, and any device capable of sending, receiving, or displaying messages or content.
- Upon entering the classroom, students must place all such devices in the designated area provided by the instructor. Devices must remain there for the duration of the class period.
- Devices must be silenced or powered off before being placed in the storage area.
- Exceptions will only be granted in rare cases and must be approved in advance by the chancellor.
- Students found in possession of unauthorized devices during class will face disciplinary action.
- Instructors may occasionally allow supervised use of laptops or tablets for specific in-class assignments; students will be notified in advance when this applies.

Employment

- A student's employment must be approved by the administration
- Students may not work before 2:00 pm on Saturdays, and then only if their ministry duties permit
- Ladies may not work later than 12:30 am
- Students must give a two-week notice prior to leaving a place of employment
- Any change in employment status, including termination, must be reported to the TIBS administration immediately; failure to do so may result in correction or discipline without prior admonishment.
- Students terminated from a place of employment may face additional discipline depending on the circumstances.

Living Off Campus

Only these students may live off campus:

- Students living at home with immediate family members
- Married students
- Single students over 25 years of age

Media and Advertising

Students may not present themselves as representatives of EBC or TIBS. Students may not make any public use of the name Emmanuel Baptist Church, Texas Independent Baptist Seminary, or associated staff, for any reason.

Students may not make merchandise of any sort with the EBC or TIBS name or logo without express permission from the administration.

Students may not advertise or sell any commercial products on the EBC or TIBS campus at any time.

Students may not make and/or release audio or video recordings of TIBS classes or the Residence Halls without permission.

Public Gyms

Seminary students may not visit gyms or fitness centers unless under a doctor's care, and then only those located in medical facilities or on associated campuses.

Common Areas Policy

Common areas are any areas used in common by the entire student body and staff. These include, but are not limited to, the student lounge, the Wayne Daniel building common areas, the Student Center, classrooms, dining areas, and other common rooms.

Additionally, at least **three** students and/or staff members must be present in a common area when individuals of opposite genders are present.

To foster a respectful and welcoming environment for everyone:

1. **Cleanliness:** Students must clean up after themselves and report any significant cleanliness or maintenance issues to the administration.
2. **Organization:** Items that belong in common areas must be properly organized and returned to their designated storage areas after use.
3. **Personal Items:** Personal items left in common areas unattended or after hours will be removed and disposed of.
4. **Noise:** Noise levels should be kept reasonable to ensure common areas remain comfortable and functional for all users.
5. **Food and Drinks:** Trash should be disposed of properly and any spills cleaned up immediately to maintain a clean environment.
6. **Conduct:** Disruptive behaviors, including horseplay (rough or reckless actions that could cause harm or disturb others) or any actions that are disrespectful or inconsiderate to others, are not permitted.

Campus Facilities

The following guidelines concerning buildings and areas of campus are to be followed with respect to normal operating hours and allowable student access (immediate correction or discipline).

EBC Main Building

- Student access for academics is Monday – Friday, 7:30 am – 1:00 pm (key card access)
- Access for students also includes all church services, including special services and church-sponsored activities, all official ministry meetings, and ministry activities
- At all other times, the EBC Main Building is off-limits

Gymnasium

- The gymnasium is off-limits at all times except for sponsored events

Longview Christian Academy

- Longview Christian Academy is off limits at all times except for education majors performing in-service or student teaching practicums
- If a TIBS student is a parent of an LCA student, the student should follow all guidelines given to LCA parents regarding visiting the school building

Dining Hall

- The Dining Hall is off-limits at all times except for scheduled meals and sponsored events
- The kitchen area of the dining hall is off-limits at all times, even during meals and events

Wayne Daniel Administrative Building

- The Wayne Daniel building is open Monday through Thursday from 7 am to 3 pm
- The Wayne Daniel building is off-limits at all other times except for sponsored activities

Church Bible Publishers (CBP)

- The CBP building is off-limits at all times except for students employed there

CBP Bookstore

- The CBP Bookstore is available during its posted hours

Residence Halls

- The Residence Halls are off-limits to all non-residents at all times
- Visitors may request a tour of the residence halls through the front desk secretary in the Wayne Daniel Building
- Visitors who desire to stay in the residence halls overnight must obtain permission from the chancellor

TIBS Student Center

- The student keycard provides students with access to the student center, Monday through Friday, from 8:00 am to 10:30 pm. (Note all guidelines regarding Common Areas on p. 18.)

Campus Safety and Emergency Procedures

Visitors

TIBS is a closed campus. Visitors should obtain permission from the administration prior to visiting classes and/or chapel and touring any campus facilities.

Firearms/Weapons

Firearms, explosives, and weapons of any sort, lethal or non-lethal, are prohibited anywhere on campus and during any sponsored activity, regardless of location. Folded pocket knives are permitted, but no blades longer than 5 inches. Exceptions may only be made by the chancellor.

Use of Automobile

- Students operating a vehicle on campus must submit a copy of their license and proof of registration and insurance to the registrar's office
- The speed limit on campus is 10 mph
- Parking
 - Off-campus students are to park in the north parking lot in front of the Robert Holland Gymnasium
 - Residence hall students are to park in the Residence Halls parking area along the cast iron fence
- On days when Longview Christian Academy is in session, students should not use the access road from 7 a.m. to 4 p.m. unless they are dropping off or picking up children from LCA.

Fire Alarms

In the case of a fire alarm, students in the residence halls should quickly but safely exit the building.

Residence hall students should then congregate in front of the gymnasium, if it is safe to do so; otherwise, they should gather in the church parking lot by the front sign.

If a fire alarm sounds during academic hours, students should follow the posted signs in each classroom to exit the building safely.

If no administration member is present, one student should contact a member by phone.

Buildings must be inspected by the fire department before occupants may return.

Falsely reporting a fire or setting off a fire alarm or tampering with fire safety equipment is a violation of state law and will be dealt with as such.

Any fines accrued by the seminary for false fire alarms may be passed on, in whole or in part, to the student responsible.

Sickness and Absences

If a student will be absent from class, church, or ministry assignment for any reason, the student should contact the appropriate person (see below) by text or phone call prior to the absence or as soon as possible.

- **Class** – contact Dr. Koenig
- **Church service** – Dean of Men or Dean of Women
- **Ministry assignment** – Juan Meave

Contact information for the individuals mentioned above is available in the Staff Directory located at the back of this handbook.

Residence hall students with symptoms of illness should isolate themselves; in the case where a student shares a room with another student, a separate room in the residence hall will be designated as an infirmary.

Residence hall students with symptoms of illness should not visit the lunchroom; they may ask another student or a staff member to pick up a to-go meal for them.

Conduct Toward the Opposite Gender and Dating

I Corinthians 7:1, I Timothy 3:2, I Thessalonians 5:22

To maintain a Christ-honoring testimony and uphold biblical standards of conduct, the following rules govern all dating and male–female interactions.

Approval & Supervision

- All dating must be approved in advance by the chancellor, the student's parent(s), and home pastor.
- A date is defined as traveling together or meeting for the sole purpose of spending time together outside a large group setting.
- A large group is defined as five or more individuals.
- All dates must be chaperoned. Chaperones must be approved by the chancellor.
- Students on academic probation (GPA below 2.0) or under disciplinary correction may not date.

Behavior & Christian Testimony

- Students must maintain proper Christian behavior toward the opposite gender at all times, in accordance with I Corinthians 7:1.
- Physical touching is prohibited.
- Students of opposite gender must maintain sufficient distance to avoid the appearance of physical contact, including when observed from a distance or any direction.
- A man and a lady may not isolate themselves from a group or be in a location where they cannot be easily seen or heard.

Transportation & Boundaries

- Students of the opposite gender may not ride together in the same vehicle, except in the following cases:
 - When on a chaperoned date approved by the chancellor
 - When participating in ministry travel approved by a pastoral staff member or TIBS administrator
- Residence hall students must comply with all campus boundaries and curfew regulations at all times.

Dining Hall

TIBS Dining Hall provides breakfast and lunch meals according to the following schedule.

- Monday – Thursday
- Breakfast, 7:30 – 7:50
- Lunch, 11:40 – 12:10

Breakfast and lunch are included in the room and board cost for residence hall students.

Off-campus students may buy lunch for \$4.00, payable in the lunch line.

Students may request their lunch in a to-go container.

At lunch, to-go items are available for residence hall students to take for dinner and for weekend meals.

No open food items or uncovered drinks should be taken from the dining hall.

The kitchen area is off-limits at all times.

Students should leave tables clean, dispose of trash properly, and take all silverware, plates, etc., to the dishwashing area after their meal.

At times, an alternative meal schedule may be used – these will be posted, and students will be notified in advance.

The kitchen is not in operation on scheduled holidays, including:

- Labor Day
- Veteran's Day
- Thanksgiving Break
- Christmas Break
- President's Day
- Spring Break week

Dress Code

General Principles

At all times, students are expected to maintain a neat and presentable appearance that reflects the standards of the seminary.

For both genders, clothing must always be modest, professional, well-maintained, neat, and gender-appropriate. More specific guidelines for the two genders follow.

Dress Code - Men

Hair and Grooming

All men are required to be clean-shaven and well-groomed. A well-groomed hairstyle is defined as neatly combed or styled, kept off the ears, above the collar, and above the eyebrows. Sideburns should follow natural growth patterns. Worldly and trendy hairstyles are not permitted. Consistency in grooming and hairstyle must be maintained throughout the year.

General Guidelines

- Shirts are to be appropriate and conservative. Undershirts must always be worn with dress shirts.
- Pants must be modest and properly fitting, neatly pressed with a crease (where appropriate), and worn with a belt if designed to be worn with one.
- Docker-style pants may be worn instead of dress pants for classes and sponsored events. However, they must be clean, neatly pressed with a crease, and worn with a belt.
- Only dress pants are allowed for church services.
- Shorts may never be worn.
- Clean and well-maintained dress shoes or boots must be worn for church, school, and soul-winning activities; exceptions will only be made for medical reasons.
- Shoes with laces must be tied.
- No necklaces or bracelets are allowed on men except for medical purposes.

Specific Guidelines

- **Class and Lunchroom** - Dress shirt, tie, and dress pants or docker-style pants
- On days when there are no classes, residence hall students may wear appropriate casual clothing (defined next) to the lunchroom
- **Chapel** - Dress shirt, tie, and dress pants or docker-style pants, and a sport coat
- **Church Services** - Sport coat, dress shirt, tie, and dress pants (*no docker-style pants for church services are allowed*)
- **Ministry Activities** - Dress shirt (or ministry-provided polo shirt) with or without a tie (at the ministry leader's discretion), dress pants or docker-style pants
- Men should not wear hats or caps indoors or during ministry activities

Merch Monday and Casual Dress Policy for Men

On Mondays, students may wear casual attire to class if they wear official TIBS merchandise. The TIBS merchandise must be visible (not covered by another article of clothing).

Shirts

- On Merch Monday, students must wear official school merchandise (e.g., T-shirts, hoodies, etc.) as the outermost layer.
- On announced casual days, a shirt with a collar is acceptable.

Pants

- Dress pants, khakis, or chinos are permitted.
- Jeans are allowed but must be in good condition (no rips, tears, or holes).
- Sweatpants, athletic pants, and excessively casual clothing (i.e. in poor condition) are not permitted.

Footwear

- Clean, casual shoes such as sneakers or loafers are acceptable.
- Slippers, flip-flops, or overly worn shoes are not permitted.

Accessories

- Hats or caps are not allowed to be worn in class.

Dress Code - Ladies

- Hair / Jewelry / Accessories
 - Hair length should cover head and ears as to promote the glory of the lady. I Corinthians 11:14-15
 - Natural hair colors so as not to promote the current culture but the hidden man of the heart. I Peter 3:3-4, Titus 2:12, I Timothy 2:9-10
 - No excessive or worldly jewelry that would take away from professing godliness. I Timothy 2:9-10
- Make-up
 - No excessive make-up, eyeshadow, lipstick that would draw attention to the body rather than adorning the hidden man of the heart. I Peter 3:3-4
- Skirt / Dresses / Tops
 - Skirts and dresses should be loose and non-conforming, below the knees when sitting, standing, or crossing the legs. Exodus 28:42, I Timothy 2:9-10
 - Slits should be in keeping with the previous rule. Exodus 28:42
 - The neckline should not be revealing at any time. Romans 13:12-14
 - The bodice must be loose, not clinging, and include sleeves. Romans 13:12-14, Genesis 3:7,21
 - No shorts, slacks, jeans, gaucho skirts, or culottes. Deuteronomy 22:5, Exodus 28:42
 - No denim (jean) jackets to class or church services.
- Pastoral Preference for church functions and/or on church property, Malachi 1:8, I Corinthians 14:40, Hebrews 13:7
 - No slides or flip-flops when performing church duties on church property.
 - No tennis shoes for church services.
 - All shoes must be worn with an enclosed heel or heel strap when performing church duties on church property.
 - Leggings are for the sake of modesty and, as such, should not be seen.
- On days when there are no classes, residence hall students may wear appropriate casual clothes to the lunchroom

Wayne Daniel Front Desk Services

The following services are available at the front desk in the Wayne Daniel building.

General Information Services

If you're not sure where to go or what to do, ask the front desk secretary in the Wayne Daniel building.

Scheduling Meetings with the Administration

Meetings with members of the TIBS administration can be scheduled at the front desk.

Printing and Copying

Tuesday – Friday

- 7:00 am – 10:30 am
- Send print jobs to print.tibs@gmail.com
- Print jobs must be submitted in PDF, Word, Pages, or Google Doc formats – send the file itself as an attachment to an email, not a link
- Spreadsheets must be submitted in PDF format
- jpegs, png, or other image files cannot be printed directly; they must be placed in one of the above formats
- Print jobs received before 7:00 am each morning will be available by 7:45 am
- Print jobs submitted after 7:00 am will be available in the afternoon
- Black and White, 10¢ per side/page
- Color, 25¢ per side/page
- **Note:** We will not print copies of copyrighted materials without proper permission from the copyright holder

Ministry Requirements

Each student will be assigned a ministry. All students are required to participate in their assigned ministry and attend all associated ministry meetings except in cases of sickness (see Sickness and Absences on page 22).

Students must arrive 15 minutes before the scheduled start of all ministry meetings and assignments.

If a student wishes to change ministry assignments or be absent from a ministry assignment for reasons other than sickness, the student must obtain permission from the TIBS administration at least three days in advance.

Unexcused absences may result in disciplinary action and/or loss of ministry credit (see Ministry Credits on page 33).

Students who live within a 2-hour radius of their home church may be granted permission to work in that church's ministry.

If a student participates in a ministry other than their assigned ministry without permission from the administration, the student will be considered absent from their assigned ministry.

Academic Information

TIBS provides ministry training in five key areas.

- Pastoral Theology
- World Missions
- Religious Education
- Church Music
- Christian Ministries

Each of the above programs is built on three core principles:

- Emphasize Jesus Christ
- Employ His Word – the King James Bible – in the Classroom and on the Streets
- Enable His Called Servants for Practical Work in a Local Church Ministry

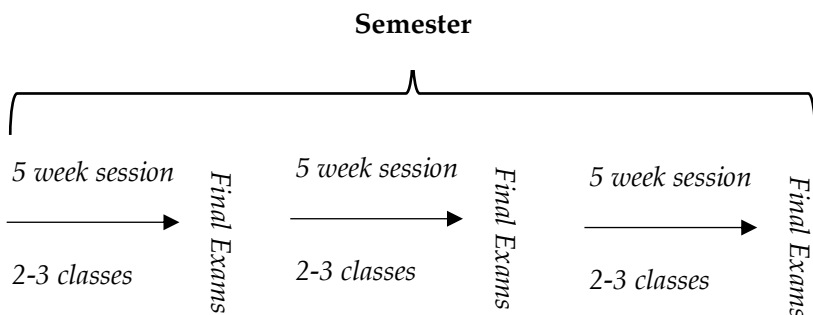
Description of Academic Organization

Each TIBS semester consists of three five-week sessions, during which a student is enrolled in only two or three courses. This allows students to take fewer classes at one time and still achieve the required number of credits for each semester.

Each two-credit course meets for 75 minutes, Monday through Thursday, for five weeks; there are no classes on Fridays. Each one-credit course or practicum meets for 40 minutes, Monday through Thursday, for five weeks.

Additionally, one credit is awarded for weekend ministry work. A minimum of 15 hours and 12 weeks of attendance in the weekend ministry per semester is required for all students. Credits are assigned and attendance is recorded based on student ministry reports, which are due by noon on Monday.

Semester Overview



Daily Class Schedule

Each class meets for seventy-five minutes daily, Monday through Thursday, with an additional forty minutes each day dedicated to practical training for Education and Music majors. There are no classes on Fridays.

	Monday	Tuesday	Wednesday	Thursday
7:30 – 7:50 am	Breakfast	Breakfast	Breakfast	Breakfast
7:50 – 9:05 am	Period 1	Period 1	Period 1	Period 1
9:15 – 10:30 am	Period 2	Period 2	Period 2	Period 2
10:40 – 11:30 am	Deans Meetings Music Practices	Chapel	Music Practices	Chapel
11:40 am – 12:10 pm	Lunch	Lunch	Lunch	Lunch
12:20 – 1:35 pm	Period 3	Period 3	Period 3	Period 3

Education and Music practicums are scheduled during Period 2, but the practicum meets for 40 minutes rather than 75. Students will receive their personalized practicum schedule during the enrollment process.

Grading System

Point System

The following point system is followed for calculating final grades.

Tests (4 total)	15 points each
Project	15 points
Final Exam	25 points

In a point system, grades for individual items are not averaged by category; instead, each item directly contributes a certain number of points to the final grade.

For example, if a student scores 80% on a test worth 15 points, they earn 12 points toward their final grade (15 points x 80%). At the end of the semester, all earned points are added together to determine the final grade.

In some courses, such as English, the project grade may be the total of several smaller assignments. In this case, the point system may be scaled up by a factor of 100 (e.g., tests and cumulative project grades would total 1500 points, while the final exam would total 2500 points).

Grade Scale

Letter Grade	Percentage Grade	Quality Points Awarded per credit hour
A	93 – 100	4.00
B	84 – 92	3.00
C	75 – 83	2.00
D	66 – 74	1.00
F	65 or below	0.00
WF	Withdrawal while failing	0.00
WP	Withdrawal while passing	--

Classification of Undergraduate Students

Classification of students is based on minimum credit hours earned and not on semesters attended. Classifications shall be according to the following minimum standards:

Classification	Minimum Credit Hours Completed
Sophomore	32
Junior	64
Senior	96

Ministry Credits

Each student earns one credit hour each semester for applied ministry work for participation in their weekend ministry assignments, subject to the following requirements:

- Personal Ministry Reports must be submitted weekly and are due no later than noon on Monday.
- Students who do not submit a Personal Ministry Report by Monday at noon are subject to corrective procedures.
- Credits are awarded based on a minimum of 12 weekends of ministry participation, with a minimum of 15 hours of ministry work recorded on submitted reports.
- Students who have not submitted the requisite number of reports or met the requisite number of hours will not receive ministry credit and may be subject to additional disciplinary measures.

Class Attendance and Absence Policies

Academic Attendance and Absence Policy

- Attendance to classes is expected.
- The total allowable absences from a course during a single session is four.
- Upon a fifth absence from a course, the student will be withdrawn from that course and forfeit all credit for it.
- An absence from class on a day immediately before or immediately after a scheduled break (i.e., Thanksgiving, Christmas...) counts as two absences.
- Absences from either Fall or Spring Orientation will count toward that session's absences.
- Exceptions to the above policy may be granted by the chancellor for family emergencies or events, but makeup work will be assigned if the student misses more than 20% of the total number of course periods.
- Requests for exceptions should be made through the registrar's office.

Tardy to Class and Chapel Policy

- Students are expected to be on time for class and chapel
- If a student misses more than 10 minutes of any course period, the student will be counted absent
- The corrective procedure for tardiness may include the student being assigned an extra project for the class, supervised make-up time, or both, at the registrar's discretion
- The discipline penalty for tardiness includes 2 points being deducted from the class average each time the student is tardy, beginning at the 3 tardy (this is not the 3rd tardy per class but the 3rd tardy in a semester)

Late and Missing Assignments/Projects Policy

- No assignments or projects will be accepted after the final day of a course; a zero will be recorded.
- Research papers are due at the end of the fourth week of class. They may be submitted up to one week late with a penalty of one letter grade.
- If an assignment or creative project due previous to the final day of the course is missed, the student may turn it in within two additional class days, but with a 10% grade penalty per class day.
- If an assignment or creative project due previous to the final day of the course is missed due to absence, the student may turn it in within two class days of returning to class without penalty.

Missed Test Policy

- If a student misses a test due to absence, the student must take the test before the next testing day
- Missed tests are available at the front desk in the Wayne Daniel building
- The student may take these missed tests in the Wayne Daniel building between 7 am and 3 pm, Monday through Wednesday
- If a test is not made up in the prescribed time, a zero will be recorded for that test

Academic Probation and Dismissal

If a student's GPA for any semester falls below 2.0, the student will be placed on academic probation for the semester following.

While on academic probation, the student will be enrolled in a study hall period daily from Monday through Wednesday. This study hall period is overseen by the registrar.

If a student's semester GPA falls below 2.0 while on academic probation, that student forfeits the right to be enrolled in classes (academic dismissal).

Following an academic dismissal, the student may reapply to the Seminary for enrollment in later semesters. Acceptance is not guaranteed and will be considered on an individual basis.

Projects

Projects consist of either a research paper or a creative project. Guidelines for research papers follow; the teacher will outline guidelines for creative projects.

Research Paper Guidelines

Word Count

- Word Counts by Student Grade Level:
 - Freshman 1,000 words
 - Sophomore 1,500 words
 - Juniors 2,000 words
 - Senior 2,500 words
- The final word count must be within 10% of the above standard.
- Submitted papers must meet the required word count to be accepted.
- Direct quotations, including scripture, may only account for 10% of the total word count; a student may have more quoted material than this; however, it will not be included in the final word count.

Grading Standards

- Research papers are graded on formatting, grammar, organization, clarity, research, and critical thinking (*see worksheet following*)
- Except for English courses, the grammar portion of the grade is determined by Grammarly, a free assistant available to students at [grammarly.com](https://www.grammarly.com).
- The default settings of the free version of Grammarly.com are used:
 - Audience: knowledgeable
 - Formality: neutral
 - Domain: general
- Students are encouraged to use Grammarly.com before turning in research papers.

Plagiarism

Plagiarism is the act of presenting someone else's words, ideas, or work (whether copied directly or paraphrased) as your own. This includes failure to cite sources properly or submitting material not written by the student without external aid of any sort.

All direct or indirect quotations, opinions, or conclusions that are not original to the student must be referenced in a footnote.

Plagiarism will result in a grade of zero for the assignment, with further disciplinary action possible.

the Use of AI Tools

The use of AI tools to generate text in the composition of any portion of a student's assignment is strictly prohibited. Any use of AI tools in academic writing will be considered plagiarism and will result in disciplinary action.

Formatting and Title Page

- Papers must include a title page (a sample page is provided following).
- The title of the paper must also appear on the first page of the text.
- Papers must be typed in any non-script, 11- or 12-point font, double-spaced with 1-inch margins.
- Paragraphs must be indented left .5 inches.
- Page numbers are required, beginning with the first page of text and not the title page.
- Any direct or indirect quotations, opinions, or conclusions that are not original to the writer of the paper must be referenced in a footnote. Not to do so is plagiarism.

Submission of Papers

- Research papers are due by the end of the fourth week of class.
- A paper may be submitted up to one week late but with a penalty of one letter grade.
- No papers will be accepted after the day of the final exam.
- Papers are to be turned in digitally, both in a word processing format (Word, Pages, or Google Docs) and in PDF format.
- The paper must be emailed to both the instructor (for content grading) and the registrar (for format and grammar grading).
- The digital files should be named by the student's first initial, last name, and course name (e.g., jmillerbibliology).

Texas Independent Baptist Seminary & Schools

Sample Title Page

Title
Subtitle

Student Name
Box #
Course Number and Name
Instructor Name
Project Due Date
Word Count

Research Paper Grading Criteria

Texas Independent Baptist Seminary & Schools

Research Paper Grading Worksheet

Student Name: _____
Date: _____

Course: _____
Graded By: _____

Handbook Guidelines

14 points – 2 points each

- ____ Digital naming guidelines followed
- ____ Title Page (formatted as on p. 37 of the student handbook)
- ____ Title on the first line of the first page of text
- ____ Non-Script, 11- or 12-point font, double-spaced
- ____ 1-inch margins
- ____ Paragraphs indented .5 inch
- ____ Page numbers, beginning with the first page of text and not the title page

____ *Total for this section*

Grammar Errors

20 points – each occurrence is worth 1 point up to a maximum of 20 total

*Grammar checking is performed using a **Grammarly.com** free account*

- ____ Correctness (basic grammar, spelling, and punctuation)
- ____ Clarity (sentence structure and word choice)

____ *Total for this section*

Organization of the Paper

15 points – Each item is worth up to 5 points

- ____ Clear introductory paragraph
- ____ Body paragraphs that relate directly to the topic of the paper
- ____ Concluding paragraph – the final paragraph of a paper should summarize, draw a conclusion, or call for an action

____ *Total for this section*

Texas Independent Baptist Seminary & Schools

Unity and Coherence

20 points - Each occurrence is worth 1-2 points, up to a maximum of 10 points for each item

- ____ *Unity* – does each paragraph have one clear thought? Does the writer stay on topic?
- ____ *Coherence* – is each paragraph/sentence easily understood at the first reading?

____ *Total for this section*

Supporting Material

10 points - each occurrence is worth 1-2 points, up to a maximum of 10

- ____ Does the writer use concrete facts to support his ideas?
- ____ Are all facts presented correct?

____ *Total for this section*

Critical Thinking Skills

21 points - each occurrence is worth 1-2 points, up to a maximum of 7 in each point

- ____ Does the writer present original ideas or draw original conclusions on the topic?
- ____ Are these ideas reasonable?
- ____ Do these ideas flow naturally from the facts presented?

____ *Total for this section*

Total Points: ____/100

Final Letter Grade: ____

FERPA

What is FERPA?

Under the Family Education Rights and Privacy Act, students have the right to inspect and review their education records maintained by the school. Additionally, they have the right to request that a school correct records which they believe to be inaccurate or misleading. If such a request is denied, they may then request that a notation regarding their concerns be made a part of the education records.

The Student's Right to Privacy

In most cases, schools must have written permission from a student in order to release any information from that student's education record. Below are listed conditions under which the school may disclose such records without consent, as well as a listing of directory information that the school may disclose (at the administration's discretion) without permission.

- TIBS may disclose education records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, pursuant to specific State law
- At the administration's discretion, TIBS may disclose, without consent, "directory" information, including (but not limited to) the following:
 - Name
 - Program and Field of Study (Major)
 - Dates of enrollment/attendance
 - Degrees, certificates, and awards received
 - Student classification (undergraduate, freshman, etc.)
 - Name of the most recent previous educational agency or institution attended
 - Telephone number and/or email address
 - Current and permanent addresses

- Names of prospective graduates
 - Any other records that could be treated as directory information under FERPA
- Except under the conditions listed previously, TIBS will not disclose the following without the student's permission:
 - Social Security number
 - Transcripts
 - Grade reports
 - Copy of Diploma
 - GPA
 - Financial records
 - Discipline records

Financial Responsibility

Basic Costs per semester

Tuition	\$ 2,550
Room and Board	\$ 1,950
Internet Fee	\$ 50
Administrative Fee	\$ 250

- Tuition assumes full-time status.
- TIBS does not offer part-time status except in the student's final semester before graduation if the student needs fewer than 12 credit hours to complete their course of study.
- Approved part-time students pay \$150/ credit hour.
- Classes may be audited at a rate of \$150 per credit hour, with the administration's permission; however, no credits are awarded.

Financial Discounts

- Married students receive a 50% discount on their tuition costs.
- Any student who pays his tuition in full at or before the time of registration will receive a 10% discount on the tuition.
- Discounts do not apply to Room and Board or any fees.

Payment Plans

	Residence Hall Student	Off Campus Student	Married Student
<i>Tuition</i>	\$2,550.00	\$2,550.00	\$1,275.00
<i>Room & Board</i>	\$1,950.00	-	-
<i>Internet Fee</i>	\$50.00	\$50.00	\$50.00
<i>Administrative Fee</i>	\$250.00	\$250.00	\$250.00
<i>Total</i>	\$4,800.00	\$2,850.00	\$1,575.00
<i>Monthly Payment Amount</i> (20% of total)	\$960.00	\$570.00	\$315.00

- Payments will be set up through our electronic system by ACH (automatic checking or savings account withdrawals). Debit cards may be used but with an additional fee.
- The payment plan for each semester includes five monthly installments:
 - August through December for the Fall semester
 - January through May for the Spring semester
 - The first payment is due at registration, with subsequent payments being withdrawn via ACH on a monthly basis.
- If your payment account contains insufficient funds for the automatic withdrawal at any time, a fee of \$30 will be added to that month's payment.
- Regardless of this payment plan, a prospective graduate's bill must be paid in full prior to the issuance of a diploma.

Financial Withdrawal from Classes

If a student's bill becomes past due at any point during a 5-week session, the student will be withdrawn from classes after the session ends. However, the student will still receive credit for the current 5-week session.

Financial Withdrawal Policy

Tuition and fees are billed by the semester, based on enrollment in all three 5-week sessions. However, if a student withdraws with the chancellor's permission during the semester, the financial obligation will be adjusted according to the number of sessions in which the student was enrolled.

Tuition Adjustments due to withdrawal

- If a student withdraws before the start of a session, no tuition will be charged for that session or subsequent sessions.
- If a student withdraws after the start of any Session, they are responsible for the full cost of that session and all previous sessions.
- Semester fees are non-refundable

Residence Halls

Students who withdraw with permission and move out of the residence halls will have their housing fees prorated based on the number of weeks they resided on campus.

Refunds

Following the adjustment of the tuition and residence hall costs, if the student is found to have overpaid, the student may request a refund for the amount overpaid or request it be applied as a credit for future semesters.

Refunds or billing adjustments are calculated based on the official date of withdrawal.

Please Note:

Any student who withdraws from classes without notifying and gaining permission from the chancellor and/or administration will be responsible for the entire semester's bill.

Books and Supplies

The cost of textbooks and supplies is not included in the basic cost per semester. A list of textbooks and supplies will be made available to all students prior to the beginning of each semester. Required books can be purchased from the campus bookstore.

Missions Internship Fee

Each student enrolled in the World Missions program will spend one full year in a missions internship on the mission field with a veteran missionary.

The total cost for a student participating in the mission internship is \$500 per semester:

- Missions internship fee of \$250/semester in place of tuition.
- Additionally, mission intern students are responsible for the \$250 administrative fee.

Graduation Fee

A non-refundable graduation fee of \$150.00 will be added to the student's account in the final semester prior to graduation. This fee is non-refundable if for any reason the student does not graduate.

Scholarships and Awards

The Danny Peurifoy Scholarship Award

The Danny Peurifoy Scholarship Award will be granted to a student who has successfully completed their freshman, sophomore, and junior years at Texas Independent Baptist Seminary & Schools.

The recipient will be chosen based on academic and spiritual achievements, as well as Christian character. The TIBS administration will vote on the candidates.

The award will be presented at the Commencement exercises before the recipient's senior year. This monetary scholarship will be applied directly to the recipient's tuition for their final semester.

Children of Missionaries Scholarships

A limited number of partial scholarships for children of missionaries currently on the field may be available. Please contact the Seminary office for more information.

Summer and Holiday Occupancy of the Residence Halls

- Students must obtain administrative approval to stay in the residence hall between semesters, including summer and Christmas break.
- If approved, students will be charged \$100 per week.
- This same fee may apply if at any time a student is withdrawn from classes but remains in the residence halls.

Graduation

Requirements for Graduation

A student must successfully complete all courses for their major and achieve a minimum of 128 credit hours.

A student must achieve a cumulative GPA of 2.00 or greater.

A student's financial responsibilities must be paid in full prior to commencement exercises.

Commencement Exercises

Commencement exercises are held in May each year.

All students are required to attend.

Graduation Honors

Stoles and cords are awarded to students based on their program and major (for stoles) and their cumulative GPA (for cords) as follows:

Bachelor's degree recipients receive stoles by color according to their majors.

- Theology, Red
- Missions, Yellow
- Education, Light Blue
- Music, Teal
- Christian Ministries, White

Cords are awarded according to a student's cumulative GPA.

- Honors, 3.25 and above GPA (white cord)
- Great Honors, 3.5 and above GPA (silver cord)
- Highest Honors, 3.75 and above GPA (gold cord)

Residence Hall Guidelines

Note regarding Off-Campus Students and Residence Hall Guidelines

Only residence hall students are allowed in the residence halls without permission from the TIBS administration.

Additionally, students who live off campus are expected to regard and respect all guidelines given to residence hall students. If an off-campus student is involved in any incident that results in a residence hall student receiving correction or discipline for rules specific to the residence halls, that off-campus student will receive the same corrective or disciplinary measures as the residence hall student.

Dorm Cleanliness & Chores Infraction Policy

- An *infraction* in the residence halls is a notification from the Dean of Men or Women that precedes the issuing of an admonishment, correction, or discipline from the registrar's office.
- This internal dorm policy is an **extension** of the general student correction system (Admonishment → Correction → Discipline).
- Infractions apply specifically to:
 - Daily room inspections
 - Daily personal chores
 - Weekly assigned chores
- All infractions are tracked by the Dean of Men/Women

Daily Room and Daily Chore Infractions

Infractions 1–4

Action: *Warning*

Response:

- Notification from the Dean of Men or Women

Infraction 5

Action: *Admonishment*

Response:

- Admonishment issued by the Registrar

Infractions 6–7

Action: *Warning*

Response:

- Notification from the Dean

Infraction 8

Action: *Correction*

Response:

- Correction issued by the Registrar
- Meeting with Dean of Men and Registrar
- Student pulled from class immediately following inspection to complete the chore
- Counted absent from class

Infractions 9–10

Action: *Warning* with immediate corrective action from the student

Response:

- Student pulled from class immediately following inspection to complete the chore
- Counted absent from class

Infractions 11 and above

Action: *Discipline*

Response:

- Student pulled from class immediately following inspection to complete the chore
- Counted absent from class
- Meeting with the Chancellor

Weekly Chore Infractions

Because these chores occur only once per week, progression is faster:

Infraction 1

Action: *Warning*

Response:

- Notification from the Dean of Men or Women

Infraction 2

Action: *Admonishment*

Response:

- Admonishment issued by the Registrar

Infraction 3

Action: *Warning*

Response:

- Notification from the Dean of Men or Women

Infraction 4

Action: *Correction*

Response:

- Correction issued by the Registrar
- Meeting with Dean of Men and Registrar
- Student pulled from class immediately following inspection to complete the chore
- Counted absent from class

Infraction 5

Action: *Warning*

Response:

- Notification from the Dean of Men or Women

Infractions 6 and above

Action: *Discipline*

Response:

- Student pulled from class immediately following inspection to complete the chore
- Counted absent from class
- Meeting with the Chancellor

Expectations and Responsibilities

General

Students may only live in the Residence Halls when enrolled in classes unless permitted to do so by the chancellor.

No pets are allowed in the Residence Halls.

Off-Limits Areas

Men are never to be in the Ladies' Residence Hall, nor ladies in the Men's Residence Hall (immediate discipline and/or expulsion).

Men are never to be on the steps or ramp leading up to the ladies' entrance to the Residence Hall or to loiter in close proximity to the steps or ramp.

Men are never to be on the porch in front of the ladies' entrance to the Residence Hall.

Ladies are never to be on the steps leading to the men's entrance of the Residence Hall, or loitering on the sidewalk next to the steps leading to the men's entrance.

Ladies are never to be in the southern stairwell of the Residence Hall.

The northern stairwell is off-limits to all students except in the case of a fire.

No student is to be in another student's room without permission from that student.

Lights Out and Quiet Time

Lights are to be out by midnight each night; if a student returns from work after 11:30 pm, the student has one hour before lights must be out.

A quiet time is to be observed from 10:00 pm to 6:00 am nightly. There should be no playing of music, preaching, etc.

Consideration and Courtesy

Noise levels in the residence halls, including but not limited to conversation, music, or preaching, must not interfere with the study or sleep of other students in the residence hall.

Disorderly and/or rough behavior (i.e. wrestling, running, jumping) is not allowed.

Students may not take (“borrow”) another student's personal belongings without permission. This will be considered stealing and dealt with appropriately.

Personal Belongings in Public Areas

Personal belongings left unattended in public areas of the residence halls will be collected and disposed of.

Curfew

Loitering in the parking lot after dark is not permitted. (Cause for immediate correction or discipline.)

Ladies should travel in groups of two or more when outside the residence hall after dark.

Storage of Personal Items

The third floor of the residence halls is reserved for students' personal luggage. No other items may be stored in that area.

This storage area is kept locked. Contact a member of the administration for access.

Stored items must have the student's name clearly marked on them.

Any personal items left in storage or residence hall rooms after a student has moved out of the residence halls (including during summer break) will be regarded as abandoned and will be disposed of.

Students returning for the Fall semester may store personal items on the third floor over the summer for a fee. Please inquire with the TIBS administration for details.

Keys and Entry Cards

Keys and entry cards are the property of the Seminary.

They are not to be loaned or given out to anyone other than the student to whom they were issued.

If a key or entry card is lost, the loss must be reported to the administration at the front desk in the Wayne Daniel building immediately.

A replacement key and/or entry card will be issued at a cost of \$6/key or \$8/entry card.

Keys and entry cards are to be returned when a student is no longer enrolled in classes. If keys and/or entry cards are not returned, a fine will be added to the student's invoice.

Residence Hall Duties

Each Residence Hall student will be assigned a cleaning duty to maintain the public areas of the Residence Halls.

These duties will be posted in the Residence Halls in a public place.

Duties will renew each semester.

Residence hall duties must be completed and ready for inspection before the first period class, even if a student does not have a class during that period.

Students should notify the administration if cleaning supplies run low or are not available.

Air Conditioning/Heating Units

Thermostats may not be set lower than 70 degrees or higher than 75 degrees, fan set on auto, unless approved and posted by the administration.

Rooms

Students will be assigned a room. No student may change room assignments without permission from the administration.

Students are not permitted to rearrange room furniture or add additional furniture without prior permission from the administration.

Any damage done to a room or furniture will be assessed, and the student will be fined for its repair.

No food or drinks are allowed in the rooms except bottled water.

Bedding should be neat and clean; students should not sleep on beds without bedding.

Blinds should be closed after dark and any time a resident is not fully clothed.

Nothing is to be hung on walls, bed frames, or from the ceilings.

Rooms should be straight and clean at all times.

Rooms will be inspected each morning and at any time the administration deems necessary. Inspection will include at least the following:

- Any items not in active use in their proper place (books on shelves, clothing in drawers, etc.)
- Beds should be made and not used for storage.
- Unused beds should not be used for storage.
- Trash cans should never be more than half full.
- Surfaces should be clear of dust and debris.
- Clothes should be in drawers or hung up neatly.
- Desks and shelves should be orderly.
- Sinks and mirrors should be clean.
- Restroom should be clean; personal items should not be stored in restrooms.

When not in use, books must be neatly arranged on the provided shelf. A student should not keep more books than fit in the provided space.

Sporting and recreational equipment should be stored out of sight.

Room lights should be turned off if no one is present in that room.

Soiled shoes/boots should be cleaned and kept on a small towel to avoid dirtying the carpet.

Laundry

Every student is to have a laundry hamper or bag.

Laundry hampers should never be more than two-thirds full.

Students are responsible for providing their own laundry supplies and storing them in their rooms.

Washers and Dryers should not be overloaded. A student may be fined for damage due to overloading machines.

Laundry left unattended in the laundry room may be collected and disposed of.

Any issues with washers and dryers should be reported to the administration. Students may never attempt to fix the machines themselves.

Food Storage

Students will be provided with storage containers for dry and refrigerated items. Only those containers may be used, and all items must be stored in a closed container.

Food containers that are not in use should be clean and stored neatly.

The food area should be kept clean at all times. Clean is defined as being free of debris and disinfected after use.

Fire Alarms

In the case of a fire alarm, students in the Residence Halls should quickly but safely exit the building.

Residence Hall students should then congregate in front of the gymnasium if it is safe to do so, otherwise in the church parking lot by the front sign.

One student should contact a member of the administration by phone.

Buildings must be inspected by the fire department before occupants may return.

Falsely reporting a fire, setting off a fire alarm, or tampering with fire safety equipment is a violation of state law and will be dealt with as such.

Any fines accrued by the seminary for such action may be passed on, in whole or in part, to the student responsible.

Fire Safety

Extension cords may not be used without administrative approval except for vacuums or irons. Vacuums, irons, and any extension cords are to be unplugged and stored when not in use.

The use of a single multi-plug adapter with surge protection is permitted.

The only other electrical appliances allowed are those provided by the Seminary. These appliances are not to be moved and should be attended to when in use.

Small fans plugged directly into a wall socket are allowed.

It is not allowed to use any item that produces an open flame (such as candles, heating devices, potpourri, incense, lighters, or matches).

Dress

Students are to be fully dressed in the Residence Hall public areas at all times.

Shorts are not permitted in the Residence Halls at any time.

Permissions for Leaving Campus

Within Boundaries

- Students may leave campus freely within approved boundaries and hours.
- Use godly wisdom when visiting businesses. (See “Principle of Christian Testimony” at the front of the handbook.)

Outside Boundaries or Hours

- You must get permission to:
 - Go outside approved areas
 - Be off-campus before 6:00 am or after 10:30 pm
 - Visit homes that don’t meet the criteria listed on the next page
- Leaving campus without permission may result in immediate correction or discipline without admonishment.

How to Request Permission

- Forms are available at:
 - The chapel desk
 - The Wayne Daniel front desk
- Submit forms to the box provided at least 24 hours before the trip.
- Leave your approved form face up on your dorm room desk before leaving.
- For short-notice needs, contact the appropriate dean in person or by phone.
- If you're already off campus and something changes, call the appropriate dean.

Curfew Notes

- Out after 10:30 pm or before 6:00 am requires permission unless it's for regularly scheduled work.

- Seminary staff, church staff, or EBC deacons may extend the curfew past 10:30 pm when hosting groups of three or more students.

Visiting Homes

No Permission Needed (if within boundaries):

- Homes of immediate family
- Homes of seminary students
- Homes of seminary / church staff
- Homes of EBC deacons

Dating rules still apply if relevant.

Permission Required:

- Visiting any other home
- If you would be the only male or female student / staff member present:
 - Ladies must not be the only female from seminary / staff present.
 - Men must not be the only male from seminary / staff present.

Note: Staff spouses are included as part of the seminary / church staff for accountability purposes when visiting homes.

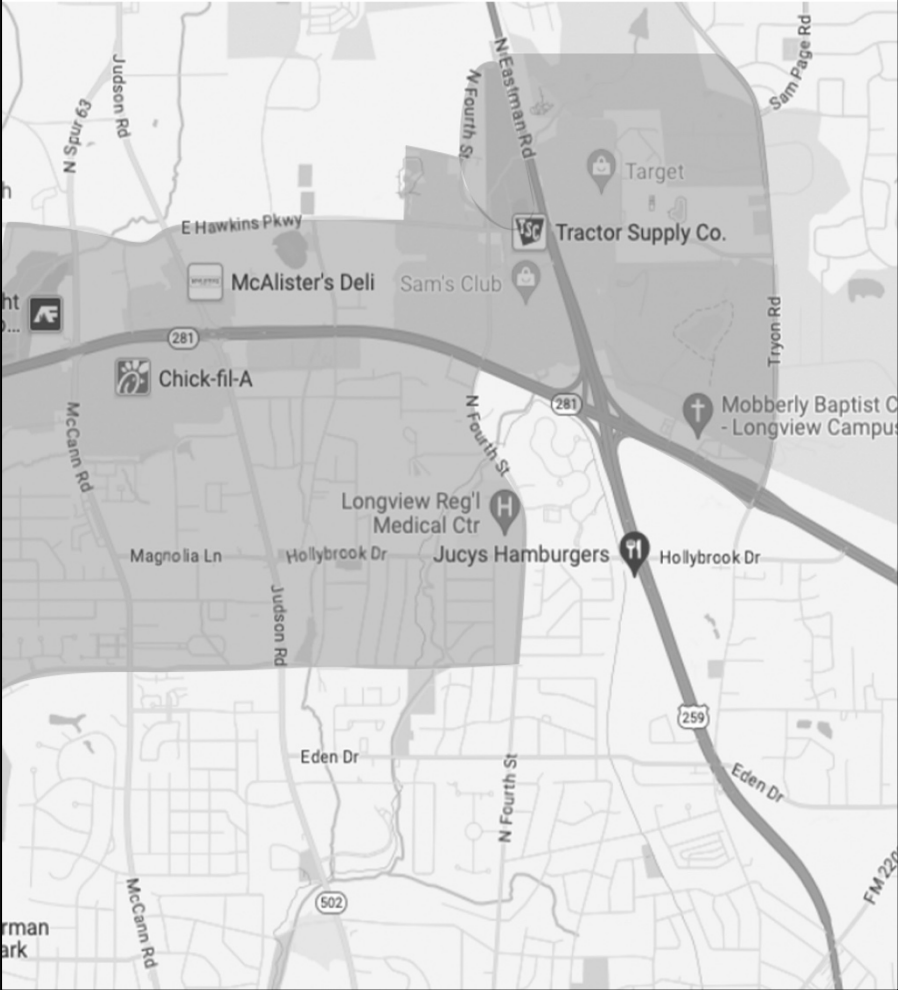
CITY MAP W/

SOUTH LONGVIEW



APPROVED AREAS

NORTH LONGVIEW



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