

STUDENT HANDBOOK
2021-2022

SEMINARY CONTACT INFORMATION

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This handbook describes the policies and rules of
conduct for students of Texas Independent Baptist
Seminary & Schools

The information contained in this handbook is
subject to change upon administrative
recommendation

Table of Contents

Article 1 - Enrollment	1
Section 1 – Programs of Study.....	1
Section 2 – Withdrawal from School	2
Section 3 - Refunds.....	3
Section 4 – Re-enrollment.....	3
Article 2 – Student Life	4
Section 1 - Discipline.....	4
Section 2 – Basic Rules	6
Section 3 – General Dress Code.....	11
Section 4 – Ladies’ Dress Code.....	11
Section 5 – Men’s Dress Code.....	13
Section 6 – Dining Hall Etiquette	14
Section 7 – Dining Hall Schedule	16
Section 8 – Rules for Off-Campus Students	19
Section 9 – Conduct between Students of Opposite Gender	20
Section 10 – Cell Phone Usage.....	21
Article 3 - Academics	22
Section 1 – Family Educational Rights and Privacy Act (FERPA)	22
Section 2 – Class Attendance and Absences.....	22
Section 3 – Class Conduct	24
Section 4 – Grading System	25
Section 5 – Academic Warning and Redemption.....	28
Section 6 – Research Paper Guidelines	29
Section 7 – Document Printing Services	32
Section 8 – Academic Advising.....	33
Article 4 - Graduation.....	34
Article 5 - Employment	35

Article 6 – Campus Safety and Emergency Procedures	37
Section 1 – General Procedures	37
Section 2 - Sickness.....	37
Section 3 – Fire Alarms	38
Section 4 – Fire Safety	38
Section 5 - Automobiles.....	39
Article 7 – Residence Halls.....	40
Section 1 – Off-Limits Areas	40
Section 2 – The Offense System.....	40
Section 3 – General Rules	41
Section 4 – Leaving Campus.....	44
Section 5 – Residence Hall Duties.....	45
Section 6 – Laundry	47
Section 7 – Bedroom Area	47
Section 8 – Kitchen Area.....	48
Section 9 – Air Conditioning/Heating Units	49
Student Handbook Form	51
Cell Phone and Social Media Platform Consent Form	53
Student Consent Form for Parental and Pastoral Access of Information	55

Article 1 - Enrollment

Section 1 – Programs of Study

1. Upon enrollment in TIBS, students choose a course of study and a level of completion
2. TIBS offers the following courses of study:

2.1. Graduate Degrees

- 2.1.a. Master of Practical Ministry, M.A.
- 2.1.b. Master of Theology, Th.M.
- 2.1.c. Doctor of Theology, Th.D.

2.2. Undergraduate 4-year Bachelor of Arts (B.A.) Degrees

- 2.2.a. Theology
- 2.2.b. Missions
- 2.2.c. Religious Education
- 2.2.d. Church Music
- 2.2.e. Christian Ministries (General Studies)

2.3. Undergraduate 2-year Associate of Arts (A.A.) Degrees

- 2.3.a. Church Music
 - 2.3.b. Christian Ministries (General Studies)
3. Each course of study has a predetermined curriculum that must be completed to be awarded a diploma

Section 2 – Withdrawal from School

1. The student must notify the President in person of his intent to withdraw from school; the President may refer the student to the Chancellor
2. After approval from the President and/or Chancellor, the student must complete the withdrawal procedures through the following offices:
 - 2.1. Registrar’s Office - The student must complete the Withdrawal from Classes form
 - 2.1.a. A grade of “W-P” (withdrawn passing) or “W-F” (withdrawn failing) will be recorded on the student’s permanent record if the student withdraws after the first testing day of any class
 - 2.1.b. Otherwise, a grade of “W” (withdrawn) will be recorded
 - 2.2. Financial Office -
 - 2.2.a. The student must make appropriate financial arrangements with the Director of Student Finances
 - 2.2.b. A student who withdraws from school after orientation will owe all costs for the semester according to the following schedule:
 - 1-7 days after the Friday of orientation week - 25%
 - 8-14 days after the Friday of orientation week - 50%
 - 15-21 days after the Friday of orientation week - 75%
 - 22 days after the Friday of orientation week - 100%
 - 2.2.c. Any student living in the Residence Hall but not enrolled in classes will be charged room and board on a weekly rate basis
 - 2.3. Appropriate Dean’s Office - the student must turn in:
 - 2.3.a. Student ID
 - 2.3.b. Keys and Fobs
 - 2.3.c. A \$25.00 fee is assigned for each lost key/fob/ID

2.3.d. All Residence Hall students must have their rooms checked before they move out of the Residence Hall; failure to do so will result in a \$100.00 cleaning fee being added to their bill

3. If the student fails to attend to any of the aforementioned requirements, the student may be disqualified from returning to TIBS as a student in any future semesters

Section 3 - Refunds

1. Should a student officially withdraw after having paid more than the amounts outlined in Article 1, Section 2.2.b., a refund will be made for any over-payment upon written request by the student
2. No other refund will be made to a student for any other reason
3. No refunds will be issued until after the third week of the semester

Section 4 – Re-enrollment

1. A student who withdraws from school for any reason and wishes to return to TIBS must submit a new application for enrollment along with a pastor's recommendation
2. When a student is not enrolled in classes during a semester, he is considered to have withdrawn from the Seminary and will be required to submit a new application for enrollment along with a pastor's recommendation

Article 2 – Student Life

Section 1 - Discipline

1. Failure to observe policies or an infraction of a regulation will result in a measure of discipline stipulated as “offenses” and/or “demerits”
2. Issues dealing with behavior, including but not limited to lying, cheating, stealing, and/or immorality, will be dealt with directly by the President and/or Chancellor, in addition to any demerits which may be issued
3. Demerits
 - 3.1. When a student receives demerits, the student will receive a copy of his entire demerit record via email
 - 3.2. At the discretion of the Seminary, a copy of a student’s demerit record will also be forwarded to the student’s parents and/or home pastor
 - 3.3. Students are to acknowledge receipt of said demerits within twenty-four (24) hours or receive additional demerits (5)**
 - 3.4. The student’s demerit record becomes a part of his permanent record when his demerits total more than 10 each semester
 - 3.5. Demerit accumulation ends at the end of each semester
 - 3.6. A semester is defined as follows:
 - 3.6.a. Each semester begins from the first day the Residence Halls open for students
 - 3.6.b. Each semester ends on the final day of classes or on the day of any required event following the final day of classes
 - 3.7. Students living on campus between semesters must abide by the handbook as during the semester
 - 3.8. Demerits accumulated between semesters will be applied to the following semester

4. Appeals Process

- 4.1. If a student believes, for any reason, that they have unjustly received demerits, they are encouraged to appeal them
- 4.2. Students must appeal demerits within 7 days of receiving their notice and demerit record from the Registrar's office
- 4.3. After 7 days of receiving the notice of the demerits, no appeal will be considered
- 4.4. To appeal demerits, the student must fill out the online form; a link to this form is included in the email which informed the student of the demerits
- 4.5. The Demerit Appeals Form must be filled out in its entirety as much as possible

5. Expulsion

- 5.1. A person may be expelled for accumulating 100 demerits before the end of the current semester
- 5.2. If a student receives enough demerits to bring his total to 100 or greater during the last two weeks of the semester, the following policies will be implemented:
 - 5.2.a. 100 - 110 demerits: 25 demerits will be added to the next semester's demerit record
 - 5.2.b. 111 - 115 demerits: 50 demerits will be added to the next semester's demerit record
 - 5.2.c. 116 - 120 demerits: 75 demerits will be added to the next semester's demerit record
 - 5.2.d. 121 demerits or greater: expulsion for the next semester
- 5.3. When a student has been expelled, he must wait one full semester from the date of expulsion before making a new application for enrollment
- 5.4. Students who have been expelled twice must wait one full academic year from the date of the most recent expulsion before making a new application for enrollment

5.5. The following takes place upon expulsion:

- 5.5.a. A telephone call is made to the student's parents (or guardian) and to the student's home pastor
- 5.5.b. The respective Dean will guide the expelled student through the withdrawal process to ensure all obligations are met prior to the expelled student's departure
- 5.5.c. Students will be responsible for payment of total semester's school bill
- 5.5.d. All keys and the church fob are to be turned in. The following charges will be added to the student's final bill if any of these are not turned in or have been lost: keys, \$6 each; church fob, \$25.
- 5.5.e. Arrangements are to be made for immediate departure within 24 hours or at the Chancellor's discretion

5.6. If an expelled student fails to follow all withdrawal procedures to their completion, he will forfeit the right to apply for re-enrollment at TIBS in later semesters

Section 2 – Basic Rules

Note concerning additions and amendments to existing regulations and policies:

- Regulations and policies may be changed by the administration at any time, and new regulations may be added as deemed necessary
- Students will be notified of new regulations or policies in writing or by email prior to their being enforced, and no new policy or regulation penalties will be applied retroactively
- All students are required to observe the standing and revised regulations at all times

() Demerit penalties are listed in parentheses.

1. 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 expulsion even though the student may not have broken any specific rule or regulation

2. All students are required to attend their assigned weekend ministries, Sunday morning and evening services, mid-week services, and all required ministry meetings. (10)
 - 2.1. The only students not required to attend all services at Emmanuel Baptist Church of Longview are those who are interning at area churches or who are participating in the Regional Students Program
3. Requests to change ministry assignments must be made in writing and submitted to the administration for approval (10)
 - 3.1. If a student participates in a ministry other than that assigned, they will be considered absent from their assigned ministry and receive appropriate demerits
4. Everyone on campus is required to attend the scheduled chapel services (25)
5. Off-campus students attending even just one class for the day must attend chapel (25)
6. Students arriving later than 15 minutes before the scheduled beginning of any required event will be counted tardy (10)
7. Students are required to go soul winning every week (5)
 - 7.1. Soul winning is defined as witnessing to unsaved people by tongue or tract
 - 7.2. Students are expected to present the Gospel to at least one person each week (5)
8. Students are expected to participate fully in their Saturday outreach team activities (5)
9. All students are assigned a ministry
 - 9.1. Students are required to fulfill their ministry responsibilities unless acceptable arrangements have been made at least 7 days prior to the requested absence and approved by the respective Dean (10)
 - 9.2. This rule does not apply in case of sickness (see Article 5 Campus Safety and Emergency Procedures)

10. Students may not preach in other churches without approval from the President or Chancellor (25)
11. Upon receiving correspondence via email from the faculty or administrative authorities, the student must respond to that email within 24 hours (5)
 - 11.1. After 24 hours, the email will be resent to the student, with increased demerit penalty if the student again does not respond (10), and it will be sent a third time after 48 hours (15)
 - 11.2. In addition to the required response, the student is expected to follow through on any instructions given in the body of the email (5)
12. Students who listen to or are in possession of any form of entertainment via any medium that is contrary to the standards preached and/or held by the Emmanuel Baptist Church of Longview will receive the appropriate demerits. (15) 1st offense, (25) 2nd offense and thereafter
13. Participation in activities which are not in harmony with the Christian life (such as, but not limited to, reading or looking at questionable material, use of tobacco, drinking alcoholic beverages, gambling, playing cards and/or solitaire, dancing, watching movies, plays and/or theater events via any medium, use of profanity, abuse of drugs) will be dealt with directly by the Chancellor of the seminary (5 - expulsion)
 - 13.1. Conversation concerning any of the above topics is considered worldly conversation and will receive a demerit penalty (10)
14. Students must be honest: lying, cheating, and stealing will not be tolerated (25 - expulsion)
15. Students must tithe off their increase; tithes constitute a minimum of 10% of gross income, and are to be submitted via the EBC tithing envelope with the student's name on it or via the EBC online giving portal (10)
16. Single students are not permitted to exhibit public displays of affection toward the opposite gender: i.e. touching or inappropriate communication, etc. (Meeting with the Chancellor and/or President)

17. Single students are not permitted to participate in unchaperoned dating as defined under Article 2, Section 9, Conduct Between Opposite Genders (5 – expulsion)
18. The wives and children of off-campus students must abide by the same rules that govern the student body
19. Willful damage or destruction of Seminary property will not be tolerated (15 - expulsion)
20. Students who are traveling on Sunday are required to stop and attend Sunday school, Sunday morning and evening services, and mid-week services (10)
21. Students must check in for chapel and ministry meetings as directed by the administration at orientation (5)
22. Any student wishing to use the name of Emmanuel Baptist Church of Longview, TIBS, and/or Pastor Gray II on any form of public communication must have approval from Pastor Gray II (25)
23. Students are not allowed to do any advertising, hold meetings, or make public announcements advertising any products for commercial sales on TIBS campus (25)
24. No student may release information of any kind to any newspaper, radio station, television station, social media, etc. (25)
25. Students who listen to or are in possession of any form of entertainment that is contrary to the standards preached and/or held by the Emmanuel Baptist Church of Longview will receive the appropriate demerits. (15) 1st offense, (25) 2nd offense and thereafter
26. Students may not enter the office or work area of a faculty or staff member unless that individual is present (15)
27. In our current culture, Social media platforms are largely anti-conservative and anti-God; they must be used carefully in accordance with the standards preached and/or held by the Emmanuel Baptist Church of Longview and the Seminary (10 – expulsion).

28. Intentional disobedience – failure to obey instructions that have been clearly given but that are not contained in the handbook (25 - expulsion)
29. Students are required to attend the Commencement Exercises (25) *demerits will be added to the following semester's record*
30. OFF-LIMITS AREAS - The following areas are off limits for all students at all times without permission from the appropriate ministry leader: (10)
 - 30.1. Bus garage
 - 30.2. Candace Connor Educational Building, except for scheduled in-service assignments and church events
 - 30.3. Gymnasium, except for scheduled activities
 - 30.4. Kitchen area behind serving line
 - 30.5. Steps leading up to the entrance of the Residence Halls for residents of the opposite gender
 - 30.6. Bill Nelson wing except during school hours and for special events
 - 30.7. Residence Halls for all off-campus students
31. The use of public gyms is not allowed (5)
32. TIBS is a closed campus: All visitors are required to obtain a guest badge in the Wayne Daniel Building at the front desk
 - 32.1. EBC members do not need to obtain a guest badge when visiting the chapel service only
 - 32.2. Prospective students and their immediate families may visit classes and chapel
 - 32.3. Visiting classes solely for social purposes is not allowed

Section 3 – General Dress Code

Modesty

One of the goals of our dress code is for our students to “adorn themselves in modest apparel.” (I Timothy 2:9) A student’s apparel must comply with length requirements and type of clothing for the event, etc.; however, if at any time the student becomes immodest, a warning will be given; thereafter, the first infraction results in 5 demerits and each additional infraction increases in increments of 5 up to 15. If after 15 demerits the student chooses to violate the dress code, they will be dealt with directly by Pastor and Mrs. Gray.

Anything the Administration considers to be extreme or immodest will not be permitted. The Administration reserves the right to determine if dress or appearance is appropriate. If a student does not pass an appearance check, or if a student is informed at any other time that his (or her) appearance is not acceptable, the student must immediately correct the violation in their appearance. After doing this, they must be re-checked by their respective Dean. Students must not attend classes before correcting their appearance. Severe dress violations, such as, but not limited to, ladies wearing pants/shorts, will result in a penalty of 25 demerits.

Section 4 – Ladies’ Dress Code

1st offense, warning; 2nd offense (5); 3rd offense (10); 4th offense (15)

1. Hair

- 1.1. Length - Cover head and ears
- 1.2. Natural hair colors
- 1.3. No excessive/worldly hair ornaments, make-up, nails, or jewelry
- 1.4. No ankle bracelets or toe rings

2. Make-up

- 2.1. Careful use of foundation, blush and mascara
- 2.2. Careful use of eye make-up
- 2.3. Careful use of lipstick and nail polish

- 2.4. Make-up should be natural and appropriate
- 2.5. Natural-color eye shadows may be worn
- 2.6. Lipstick and nail polish - appropriate shades

3. Hosiery

- 3.1. Hosiery must be worn when teaching in Sunday school or while singing or playing specials on the preaching platform
- 3.2. No Leggings

4. Shoes

- 4.1. No slides, toe-sandals, or flip-flops when performing duties as a volunteer
- 4.2. All shoes must be worn with an enclosed heel or heel strap.

5. Bodice/Tops/Blouses

- 5.1. Neckline should be no more than two inches or less below collarbone
- 5.2. Neckline should be 1" or less below the neckbone in back
- 5.3. No clingy / conforming shirts
- 5.4. No sleeveless shirts or dresses
- 5.5. No sheer fabrics on bodice

6. Skirts/Dresses

- 6.1. Skirts and dress lengths must fall below the knee and cover the knees while sitting or crossing legs
- 6.2. Skirts must fit loosely and modestly
- 6.3. Lining in sheer-fabric or lace-overlaid skirts must come below the knee
- 6.4. Clothes should not appear to be showing skin, as with flesh-colored linings
- 6.5. No shorts, slacks, jeans, gaucho skirts, sundresses, or culottes

- 6.6. The shortest length of an uneven hemline must fall below the knee and cover the knees while sitting
- 6.7. Slits in skirts must be sewn
- 6.8. Skirts which button up the front and wrap-around skirts must be sewn
- 6.9. No denim when performing duties as a volunteer except during Saturday nurseries
- 6.10. Ladies should not sit on the front row during classes or chapel unless only ladies are present

7. Ladies' Residence Hall dress guidelines:

- 7.1. Ladies must always be fully covered in the Residence Hall hallways and foyers
- 7.2. No pajama pants or shorts are allowed in the Residence Halls
- 7.3. Sleepwear should be tasteful and appropriate
- 7.4. We recommend wearing slippers or flip flops in the Residence Halls at all times to keep your feet protected

Section 5 – Men's Dress Code

1st offense, warning; 2nd offense (5); 3rd offense (10); 4th offense (15)

1. All men must be clean shaven
2. Basic definitions regarding the men's dress codes:
 - 2.1. Dress shirts are to be appropriate and conservative
 - 2.2. Dress pants are to be modest and properly fitting, neatly pressed with a crease, and worn with a belt
 - 2.3. Docker-style pants may be worn instead of dress pants (excepting church services); they are, however, required to be clean, neatly pressed with a crease, and worn with a belt.
3. Dress shirt, tie, and dress pants or docker-style pants are required for class as well as the morning and mid-day meals in the dining hall
 - 3.1. If a student is scheduled for work prior to 2:00 PM, the student may wear work clothes to lunch.

- 3.2. On days when there are no classes, appropriate casual dress may be worn to meals
4. Sport coat, dress shirt, tie, and dress pants or docker-style pants are required for chapel
5. Sport coat, dress shirt, tie, and dress pants are required for all church services (no docker-style pants for church services are allowed)
6. Saturday attire is a dress shirt (or ministry-provided polo shirt) with or without a tie (at the ministry leader's discretion), dress pants or docker-style pants; ministry polo shirts cannot be covered up with a jacket or sweater
7. When involved in athletic or recreational activity, or when going to/returning from work, sweatshirts or t-shirts may be worn
8. Men are to always wear undershirts
9. Shorts may never be worn
10. Clean and well-maintained dress shoes or boots must be worn for church, school, and soul winning; shoes with laces must be tied
11. Hair must be well groomed
 - 11.1. *Well-groomed* is defined as off the ears, off the collar, above the eyebrows, and tapered
 - 11.2. Sideburns must follow natural growth patterns
 - 11.3. Worldly and trendy hair styles are not permitted
12. No necklaces or bracelets are allowed except for medical purposes
13. No hats or caps of any type are to be worn in classes, chapel, or church

Section 6 – Dining Hall Etiquette

1. Proper table etiquette is to be observed and table conversation is to be in good taste (5)
2. Students are not permitted to use cell phones while proceeding through the serving line (5)

3. There is to be no loud talking or playing of pranks (5)
4. Students may give away purchased food at any time; however, they may not then return for seconds (5)
5. No food is to be taken from the Dining Hall unless in sealed original wrapping or in appropriate, closed containers (5)
6. Breakfast food is not to be taken from the Dining Hall except prepackaged foods in unopened wrappers (5)
7. Dishes and equipment are not to be taken from the kitchen at any time (5)
8. Students are not permitted to enter the kitchen unless they have been assigned to the kitchen and are on duty (5)
 - 8.1. Visiting with dining hall personnel is not permitted
9. When leaving the dining hall, students are responsible for leaving the area where they ate in proper order (5)
10. All silverware and plates must be taken to the dishwashing area in the kitchen (5)

Section 7 – Dining Hall Schedule

1. Breakfast

- 1.1. Monday – Friday, 7:30 – 8:30 a.m.
- 1.2. Saturday, 8:15 – 8:45 a.m.

2. Weekday Lunch

- 2.1. Monday – Friday 1:00 – 1:20 p.m.
 - 2.1.a. At 1:15 p.m. seconds will be available until the food is gone
 - 2.1.b. If a student arrives after 1:15 to come through the line for the first time, the student may end up missing out on the prepared meal
 - 2.1.c. Sack meals will be available if this situation arises
- 2.2. Off campus students are invited to purchase lunch in the dining hall
 - 2.2.a. Meals are \$3 each
 - 2.2.b. A meal ticket good for five meals is available for purchase in the kitchen for \$12
 - 2.2.c. The meal tickets are only available from Mrs. Smith and must be purchased in the Dining Hall with cash or check
- 2.3. To-go boxes are available for students who cannot eat lunch in the Dining Hall because of their work schedule
 - 2.3.a. Simply request your lunch “to go” when coming through the serving line
- 2.4. To-go boxes are available for seconds as long as the food on the line lasts
- 2.5. **Saturday Lunch**
 - 2.5.a. Sack meals may be picked up during the breakfast meal period

2.6. Sunday Lunch

- 2.6.a. Sack meals and bottled water may be picked up after the morning service from the kitchen door facing the rear parking lot
- 2.6.b. Pickup time will begin after the morning service dismisses until the first bus leaves the property
- 2.6.c. Sack meals are available for Residence Hall students only

3. Weekday Supper

- 3.1. Monday – Friday, 5:00 – 5:30 p.m.
- 3.2. Residence Hall students who are planning to eat supper must sign up for the super meal during the lunch meal period
 - 3.2.a. Food quantities are determined and prepared by the sign-up list
- 3.3. Residence Hall students who are not able to come to supper should pick up a sack meal during the lunch meal period
- 3.4. To-go boxes are not available for the supper meal

4. Saturday Supper

- 4.1. Sack meals may be picked up during the breakfast meal period

5. Sunday Supper

- 5.1. Served following the evening service
- 5.2. The serving line will be open for 20 minutes following the evening service
- 5.3. The dining area will remain open for 45 minutes following the evening service
- 5.4. Sunday supper meals are available for Residence Hall students only

6. Other Guidelines:

- 6.1. Residence Hall students who are unable to come for meals due to illness should contact their respective Dean to inform them of their illness
 - 6.1.a. The Dean will make arrangements for a meal to be delivered to your room
 - 6.1.b. The Dean will inform the kitchen personnel who will be the designated person to pick up the meal
 - 6.1.c. Students should not request meals for other students
- 6.2. Only kitchen personnel are to be behind the serving line or in the kitchen
 - 6.2.a. Students wishing to enter the kitchen should request permission from the kitchen manager before entry
- 6.3. On days when class has been suspended (day off, activity, etc.) the meal schedule is as follows:**
 - 6.3.a. Brunch, 9:30 – 10:00 a.m.
 - 6.3.b. Supper, Sack meals should be picked up during the brunch meal period
- 6.4. Scheduled Holidays** – the kitchen is not in operation on the scheduled holidays; no meals will be available
 - 6.4.a. Labor Day
 - 6.4.b. Veteran’s Day
 - 6.4.c. Thanksgiving break
 - 6.4.d. Christmas Break
 - 6.4.e. President’s Day
 - 6.4.f. Spring Break

Section 8 – Rules for Off-Campus Students

1. Those who are permitted to live off campus are:
 - 1.1. Members of Emmanuel Baptist Church of Longview as their permanent church home living with immediate family
 - 1.2. Married students
 - 1.3. Single students under 25 years of age who live with their parents
 - 1.4. Single students under 25 years of age who live with immediate family members with the parent's written consent
 - 1.5. Single students 25 years of age or older
 - 1.6. Students enrolled in the Masters or Doctorate programs
2. Off-campus students are required to attend Seminary programs and activities which the administration considers important to their education (10)
3. Off-campus students and their households are to maintain the same standards as those established for Residence Hall students and to live in a manner that becomes mature Christians
4. Off-campus students are expected to live above reproach in the community
5. Any off-campus student who deliberately influences a Residence Hall student to disregard any regulation will receive as many demerits for breaking the rule(s) involved as does the Residence Hall student
6. While they are on campus, all off-campus students are subject to all the rules and regulations which govern Residence Hall students
 - 6.1. Infractions by off-campus students will be dealt with on the same basis as Residence Hall students
 - 6.2. Off-campus students should pay special attention to Article 6, Section 1, as any rules regarding conduct in the

area outside of and around the Residence Halls apply to all students

7. Married students with school-aged children are only permitted to enroll their children in Christian education approved by the Chancellor

Section 9 – Conduct between Students of Opposite Gender

1. Single students are not permitted to exhibit public displays of affection. This includes but is not limited to:
 - 1.1. Touching or close proximity; students should maintain a minimum distance of six inches at all times from any person of the opposite gender unless closely related
 - 1.2. Inappropriate communication
2. Two students of opposite gender who are not with a group may not isolate themselves where they cannot be easily seen or heard (10)
3. Single students are not permitted to participate in unchaperoned dating
 - 3.1. Dating will be defined as:
 - 3.1.a. Sitting together
 - 3.1.b. Going with or planning to meet one another at any venue or event
 - 3.2. A date is considered unchaperoned when the parents of the boy/girl, a TIBS staff and/or a faculty member cannot see the dating couple
4. Students at TIBS are not permitted to date anyone currently in high school
5. Students are not allowed to date non-TIBS students without the Chancellor's approval
6. Parent, pastor, and Pastor Gray must all be in agreement to a dating couple
7. Once dating is approved by set guidelines, the administration will meet with students for further dating guidelines

8. Students whose GPA falls below a 2.0 ("C") or demerit levels rise above 35 during the semester will be restricted from dating privileges
9. Students of the opposite gender are not to ride in the same automobile except for approved chaperoned dating

Section 10 – Cell Phone Usage

1. Male students may not call lady students at their place of employment, nor may lady students call male students at their place of employment (5)
2. Cell phones may not be used in class, during chapel, or during any church services or other meetings without written permission from the administration (3)
3. Video calls may only be made in public areas (5)
4. If a cell phone makes any sound for any reason during class or chapel it will be confiscated immediately and turned in to the TIBS financial office
 - 4.1. Students may reclaim their cell phones for a \$10 fee
 - 4.2. The instructor may confiscate all phones for the duration of the class, or direct all phones to be placed in a reserved place in the classroom, at any time at their discretion
5. Any student who does not abide by these guidelines will be asked by the administration to voluntarily turn in their cell phone

Article 3 - Academics

Section 1 – Family Educational Rights and Privacy Act (FERPA)

1. TIBS is in agreement and compliant with the FERPA to protect the privacy of student education records. We hereby give notice to students and to the parents of dependent students of the various rights according to FERPA. The following overview explains:
2. You have the right to review and inspect your personal educational records maintained by our school
3. You have the right to appeal and have corrected parts of your education record which are believed to be inaccurate or misleading and in violation of your rights
 - 3.1. In the case that the school denies your appeal, your rights state that a hearing can be called to present evidence
 - 3.2. If your appeal is still denied, the student may place a statement on the record explaining the contested information
4. Your basic student, as well as, educational information will not be disclosed without your written permission
5. You may file a complaint with the FERPA Office
 - 5.1. Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520
6. The website address for more information regarding FERPA is:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Section 2 – Class Attendance and Absences

1. Regular class and preaching attendance is expected of every student who is at the Seminary

Tardiness to Class

2. Students who arrive late to class will be counted tardy (5)

3. Students arriving late to class because of employment will not be excused from the demerit penalty for tardiness unless prior arrangements have been made with the appropriate Dean

Absences from Class

4. If a student misses more than ten minutes of any class, the student will be counted absent from that class
7. Only two unexcused absences are permitted in any class during a five-week session.
8. For each unexcused absence above two, the student's final grade in that class will be lowered one letter grade.
9. Once a student has so many unexcused absences in a class that it is not academically possible to receive credit for the class, the student will be academically withdrawn from that class.
10. Any appeal to the attendance grade penalty must be made in writing to the Registrar and accompanied by documentation for each absence.
11. Absences may be excused due to personal sickness or emergencies in the lives of immediate family members.
12. If a student accrues more than four absences (excused and unexcused combined) during a five-week session, he will be withdrawn from that class and will lose all credit for that class.
13. An absence from class does not remove the student's responsibility for that day's work. The student is responsible for all lecture notes, tests, exam, and assignments.

Missed Tests

14. If a test is missed for any reason, the student must take the test before the next test period
 - 14.1. Tests are available at the front desk beginning beginning on the Tuesday morning following the test day from 7:00 – 7:45 a.m. in the Wayne Daniel building

14.2. Failure to take the test within the prescribed time will result in a grade of zero for that test

Other

15. Absolutely no one may interrupt a class without explicit permission from the Seminary office (25)
16. Students are not permitted to make audio or video recordings of TIBS classes or Residence Halls (5)

Section 3 – Class Conduct

1. Improper posture (5)
2. Fighting - (25).
3. Inattention in class or preaching – this includes sleeping in class or during preaching (5) first offense, (10) second offense and thereafter
4. Rudeness (10)
5. Poor attitude (5) 1st offense, (10) 2nd offense, (15) 3rd offense and thereafter.
6. Inappropriate practical jokes (5) 1st offense, (10) 2nd offense and thereafter
7. Unruly, rowdy behavior or horseplay (5)
8. Eating in class is not permitted, but covered drinks are allowed in the classrooms (5)
9. Chewing gum during class, chapel, and/or preaching (5)
10. Talking in class while the teacher is teaching (5)
11. Working on other class projects while the teacher is teaching (5) 1st offense, (10) 2nd offense and thereafter
12. Students are not allowed on social media during class times (5) 1st offense, (10) 2nd offense and thereafter
13. Cheating and plagiarism (25) 1st offense, (50) 2nd offense and thereafter

Section 4 – Grading System

1. One semester is comprised of 3 five-week sessions
 - 1.1. A 3 credit-hour course meets for 120 minutes daily from Tuesday through Friday for five weeks
 - 1.2. A 2 credit-hour course meets for 80 minutes daily from Tuesday through Friday for five weeks
 - 1.3. Each student also earns 1 credit hour total per semester in applied ministry work for participation in their weekend ministry assignments
 - 1.4. This system provides an equal amount of instruction time as is included in a traditional 16-week semester
 - 1.5. On occasion, a limited-schedule Module Class may be available to students featuring guest lecturers
2. The following indicates the letter and quality points used to compute the student's final grade point average (GPA)
 - 2.1. **A** – Excellent – Four quality points
 - 2.1.a. Indicates superior achievement of course content and requirements
 - 2.2. **B** – Good – Three quality points
 - 2.2.a. Indicates substantial achievement and good grasp of course content and requirements
 - 2.3. **C** – Satisfactory – Two quality points
 - 2.3.a. Indicates adequate achievement of course content and requirements
 - 2.4. **D** - Unsatisfactory – One quality point
 - 2.4.a. Indicates inadequate achievement of course content and requirements
 - 2.4.b. Any student who receives a D in a course required for their major will receive credit for that course, but that credit will be counted as an elective credit and

the course will have to be retaken to count as progress toward their major

2.5. **F** – Failure – Zero quality points

2.5.a. Student must repeat the course

2.6. **W** – Withdrawn – Indicates withdrawal from the course before the first test day and with proper permission; the grade is not included in the GPA

2.7. **WP** - Withdrawn Passing - Indicates withdrawal from the course following the first test day with a passing average at the time of withdrawal; the grade is not included in the GPA

2.8. **WF** - Withdrawn Failing - Indicates withdrawal from the course following the first test day with a failing average at the time of withdrawal; the grade is included with the GPA with zero quality points awarded

3. Students in the following courses of study must pass the indicated classes with a C or greater for that class to be counted toward their major.

Theology	Courses beginning with the TH prefix
Education	Courses beginning with the ED, MA, and EN prefixes
Office	Courses beginning with the BU prefix
Music	Courses beginning with the MU prefix

4. The following point system is followed for calculating final grades

4.1. Tests (4 total)- 15 points each (60 points total)

4.2. Project - 15 points

4.3. Final Exam - 25 points

5. The Point System

5.1. In a point system, grades for individual items are not categorized and averaged according to category; rather, each item contributes a certain number of points to the final grade

- 5.2. For instance, if a student scores an 80% on a test that is worth 15 points, that student accrues 12 points toward his final grade (15 points * 80%)
- 5.3. At the end of the semester, all earned points are added together for the final grade
- 6. The following grading scale has been assigned for all final grades

Letter Grade	Percentage Grade	Grade Points 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

- 7. Final grades for students are available online through the student’s ThinkWave accounts.
 - 7.1. TIBS also provides digital copies of report cards via student TIBS email accounts at the end of each semester.
 - 7.2. Students wishing to receive paper copies of their report cards, or to have a copy of their report card sent to a third party, must express their desire in writing to the registrar.
 - 7.3. In accordance with FERPA, grade reports and transcripts will not be released to another party or organization, including parents, without a written signed request from the student.
- 8. The student has the right to ask for clarification of a particular grade for a class if he feels that he has sufficient evidence upon which to differ.
 - 8.1. The student has one semester following the issuing of the disputed grade in which to handle this dispute.

- 8.2. The student must first try to resolve the problem with the instructor.
 - 8.3. The student may then appeal to the following administrators (in this order): the Department Head, the Registrar, the President.
 - 8.4. If after these appeals the student is still dissatisfied, the student may appeal his dispute in writing to the Chancellor.
9. Classification of Students
- 9.1. Freshman.....1–32 credits completed
 - 9.2. Sophomore.....33–64 credits completed
 - 9.3. Junior.....65–96 credits completed
 - 9.4. Senior.....97+ credits completed

Section 5 – Academic Warning and Redemption

1. Academic Warning
 - 1.1. Texas Independent Baptist Seminary & Schools requires students to obtain an overall semester GPA of 2.00 or higher.
 - 1.2. Should a student’s semester GPA drop below a 2.00, the student will be placed on academic probation for one semester.
 - 1.3. If the student’s semester GPA drops below a 2.00 during the probation period, the student will be asked to leave TIBS.
2. Academic Redemption
 - 2.1. If a student at Texas Independent Baptist Seminary & Schools has been asked to leave due to poor academic performance, the student may reapply to TIBS after waiting two semesters.
 - 2.2. The student should follow the Readmitted Students guidelines laid out in the Seminary catalog.
 - 2.3. If readmitted, the student will be placed on a one-semester probation period at the end of which he must

have obtained a GPA of 2.00 or higher to remain enrolled in school.

Section 6 – Research Paper Guidelines

1. Length (*word counts must be within 10% of the following*)
 - 1.1. Freshman - 1,000 words
 - 1.2. Sophomore - 1,500 words
 - 1.3. Juniors - 2,000 words
 - 1.4. Senior - 2,500 words
 - 1.5. Master's Thesis papers - 30,000 words
 - 1.6. Doctoral Dissertations - 60,000 words
 - 1.7. A maximum of 5% of the total words can come from direct quotes
2. Format
 - 2.1. Papers must include a title page, which should include all information and formatting as on the sample on the following page.
 - 2.2. The title of the paper must also appear on the first page of the text.
 - 2.3. Papers must be typed in any non-Script, 12-point font, double spaced with 1-inch margins.
 - 2.4. Paragraphs must be indented left .5 inches.
 - 2.5. Page numbers are to be in the lower center or upper right-hand corner, beginning with the first page of text and not the title page.
 - 2.6. Papers should be written logically and persuasively, focused on the chosen topic.
 - 2.7. Include a succinct **introduction** that informs the reader concerning the subject of the paper, and a succinct **conclusion** that summarizes the main points and/or expresses the resulting conclusion.
 - 2.8. Any direct or indirect quotations, opinions, or conclusions that are not original to the writer of the paper must be referenced in a footnote. Failure to do so will be counted as plagiarism and be dealt with according to the guidelines in the Student Handbook.

- 2.9. All work should be proofread, as errors in spelling, grammar, punctuation, etc. will reduce the overall grade.
- 2.10. At the faculty member's discretion, research papers, theses, or dissertations may be submitted digitally. However, digital papers must adhere to the same guidelines outlined above.
3. Presenting someone else's work as one's own (plagiarism) will subject the student to penalties ranging from an "F" for the assignment, to an "F" for the course, or in severe cases expulsion.

Texas Independent Baptist Seminary & Schools

Sample Title Page

Title
Subtitle

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

Section 7 – Document Printing Services

1. Printing services for students are available at the front desk in the Wayne Daniel building
2. Students may email documents needing to be printed to print.tibs@gmail.com
3. The following formats for documents are acceptable:
 - 3.1. **PDF** is preferred
 - 3.2. Microsoft Word
 - 3.3. Apple Pages
 - 3.4. Google Docs
4. Formatting considerations:
 - 4.1. **IMPORTANT!** Be aware that, unless the file received is in **PDF** format, custom fonts, spacing, pagination, etc. may not print exactly as it appears on your document
 - 4.2. Page sizes other than 8.5" x 11" will not be printable, again unless the file is received in **PDF** format; then the document will be adjusted to print 8.5" x 11"
 - 4.3. Spreadsheets must be properly formatted to print 8.5" x 11"
 - 4.4. Picture/photo files (jpg, png, etc.) will not be printed unless placed in a document with one of the approved file formats mentioned above
5. Documents will be available for pickup at the front desk according to the following schedule:
 - 5.1. Documents received via email before 7:00 a.m. will be printed in the morning and available at the front desk by 7:50 a.m.
 - 5.2. Documents received after 7:00 a.m. will be available the following morning
6. Unless the email specifies otherwise, all documents will be printed black and white and one-sided

7. Prices:

7.1. Black and White: 10¢/page or side

7.2. Color: 25¢/page or side

Section 8 – Academic Advising

1. The registrar will help students with any questions they may have about their chosen core curriculum or any academic needs that they may have
2. At any time, a student can access their grades via Thinkwave.com to assess academic performance and attendance in any particular class
3. Students may get input from their home pastor or Pastor Bob Gray II of the Emmanuel Baptist Church of Longview on which program best suits their God-given abilities

Article 4 - Graduation

Section 1 – Requirements for Graduation

1. Successfully complete the required program curriculum for their major
2. Obtain an overall GPA of 2.00 or greater
3. Achieve a 2.00 or above in each course specific to their major
4. Eliminate any outstanding tuition and room and board balance by Commencement exercises
5. Pay a \$110.00 non-refundable graduation fee by March 1

Section 2 – Commencement Exercises

1. Commencement exercises will be held only in May.
2. Each potential candidate for graduation will be identified by the registrar and presented to the administration for approval and notified accordingly.

Section 3 – Graduation Honors

1. Bachelors Degree Recipients receive stoles by color according to their majors:
 - 1.1. Theology, Red
 - 1.2. Missions, Yellow
 - 1.3. Education, Light Blue
 - 1.4. Music, Pink
 - 1.5. General Studies, White
2. Cords are awarded as follows:
 - 2.1. Honors, GPA 3.25-3.49, White cord
 - 2.2. Great Honors, GPA 3.5-3.74, Silver cord
 - 2.3. Highest Honors, GPA 3.75+, Gold cord

Article 5 - Employment

1. A student's place of employment is subject to approval (5)
2. The following students will be required to report their current weekly work schedule each Monday: (5)
 - 2.1. Any student whose financial account with the seminary is not current.
 - 2.1.a. Whether or not an account is current will be determined by the Seminary financial office.
 - 2.1.b. The student will be notified by the financial office.
 - 2.1.c. The student will then be required to email their current work schedule each Monday to the Director of Employment.
 - 2.1.d. Demerit penalties will then apply for not reporting their current weekly work schedule.
 - 2.1.e. In addition to the reporting requirement, students not current with their financial accounts may not request time off work for any reason without the permission of the Director of Employment. (10) 1st offense, (35-expulsion) 2nd offense and thereafter.
 - 2.2. Any residence hall lady who uses TIBS van transportation to or from their place of employment is required to post their weekly work schedule on the bulletin board in the ladies' residence hall.
3. Students are not permitted to report to their employment on Saturdays earlier than 3:00 p.m. (5)
 - 3.1. Students wishing to report to work early on Saturdays must be approved by the administration on a case-by-case basis
4. Ladies may not be scheduled to work later than 12:30 a.m.
5. A student may not quit a job without sufficient notice to the employer (35) 1st offense, 2nd offense – expulsion
6. Before changing jobs, the student must first seek permission in writing from the student's respective Dean (35)

7. The student's respective Dean's approval must be obtained before the student quits or puts in a two-week notice (35)
8. If a student is fired from a place of employment, he may be subject to expulsion depending on the situation surrounding the loss of the job (35 - expulsion)
9. A student must contact the student's respective Dean before asking an employer to miss work (10) 1st offense, (35-expulsion) 2nd offense
10. A student may not take off work for social events if their TIBS financial accounts are not current (10) 1st offense, (35) 2nd offense
11. Students may only wear work attire when coming directly from work to attend the Wednesday night Bible Study with no time in-between (10)

Article 6 – Campus Safety and Emergency Procedures

Section 1 – General Procedures

1. In the event of an emergency or life-threatening situation:
 - 1.1. Students are advised to call 911 to report the situation to appropriate officials
 - 1.2. After 911 has been called, students should immediately place a call to the President, (219) 730-5484
2. Residence Hall ladies must travel in groups of at least two when arriving from work after dark
3. Otherwise, no ladies should be outside of the Residence Hall after dark (5) 1st offense, (10) 2nd offense, (15 plus meeting with the Chancellor) 3rd offense
 - 3.1. Dark will be announced by administration
4. Any weapon, lethal or non-lethal, may only be kept in the Residence Halls or carried on campus with permission from the Chancellor (35)

Section 2 - Sickness

1. It is strongly suggested that, upon arrival in Longview, students consult their own or their parents' health insurance company and obtain a list of participating physicians in the area
2. If a student is sick enough to miss class:
 - 2.1. The student must notify their respective Dean
 - 2.2. The student may not go to work that evening without approval from their respective Dean
 - 2.3. Residence Hall students must take these additional steps:
 - 2.3.a. Check into the infirmary
 - 2.3.b. Make arrangements through the appropriate Dean for meals to be delivered to the infirmary

3. If a student is sick on Saturday or Sunday,
 - 3.1. The student must call the respective Deans and the heads of any ministries they are involved in
 - 3.2. The student may not go to work that evening without approval from their respective Dean
 - 3.3. Residence Hall students must check into the infirmary

Section 3 – Fire Alarms

1. In the case of a fire alarm, students in the Residence Halls should quickly but safely exit the building
 - 1.1. They should then meet in front of the gymnasium
 - 1.2. One member of the group should then contact their respective Dean
 - 1.3. The fire department will inspect the building before allowing occupants to return
2. Falsely reporting a fire or setting off a fire alarm, as well as tampering with smoke detectors, extinguishers, and sprinklers, is a violation of state law and will be dealt with by the proper authorities (any fines accrued by the seminary may be passed on, in part or in whole, to the student responsible for the false alarm.)

Section 4 – Fire Safety

1. Nothing is to be hung from or on the ceilings in the Residence Halls
2. Use of extension cords and multi-plugged adapters without surge protection is not permitted
 - 2.1. Use extension cords with surge protectors
3. The burning or use of candles, heating devices, potpourri, incense, lighters, or matches is prohibited in the Residence Halls
 - 3.1. Only seminary-supplied kitchen appliances may be used.

Section 5 - Automobiles

1. If the use of an automobile is thought to be detrimental to academic achievement or if the privilege is abused, the Residence Hall student may lose permission to operate a vehicle at all, and the off-campus student may lose permission to operate a vehicle on campus
2. All cars parked on campus must have a valid license plate, vehicle registration, and TIBS parking permit
3. Students are not permitted to drive their cars on property unless they are covered by both bodily injury and property damage liability insurance
4. Proof of insurance must be submitted to the Administration at the time of registration each semester
5. Periodically during the semester, checks will be made to verify vehicle registration and insurance
6. Off-campus students are to park in the north parking lot in front of the Robert Holland Gymnasium
7. On-campus students are to park on Seminary property along the cast iron fence
8. On campus speed limit is 10 mph
9. There will be a \$20 fine for parking and speeding violations

Article 7 – Residence Halls

Section 1 – Off-Limits Areas

1. No student is allowed in another's room unless someone from that room is present or someone from that room has given permission (5)
2. Loitering in the parking lot with the opposite gender at any time of the day is prohibited (5) *see Article 2, Section 9, Rule 2*
3. The emergency exit stairwell on the northeast side of the building by the TIBS Plaza is to be used only in case of fire (5)
4. Ladies are not allowed in the men's Residence Hall, or men in the ladies' Residence Hall (Expulsion)
5. Ladies are not permitted on the stairs leading into the men's Residence Hall (Dealt with by the appropriate Dean)
6. Men are not permitted on the stairs leading into the ladies Residence Hall or on the porch in front of the ladies Residence Hall (Dealt with by the appropriate Dean)
7. No food or drinks are to be consumed or left in Residence Hall rooms (3)
 - 7.1. All dining is to be done in the snack room
8. Students who listen to or are in possession of any form of entertainment via any medium that is contrary to the standards preached and/or held by the Emmanuel Baptist Church of Longview will receive the appropriate demerits. (15) 1st offense, (25) 2nd offense and thereafter
9. Use of extension cords must be approved by the appropriate Dean (5)

Section 2 – The Offense System

1. An Offense System is used for recording Residence Hall violations
2. Any guideline outlined in the following sections regarding the Residence Halls that does not specify a demerit penalty is considered an offense

3. For each five offenses in a calendar month, the following demerits penalties will apply:
 - 3.1. First five offenses in a calendar month, 5 demerits
 - 3.2. Second five offenses, 10 demerits
 - 3.3. Third five offenses and thereafter, 15 demerits
4. After accumulating ten offenses in one calendar month a student is campused for 7 days
 - 4.1. Campusing will be scheduled by the Dean
 - 4.2. A campused student may not leave his Residence Hall room except to go to work, class, scheduled church services or to pick up meals in the Dining Hall (25)

Section 3 – General Rules

1. Calls or text messages will not be made or received after 11 p.m. (5) 1st offense, (10) 2nd offense, (15) 3rd offense and thereafter
2. Although a student may not have an 8:00 a.m. class, Residence Hall and room duties must still be ready for inspection by 7:30 a.m. each day
 - 2.1. This excludes students living in the Residence Halls but not enrolled in classes and working third shift
3. Lights are to be out by midnight each night
 - 3.1. If returning from work after 11:30 p.m., the student has one hour to be in bed with lights out
4. Only items approved by the Dean may be affixed to any wall or door of the Residence Hall, and then only by use of command strips (3)
5. DO NOT HANG ANYTHING FROM THE CEILING (3)
6. You must remain dressed in the Residence Hall public areas at all times (5)
7. Shorts are not permitted at any time (5)
8. Students are not to be out of the Residence Hall without socks or shoes on (5)

9. Only Residence Hall residents are allowed in the Residence Hall; anyone else must get approval from the appropriate Dean (10)
10. Playing of music or preaching must not interfere with the study or sleep of other residents in the Residence Hall (3)
11. No student is to borrow another student's personal belongings without permission; borrowing without asking is stealing (see Article 2, Section 2, Rule 13)
12. Lights are to be turned off when leaving any room in the Residence Hall if no one else is present in that room (3)
13. Any personal belongings found out of place during inspection will be picked up and collected by the Residence Hall supervisor or respective Dean and placed in the lost and found; they will be discarded every Thursday
14. Because of limited space in the rooms, students are only allowed to keep a number of books in the room according to the amount of shelf space provided
 - 14.1. Books must be kept arranged neatly on the provided shelf when not in use
 - 14.2. Any other books are to be boxed and shipped home
15. No one is allowed to move from the room and/or bed assigned without approval from the respective Dean
16. Sporting and recreational equipment may be stored out of sight in the student's room.
17. Do not leave irons plugged into the outlet (3)
18. No ironing may be done on carpeting – penalty is a minimum of \$250 for iron damage to carpet.
19. Residence Hall men with working boots need to place their boots on top of a towel under their bed to avoid soiling the carpet
20. Students are not allowed to move furniture in Residence Hall rooms or to a storage area without permission from their Dean (5)
21. Residence Hall students must change bed linens weekly; they may not sleep on the bare mattress (5)

22. Students are NEVER allowed to be on or in the same bed with another student (Possible expulsion)
23. Blinds must be drawn when leaving the room, after dark, and whenever the student is not in full dress (5)
24. Residence Hall ladies may not do laundry, ironing, or mending for men (5)
25. Residence Hall ladies must travel in groups of at least two when on campus after dark (5)
26. For the sake of those studying or sleeping, a quiet time from 10:00 p.m. - 12:00 a.m. is observed in the Residence Halls every day and Wednesday from 2:00 p.m. to 6:00 p.m.
27. Before moving out of the Residence Halls a student must:
 - 27.1. Obtain necessary forms from the registrar and the appropriate Dean and fill them out before leaving
 - 27.2. Clean their room for white glove inspection
 - 27.3. Pay for damages (amount will be determined by the Deans and/or maintenance department)
 - 27.4. Post office, Residence Hall keys, church key fob, and student identification cards are to be turned in; a \$25 charge will be added to their bill for any keys, cards, or fobs not turned in
 - 27.5. All Residence Hall students must have their rooms checked before they move out of the Residence Hall; failure to do so will result in a \$100.00 cleaning fee being added to their bill
28. Students who move from the Residence Halls may not leave their belongings in the Residence Halls
29. After the close of the school year (or immediately upon withdrawal from school for any reason), if Residence Hall students leave their belongings on Seminary property without permission, their belongings will be regarded as abandoned to the Seminary and will be disposed of as the Seminary sees fit
30. No pets are allowed in the Residence Halls

Section 4 – Leaving Campus

1. Every time a Residence Hall student leaves campus, the student is responsible to **sign out** (2)
 - 1.1. A form for signing out/in will be provided in each student's room
2. Every time a Residence Hall student returns to campus, the student is responsible to **sign in** (2)
3. Students are allowed to leave campus within the prescribed boundaries assigned by the Seminary at the beginning of the semester
4. Students must obtain permission to travel anywhere outside those prescribed boundaries or to be off campus after curfew or all night (5 - expulsion)
 - 4.1. The student must fill out a permission form either online through the seminary website or by paper form turned into box 100
 - 4.2. Permission forms must be turned in before chapel to be considered for permission to leave campus that same afternoon or evening
 - 4.3. The student must receive notice of approval prior to being off campus at the requested location or time; a student should never assume that simply filling out a permission form slip constitutes permission
 - 4.4. This includes students wishing to stay overnight with visiting family
5. Although students are allowed to leave campus inside the prescribed boundaries, they are not allowed to go to area homes without obtaining permission from the Seminary (5)
6. Residence hall students not enrolled in the regional students program whose parents live more than a 1-hour radius from campus may go home to visit parents not more than two weekends per semester in addition to holidays (Thanksgiving and Christmas) (10)

- 6.1. Residence Hall students must submit a permission form to their respective Dean no less than one week in advance for approval to travel
- 6.2. Students may be granted special permission from the Chancellor to work in their home churches through the Regional Students Program
7. Residence hall students may go to homes of other Seminary students outside a 1-hour radius only during the holidays, providing written permission is received from the student's parents (or legal guardian) and the Seminary (10)
8. Commercially owned and operated carriers must be used when students wish to travel by aircraft
9. When a student is assigned to go to a specific home for a holiday or an emergency situation, they may not make any changes without first checking with their respective Dean (10)
10. Visits to area homes are limited to one home per week, once a week for a maximum of three 3 hours
 - 10.1. Ladies must be in pairs (10)
 - 10.2. Special permission for extended stay must be requested by the homeowner through the appropriate Dean
11. Residence Hall students may not visit students of the opposite gender in area hospitals unless they are with an approved chaperone; regular dating regulations apply (10)
12. No Residence Hall student is allowed to be out of the Residence Hall past 10:30 p.m. without permission except for approved employment (25, in addition to any demerits a student may receive for their activity during this time)
13. No Residence Hall student is allowed to be out of the Residence Hall all night without permission (25 to expulsion, in addition to any demerits a student might receive for their activity during this time)

Section 5 – Residence Hall Duties

1. Students may not live in the Residence Halls more than one semester without being enrolled in classes

2. Each student is expected to have his room ready for a walk-through inspection by 7:30 a.m. each day
3. In order for a room to be considered ready for inspection, the following things should be cared for:
 - 3.1. Straighten the room
 - 3.2. All items in proper place
 - 3.3. Vacuum floor
 - 3.4. Make and clear the beds
 - 3.5. Empty trash
 - 3.6. Dust furniture (including window sills)
 - 3.7. Hang up clothes
 - 3.8. Dresser drawers closed
 - 3.9. Top of desk clean and neat
 - 3.10. No clothes on the floor and shoes put away neatly
4. Nothing is to be on the beds (clothes, books, ties, etc.) except for bedding
5. Nothing is to be hung on the bed frames; this includes work vests, caps, clothes hangers, etc.
6. Residence hall duties will be posted in the Residence Halls in a public place
7. Duties will renew each semester
8. Students will be notified of offenses either in writing or via email by their respective Dean or Residence Hall supervisor
9. Failure to do the assigned Residence Hall duties before 7:30 a.m. each day will result in one offense per assigned duty
10. If a cleaning item is not available in the cleaning cabinet for your Residence Hall duty, it is the student's responsibility to notify their respective Dean; this is not an excuse for the duty not to be ready for inspection

11. Shoe racks may be arranged neatly under the sink in the room or next to the wardrobe

Section 6 – Laundry

1. Every Residence Hall student is to have a laundry hamper for dirty clothes
2. It is strongly suggested that you do your laundry at least once a week
3. Laundry left unattended will be placed in lost and found which is then discarded on Thursdays. *see Article 7, Section 7, Rule 6*
4. You must label your laundry supplies and keep them in your Residence Hall room
5. Taking laundry supplies that are not yours without permission is stealing *see Article 2, Section 2, Rule 13*
6. Do not overload the washer or the dryer; this could cause damage to the appliances and a great deal of inconvenience to you
7. Any problems with the appliances are to be reported to the respective Dean
8. Students are not to attempt to fix the appliances themselves
9. Mishandling of the Residence Hall appliances will result in the student's paying for the repairs and forfeiting their privilege to use them

Section 7 – Bedroom Area

1. Half of the space under the bottom bunk is the student's personal space
2. Students must keep their area of the room clean and presentable at all times
3. The only places where clothes should be:
 - 3.1. Hanging in the closet
 - 3.2. Inside the dresser drawers
 - 3.3. Inside the laundry hamper
4. Wet towels are to be hung on the towel bars in the bathroom

5. Any clothes found out of place will be collected and placed in the lost and found room
6. Clothes collected and placed in the lost and found will be discarded every Thursday
7. Because the student rooms have limited space, desktops, tables, chairs, and any other furniture are subject to approval by the appropriate Dean
8. All luggage, trunks, suitcases and storage containers are to be placed in the storage provided by TIBS
9. Each item stored must have the student's name on it or the item may be discarded
10. Each student is responsible to make the necessary arrangements with the appropriate Dean to take his belongings to storage

Section 8 – Kitchen Area

1. All food is to be stored in sealed containers with the student's name on it or it will be discarded
2. All food in the refrigerator must be in its proper sealed container or in a sealed baggie with the student's name and the date on it or it will be discarded
3. Food in the refrigerator two weeks after the labeled date will be discarded
4. The size of food containers are subject to approval by the respective Dean due to limited space
5. Students are expected to clean up after themselves; anything left out will be discarded
6. Taking food from another Residence Hall student without permission is considered stealing *see Article 2, Section 2, Rule 13*
7. Food containers are to be kept clean or they will be discarded
8. All food in the Residence Hall must be kept in sealed plastic or metal containers
9. Food must be stored in the proper area in the Residence Hall

10. No food or drinks are to be consumed or left in Residence Hall rooms (3)
11. Bottled water may be consumed in the Residence Hall rooms
12. Utilization of provided kitchen appliances is a privilege; they are never to be left unattended when in use (5) for the first offense, (10) for each offense thereafter
 - 12.1. These privileges may be revoked by the Administration

Section 9 – Air Conditioning/Heating Units

1. Air conditioning/heating units must be kept in the “comfort zone, low” setting at all times whether the student is in the room or not
2. Units may be checked at any time; rooms with temperature gauges can be set no lower than 70 degrees or higher than 75 degrees unless approved by the Dean (3)

****All rules are subject to change. All changes will be announced before action is enforced.**

IMPORTANT NOTE:

Students must read the handbook and turn in the signed pages (following) agreeing to abide by the rules of the Seminary. A penalty of 20 demerits will be given if these signed forms are not submitted, but upon the completion of these forms, the penalty will be reduced to 3 demerits.

Student Handbook Form

DATE _____

"I have read the TIBS handbook and agree to abide by these scriptural principles and regulations."

Name _____

Signature _____

Date _____

(Place this form in Box #100)

Cell Phone and Social Media Platform Consent Form

DATE _____

"I understand having a cell phone is a privilege. I have read the rules covering the use of cell phones and agree to abide by them. If I am asked by the TIBS Administration to voluntarily turn in my cell phone or bill, I will do so."

My cell phone number is _____

"I understand the use of social media platforms is a privilege. In the event of reported improper use of social media platforms, I authorize the TIBS Administration to access my accounts and review their contents."

List social media accounts:

Name _____

Signature _____

(Place this form in Box #100)

Student Consent Form for Parental and Pastoral Access of Information

I, the undersigned, as a student at Texas Independent Baptist Seminary and Schools, do hereby grant my consent to parental and pastoral access to my ThinkWave account, seminary financial records, academic records, and discipline records. Further, I authorize appropriate seminary personnel to discuss information in these same areas with the people listed below.

Parents' (or Legal Guardians') Information:

Names _____
Preferred Phone #: _____
Alternate Phone #: _____
Email: _____

Pastor's Information:

Name _____
Preferred Phone #: _____
Alternate Phone #: _____
Email: _____

Student Name _____

Student Signature _____

Date _____

(Place this form in Box #100)

Release Form for Media Permissions

I, the undersigned, do hereby consent and agree that Texas Independent Baptist Seminary, its employees, or agents, have the right to take photographs, video, or digital recordings of me at any time while I am enrolled as a student at TIBS, and to use these in any and all media, now or hereafter known, and exclusively for the purpose of marketing and recruiting. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to Texas Independent Baptist Seminary & Schools, its agents, and employees, all rights to exhibit this work in print and electronic form publicly or privately, and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that Texas Independent Baptist Seminary is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Student Name _____

Student Signature _____

Date _____

(Place this form in Box #100)

