

**Texas Independent Baptist  
Seminary & Schools**

**STUDENT  
HANDBOOK**

**2023-2024**

# Texas Independent Baptist Seminary & Schools

2023-2024

## Contact Information

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This Handbook contains important information for all students enrolled in classes at Texas Independent Baptist Seminary & Schools (TIBS), particularly what you can expect from us as a faculty and staff and what we expect from you as a student. All students are responsible to read and abide by the procedures and guidelines contained in this handbook.



# TABLE OF CONTENTS

<b>WELCOME FROM PASTOR GRAY .....</b>	<b>1</b>
<b>ACADEMIC CALENDAR .....</b>	<b>2</b>
<b>BIBLICAL FOUNDATIONS FOR RULES OF CONDUCT.....</b>	<b>4</b>
PROCEDURES .....	4
PERSONAL COMMITMENT TO CHRIST .....	4
PROTECTION OF A STUDENT’S CHRISTIAN TESTIMONY .....	5
<b>TIBS CORE VALUES.....</b>	<b>6</b>
THE WORD OF GOD .....	6
PERSONAL SOUL WINNING .....	6
BIBLICAL STANDARDS AND CONVICTIONS .....	6
MINISTRY .....	7
PERSONAL CHARACTER DEVELOPMENT.....	7
<b>GENERAL PRINCIPLES OF CONDUCT .....</b>	<b>8</b>
COVENANT OF CHRISTIAN LIVING ACCORDING TO THE SCRIPTURES .....	8
PRINCIPLE OF SPIRIT-FILLED LIVING .....	8
PRINCIPLE OF HONESTY .....	9
PRINCIPLE OF CHRISTIAN TESTIMONY .....	9
<b>STUDENT CODE OF CONDUCT .....</b>	<b>10</b>
CORRECTIVE PROCEDURES .....	10
STUDENT’S RIGHT TO APPEAL.....	11
SUSPENSION AND DISMISSAL.....	11
<b>RULES OF CONDUCT.....</b>	<b>14</b>
GENERAL.....	14
BIBLICAL STANDARDS.....	14
CAMPUS FACILITIES .....	15
CAMPUS SAFETY AND EMERGENCY PROCEDURES.....	16
COMMUNICATIONS WITH STAFF AND FACULTY.....	18
CONDUCT IN ACADEMIC CLASSROOMS AND HALLWAYS .....	19
CONDUCT TOWARD OPPOSITE GENDER .....	20
ELECTRONIC DEVICES IN CLASS .....	20
EMPLOYMENT .....	21
LIVING OFF CAMPUS .....	21
MEDIA AND ADVERTISING.....	21
<b>DINING HALL.....</b>	<b>22</b>
<b>DRESS CODE .....</b>	<b>23</b>
DRESS CODE - MEN.....	23

DRESS CODE - LADIES .....	24
<b>WAYNE DANIEL FRONT DESK SERVICES .....</b>	<b>26</b>
<b>MINISTRY REQUIREMENTS.....</b>	<b>27</b>
<b>ACADEMIC INFORMATION .....</b>	<b>28</b>
DESCRIPTION OF ACADEMIC ORGANIZATION .....	28
GRADING SYSTEM .....	30
MINISTRY AND PRACTICUM CREDITS.....	31
ATTENDANCE AND ABSENCE POLICIES .....	32
ACADEMIC PROBATION AND DISMISSAL.....	33
PROJECTS .....	33
FERPA .....	36
<b>FINANCIAL RESPONSIBILITY .....</b>	<b>38</b>
BASIC COSTS PER SEMESTER .....	38
FINANCIAL DISCOUNTS.....	38
MONTHLY PAYMENT PLAN .....	39
FINANCIAL WITHDRAWAL POLICY .....	40
REFUNDS.....	40
BOOKS AND SUPPLIES .....	40
MISSIONS INTERNSHIP FEE.....	41
GRADUATION FEE .....	41
SCHOLARSHIPS AND AWARDS .....	41
<b>GRADUATION .....</b>	<b>42</b>
REQUIREMENTS FOR GRADUATION .....	42
COMMENCEMENT EXERCISES .....	42
GRADUATION HONORS .....	42
<b>RESIDENCE HALL GUIDELINES.....</b>	<b>43</b>
NOTE REGARDING OFF CAMPUS STUDENTS AND RESIDENCE HALL GUIDELINES .....	43
STUDENT EXPECTATIONS AND RESPONSIBILITIES .....	43
PERMISSIONS NEEDED .....	50
<b>DIRECTORY .....</b>	<b>51</b>

# Welcome From Pastor Gray

Thank you for choosing Texas Independent Baptist Seminary & Schools. We are here to train you both in the scriptures and in the practical workings of day-to-day ministry; as a student, you will engage with teachers in the classroom on the weekdays and work alongside those same men and women (and many others) in the ministry on the weekends, both here and with sister churches in the area.

Many people have invested in you throughout the years, including your family and your pastor, and we look forward to partnering with them as you take the next step along your journey to fulfilling God's will for your life.

Our promise to you is to work alongside you in Christian fellowship; every organization needs procedures and guidelines, but we desire to guide you as a Christian brother or sister; not lording over you, but rather directing you with care and respect. To this end, we have adopted James 3:17-18 as our guidelines in working with our students:

*But the wisdom that is from above is first pure, then peaceable, gentle, and easy to be intreated, full of mercy and good fruits, without partiality, and without hypocrisy. And the fruit of righteousness is sown in peace of them that make peace.*

As chancellor of this great institution, my door is always open to you as a student, and I look forward both to our time here together and to years of Christian fellowship to come.

Pastor Bob Gray II

Chancellor

# Academic Calendar

2023 - 2024

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Residence Halls Open            8/21/23  
Fall Registration                8/22/23 - 8/25/23

## Fall Semester

Session 1                         8/28/23 - 9/28/23  
Session 2                         10/2/23 - 11/3/23  
Session 3                         11/6/23 - 12/15/23

## Special Events

Labor Day                         9/4/23  
*no classes*

Spiritual Renewal                9/28/23 - 9/30/23  
*no classes Friday*

Veteran's Day Observed        11/10/23  
*no classes*

Thanksgiving Break              11/20/23 - 11/24/23  
*no classes*

Christmas Break                 12/18/23 - 1/3/24  
*no classes*

# Academic Calendar

2023 - 2024

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Residence Halls Open	1/1/24		
Spring Registration	1/4/24	-	1/5/24

## Spring Semester

Session 4	1/8/24	-	2/9/24
Session 5	2/19/24	-	3/22/24
Session 6	4/1/24	-	5/3/24

## Special Events

President's Day	2/19/24		
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*no classes*

Missions Trips	3/25/24	-	3/29/24
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*no classes*

Commencement	5/7/24		
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# **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 simply lay out procedures to follow on a day-to-day basis 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*

While the policies outlined in the handbook provide students an effective set of guidelines for personal conduct, the Seminary retains the right to enact additional policies and regulations, correct errors, or to modify existing policies at any time as it determines. Students will be notified in writing prior to any new or modified policy being enforced.

# TIBS Core Values

## The Word of God

As the fear of the Lord is the beginning of both knowledge and wisdom (Proverbs 1:7 and 9:10), we ask our staff and students alike to abide by the teachings of the Word of God in all things.

*“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

TIBS believes in the individual’s personal responsibility to preach the gospel, and asks all staff and students to present the gospel to sinners weekly.

*“And he said unto them, Go ye into all the world, and preach the gospel to every creature.” Mark 16:15*

## Biblical Standards and Convictions

TIBS stands for Biblical Christianity. Personal conformity to the Word of God and Biblical separation from the world should be the standards by which every Christian lives.

*“For if any be a hearer of the word, and not a doer, he is like unto a man beholding his natural face in a glass: For he beholdeth himself, and goeth his way, and straightway forgetteth what manner of man he was.” James 1:23-24*

*“Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ.” Colossians 2:8*

## Ministry

Ministry is caring for people. At TIBS, students will learn how to care for and build people up in the Lord,

*“For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ:”  
Ephesians 4:12*

## Personal Character Development

Scriptural principles and attitudes are of no value unless a young person learns to master his time, his responsibilities, his finances, etc. At TIBS, students will be guided in learning self-discipline so that they are prepared to fulfill the work of the ministry.

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

# **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 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 from TIBS. This decision will rest solely with the chancellor.

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

*Each of the above scriptures are given as examples; 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. (See Corrective Procedures on next page.)

# Student Code of Conduct

Texas Independent Baptist Seminary & Schools is dedicated to educating and training God-called servants of Jesus Christ for work in New Testament Baptist churches and their ministries. A strong Christian character and a disciplined, self-denying life are vital in local church leadership.

Philippians 1:27, *“Only let your conversation be as it becometh the gospel of Christ...”*

1 Timothy 3:2, *“A bishop then must be blameless...”*

We train people not only to win souls to Christ, to baptize converts, and to teach them the Word of God, but also to understand the importance of displaying a Christ-honoring life to their converts and church members. The Word of God explains it this way in 1 Corinthians 11:1, *“Be ye followers of me, even as I also am of Christ.”*

## Corrective Procedures

A student who fails to observe any guidelines or procedures outlined in this handbook, or displays any behavior contrary to the Word of God, will face corrective procedures in the following manner:

**Admonishment** – consists of a verbal warning in the form of a private conversation between a staff member and a student (or group of students). This verbal warning will be followed up with communication to the student via email with a copy forwarded to the administration.

**Correction** – Following an admonishment which the administration deems not to have been heeded, the administration will meet with the student (or group of students), giving definite expectations to correct improper behavior; these expectations will include a time limit by which the student must show improvement. The subject of the correction along with the expectations for correction will be noted in writing and placed in the student’s file, with a copy being given to the student.

**Discipline** – If a student fails to live up to expectations clearly laid out by the administration, discipline will be administered; this discipline could be in the form of revocation of privileges, limitations, suspensions, academic penalties, dismissal, fines, etc. A notation of the discipline will be placed in the student’s academic file.

## **Student’s Right to Appeal**

- Every student has the right to appeal any correction or discipline.
- A request to appeal must be made in writing (physically or digitally via email) to the registrar’s office with a full explanation of the reason for the appeal.
- Once an appeal in writing is received, the administration will meet with the student to discuss the appeal.
- Once a decision is made by the administration following an appeal, it is considered binding. No further appeal on the same topic will be considered unless new information is made available.
- The student may at any time appeal directly to the chancellor.

## **Suspension and Dismissal**

If a student receives three or more disciplinary actions within a single semester, that student may be suspended from classes or dismissed at the chancellor’s discretion. (*As previously noted under Principle of Spirit-filled Living, page 8, and Principle of Honesty, page 9, certain behaviors are cause for immediate dismissal.*)

### **Suspension**

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Suspension is a period of time during which a student may not attend classes; the student will be withdrawn from classes with a grade of WP (withdrawn passing) or WF (withdrawn failing).

The student may or may not be allowed to live in the residence halls during a suspension at the chancellor’s discretion. If the student lives in the residence halls during a suspension period, additional limitations may be placed upon the student’s access to campus facilities during that time.



## **Dismissal**

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Dismissal is the removal of a student from all classes and the loss of all privileges. The student will receive a grade of WP (withdrawn passing) or WF (withdrawn failing) in each class that has not been completed.

Residence hall students must remove themselves and all their belongings from the residence hall within 24 hours or at the chancellor's discretion.

If a student is under the age of 21 and unmarried, his parents or legal guardian will be notified of the dismissal. Additionally, his home pastor will be given a courtesy call informing him of the dismissal.

A dismissed student must wait two full semesters before reapplying to TIBS. Acceptance is not guaranteed.

## **Voluntary Withdrawal from TIBS**

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A student who decides to withdraw from TIBS for any reason must notify the administration of his intention and complete the steps in the following section.

### **Steps to Take when Dismissed or Voluntarily Withdrawing**

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*If a student does not complete his withdraw from school in the following manner, he will not be eligible to reapply at any time and his transcripts will not be released for any reason.*

- Meet with the Registrar to complete a *Withdrawal from Classes* form. The student will receive the mark of "WP" (withdrawn passing) or "WF" (withdrawn failing) from each class in which he is currently enrolled.
- Turn in keys and fobs to the front desk in the Wayne Daniel building. Fines will be added to the semester's bill for any keys or fobs not returned.
- Leave a forwarding address for mail at the front desk in the Wayne Daniel building. Mail will be forwarded for up to six weeks. Afterwards, it will be discarded or returned to sender.

The student is responsible for all financial responsibility to the college according to the schedule provided in the Financial section on page 40 of this handbook. Any damage to TIBS property will be assessed and appropriate fines added to the semester's bill.

# 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.*

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.

## Biblical Standards

Much sin is excused in the name of entertainment. Students may not listen to, watch, or possess any form any entertainment via any medium that is not in conformity to 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)

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

## **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.

### **EBC Main Building**

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- Student access for academics is Monday – Friday, 7:30 am – 1:00 pm
- 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
- Food and drinks are not allowed in the EBC building, except bottled water or covered drinks in the upstairs hallways and classrooms

### **Gymnasium**

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

### **Longview Christian Academy**

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- 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, he should follow all guidelines given to LCA parents regarding visiting the school building

### **Dining Hall**

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- 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 even during meals and events

## **Wayne Daniel Administrative Building**

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- The Wayne Daniel building is open Tuesday through Friday 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)**

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

## **Student Bookstore**

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- The Student Bookstore is available during its posted hours

## **Residence Halls**

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- 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

# **Campus Safety and Emergency Procedures**

## **Visitors**

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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**

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Firearms, explosives, and weapons of any sort, lethal or non-lethal, are prohibited anywhere on campus and during any sponsored activity, regardless of location. Exceptions may only be made by the chancellor.

## **Use of Automobile**

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- Any student 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 on Seminary property along the cast iron fence
- From 7 am to 4 pm on days when Longview Christian Academy is in session, students should not use the access road unless they are picking up children from LCA.
- Students of the opposite gender are not to ride in the same automobile except for approved chaperoned dating.

## **Fire Alarms**

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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.

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

One student should contact by phone a member of the administration if none are already present.

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 such action may be passed on, in part or whole, to the student responsible.

## **Sickness**

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Students missing class, church services, or ministry assignments with symptoms of illness should contact the appropriate person prior to their absence.

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 for this purpose.

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 from the lunchroom for them.

### **Who to Contact in Case of Sickness?**

If missing classes, contact Dr. Koenig.

If missing church services or ministry assignments, contact Juan Meave as well as your ministry team leader.

## **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.) Students are held responsible for any information given regardless of whether they acknowledged the communication or not.

## Conduct in Academic Classrooms and Hallways

Attention, decorum, consideration, and respect are expected from the student in the academic classrooms (including the lounge) and in the academic hallways at all times when classes are in session.

**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 seat and keep their work area neat and organized. Students may not leave their personal items in a classroom once that class is over.

**Consideration** – At no time should a student become a distraction to the teacher or to his fellow students, either while in class or while 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 apply both to the teacher as well as fellow students.



## **Conduct toward Opposite Gender**

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

- Students are expected to always maintain proper Christian behavior toward the opposite gender according to the scriptures.
- Dating must be approved by the chancellor, as well as the student's home pastor and parents.
- A date is defined as spending any amount of time with an individual with whom a student is advancing a relationship possibly leading to marriage. This includes time spent in large group settings.
- Dates must be chaperoned; the chancellor approves all chaperones.
- A dating couple may engage in a large group setting, defined as a group of five or more, without a chaperone; however, they must not isolate themselves from the group at any time.
- Dating may not be allowed if a student's gpa falls below 2.0 or if he is currently undergoing a period of discipline.
- Touching is prohibited. (I Corinthians 7:1)
- In accordance with the principle of Christian Testimony, we ask that men and ladies maintain enough distance between themselves as not to appear to be touching when observed from any direction.
- Also in accordance with the principle of Christian Testimony, we ask that no man and lady isolate themselves from a group where they cannot be easily seen or heard.

## **Electronic Devices in Class**

Electronic devices with calling/texting capabilities may not be used or monitored in class without the teacher's express permission. All electronic devices must be silenced during class. Ear buds or similar devices may not be worn during class.

## **Employment**

- A student's employment is subject to approval 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 are expected to give two-week notice prior to leaving a place of employment
- If a student is fired from his place of employment, he may be subject to discipline from the TIBS administration as well depending upon the circumstances.

## **Living Off Campus**

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. Any public use of the name Emmanuel Baptist Church, Texas Independent Baptist Seminary, or associated staff, for any reason, is not permitted.

Students may not advertise or sell any commercial products on 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.

# Dining Hall

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

- Monday – Friday
- Breakfast, 7:30 – 7:50
- Lunch, 1:00 – 1:20

The times above reflect the serving line; the dining hall remains open for seating past this time.

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

Off campus students may buy lunch for \$3.00 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 opened 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 alternate meal schedule may be used – these will be posted and students notified ahead of time.

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

- Labor Day
- Thanksgiving Break
- Christmas Break
- President's Day
- Missions Trips week

# Dress Code

## General Principles

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

## Dress Code - Men

### Hair and Grooming

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All men are expected to be clean shaven and their hair well groomed at all times. Well groomed is defined as neatly combed or styled, off the ears, above the collar, above the eyebrows, and tapered. Sideburns should follow natural growth patterns. Worldly and trendy hair styles are not permitted.

### General Guidelines

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- Shirts are to be appropriate and conservative. Dress shirts must always be worn with undershirts.
- Pants are to be modest and properly fitting, neatly pressed with a crease (where appropriate), and worn with a belt if designed to do so.
- For classes and sponsored events, Docker-style pants may be worn instead of dress pants; they are, however, required to 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; shoes with laces must be tied.
- No necklaces or bracelets are allowed except for medical purposes.

## Specific Guidelines

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- **Class and Lunchroom** - Dress shirt, tie, and dress pants or docker-style pants
- **Additional Lunchroom dress guidelines:**
  - If a residence hall student must leave for work prior to 1:45, he may wear work attire to the lunchroom
  - On days when there are no classes, residence hall students may wear appropriate casual clothes 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

## 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 of legs. Exodus 28:42, I Timothy 2:9-10

- Neckline should not be revealing at any time. Romans 13:12-14
- 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,
- Slits should be in keeping with letter “3a” of the dress code. Exodus 28:42
- Wraparound skirts should be sewn so as not to reveal the thigh. Exodus 28:42
- 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
  - 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
- **Additional Lunchroom dress guidelines:**
  - If a residence hall student must leave for work prior to 1:45, she may wear work attire to the lunchroom
  - 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**

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Not sure where to go or what to do? Ask at the front desk in the Wayne Daniel building.

## **Scheduling Meetings with the Administration**

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

## **Printing and Copying**

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Tuesday – Friday

- 7:00 – 10:30
- Send print jobs to [print.tibs@gmail.com](mailto:print.tibs@gmail.com)
- Print jobs must be submitted in pdf, Word, Pages, or Google Doc formats
- Spreadsheets must be submitted in pdf format
- jpegs, png, or other images cannot be printed directly; they must be placed in one of the above formats
- Print jobs received prior to 7:00 am each morning will be available before 8:00
- Print jobs submitted after 7:00 am will be available before lunch
- Black and White, 10¢ per side/page
- Color, 25¢ per side/page

# Ministry Requirements

Each student will be assigned a ministry. All students are required to participate in that assigned ministry and attend all associated ministry meetings except in cases of sickness (see Sickness on page 18). 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 and Practicum Credit on page 31).

Students who live within a 2-hour radius of their home church may be granted permission to work within the ministry of their home church by the chancellor.

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

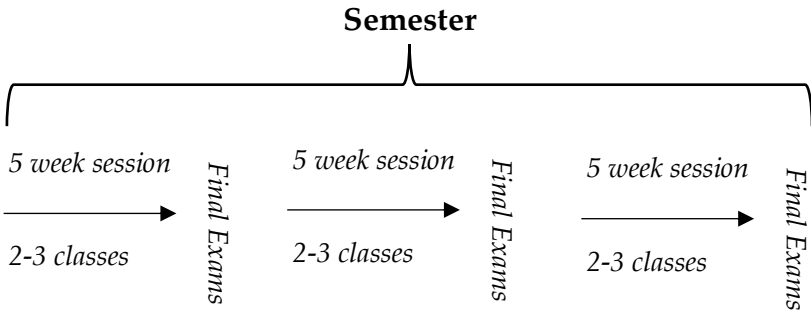
## Description of Academic Organization

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.

To maintain academic integrity, each class period meets for 65 minutes Monday through Friday, resulting in the same number of hours in each class as would occur in a traditional 16-week semester course.

# Semester Overview

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## Daily Class Schedule

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Monday		Tuesday	Wednesday	Thursday	Friday
9:00 – 10:05	Period 1	8:00 – 9:05	Period 1		
10:15 – 11:20	Period 2	9:15 – 10:20	Period 2		
11:30 – 12:35	Period 3	10:30 – 11:35	Period 3		
		11:45	Chapel		
1:00	Lunch				

# Grading System

## Point System

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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 categorized and averaged according to category; rather, each item contributes a certain number of points to the final grade.

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 x 80%). At the end of the semester, all earned points are added together for the final grade.

In some courses (such as English), the project grade may be the accumulation of a number of smaller assignments; in this case, the point system may be inflated by a factor of 100 (e.g. tests and the accumulated project grades receive 1500 points and the final exam received 2500 points.)

## Grade Scale

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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**

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

<b>Classification</b>	<b>Minimum Credit Hours Completed</b>
Sophomore	32
Junior	64
Senior	96

## **Ministry and Practicum Credits**

Music and Education majors receive additional credit each session through applied practicum

Each student earns one credit hour each semester for applied ministry work for participation in their weekend ministry assignments

A student may not miss his ministry assignment more than twice in any semester, and a fifteen-hour minimum is required to be awarded the credit.

# **Attendance and Absence Policies**

## **Academic Attendance and Absence Policy**

---

- Attendance to classes is expected.
- The total allowable absence from a course during a single session is five.
- Upon a sixth absence from a course, the student will be withdrawn from that course and lose all credit for that course.
- Exceptions to the above policy may be granted by the chancellor for family emergencies or events, but makeup work may be assigned if the student misses more than the allowable number of course periods.
- Requests for exceptions should be made through the registrar's office.

## **Tardy to Class Policy**

---

- If a student misses more than 10 minutes of any course period, the student will be counted absent
- Discipline for excessive tardiness may include the student being assigned an extra project for the class or supervised make-up time, or both, at the registrar's discretion

## **Late and Missing Assignments/Projects Policy**

---

- No assignments or projects will be accepted following the final day of a course; a zero will be recorded for these assignments/projects.
- If an assignment or 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 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**

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- If a student misses a test due to absence, the student must take the test previous to 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 11 am, Tuesday through Friday
- 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 is below 2.0, the student will be placed on academic probation for the semester following.

While on academic probation, the student must attend a weekly meeting with the registrar to monitor the student's progress.

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

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

## **Projects**

Projects consist either of a research paper (guidelines given below) or a creative project (guidelines will be provided by the instructor). Research paper guidelines follow.

## **Word Count**

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- Freshman            1,000 words
- Sophomore        1,500 words
- Juniors             2,000 words
- Senior              2,500 words

## **Project Formatting and Title Page**

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- 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, 12-point font, double spaced with 1-inch margins.
- Paragraphs must be indented left .5 inches.
- 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.
- Any direct or indirect quotations, opinions, or conclusions that are not original to the writer of the paper must be referenced in a footnote.
  - Please review the policy on plagiarism.
- Papers will be graded on grammar, mechanics (punctuation and formatting), and content.
- At the faculty member's discretion, research papers may be submitted digitally.
  - Digital papers must adhere to the same guidelines outlined herein.

**Texas Independent Baptist Seminary & Schools**

*Sample Title Page*

Title  
Subtitle

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



# FERPA

## What is FERPA?

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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

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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 which 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
  - The student's 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 his course of study.
- Approved part-time students pay \$150/credit hour.

## Financial Discounts

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

## Monthly Payment Plan

Students unable to pay in full at the time of registration may pay instead by five monthly payments according to the following payment plan.

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

The payment plan for each semester includes five monthly installments: August through December for the Fall semester and January through May for the Spring semester. The first payment is due at registration, with the remaining payments being due on the 22<sup>nd</sup> of each month.

There is a 5-day grace period after the 22<sup>nd</sup> of each month, after which time a student who has not made the monthly payment in full may not attend classes until all late payments are made up.

A prospective graduate's bill must be paid in full prior to the issuance of a diploma.

## **Financial Withdrawal Policy**

A student who withdraws from school after orientation week 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%

## **Refunds**

Should a student officially withdraw after having paid more than the amounts outlined above, a refund will be made for any over-payment upon request.

No other refund will be made to a student for any other reason.

No refunds will be issued until after the third week of the semester.

## **Books and Supplies**

The cost of textbooks and supplies is not included in the basic cost per semester.

The student is personally responsible for acquiring all books and supplies needed for scheduled classes.

A list of textbooks and supplies is made available to all students prior to the beginning of each semester.

## **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.

Total cost for the student engaged in the missions internship is \$500/semester.

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

## **Graduation Fee**

A one-time, non-refundable graduation fee of \$150.00 will be due for each potential graduate by March 1 of the student's graduation year.

## **Scholarships and Awards**

### **The Danny Peurifoy Scholarship Award**

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

The recipient of this award is determined by academic and spiritual achievement as well as Christian character.

The candidates will be voted upon by the TIBS administration.

The Award will be presented at the Commencement exercises prior to the recipient's senior year.

The Danny Peurifoy Scholarship is a monetary award to be applied directly to the recipient's final semester's basic cost.

### **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.

# 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 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, Pink
- 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 which results in a residence hall student receiving correction or discipline for rules specific to the residence halls, that off campus student may receive the same correctional or disciplinary measures as the residence hall student.*

## Student Expectations and Responsibilities

### General

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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

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Men are never to be in the Ladies' Residence Hall, nor ladies in the Men's Residence Hall.

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 western stairwell of the Residence Hall.

The eastern 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 "borrow" another student's personal belongings without permission. This will be considered stealing and dealt with appropriately.

## **Lost and Found**

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Personal belongings found unattended outside a student's room will be placed in lost and found. Lost and found items will be discarded weekly.

## **Curfew**

---

Loitering in the parking lot after dark is not permitted.

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 limited storage of personal items which do not fit easily into a residence hall room.

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

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

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

## **Keys and Fobs**

---

Keys and fobs 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 fob is lost, the loss must be reported to the administration at the front desk in the Wayne Daniel building. A replacement key and/or fob will be issued at a cost of \$6/key or \$25/fob.

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

## **Residence Hall Duties**

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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 8:00 class, even if a student does not have a class during that hour.

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

## **Air Conditioning/Heating Units**

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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.

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

## **Rooms**

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Students will be assigned a room and bed. No student may change rooms or bed assignment without permission from the administration.

Students may not rearrange room furniture or supply additional furniture without permission from the administration.

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

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

Bedding should be washed weekly; students should not sleep on beds without bedding.

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

Students may hang items on wall only with command strips; the administration reserves the right to ask a student to remove anything from the walls.

Nothing is to be hung on the bed frames.

Nothing is to be hung 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.

Books must be kept arranged neatly on the provided shelf when not in use. Any books which do not fit in this space should be removed to storage.

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.

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

Students must provide their own laundry supplies and store 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 placed in lost and found.

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

## **Food Areas and Food Storage**

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All eating and drinking (other than bottled water) may be done only in the kitchen area.

All food items should be kept in clean containers marked clearly with the student's name. Cooked food should additionally be marked with the date it was first stored.

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

Food storage bags correctly sealed are acceptable if they are marked with the student's name and properly dated.

Students should be respectful of others regarding the size of containers and amount of food stored in the refrigerator.

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

## **Fire Alarms**

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

Residence Halls 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 by phone a member of the administration.

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 such action may be passed on, in part or whole, to the student responsible.

## **Fire Safety**

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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.

Use of a single multi-plug adapter with surge protection is allowed.

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

Small fans plugged directly into a wall socket are allowed.

The use of any item which produces open flame (such as candles, heating devices, potpourri, incense, lighters, or matches) is not allowed.

## **Dress**

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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 Needed

## Leaving Campus

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Students may freely leave campus within the prescribed boundaries and time limits.

We ask students to exercise godly wisdom in visiting business establishments in this prescribed area. Please review the Principle of Christian Testimony on page 9 of this handbook.

Students must obtain permission to travel outside these prescribed boundaries or outside of the given time limits or to visit homes.

Permission forms for this are provided at the front desk in the Wayne Daniel building. These should be filled out and placed in box 100 at least 24 hours prior to the planned travel.

Students should place approved permission forms face up on the desk in their room prior to leaving campus.

If a student needs permission with less than 24 hours notice, or the student is already off campus and must violate the prescribed boundaries and/or time, he should contact Pastor Gray by text (preface text with the code 911).

Time Limits: permission is needed to be out of the residence halls after 10:30 pm or before 6:00 am except for regularly scheduled employment.

Students may not visit homes, even within the prescribed boundaries, without obtaining permission first.

# Directory

## Staff

---

Pastor Bob Gray II <i>Chancellor</i>	(903)238-6737	pastor@ebclongview.com
Dr. Darrell Moore <i>President</i>	(219)730-5484	dmoore.tibs@gmail.com
Dr. Joseph Koenig <i>Vice President</i>	(903)238-7851	registrar.tibs@gmail.com
Juan Meave <i>Social Activities Weekend Ministries</i>	(903)746-5191	jmeave.tibs@gmail.com
Dr. Ruth Smith <i>Ladies Residence Halls</i>	(903)746-5806	rsmith.tibs@gmail.com

## Front Desk

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Mrs. Shawna Koenig <i>Front Desk Services Appointments Printing</i>	(903)315-8156	skoenig.tibs@gmail.com <i>For printing print.tibs@gmail.com</i>
Angelica Lira	(210)323-2477	anlira.tibs@gmail.com





# **Texas Independent Baptist Seminary & Schools**

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