

STUDENT HANDBOOK

2022-2023

SEMINARY CONTACT INFORMATION

Office Phone:

903-759-0940

Website:

www.texasibs.org

Address:

2200 West Loop 281
Longview, Texas 75604

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

Academic Calendar	1
Fall Semester 2022.....	1
Special Events and Days Off	1
Academic Calendar	2
Spring Semester 2023	2
Special Events and Days Off	2
Enrollment	3
Programs of Study	3
The Disciplinary System.....	4
General	4
Demerit Process	4
Demerit Appeals Process.....	5
Expulsion	5
Financial Responsibility.....	8
General Rules	12
Weekend Ministry and Church Attendance.....	13
Communications with Staff and Faculty.....	14
Biblical Standards	14
Off-Limits Areas	16
Visitors	16
Media.....	17
Dress Code.....	18
Modesty.....	18
Ladies' Dress Code	19
Men's Dress Code	21
Hair and Grooming.....	21
General Guidelines.....	21
Specific Guidelines	21
Lunchroom Attire	22

Dining Hall	23
Schedule	23
General Breakfast Guidelines	23
General Lunch Guidelines.....	24
Dining Hall Etiquette	24
Rules for Off-Campus Students.....	26
Conduct between Students of Opposite Gender	28
Cell Phone Usage	30
Academics.....	31
Family Educational Rights and Privacy Act (FERPA) .	31
Class and Chapel Attendance, Absences, and Tardiness	
.....	32
Missed Tests	32
Additional Guidelines regarding Classes and Chapel.	33
Conduct in Classroom, Chapel, and Academic Hallway	
.....	33
Grading System.....	34
Withdrawal from School	39
Refunds	40
Re-enrollment.....	41
Academic Warning and Redemption	41
Academic Warning.....	41
Academic Redemption.....	41
Research Paper Guidelines.....	42
Document Printing Services.....	45
Graduation.....	47
Requirements for Graduation.....	47
Commencement Exercises.....	47
Graduation Honors	47
Employment	48

Campus Safety and Emergency Procedures.....	50
General Procedures	50
Sickness	50
Fire Alarms	51
Fire Safety	52
Automobiles	52
Residence Halls.....	54
The Offense System	54
Off-Limits Areas	54
General Rules	55
Leaving Campus.....	58
Residence Hall Duties	60
Laundry.....	62
Bedroom Area	63
Kitchen Area.....	63
Air Conditioning/Heating Units	65
Student Handbook Form.....	67

Academic Calendar

2022-2023

Fall Semester 2022

Residence Halls Open	08/22/2022
Registration/Orientation	08/23/2022 – 08/26/2022
Session 1	08/29/2022 – 09/30/2022
Session 2	10/03/2022 – 11/04/2022
Session 3	11/07/2022 – 12/16/2022

Special Events and Days Off

Labor Day

Monday, September 5

No Classes

Spiritual Renewal

Thursday – Saturday

September 29 – October 01

No Classes Friday, September 30

Veteran's Day

Friday, November 11

No Classes

Thanksgiving Break

November 21-25

No Classes

Christmas Break

12/19/2022 – 01/04/2023

Academic Calendar

2022-2023

Spring Semester 2023

Registration/Orientation	01/05/2023 – 01/06/2023
Session 4	01/09/2023 – 02/10/2023
Session 5	02/21/2023 – 03/31/2023
Session 6	04/03/2023 – 05/05/2023

Special Events and Days Off

Missions Conference

February 15-19

No Classes

President's Day

Monday, February 20

No Classes

Spring Break

March 20-24

No Classes

Commencement

Tuesday, May 09

Enrollment

Programs of Study

Upon enrollment in TIBS, students choose one of the following programs and courses of study:

Graduate Degrees

- Master of Practical Ministry, M.A.
- Master of Theology, Th.M.
- Doctor of Theology, Th.D.

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

- Theology
- Missions
- Religious Education (Elementary or Secondary)
- Church Music
- Christian Ministries (General Studies)

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

- Church Music
- Christian Ministries (General Studies)

The Disciplinary System

General

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

Demerit Process

1. When a student receives demerits, the student will receive a copy of his entire demerit record via email
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. **Students are to acknowledge receipt of said demerits within twenty-four (24) hours or receive additional demerits (5)**
4. The student’s demerit record becomes a part of his permanent record when his demerits total more than 10 each semester
5. Demerit accumulation ends at the end of each semester
6. A semester is defined as follows:
 - Each semester begins from the first day the Residence Halls open for students

- Each semester ends on the final day of classes or on the day of any required event following the final day of classes
7. Students living on campus between semesters must abide by the handbook as during the semester
 8. Demerits accumulated between semesters will be applied to the following semester

Demerit Appeals Process

1. If a student believes, for any reason, that they have unjustly received demerits, they are encouraged to appeal them
2. Students must appeal demerits within 7 days of receiving their notice and demerit record from the Registrar's office
3. After 7 days of receiving the notice of the demerits, no appeal will be considered
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
5. The Demerit Appeals Form must be filled out in its entirety as much as possible

Expulsion

1. A person may be expelled for accumulating 100 demerits before the end of the current semester

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:
 - 100 - 110 demerits: 25 demerits will be added to the next semester's demerit record
 - 111 - 115 demerits: 50 demerits will be added to the next semester's demerit record
 - 116 - 120 demerits: 75 demerits will be added to the next semester's demerit record
 - 121 demerits or greater: expulsion for the next semester
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
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. The following takes place upon expulsion:
 - A telephone call is made to the student's parents (or guardian) and to the student's home pastor
 - 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
 - Students will be responsible for payment of total semester's school bill

- 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.
 - Arrangements are to be made for immediate departure within 24 hours or at the Chancellor's discretion
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

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. At that point, a student will pay tuition according to the number of credit hours at the rate of \$150/credit hour.

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.

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

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 22nd of each month.

There is a 5-day grace period after the 22nd of each month, after which time a student who has not made the monthly payment in full may not attend classes.

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.

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.

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

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.

General 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. Students arriving later than 15 minutes before the scheduled beginning of any required event will be counted tardy (10)
3. Students are required to go soul winning every week (5)
4. Soul winning is defined as witnessing to unsaved people by tongue or tract
5. Students are expected to present the Gospel to at least one person each week (5)
6. Students may not preach in other churches without approval from the President or Chancellor (25)

7. The wives and children of off-campus students must abide by the same rules that govern the student body
8. Willful damage or destruction of Seminary property will not be tolerated (15 – expulsion in addition to fines covering repair costs)
9. Intentional disobedience – failure to obey instructions that have been clearly given but that are not contained in the handbook (25 - expulsion)
10. Students are required to attend the Commencement Exercises (25) *demerits will be added to the following semester's record*

Weekend Ministry and Church Attendance

1. All students are assigned a ministry
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)
3. Students may be granted special permission from the Chancellor to work in and attend their home churches through the Regional Students Program
4. Requests to change ministry assignments must be made in writing and submitted to the administration for approval (10)
5. Students are expected to participate fully in their Saturday outreach team activities (5)
6. 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)

7. Students may not miss more than two weekends from their assigned ministries per semester in addition to holidays (10), *see also rule 5 on page 34*
8. This rule does not apply in case of sickness, *see Campus Safety and Emergency Procedures on page 50*
9. If a student participates in a ministry other than that assigned, they will be considered absent from their assigned ministry and receive appropriate demerits
10. Students who are traveling on Sunday are required to stop and attend Sunday school, Sunday morning and evening services, and mid-week services (10)

Communications with Staff and Faculty

1. Upon receiving correspondence via email or text from the faculty or administrative authorities, the student must respond to that email or text within 24 hours (5)
2. After 24 hours, the email or text 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)
3. In addition to the required response, the student is expected to follow through on any instructions given in the body of the email or text (5)

Biblical Standards

1. 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
2. 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)
 3. Conversation concerning any of the above topics is considered worldly conversation and will receive a demerit penalty (10)
 4. Students must be honest: lying, cheating, and stealing will not be tolerated (25 - expulsion)
 5. 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)
 6. 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).

Off-Limits Areas

The following areas are off limits for all students without permission from the appropriate ministry leader: (10)

- Staff and faculty offices
- Bus garage
- Candace Connor Educational Building, except for scheduled in-service assignments and church events
- Gymnasium, except for scheduled activities
- Kitchen area behind serving line
- Steps leading up to the entrance of the Residence Halls for residents of the opposite gender
- Bill Nelson wing except during school hours and for special events
- Residence Halls for all off-campus students
- Loitering in the church or TIBS parking lots after dark

Visitors

1. TIBS is a closed campus: All visitors are required to obtain a guest badge in the Wayne Daniel Building at the front desk
2. EBC members do not need to obtain a guest badge when visiting the chapel service only
3. Prospective students and their immediate families may visit classes and chapel
4. Visiting classes solely for social purposes is not allowed

Media

1. 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)
2. Students are not allowed to do any advertising, hold meetings, or make public announcements advertising any products for commercial sales on TIBS campus (25)
3. No student may release information of any kind to any newspaper, radio station, television station, social media, etc. (25)
4. Students are not permitted to make audio or video recordings of TIBS classes or Residence Halls (5)

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/or 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 may 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.

Ladies' Dress Code

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

1. Hair / Jewelry / Accessories
 - a. Hair length should cover head and ears as to promote the glory of the lady. I Corinthians 11:14-15
 - b. 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
 - c. No excessive or worldly jewelry that would take away from professing godliness. I Timothy 2:9-10
2. Make-up
 - a. 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
3. Skirt / Dresses / Tops
 - a. Skirts and dresses should be loose non-conforming below the knees when sitting, standing, or crossing of legs. Exodus 28:42, I Timothy 2:9-10
 - b. Neckline should not be revealing at any time. Romans 13:12-14
 - c. Bodice must be loose, not clinging, and include sleeves. Romans 13:12-14, Genesis 3:7,21

- d. No shorts, slacks, jeans, gaucho skirts, or culottes. Deuteronomy 22:5, Exodus 28:42,
 - e. Slits should be in keeping with letter “3a” of the dress code. Exodus 28:42
 - f. Wraparound skirts should be sewn so as not to reveal the thigh. Exodus 28:42
4. Pastoral Preference for church functions and /or on church property, Malachi 1:8, I Corinthians 14:40, Hebrews 13:7
- a. No slides or flip-flops when performing church duties on church property.
 - b. All shoes must be worn with an enclosed heel or heel strap when performing church duties on church property.
 - c. Leggings are for the sake of modesty and, as such, should not be seen.

Men's Dress Code

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

Hair and Grooming

1. All men must be clean shaven
2. Hair must be well groomed
3. *Well-groomed* is defined as off the ears, off the collar, above the eyebrows, and tapered
4. Sideburns must follow natural growth patterns
5. Worldly and trendy hair styles are not permitted

General Guidelines

1. Dress shirts are to be appropriate and conservative
2. Dress pants are to be modest and properly fitting, neatly pressed with a crease, and worn with a belt
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.
4. Men are to always wear undershirts
5. Shorts may never be worn
6. Clean and well-maintained dress shoes or boots must be worn for church, school, and soul winning; shoes with laces must be tied
7. No necklaces or bracelets are allowed except for medical purposes

Specific Guidelines

1. Dress shirt, tie, and dress pants or docker-style pants are required for class; additionally, a sport coat is required for chapel

2. Sport coat, dress shirt, tie, and dress pants are required for all church services (no docker-style pants for church services are allowed)
3. 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
4. When involved in athletic or recreational activity, or when going to/returning from work, sweatshirts or appropriate t-shirts may be worn
5. No hats or caps of any type are to be worn in classes, chapel, or church

Lunchroom Attire

1. Dress code for class given previously applies to the Dining Hall at lunchtime as well, with the exceptions following.
2. If a student is carpooling or riding the seminary van to work and must leave property before 1:45, the student may wear work clothes to lunch.
3. On days when there are no classes, appropriate casual dress may be worn to meals

Dining Hall

Schedule

1. Monday - Friday:
 - a. Breakfast, 7:30 – 8:00
 - b. Lunch, 1:00 – 1:20
2. At times an alternate meal schedule may be used on days off or days with special activities; students will be notified and given details when this is the case.
3. On Fridays, to-go items are available at the lunchtime meal for residence hall students to take for the weekend
4. **Scheduled Holidays** – the kitchen is not in operation on the scheduled holidays; no meals will be available
 - Labor Day
 - Thanksgiving break
 - Christmas Break
 - President's Day
 - Spring Break

General Breakfast Guidelines

1. Breakfast food is not to be taken from the Dining Hall except prepackaged foods in unopened wrappers (5)
2. Drinks are not to be taken from the Dining Hall unless in a cup with a lid (5)

General Lunch Guidelines

1. At 1:15 p.m. seconds will be available until the food is gone
2. To-go boxes are available for seconds as long as the food on the line lasts
3. 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
4. Sack meals will be available if this situation arises
5. Off campus students are invited to purchase lunch in the dining hall; meals are \$3 each
6. To-go boxes are available for students who cannot eat lunch in the Dining Hall because of their work schedule (simply request your lunch “to go” when coming through the serving line)
7. Residence Hall students who are unable to come for meals due to illness should contact their respective Dean to inform them of their illness; the Dean will make arrangements for a meal to be delivered to the student in the Residence Hall

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. Dishes and equipment are not to be taken from the kitchen at any time (5)
6. Students are not permitted to enter the kitchen unless they have been assigned to the kitchen and are on duty (5)
7. When leaving the dining hall, students are responsible for leaving the area where they ate in proper order (5)
8. All silverware and plates must be taken to the dishwashing area in the kitchen (5)

Rules for Off-Campus Students

1. Those who are permitted to live off campus are:
 - Members of Emmanuel Baptist Church of Longview as their permanent church home living with immediate family
 - Married students
 - Single students under 25 years of age who live with their parents
 - Single students under 25 years of age who live with immediate family members with the parent's written consent
 - Single students 25 years of age or older
 - 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
7. Married students with school-aged children are only permitted to enroll their children in Christian education approved by the Chancellor

Conduct between Students of Opposite Gender

1. Single students are not permitted to exhibit public or private displays of affection toward the opposite gender excepting only immediate family members. (Meeting with Chancellor and/or President)
 - This includes but is not limited to:
 - 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
 - Inappropriate communication in any form
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 (5 – expulsion)
4. Dating will be defined as:
 - Sitting together
 - Going with or planning to meet one another at any venue or event
5. A date is considered unchaperoned when the parents of the boy/girl or a TIBS staff and/or a faculty member cannot see the dating couple
6. Students at TIBS are not permitted to date anyone currently in high school

7. Students are not allowed to date non-TIBS students without the Chancellor's approval
8. Parents (or guardians), home pastor, and Pastor Gray must all be in agreement to a couple dating
9. Once dating is approved by set guidelines, the administration will meet with students for further dating guidelines
10. Students whose GPA falls below a 2.0 ("C") or demerit levels rise above 35 during the semester will be restricted from dating privileges
11. Students of the opposite gender are not to ride in the same automobile except for approved chaperoned dating

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 express permission from the administration (3)
3. Video calls may only be made in public areas (5)

Academics

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
 - In the case that the school denies your appeal, your rights state that a hearing can be called to present evidence
 - 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
 - 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:

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

Class and Chapel Attendance, Absences, and Tardiness

1. Regular class and preaching attendance is expected of every student who is at the Seminary
2. Students who arrive late to class will be counted tardy (5)
3. If a student misses more than ten minutes of any class, the student will be counted absent from that class
4. A student is allowed four absences from any class for any reason.
5. On the fourth absence, a one-letter-grade penalty is applied to the student's final grade.
6. On the fifth absence, the student is withdrawn from that class and will lose all credit for that class. His grade will be recorded as an F.
7. 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

1. If a test is missed for any reason, the student must take the test before the next testing day
2. Tests are available at the front desk in the Wayne Daniel building beginning on the Tuesday morning following the test day from 7:00 – 8:30 a.m.

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

Additional Guidelines regarding Classes and Chapel

1. Absolutely no one may interrupt a class without explicit permission from the Seminary office (25)
2. Everyone on campus is required to attend the scheduled chapel services (25)
3. Off-campus students attending even just one class for the day must attend chapel (25)

Conduct in Classroom, Chapel, and Academic Hallway

1. Improper posture in class (5)
2. Inattention in class or preaching (5) first offense, (10) second offense and thereafter
 - Includes, but not limited to...
 - Sleeping
 - Talking or otherwise communicating with other students
 - Working on projects from other classes
 - Use of digital devices in way not related to class
3. Rudeness (10)
4. Fighting - (25)
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 (*covered drinks are allowed*) (5)

9. Chewing gum during class, chapel, and /or preaching (5)
10. Cheating and plagiarism (25) 1st offense, (50) 2nd offense and thereafter

Grading System

1. One semester is comprised of 3 five-week sessions
2. Each 2 credit-hour course meets for 65 minutes daily from Monday through Friday for five weeks
3. This system provides an equal amount of instruction time as is included in a traditional 16-week semester
4. Music and Education students receive an additional 1 credit each session through applied practicum.
5. Each student earns 1 credit hour total per semester in applied ministry work for participation in their weekend ministry assignments
6. There is a fifteen-hour minimum soul winning and visitation requirement per semester
7. Students will report their weekend activity via an online form emailed to them each Monday
8. Students who do not meet this time requirement due to absences from their ministry assignment will not be awarded credit

9. The following indicates the letter and quality points used to compute the student's final grade point average (GPA)

Letter Grade	Quality	Quality Points	Achievement
A	Excellent	4	superior achievement of course content and requirements
B	Good	3	substantial achievement and good grasp of course content and requirements
C	Satisfactory	2	adequate achievement of course content and requirements
D	Unsatisfactory	1	inadequate achievement of course content and requirements
F	Failure	0	course must be repeated
W	Withdrawn	-	student withdrew with permission prior to first testing day
WP	Withdrawn Passing	-	student withdrew with permission after the first testing day with a passing average
WF	Withdrawn Failing	0	student withdrew with or without permission after the first testing day with a failing average

10. *Withdrawn* and *Withdrawn Passing* do not affect the student's gpa.

11. 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

12. 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
Missions	Courses beginning with the MI prefix
Education	Courses beginning with the ED, MA, and EN prefixes
Music	Courses beginning with the MU prefix

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

- Tests (4 total) - 15 points each (60 points total)
- Project - 15 points
- Final Exam - 25 points

14. The Point System

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

15. 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

16. Final grades for students are available online through the student’s ThinkWave accounts.
17. TIBS also provides digital copies of report cards via student TIBS email accounts at the end of each semester.
18. 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.
19. 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.

20. 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.

- The student has one semester following the issuing of the disputed grade in which to handle this dispute.
- The student must first try to resolve the problem with the instructor.
- The student may then appeal to the following administrators (in this order): the Department Head, the Registrar, the President.
- If after these appeals the student is still dissatisfied, the student may appeal his dispute in writing to the Chancellor.

21. Classification of Students

- Freshman.....1–32 credits completed
- Sophomore.....33–64 credits completed
- Junior.....65–96 credits completed
- Senior.....97+ credits completed

Withdrawal from School

A student who decides to withdraw from school for any reason must take the following steps:

1. Notify the President in person of his intent to withdraw from school; the President may refer the student to the Chancellor
2. Complete the *Withdrawal from Classes* form in the Registrar's office
 - The following grade marks will be assigned on the student's record for each class:
 - "W-P" (*withdrawn passing*)
 - "W-F" (*withdrawn failing*)
 - "W" (*withdrawn*) if the student withdraws before the first testing day of classes
3. Make appropriate financial arrangements through the financial office
4. Turn in all keys and fobs to their dean
 - A \$25.00 fee is assigned if the fob is not returned; a \$6.00 fee is assigned for each key not returned.
5. Residence Hall students must prepare their rooms for final inspection
 - The dean may assign fees up to \$100 if the student moves out of the Residence Hall and leaves his room in an unsatisfactory condition

6. 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

Refunds

1. 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. Should a student officially withdraw after having paid more than these amounts, a refund will be made for any over-payment upon written request from the student
3. No other refund will be made to a student for any other reason
4. Any withdrawn student who continues to live in the Residence Hall (with permission from the Chancellor) will be charged room and board on a weekly rate basis

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

Academic Warning and Redemption

Academic Warning

1. Texas Independent Baptist Seminary & Schools requires students to obtain an overall semester GPA of 2.00 or higher.
2. Should a student's semester GPA drop below a 2.00, the student will be placed on academic probation for one semester.
3. If the student's semester GPA drops below a 2.00 during the probation period, the student will be asked to leave TIBS.

Academic Redemption

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. The student should follow the Readmitted Students guidelines laid out in the Seminary catalog.

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.

Research Paper Guidelines

1. Length (*word counts must be within 10% of the following*)
 - Freshman - 1,000 words
 - Sophomore - 1,500 words
 - Juniors - 2,000 words
 - Senior - 2,500 words
 - Master's Thesis papers - 30,000 words
 - Doctoral Dissertations - 60,000 words
2. A maximum of 5% of the total words can come from direct quotes
3. Format
 - Papers must include a title page (a sample page is provided on page 44).
 - 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.

- Papers should be written logically and persuasively, focused on the chosen topic.
- 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.
- 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.
- Errors in spelling, grammar, punctuation, etc. will reduce the overall grade.
- 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.
- 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

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:
 - **PDF** is preferred
 - Microsoft Word
 - Apple Pages
 - Google Docs
4. Formatting considerations:
 - **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
 - 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"
 - Spreadsheets must be properly formatted to print 8.5" x 11"
 - 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:

- 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.
- 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:

- Black and White: 10¢/page or side
- Color: 25¢/page or side

Graduation

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 \$150.00 non-refundable graduation fee by March 1

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.

Graduation Honors

1. Bachelor's degree recipients receive stoles by color according to their majors:
 - Theology, Red
 - Missions, Yellow
 - Education, Light Blue
 - Music, Pink
 - General Studies, White
2. Cords are awarded as follows:
 - Honors, GPA 3.25-3.49, White cord
 - Great Honors, GPA 3.5-3.74, Silver cord
 - Highest Honors, GPA 3.75+, Gold cord

Employment

1. A student's place of employment is subject to approval (5)
2. Any student whose financial account with the seminary is not current will be required to report their current weekly work schedule each Monday: (5)
 - Whether or not an account is current will be determined by the Seminary financial office.
 - The student will be notified by the financial office.
 - The student will then be required to email their current work schedule each Monday to the Director of Employment (5)
3. 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.
4. 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.
5. Students are not permitted to report to their employment on Saturdays earlier than 2:00 p.m. (5)
6. Ladies may not be scheduled to work later than 12:30 a.m.
7. A student may not quit a job without two-week notice given to the employer (35) 1st offense, 2nd offense – expulsion
8. Before changing jobs, the student must first seek permission in writing from the Director of Employment (35)

9. The Director of Employment's approval must be obtained before the student quits or puts in a two-week notice (35)
10. 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)
11. A student must contact the Director of Employment before asking an employer to miss work (10) 1st offense, (35-expulsion) 2nd offense
12. A student may not take off work for social events if their TIBS financial accounts are not current (10) 1st offense, (35) 2nd offense
13. Students may only wear work attire when coming directly from work to attend the Wednesday night Bible Study with no time in-between (10)

Campus Safety and Emergency Procedures

General Procedures

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

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:
 - The student must notify their respective Dean
 - The student may not go to work that evening without approval from their respective Dean
3. Residence Hall students must take these additional steps:
 - Check into the infirmary
 - Make arrangements through the appropriate Dean for meals to be delivered to the infirmary
4. If a student is sick on Saturday or Sunday,
 - The student must call the respective Deans and the heads of any ministries they are involved in
 - The student may not go to work that evening without approval from their respective Dean
 - Residence Hall students must check into the infirmary

Fire Alarms

1. In the case of a fire alarm, students in the Residence Halls should quickly but safely exit the building
 - They should then meet in front of the gymnasium
 - One member of the group should then contact their respective Dean
 - 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.)

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
3. The burning or use of candles, heating devices, potpourri, incense, lighters, or matches is prohibited in the Residence Halls
4. Only seminary-supplied kitchen appliances may be used.

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, proof of insurance, and a TIBS parking permit
 - Copies of vehicle registration, current insurance, and driver's license are required as part of the registration process each semester
 - Students are not permitted to drive their cars on property unless they are covered by both bodily injury and property damage liability insurance

3. Off-campus students are to park in the north parking lot in front of the Robert Holland Gymnasium
4. On-campus students are to park on Seminary property along the cast iron fence
5. On campus speed limit is 10 mph

Residence Halls

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. After five offenses in one calendar month, 5 demerits are issued
4. For each offense thereafter (2) demerits will be issued
5. After accumulating ten offenses in one calendar month a student is campused for 7 days
 - Campusing will be scheduled by the Dean
 - 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)

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)
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)

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
3. This excludes students living in the Residence Halls but not enrolled in classes and working third shift
4. Lights are to be out by midnight each night
 - If returning from work after 11:30 p.m., the student has one hour to be in bed with lights out
2. 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)
3. DO NOT HANG ANYTHING FROM THE CEILING (3)
4. Students must be fully dressed in the Residence Hall public areas at all times (5)
5. Shorts are not permitted at any time (5)

6. Students are not to be out of the Residence Hall without socks or shoes on (5)
7. Only Residence Hall residents are allowed in the Residence Hall; anyone else must get approval from the appropriate Dean (10)
8. Playing of music or preaching must not interfere with the study or sleep of other residents in the Residence Hall (3)
9. Disorderly, loud, or rough behavior (wrestling, running, jumping, et al.) is not allowed (10)
10. No student is to borrow another student's personal belongings without permission; borrowing without asking is stealing
11. Lights are to be turned off when leaving any room in the Residence Hall if no one else is present in that room (3)
12. 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
13. 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. Books must be kept arranged neatly on the provided shelf when not in use
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 food or drinks are to be consumed or left in Residence Hall rooms (3)
19. All dining is to be done in the snack room
20. Use of extension cords must be approved by the appropriate Dean (5)
21. No ironing may be done on carpeting – penalty is a minimum of \$250 for iron damage to carpet.
22. Residence Hall men with working boots need to place their boots on top of a towel under their bed to avoid soiling the carpet
23. Students are not allowed to move furniture in Residence Hall rooms or to a storage area without permission from their Dean (5)
24. Residence Hall students must change bed linens weekly; they may not sleep on the bare mattress (5)
25. Students are NEVER allowed to be on or in the same bed with another student (Possible expulsion)
26. Blinds must be drawn when leaving the room, after dark, and whenever the student is not in full dress (5)
27. Residence Hall ladies may not do laundry, ironing, or mending for men (5)
28. Residence Hall ladies must travel in groups of at least two when on campus after dark (5)
29. 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.

30. Before moving out of the Residence Halls a student must:
- **Turn in all keys and fobs to their dean** - a \$25.00 fee is assigned if the fob is not returned; a \$6.00 fee is assigned for each key not returned.
 - Prepare their room for final inspection
 - The dean may assign fees up to \$100 if the student moves out of the Residence Hall and leaves his room in an unsatisfactory condition
31. Students who move from the Residence Halls may not leave their belongings in the Residence Halls
32. 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
33. No pets are allowed in the Residence Halls

Leaving Campus

1. Every time a Residence Hall student leaves campus, the student is responsible to **sign out** on the provided form (2)
2. Every time a Residence Hall student returns to campus, the student is responsible to **sign in** on the provided form(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)
5. The student must fill out a permission form either online through the seminary website or by paper form turned into box 100
6. Permission forms must be turned in before chapel to be considered for permission to leave campus that same afternoon or evening
7. 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
8. This includes students wishing to stay overnight with visiting family
9. 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)
10. Residence Hall students must submit a permission form to their respective Dean no less than one week in advance for approval to travel
11. 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)
12. 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)

13. Visits to area homes are limited to one home per week, once a week for a maximum of three 3 hours
14. Ladies visiting area homes must be in pairs (10)
15. Special permission for extended stay may be requested by the homeowner through the appropriate Dean
16. 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)
17. 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)
18. 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)

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:

- Straighten the room
- All items in proper place
- Vacuum floor
- Make and clear the beds
- Empty trash
- Dust furniture (including window sills)
- Hang up clothes
- Dresser drawers closed
- Top of desk and shelves clean and neat
- Sinks and mirrors clean
- Shared restroom presentable

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

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.
4. Students must label all laundry supplies and keep them in their Residence Hall room
5. Taking laundry supplies that are not yours without permission is stealing and will be dealt with as such
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

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:
 - Hanging in the closet
 - Inside the dresser drawers
 - 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

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
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
13. Any privileges may be revoked by the Administration

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 and posted 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 Handbook Agreement Form (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)

