



**TEXAS ★ IBS**

TEXAS INDEPENDENT BAPTIST SEMINARY & SCHOOLS

# STUDENT HANDBOOK 2014-2015

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This catalog describes the policies and  
programs of  
Texas Independent Baptist Seminary &  
Schools.

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

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# Undergraduate Academic Calendar

| Fall 2014              |                         | Spring 2015            |                  |
|------------------------|-------------------------|------------------------|------------------|
| Faculty Orientation    | August 8                | New Students Arrive    | January 16       |
| Dormitories Open       | September 1             | Student Orientation    | January 19 – 20  |
| Student Orientation    | September 2 – 3         | First Day of Classes   | January 21 – 23  |
| First Day of Classes   | September 4 – 5         | First Quiz             | January 29 – 30  |
| First Quiz             | September 11 - 12       | Second Quiz            | February 5 - 6   |
| Second Quiz            | September 18 – 19       | Third Quiz             | February 12 – 13 |
| Third Quiz             | September 25 – 26       | First Test & Notes     | February 19 – 20 |
| First Test & Notes     | October 2 – 3           | Fourth Quiz            | February 26 – 27 |
| Fourth Quiz            | October 9 – 10          | Fifth Quiz             | March 5 – 6      |
| Fifth Quiz             | October 16 – 17         | Mid-Term Exams & Notes | March 12 – 13    |
| Homecoming Revival     | October 20 - 24         | Spring Break           | March 14 – 22    |
| Mid-Term Exams & Notes | October 30 – 31         | Old Paths Conference   | March 22 – 25    |
| Sixth Quiz             | November 6 - 7          | Sixth Quiz             | March 26 – 27    |
| Veterans Day           | November 10             | Easter Outreach        | April 2 – 4      |
| Seventh Quiz           | November 13 – 14        | Annual Missions Trip   | April 2 – 10     |
| Eighth Quiz            | November 20 – 21        | Seventh Quiz           | April 16 – 17    |
| Thanksgiving Break     | November 24 – 28        | Eighth Quiz            | April 23 – 24    |
| Second Test & Notes    | December 4 – 5          | Second Test & Notes    | April 30 - May 1 |
| Ninth Quiz & Projects  | December 11 – 12        | Ninth Quiz & Projects  | May 7 – 8        |
| Christmas Brunch       | December 18             | Tenth Quiz             | May 14 – 15      |
| Faculty Meeting        | December 19             | Final Exams & Notes    | May 19 - 21      |
| Christmas Break        | December 19 – January 4 | Faculty Meeting        | May 22           |
| Classes Resume         | January 5               | End of Term Activities | May 25           |
| Tenth Quiz             | January 8 – 9           | Commencement Exercises | May 26           |
| Final Exams & Notes    | January 12 – 14         |                        |                  |

# Graduate Academic Calendar

| Summer 2014    |           | Fall 2014      |              | Spring 2015            |          |
|----------------|-----------|----------------|--------------|------------------------|----------|
| Courses Begin  | June 9    | Courses Begin  | September 15 | Courses Begin          | March 2  |
| Mid-Term Exams | July 18   | Mid-Term Exams | October 24   | Mid-Term Exams         | April 10 |
| Final Exams    | August 29 | Final Exams    | December 5   | Thesis/Dissertation    | April 10 |
| Projects       | August 29 | Projects       | December 5   | Final Exams            | May 22   |
|                |           |                |              | Projects               | May 22   |
|                |           |                |              | End of Term Activities | May 25   |
|                |           |                |              | Commencement Exercises | May 26   |

## Undergraduate Final Exam Schedule

- Faculty and students must adhere to the final examination schedule.

|                          | Fall 2014                     | Spring 2015               |
|--------------------------|-------------------------------|---------------------------|
| If your class meets...   | Your exam will be...          | Your exam will be...      |
| M-W-F 8:00 – 8:50 a.m.   | January 14 8:00 – 8:50 a.m.   | May 20 8:00 – 8:50 a.m.   |
| M-W-F 9:00 – 9:50 a.m.   | January 12 9:00 – 9:50 a.m.   | May 20 9:00 – 9:50 a.m.   |
| M-W-F 10:00 – 10:50 a.m. | January 12 10:00 – 10:50 a.m. | May 20 10:00 – 10:50 a.m. |
| M-W-F 11:00 – 11:50 a.m. | January 12 11:00 – 11:50 a.m. | May 20 11:00 – 11:50 a.m. |
| T-Th 8:00 – 8:50 a.m.    | January 13 8:00 – 8:50 a.m.   | May 21 8:00 – 8:50 a.m.   |
| T-Th 9:00 – 9:50 a.m.    | January 13 9:00 – 9:50 a.m.   | May 19 9:00 – 9:50 a.m.   |
| T-Th 10:00 – 10:50 a.m.  | January 13 10:00 – 10:50 a.m. | May 19 10:00 – 10:50 a.m. |
| T-Th 11:00 – 11:50 a.m.  | January 13 11:00 – 11:50 a.m. | May 19 11:00 – 11:50 a.m. |
| M 12:00 – 12:50 p.m.     | January 12 12:00 – 12:50 p.m. | May 20 12:00 – 12:50 p.m. |
| W-F 8:00 – 8:50 a.m.     | January 14 8:00 – 8:50 a.m.   | May 20 8:00 – 8:50 a.m.   |
| W-F 9:00 – 9:50 a.m.     | January 12 9:00 – 9:50 a.m.   | May 20 9:00 – 9:50 a.m.   |
| W-F 10:00 – 10:50 a.m.   | January 12 10:00 – 10:50 a.m. | May 20 10:00 – 10:50 a.m. |
| W-F 11:00 – 11:50 a.m.   | January 12 11:00 – 11:50 a.m. | May 20 11:00 – 11:50 a.m. |

## **Enrollment**

Upon enrollment in Texas I.B.S., students choose a core curriculum. All courses must be taken in sequence and can be taken only in the semester identified. Texas I.B.S. offers the following programs: Associate of Theology, Bachelor of Theology, Master of Theology, Doctor of Theology, Associate of Religious Education, Bachelor of Religious Education, Master of Religious Education, Doctor of Religious Education, Certificate of Church Music Administration, and Certificate of Church Office Administration. Each course of study has a predetermined curriculum that must be completed to be awarded a diploma.

## **Withdrawal from School**

There will be penalties incurred when a student withdraws from school. Much counsel should be sought before this decision is made. To withdraw from school the student must notify the Dean of Academics in person.

A student who withdraws from school after orientation will owe fees for the semester, and tuition according to the following schedule:

1-7 days after orientation week 25%

8-14 days after orientation week 50%

15-21 days after orientation week 75%

22 days after orientation week 100%

If the student withdraws by the end of the 4<sup>th</sup> week of classes, a grade of "W" will be put on the student's permanent record. If the student withdraws after the beginning of the 5<sup>th</sup> week of classes, a grade of "W---P" if passing or "W---F" if failing will be put on the student's permanent record.

Any student living in the dormitory, but not enrolled in classes will be charged room and board on a weekly rate basis.

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.

### **Re-Enrollment**

A student who withdraws from school for any reason and who wishes to return to Texas I.B.S. must submit a new application for enrollment. When a student is not enrolled in classes during a semester, he is considered to have withdrawn from the college. To return, he also must submit a new application for enrollment.

# **STUDENT LIFE**

## **Code of Conduct**

Texas I.B.S. is committed to training soul-winning leaders. In the area of leadership, strong Christian character and a disciplined, self-denying life is vital. Philippians 1:27 “Only let your conversation be as it becometh the gospel of Christ...” I Timothy 3:2 “A bishop then must be blameless...” We train people, called of God, to win souls to Christ, to baptize them, and to teach them the Word of God. Leaders must also understand the importance of a visible Christ-honoring life on display to their converts and other church members. The Word of God explains it this way in I Corinthians 11:1 “Be ye followers of me, even as I also am of Christ.”

## **Discipline**

In order to assist and encourage its students to develop strong Christian character, Texas I.B.S. maintains a reasonable and just, yet firm, system of discipline. Failure to observe policies or an infraction of a regulation will result in a measure of discipline stipulated as “offenses” and/or “demerits”.

## **Demerits**

When a student receives demerits, he will receive a copy of his entire demerit record via email with new demerits highlighted.

- Students are to acknowledge receipt of said demerits within twenty four (24) hours or receive additional demerits.
- The student’s demerit record becomes a part of his permanent record when his demerits total more than 10 per semester.
- Demerit accumulation ends at the end of each semester.
  - Fall Semester: Begins on the first day of orientation week; ends on the first day of spring missions’ trip.
  - Spring Semester: Begins on the first day of spring missions trip; ends on Friday of graduation week.

## Disciplinary Procedures

The following list indicates the required disciplinary action taken for specific demerit levels.

| <b>Demerits</b> | <b>Action Taken</b>                               |
|-----------------|---------------------------------------------------|
| 25              | One-day suspension from classes with work detail. |
| 50              | One-day suspension from classes with work detail. |
| 75              | One-day suspension from classes with work detail. |
| 100             | Expulsion.                                        |

## Appeals Process

If a student believes, for any reason, he has unjustly received demerits he shall have the right to appeal them. Students must appeal demerits before suspension or expulsion is scheduled to avoid the suspension or expulsion. The following procedure must be followed if a student wishes to appeal a set of demerits:

- The student must submit a Demerit Appeals in the form of an email to the appropriate Disciplinary Officer stating:
  - Description of the demerits in question:
    - Number of demerits given
    - Date demerits were given
    - Name of authority issuing demerits
  - Defense statement
- Written statements from two witnesses must be attached to the Demerit Appeal supporting the student's defense statement.
- Upon receipt of the Demerit Appeals email and the emailed witness statements, the Disciplinary Officer will review the case and make a decision.

- If a student is unsatisfied with the decision of the Disciplinary Officer, he/she may appeal to the next level of Disciplinary Officer.

## **Suspension**

A student may be suspended for excessive demerits. Suspensions will be served on the first day of class the week after the demerits are posted during the student's scheduled class time. A written memo will be sent to the student and their teachers notifying them of the dates of the suspension.

If the suspension day is scheduled during final exam week, the student may attend class and take the exam, but there will be a one-letter-grade penalty deducted from the final grade for the course.

The days missed by a student while suspended must be handled in accordance to the regular absence procedure.

## **Expulsion**

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

If a student receives enough demerits to bring his total to 100 or greater during the last two weeks of the school term, the following policy will be implemented:

- From 100 to 110 demerits: 25 demerits will be added to the next semester's demerit record.
- From 111 to 115 demerits: 50 demerits will be added to the next semester's demerit record.
- From 116 to 120 demerits: 75 demerits will be added to the next semester's demerit record.
- 121 demerits or greater: expulsion for the next semester.

When a student has been expelled, he must wait six months from the date of expulsion before making a new application for enrollment.

Students who have been expelled two semesters in a row must wait one year from the date of expulsion before making a new application for enrollment.

The following takes place upon expulsion:

- A telephone call is made to the student's parents or guardian.
- Students will be responsible for payment of total semester's school bill.
- Post office and dormitory keys and student identification cards are turned in.
- Arrangements are made for immediate departure within 24 hours.

While expelled:

- An expelled individual is not permitted to date dormitory or off-campus students until he has been officially accepted by the administration and at the same time the administration will decide when the student may re-enroll.
- Communications between the expelled individual and any present student are to be submitted to the administration for approval. (5 demerits)

Regulations and policies may be changed by the administration at any time and new regulations may be added as deemed necessary. All students are required to observe the standing and revised regulations at all times.

## **BASIC RULES FOR TEXAS I.B.S. STUDENTS**

( ) Demerits are listed in parentheses

- 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 college stands, they are subject to expulsion even though they may not have broken any specific rule or regulation.
- All students are required to attend Sunday school, Sunday morning and evening services, and Wednesday night services. The only students not required to attend all services at Longview Baptist Temple are those who live in the area who have been faithful members of another fundamental, Bible-believing church before entering college. (25)
- Everyone on campus is required to attend the scheduled chapel services. Off-campus students attending even just one class for the day must attend chapel. (25)
- Tardiness to services will not be permitted. A student will be considered absent when arriving more than ten minutes late for any required service. (25)
- Students are required to go soul winning every week. Soul winning is defined as witnessing to unsaved people by tongue or tract. They must visit at least four hours and present the gospel to at least ten persons each week. (5) Full-time scholarship students and dormitory students on property are to attend the Wednesday night soul-winning meeting and go soul winning.
- All students are assigned a ministry. Students are required to fulfill their ministry responsibilities unless acceptable arrangements have been made and approved by the head of their ministry. (10)

- Students may not preach in other churches without administrative approval. (10)
- Upon receiving correspondence or hearing announcements from the faculty or administrative authorities, the student must respond within 24 hours. (5)
- 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, dancing, attending movies, attending plays and theater events, use of profanity, abuse of drugs) will be dealt with directly by the president of the college. (5 –expulsion)
- A student's place of employment is subject to administrative approval. (5)
- Students may only listen to and watch college-approved audio and video. (5-50)
- Students must be honest. Cheating, lying, and stealing will not be tolerated. (25 to expulsion)
- No firearms or lethal weapons are allowed on campus. (35)
- Cell phones must not be brought to classrooms, the Wayne Daniel Gospel Center, between 8 a.m. and 3 p.m. Monday through Friday, chapel, or any other church services or meetings without written permission from the administration. (3)
- General rules pertaining to specific areas must be adhered to. Such as, but not limited to: dress standards, dormitory rules, dating guidelines, vehicle requirements, classroom rules, and dining hall rules. (2 – 10)
- Students must tithe and give a weekly offering. (5)
- Single students are not permitted to exhibit public displays of affection toward the opposite gender:

i.e. touching or inappropriate communication, etc. (5 – expulsion)

- Single students are not permitted to participate in un-chaperoned dating as defined under “Conduct Between Opposite Genders” in this handbook. (5 – expulsion)
- Every student, while enrolled or living in the dormitory, is required to fill out and turn in an Activity Report each Monday by 1:00 p.m. Activity Reports must be filled out completely, truthfully, and accurately. (50 – reduced to an offense violation when turned in and/or corrected within 7 days; every 3 offense violations per calendar month will result in 5 demerits)
- The wives and children of off-campus students must abide by the same rules that govern the student body.

## GENERAL GUIDELINES

( ) Demerits are listed in parentheses

- Students arriving later than 10 minutes before the scheduled starting of any required event will be counted tardy (2) Students arriving at the scheduled time of the event will be counted absent. (25)
- Students who are traveling on Sunday are required to stop and attend Sunday school, morning service, and evening service. This also applies when traveling on Wednesday evening. (10)
- No student may print any tract, paper, book, or booklet, or make a tape for duplication without approval from the Administration; nor may they print cards, letters, or brochures advertising their ministries which include the names of Longview Baptist Temple, Texas I.B.S., or Dr. Gray II unless these are approved by the Administration. (25)
- Students are not allowed to do any advertising, hold meetings, or make public announcements advertising any products for commercial sales on the campus of Texas I.B.S.. No student may release information of any kind to any newspaper, radio station, or television station. (25)
- Proper respect is to be shown to all faculty and staff. A student is expected to answer any inquiry of a faculty or staff member courteously and fully. (5)
- Students must have all music and preaching tapes or CD's approved by the college. Students with tapes or CD's without an approved initial will receive 5 demerits. Students who listen to or are in possession of rock music, country music, contemporary music, southern gospel music, rap music or contemporary Christian music will receive 15 demerits for the 1st offense and 25 demerits for the 2nd offense and thereafter.
- Faculty and staff areas are intended for the personal use of the faculty and staff members. Students may not enter the office or work area of a faculty or staff member unless that

individual is present. (15)

- OFF-LIMIT AREAS - The following areas are off limits for all students at all times without permission from the college office (5):
  - Bus garage
  - Grade school and high school buildings during school hours
  - Gymnasium (Except for scheduled activities.)
  - Kitchen area behind serving line
  - Designated areas for dormitory students around dormitories.
  - Grounds between the church and the gymnasium
  - Grounds in front of the gymnasium from 4:00 p.m.-7:00a.m.
  - LBT auditorium and front hallway of the church building except during church services.
  - Church building except for chapel services.
  - Bill Nelson wing except for scheduled classes
  - Dormitories for all off-campus students
- Texas I.B.S. is a closed campus:
  - All visitors are required to obtain a pass at the front desk
  - Visits are limited to once per week
  - Visitors must attend chapel on the day they visit

## **LADIES' DRESS CODE**

(5 demerits for each violation)

### **Dresses and skirts:**

- Must come halfway between the knees and ankles.
- No slits. (Slits must be sewn, not pinned, the full length of the slit.)
- Skirts and dresses must be full enough to allow for normal movement.
- Denim for sports and activities only.
- No "beach" dresses are allowed. (These are the full length knit dresses that are so popular right now. The cotton ones are not allowed either.)

### **Tops and blouses:**

- Necklines must come within one inch of the bottom of the collarbone in front and within one inch of the neck bone in the back.
- If wearing a tank top or camisole underneath a shirt it must be pinned to stay within one inch below the collarbone in all positions. Tanks and camisoles may not have lace across the neckline or hem.
- Tops must be long enough to cover the torso in all positions.
- Tops must fit modestly, not snug under the bust line or snug on the hips.
- No sleeveless tops.
- No sheer or see-through tops or dresses.

- T-shirts and 3-button polo shirts for sports and activities only. T-shirts may not have any writing across the bust line.

#### **Shoes:**

- Proper hosiery must be worn to church, classes, and soul winning.
- Tennis shoes for sports and activities only.
- No sandals without heel strap in class or church, or during soul winning.
- Open-toed shoes and sling back shoes are acceptable.

#### **Hair, jewelry, and make-up:**

- Make-up must be appropriate and natural in appearance.
- Only one earring per ear at all times.
- Earrings must be conservative in size and shape.
- No worldly hairstyles or unnatural hair colors.

#### **Dorm guidelines:**

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

## **MEN'S DRESS CODE**

(5 demerits for each violation)

- All men must be clean shaven.
- All men are required to wear dress shirts and ties at all times unless they are attending an announced church or college activity of a casual nature (shirts with collars, but no ties required).
  - When involved in athletic or recreational activity, or when going to/returning from work, sweatshirts or t-shirts may be worn.
  - Suits or sports coats and ties must be worn to all chapel services, church services, meals, and class.
  - Men are to always wear white undershirts
- Pressed dress pants with a crease must be worn to all classes, soul winning, ministry meetings, chapel, and church services.
  - No blue-jean type denim or corduroy pants are to be worn.
  - Belts must be worn.
  - Shorts may never be worn.
- Shoes must be appropriate. Shined dress shoes or boots, not tennis shoes or casual shoes must be worn for church, school, and soul winning. Shoes and socks must be worn in public.
- Hair must be neatly cut and combed preferably with a part. It must be at least two fingers width above the eyebrows, off the ears and collar when standing. It must

be tapered, not blocked in the back. Sideburns may not extend past the middle of the ear and are to be shorter than the natural growth pattern allows. No necklaces or bracelets are allowed. No hat or cap of any type is to be worn in the buildings.

- 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 he or she is informed at any other time that his appearance is not acceptable, he must immediately correct the violation in his appearance. After doing this, they must be re-checked by their Dean. Students must not attend classes before correcting their appearance. (5 demerits for each day or portion thereof that they attend classes; 10 demerits for subsequent violations of the same outfit). Severe dress violations, such as, but not limited to, ladies wearing pants/shorts will result in a penalty of 25 demerits.

## **CLASS ATTENDANCE AND ABSENCES**

( ) Demerits in parentheses

- Regular class and preaching attendance is expected of every student who is at the college.
- If a student is more than ten minutes late to class, they will be counted absent.
- Excessive tardiness during a semester will result in the following:
  - Every 3rd tardy in a 3 credit class = one absence
  - Every 2nd tardy in a 2 credit class = one absence
  - Every 1st tardy in a 1 credit class = one absence
- Students arriving late to class because of employment will not be excused from the demerit penalty for tardiness unless prior arrangements have been made with the appropriate dean.
- Every absence over the above maximum will result in the lowering of one full letter grade. The maximum number of absences permitted for any reason during any one semester is as follows:
  - 3 absences for a 3 credit class
  - 2 absences for a 2 credit class
  - 1 absence for a 1 credit class
- Once a student has so many over-absences in a class that it is not academically possible to receive credit for the class, the student will be academically withdrawn.

- An absence from class does not remove the student's responsibility for that day's work. The student is responsible for all lecture notes, quizzes, tests, exams, and future assignments. It is the student's responsibility to check with each of his instructors and the TEXAS I.B.S. Calendar of Events before scheduling out-of-town trips and adjust his plans so no quiz, test, or exam will be missed.
- If an announced test is missed for any reason the student must take the test before the next class period. Failure to take the test will result in a grade of zero being given. Missed tests can be obtained from the Dean of Academics. (Quizzes cannot be made up.)
- Absolutely no one may interrupt a class without explicit permission from the college office. (25)
- Students are not permitted to make audio or video recordings of TEXAS I.B.S. classes, events, or facilities. (5)

## **IMPROPER CLASS CONDUCT**

- Improper posture (sitting and standing improperly) - (5)
- Fighting - (25).
- Inattention in class or preaching – This includes sleeping in class or during preaching. (5) – first offense, (10) – second offense hereafter
- Rudeness (10)
- Poor attitude - (5) - 1st offense, (10) -2nd offense, (15) - 3rd offense and thereafter.

- Intentional disobedience – Failure to obey instructions that have been clearly given, but not contained in the handbook (25 -expulsion.)
- Inappropriate practical jokes - (5) - 1st offense, (10) - 2nd offense and thereafter.
- Unruly, rowdy behavior or horseplay - (3)
- Eating or drinking in class is not permitted. (5) Bottled water will be acceptable.
- Chewing gum on church property (5)
- Talking in class while the teacher is teaching (5)
- Working on other class projects while the teacher is teaching (5) - 1st offense, (10) - 2nd offense and thereafter.
- Disrespectful comments toward the teacher or other students (5)
- Cheating - (25) - 1st offense, (50) -2nd offense
- Use of internet social networking platforms (10-expulsion)
- Sitting at the same table with the opposite gender (10)

## GRADING SYSTEM

A minimum of 128 credits (2,048 clock hours) with a grade point average of 2.0 or better is required for graduation. One credit equals fifty minutes of class per week for one semester. One semester consists of *sixteen* weeks including final examinations. The following chart indicates the letter and quality points used to compute the student's final grade point average (GPA).

A – Excellent – Four quality points – Indicates superior achievement of course content and requirements

B – Good – Three quality points – Indicates substantial achievement and good grasp of course content and requirements.

C – Satisfactory – Two quality points – Indicates adequate achievement of course content and requirements.

F – Failure – Zero quality points – Student must repeat the course.

W – Withdrawn – Indicates withdrawal from the course prior to mid-term and with proper permission. The grade is not included in the GPA.

The following grading scale has been assigned for all majors.

A.....95–100

B.....85–94

C.....75–84

F.....0–74

## Classification of Students

Freshman.....1–31 credits completed.

Sophomore.....32–63 credits completed.

Junior.....64–95 credits completed.

Senior.....96+ credits completed.

## STANDARD COURSE REQUIREMENTS

Texas I.B.S. has adopted the following standardized course requirements:

- **Class notes:** (10% of the overall grade) to be submitted typed in a one-inch, three-ringed binder accompanied by the corresponding hand-written notes with cover sheet at each test and exam. At the faculty member's discretion, students may submit a digital copy of their typed notes with cover sheet but corresponding hand-written notes must still be submitted to receive full credit.
- **Quizzes:** (10% of the overall grade) scheduled quizzes are to be given according to the Academic Calendar.
- **Tests:** (15% of the overall grade) scheduled tests are to be given according to the Academic Calendar.
- **Mid-Term Exam:** (20% of the overall grade) a scheduled mid-term exam is to be given according to the Academic Calendar.
- **Final Exam:** (20% of the overall grade) a scheduled final exam is to be given according to the Final Exam Schedule.
- **Projects:** (25% of the overall grade) can vary from class to class as appropriate. Projects can be broken up into

various parts but all parts cumulatively cannot exceed allotted percentage of overall grade. All projects must be received by the scheduled date on the Academic Calendar. If project is a research paper, and this is the preferred project format, it must adhere to the following guidelines:

- Undergraduate research papers are to be a minimum of 2,500 words (a maximum of 5% of the total wording can come from direct quotes), Thesis papers 50,000 words, and Dissertations 100,000 words.
- Papers must be typed in Times New Roman 12 point, 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.
- There must be a title page, and the title must also be present on the first page of the text.
- 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 expresses the resulting conclusion.
- Footnotes, rather than end notes, are to be used to reference all source material.
- All work should be proofread, as errors in spelling, grammar, and syntax will reduce the overall grade.

- At the faculty member's discretion, research papers, theses, or dissertations may be submitted digitally.

## **ACADEMIC ADVISING**

Each Tuesday, immediately after Dean's Meetings, students are required to attend Homeroom Counseling with their assigned counselor. This meeting is designed to advise students concerning course work for each class in their chosen core curriculum. At this meeting, students may also ask questions about any area of their college career.

At any time, a student can access their grades via [Thinkwave.com](http://Thinkwave.com) to assess performance in any particular class.

Of course, students may get input from their home pastor, or Pastor Bob Gray II of the Longview Baptist Temple on which program suits their God given abilities the best.

## **LIBRARY AND LEARNING ASSISTANCE**

On campus assistant pastors and college staff have extensive personal libraries within their offices containing material they used to assist them in obtaining their respective degrees. Students have access to these libraries and these capable staff members to assist with learning various topics of study.

Students have Wi-Fi access on campus to download any number of e-books from internet based libraries.

## **DINING HALL GUIDELINES** (5 – 10 demerits per offense)

- Proper table etiquette is to be observed and table conversation is to be in good taste.
- Students are not permitted to use cell/mobile phones while proceeding through the serving line.
- There is to be no loud talking or playing of pranks.
- No student may give, share, or trade his or her food with any other student.
- No student may give refills to any other student.
- Dining hall personnel may not prepare special items for students unless permission is given by the Food Service Manager.
- Dishes and equipment are not to be taken from the kitchen at any time.
- Students are not permitted to enter the kitchen unless they have been assigned to the kitchen and are on duty. (3 demerits) Visiting with dining hall personnel is not permitted.
- When leaving the dining hall, students are responsible for leaving the area where they ate in proper order.
- All flatware and plates must be taken to the dishwashing area in the kitchen.
- Students are required to maintain the same standard of dress in the dining hall as for chapel services. (Approved ministry uniforms are acceptable attire for Saturday meals.)

## **Dining Hall Schedule**

### Breakfast

Monday-Friday 7:30 am – 9:00 am

Saturday 8:15 am – 8:45 am

### Lunch

Monday-Friday 1:00 pm – 1:20 pm

- On days when classes have been suspended a brunch will be served to on-campus students at 9:30 a.m.
- Off-campus students must notify the dining hall by 8:30 a.m. if they wish to purchase a lunch meal. Sack lunches for Saturday lunch can be picked up at Saturday breakfast.

### Dinner (on-campus students only)

Monday-Friday 5:00 pm – 5:20 pm

Saturday 7:00 pm – 7:30 pm

- On-campus students who know they will not be able to come to dinner must inform the dining hall personnel at lunch time that they will need a to-go meal. (Monday-Friday)

## EMPLOYMENT

( ) Demerits in parentheses

- Ladies enrolled in classes and living in the dormitories will not be permitted to work off-campus without parental and administrative permission.
- Babysitting is not permitted for dormitory students on or off the campus. (5 demerits)
- Ladies are not permitted to report to their employment on Saturdays earlier than 4:00 p.m. and men may not report to work before 6:00 p.m. on Saturdays. (5 demerits) Students wishing to report to work early on Saturdays must be approved by the administrative committee on a case-by-case basis.
- Ladies may not be scheduled to work later than 12:00 midnight.
- A student may not quit a job without sufficient notice to the employer. (35 demerits – 1st offense, 2nd offense – expulsion)
- Before a student changes jobs, he or she must first seek permission from the dean. The student must put the request in writing to the respective dean. Dean's approval must be obtained before the student quits or puts in a two-week notice.
- 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.
- A student must contact his employer and obtain his approval to miss work. (1st offense –35 Demerits; 2nd offense –expulsion)
- On-campus students may obtain approval from their deans to miss chapel for work on non-class days.

- Students coming directly (no time between) from work to attend the Wednesday night Bible Study may wear work attire. Students may not stay for fellowships or socializing after services in such attire. (5)

*No area employer has any verbal or written agreements with Texas I.B.S. to employ its students. Please check with the Dean of Students before accepting employment from any area employer.*

## **SPECIAL RULES FOR OFF-CAMPUS STUDENTS**

( ) Demerits in parentheses

- Those that are permitted to live off campus are:
  - 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 Master's program.
- Off-campus students are required to attend college programs and activities which the administration considers important to their education. (10)
- Off-campus students and their households are to maintain the same standards as those established for dormitory students and live in a manner that becomes mature Christians. Off-campus students are expected to live above reproach in the community.
- Because students living at home may not be subject to all the regulations governing dormitory students, any off-campus student who deliberately influences a dormitory student to disregard any regulation will be subject to serious discipline. At the very least, he will receive as many demerits for breaking the rule(s) involved as does the dormitory student.
- While they are on campus, all off-campus students are subject to all the rules and regulations which govern dormitory students. Infractions by off-campus students will be dealt with on the same basis as dormitory students.

- Married students with school-aged children will not be permitted to enroll in college without enrolling their children in Longview Christian Academy.

## **FINES**

- Students must pay all their fines on time. (5 demerits)
- A student who receives a work fine must complete the assigned work within seven days from the date the student is notified. An additional 3 demerits will be issued for each week or portion thereof if the fine is not completed. Dormitory residents will not be permitted to leave campus, except for employment, until the overdue work fine is complete.

## **CARE OF PROPERTY**

( ) Demerits in parentheses

- Willful damage or destruction of college property will not be tolerated. (15 demerits) Students are expected to cooperate in conserving electricity, water, and heat. All lights are to be turned off when students leave a classroom. Windows are only to be opened in case of an emergency. Failure to cooperate with any of these regulations will result in 3 demerits.
- Keys/cards issued to individuals are not to be loaned, duplicated, or borrowed by others under any circumstances. (5 demerits) Students are never to leave any doors propped open at any time for any reason. Each student is responsible for his own key/card and is not to depend on staff or other students to let him into his dormitory or mailbox.

## **CONDUCT BETWEEN OPPOSITE GENDERS**

- Single students are not permitted to exhibit public displays of affection. This includes but is not limited to:
  - Touching (unless related)
  - Inappropriate communication
- Single students are not permitted to participate in un-chaperoned dating.
  - Dating will be defined as:
    - Sitting together
    - Going with or planning to meet one another at any venue or event
  - A date is considered un-chaperoned when the parents of the boy or girl, a TEXAS I.B.S. staff and faculty member, or a couple from the TEXAS I.B.S. Approved Chaperone list cannot see and hear the dating couple.
- Students at Texas I.B.S. are not permitted to date anyone currently in high-school.
- Students are not allowed to date non-TEXAS I.B.S. students without administration's approval.
- The first infraction results in 5 demerits and each additional infraction increases in increments of 10 throughout the tenure of the student.

## **TELEPHONE AND CELL PHONE USAGE**

( ) Demerits in parentheses

- Calls or text messages will not be made or received after 11 p.m. (5 demerits) please notify friends accordingly.
- Students may not use the phones in the dormitories more than 15 minutes in a 30 minute period. (5 demerits)

- Male students may not call residents in the ladies' dormitory, nor may lady students call residents in the men's dormitory. (5 demerits)
- 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 demerits)
- Telephone use by dormitory students is limited to calls made to family, college and church staff, and places of business. (5 demerits)
- The use of cell phones in church buildings without administrative approval is not permitted. (3 demerits)
- No cell phones are allowed in the college classrooms, hallways, or activity areas Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m. (3 demerits)
- On-campus ladies must turn in their cell phone at 11:00 p.m. to the dorm supervisor.
- No video games are to be on the cell phones.
- Any student who does not abide by these guidelines will be asked by the administration to voluntarily turn in their cell phone.

## **CAMPUS SAFETY AND EMERGENCY PROCEDURES**

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 place a call to the Dean of Students at (903) 452-1325 to inform him of the event.

- If a student is in need of a physician, he/she should consult his or her or parents' health insurance company and obtain a list of participating physicians in the area.

- Dormitory ladies must travel in groups of at least two when arriving from work after dark. Otherwise no ladies should be outside of the dormitory after dark.
- No weapons are allowed on campus without clearance from the college President. This would include knives exceeding 2.5 inches, BB guns, pellet guns, air rifles, etc. Fireworks or explosives are not permitted on campus. If firearms are found, they will be confiscated and the owner will receive 35 demerits.

### **Fire alarms**

In the case of a fire alarm, students should quickly, but safely exit the building. Occupants should walk at least 100 feet from the building at the predetermined meeting area. The fire department will inspect the building before allowing occupants to return.

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.

### **Fire safety**

- Nothing is to be hung from or on the ceilings in the dormitories.
- Use of extension cords and multi-plugged adapters without surge protection is not permitted. Please use extension cords with surge protectors.
- The burning or use of candles, hot plates, potpourri, incense, lighters, or matches is prohibited in the dormitories.

## **AUTOMOBILES**

- If the use of an automobile is thought to be detrimental to his academic achievement or if the privilege is abused,

the dormitory student may lose permission to operate a vehicle at all and the off-campus student may lose permission to operate a vehicle on campus.

- All cars parked on campus must have a valid license plate and vehicle registration. Students are not permitted to drive their cars on property unless they are covered by both bodily injury and property damage liability insurance. Proof of insurance must be submitted at the time of registration. It is illegal in the state of Texas to operate a vehicle without insurance. Periodically during the semester, checks will be made to verify vehicle registration and insurance.
- Off-campus students are to park in the north parking lot in front of the Robert Holland Gymnasium.
- On-campus men are to park in the first twelve spaces in the north parking lot of the Wayne Daniel Gospel Center.
- On-campus ladies are to park in the north parking lot in front of the entrance to Mary Gray Hall.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Texas I.B.S. 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:

- You have the right to review and inspect the educational records maintained by our school.
- 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.

- Your basic student, as well as, educational information will not be disclosed without your written permission.
- 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
- The website address for more information regarding FERPA is:  
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## **STUDENT COMPLAINT PROCEDURES**

Students have three options to choose from when they have a complaint. The first option would be the

“Appeals Process” on page four of this handbook. This option is only in the case of disputing demerits.

The second option is to fill out a “Voice from the Mailbox” card which will be found in each student’s on-campus mailbox, then place the card in box number one hundred.

The third option is Pastor Gray II – Chancellor’s open door policy. At any time, a student may make an appointment to see Pastor Gray II. In many instances, students get to speak to Pastor Gray II that same day.

## **CHRISTIAN MINISTRY OPPORTUNITIES**

A wide variety of Christian service opportunities are provided in and through the ministries of the Longview Baptist Temple. Students are given the opportunity to participate in every ministry at LBT. Preaching, Sunday school teaching, nursing homes, jail ministries, soul-winning clubs, children’s choirs, LBT choir, LBT orchestra, the bus ministry, mission trips, and pastoral

internships are just a few examples of the areas of ministry in which students may participate. Required Christian service, coordinated through the Dean's offices, provides needed experience and training for the ministry.

## **HEALTH SERVICES AND STUDENT INSURANCE**

It is highly recommended that all students/parents maintain hospital and surgical insurance. Longview has two major hospitals and many minor emergency clinics available just a few blocks from campus.

## **STUDENT CULTURAL ACTIVITIES**

Our administration plans regular activities such as bowling, miniature golf, pizza parties, picnics, ice cream socials, out-of-town shopping trips, and many more opportunities to date and to dine out. Each February, the Longview Baptist Temple hosts a formal Valentine's Day Banquet. All staff, faculty, and students are invited to enjoy a catered meal and entertainment by the LBT Music Department. Music recitals as well as special concerts are held at various times during the year. The TEXAS I.B.S. Chorale provides an opportunity for students to sing in chapel as well as in the services of LBT. Various singing groups also provide special music for the college and church.

## **RESIDENT STUDENT LIFE**

Modern accommodations are provided for our students in well-furnished, air-conditioned dormitories. Students' deans and/or an in-resident dormitory assistant will provide supervision of the dormitory life.

Each student should provide a complete set of linens for a twin bed, bedspread, pillow, towels, and other personal items as needed. Television sets and radios are not permitted in the dormitories.

Coin-operated washers and dryers are conveniently located on each dormitory floor. The Elaine Howie Dining Hall is a full-service cafeteria. Meals are included with the on-campus cost per semester. Seating for over 400 also provides for the various banquets and activities held for the students during the school year.

### **OFF LIMITS**

( ) Demerits in parentheses

- No student is allowed in another's room without someone from that room being present. (5)
- Loitering in the parking lot with the opposite gender at any time of the day is prohibited. (5)
- The emergency exit stairwell on the northeast side of the building by the TEXAS I.B.S. Plaza is to be used only in case of fire.
- Ladies are not allowed in the men's dorm, or men in the ladies' dorm. (Expulsion)
- No student is allowed to enter the Dorm Supervisor's room unless asked by the supervisor and they are present.
- The traffic pattern for Mary Gray Hall residents is the sidewalk on the Loop side of the Wayne Daniel Gospel Center continuing around to the Mary Gray Hall entrance. A student who crosses the yellow line towards the Perry Gray Hall will be expelled.
- The traffic pattern for Perry Gray Hall residents is the sidewalk between the playground and Perry Gray Hall entrance. A student who crosses the yellow line at the

corner of the building or the yellow line towards Mary Gray Hall will be expelled.

- Entering the stairway from Mary Gray Hall is off limits.
- No food or drinks are to be consumed or left in dorm rooms. All dining is to be done in the snack room. (3)
- Television sets, radios, and head phones/ear buds are not allowed on campus. (3)
- Use of extension cords must be approved by maintenance staff. (5)

An Offense System is used for recording dormitory violations. This system will allow five offenses during a calendar month for dormitory violations in the following areas: Dorm Duties, Oversleeping, Sign-in and Sign-out violations, and Quiet Hour violations. After a student accumulates five offenses in one calendar month, a two-hour work fine will be issued. After accumulating ten offenses in one calendar month, whether or not they completed a work fine, a student is campused. A campused student may not leave his dorm room except to go to work or class for one week.

#### **DORM DUTIES (offenses)**

- Students living in the dormitories must follow the Christian Service Rules, Activity Report Rules, and Church Attendance Rules, even if classes are not in session, or if he is not enrolled in classes. Students may not live in the dormitories more than one semester without being enrolled in classes.
- Each student is expected to have his room ready for a walk-through inspection by 7:30 a.m. each day. (Offense violation) 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 clean and neat
- No clothes on the floor and shoes put away neatly
- Your assigned Dorm Duty is to be ready for inspection every day by 7:30 a.m.
- Nothing is to be on the beds (Clothes, books, ties, etc.) except for bedding.
- Nothing is to be hung on the bed frames. This includes work vests, caps, clothes hangers, etc.
- Dorm duties will be posted on the message board outside the dorm supervisor's room.
- Duties will renew each semester.
- Offense notifications will be placed in your mailbox, emailed, or outside your room on your name plate.
- Failure to do your dorm duties will result in an offense. You will receive one offense per assigned duty.
- If a cleaning item is not available in the cleaning cabinet for your dorm duty, it is your responsibility to notify the dorm supervisor. This is not an excuse for it not to be ready for dorm inspection.
- Shoe racks may be placed neatly under the sink in your room or next to your wardrobe. These must be kept neatly arranged.
- Offense notifications will be placed on your desk, in your mailbox, or emailed to you.

## **SIGN IN AND OUT SHEETS (offenses)**

- EVERY TIME you leave campus, you are responsible to sign out on your personal sheet located on the clipboard in your room. This includes walking over to Drug Emporium/Super 1, or going to work.
- EVERY TIME you return to campus, you are responsible to sign in.
- Failure to sign in and out will result in an offense.
- Running out of space is not an excuse to not sign in/out. Extra sheets will be left in a folder on the desk by the dorm supervisor's room. When you need a new sign in/out sheet, need to turn in your filled sheet to the dorm supervisor.
- One copy of your filled out permission slips must be clipped onto the clipboard as well as signing out and in. Leave the permission slip on the clipboard. It will be picked up by the dorm supervisor during the dorm inspection the next day.

## **PERMISSION SLIPS**

- Dorm students are required to fill out a permission slip anytime they are going to a non-college or a church related place or activity. (10)
- All permission slips should be turned in by 11:00 a.m. (The only exception will be when the LBT offices are closed.)
- Closing of LBT offices is usually scheduled into the school calendar. If you wish to get permission to go somewhere on these days, please plan ahead of time and fill out a permission slip. (This is the one time you may call for permission.)

- All permission slips must be made in triplicate form. After filling them out, turn them into box 100. One will be kept on file in the office, one will be left on your clipboard, one must be on your person when you leave campus. (You must still sign in/out on your sign in/out sheet)
- Permission slips should have the following information: Your name, names of persons going with, all places requesting to go, beginning and ending time.
- In addition to filling out the permission slip, men should also text Bro. Arrington.
- Requesting permission slips to be signed other than the stated times, although it may be approved, will result in 5 demerits. (The only exception to this is if there is an emergency)
- If you have family coming during LBT's HOMECOMING REVIVAL, and you wish to spend time with them off campus, please get a permission slip signed a week before. There may not be anyone available to sign permission slips during that week.
- A blank work schedule will be posted on the bulletin board. It must be filled out between Friday, 4:00 p.m. and Monday, 8:00 a.m. if you are scheduled to work the following week. If you do not turn in your off-campus work schedule before leaving campus, demerits will be issued for being off campus without permission.

## **OFFENSES, WORK FINES AND DEMERITS**

- Offenses will be given for dorm duties not properly completed and failure to sign in/out.
- Although you may not have an 8 a.m. class, dorm and room duties must still be ready for inspection by 7:30 each day.

- Students enrolled in classes are to be out of bed no later than 6:00 a.m. every day. (This excludes students living in the dorms not attending classes and working third shift.)
- Lights are to be out by 11:00 p.m. each night. If returning from work after 10:30 p.m. or after, you have one hour to be in bed with lights out.
- After accumulating five offenses you will receive notice of a two-hour work fine. After accumulating 10 offenses in one month, you will be campused for one week whether or not you completed a work fine.
- You will have one week to complete the work fine to avoid receiving demerits (3)
- Demerits will be issued every week until the work fine is completed.
- All work fines will be cleared through the Dean of Students' office. You may not ask other staff members for anything to do without the approval from the Dean.
- Once the work fine is completed, it is your responsibility to have the work fine form signed. Turning in the signed form late will be considered an incomplete work fine and demerits will be issued.

## **LAUNDRY**

- Every dorm student is to have a laundry hamper for dirty clothes.
- It is strongly suggested that you do your laundry once a week.
- You must label your supplies and keep them in the laundry room.
- Taking laundry supplies that are not yours without permission is stealing. (No tolerance.)

- Do not overload the washer or the dryer. This could cause damage to the appliances and a great deal of inconvenience to you.
- Any problems with the appliances are to be reported to the Dean of Students office. Do not attempt to fix the appliances yourself.
- Mishandling of the dorm appliances will result in you paying for the repairs and forfeiting your privilege to use them.

## **BEDROOM AREA**

- Half of the space under your bed is your personal area.
- You must keep your area of the room clean and presentable at all times.
- The only places where clothes should be:
  - Hanging in the closet
  - Inside the dresser drawers
  - Inside the laundry hamper
  - Wet towels are to be hung on the towel bars in the bathroom
- Any clothes or found out of place will be collected and placed in the lost and found room.
- Clothes collected and placed in the lost and found will be discarded every Thursday.
- Because the room has limited space, desktops, tables, chairs, and any other furniture are subject to approval by the Dean of Students office.
- All luggage, trunks, suitcases and storage containers are to be placed in the storage provided by TEXAS I.B.S.. Each item stored must have your name on it, or it may be discarded.

- Each student is responsible to make the necessary arrangements to take his belongings to storage.

### **KITCHEN AREA (offenses/demerits)**

- All food is to be stored in sealed containers with your name on it or it will be discarded.
- All food in the refrigerator must be in its proper sealed container or in a sealed baggie with your name and the date on it or it will be discarded. Food in the refrigerator two weeks after the date on it will be discarded.
- The size of food containers are subject to approval by the Dean of Students office due to limited space.
- You are expected to clean up after yourself. The students in charge of cleaning the kitchen area and the appliances are not responsible for cleaning up after you. Anything left out will be discarded.
- Taking food from another dorm student without permission is considered stealing. (Demerits will be issued. No tolerance.)
- Food containers are to be kept clean or they will be discarded. They will be inspected. If food containers are found left out (clean or dirty) they will be discarded.
- All food in the dorm must be kept in sealed plastic or metal containers. Food must be stored in the proper area in the dorm. No food or drinks are to be consumed or left in dorm rooms. All dining is to be done in the snack room. You may have snacks, chips, popcorn, crackers, cookies, etc. only in the social room. (3 demerits) Bottled water may be consumed in the dorm rooms.

## **TELEPHONE**

- No one is allowed on the phone after 11:00 p.m. unless it is an emergency with your family. (Please notify your family.) (5)
- Continual offenses could result in losing the use of your phone.
- Cell phones must be turned in at 10:30 p.m. every night. No exceptions. They may be picked up at 7:30 a.m.

## **GENERAL RULES**

- NOTHING is to be hung, taped, sticky tacked or stapled on the walls or doors of the dorm. DO NOT HANG ANYTHING FROM THE CEILING. (3)
- You must remain dressed in the dorm at all times. (Shorts are not permitted at any time.) (5)
- Ladies must wear proper sleeping attire. No shorts or sleeping pants permitted. (5)
- You are not to go out of the dorm with no socks or no shoes on. (5)
- No one who is not a dorm student is allowed in the dorm without approval from the Dean of Students office.
- Only compact tape players or compact CD players without headsets may be used. Playing of music or preaching must not interfere with the study or sleep of other residents in the dorm. (3)
- No student is to borrow another student's personal belongings without permission. Borrowing without asking is stealing. This includes laptop computers.
- Lights are to be turned off when leaving any room in the dorm. (3)

- Any personal belongings found out of place during inspection will be picked up and collected by the Dorm Supervisor, Resident Assistant, or Dean of Students office and placed in the lost and found. They will be discarded every Thursday.
- Because of limited space in the rooms you are only allowed to have the books in use for that particular semester. This includes study books and concordances. Any other books are to be boxed and shipped to your home. Please do not be cluttered.
- No one is allowed to move from the room and/or bed assigned to you without approval from the Dean of Students office.
- Loose toiletries found in the bathroom will be discarded.
- No fishing poles, baseball bats and gloves, basketballs or any other sporting equipment is to be stored in the dorms.
- Do not leave irons plugged to the outlet. (3)
- Dr. Jennifer Petticoffer must approve all music before keeping it in the dorm.
- All preaching tapes are to be approved by the Dean of Students.
- Dorm men with working boots need to place their boots on top of a towel under their bed. This will help with the care of the carpet.
- Students are not allowed to move furniture in dorm rooms or move furniture to a storage area without permission from the Dean of Students office. (5)
- Dorm students must change to clean bed linens weekly. They may not sleep on the bare mattress. (5)
- Candles are not to be lit in the dorm, but may use plug-ins if you wish. (5)

- Blinds must be drawn after 4 p.m. and whenever the student is not in full dress. (5)
- Guests and off-campus students are not allowed in the dorm unless permission is granted by the Dean of Students office. (5)
- Dorm ladies may not do laundry, ironing, or mending for men. (5)
- Dorm students may not have duplicate keys made, nor may they give their keys to other dorm students or off-campus students. (5)
- Dorm ladies must travel in groups of at least two when on campus after dark. (5)
- A quiet time from 7:00 p.m.-9:00 p.m. is observed in the dormitories on Monday, Tuesday, and Thursday. (Offense violation)
- Before moving out of the dormitory a student must:
  - Obtain checkout form from the registrar and fill it out before leaving.
  - Clean their room for white glove inspection. (10)
  - Pay for damages. (15)
  - Turn in all dormitory and post office box keys. (10)
  - All dorm students must have their rooms checked before they move out of the dorm failure to do so will result in a \$100.00 cleaning fee being added to their bill.
- Students who move from the dormitories may not leave their belongings in the dormitories. They may not leave belongings in storage areas provided for dorm residents. If dormitory students leave their belongings on college property, their belongings will be regarded as abandoned

to the college and will be disposed of as the college sees fit.

- No pets are allowed in the dorm.

## **AIR CONDITIONING/HEATING UNITS**

Air conditioning/heating units must be kept in the “comfort zone, low” setting at all times whether in the room or not. Units may be checked at any time and failure to keep temperature setting in this range will result in at least 3 or up to 15 demerits per offense. Rooms with temperature gauges can be set no lower than 70 degrees.

## **LEAVING CAMPUS**

- Dormitory students who wish to go off campus other than to church or college-related activities must secure written permission from the Dean of Students office to do so. If leaving campus by automobile, an approved driver must be designated with the permission to leave campus. This includes such things as shopping within a 50 mile radius of the college, going out to eat, attending a public function or going to the doctor. ( 10 demerits) Permission in cases of an emergency will be granted by the Dean of Students office.
- Dormitory students must have permission to travel farther than 50 miles from the campus for any reason. This includes times when classes are not in session, or for students living in the dormitories when not enrolled in classes. (10 - 50 demerits) Dormitory students must submit a permission form to their Dean no less than one week in advance for approval to travel. (5 demerits) Off-campus students may leave the address and telephone number of their destination at the Reception Desk if they desire.

- Overnight Permission must be obtained when spending the night away from campus, including holidays. Failure to do so will result in the following: 1st offense - 10 demerits, 2nd offense - 20 demerits, 3rd offense - 30 demerits, etc. These are in addition to any demerits a student might receive for his actions while away from the campus.
- Dormitory students desiring to spend the night with parents off campus either in private or public lodging must secure written permission. Failure to do so will result in the following: 1st offense - 10 demerits, 2nd offense - 20 demerits, 3rd offense - 30 demerits, etc.
- Work or Late Entry Permission slips are granted only in cases of absolute necessity, that is, distant travel or work. These must be secured and approved in advance of leaving campus. (10)
- Dormitory students who have jobs off campus must fill out a Weekly Work Schedule each Monday listing their work hours for the entire week.
- Permission slips to leave campus or go out of town must be obtained at the Receptionist Desk. A permission slip is to be filled out along with the log book. Ask the secretary to see your Dean to receive written approval.
- Dormitory men and women must have one copy of their approved permission slip in their possession when off campus. (5)
- Approved permission to leave campus does not constitute an approval to be absent from preaching or classes. (25 demerits for missing preaching)
- Dormitory men and women must sign out each time they leave the campus where they reside. They must sign in immediately upon their return. Students must fill in the sign-in/sign-out sheet completely and correctly. (Offense violation)

- A new student may not leave town during the first six weeks of his enrollment at Texas I.B.S.. (10)
- Dormitory students whose parents live more than 50 miles from campus may go home to visit parents not more than two weekends per semester in addition to holidays - Thanksgiving and Christmas. (10) Dormitory students must submit a permission form to their Dean no less than one week in advance for approval to travel. Students may be granted special permission to work in their home churches. NOTE -Easter is not a school holiday.
- Dormitory students may go to homes of other college students outside a 50-mile radius only during the holidays providing written permission is received from the student's parents or legal guardian and the college. (10)
- Commercially owned and operated carriers must be used when students wish to travel by aircraft.
- 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 the Dean's office. (10)
- Dormitory students may not visit in any area home without an approved chaperone. Visits to area homes are limited to once a month for only three (3) hours. (10)
- Couples needing to go home to plan weddings must submit to the President of the College a written request from a parent or guardian. They may take public transportation but may not ride together in an automobile unless accompanied by a parent or legal guardian. (15)
- Dormitory students may ride in a car with an approved married couple providing all the riders except the married couple are of the same gender. (15)

- Dormitory students may not visit students of the opposite gender in area hospitals unless they are with an approved chaperone and it is done under regular dating regulations. (10)
- Anyone who is out of the dormitory past midnight or all night without permission will receive 25 demerits to expulsion. These demerits will be in addition to any other demerits a student might receive for his actions while out late.

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

## CELL PHONE CONSENT FORM

DATE\_\_\_\_\_

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

My cell phone number is \_\_\_\_\_

### **IMPORTANT NOTE:**

**Students must read the handbook and turn in the signed page agreeing to abide by the rules of the college. A penalty of 20 demerits will be given if this form is not submitted, but upon the completion of this form, the demerits will be reduced to 3 demerits.**

## STUDENT HANDBOOK FORM

DATE\_\_\_\_\_

"I have read the handbook and agree to abide by these Biblical principles and Texas I.B.S. regulations."

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(Place this form in Box #100)

