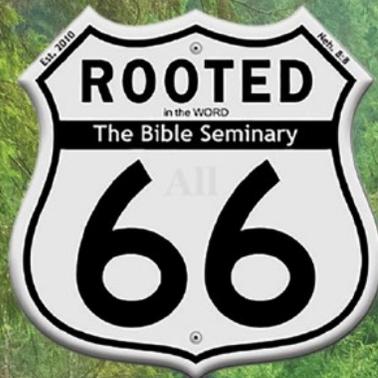


# Student Catalog 2022-23



"They read from the Book of the Law of God making it clear and giving the meaning so the people could understand what was being read." - Nehemiah 8:8

This “Student Catalog” serves as a companion to the TBS Student Handbook to provide specific information relative to students. Thus, for student purposes, the “Student Handbook” should be considered Part II, and this catalog Part I of a continuous document. The most recent version of this document is available for viewing and printing on the TBS website under “About – TBS Documents.”

## Contact Information

### *Main Campus Address*

2655 S Mason Road  
Katy, TX 77450

### *Office Hours*

Monday – Friday  
9:00 a.m. - 4:00 p.m.

### **Phone Directory**

Main Office, 281-646-1109

<i>Extensions</i>	<i>Name</i>	<i>Position</i>
800	Dr. K. Lynn Lewis	President
807	Dr. Scott Stripling	Provost and Vice-President of Donor Relations
804	Dr. Israel Steinmetz	Dean of Graduate Programs
801	Rick McCalip	Vice-President of Finance and Administration
805	Yamile Soto	Business Manager
808	Carousel Pieterse	Office Manager/Registrar/Bible Certificate Director
801	Janice Hamric	Librarian
802	Blake Quimby	Communications Director
810	Angela McClinton	Development Director
806	Allison Taylor	Marketing Director
803	Clayton Van Huss	Student Services Coordinator

[Info@TheBibleSeminary.edu](mailto:Info@TheBibleSeminary.edu)

[TheBibleSeminary.edu](http://TheBibleSeminary.edu)

## You've got friends at The Bible Seminary



### Welcome to The Bible Seminary!

For nearly two thousand years, Jesus Christ and the 66 books known collectively as the Bible have shaped the history of our planet. The records and teachings within this singular document span from the beginning to the prophetic end of the universe as we know it. This content has been heard, held, read, studied, and adapted into more forms of media expression by more people than any other book in history.

The influence of Christ and the Bible have been major driving forces in the rise and fall of nations, the beginning and end of wars, exploration, enlightenment, renaissance, passionate expansion of civilization, and compassionate action. The sweeping impact is visible in nearly every sector of cultures and major institutions worldwide, and the essence of many public and private debates includes the understanding and significance of Scripture and of Jesus Christ.

At The Bible Seminary, we believe these facts warrant reverence, and we firmly believe Jesus Christ is the Son of God, crucified Savior, and resurrected Lord, and that the Bible is the complete and true Word of God. Rooted in fervent prayer and heart-felt compassion, we aim to glorify God by training Christian believers in a context of biblical community in all 66 books of the Bible so they can serve the local church and fulfill the Great Commission by the power of God's Spirit.

This student catalog has been prepared to provide information about the seminary, including our policies, programs, and people. For more information, contact the TBS main office.

## Contents

Introduction .....	6
Accreditation.....	7
Covenantal Documents.....	8
Mission.....	8
Core Values .....	8
Institutional Objectives.....	9
Doctrinal Statement.....	10
Ethos Statement .....	12
Academic Freedom Statement .....	13
Nondiscriminatory Policy.....	13
Philosophy of Education .....	14
Facts .....	15
History.....	16
Leadership – Administration and Staff .....	17
Leadership – Board of Trustees .....	21
Faculty – <i>Full-time</i> .....	24
Faculty – <i>Part-time</i> .....	24
Calendars .....	28
Fall Semester, 2021-22 .....	28
Spring Semester, 2021-22.....	29
Summer Semester, 2021-22 .....	31
Academic Programs .....	32
Bible Certificate (BC).....	33
Vocational Ministry Certificate (VMC).....	36
Dual Degree Completion (DDC) .....	37
Master of Arts (MA).....	39
Master of Divinity (MDiv) .....	51
Graduate Program Courses.....	54
Program Comparisons .....	59
Admissions.....	60
Requirements and Procedures .....	60
New Student Orientation.....	62
Tuition and Fees.....	63
Financial Aid.....	65
Refund Policy .....	66
General Information .....	67
Academic Advising .....	67
Academic Calendar .....	67
Academic Progress.....	67
Academic Standing .....	67
Attendance Policy .....	67
Class Schedules .....	68
Classroom Experiences .....	68
Course Load .....	68
Course Repetition .....	68
Course Work .....	68
Credit Hour .....	68
Credit Transfers .....	69
Course Exemption.....	70

Degree Completion Parameters .....	70
Enrollment Classifications.....	71
Enrollment Status .....	71
Family Education Rights and Privacy Act (FERPA) .....	72
Grading .....	74
Probation .....	75
Proctored Exams.....	76
TBS Grievance Policy.....	76
Student Life.....	77
Student Administrative Services.....	77
Student Clubs and Organizations.....	77
Student Complaints .....	78
Student Conduct .....	80
Main Campus Resources.....	82
Classroom 270 .....	82
Classroom 263 – Main Library and Conference Room .....	82
Classroom 250 – Museum, Offices, Production Studio, and Archaeology Library Collection .....	82
Other Classrooms.....	83
Campus Offices .....	83
Campus Study Space(s).....	83
Campus Technology.....	83
Disability Access and Use.....	83
Great Southwest Equestrian Center Campus .....	83
Grace Fellowship Campus.....	83
Libraries .....	85
Parking and Use of Automobiles on Campus.....	85
Restroom Facilities.....	85
Safety and Emergency Response Plan .....	86
Use of Facilities .....	90
Other Instructional Locations .....	91
Statistics.....	93

## Introduction



The Bible Seminary (TBS) is an independent, non-denominational, 501(c)(3) charitable institution of higher education incorporated in Texas in 2010 to offer training for laity and vocational ministry professionals. On-campus and Distance Education programs include Bible Certificate and Vocational Ministry Certificate non-degree programs, as well as Dual Degree Completion, Master of Arts, and Master of Divinity degree programs.

The seminary is an Accredited member of the Transnational Association of Christian Colleges and Schools (TRACS), a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA) approved to offer Distance Education, a member of the Council for Higher Education Accreditation (CHEA), an approved CEU provider for the Association of Christian Schools International (ACSI), and an accredited member of the Evangelical Council for Financial Accountability (ECFA).

TBS aims to help nurture a biblically literate populace via comprehensive, strategic, Bible-based training. Faculty seek to integrate studies of the Bible with instruction in historical, theological, and practical disciplines critical to developing professional skills for life and ministry. Experiential education occurs through classroom instruction, study tours, hands-on ministry training, and community-based training with ministry professionals.

Leadership includes Dr. K. Lynn Lewis, President; Dr. Scott Stripling, Provost and Vice-President of Donor Relations; Dr. Israel Steinmetz, Dean of the Graduate Programs and full-time Professor; numerous adjunct faculty, ministry professionals, and mentors who serve as part of the teaching team; and a Board of Trustees.

## Accreditation



The Bible Seminary is a [member](#) of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org)] having been awarded Accredited Status as a Category III institution by the TRACS Accreditation Commission on October 26, 2020. This status is effective for a period of five years. TRACS is recognized by the United States Department of Education (USDOE), the Council for Higher Education Accreditation (CHEA), and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE). For more information, visit [TRACS.org](http://TRACS.org).

TBS is an Accredited [member](#) of the Evangelical Council for Financial Accountability (ECFA). Based on the ECFA Seven Standards of Responsible Stewardship™, including financial accountability, transparency, sound board governance and ethical fundraising, ECFA accredits leading Christian nonprofit organizations that faithfully demonstrate compliance with the ECFA Standards pertaining to financial accountability, fundraising, and board governance. For more information, visit [ECFA.org](http://ECFA.org) or call 1-800-323-9473.



The Bible Seminary is a participating member of the National Council for State Authorization Reciprocity Agreements (NC-SARA), a private nonprofit organization [501(c)(3)] that helps expand students' access to educational opportunities and ensure more efficient, consistent, and effective regulation of distance education programs. For more information, visit [NC-SARA.org](http://NC-SARA.org).

TBS is a member of the Council for Higher Education Accreditation (CHEA), the only national organization focused exclusively on accreditation and quality assurance in accredited colleges and universities throughout the United States.

TBS is listed on [GuideStar](#) and holds a GuideStar Platinum Seal of Transparency. Foundation Center, formerly the largest source of information about global philanthropy, and GuideStar, formally, the largest source of information on U.S. nonprofit organizations joined forces to become Candid in 2019 to help connect people who want to change the world to the resources they need to do it. For more information, visit [Candid.org](http://Candid.org) or [GuideStar.org](http://GuideStar.org).



For additional information, visit TBS profiles on the following websites:

- [Council for Higher Education Database of Accredited Institutions](#)
- [Great Nonprofits Top-Rated list](#)
- [U.S. Department of Education Database of Accredited Institutions](#)

## Covenantal Documents

The Bible Seminary requires all administration and staff, Board members, faculty, and graduate students to read and indicate agreement with a set of covenantal documents that help define the ideological, relational, and theological parameters of the seminary community. Generally, everyone signs these documents annually in conjunction with their employment, enrollment or re-enrollment, and service contracts.

### Mission

The Bible Seminary exists to glorify God by training Christian believers in a context of biblical community in all 66 books of the Bible so that they can serve the local church and fulfill the Great Commission by the power of God's Spirit.

### Core Values

#### *Key Verse*

"They read from the book of the Law of God, making it clear and giving the meaning so that the people could understand what was being read."

Nehemiah 8:8

**Lordship** – Because He is Lord (Philippians 2:11), we will continually ask Jesus Christ to sit on the throne of the seminary and on the throne of the lives of its faculty, administrators, and students for the glory of God (1 Corinthians 10:31).

**Bible** – Because the Bible is the fully true Word of God (2 Timothy 3:16), we will offer and require the study of all 66 books of the Bible before graduation with a degree. We will seek to creatively integrate classical theological disciplines and ministry training by studying books of the Bible (i.e. Church History will begin with the Book of Acts and keep going; Pastoral Leadership will come through the study of the Pastoral Epistles; Systematic Theology will flow out of the study of the Pauline Epistles).

**Prayer** – Because apart from Him we can do nothing (John 15:5), we will continually seek to plug into the Vine Jesus Christ through yielding to Him in prayer. We will offer a unique emphasis on prayer, integrated with the curriculum, in classroom settings, meetings, and continual prayer opportunities in the life of the seminary.

**Unreached Peoples** – Because the return of Christ awaits the evangelization of all people groups (Matthew 24:14), we will keep our eyes on the unreached peoples of the world and train our students to have a heart for the fulfillment of the Great Commission (Matthew 28:18-20) by seeking to reach millions of souls for Jesus Christ.

**Local Church** – Because the church universal (the body of Christ) is God's plan (Matthew 16:18), comprised of local churches (Acts 20:28; Romans 16:3-5; Acts 5:42), we will have a symbiotic relationship of service, training and education with local churches and parachurch ministries.

**Community** – Because we were created for community (Genesis 1:26; Hebrews 10:24-25), we will seek to build a unique fellowship where we continually grow together in relationship and as followers of Christ, seeking to live as examples of biblical community, where authenticity and accountability are practiced, and where integrity is modeled and taught (Romans 12:4-5; Acts 2:42-47; 4:32-35).

**Compassion** – Because God has a huge heart for the poor and overlooked (Matthew 25:31-46), we will strive to motivate, equip, and train students to minister to "the least of these" as a lifestyle.

## Institutional Objectives

The Bible Seminary strives to provide faculty, staff, and support services that do the following:

- Promote belief in Jesus Christ as **LORD** and the centrality of discipleship by offering Christ-centered educational programs and courses.
- Promote all 66 books of the **BIBLE** as the fully true Word of God by integrating the study of these biblical books into studies of classical theological disciplines and ministry training.
- Promote the vital priority of **PRAYER** by modeling and teaching prayer in classes, events, meetings, publications, and retreats.
- Promote awareness of and compassion for **UNREACHED PEOPLES** of the world by offering education in missions and engagement in cross-cultural endeavors.
- Promote experiential training by integrating **LOCAL CHURCH** and parachurch ministry leaders, site visits, and service opportunities into educational experiences.
- Promote authenticity, accountability, and integrity through genuine communication, collaborative learning, and ethical relationships in an academic faith **COMMUNITY**.
- Promote **COMPASSION** by providing education and cooperative experiences in ministering to the poor, overlooked, and underprivileged.

Progress in achieving each institutional objective is measured with Likert Scale assessments completed by students prior to beginning and upon completion of curriculum.

## Institutional Outcomes

- The student will demonstrate mastery of all 66 biblical books by completing a summative Capstone project (CAP 590) as the culmination of his or her program prior to graduating with a degree.
- The student will demonstrate learning proficiency, progression in study skills, and academic achievement through successfully passing course exams, improving scores between pre-course and post-course assessments, research reports, written papers, and class presentations.
- The student will demonstrate evidence of core ministry skills in basic and advanced hermeneutics, pastoral leadership, preaching and teaching, biblically-based counseling, and cultivation of personal and group spiritual formation by successfully passing course exams, improving scores between pre-course and post-course assessments, and submitting high quality research reports, written papers, class presentations, and ministry service reports.
- The student will demonstrate exegetical comprehension and applied learning from the study of biblical cultures, languages, history and theology through successful engagement in course assignments and ministry activities within the seminary educational community and beyond, and by successfully passing course exams, improving scores between pre-course and post-course assessments, and submitting high quality research reports, written papers, and class presentations.

## Doctrinal Statement

- **We believe in the inspiration and authority of Scripture** – The Bible is the only inspired Word of God, fully true, and our sole authority for all that we believe and do (2 Timothy 3:16-17; 2 Peter 1:20-21; Matthew 5:18). We hold to the inerrancy of Scripture, as outlined in the “Chicago Statement on Biblical Inerrancy.”
- **We believe in one God** – There is only one true God who exists eternally in three Persons: God the Father, God the Son, and God the Holy Spirit (Genesis 1:26; Deuteronomy 6:4; Matthew 28:19; John 14:9; Acts 5:3-4,9; 2 Corinthians 3:17; 13:14; Hebrews 1:1-3, 1 John 5:7).
- **We believe in the deity and humanity of Christ** – Jesus Christ is Lord, being fully God and yet fully Man, born of a virgin, as affirmed in the Nicene, and Apostles’ Creeds (Matthew 1:18-23; Luke 1:26-38; John 1:1-2,14; Philippians 2:5-8; Colossians 1:13-20; Hebrews 1:8).
- **We believe in substitutionary atonement** – Jesus Christ died on the cross as our substitute – taking upon Himself the penalty of the sins of fallen humans (John 1:29; Romans 3:25-26; 5:8, 12-19; Galatians 3:13; 2 Corinthians 5:21; 1 Peter 3:18).
- **We believe in the resurrection of Christ** – Jesus rose from the dead in a bodily resurrection defeating sin and death (Romans 6:4-9; 10:9; 1 Corinthians 15:3-6).
- **We believe in salvation by grace through faith alone** – A person is saved from eternal separation from God as a free gift when that person places their faith in Jesus Christ who is the only way to the Father (John 1:12; 3:16; 5:24; 14:6; Acts 4:12; Romans 1:16-17; Ephesians 2:8-9; Revelation 21:27).
- **We believe in the Second Coming of Jesus Christ** – Jesus Christ will come again to judge the living and the dead (Matthew 24-25; Acts 1:9-11; 1 Thessalonians 4:13-18; Revelation 19-21).
- **We believe in heaven and hell** – Believers in Jesus Christ will be resurrected to everlasting blessedness and joy in eternal fellowship with God (1 Corinthians 15:35-57; 2 Corinthians 5:1-9; Philippians 3:20-21; 1 Thessalonians 4:13-17; Revelation 21:1-7; 22:1-5). Unbelievers will be resurrected to conscious separation from God and eternal punishment (Matthew 25:41,46; Mark 9:43-48; 2 Thessalonians 1:7-9; Revelation 14:9-11; 20:10-15; 21:8).

### WHERE WE STAND ON SOME CONTROVERSIAL SOCIAL ISSUES

We acknowledge that the following social issues generate much pain and division in some churches, and we do not approach these issues lightly or glibly. But we also acknowledge that at the heart, these are authority of Scripture issues. We believe the Bible is clear about the following:

- **Abortion** – We believe human life inside a mother’s womb begins at conception and that at conception, a real human being is created in the image of God (Psalm 139:13-16; Jeremiah 1:4-5; Luke 1:39-45) and, therefore, that abortion is murder and wrong/sin (Exodus 20:13). We believe God offers full forgiveness to an abortive mother/father who has turned to Jesus Christ (Colossians 2:13-15; Ephesians 1:7).
- **Celibacy, Marriage, and Sexuality** – We believe God created humans in His image, intentionally and immutably male and female, each bringing unique and complementary qualities to sexuality and relationships (e.g., Genesis 1:27; 2:18, 21-24; Matthew 19:4-5; Ephesians 5:22-33). Celibacy, marriage, and sexuality in general are gifts from God to be expressed: (1) within specific boundaries He designed for our safety and pleasure, and (2) within the confines of His purposes, which include gratefully honoring the Lord with our bodies and minds (e.g., Proverbs 6:20-7:27; Romans 12:1-2; 1 Corinthians 6:19-20; 7:19-20; Ephesians 4:17-5:21).

We believe God ordained marriage to be a lifelong union between one man and one woman (e.g., Genesis 2:18, 21-24; Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31). God's design for sexual acts is within marriage for the purpose of moral human procreation and the unique pleasurable intimacy (one flesh) intended for husbands and wives (e.g., Genesis 1:27-28; 9:1; 35:11; Psalm 127:3; Proverbs 5:18-19; Song of Solomon 7:6-13; 1 Corinthians 7:5). Sexual acts outside God-instituted boundaries are sinful and defy God's natural order, plans, and purposes (e.g., Exodus 20:14; Leviticus 18:7-23; 20:10-21; Matthew 5:27-28; 15:19; 1 Corinthians 6:9-13; Galatians 5:19; Colossians 3:5; 1 Thessalonians 4:2-8; 1 Timothy 1:8-11; Jude 7, cf. Genesis 19). We do not believe in ordaining self-avowed practitioners of such sexual sin, and do not believe in ceremonies that celebrate same-sex unions (e.g., Leviticus 18:22; 20:13; Romans 1:18-32; Hebrews 13:4).

- **Ministry Leadership** – We believe persons engaged in willful, ongoing sinful practice(s) should not serve in ministry leadership (Romans 1:18-32; I Corinthians 5:1-13 and 6:9-20; I Thessalonians 4:1-8; I Timothy 3:1-13; Titus 1:5-9), and those already serving in ministry leadership who engage in ongoing sinful behavior(s) should be disciplined and removed from ministry leadership (I Samuel 15; Matthew 18:15-18). We believe true repentance is an essential first step in the sanctification process necessary towards restoration of ministry leadership (I Corinthians 6:9-11; I Thessalonians 4:1-8). Therefore, anyone considering ministry leadership via a path that includes seeking a degree from and/or working for The Bible Seminary should evidence public and private freedom from sinful behavior(s) over time (Matthew 3:8; Acts 26:20; James 2:14-26), since ministry leadership is incorporated into official positions and roles at The Bible Seminary, including administration, board, faculty, staff, volunteers and students.”

## Ethos Statement

It is a high honor and privilege to represent God to people by training for and serving in ministry. When people see someone “in the ministry,” they see that person as representing Christ’s church. It is for this reason that the Bible outlines in 1 Timothy 3 some of the expectations and qualifications of a leader in the church. It is very important for each member of the seminary community (no matter what their position) to seek to live up to these standards (with God’s help and empowerment). Thus, we ask each member of the seminary community to covenant to lead a life that is “above reproach” as defined by the following Ethos Statement. The heart of this document is healthy community full of grace and truth (John 1:17).

As a member of the seminary community, I agree, with God’s help and empowerment, to live by the following ideals to the best of my ability:

1. I will seek to walk with God through a personal relationship with Jesus Christ (Genesis 5:22; John 17:3; Mark 12:29-31; Ephesians 2:8-9).
2. I will seek to have no other gods than Jesus Christ (Exodus 20:3-6; 1 Peter 3:15). I will seek to keep myself from idolatry (1 John 5:21) by not making idols out of money, sex, power, people, material things, school, or ministry success.
3. I will work as “unto the Lord” (Colossians 3:23-24). I will give God my best in my family, in my job performance and in my training for ministry.
4. I will refrain from sexual immorality (1 Thessalonians 4:3-5). If I am married, I will be faithful to my spouse (Exodus 20:14). If I am single, I will remain celibate in my singleness. I will not engage in homosexual practice (1 Corinthians 6:9-11).
5. I will refrain from drunkenness or the use of illegal drugs (Ephesians 5:18). I will not allow a substance to control me, rather I will seek to be controlled by God. If I choose to “drink socially,” I will do so in a way that does not cause other people to stumble (1 Corinthians 8).
6. I will practice Biblical conflict resolution. If someone hurts or offends me, I will go to that person and speak the truth in love (Ephesians 4:15,25) and forgive them (Ephesians 4:32). If this does not resolve the issue, I will then involve a second person as prescribed in Matthew 18:15-17. I will not slander another person by talking negatively about him/her (Ephesians 4:31). I will seek to build others up with my words (Ephesians 4:29). If I cannot bring resolution through these steps, I will seek counsel.
7. I will be respectful of those in authority over me and submit to their leadership (Hebrews 13:17) unless they were to call me to do something contrary to Scripture (Acts 5:27-29). I will seek humbleness in my life (1 Peter 5:5-6).

The purpose of this Ethos Statement is to maintain order (1 Corinthians 14:40) and to uphold integrity, respect, honor, and character (2 Timothy 2:20-22). There is plenty of grace in this community for mistakes (James 5:16), whereas there is not room in this community for blatant and unrepentant rebellion (1 Corinthians 5). I agree to do my best to live by this Ethos Statement with God’s help and power through Jesus Christ and for His glory.

## Academic Freedom Statement

The Bible Seminary (TBS) provides academic instruction and vocational training for Christian ministers to perform as pastors, counselors, missionaries, church planters, and leaders. Supporting this mission are the seven adopted Core Values of TBS and basic Christian convictions stated in the TBS Covenantal Documents and the Faculty Handbook.

Diversity of education and religious viewpoint is available to society through the plurality of global academic institutions. At TBS, we invite the richness of interpretation and study of the Bible as we seek its deepest meaning and truth. TBS is to be distinguished as an academic institution that shares a basic set of Core Values among its students, faculty, administrators, and Board of Trustees. Instruction, research, and academic investigation are to uphold and respect the positions provided in the Core Values, the Ethos and Doctrinal Statements, and the Faculty Handbook. For example, the following statement from the TBS Faculty Handbook summarizes one of our institutional doctrinal positions that we expect all TBS faculty to uphold:

### Creationism versus Evolution

God created the heavens and the earth (Genesis 1:1); God set the land to produce seed-bearing plants and trees (Genesis 1:11-12); God created all living things in the sea and on land, and the birds of the sky (Genesis 1:20-25); and God created man, male and female (Genesis 1:26-27). Scientific observations make obvious that God's creation is uniquely enabled by God to adapt to its environment, making subtle changes over time to survive and thrive in the world – a process often described as “micro-evolution.” Humans have also adapted and diversified, as indicated by the many races, peoples, and societies that have developed through the ages. However, this ability to adapt is not a substitution for the absolute truth that God created humans in His image (Genesis 1:27), breathed life into man (Genesis 2:7), and, after the discovery of sin by the first humans, Adam and Eve, God dispatched mankind to the less-than-perfect circumstances in which we live life today (Genesis 3:14-24). Therefore, while we acknowledge the phenomena of micro-evolution, we reject the macro-evolutionary theory of how plants, animals, and humans came to exist. Rather, we embrace the biblical view of creation that God created the heavens and the earth and all that is within it, including humans. We are open to either a young earth view of creation (where “yowm” = 24-hour period) or an old earth view of creation (where “yowm” = an age).

In general, Academic freedom means individuals have rights to engage in intellectual debate, research, and speech, through written or electronic correspondence, on and off campus, without fear of censorship, retaliation, or sanction. This freedom encompasses rights to maintain academic standards and gives faculty members reasonable latitude in deciding how to teach assigned courses; encourages intellectual integrity; sustains pedagogical approaches consistent with disciplines taught; and informs evaluations of student work, all exercised within the shared boundaries defined by the TBS Covenantal Documents.

Academic freedom does not involve expressions that substantially impair the rights of others or the imposition of political, religious, or philosophical beliefs on individuals of the TBS community. Academic Freedom does not provide protection of faculty who demonstrate professional ignorance, incompetence, or dishonesty with regard to their assigned discipline or fields of expertise, or who engage in arbitrary or capricious evaluation of students.

All members of the TBS community have a right to due process. Anyone alleging or responding to a potential breach of academic freedom should follow the TBS Grievance Policy.

## Nondiscriminatory Policy

The Bible Seminary admits students of any race, sex, color, disability, age, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Seminary. It does not discriminate on the basis of race, sex, color, disability, age, or national or ethnic origin in the administration of its hiring policies, educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

## Philosophy of Education

We believe the Bible, written by many authors and inspired by one Spirit, is the best training manual for ministry.

We believe that engaging in ministry, analyzing ministry, and studying ministry – in association with called, life-giving, seasoned and Spirit-filled professionals – is an effective educational model.

We believe a balanced, Bible-based, Christ-centered, mission-focused educational approach includes a comprehensive curriculum that integrates studying all 66 biblical books along with studying standard historical, theological, and practical disciplines critical to developing professional skills for 21st century ministry.

We believe that challenging and nurturing students, getting them into the Word of God, and helping them think biblically while listening to the Holy Spirit, involves a unique combination of professional ministry training, cutting-edge tools, and extraordinary experiences.

We believe that interactive personal engagement over time, among groups of individuals with a common set of core values and doctrines and ethical standards, and with diverse backgrounds and experiences, can offer an exciting, family-friendly, practical, rich, and unparalleled learning environment.

We believe that a journey of theological education should accomplish the following:

- Glorify the Lord
- Be rooted in His Word
- Nurture an intimate, faithful, trusting relationship with the Father, Son, and Holy Spirit
- Cultivate a contextual and more profound understanding of God and creation, scripture and the world, heaven and earth, culture and history, time and eternity, and things seen and unseen
- Equip students with relevant experiences, knowledge, relationships, training, and tools for a lifetime of ministry leadership
- Lead to a passionate commitment to love and serve the Lord and others with all that students are and have, in perpetuity.

## Facts

### Incorporation and Licensing

- Independent and non-denominational
- Registered Domestic Non-Profit Corporation in the state of Texas (Feb 2010)
- Registered IRS 501(c)(3) Charitable Institution of Higher Education (Aug 2010)
- Exemption by Texas Workforce Commission (Mar 2011, Oct 2018, Aug 2020)
- Exemption by Texas Higher Education Coordinating Board (May 2011)
- Affiliate Member of the Association for Biblical Higher Education (2012 - Jul 2021)
- Approved CEU provider by the Association of Christian Schools International (Oct 2015)
- Approved by the Transnational Association of Christian Colleges and Schools (TRACS) for Applicant Status (Jan 2018), Candidate status (Apr 2019), Accredited status (Oct 2020), and to offer Distance Education (Apr 2021)
- Approved accredited member of ECFA (Sep 2019)
- Approved member of the National Council for State Authorization Reciprocity Agreements (Dec 2021)

### Founders

- Dr. James E. Leggett, *Founding President* (2010-13)
- Rev. Paul Helbig, *Bible Institute Co-founder and Lead Faculty* (2008-16)
- Mr. Dan Dunham, *Founding Board of Trustees Chair* (2010-13)
- Grace Fellowship Church, *Seed funding for launch* (2010-11)

### Executive Officers

- *President*, Dr. K. Lynn Lewis (2014-present), Executive Vice-President/Provost (2011-13)
- *Provost*, Dr. Scott Stripling (2017-present)
- *Vice-President of Finance and Administration*, Mr. Rick McCalip (2010-present)
- *Board of Trustees*, Mr. Adam Peters (Chair) with 9 total members

### Programs

- *Master of Divinity* (84-credit hours)
- *Master of Arts* (four majors plus four concentrations, 48 to 60-credit hours)
- *Dual Degree Completion (Bachelor of Arts in Christian Ministry* in conjunction with a TBS MA or MDiv)
- *Vocational Ministry Certificate* (27-credit hours)
- *Bible Certificate* (10-credit hours)

### Faculty

- Two full-time administrators who also teach
- One full-time faculty member and 15+ adjunct professors
- 50+ professionals who serve as mentors and visiting teachers

### Unique Features

- All programs cover all 66 books of the Bible
- Comprehensive, relevant education and training for 21<sup>st</sup> century leadership
- Local mentoring and training opportunities throughout the graduate degree programs
- Educational experiences in classrooms, on-site visits to regional locations and international locations, especially in Israel

### Special Program Elements

- Distinctively clear Cove Values, doctrine, and ethos statements
- Holy Land Study Tour opportunity
- Technological study and resource tools
- Multiple experiential learning opportunities
- Strong commitment to helping students graduate with ZERO (\$0) seminary debt

## History

The Bible Seminary's passion for vibrant Bible-based, Christ-centered, mission-focused leadership training began with Dr. James E. Leggett, founder and senior pastor of Grace Fellowship Church in Katy, Texas. Under the leadership of Teaching Pastor, Paul Helbig, the church established a Bible Institute in 2008 teaching all 66 books of the Bible. A team led by future Board Chair, Dan Dunham, and Vice-President of Finance and Administration, Rick McCalip, helped incorporate The Bible Seminary (TBS) in 2010 as an independent, non-denominational, charitable 501(c)(3), educational institution of higher education. The Board named Dr. Leggett as volunteer President and the church raised \$1,100,000 from 260 donors to help launch the seminary.

In 2011, the Board hired Dr. K. Lynn Lewis as full-time Executive Vice-President and Provost; received exemptions for its Master of Divinity program by the Texas Workforce Commission and Texas Higher Education Coordinating Board; transferred the Bible Institute from Grace Fellowship to TBS; and graduated the first 12 students from the Bible Certificate program in December 2011.

In 2012, TBS received approval for Affiliate status with the Association for Biblical Higher Education (ABHE). The graduate program launched on September 4, 2012 with 12 inaugural students. In 2014, Dr. Leggett resigned as volunteer President, the Board named Dr. Lewis as President, and TBS hired a full-time Provost.

In 2015, TBS established a Master of Arts program, a Dual Degree Completion program, a Licensed Professional program consisting of core graduate courses, awarded its first graduate degrees (seven Master of Divinity and one Master of Arts), launched a Spanish Bible Certificate program, and received approval from the Association of Christian Schools International (ACSI) to provide continuing education.

In 2016, TBS began offering courses in regional locations. In 2017, the seminary hired Dr. Scott Stripling as Provost and Dr. Douglas Petrovich as full-time faculty member, revised the Bible Certificate program, and received recognition by the *Knowledge Review* as one of the 10 Most Preferred Divinity Schools for Religious Studies 2017. In 2018, TBS added four new Master of Arts programs, reduced Master of Divinity credit hours from 96 to 84, revised the Licensed Professional program, received approvals of exemption from the Texas Workforce Commission, and added new remote instructional locations.

In 2019, TBS hired Dr. J. Paul Nyquist as Dean of Graduate Programs and became an accredited member of the Evangelical Council for Financial Accountability (ECFA). In 2020, TBS named Dr. Doug Petrovich Dean of Graduate Programs and Mrs. Carousel Pieterse Director of the Bible Certificate Program, renamed the "Licensed Professional" program the "Vocational Ministry" certificate program, and earned Accredited Status with the Transnational Association of Christian Colleges and Schools (TRACS). In 2021, TBS received approval from TRACS to offer Distance Education and became a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA).

In 2022, TBS added four Master of Arts Concentrations, formed a publishing division (Nehemiah Press), opened the 3J Archaeological Museum, hired Dr. Israel Steinmetz as Graduate Dean, and named Dr. Scott Stripling as Provost and Vice-President of Donor Relations.

## Leadership – Administration and Staff

### Dr. K. Lynn Lewis, *President*



A creative, seasoned entrepreneur with a diverse professional background in business, education, and ministry, Dr. Lewis began his career as a hydrologist and dam engineer. After accepting a divine call to “leave your job and go to seminary,” he served as a full-time pastor, founded the media communications company InspireUSA, Inc. (registered trademark *Celebrating the Best of America*®), served as Director of Institutional Advancement at an 1800-student private Christian school, and then helped start The Bible Seminary. He has served on and/or led Boards of a K-12 private Christian school, university foundation, a pregnancy care center, a counseling center, an adventure ministry, and served as co-founder and Executive Producer of a fine arts program producing annual Broadway plays. An ordained minister (United Methodist Church, 1989-2022; Global Methodist Church, 2022-present), prolific author, producer, and publisher, he is the Founder and Executive Producer of Shiloh Network News and Founder and Executive Director of Nehemiah Press. He and his wife, Wendy, have three children and three grandchildren.

- B.S. in Agricultural Engineering (1985), University of Georgia
- Master of Divinity (1989), Asbury Theological Seminary
- Doctor of Ministry (2002), Asbury Theological Seminary
- Beeson Pastor Certificate in Biblical Preaching & Church Leadership (2002), Asbury Theological Seminary

### Dr. Scott Stripling, *Provost and Vice-President of Donor Relations*



A popular speaker at churches and conferences around the world and a guest on numerous television programs and documentaries such as Fox News, The 700 Club, The New York Times, TBN, History Channel, and Discovery Channel, Dr. Scott Stripling’s passion is connecting the material culture of the Holy Land with the biblical text. He has published widely in peer-reviewed journals, popular magazines, and books. He currently serves as Provost, Vice-President of Donor Relations, and Director of the Archaeological Studies Institute at The Bible Seminary in Katy, Texas. He also serves as Director of Excavations for the Associates for Biblical Research (ABR) at Ancient Shiloh (2017 to present) and as Vice-President of the Board of Directors of the Near East Archaeological Society. He previously directed the ABR excavations at Khirbet el-Maqatir, served as Field Supervisor at Tall el-Hammam in Jordan, and as a supervisor of the Temple Mount Sifting Project in Jerusalem. He has experience as a youth pastor, associate pastor, senior pastor, and principal; has served on numerous community Boards, including as founding president of the Make-A-Wish foundation of the Rio Grande Valley; and taught at Houston Baptist University, Belhaven University, International Bible College, and Wharton County Junior College. Fluent in English and Spanish, Scott and his wife, Janet, have four grown children and four grandchildren.

- Bachelor of Science in Physical Education and English (1984), UT Pan American
- Master of Arts in English/Humanities (1988), UT Pan American
- Master of Arts in Biblical Literature (1995), Assemblies of God Theological Seminary
- Ph.D. in Archaeology and Biblical History (2020), Veritas International University

**Mr. Rick McCalip, Vice-President of Finance and Administration**



The day after he retired from ConocoPhillips in August 2010 – after 34 years of service in safety and environmental program management – Rick began serving as a volunteer leader for The Bible Seminary. Since assisting with the foundational organization and funding, Rick has been instrumental in helping firmly establish the facilities, finances, and institutional framework of The Bible Seminary. He and his wife, Elaine, have one married son and two grandchildren.

- Bachelor of Science in Chemistry (1976), University of Oklahoma
- Honorary Master of Divinity (2015), The Bible Seminary

**Dr. Israel Steinmetz, Dean of Graduate Programs and Associate Professor of Practical Theology**



Israel is an author, pastor, and theologian with over twenty-five years of Christian leadership experience in preaching, teaching, writing, and pastoral ministry. He has served as a Chaplain with the United States Navy; as co-Director and Dean of Academic Affairs for Artios Christian College; as Co-Director, Dean of Academic Affairs, Curriculum Developer, and Adjunct for LifeSpring School of Ministry; as lead pastor at two churches; and as a Church Administrator.

He and his wife Anna have been married since 2002 and have eight children.

- Bachelor of Pastoral Ministry (2003), Christ for the Nations Institute
- Master of Divinity (2006), Regent University
- Master of Arts in Theological Studies (2012), Nazarene Theological Seminary
- Doctor of Ministry (2021), Fuller Theological Seminary

**Mrs. Yamile Soto, Business Manager**



Yami has a professional background working as Senior Financial Accountant at Opportune LLC in Houston (2016-19), Accounting Manager at Element Materials Technology in Houston (2014-16), and Controller/Operations Manager at Superior Foods in Miami, Florida (1995-2014). A native of Miami, Florida, she has three children – Jesus, Alyette, and Dalilah – and is married to Omar Soto. Her multi-cultural background includes a Hispanic mother, Lebanese grandmother, and Palestinian

Christian grandfather (born in Bethlehem, Israel) who migrated to Cuba during World War II and then to Miami. She speaks English and Spanish fluently.

- Bachelor of Accounting (2008), Florida Gulf Coast University
- Master of Accounting (2015), Liberty University

**Mrs. Carousel Pieterse, Office Manager/Registrar/Bible Certificate Program Director**



Carousel is a native of South Africa and has served as Chief of Customer Relations and Billing for Wise Information Technology (2018-19), volunteer Program Director for Katy Cares (2016-present), CEO and Managing Director of Heartware Life Skills Upgrade for Teens, CEO and Managing Director of Puisano Training Institute (2005-10), Executive Director and Chief of Strategic Relations and Corporate Communications for Puisano Business Development Group (1998-2005), National Marketing Manager of Perskor and Orion Publishers (1996-98), National Coordinating Officer (1995-96), Captain (1995-96), and Lieutenant in the South African Police Service (1993-96). In addition to her Bachelor's degree, she completed the Executive Leadership Facilitator's Development Course at the University of the Orange Free State, completed the National Aids/HIV Organizational Program Development at the University of the Orange Free State, and completed the Officer's Development Course at the South African Police Service Academy. Carousel and her husband, Dawid, have two children: Davied and Eanthe. She speaks Afrikaans, English, and understands Dutch.

- Bachelor of Arts in Social Work (1990), University of Stellenbosch in the Republic of South Africa

**Mrs. Janice Hamric, Librarian**



Retired after 35 years with Katy Independent School District as a teacher and librarian, Janice has worked as Administrative Assistant for TBS, and served on her church's Prayer Altar Ministry Team and Freedom and Healing Prayer Team. She is co-author of *From Misery to Ministry: A Walk of Faith Through the Loss of a Loved One* (Tate Publishing, 2011), with Brian and Leah Foutz. Janice and her husband, Steve, enjoy quality time with family members, especially granddaughter, Justice.

- B.S. in Education (1975), Southwest Texas State University
- Master of Education (1979), Prairie View A & M University
- Master of Library Science (1983), Sam Houston State University

**Blake Quimby, Communications Director**



A native of Richmond-Rosenberg, Texas, Blake has served in local church ministry leadership for nearly 20 years. He served as Administrative Pastor at Church of Living Waters for seven years, Children's Director at Sugar Land Family Church, and Student Ministry Associate at Sugar Creek Baptist Church. His roles have included Worship Leader, Children's Pastor, Youth Pastor and Administrative Pastor. He is married to Krystle and they have 2 children, Madison and Reese. He is a graduate of the TBS Bible Certificate Program.

- Wharton County Junior College (2003)
- Bible Certificate (2020), The Bible Seminary

### Angela McClinton, *Development Director*



A TBS Valedictorian and Summa Cum Laude Master of Divinity graduate, Angela has served as Executive Pastor of The Waters Church since 2018, where she has been a volunteer in church leadership and service ministries since her and her family helped found the church in 2003. She has worked as a freelance writer for Katy Magazine, a 2<sup>nd</sup> Grade Teacher at Odessa Kilpatrick Elementary School (2003-06), and a Kindergarten Teacher at Bear Creek Elementary School (2002-03). A native of Katy and a graduate of Mayde Creek High School, Angela also has a Bachelor's in Early Childhood Education from Texas A&M and a Master's in Library Science from Sam Houston State University. She and her husband, Jordan, have three daughters.

- Bachelor's in Early Childhood Education (2002), Texas A&M
- Master's in Library Science (2007), Sam Houston State University
- Master of Divinity (2018), The Bible Seminary

### Allison Taylor, *Marketing Director*



Allison is owner and agent of Taylor Insurance of Texas, former Director of Food and Beverage and Executive Chef at Watercrest Senior Living, and former Resident Chef at Sur La Table. Currently a student at The Bible Seminary, she serves as an Alpha Leader at Grace Fellowship North, on the World Championship BBQ Committee for the Houston Livestock Show and Rodeo, and fostered rescue dogs for a number of years through Lone Star Shih Tzu and Lhasa Apso Rescue.

- B.S. of Science in Agriculture/Horticulture with an emphasis in Business (2005), Stephen F. Austin State University
- Patisserie and Baking Certification (2012), Le Cordon Bleu Culinary School
- Master of Divinity (*in process*), The Bible Seminary

### Mr. Clayton Van Huss, *Student Services Coordinator*



Born on the island of Okinawa, Japan and raised in communities across the U.S. during his father's military service until they settled in northeast Tennessee, Clayton holds a B.A. in Theatre from East Tennessee State University with a minor in Radio, Television, and Film. He also earned an A.A. in Dramatic Production from The Academy of Arts Christian College located in Taylors, South Carolina. Clayton recently worked with Refuge Media to produce several Christian films, including *The Brothers' Christmas*, *1517 The Flame Rekindled*, *Born in a Stable*, and *Goodwill to Men*. He is now following the path given by the Lord to The Bible Seminary in Katy, Texas where he is working toward an M.A. in Biblical History & Archaeology.

- Associate degree (1995), The Academy of Arts Christian College
- Bachelor of Arts in Theatre with a minor in Radio, Television, and Film (2013), East Tennessee State University
- Master of Arts in Biblical History and Archaeology (*in process*), The Bible Seminary

## Leadership – Board of Trustees



**Adam Peters, Chair**, is CEO of Air Liquide North America. He began his career with the French industrial gas group in 1996 after graduating from Texas A&M University. After serving in management roles in the Group's US operations, Adam was appointed President & CEO, Air Liquide Canada in 2012. The Peters family left Montreal and returned to Texas in 2017 where he served as Vice-President, Electronics World Business prior to his current position. Adam has a B.S. in Mechanical Engineering (1996) and an MBA (2002; SMU). He and his wife, Heidi, have three children – Emily, Andrew, and Bennett, and are active members of Grace Fellowship church in Katy.



**Julia Dean, Vice-Chair**, serves as the Managing Attorney overseeing Estate Planning, Probate, Elder Law, and Civil Appeals at The Dean Law Firm, PLLC based in Sugar Land, Texas. She has successfully argued in federal and state courts, including the United States Court of Appeals for the Fifth Circuit. She worked as Civil Appeals Attorney at Wright & Close (1998-2007) and a Litigation Attorney at Andrews & Kurth (1988-91). She graduated from the University of Washington with a Bachelor's in Economics (1983) and University of Houston Law Center with a Juris Doctor (1987). She and her husband, Bobby, have four adult children and are active in ministry leadership at Sugar Land Family Church.



**Mickey Ellis, Secretary/Treasurer**, is a Master of Divinity (2018) graduate of The Bible Seminary. A vibrant leader of the prayer and worship movement within the West Houston/Katy community, she leads the Freedom and Healing team at the Great Southwest Prayer Center. She is also co-founder with her husband, Mike, and former Board member of Alta Mesa Services, Oil & Gas Exploration and Production company. Mickey has served in leadership in a variety of churches and ministries, charity and service organizations related to cancer and autism, as well as in a Pre-K through 8<sup>th</sup> grade Christian school. Mickey and Mike have two children and four grandchildren.



**Mr. George Armistead** was raised on a cotton/soybean farm in the Mississippi Delta. He accepted Christ at the age of 11 and has been a Christ follower since. He attended Mississippi State University and graduated with a degree in petroleum engineering. George is a professional engineer and worked for Unocal/Chevron in various drilling, engineering, and management positions, retiring with 43 years of service. He enjoys and has participated in many service and mission events. George has been the husband to Nettie Armistead since 1979, and they have three children.



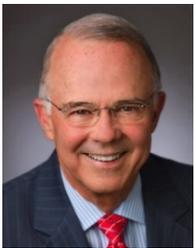
**Ben Bash** serves as Administrative Pastor at Grace Fellowship church in Katy, Texas. He spent more than twenty years as an attorney and HR executive, including position as Associate Attorney, Corporate Counsel, Senior Counsel, Senior VP of Human Resources, VP Total Rewards, and Assistant General Counsel and Corporate Secretary. He has a Bachelor of Arts in History from Southwestern University, a Juris Doctor from The University of Texas Law School, and a Master of Arts in Christian Leadership from Gordon Conwell Theological Seminary. He and wife, Julianne, have two boys.



**Robert (Bob) Button** is a retired Oil & Gas industry leader with more than 30 years experience in domestic and international Exploration and Production. Bob has held a range of executive and management positions in development, operations, corporate strategy, project management and capability development with Amoco, BP, and Glori Energy. He served as President of Glori Holdings, and as Vice President global Organization Capability (Operations, Health-Safety-Environment, and Engineering) for BP's E&P Segment. Bob holds a bachelor's degree in Mechanical Engineering from The Ohio State University and is a graduate of the MIT/Sloan School BP Operations Academy. He has served for many years on the Board of Directors for The Source for Women, a Christ-centered non-profit women's reproductive healthcare provider. He and his wife Diane live in Austin, Texas and have two grown daughters and three grandchildren.



**Dr. Harry Chapman, Ph.D.**, serves as CEO of Chapman Schewe, a national company that he founded in 1992, and is a Managing Director for Higginbotham, Inc. He is a member of The Board of Directors of Houston-based U.S. Physical Therapy, a New York Stock Exchange public company, where he chairs the Compensation Committee and serves on the Compliance Committee. In addition, he serves as Board Chair of Katy Cares and on the boards of Christ Clinic and Barnabus of Katy. He has served on over ten non-profit boards in his past and was a Mayor of a medium sized city. He and wife, Pam, have four children and have resided in Katy since 1999.



**Stan Goss** serves as Managing Director of The Mastery Group and is a nationally recognized executive coach and leadership development professional. He holds a degree in Metallurgical Engineering from the Colorado School of Mines, BBA in Management from the University of Denver, a law degree from Duke University, a Bible Certificate from The Bible Seminary, and is a Colson Fellow. The Katy Area Economic Development Council named him winner of the leadership and economic development Stan C. Stanley "Eagle" Award in 2016. His multiple years of service on Katy Area Economic Development Council (EDC) Board of Governors spearheading the Talent and Leadership Taskforce and EDC Visions events resulted in the development of a higher education white paper that helped recruit the University of Houston to purchase 46 acres to develop a new campus in the Katy area. Stan is active at Grace Fellowship United Methodist Church, with the Katy Independent School District, and the youth basketball organization, Katy Rebels. He and his wife, Suzy, have several children and grandchildren.



**Cindy Hayley** is the owner of 4 Winks Photography (newborn and infant photography). Active at The Woodlands UMC where she formerly served on the church's School Board and currently serves on the Church Board, she teaches Sunday School and small groups, including the popular "B90: Bible in 90 Days" course. She is nearing completion of a master's degree from Liberty University and involved in archaeological excavations at Tel Shiloh. She is the mother of four adult children.



**Mr. Doug Johnson** is retired from serving as Vice-President and Controller of Phillips 66. Previously, Mr. Johnson served at ConocoPhillips as General Manager, Upstream Finance, Strategy and Planning, as General Manager, Downstream Finance, and as General Manager, Upstream Finance. He and his wife, Diana, have two adult children and two grandchildren.



**Rev. Dr. Patricia Ryan** is an ordained minister of Word and Sacrament in the Covenant Order of Evangelical Presbyterians (ECO). She has served as Assistant Pastor at Windwood Presbyterian Church in Houston, Texas since 2006 and recently transitioned to full-time ministry as the Founder and Executive Director of A Future and a Hope Ministries, a Texas non-profit organization that leads a team of Lay Counseling Minister volunteers at Windwood. She earned her Master of Divinity degree from Bethel Theological Seminary in St. Paul, Minnesota, and her Doctor of Ministry degree in individual, marriage and family counseling from Fuller Theological Seminary in Pasadena, California. She has served in the US Army Nurse Corps, and was ordained to a chaplain residency for the University of Texas/M.D. Anderson Cancer Center in Houston, Texas. Pat and her husband, Tom, have two married adult children and seven grandchildren.

## Faculty – Full-time



**Dr. Israel Steinmetz**, *Dean of Graduate Programs and Professor of Practical Theology*

(see bio under “Leadership – Administration and Staff”)

## Faculty – Part-time



**Dr. Rich Cozart**, *Adjunct Professor of Pastoral Leadership*

Rich serves as an Adjunct Professor of Pastoral Leadership at TBS, a Ph.D. Teaching Assistant at Liberty University, and a Ph.D. Supervisor for Union School of Theology in the United Kingdom. A Certified Counselor by the Association of Certified Biblical Counselors, he is a member of the Biblical Framework Counselors Association, and is a Professor at the College of Biblical Studies in Houston, Texas teaching Bible, Theology, Ministry, and Counseling courses since 2005. He is also the Director of Counselor Education and Development at A Future and a Hope Ministries counseling center in Tomball. He served as a Homiletics Tutor at Dallas Theological Seminary for the New Testament and Homiletics Departments and was selected as a senior speaker and has taught in various other counseling and teaching venues. He is the author of *This Present Triumph*, published in 2013. Rich received the TBS Faculty of the Year award in 2020. Dr. Cozart and his wife, Janet, have been married for 35 years.

- Bachelor of Arts in Religion (1976), Claremont McKenna College
- Master of Theology in Bible Exposition (1982), Dallas Theological Seminary
- Master of Theology in Biblical and Theological Studies (2008), University of Wales
- Ph.D. in Biblical and Theological Studies (2011), University of Wales
- Ph.D. in Professional Counseling Program (2016), Liberty University



**Dr. Matt Glassman**, *Adjunct Professor of Archaeological Studies*

Matt serves as an officer in the U.S. Navy, has experience serving as a Square Supervisor at the Tel Shiloh and Khirbet el-Maqatir excavations in Israel, and has a broad experience teaching at Brown University, Central Connecticut State University, Fairfield University, Quinnipiac University, SUNY-Purchase, University of New Haven, Western Connecticut State University, and Yale University. He and his wife, Haylee, have two children.

- Bachelor of Science in Political Science and Government (2005), University of Kansas
- Master of Arts in Theology (2008), Franciscan University of Steubenville
- Master of Science in Biblical Studies (2012), Boston College
- PhD in Ancient Near Eastern Languages, Literatures, and Linguistics (2019), Yale University



**Dr. Jim Leggett, Adjunct Professor of Biblical Preaching**

Jim has been a Christ-follower for 40 years. He met his wife Lisa at Texas A&M where he was a chemical engineering nerd. She dated him anyway, and they have been married for 33 years. Jim and Lisa have 3 adult children and 5 grandchildren. The Leggetts have lived in Wilmore (KY), Waco (TX), Hearne (TX), and Katy (TX) where they have been the last 25 years since helping plant Grace Fellowship Church and serving as Senior Pastor. Jim holds a B.S. in Chemical Engineering from Texas A&M University, a Master of Divinity from Asbury Theological Seminary, and a Doctorate in Ministry from Fuller Theological Seminary. Jim really likes his wife, his children and grandchildren, reading, food, movies, exercising, music, chilling and, most of all, Jesus. Favorite movies include "The Princess Bride" and "Forest Gump." Jim led the founding of The Bible Seminary and served as its first President.

- B.S. in Chemical Engineering (1987), Texas A&M University
- Master of Divinity (1991), Asbury Theological Seminary
- Doctor of Ministry (2003), Fuller Theological Seminary



**Dr. K. Lynn Lewis, President and Professor of Leadership, Preaching and Teaching, and Spiritual Formation and Ministry**

(see bio under "Leadership – Administration and Staff")



**Dr. Israel Loken, Adjunct Professor of Biblical Studies**

Israel was born in Chippewa Falls, Wisconsin and graduated from Lancaster Christian School in Pennsylvania in 1986, then Lancaster Bible College in 1990, received his Th.M. degree from Dallas Theological Seminary (DTS) in 1996, and a Ph.D. from DTS in 2001. He taught at Dallas Christian College, served as a Teaching Assistant for the Bible Exposition department at DTS, served as an Adjunct Professor at DTS since 1999, and taught at the College of Biblical Studies since 2000 where he currently serves as the Department Chair for both Bible and Theology. His *Loken Exposition Commentary* series includes three published volumes to date. He and wife, Kimberly, live in Tomball, Texas.

- B.S. (1990), Lancaster Bible College
- Th.M. in Bible Exposition (1996), Dallas Theological Seminary
- Ph.D. in Bible Exposition (2001), Dallas Theological Seminary



**Dr. Ryan Lokkesmoe, Adjunct Professor of Biblical Studies**

Ryan is the Lead Pastor of Real Hope Community Church in the Houston (Rosenberg) area, a church he helped plant in 2016. Dr. Lokkesmoe is the author of *Paul and His Team: What the Early Church Can Teach Us About Leadership and Influence*, *Finding Onesimus: Recovering the Story of a First-Century Fugitive Slave*, *Blurry: Bringing Clarity to the Bible*, and other resources. He loves books and music, is a history buff, and follows current events closely. More than anything, he enjoys spending time with his wife Ashley and their two children. Ryan teaches the TBS theology sequence of graduate courses.

- Bachelor of Arts in Crime & Justice Studies (2004), University of Texas
- Master of Arts in New Testament (2008), Gordon-Conwell Theological Seminary
- Ph.D. in New Testament (2015), University of Denver



**Dr. Brenda Martin, Adjunct Professor**

Brenda is a native Houstonian that has called Katy home for over 30 years. She is the wife of Jeff Martin with three adult children, Erica, Ross, and Trevor; and her one and only granddaughter, Lilly. She has served on the staff at her home church, Grace Fellowship, since 2001 and is the founding pastor of The Great Southwest Prayer Center which is next door to The Bible Seminary. She has absorbed the DNA of prayer from both her mother and her pastor, Jim Leggett. She believes God is a relational God that exists in complete unity with the Son and the Holy Spirit—meant to be enjoyed and loved intimately. She finds great purpose in helping others connect with God through prayer, Scripture, and worship. As a TBS alumni, she was amongst the first Masters of Divinity students forging the path for others to pursue the knowledge of God in higher education. She graduated Cum Laude in 2015. She went on to attain her Doctorate of Ministry from The King's University in Southlake, Texas in 2021. Her dissertation, *The Essential Elements of Prayer that Produce Transformation*, is a culmination of over two decades of both personal prayer, local church prayer ministry, and citywide prayer movement participation. This work chronicles the biblical and contemporary prayer movements that wrote--and is still writing--history.

- Master of Divinity (2015), The Bible Seminary
- Doctor of Ministry (2021), The King's University



**Angela McClinton, Adjunct Bible Certificate Instructor**

(see bio under "Leadership – Administration and Staff")



**Dr. Steve Mills, Adjunct Professor of Missions**

Steve and his wife, Kath, have served in fulltime mission work since May 1984. Steve spent 6 months in Uganda in 1984 by himself, with his family in Haiti for 8 months in 1985 and then the family moved to Kenya in June 1986 where they lived for over 17 years. In 2002 he and Kath moved back to the US to work with Global 12 Project overseeing church planting in North and West Africa. Steve travels extensively having ministered in more than 50 nations. From 2002 until 2015 he traveled throughout the United States and the nations holding mission conferences, helping churches with their mission programs, small group ministries, doing leadership training and overseeing church planting mainly in West Africa. From 2015 until the end of 2020 Steve served as the Senior Pastor for Crossroad International Church in Kuwait City, Kuwait. Currently Steve serves as Vision International University's Vice President of International Operations and the Africa Regional Director for Surge Project. The main focus of Steve's ministry is church planting and leadership development.

- Bachelor of Arts in Theological Studies (1981), International Bible College
- Master of Arts in Theological Studies (2001), Vision International University
- Doctor of Ministry in Theological Studies (2006), Vision International University



**Dr. Ralph Neighbour, Adjunct Professor**

Dr. Ralph W. Neighbor, Jr. is the founder of TOUCH Outreach Ministries and the author of 42 books on cell group life and leadership. His most widely read resources include *The Survival Kit for New Christians* (Lifeway) and *Where Do We Go From Here?* His most recent book, *Christ's Basic Bodies*, delves deep into the centrality of Christ in biblical community. Dr. Neighbor continues to write, speak, travel internationally, and consult churches at 93 years of age, and remains one of the movement's strongest voices. Dr. Neighbor and his wife live in west Houston, Texas.

- Bachelor of Arts in English (1951), Northwestern College
- Bachelor/Master of Divinity (1951), New Orleans Baptist Theological Seminary
- Doctor of Ministries (1973), Luther Rice Theological Seminary



**Dr. Charles Savelle, Adjunct Professor of Biblical Studies**

Charles is committed to the discipline of Bible exposition and has taught and preached the Bible locally, nationally, and internationally (Egypt, Hungary, Israel, Jordan, Korea, and the Philippines). He earned a B.A. in Biblical Studies from the Criswell College and a Th.M. and Ph.D. from Dallas Theological Seminary. While Dr. Savelle enjoys teaching all sixty-six books of the Bible, his research interests relate specifically to the book of Acts, and in particular, the Jerusalem Council (Acts 15). Other interests include the role of the Mosaic Law and the Christian and Biblical Archaeology. He is also passionately committed to the ministry of the local church where he has served in a variety of capacities. Charles is married to Kathy, and they have three grown children: Charlie, Amy, and Becky.

- Bachelor of Arts in Biblical Studies (1998), The Criswell College
- Master of Theology in Bible Exposition (2003), Dallas Theological Seminary
- Ph.D. in Bible Exposition (2013), Dallas Theological Seminary



**Dr. Scott Stripling, Provost, Vice-President of Donor Relations, Director of the Archaeological Studies Institute, and Professor of Biblical Archaeology and Church History**

(see bio under "Leadership – Administration and Staff")

## Calendars

### Seminar Calendar, Summer and Fall 2022

(2 months prior)

**Seminar Registrations Open**

(1 week prior)

**PAYMENT DEADLINES**

Seminar	Day	Time	Location	Professor
<b>Get your life together (\$99)</b> <ul style="list-style-type: none"> <li>Jul 16: Ecclesiastes 1-6, Personal Files, Resume, Headshot</li> <li>Jul 23: Ecclesiastes 7-12, Financial &amp; Health Records, Will</li> <li>Jul 30: Song of Songs, Career, Funeral Plans, Outline accounts</li> <li>Aug 13: Personality tests, Life and Career Calling</li> </ul>	Sat	9:00 AM – 4:00 PM	TBS 270	Lewis
<b>Joshua's Conquest (\$85, includes lunch on Sat)</b> <ul style="list-style-type: none"> <li>Aug 5: Dating the Conquest and Biblical Chronology</li> <li>Aug 6: Jericho, Ai, Mt. Ebal, and Shiloh</li> </ul>	Fri Sat	6-9 PM 9 AM – 2:30 PM	Parkway Fellowship	Stripling
<b>Multiply like Jesus (\$99)</b> <ul style="list-style-type: none"> <li>Sep 21: Evangelism Environments</li> <li>Sep 24: Personal Evangelism</li> <li>Sep 28: Small Group Evangelism</li> <li>Oct 1: Harvest Evangelism</li> </ul>	Wed and Sat	9:00 AM – Noon	TBS 270	Neighbour
<b>Boss like God (\$99)</b> <ul style="list-style-type: none"> <li>Oct 11: Hiring Well</li> <li>Oct 12: Managing Well</li> <li>Oct 18: Firing Well</li> <li>Oct 19: Leaving Well</li> </ul>	Tue and Wed	9:00 AM – Noon	TBS 270	Lewis
<b>ELE 501: Elective module option applicable to most TBS programs</b> <ul style="list-style-type: none"> <li>Seminar only: (varies per seminar)</li> <li>Graduate Audit and Bible Certificate Credit: \$375 per seminar</li> <li>Graduate Credit: \$1,310.00 (includes the cost of all TBS seminars)</li> </ul>				

## Fall Semester, 2022-23

Unless otherwise noted, all courses are available live on campus  
and live or asynchronously via Distance Education

May 1	<b>Course Registration Opens</b>
August 19	<b>Course Registration Deadline</b>
August 19	<b>Payment Deadline</b>
August 26	<i>Last Day for LATE REGISTRATIONS</i>
August 29	<b>First Day of REGULAR Fall Graduate classes</b>
November 21-25	<b>Thanksgiving Break (Reading weeks) – No classes</b>
December 9	<b>Last Day of Final Exams</b>

Course		Day	Time	Location	Professor	BC	VMC	MA CHT	MA BLC	MA BS	MA BHA	MDiv
<b>THE 501</b>	<b>Theology I</b> <i>Genesis</i>	Mon Thu	9 – 10:15 AM	TBS 270	Lokkesmoe	C	C	C	C	C	C	C
<i>OT 001</i>	<b>BC Old Testament I</b>											
<b>GRK 501</b>	<b>Greek Language I</b> <i>Jude, 2 &amp; 3 John</i>	Mon Thu	10:30 – 11:45 AM	TBS 270	Glassman				C	E	C	C
<b>PRE 501</b>	<b>Expository Preaching/Teaching I-</b> <i>Isaiah</i>	Mon Thu	12:00 – 1:15 PM	TBS 270	Savelle	E	E	E	E	C	C	C
<i>OT 003</i>	<b>BC Old Testament III</b>											
<b>BSM 501</b>	<b>Bible Study Methods</b> <i>Esther, Obadiah, Mark</i>	Mon Thu	1:30 – 2:45 PM	TBS 270	Steinmetz	C	C	C	C	C	C	C
<i>BSM 001</i>	<b>BC Bible Study Methods</b>											
<b>SFM 500</b>	<b>Spiritual Formation &amp; Ministry</b>	Mon	BC 6:00 – 8:10 PM SFM 6-9 PM	TBS 270	Steinmetz	C	C	C	C	C	C	C
<i>BP 001</i>	<b>BC Bible Panorama</b>											
<b>PAS 511</b>	<b>Pastor-Leader I</b> <i>Ruth, 1-2 Samuel, &amp; 1-2 Kings</i>	Tue	9:00 AM – Noon	TBS 270	Lewis Stripling	C	C	C	C	C	C	C
<i>OT 002</i>	<b>BC Old Testament II</b>											
<b>PAS 502</b>	<b>Pastor-Shepherd II</b> <i>Ephesians, Philippians, Colossians, Philemon</i>	Fri	9 AM – Noon	TBS 270	Cozart	C				E		C
<i>NT 002</i>	<b>BC New Testament II</b>											
<b>THE 511</b>	<b>Church History II</b> (Independent Study)	Fri	12:30 – 3:30 PM	TBS 270	Loken		C	C	C			E

C- Core/E-Elective

BC – Bible Certificate

VMC- Vocational Ministry

**Master of Arts**

- **CHT** = Church History and Theology
- **BLC** = Biblical Languages and Cultures
- **BS** = Biblical Studies (including Christian Education, Leadership, Media Production, and Missions)
- **BHA** = Biblical History and Archaeology

**MDiv**- Master of Divinity

## Spring Semester, 2022-23

Unless otherwise noted, all courses are available Live on campus  
and live or asynchronously via Distance Education

October 1	<b>Course Registration OPENS</b>
January 13	<b>Course Registration DEADLINE</b>
January 20	<b>PAYMENT DEADLINE</b>
January 20	<i>Last day for LATE REGISTRATIONS</i>
January 23	<b>First Day</b> of REGULAR Spring Graduate classes
March 13-17	<b>Spring Break (Reading week)</b> – No classes
May 5	<b>Last day</b> of Final Exams

Course		Day	Time	Location	Professor	BC	VMC	MA CHT	MA BLC	MA BS	MA BHA	MDiv
GRK 502	Greek Language II <i>1 John</i>	Mon Thu	9:00 – 10:15 AM	TBS 270	Glassman				C	E	C	C
THE 502	Theology II <i>Romans and Hebrews</i>	Mon Thu	10:30 – 11:45 AM	TBS 270	Lokkesmoe	C	C	C	C	C	C	C
NT 002	BC New Testament II											
GRK 502	Greek Language II <i>1 John</i>	Mon Thu	10:30 – 11:45 AM	TBS 270	Glassman				C	E	C	C
PAS 512	PAS 512: Pastor-Leader II <i>Joshua, Ezra, Nehemiah</i>	Mon Thu	12:00 – 1:15 PM	TBS 270	Steinmetz				C			C
PRA 511	PRA 501: Prayer and Worship I <i>Leviticus, 1 &amp; 2 Chronicles, Psalms</i>	Mon Thu	1:30 – 2:45 PM	TBS 270	Lewis	E		C	C	C		C
OT 002	BC Old Testament II											
SFM 501	Spiritual Formation & Ministry I <i>Exodus, Numbers, Matthew</i>	Mon	6:00 – 9:00 PM	TBS 270	Steinmetz	C	C	C	C	C	C	C
OT/NT 001	BC Old Testament I BC New Testament I											
THE 525	Ancient Near East History and Archaeology	Tue	9:00 AM – Noon	TBS 270	Stripling	C	C	C	C	C	C	C
PAS 501	Pastor-Shepherd <i>Job, Jeremiah, Lamentations</i>	Fri	9 AM – Noon	TBS 270	Cozart	C	C	C	C	C	C	C
OT 003	BC Old Testament III											

### Codes

BC = Bible Certificate

VMC = Vocational Ministry Certificate

MA = Master of Arts

- CHT = Church History and Theology
- BLC = Biblical Languages and Cultures
- BS = Biblical Studies
- BHA = Biblical History and Archaeology

MDiv = Master of Divinity

C = Core

E = Elective

## Summer Semester, 2022-23

April 1                    **Course Registration OPENS**  
 May 12                    **Course Registration DEADLINE**  
 May 12                    **PAYMENT DEADLINE**  
 June – August           **Summer Semester**  
 August 20                **Commencement, 4:00 p.m.**

Course		Day	Time	Location	Professor	BC	VMC	MA CHT	MA BLC	MA BS	MA BHA	MDiv
ARC 510	Ceramic Analysis	Mon - Fri	7 am – 2 pm May 22 – Jun 2	Tel Shiloh	Stripling	E	E	E	E	E	C	
ARC 520	Excavation Practicum & Field School I	Mon - Fri	7 am – 2 pm May 22 – Jun 2	Tel Shiloh	Stripling	E	E	E	E	E	C	
ARC 521	Excavation Practicum & Field School II	Mon - Fri	7 am – 2 pm Jun 5 -16	Tel Shiloh	Stripling	E	E	E	E	E	C	
	(Other courses are pending)											

### Codes

- BC = Bible Certificate
- VMC = Vocational Ministry Certificate
- MA = Master of Arts
  - CHT = Church History and Theology
  - BLC = Biblical Languages and Cultures
  - BS = Biblical Studies
  - BHA = Biblical History and Archaeology
- MDiv = Master of Divinity
- C = Core
- E = Elective

## Academic Programs

The Bible Seminary's programs of academic study include the following:

- Bible Certificate (10-credit hours)
- Vocational Ministry Certificate (27-credit hours)
- Dual Degree Completion (138 to 174-credit hours)
- Master of Arts
  - Master of Arts in Biblical History and Archaeology (60-credit hours)
  - Master of Arts in Biblical Languages and Culture (54-credit hours)
  - Master of Arts in Biblical Studies (60-credit hours)
    - With a concentration in Biblical Leadership (60-credit hours)
    - With a concentration in Christian Education (60-credit hours)
    - With a concentration in Media Production (60-credit hours)
    - With a concentration in Missions (60-credit hours)
  - Master of Arts in Church History and Theology (48-credit hours)
- Master of Divinity (84-credit hours)

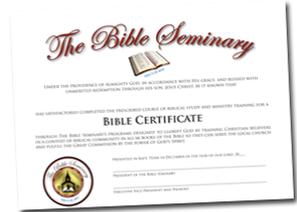


## Bible Certificate (BC)

### Introduction

The PURPOSE of the Bible Certificate program is to help nurture a biblically literate populace via comprehensive, strategic Bible-based studies. The 10-credit, non-degree educational program for ages 16 and up is offered by The Bible Seminary in association with churches, denominations, individuals, ministries, and other organizations.

The CORE curriculum consists of 7 courses (8 credits) designed to help students internalize the worldwide impact of Judeo-Christian history and culture by strategically covering all 66 books of the Bible, teaching how to study Scripture, and mentoring the practice of studying specific passages.



The ELECTIVE options (2 credits) offer students a wide range of Bible-based experiences and opportunities to reinforce applied learning and skills, as well as allow some flexibility to tailor the program to meet individual needs and interests while maintaining educational standards. Most courses are also eligible for CEU credit through the Association of Christian Schools International (ASCI).

### Program Objectives

1. The student will gain a perspective of the Bible as a whole, its place in culture and history, and its relevance for contemporary life.
2. The student will gain a strong foundation for leading and teaching persons of all ages.
3. The student will prepare for Christian leadership at home, family, church, community, and career.
4. The student will engage in a shared community of advanced learning with highly skilled instructors and passionate co-learners and gain confidence for serving as a ministry leader.

### Learning Outcomes

1. The student will understand the basic thematic flow of the Bible as demonstrated by the Bible Panorama post-course assessment.
2. The student will understand the basic chronological flow of the Bible as demonstrated by the Bible Panorama post-course assessment.
3. The student will understand the basic geographical flow of the Bible as demonstrated by the Bible Panorama post-course assessment.

### Frequency of Offering

The Bible Certificate Program offers core and elective content each fall and spring semester with on-campus weekday and weeknight options, as well as synchronous (live online) and asynchronous (recorded online) Distance Education options. Certificate-level content is embedded into portions of graduate-level courses as specifically designated in individual course syllabi. As noted on the following “Bible Certificate Program Outline,” most certificate course portions involve the equivalent of 8 once-per-week class sessions approximating 22 hours of class time.

See the current Academic Calendar for specific times and locations of upcoming courses available.

## Bible Certificate Program Outline

Many BC courses are integrated into sections (usually the first 8 weeks) of TBS graduate courses. The CORE courses listed below indicate the Bible Certificate course number, as well as the corresponding equivalent graduate course option(s). *Note:* BC students should register for the BC course number listed when signing up for classes, NOT the graduate course number.

Bible Certificate (BC)		
● CORE courses (All 7 required)	Description	Hours
<b>● BP001: Bible Panorama</b> ➤ SFM 500: Spiritual Formation & Ministry	A sweep of the entire Bible that provides a Big Picture view of Scripture. Introduces students to the content, themes, and background of all 66 books of the Old and New Testaments. <i>14 weeks, 4 CEU's</i>	2
<b>● BSM001: Bible Study Methods</b> ➤ BSM 501: Bible Study Methods – <i>Esther, Obadiah, Mark</i>	Learn how to study the Bible through observation, interpretation, correlation, and application. Introduces literary types and cultural contexts of biblical writers that affect understanding and application of ancient texts to modern contexts. <i>8 weeks, 2 CEU's</i>	1
<b>● OT001: Old Testament I</b> Select one: ➤ SFM 501: Spiritual Formation and Ministry I – <i>Exodus &amp; Numbers</i> portion ➤ THE 501: Theology I – <i>Genesis</i>	Study of foundational Old Testament historical books. <i>8 weeks, 2 CEU's</i>	1
<b>● OT002: Old Testament II</b> ➤ PAS 511: Pastor-Leader I – <i>Ruth, 1 &amp; 2 Samuel and 1 &amp; 2 Kings</i> ➤ PRA 501: Prayer and Worship I – <i>Leviticus, 1 &amp; 2 Chronicles, and Psalms</i>	Study of Old Testament historical or wisdom books. <i>8 weeks, 2 CEU's</i>	1
<b>● OT003: Old Testament III</b> ➤ MIS 503: Missions III (Anthropology) – <i>Hosea, Amos, Micah, and Zephaniah</i> ➤ PAS 501: Pastor-Shepherd I – <i>Job, Jeremiah, &amp; Lamentations</i>	Study of Old Testament prophetic books. <i>8 weeks, 2 CEU's</i>	1
<b>● NT001: New Testament I</b> ➤ SFM 501: Spiritual Formation and Ministry I – <i>Matthew</i> portion ➤ SFM 506: Spiritual Formation and Ministry VI – <i>Gospel of John</i> portion ➤ THE 503: Theology III – <i>1 &amp; 2 Corinthians, 1 &amp; 2 Timothy, and Titus</i> ➤ THE 510: Church History I – <i>Acts</i>	Study of New Testament history. <i>8 weeks, 2 CEU's</i>	1
<b>● NT002: New Testament II</b> ➤ THE 502: Theology II – <i>Romans and Hebrews</i> ➤ THE 504: Theology IV – <i>Joel, Daniel, 2 Peter, and Revelation</i>	Study of New Testament theology. <i>8 weeks, 2 CEU's</i>	1
<b>CORE hours =</b>		<b>8</b>
<b>○ ELECTIVE Courses (2 required, select from any options available)</b>		<b>Hours</b>
<b>ELECTIVE hours =</b>		<b>2</b>

BC = 7 CORE + 2 ELECTIVES = 9 courses (10-credit hours)

## Bible Certificate Elective Options

- **Graduate Course Audit**

Audit any graduate course offered by TBS and receive Bible Certificate credit. Audit students take classes and may participate in class assignments but are not required to turn in work for a grade or to take course exams or finals. However, TBS audit students DO have the option of requesting that their work be graded and may take exams and finals in case they do decide to eventually pursue a degree. In such cases, students may petition the Provost to convert audit course work for graduate credit.

- **General**

Bible Certificate courses offered by TBS:

- *God and Science*, 8 weeks, 1 TBS credit; 2 CEU's  
Exploration of fundamental concepts related to reconciling God, the Bible, and science. This course equips students to confidently respond to critics of the Bible who attempt to use science to undermine it.
- *Holy Land Tour Prep*, 8 weeks, 1 TBS credit  
An introduction to the geography and cultures of Bible lands designed to help prepare students for a trip to Israel. Course content specifically focuses on sites scheduled for visits during TBS study tours but is also helpful for anyone going on any trip to Israel, since most groups visit many of the same sites.
- *Soul Care (SOULutions)*, 8 weeks, 1 TBS credit; 2 CEU's  
Learn how to apply the Bible to daily challenges of life, including practical ways of advising others and offering hope to those who long for encouragement and biblical wisdom.

- **Other**

Non-TBS offered electives (Provost must approve to receive TBS credit)

- *Bible Study series*, such as Beth Moore, Bible Study Fellowship, Disciple Bible Study (I, II, III, or IV), Navigators, Precept Ministries, UpWord, or other (including Rightnow Media series).
- *Topical series*, such as Alpha, Emotionally Healthy Spirituality, Financial Peace University, Ibloom, Stephen Ministry Training, or other.
- *Trips*
  - Cross-cultural mission trip
  - Study tour of the Holy Land
  - Study tour of other Biblical or Christian history locations

### Notes:

1. First time enrollment in a Bible Certificate course requires completion of a Non-Degree Application.
2. Students may take individual courses without officially enrolling in the Bible Certificate program.
3. Graduates of the Bible Certificate program are welcome to retake classes and/or take additional electives.
4. For educational and other professionals who need CEU credits, The Association of Christian Schools International (ACSI) has approved most TBS CORE courses for 2 CEU's.
5. Grading for Bible Certificate courses is Pass or Fail and is determined by attendance. Except in unusual circumstances, in order to receive course credit, Bible Certificate students must attend at least 75% of class sessions.
6. To review and register for upcoming Bible Certificate classes, please visit [TheBibleSeminary.edu](http://TheBibleSeminary.edu) and click the upcoming semester link under "Academics."



## Vocational Ministry Certificate (VMC)

This program offers vital, graduate-level education beneficial for anyone serving or who wants to serve in Bible-based, Christ-centered ministry leadership. The curriculum includes foundational studies in key subject areas in conjunction with mentored instruction through common educational experiences shared among all TBS degree programs.

Fundamental skills and topics studied include hermeneutics, church history and theology, ministry leadership, public speaking/teaching, and spiritual formation, as well as a survey of all 66 books of the Bible and in-depth studies of numerous biblical books. Students earn 3-hour, graded credit by attending and participating in course sessions, turning in all regular assignments, and taking the final exam. By participating at this level, students can retain the option to apply their credit hours toward a graduate degree program should they desire to do so. Admission requirements include submission of a "Non-Degree Student Application."

### Program Objectives

1. The student will understand all 66 Bible books and major movements and personalities in church history.
2. The student will gain confidence in his or her teaching and/or preaching skills.
3. The student will develop ministry skills in counseling and leadership.

### Learning Outcomes

1. The student will demonstrate a knowledge of the thematic, chronological, and geographical flow of the entire Bible through the SFM 500 final exam.
2. The student will demonstrate the ability to teach/preach expository and thematic messages as evidenced by assessed classroom speaking assignments.
3. The student will demonstrate a knowledge of counseling and leadership skills through final exams in PAS 501 and PAS 511.

### Frequency of Offering

VMC students are eligible to take any TBS graduate course. TBS generally offers at least one CORE course every semester at each location where graduate courses are offered. Students can take more than one course per semester, without needing to follow the sequence. Students may take their two elective courses at any point. There are no prerequisites for this program.

Vocational Ministry Certificate (VMC)			
● CORE courses (All 7 required)	Hours	○ ELECTIVE Courses (at 2 least two required)	Hours
● BSM 501: Bible Study Methods Esther, Obadiah, Mark	3	○ MIS 501: Missions I (Perspectives on the World Christian Movement)	3
● THE 501: Theology I Genesis	3	○ MIS 502: Missions II (Discipleship, Evangelism, & Church Planting) – Deuteronomy, Galatians	3
● THE 510: Church History I Acts	3	○ MIS 503: Missions III (Anthropology) Hosea, Amos, Micah, Habakkuk, Zephaniah	3
● PAS 501: Pastor-Shepherd I Job, Jeremiah, Lamentations	3	○ SFM 501: Spiritual Formation & Ministry I Exodus, Numbers, Matthew	3
● PAS 511: Pastor-Leader I Ruth, 1 & 2 Samuel, 1 & 2 Kings	3	○ SFM 505: Spiritual Formation & Ministry V (Career Placement) – Song of Songs, Ecclesiastes	3
● PRE 501: Expository Preaching/Teaching I Isaiah	3	○ SFM 506: Spiritual Formation & Ministry VI Ezekiel, Gospel of John	3
● SFM 500: Spiritual Formation & Ministry (Bible Panorama)	3	(Other graduate courses may be available as options)	
<b>CORE hours =</b>	<b>21</b>	<b>ELECTIVE hours =</b>	<b>6</b>

VMC = 7 CORE + 2 ELECTIVES = 9 courses (27-credit hours)



## Dual Degree Completion (DDC)

The **Dual Degree Completion (DDC)** program allows students with an Associate's degree (or equivalent), coursework toward an unfinished undergraduate degree, and life experiences that may count toward college credit to enroll in The Bible Seminary on a degree track culminating in both a bachelor's and master's degree. Students who

successfully complete this program earn a Bachelor of Arts in Christian Studies (BACS), and either a companion Master of Arts (MA) or a Master of Divinity (MDiv) degree as described elsewhere in this catalog. The BACS incorporates previous college coursework (such as a 60-credit hour Associate's degree), prior learning assessments, additional college studies, and TBS core graduate courses that can serve as dual bachelor/master credits.

### Details

- TBS only offers a combined BA/MA or BA/MDiv – or a separate MA or MDiv – but not a stand-alone BA.
- The combined degree can be completed in as few as two (2) or three (3) years for some full-time students. Additional time may be required for students who have not satisfied all of the non-TBS degree requirements.
- Accepted students may enroll in a TBS graduate program without any modifications and transfer in or work concurrently to complete any non-TBS undergraduate requirements.
- Dual-degree graduates complete a combined total of between 138 and 150-credit hours for a BA/MA degree, or 174-credit hours for the BA/MDiv degree.
- Students are eligible to receive both degrees together after all requirements are completed for BOTH the undergraduate and graduate degrees and after all other conditions are met as detailed in the Graduation Policy in the TBS Student Handbook and TBS Policy Manual.
- The customized degree may require students to take courses from other colleges or universities. Tuition for any additional college courses and prior learning assessments outside of TBS and required to complete the bachelor's degree are the responsibility of the student.
- Students enrolling in the program are responsible for applying, registering, enrolling, and transferring in credits from other schools and LearningCounts.org with respect to non-TBS undergraduate degree requirements. TBS tuition and fees for dual-credits and graduate credits are the same.
- This type of combined degree structure conforms to the guidelines found in various accrediting agencies, including ABHE (Association for Biblical Higher Education), ATS (Association of Theological Schools), SACS (Southern Association of Colleges and Schools), and TRACS (Transnational Association of Christian Schools).
- Financial aid through the TBS Student Scholarship Fund may be available to help fund dual-credit and graduate-level courses offered by TBS. See "Financial Aid" resources for more information.

<b>Dual Degree Completion</b>		
<b>General Education (non-TBS)</b>	<b>Minimum Credits</b>	<b>Comments</b>
English Composition	6	
College Algebra	3	
Natural Science	3	Chemistry, Biology, Physics, etc.
Finance	3	Economics, Accounting, etc.
History and Civilization	6	American, Western, World, etc.
Sociology	3	Political Science, Psychology, Sociology, etc.
Literature	3	English, Western, etc.
Communications	3	Speech, Print, etc.
<i>General Education Total =</i>	<b>30</b>	
<b>Bible and Christian Studies (non-TBS)</b>	<b>Minimum Credits</b>	<b>Comments</b>
Old Testament Survey	3	
New Testament Survey	3	
Basic Christian Doctrine	3	
World Religions	3	
Cultural Studies	3	Philosophy, Culture, Worldview, etc.
<i>Bible and Christian Studies Total =</i>	<b>15</b>	
<b>Electives (non-TBS)</b>	<b>Minimum Credits</b>	<b>Comments</b>
<i>Electives Total =</i>	<b>45</b>	Can be any combination of other college courses and/or, <a href="#">CLEP</a> , competency assessments, or prior learning assessments obtained from CAEL or <a href="#">LearningCounts.org</a> .
<b>Combined BA/Graduate-level TBS Courses</b>	<b>Minimum Credits</b>	<b>Comments</b>
Culture and Languages	0-3	Depending on the graduate degree
Hermeneutics	3	
History and Theology	9	
Leadership	6	
Missions and Evangelism	0-3	Depending on the graduate degree
Preaching and Teaching	3-6	Depending on the graduate degree
Spiritual Formation & Ministry	3-6	Depending on the graduate degree
<i>Combined BA/Graduate Courses Total =</i>	<b>30</b>	
<b>Total Undergraduate (BA) credits =</b>	<b>120</b>	
<b>Or</b>		
<i>Additional Master of Arts (MA) Credits</i>	<i>+ 18 to 30</i>	<i>(See Master of Arts programs)</i>
<b>Total Combined BA/MA credits =</b>	<b>138 to 150</b>	
<b>Or</b>		
<i>Additional Master of Divinity (MDiv) Credits</i>	<i>+ 54</i>	<i>(See Master of Divinity program)</i>
<b>Total Combined BA/MDiv credits =</b>	<b>174</b>	



## Master of Arts

### Master of Arts (MA)

The MA curricula integrates an in-depth study of the Bible with basic historical, theological, and practical disciplines critical to developing professional skills for ministry in the 21st century. All MA programs include a sequence of CORE and ELECTIVE 3-credit hour courses designed to cover all 66 books of the Bible over a 2-year course of study offered during standard semesters per year, with additional in-

depth studies of numerous biblical books. The MA programs are available for both FULL-TIME students (registered for 9 or more credit hours per semester), PART-TIME students, and auditors.



### Master of Arts in Biblical History and Archaeology (MABHA)

60-credit hours

The purpose of the MABHA is to offer students opportunities to study under recognized leaders in archaeology and related fields. Students strategically and comprehensively study all 66 books of the Bible; learn basic historical, theological, and practical knowledge critical for

serving in professional ministry leadership; and experientially explore basic archaeological history, theories, and methodologies.

### Program Objectives

MABHA Objectives include the following:

1. To train students in basic archaeological history, background, and methodology, using data for both apologetic and hermeneutical purposes.
2. To expose students to the synchronistic relationship between archaeological data and biblical texts.
3. To address critical research issues in biblical scholarship through scientific excavations in Bible lands.

### Learning Outcomes

Graduates of the MABHA program will possess the following competencies:

1. The student will demonstrate an awareness of the history and issues of Biblical Archaeology through assessed competence on research papers and projects (ANE 501, ARC 501, and THE 520).
2. The student will demonstrate the ability to use archaeology for apologetic and hermeneutical purposes as evidenced by his or her capstone project (CAP 590).
3. The student will demonstrate an ability to excavate following sound methodology through mentored field practicums (ARC 520 and 521).
4. The student will interpret archaeological data in light of regional settlement patterns and biblical narratives as demonstrated by written research assignments (ANE 501, ARC 501, and THE 520).
5. The student will express comprehensively the chronological, geographical, and thematic flow of the Bible as measured by the post-course assessment in SFM 500.
6. The student will master typologies and demonstrate an ability to date material remains based on typologies as evidenced through a mentored course (ARC 510) with a ceramics specialist.

### Frequency of Offering

Select courses required for the MABHA program are offered during typical fall, spring, and summer semesters, regularly on the main campus and intermittently at various remote instructional locations. Uniquely for this degree, several courses are offered on location in Israel. See the Academic Calendar for specific times and availabilities.

<b>Master of Arts in Biblical History and Archaeology (MABHA)</b>	
<ol style="list-style-type: none"> <li>1. Study under recognized leaders in archaeology and related fields.</li> <li>2. Strategically and comprehensively study all 66 books of the Bible.</li> <li>3. Learn basic historical, theological, and practical knowledge critical for serving in professional leadership.</li> <li>4. Experientially explore basic archaeological history, theories, and methodologies.</li> </ol>	
<b>● CORE Courses (all 19 required)</b>	<b>Hours</b>
<i>Archaeology</i>	
● <b>ARC 501: Archaeology Theory and Methodology</b>	<b>3</b>
● <b>ARC 510: Ceramic Analysis</b>	<b>3</b>
● <b>ARC 520: Excavation Practicum &amp; Field School I</b>	<b>3</b>
● <b>ARC 521: Excavation Practicum &amp; Field School II</b>	<b>3</b>
<i>Culture and Languages</i>	
● <b>ANE 501: Ancient Near Eastern Cultures – Ezra 4-6, Daniel 2-7 (Aramaic)</b>	<b>3</b>
● <b>GRK 501: Greek Language I – Jude, 2 &amp; 3 John</b>	<b>3</b>
● <b>GRK 502: Greek Language II – 1 John</b>	<b>3</b>
● <b>HEB 501: Hebrew Language I – Jonah, Nahum</b>	<b>3</b>
● <b>HEB 502: Hebrew Language II – Haggai, Zechariah, Malachi</b>	<b>3</b>
<i>Hermeneutics</i>	
● <b>BSM 501: Bible Study Methods – Esther, Obadiah, Mark</b>	<b>3</b>
<i>History and Theology</i>	
● <b>THE 501: Theology I – Genesis</b>	<b>3</b>
● <b>THE 510: Church History – Acts</b>	<b>3</b>
● <b>THE 520: Biblical Archaeology – Judges</b>	<b>3</b>
● <b>THE 525: Ancient Near East History and Archaeology</b>	<b>3</b>
<i>Leadership</i>	
● <b>PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations</b>	<b>3</b>
● <b>PA 511: Pastor-Leader I – Ruth, 1 &amp; 2 Samuel, 1 &amp; 2 Kings</b>	<b>3</b>
<i>Preaching and Teaching</i>	
● <b>PRE 501: Expository Preaching/Teaching I – Isaiah</b>	<b>3</b>
<i>Spiritual Formation and Ministry</i>	
● <b>SFM 500: Spiritual Formation &amp; Ministry (Bible Panorama)</b>	<b>3</b>
<i>Other</i>	
● <b>CAP 590: Capstone</b>	<b>3</b>
<b>CORE hours =</b>	<b>57</b>
<b>○ ELECTIVE Courses (1 required, select from any available)</b>	<b>Hours</b>
<b>ELECTIVE hours =</b>	<b>3</b>

MABHA = 19 CORE (57-credit hours) + 1 ELECTIVE (3-credit hours) = 20 courses (60-credit hours)



## Master of Arts in Biblical Languages and Culture (MABLC)

54-credit hours

The purpose of the MABLC is to offer students opportunities to study all 66 books of the Bible strategically and comprehensively, learn basic historical, theological, and practical knowledge critical for serving in professional ministry leadership, and experientially explore and practice ministry skills related to in-depth knowledge of biblical languages and culture.

### Program Objectives

MABLC Objectives include the following:

1. To train students in the biblical languages of Hebrew, Greek, and at times, Aramaic.
2. To expose students to sound exegetical and hermeneutical methodology.
3. To address critical research issues in biblical scholarship through textual analysis.
4. To learn about the ancient Near Eastern cultures that comprised the biblical world.

### Learning Outcomes

Graduates of the MABLC program will possess the following competencies:

1. The student will read and write the biblical languages of Hebrew and Greek as demonstrated by final exams in HEB 502 and GRK 502.
2. The student will demonstrate sound exegetical and hermeneutical principles through the Bible Study Methods (BSM 501) projects and/or final exam, and as assessed in class preaching demonstrations in Expository Preaching and Teaching I (PRE 501).
3. The student will interpret biblical texts in light of genre and textual variants as evidenced by his or her Capstone Project (CAP 590).
4. The student will express the chronological, geographical, and thematic flow of the Bible comprehensively as demonstrated on the Spiritual Formation and Ministry (SFM 500) post-course assessment.
5. The student will demonstrate an awareness of critical research issues and an ability to understand and articulate all sides of these issues through research assignments in courses including, but not limited to, Church History (THE 510), Ancient Near Eastern Cultures (ANE 501), and other courses.

### Frequency of Offering

At least some courses required for the MABLC program are offered every fall and spring semester on the main campus, and some core courses are also offered at various remote instructional locations. See the Academic Calendar for specific times and availabilities.

<b>Master of Arts in Biblical Languages and Culture (MABLC)</b>	
1. Study all 66 books of the Bible strategically and comprehensively. 2. Learn basic historical, theological, and practical knowledge critical for serving in professional ministry leadership. 3. Experientially explore and practice ministry skills related to in-depth knowledge of biblical languages and culture.	
<b>● CORE Courses</b> <i>(all 15 required)</i>	<b>Hours</b>
<b>Culture and Languages</b>	
● ANE 501: Ancient Near Eastern Cultures – Ezra 4-6, Daniel 2-7 (Aramaic)	<b>3</b>
● GRK 501: Greek Language I – Jude, 2 & 3 John	<b>3</b>
● GRK 502: Greek Language II – 1 John	<b>3</b>
● HEB 501: Hebrew Language I – Jonah, Nahum	<b>3</b>
● HEB 502: Hebrew Language II – Haggai, Zechariah, Malachi	<b>3</b>
<b>Hermeneutics</b>	
● BSM 501: Bible Study Methods – Esther, Obadiah, Mark	<b>3</b>
<b>History and Theology</b>	
● THE 501: Theology I – Genesis	<b>3</b>
● THE 510: Church History – Acts	<b>3</b>
● THE 511: Church History II	<b>3</b>
<b>Leadership</b>	
● PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	<b>3</b>
● PA S511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	<b>3</b>
<b>Preaching and Teaching</b>	
● PRE 501: Expository Preaching/Teaching I – Isaiah	<b>3</b>
<b>Spiritual Formation and Ministry</b>	
● SFM 500: Spiritual Formation & Ministry (Bible Panorama)	<b>3</b>
● SFM 501: Spiritual Formation & Ministry I – Exodus, Numbers, Matthew	<b>3</b>
<b>Other</b>	
● CAP 590: Capstone	<b>3</b>
<b>CORE hours =</b>	<b>45</b>
<b>○ ELECTIVE Courses</b> <i>(3 required, select from any available)</i>	<b>Hours</b>
<b>ELECTIVE hours =</b>	<b>9</b>

MABLC = 15 CORE + 3 ELECTIVES = 18 courses (54-credit hours)



## Master of Arts in Biblical Studies (MABS)

60-credit hours

The purpose of the MABS program is to offer students opportunities to strategically and comprehensively study all 66 books of the Bible, learn basic historical, theological, and practical knowledge critical for serving in professional ministry leadership, and experientially explore and practice a broad range of ministry skills. In addition to the general degree option, four concentrations are available: Biblical Leadership, Christian Education, Media Production, and Missions.

### Concentration Options

- *Biblical Leadership* for business, government, and other executive professionals, as well as professional and volunteer ministry leaders.
- *Christian Education* for Christian school administrators and teachers, most likely those teaching in private schools but available to any educator interested in leading/teaching from a strong biblical worldview.
- *Media Production* for employees or volunteers leading or working in various areas of media production or publishing in businesses, churches, community organizations, schools, etc.
- *Missions* for persons interested in preparation for working in foreign missions.

### Program Objectives

MABS Objectives include the following:

1. To train students in the background and content of all 66 biblical books.
2. To equip students to address a wide array of ministerial duties.
3. To empower students to prioritize the nurture of their own souls.
4. To broaden students' paradigms through dynamic elective courses.

### Learning Outcomes

Graduates of the MABS program will possess the following competencies:

1. The student will demonstrate a mastery of the background and content of all 66 biblical books through the SFM 500 post-course assessment.
2. The student will demonstrate competency in a wide array of ministerial duties as measured by assessments, in-class preaching assignments in PRE 501 and final exams in PAS 501, PAS 511, and SFM 501.
3. The student will nurture his or her own soul as demonstrated by the course project for PRA 501 and the Capstone project (CAP 590).
4. The student will demonstrate an ability to defend his or her faith as evidenced by a class presentation for APO 501.

### Frequency of Offering

At least some courses required for the MABS program are offered every fall and spring semester on the main campus, and some core courses also are offered at various remote instructional locations. See the Academic Calendar for specific times and availabilities.

<b>Master of Arts in Biblical Studies (MABS)</b>	
1. Strategically and comprehensively study all 66 books of the Bible. 2. Learn basic historical, theological, and practical knowledge beneficial for serving as a ministry professional. 3. Experientially explore and practice a broad range of ministry leadership skills.	
<b>● CORE Courses</b> <i>(all 15 required)</i>	<b>Hours</b>
<b>Hermeneutics</b>	
● <b>BSM 501: Bible Study Methods</b> – Esther, Obadiah, Mark	<b>3</b>
<b>History and Theology</b>	
● <b>THE 501: Theology I</b> – Genesis	<b>3</b>
● <b>THE 502: Theology II</b> – Romans, Hebrews	<b>3</b>
● <b>THE 503: Theology III</b> – 1 & 2 Corinthians; 1 & 2 Timothy, Titus	<b>3</b>
● <b>THE 504: Theology IV</b> – Joel, Daniel, 2 Peter, Revelation	<b>3</b>
● <b>THE 510: Church History</b> – Acts	<b>3</b>
● <b>THE 511: Church History II</b>	<b>3</b>
<b>Missions and Evangelism</b>	
● <b>APO 501: Apologetics</b> – Proverbs, James, 1 Peter	<b>3</b>
<b>Leadership</b>	
● <b>PAS 501: Pastor-Shepherd I</b> – Job, Jeremiah, Lamentations	<b>3</b>
● <b>PA S511: Pastor-Leader I</b> – Ruth, 1 & 2 Samuel, 1 & 2 Kings	<b>3</b>
<b>Preaching and Teaching</b>	
● <b>PRE 501: Expository Preaching/Teaching I</b> – Isaiah	<b>3</b>
<b>Spiritual Formation and Ministry</b>	
● <b>PRA 501: Prayer &amp; Worship I</b> – Leviticus, 1 & 2 Chronicles, Psalms	<b>3</b>
● <b>SFM 500: Spiritual Formation &amp; Ministry</b> (Bible Panorama)	<b>3</b>
● <b>SFM 501: Spiritual Formation &amp; Ministry I</b> – Exodus, Numbers, Matthew	<b>3</b>
<b>Other</b>	
● <b>CAP 590: Capstone</b>	<b>3</b>
<b>CORE hours =</b>	<b>45</b>
<b>○ ELECTIVE Courses</b> <i>(5 required, select from any available)</i>	<b>Hours</b>
<b>ELECTIVE hours =</b>	<b>15</b>

MABS = 15 CORE + 5 ELECTIVES = 20 courses (60-credit hours)

<b>Master of Arts in Biblical Studies with a concentration in Biblical Leadership (MABSBL)</b>	
Designed for business, government, and other executive professionals, as well as professional and volunteer ministry leaders.	
<ol style="list-style-type: none"> <li>1. Strategically and comprehensively study all 66 books of the Bible.</li> <li>2. Learn basic historical, theological, and practical knowledge beneficial for serving as a professional in leadership.</li> <li>3. Experientially explore and practice a broad range of leadership skills.</li> </ol>	
<b>● CORE Courses (all 19 required)</b>	<b>Hours</b>
<b>Hermeneutics</b>	
● <b>BSM 501: Bible Study Methods</b> – Esther, Obadiah, Mark	<b>3</b>
<b>History and Theology</b>	
● <b>THE 501: Theology I</b> – Genesis	<b>3</b>
● <b>THE 502: Theology II</b> – Romans, Hebrews	<b>3</b>
● <b>THE 503: Theology III</b> – 1 & 2 Corinthians; 1 & 2 Timothy, Titus	<b>3</b>
● <b>THE 504: Theology IV</b> – Joel, Daniel, 2 Peter, Revelation	<b>3</b>
● <b>THE 510: Church History</b> – Acts	<b>3</b>
● <b>THE 511: Church History II</b>	<b>3</b>
<b>Leadership</b>	
● <b>PAS 501: Pastor-Shepherd I</b> – Job, Jeremiah, Lamentations	<b>3</b>
● <b>PAS 502: Pastor-Shepherd II</b> – Ephesians, Philippians, Colossians, Philemon	<b>3</b>
● <b>PAS 511: Pastor-Leader I</b> – Ruth, 1 & 2 Samuel, 1 & 2 Kings	<b>3</b>
● <b>PAS 512: Pastor-Leader II</b> – Joshua, Ezra, Nehemiah	<b>3</b>
● <b>PAS 520: Culture, Politics, and Society</b>	<b>3</b>
● <b>PAS 530: Organizational Models, Phases, and Best Practices</b>	<b>3</b>
<b>Missions and Evangelism</b>	
● <b>APO 501: Apologetics</b> – Proverbs, James, 1 Peter	<b>3</b>
<b>Preaching and Teaching</b>	
● <b>PRE 501: Expository Preaching/Teaching I</b> – Isaiah	<b>3</b>
<b>Spiritual Formation and Ministry</b>	
● <b>PRA 501: Prayer &amp; Worship I</b> – Leviticus, 1 & 2 Chronicles, Psalms	<b>3</b>
● <b>SFM 500: Spiritual Formation &amp; Ministry</b> (Bible Panorama)	<b>3</b>
● <b>SFM 501: Spiritual Formation &amp; Ministry I</b> – Exodus, Numbers, Matthew	<b>3</b>
<b>Other</b>	
● <b>CAP 590: Capstone</b>	<b>3</b>
<b>CORE hours =</b>	<b>57</b>
<b>○ ELECTIVE Courses (1 required, select from any available)</b>	<b>Hours</b>
<b>ELECTIVE hours =</b>	<b>3</b>

MABSBL = 19 CORE + 1 ELECTIVE = 20 courses (60-credit hours)

## Master of Arts in Biblical Studies with a concentration in Christian Education (MABSCE)

Designed for school administrators and teachers, generally those teaching in private Christian schools but available to any educator interested in leading/teaching from a strong biblical worldview.

1. Strategically and comprehensively study all 66 books of the Bible.
2. Learn basic historical, theological, and practical knowledge beneficial for serving as a professional in educational leadership.
3. Experientially explore and practice a broad range of educational leadership skills.

● CORE Courses (all 20 required)	Hours
<b>Hermeneutics</b>	
● BSM 501: Bible Study Methods – Esther, Obadiah, Mark	3
<b>History and Theology</b>	
● THE 501: Theology I – Genesis	3
● THE 502: Theology II – Romans, Hebrews	3
● THE 503: Theology III – 1 & 2 Corinthians; 1 & 2 Timothy, Titus	3
● THE 504: Theology IV – Joel, Daniel, 2 Peter, Revelation	3
● THE 510: Church History – Acts	3
● THE 511: Church History II	3
<b>Leadership</b>	
● PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	3
● PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	3
<b>Missions and Evangelism</b>	
● APO 501: Apologetics – Proverbs, James, 1 Peter	3
<b>Preaching and Teaching</b>	
● EDU 501: Educational History, Philosophy, and Trends	3
● EDU 502: Curriculum and Learner Development	3
● EDU 503: Instructional Methods, Models, and Best Practices	3
● EDU 504: Instructional Administration and Assessment	3
● PRE 501: Expository Preaching/Teaching I – Isaiah	3
● PRE 502: Expository Preaching/Teaching II – 1 & 2 Thessalonians	3
<b>Spiritual Formation and Ministry</b>	
● PRA 501: Prayer & Worship I – Leviticus, 1 & 2 Chronicles, Psalms	3
● SFM 500: Spiritual Formation & Ministry (Bible Panorama)	3
● SFM 501: Spiritual Formation & Ministry I – Exodus, Numbers, Matthew	3
<b>Other</b>	
● CAP 590: Capstone	3
<b>CORE hours =</b>	<b>60</b>

MABSCE = 20 CORE courses (60-credit hours)

<b>Master of Arts in Biblical Studies with a concentration in Media Production (MABSMP)</b>	
Designed for employees or volunteers leading or working in various areas of media production or publishing in businesses, churches, community organizations, schools, etc.	
<ol style="list-style-type: none"> <li>1. Strategically and comprehensively study all 66 books of the Bible.</li> <li>2. Learn basic historical, theological, and practical knowledge beneficial for serving in media production.</li> <li>3. Experientially explore and practice a broad range of media production skills.</li> </ol>	
<b>● CORE Courses (all 18 required)</b>	<b>Hours</b>
<b>Hermeneutics</b>	
● <b>BSM 501: Bible Study Methods</b> – Esther, Obadiah, Mark	<b>3</b>
<b>History and Theology</b>	
● <b>THE 501: Theology I</b> – Genesis	<b>3</b>
● <b>THE 502: Theology II</b> – Romans, Hebrews	<b>3</b>
● <b>THE 503: Theology III</b> – 1 & 2 Corinthians; 1 & 2 Timothy, Titus	<b>3</b>
● <b>THE 504: Theology IV</b> – Joel, Daniel, 2 Peter, Revelation	<b>3</b>
● <b>THE 510: Church History</b> – Acts	<b>3</b>
● <b>THE 511: Church History II</b>	<b>3</b>
<b>Leadership</b>	
● <b>PAS 501: Pastor-Shepherd I</b> – Job, Jeremiah, Lamentations	<b>3</b>
● <b>PAS 511: Pastor-Leader I</b> – Ruth, 1 & 2 Samuel, 1 & 2 Kings	<b>3</b>
<b>Missions and Evangelism</b>	
● <b>APO 501: Apologetics</b> – Proverbs, James, 1 Peter	<b>3</b>
<b>Preaching and Teaching</b>	
● <b>PRE 501: Expository Preaching/Teaching I</b> – Isaiah	<b>3</b>
● <b>PRE 502: Expository Preaching/Teaching II</b> – 1 & 2 Thessalonians	<b>3</b>
● <b>PRO 501: Communications Past, Present, and Future</b>	<b>3</b>
● <b>PRO 502: Professional Media Production and Publishing</b>	<b>3</b>
<b>Spiritual Formation and Ministry</b>	
● <b>PRA 501: Prayer &amp; Worship I</b> – Leviticus, 1 & 2 Chronicles, Psalms	<b>3</b>
● <b>SFM 500: Spiritual Formation &amp; Ministry</b> (Bible Panorama)	<b>3</b>
● <b>SFM 501: Spiritual Formation &amp; Ministry I</b> – Exodus, Numbers, Matthew	<b>3</b>
<b>Other</b>	
● <b>CAP 590: Capstone</b>	<b>3</b>
<b>CORE hours =</b>	<b>54</b>
<b>○ ELECTIVE Courses (2 required, select from any available)</b>	<b>Hours</b>
<b>ELECTIVE hours =</b>	<b>6</b>

MABSMP = 18 CORE + 2 ELECTIVES = 20 courses (60-credit hours)

## Master of Arts in Biblical Studies with a concentration in Missions (MABSM)

Designed for persons interested in preparation for working primarily in foreign missions.

1. Strategically and comprehensively study all 66 books of the Bible.
2. Learn basic historical, theological, and practical knowledge beneficial for serving in missions.
3. Experientially explore and practice a broad range of ministry leadership skills.

● CORE Courses (all 20 required)	Hours
<b>Culture and Languages</b>	
● LAN 501: Foreign Language (Basic)*	3
● LAN 502: Foreign Language (Advanced)*	3
<b>Hermeneutics</b>	
● BSM 501: Bible Study Methods – Esther, Obadiah, Mark	3
<b>History and Theology</b>	
● THE 501: Theology I – Genesis	3
● THE 502: Theology II – Romans, Hebrews	3
● THE 503: Theology III – 1 & 2 Corinthians; 1 & 2 Timothy, Titus	3
● THE 504: Theology IV – Joel, Daniel, 2 Peter, Revelation	3
● THE 510: Church History – Acts	3
● THE 511: Church History II	3
<b>Leadership</b>	
● PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	3
● PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	3
<b>Missions and Evangelism</b>	
● APO 501: Apologetics – Proverbs, James, 1 Peter	3
● MIS 501: Missions I (Perspectives on the World Christian Movement)	3
● MIS 502: Missions II (Discipleship, Evangelism, & Church Planting) – Deuteronomy, Galatians	3
● MIS 503: Missions III (Anthropology) – Hosea, Amos, Micah, Zephaniah	3
<b>Preaching and Teaching</b>	
● PRE 501: Expository Preaching/Teaching I – Isaiah	3
<b>Spiritual Formation and Ministry</b>	
● PRA 501: Prayer & Worship I – Leviticus, 1 & 2 Chronicles, Psalms	3
● SFM 500: Spiritual Formation & Ministry (Bible Panorama)	3
● SFM 501: Spiritual Formation & Ministry I – Exodus, Numbers, Matthew	3
<b>Other</b>	
● CAP 590: Capstone	3
<b>CORE hours =</b>	<b>60</b>

\* Language associated with anticipated field of mission work. May be taken from TBS or another approved provider.

MABSM = 20 CORE courses (60-credit hours)



## Master of Arts in Church History and Theology (MACHT)

48-credit hours

The purpose of this program is to offer MACHT students opportunities to study all 66 books of the Bible strategically and comprehensively, learn basic historical, theological, and practical knowledge critical for serving in professional ministry leadership, and experientially explore and practice ministry skills related to in-depth knowledge of church history and theology.

### Program Objectives

MACHT Objectives include the following:

1. To train students in the background and content of all 66 biblical books.
2. To expose students to the major theological concepts and doctrines.
3. To teach students the major personalities and events of church history.
4. To prepare students for success in ministry and/or doctoral studies.

### Learning Outcomes

Graduates of the MACHT program will possess the following competencies:

1. The student will demonstrate a mastery of the background and content of all 66 biblical books through the SFM 500 post-course assessment.
2. The student will demonstrate mastery of major theological concepts and doctrines as evidenced by research papers and post-course assessments in the Theology sequence (THE 501 – 504).
3. The student will demonstrate mastery of the major personalities and events of church history through exams, research assignments, and presentations in THE 510 and/or THE 511.
4. The student will demonstrate a preparation for success in ministry and/or doctoral studies by completing a summative and comprehensive Capstone project (CAP 590).

### *Frequency of Offering*

At least some courses required for the MACHT program are offered every fall and spring semester on the main campus, and some core courses may also be offered at various remote instructional locations. See the Academic Calendar for specific times and availabilities.

<b>Master of Arts in Church History and Theology (MACHT)</b>	
1. Study all 66 books of the Bible strategically and comprehensively. 2. Learn basic historical, theological, and practical knowledge critical for serving in professional ministry leadership. 3. Experientially explore and practice ministry skills related to in-depth knowledge of church history and theology.	
<b>● CORE Courses</b> <i>(all 14 required)</i>	<b>Hours</b>
<b>Hermeneutics</b>	
● <b>BSM 501: Bible Study Methods</b> – Esther, Obadiah, Mark	<b>3</b>
<b>History and Theology</b>	
● <b>THE 501: Theology I</b> – Genesis	<b>3</b>
● <b>THE 502: Theology II</b> – Romans, Hebrews	<b>3</b>
● <b>THE 503: Theology III</b> – 1 & 2 Corinthians; 1 & 2 Timothy, Titus	<b>3</b>
● <b>THE 504: Theology IV</b> – Joel, Daniel, 2 Peter, Revelation	<b>3</b>
● <b>THE 510: Church History</b> – Acts	<b>3</b>
● <b>THE 511: Church History II</b> – (incorporates Holy Land Study Tour)	<b>3</b>
<b>Leadership</b>	
● <b>PAS 501: Pastor-Shepherd I</b> – Job, Jeremiah, Lamentations	<b>3</b>
● <b>PA S511: Pastor-Leader I</b> – Ruth, 1 & 2 Samuel, 1 & 2 Kings	<b>3</b>
<b>Preaching and Teaching</b>	
● <b>PRE 501: Expository Preaching/Teaching I</b> – Isaiah	<b>3</b>
<b>Spiritual Formation and Ministry</b>	
● <b>PRA 501: Prayer &amp; Worship I</b> – Leviticus, 1 & 2 Chronicles, Psalms	<b>3</b>
● <b>SFM 500: Spiritual Formation &amp; Ministry</b> (Bible Panorama)	<b>3</b>
● <b>SFM 501: Spiritual Formation &amp; Ministry I</b> – Exodus, Numbers, Matthew	<b>3</b>
<b>Other</b>	
● <b>CAP 590: Capstone</b>	<b>3</b>
<b>CORE hours =</b>	<b>42</b>
<b>○ ELECTIVE Courses</b> <i>(2 required, select from any available)</i>	<b>Hours</b>
<b>ELECTIVE hours =</b>	<b>6</b>

MACHT = 14 CORE + 2 ELECTIVES = 16 courses (48-credit hours)



## Master of Divinity (MDiv)

The purpose of the **Master of Divinity (MDiv)** program is to integrate an in-depth study of the Bible with the standard historical, theological, and practical disciplines critical to developing professional skills for ministry in the 21st century. The program includes 28 courses (84-credit hours) designed to teach all 66 books of the Bible over a three-year course of study. Upon successful completion of the program, graduates will receive a Master of Divinity degree. The program is available for FULL-TIME students (registered for 9 or more credit hours per semester), PART-TIME students, and auditors.

### Program Objectives

TBS MDiv Objectives include the following:

1. To equip students with in-depth background and content knowledge of all 66 biblical books
2. To expose students to the major theological concepts and doctrines
3. To teach students the major personalities and events of church history
4. To prepare students for success in ministry and/or doctoral studies
5. To expose students to a wide array of ministerial duties
6. To enable students to maintain a healthy balance between family and ministry
7. To equip students to use the original biblical languages in their preaching and teaching

### Learning Outcomes

Graduates of the TBS MDiv program will possess the following competencies:

1. The student will demonstrate mastery of the background and content of all 66 biblical books through the SFM 500 post-course assessment.
2. The student will demonstrate mastery of major theological concepts and doctrines through post-course assessments and final exams in the theology sequence (THE 501 – 504) and the church history sequence (THE 510 and THE 511).
3. The student will demonstrate mastery of the major personalities and events of church history through exams, research assignments, and presentations in THE 510 and/or THE 511.
4. The student will demonstrate preparation for success in ministry and/or doctoral studies by completing a summative and comprehensive Capstone project (CAP 590).
5. The student will demonstrate mastery of a wide array of ministerial duties as measured by assessments, in-class preaching assignments in PRE 501 and final exams in PAS 501, PAS 511, and SFM 501.
6. The student will demonstrate competency in Hebrew and Greek through final exams in HEB 502 and GRK 502.
7. The student will develop the ability to exegete, exposit, and defend his or her faith as demonstrated by post-course assessments in APO 501, GRK 502, HEB 502, and PRE 501.

### Frequency of Offering

At least some courses required for the MDiv program are offered every fall and spring semester on the main campus, and some core courses are also offered at various remote instructional locations. See the Academic Calendar for specific times and availabilities.

<b>Master of Divinity (MDiv)</b>	
<b>● CORE Courses (Required)</b>	<b>Hours</b>
<b>Culture and Languages</b>	
● <b>GRK 501: Greek Language I</b> – Jude, 2 & 3 John	<b>3</b>
● <b>GRK 502: Greek Language II</b> – 1 John	<b>3</b>
● <b>GRK 503: Greek Exegesis</b> – Gospel of Luke (or <b>HEB 503: Hebrew Exegesis</b> – Habakkuk)	<b>3</b>
● <b>HEB 501: Hebrew Language I</b> – Jonah, Nahum	<b>3</b>
● <b>HEB 502: Hebrew Language II</b> – Haggai, Zechariah, Malachi	<b>3</b>
<b>Hermeneutics</b>	
● <b>BSM 501: Bible Study Methods</b> – Esther, Obadiah, Mark	<b>3</b>
<b>History and Theology</b>	
● <b>THE 501: Theology I</b> – Genesis	<b>3</b>
● <b>THE 502: Theology II</b> – Romans, Hebrews	<b>3</b>
● <b>THE 503: Theology III</b> – 1 & 2 Corinthians; 1 & 2 Timothy, Titus	<b>3</b>
● <b>THE 504: Theology IV</b> – Joel, Daniel, 2 Peter, Revelation	<b>3</b>
● <b>THE 510: Church History</b> – Acts	<b>3</b>
● <b>THE 520: Biblical Archaeology</b> – Judges	<b>3</b>
<b>Missions and Evangelism</b>	
● <b>APO 501: Apologetics</b> – Proverbs, James, 1 Peter	<b>3</b>
● <b>MIS 501: Missions I</b> (Perspectives on the World Christian Movement)	<b>3</b>
● <b>MIS 502: Missions II</b> (Discipleship, Evangelism, and Church Planting) – Deuteronomy, Galatians	<b>3</b>
● <b>MIS 503: Missions III</b> (Anthropology) – Hosea, Amos, Micah, Zephaniah	<b>3</b>
<b>Leadership</b>	
● <b>PAS 501: Pastor-Shepherd I</b> – Job, Jeremiah, Lamentations	<b>3</b>
● <b>PAS 502: Pastor-Shepherd II</b> – Ephesians, Philippians, Colossians, Philemon	<b>3</b>
● <b>PA 511: Pastor-Leader I</b> – Ruth, 1 & 2 Samuel, 1 & 2 Kings	<b>3</b>
● <b>PAS 512: Pastor-Leader II</b> – Joshua, Ezra, Nehemiah	<b>3</b>
<b>● Preaching and Teaching</b>	
● <b>PRE 501: Expository Preaching/Teaching I</b> – Isaiah	<b>3</b>
● <b>PRE 502: Expository Preaching/Teaching II</b> – 1 & 2 Thessalonians	<b>3</b>
<b>Spiritual Formation and Ministry</b>	
● <b>PRA 501: Prayer &amp; Worship I</b> – Leviticus, 1 & 2 Chronicles, Psalms	<b>3</b>
● <b>SFM 500: Spiritual Formation &amp; Ministry</b> (Bible Panorama)	<b>3</b>
● <b>SFM 501: Spiritual Formation &amp; Ministry I</b> – Exodus, Numbers, Matthew	<b>3</b>
● <b>SFM 505: Spiritual Formation &amp; Ministry V</b> (Career Placement) – Song of Songs, Ecclesiastes	<b>3</b>
● <b>SFM 506: Spiritual Formation &amp; Ministry VI</b> – Ezekiel, Gospel of John	<b>3</b>
<b>Other</b>	
● <b>CAP 590: Capstone</b>	<b>3</b>
<b>CORE Hours =</b>	<b>84</b>

MDiv = 28 CORE courses (84-credit hours)

## *Distinctives*

### **BEST PRACTICES TOURS**

On-site visits to successful churches and ministries, including in-depth interactions with key leaders. Students visit denominational churches, independent churches, synagogues, and more of all sizes and ranging from well-established to newly planted. Site leaders serve as guest faculty for TBS for the day by hosting and teaching the class, and by sharing their own personal journeys of faith, the history and summaries of their ministry, and leadership insights relative to the course topic(s). Students often visit 30+ ministry locations during their TBS educational experience.

### **EDUCATIONAL IMMERSIONS**

Unique experiences inside and outside the classroom including visits to a cemetery, funeral home, hospital, prison, sheep farm, various retreat centers, and interactions with executive leaders in business, education, government, and ministry.

### **HOLY LAND TRIP**

Study tours, archaeological digs, and other optional opportunities are available for students (and family members and friends) who would like to enjoy on-site educational experiences in the Holy Land.

### **SPECIAL EVENTS**

Entertainment, retreats in various retreat centers, local and regional trips, special tours, and world-class guest speakers.

### **VOCATIONAL MINISTRY SERVICE**

Regular and special ministry activities and leadership involvement in regional congregations and ministry organizations.

### **CAREER SHEPHERDING**

Graduate with a strong team of mentors and experienced leaders available to journey with students and provide a personal, critical support network throughout their ministry career.

## Graduate Program Courses

All courses listed below may be taken at the Graduate (3-credit hours), Certificate (1-credit hour), or Audit-level. Audit students have the option of completing assignments for grades in case they eventually decide to pursue a degree. In such cases, students may petition the Provost to convert audit course work for graduate credit. See program, plan, or schedule for the CORE and ELECTIVE courses that correspond to specific programs.

### Archaeology

#### **ARC 501: Archaeology Theory and Methodology**

The primary objective of this course is to train students in basic archaeological theories and methodologies.

#### **ARC 510: Ceramic Analysis**

The primary objective of this course is to train students in a basic understanding of and recognition of ceramic artifacts.

#### **ARC 520: Excavation Practicum and Field School I**

The primary objective of this course is to provide on-site opportunities for basic field training in archaeology.

#### **ARC 521: Excavation Practicum and Field School II**

The primary objective of this course is to provide on-site opportunities for advanced field training in archaeology.

### Culture and Languages

#### **ANE 501: Ancient Near Eastern Cultures – Ezra 4-6, Daniel 2-7 (Aramaic)**

The primary purpose of this course is to expose students to the historical and cultural environment of the ancient Hebrews in Israel, which focuses on their interactions with the peoples around them, including the Egyptians, Mesopotamians, Arameans, and other nations. The course will introduce students to Aramaic through the study of select passages in Ezra and Daniel written in Aramaic.

#### **GRK 501: Greek Language I – Jude, 2 and 3 John**

The primary objective of this course is to exposit the New Testament books of Jude, and 2 and 3 John while learning the basic principles of biblical Greek.

#### **GRK 502: Greek Language II – 1 John**

This course initiates the student into a study of the ancient Greek language of the Greek Bible, with a focus on the elements of Greek grammar that will assist him/her in understanding the rules and tendencies of grammar, as well as the syntax and sentence structure of biblical texts. The following areas are included in Greek Grammar I: Verbs (including Perfect Tense [of the Indicative Mood], Subjunctive Mood, Imperative Mood, and -mi Verbs), Participles, Genitive Absolutes, and Infinitives. The final part of the course is devoted to the translation and parsing of 1 John. *Prerequisite: Greek I.*

#### **GRK 503: Greek Exegesis – Gospel of Luke**

The primary objective of this course is to exposit the New Testament book of the Gospel of Luke while applying what students learned in Greek Grammar by translating and studying specific texts in the Greek New Testament inductively, as well as continuing to explore advanced grammar and syntax concepts of biblical Greek.

#### **HEB 501: Hebrew Language and Culture I – Jonah, Nahum**

The primary objective of this course to exposit the Old Testament books of Jonah and Nahum while learning the basic principles of phonology, morphology, and syntax of biblical Hebrew.

#### **HEB 502: Hebrew Language and Culture II – Haggai, Zechariah, Malachi**

The primary objective of this course is to exposit the Old Testament books of Haggai, Zechariah, and Malachi while continuing to learn how to integrate information gleaned from biblical Hebrew into practical ministry applications.

### **HEB 503: Hebrew Exegesis – Habakkuk**

The primary objective of this course is to exposit the Old Testament book of Habakkuk while applying what students learned in Hebrew Grammar by translating and studying specific texts in the Hebrew Bible inductively, as well as continuing to explore advanced grammar and syntax concepts of biblical Hebrew.

### **LAN 501: Foreign Language (Basic)**

(Language associated with anticipated field of mission work. May be taken from TBS or another approved provider.)

### **LAN 502: Foreign Language (Advanced)**

(Language associated with anticipated field of mission work. May be taken from TBS or another approved provider.)

## **Hermeneutics**

### **BSM 501: Bible Study Methods – Esther, Obadiah, Mark**

The primary objective of this course is to exposit the books of Esther, Obadiah, and Mark while learning the inductive Bible study method.

## **History and Theology**

### **THE 501: Theology I – Genesis**

The primary objective of this course is to exposit Genesis while studying the doctrine of the Godhead and the doctrine of the Bible.

### **THE 502: Theology II – Romans, Hebrews**

The primary objective of this course is to exposit the New Testament books of Romans and Hebrews while studying the doctrines of angels, man, sin, and salvation.

### **THE 503: Theology III – 1 & 2 Corinthians, 1 & 2 Timothy, Titus**

The primary objective of this course is to exposit the New Testament books of 1 and 2 Corinthians, 1 and 2 Timothy, and Titus while studying the doctrines of sanctification and the church.

### **THE 504: Theology IV – Joel, Daniel, 2 Peter, Revelation**

The primary objective of this course is to exposit the books of Joel, Daniel, 2 Peter, and Revelation, and study the doctrine of the end times, as part of a capstone review of theology.

### **THE 510: Church History – Acts**

The primary objective of this course is to exposit the New Testament book of Acts while learning church history from AD 33 up to the Reformation.

### **THE 511: Church History II**

The primary objective of this course is to study Church history from the Reformation to present day.

### **THE 520: Biblical Archaeology – Judges**

The primary objective of this course is to exposit the book of Judges, and survey methods and results of archaeology as applied to sites and topics of biblical significance. Interpretive and apologetic uses of archaeology receive special emphasis.

### **THE 525: Ancient Near East History and Archaeology**

The primary objective of this course is to provide a historical overview of the ancient Near East (ANE), as well as a historical review of archaeology in the ANE.

## Leadership

### **PAS 501: Pastor-Shepherd I – *Job, Jeremiah, Lamentations***

The primary objective of this course is to exposit the books of Job, Jeremiah, and Lamentations while receiving training in the basic principles of pastoral care and counseling.

### **PAS 502: Pastor-Shepherd II – *Ephesians, Philippians, Colossians, Philemon***

The primary objective of this course is to exposit the books of Ephesians, Philippians, Colossians, and Philemon while receiving training in advanced pastoral care and counseling including training for weddings, funerals, hospital visitation, and crisis situations.

### **PAS 511: Pastor-Leader I – *Ruth, 1 and 2 Samuel, 1 and 2 Kings***

A core ministry leadership course with an in-depth exploration of Ruth, 1 and 2 Samuel, and 1 and 2 Kings that expounds basic principles of leadership in ministry.

### **PAS 512: Pastor-Leader II – *Joshua, Ezra, Nehemiah***

The primary objective of this course is to exposit the books of Joshua, Ezra, and Nehemiah while receiving advanced leadership training in ministry including budgeting, staffing, hiring, firing, finances, fundraising, church government, and conflict resolution.

### **PAS 520: Culture, Politics, and Society**

The primary objective of this course is to provide a historical sweep of major cultural, political, and societal cycles and themes, as well as considerations of unique challenges and opportunities leaders face in the 21st century.

### **PAS 530: Organizational Models, Phases, and Best Practices**

The primary objective of this course is to review representative organizational models and common phases, and highlight best practices in key industries including business, education, government, healthcare, and religion.

## Missions and Evangelism

### **APO 501: Apologetics I – *Proverbs, James, 1 Peter***

The primary objective of this course is to exposit the books of Proverbs and 1 Peter while receiving advanced training in discipleship ministry and introduction to apologetics.

### **MIS 501: Missions I (Perspectives on the World Christian Movement)**

The primary objective of this course is to peruse a variety of Scriptures while learning the biblical, historical, cultural, and strategic perspectives on the world Christian movement.

### **MIS 502: Missions II (Discipleship, Evangelism, Church Planting) – *Deuteronomy, Galatians***

The primary objective of this course is to exposit the books of Deuteronomy and Galatians while learning the principles of discipleship, evangelism, and church planting through advanced studies in anthropology and missiology.

### **MIS 503: Missions III (Anthropology) – *Hosea, Amos, Micah, Zephaniah***

The primary objectives of this course include the following: 1) exposit the prophetic books of Hosea, Amos, Micah, and Zephaniah; 2) receive practical anthropological training relative to conducting missionary outreach; and 3) participate in a cross-cultural mission trip.

## Preaching and Teaching

### **EDU 501: Educational History, Philosophy, and Trends**

The primary objective of this course is to provide an overview of educational models throughout history, review historical and contemporary educational philosophies and trends, and understand the theology of a Biblically-based, Christ-centered education.

### **EDU 502: Curriculum and Learner Development**

The primary objective of this course is to review the basic concepts and purpose of curriculum design and to explore components and stages of learner development.

### **EDU 503: Instructional Methods, Models, and Best Practices**

The primary objective of this course is to review Biblically-based, Christ-centered instructional methods and models, explore best practices, and engage in practical implementation through apprenticed learning.

### **EDU 504: Instructional Administration and Assessment**

The primary objective of this course is to explore the fundamental components of administering educational programs and practice implementing Biblically-based, Christ-centered instructional administration and assessment.

### **PRE 501: Expository Preaching and Teaching I – *Isaiah***

The primary objective of this course is to exposit the book of Isaiah while learning the basic principles of expository preaching and teaching.

### **PRE 502: Expository Preaching and Teaching II – *1 and 2 Thessalonians***

The primary objective of this course is to exposit the books of 1 and 2 Thessalonians while learning advanced principles of expository preaching and teaching and illustrating sermons. Includes on-site visits to a variety of churches and in-depth sharing from dynamic preachers, teachers, and ministry leaders.

### **PRO 501: Communications Past, Present, and Future**

The primary objective of this course is to review past, present, and prospective future communications tools and trends and impacts on people, culture, and society.

### **PRO 502: Professional Media Production and Publishing**

The primary objective of this course is to teach the fundamentals of a wide variety of media, as well as engage in apprenticeship education utilizing professional media production and publishing tools and resources.

## Spiritual Formation and Ministry

### **PRA 501: Prayer and Worship I – *Leviticus, 1 & 2 Chronicles, Psalms***

The primary objective of this course is to exposit Leviticus, 1 and 2 Chronicles, and Psalms in conjunction with studying foundational elements of prayer and worship ministry.

### **SFM 500: Spiritual Formation and Ministry (Bible Panorama)**

The foundational class for all educational programs at The Bible Seminary, the purpose of this course is to introduce the content, themes, and background of all 66 books included in the Old and New Testaments. The graduate level course includes additional work beyond the Bible Certificate level experiences.

### **SFM 501: Spiritual Formation and Ministry I – *Exodus, Numbers, Matthew***

A core ministry leadership course with an in-depth exploration of Exodus, Numbers, and Matthew which serves as keys to understanding much of both the Old and New Testaments and the Christian faith as a whole. This course also includes a transformational focus on personal spiritual formation foundational to healthy living for anyone serving in ministry leadership at any level. Students also conduct at least 5 hours of ministry per week and debrief that ministry together as part of the course experience.

**SFM 505: Spiritual Formation and Ministry V (Career Placement) – *Song of Songs, Ecclesiastes***

The primary objectives of this course are to study the books of Song of Solomon and Ecclesiastes devotionally, begin the process of vocational ministry career placement, organize one's personal life, and continue to focus on personal spiritual formation in a small group environment. The student will conduct a minimum of 5 hours of ministry per week and debrief that ministry together with peers and a professor. This course also includes on-site visits to various para-church ministry settings such as a hospital (exploring chaplaincy), cemetery and funeral home, and behavioral/mental health facility.

**SFM 506: Spiritual Formation and Ministry VI – *Ezekiel, Gospel of John***

The primary objective of this course is to study the books of Ezekiel and the Gospel of John devotionally while focusing on personal spiritual formation in a small group environment. The student will conduct a minimum of 5 hours of ministry per week and debrief that ministry together with peers and a professor.

## Other

**CAP 590: Capstone**

The primary objective of this course is to serve as a capstone experience for students through the process of writing a thesis (or optionally, taking comprehensive exams). This course is not graded, but is Pass/Fail.

**ELE 501: Modular Elective**

This elective allows TBS students to customize a course focused directly on their area of ministry preparation through pre-approved and documented modules. The number of modules may vary based on the contact hours in each module. Graduate students must document 32.5 contact hours and complete a written summary of each module. Bible Certificate students must similarly document 16 contact hours. The Provost or designee will pre-approve modules, monitor progress, grade modules, and assign final grades.

# Program Comparisons

BC = Bible Certificate

VMC = Vocational Ministry Certificate

MA = Master of Arts including Biblical History and Archaeology (BHA); Biblical Languages and Culture (BLC); Biblical Studies (BS); Biblical Studies with a concentration in Biblical Leadership (BL), Christian Education (CE), Media Production (MP), or Missions (M); and Church History and Theology (CHT).

MDiv = Master of Divinity

● = CORE  
 ● = Area of concentration  
 ● = CORE options  
 = ELECTIVE options (blank boxes)

Courses by Category   Programs	BC	VMC	BHA	BLC	BS	BL	CE	MP	M	CHT	MDiv
<b>Archaeology</b>											
ARC 501: Archaeology Theory and Methodology			●								
ARC 510: Ceramic Analysis			●								
ARC 520: Excavation Practicum & Field School I			●								
ARC 521: Excavation Practicum & Field School II			●								
<b>Culture and Languages</b>											
ANE 501: Ancient Near Eastern Cultures – Ezra 4-6, Daniel 2-7			●	●							
GRK 501: Greek Language I – Jude, 2 & 3 John			●	●							●
GRK 502: Greek Language II – 1 John			●	●							●
GRK 503: Greek Exegesis – Gospel of Luke			●	●							●
HEB 501: Hebrew Language and Culture I – Jonah, Nahum			●	●							●
HEB 502: Hebrew Language and Culture II – Haggai, Zechariah, Malachi			●	●							●
HEB 503: Hebrew Exegesis – Habakkuk											●
LAN 501: Foreign Language (Basic) <sup>1</sup>									●		
LAN 502: Foreign Language (Advanced) <sup>1</sup>									●		
<b>Hermeneutics</b>											
BSM 501: Bible Study Methods – Esther, Obadiah, Mark	●	●	●	●	●	●	●	●	●	●	●
<b>History and Theology</b>											
THE 501: Theology I – Genesis	●	●	●	●	●	●	●	●	●	●	●
THE 502: Theology II – Romans, Hebrews	●	●	●	●	●	●	●	●	●	●	●
THE 503: Theology III – 1 & 2 Corinthians; 1 & 2 Timothy, Titus	●	●	●	●	●	●	●	●	●	●	●
THE 504: Theology IV – Joel, Daniel, 2 Peter, Revelation	●	●	●	●	●	●	●	●	●	●	●
THE 510: Church History I – Acts	●	●	●	●	●	●	●	●	●	●	●
THE 511: Church History II			●	●	●	●	●	●	●	●	●
THE 520: Biblical Archaeology – Judges			●								●
THE 525: Ancient Near East History and Archaeology			●								●
<b>Leadership</b>											
PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	●	●	●	●	●	●	●	●	●	●	●
PAS 502: Pastor-Shepherd II – Ephesians, Philippians, Colossians, Philemon							●	●	●	●	●
PAS 511: Pastor-Leader I – Ruth, Samuel, Kings	●	●	●	●	●	●	●	●	●	●	●
PAS 512: Pastor-Leader II – Joshua, Ezra, Nehemiah							●	●	●	●	●
PAS 520: Culture, Politics, and Society							●	●	●	●	●
PAS 530: Organizational Models, Phases, and Best Practices							●	●	●	●	●
<b>Missions and Evangelism</b>											
APO 501: Apologetics – Proverbs, James, 1 Peter					●	●	●	●	●	●	●
MIS 501: Missions I (Perspectives on the World Christian Movement)									●	●	●
MIS 502: Missions II (Discipleship, Evangelism, & Church Planting) – Dt., Gal.									●	●	●
MIS 503: Missions III (Anthropology) – Hosea, Amos, Micah, Zephaniah	●	●	●	●	●	●	●	●	●	●	●
<b>Preaching and Teaching</b>											
EDU 501: Educational History, Philosophy, and Trends							●	●	●	●	●
EDU 502: Curriculum and Learner Development							●	●	●	●	●
EDU 503: Instructional Methods, Models, and Best Practices							●	●	●	●	●
EDU 504: Instructional Administration and Assessment							●	●	●	●	●
PRE 501: Expository Preaching/Teaching I – Isaiah		●	●	●	●	●	●	●	●	●	●
PRE 502: Expository Preaching/Teaching II – 1 & 2 Thessalonians							●	●	●	●	●
PRO 501: Communications Past, Present, and Future							●	●	●	●	●
PRO 502: Professional Media Production and Publishing							●	●	●	●	●
<b>Spiritual Formation and Ministry</b>											
PRA 501: Prayer & Worship I – Leviticus, Chronicles, Psalms	●	●	●	●	●	●	●	●	●	●	●
SFM 500: Spiritual Formation & Ministry (Bible Panorama)	●	●	●	●	●	●	●	●	●	●	●
SFM 501: Spiritual Formation & Ministry I – Exodus, Numbers, Matthew	●	●	●	●	●	●	●	●	●	●	●
SFM 505: Spiritual Formation & Ministry V – Song of Songs, Ecclesiastes											●
SFM 506: Spiritual Formation & Ministry VI – Ezekiel, Gospel of John	●	●	●	●	●	●	●	●	●	●	●
<b>Other</b>											
CAP 590: Capstone			●	●	●	●	●	●	●	●	●
ELE 501: Modular Elective											
<b>Totals</b>											
Program	BC	VMC	BHA	BLC	BS	BL	CE	MP	M	CHT	MDiv
TBS CORE (●) courses required =	7	7	19	15	15	19	20	18	20	14	27
TBS ELECTIVE courses required =	2	2	1	3	5	1	0	2	0	2	1
Total courses required =	9	9	20	18	20	20	20	20	20	16	28
Total Credit-hours <sup>2</sup> =	10	27	60	54	60	60	60	60	60	48	84

1. Language associated with anticipated field of mission work. May be taken from TBS or another approved provider.

2. Bible Certificate (BC) = 1-credit hour per course. All others = 3-credit hours per course.

## Admissions

### Requirements and Procedures

The Bible Seminary (TBS) offers training for laity and vocational ministry professionals through the degree and non-degree programs below.

*Bible Certificate (BC) and Vocational Ministry Certificate (VMC)* – Enrolling in TBS graduate courses at a non-degree (audit or certificate) level requires completion and return of a "Non-degree Student Application." Contact our office or click "Admission – Apply" on [TheBibleSeminary.edu](http://TheBibleSeminary.edu).

*Dual Degree Completion, Master of Arts (MA) and Master of Divinity (MDiv)* – Prospective graduate students seeking to prepare for vocational, professional ministry may initiate a degree application process as follows:

- Submit an inquiry online at [TheBibleSeminary.edu](http://TheBibleSeminary.edu) under "Admissions – Apply"
- Send an e-mail message to [info@thebibleseminary.edu](mailto:info@thebibleseminary.edu)
- Call 281-646-1109. Normal office hours are typically 9:00 a.m. – 4:00 p.m., Monday through Friday. If no one answers, please leave a message and someone will promptly return your call.
- Visit the TBS at 2655 South Mason Road, Katy, TX, 77450. Please call in advance to confirm an appointment.

The application process will proceed through several steps. Please contact admissions by e-mail or phone for assistance. Each applicant must provide the following information:

- A completed Degree Application. Forms are available online at [TheBibleSeminary.edu](http://TheBibleSeminary.edu) under "Admissions" or can be provided by e-mail or mail.
- A \$50 non-refundable application fee. Several payment options are available.
- Official transcript(s) submitted directly from the college or university to The Bible Seminary address.
- Four references (including at least one pastoral reference) submitted by e-mail or mail to the Provost.
- Authorization for a criminal background check. Other than as specifically requested by questions in the Degree Application, an external criminal background check is not completed or utilized as a part of the admissions process. However, depending on the ministry options selected by an admitted student, a background check may be required prior to beginning to serve in certain ministries.
- A personal interview, to be scheduled during the admissions review process in person or by phone.

Admission to a degree program will be at the discretion of the TBS Admissions Committee, based on their review of the information provided. General criteria considered as minimum requirements include the following:

- Evidence of a clear calling of the applicant to a life of personal and professional ministry as a pastor, missionary, church planter, or other servant of the Lord and Savior Jesus Christ.
- Applicant agreement to and acceptance of The Bible Seminary's Covenantal Documents.
- Accredited baccalaureate degree or courses applicable to a baccalaureate degree with a minimum of 2.5 unweighted grade point average on a 4.0 scale.
- For students whose primary language is not English, a TOEFL iBT score of at least 79, TOEFL CBT of 213, or TOEFL PBT of 550, or 7.0 IELTS.

The TBS Admissions Team is afforded discretion to grant exceptions to degree, grade point, and English language criteria, within the bounds of applicable accreditation standards.

*Admissions Procedure* – Initial contact with TBS inquiring into a degree program earns prospective students a status of "Inquiry." Following the submission of a completed application and payment of the application fee, the TBS Admissions Team will open an application file for the student and move them from "Inquiry" to "Applicant" status. Generally, "Applicant" files are reviewed and students notified on a monthly cycle, as reviews are

conducted and students notified within a maximum of 30 days. Regular notifications, usually by e-mail or phone, inform students about their application status, as well any notes, requests, or items pending receipt or review. Upon receipt and review of all application materials requested, the TBS Admissions Team makes a determination of "Accepted Applicant" or "Denied Applicant" and follows up with both a letter sent by postal mail and e-mail. Acceptances additionally include information about enrollment procedures, financial aid awards, and upcoming dates, deadlines, and events. Accepted applicants who subsequently enroll in at least one seminary course within one year of the date of acceptance will be moved to "Student (Graduate)" status. Accepted applicants who subsequently *fail* to enroll in at least one class within one year of the date of acceptance may be marked "Applicant Withdrawn." Reconsiderations may be granted on a case-by-case basis.

*Competency Assessment* – The Admissions Committee, comprised of all full-time faculty members and administrators, seeks to ensure that students have the thinking, writing, and research skills to succeed at TBS. An earned bachelor's degree from an accredited institution normally demonstrates acceptable mastery in these critical areas. The Admissions Committee further seeks evidence that a prospective student possesses a baseline of biblical knowledge. Undergraduate or graduate degrees in Bible or a related field of study normally satisfy this criterion. Students with undergraduate degrees in unrelated fields may be asked to complete an admissions exam if they are unable to establish through a portfolio that they satisfy this requirement.

#### *Residency Requirements*

- TBS does not offer residential housing as part of the on-campus experience.
- TBS does not require students who are U.S. citizens or legal residents to live on or within a certain distance of the main campus, any branch campus or teaching site, or any remote instructional location.
- Students may participate in courses exclusively live on-campus, live online (synchronously), recorded online (asynchronously), or a hybrid mixture.
- TBS is NOT currently a Student Exchange and Visitor Program (SEVP) approved school and cannot accept applicants in the U.S. under an F-1 Student Visa.

*Special Admissions Requirements* – Students whose GPA is below 2.5 may be admitted to TBS on academic probation for a specified period of time, until they demonstrate the ability to successfully complete graduate-level work. Students who are incarcerated or who have been incarcerated may have additional requirements.

*Credit for Prior Learning* – TBS does not grant credit for prior learning at the graduate level; however, students in the TBS dual-degree program may be awarded credit by exam, on the basis of certificates, or by assessment of prior learning, in compliance with the Council for Adult and Experiential Learning (CAEL).

*Admissions Policies Exceptions* – Students seeking exceptions to TBS admissions policies must petition the Provost in writing. The Provost may grant exceptions to the stated admissions policies, assuming that the exceptions do not violate accreditation standards. The Provost or a designee monitors all students on probation and provides a written update to these students at the end of each academic year.

#### *Probation*

- *Undergraduate students in graduate programs* – Dual-degree students will remain on academic probation until they complete all general education deficiencies or complete at least 12 TBS hours with a minimum GPA of 3.00.
- *New Students* – Students admitted on academic probation may be removed from probation following successful completion of a minimum of 12 credit hours and earning a minimum of a cumulative 2.50 grade point average.
- *Existing Students* – Current students may be placed on academic probation if the cumulative grade point average slips below 2.00 – the standard threshold for consideration for graduation with a graduate degree. Probationary status may require a student to take a reduced workload. Students on Probationary status for more than two consecutive terms will be dropped from seminary enrollment.

- *Readmission* - Any student dropped from enrollment due to academic probation for two consecutive terms or a student conduct violation may, after a period of one calendar year from the date of removal, seek readmission. In order to reapply for admission and reconsideration, the student must explain how he or she has addressed the deficiencies in their education or conduct that will enable them to succeed the second time. All students readmitted will be placed on academic probation. No student will be allowed to reapply if he or she has been dropped from seminary enrollment twice.

*Withdrawal Procedure* – Applicants and Accepted Applicants may withdraw their application at any time by contacting the Provost. There are no refunds of Application Fees. Enrolled Students may request withdrawal from the institution by contacting the Provost. All outstanding tuition and fees owed are still due in accordance with the policy below. Unpaid tuition and fees will result in a lock on student records and transcripts. Only upon payment in-full of all tuition and fees due will a former student's records and transcripts be released to the student and/or any other institutions. The following conditions define the amount of refunds of tuition and fees paid to the seminary by a student or on behalf of a student may be issued for students who withdraw from TBS classes. Refunds will generally be returned to the original Payee(s) on record.

#### Normal course schedule

- *Prior to the first day of the semester* – Full tuition and fees refund, less a 5% administrative fee.
- *On or up to 10 calendar days after the first day of the semester* – Refund of 90% of the tuition paid; no refund of fees.
- *After 10 calendar days after the first day of the semester, but not later than 30 calendar days after the first day of the semester* – Refund of 50% of the tuition paid; no refund of fees.
- *After 30 calendar days after the first day of class* – No refund.

In cases where PART-TIME students withdraw who are taking a special or intensive class not concordant with the standard semester schedule, the policy below applies.

#### Special course schedules

- *Prior to the first day of the class* – Full tuition and fees refund, less a 5% administrative fee.
- *On or up to one calendar day after the first day of class* – Refund of 75% of tuition paid; no refund of fees.
- *On or up to two calendar days after the first day of class* – Refund of 50% of tuition paid; no refund of fees
- *On or up to three calendar days after the first day of class* – Refund of 25% of tuition paid; no refund of fees.
- *On or after four calendar days after the first day of class* – No refund.

Hardship and other circumstances may necessitate special consideration of refunds, at the discretion of the Provost. In no case will scholarship funds credited to a student's account be repaid to a student upon withdrawal. These unused scholarship funds will be redirected back into the seminary scholarship fund for use by other students.

#### **New Student Orientation**

Newly accepted students will have an opportunity to attend New Student Orientation, usually at or near the beginning of the student's first semester of enrollment. Orientation may consist of a private or group meeting with the Provost and others and generally includes an overview of TBS academic programs, policies, procedures, resources, and student services. Instructions will be provided on how to access and use the Student Information System (currently OasisSIS and accessed from the "My TBS – Student Login" link on TheBibleSeminary.org web site). Additional resources such as catalogs and handbooks can be accessed under the "My TBS – Docs" link on the web site. For more information, contact the Provost or seminary office.

## Tuition and Fees

### Bible Certificate Credits

Course Title	Cost
• <i>Bible Panorama</i>	\$275
• Bible Study Methods • Old Testament I, II, and III • New Testament I and II	\$225 each
• TBS Graduate course Audit	\$375
• (Other elective options)	(varies)



### Graduate Degree Credits

*Vocational Ministry, Dual Degree Completion,  
Master of Arts and Master of Divinity*

Classes per semester	Tuition	+ Fees*	= Per Semester	x 2 = Annual Total
1	\$1,125	\$185	\$1,310	\$2,620
2	\$2,250	\$245	\$2,495	\$4,990
3	\$3,375	\$305	\$3,680	\$7,360
4	\$4,500	\$365	\$4,865	\$9,730
5	\$5,625	\$425	\$6,050	\$12,100

\* See "Tuition and Fees Notes" on the next page.



### Program Costs

Program	Years	Courses	Credit Hours	Total Minimum Cost*
Bible Certificate (BC)	(varies)	9	10	\$2,075
Vocational Ministry (VM)	1	9	27	\$10,915
Master of Arts in:				
• Church History and Theology (MACHT)	2	16	48	\$19,460
• Biblical Languages and Culture (MABLC)		18	54	\$21,830
• Biblical Studies (MABS and concentrations)		20	60	\$24,200
• Biblical History and Archaeology (MABHA) <sup>2</sup>		20	60	\$24,200
Master of Divinity (MDiv)	3	28	84	\$33,930

\* See "Tuition and Fees Notes" on the next page

## Tuition and Fees Notes

1. Total Minimum Cost calculates expenses based on least expensive course options outlined below.
  - a. *BC* = 8 courses at \$225 each + 1 course at \$275
  - b. *VMC* = full-time attendance based on 5 courses one semester + 4 courses another semester
  - c. *MA* = full-time attendance based on 5 courses for three semesters plus any additional remaining balance the last semester
  - d. *MDiv* = full-time attendance based on 5 courses each semester for five semesters + 3 courses one semester
2. Biblical History and Archaeology degrees incur additional costs NOT listed here such as expenses for trips to archaeological sites.
3. Graduate degree programs
  - a. Tuition = \$375 per credit hour
  - b. Per semester fees = \$125 (registration, library, and technology)
  - c. Per course fees = \$60 (student activities, student services, and transportation)
4. Cost to AUDIT graduate classes is \$375 per class without any other fees.
5. Fee Definitions
  - a. Library – Contributes to the cost of book and journal acquisitions, maintenance, and circulation.
  - b. Registration – Contributes to the administrative cost of processing a student's registration.
  - c. Student Activity – Contributes to the cost of student activities such as retreats, concerts, class parties, and classroom refreshments.
  - d. Student Services – Contributes to the cost of connecting students with career and ministry opportunities, including opportunities to engage with guest speakers and other professionals in class and on-location.
  - e. Technology – Contributes to the cost of providing students with state-of-the-art Bible/study software and training, online course management and student management software, and campus Wi-Fi service.
  - f. Transportation – Contributes to the cost of transportation for field learning exercises to locations such as camps, churches, cemeteries and funeral homes, farms, hospitals, libraries, museums, radio stations, etc.
6. The tables on this form do NOT include:
  - a. Book costs
  - b. One-time *Application Fee* (\$50) for graduate degree students
  - c. One-time *Graduation Fee* (\$300 *MDiv/MA*, \$350 *DD*, \$125 *VMC*, and \$35 *BC*)
  - d. Outside Dual Degree Completion program costs since these vary widely across courses and institutions.

## Financial Aid

Educational funding to support and sustain the mission of The Bible Seminary (TBS) derives primarily from student tuition and fees, scholarships, and donations. Students interested in applying for financial assistance to attend TBS can pursue one or more of the following options.

### Student Scholarship Fund



The Bible Seminary is a 501(c)(3) institution of higher education incorporated in the state of Texas in 2010, and all donations are charitable and tax deductible as allowed by law. Donations to this fund help with student tuition, fees, and other educationally-related institutional expenses.

#### *TBS Scholarships Available*

- **Student Scholarships** - Funds given toward our general scholarship fund may be utilized to help with student tuition, fees, and other education-related institutional expenses. Donors may also give to this fund in memory or honor of someone.
- **Holy Land Tour Scholarships** - Helps with costs for traveling to the Holy Land as part of the TBS degree programs.
- **Student Technology Scholarships** - Grants of up to \$400 available for full-time graduate students to help Bible software programs such as Accordance or Logos Bible Software, and/or purchase subscriptions to Academia.edu or JSTOR.

#### *Other Scholarships Available*

- **Hurley Foundation Scholarship** - The Ed E. and Gladys Hurley Foundation offers select TBS students who wish to study to become ministers, missionaries or religious workers of the Protestant faith, and who apply and qualify, scholarships in the amount of up to \$1,000 per scholastic year. Applications are usually available each March and must be completed and submitted to the TBS Financial Aid office by the end of April. Notification of awards is usually by June 30 each year.
- (Check with the TBS office for more information.)

*Contact the seminary office or visit "Admissions – Financial Aid" to obtain a TBS Scholarship Application*

### Residential Assistance



Students and their families who need local housing may request residential assistance from The Bible Seminary. Although TBS does not offer on-campus residential facilities, staff can help try to facilitate arrangements for those who need assistance in this area.

## Regarding Student Loans

We realize that conventional educational philosophy and the rising cost of education has evolved to include the expectation that students will take out loans as part of their educational journey. However, The Bible Seminary does not encourage this practice. Our preference is to do all we can to help our students and their families commit to, journey through, and attain their degrees without incurring financial debt or undue financial obligations that would hinder their future ministry. If students desire to pursue loans for educational purposes, they may, but The Bible Seminary is not registered with the Federal Student loan program or any other governmental or business agency or entity offering these types of services.

## Raising Personal Support for Tuition

Even though IRS regulations dictate that money given directly by family members for tuition and fees is not tax deductible, we encourage students to consider how God may want to provide through this avenue. People who believe in the student's calling to ministry, based on common values and passion, are often willing to help provide the funds for the student to follow that calling. Building and sustaining supportive relationships with a network of people is an essential skill and practice for everyone that is going to be in ministry. Asking those same people to participate financially actually provides them opportunities to share in the student's ministry. Stepping out on this journey of faith is a life changing experience for students and their supporters.

## Refund Policy

This policy describes the conditions upon which refunds of tuition and fees paid to the seminary by a student or on behalf of a student may be issued for students who withdraw from The Bible Seminary classes. Refunds will generally be returned to the original Payee(s) on record.

For withdrawal:

- Prior to the first day of the semester – Full tuition and fees refund, less a 5% administrative fee.
- On or up to 10 calendar days after the first day of the semester – Refund of 90% of the tuition paid; no refund of fees.
- After 10 calendar days after the first day of the semester, but not later than 30 calendar days after the first day of the semester – Refund of 50% of the tuition paid; no refund of fees.
- After 30 calendar days after the first day of class – No refund.

Special provision for withdrawal of PART-TIME students taking a special or intensive class not concordant with the standard semester schedule. For withdrawal:

- *Prior to the first day* of the class – Full tuition and fees refund, less a 5% administrative fee.
- On or up to *1 calendar day after* the first day of the class – Refund of 75% of the tuition paid; no refund of fees.
- On or up to *two calendar days after* the first day of class – Refund of 50% of the tuition paid; no refund of fees.
- On or up to *three calendar days after* the first day of class – Refund of 25% of the tuition paid; no refund of fees.
- On or after *four calendar days after* the first day of class – No refund.

Hardship and other circumstances may necessitate special consideration of refunds, at the discretion of the Provost. In no case will scholarship funds credited to a student's account be repaid to a student upon withdrawal. These unused scholarship funds will be redirected back into the seminary scholarship fund for use by other students.

## General Information

### Academic Advising

Students have access to faculty for advising outside of actual class time. Faculty typically maintain availability at least 15 minutes both before and after classes as a recommended minimum. Additional time(s) of availability and contact information should be noted in course syllabi. Full-time faculty and employees may utilize their own office space on campus, anyone may use available classrooms and library/conference room spaces, and adjunct faculty may utilize the adjunct office space behind Classroom 250 that includes a desk, chairs, and a couch. Off-campus advisement is also acceptable, for instance at teaching sites, at an adjunct's regular office or at restaurants or other establishments, provided all meetings in all circumstances abide by the TBS Ethos statement.

### Academic Calendar

The Bible Seminary's standard academic calendar includes one Fall Semester (typically September through December), one Spring Semester (typically January through May), and one Summer Intensive (typically June through August).

### Academic Progress

- Academic progress in currently enrolled classes is available 24/7 to all students through their personal account in the OasisSIS Student Management System (SMS).
- Overall GPA, degree audit, and enrollment history with GPA also available in student's online accounts.
- Faculty members grade and return normal assignments within one week and research papers within two weeks. Likewise, they record grades in the SMS for students to track their progress.
- By following the assignment values in the course syllabus and by visiting their online accounts, students can know their current course average. Faculty members are available during posted office hours or by appointment to assist students as needed with academic progress questions.
- End of semester grades are typically posted online within one week but no later than two weeks after final exams.
- Prior to registration for each semester, students should meet with the Provost or their assigned advisor to assess academic progress toward graduation.

### Academic Standing

TBS defines "Good Academic Standing" as having a minimum cumulative grade point average (GPA) of 2.50 for all course work, satisfactory progress toward the completion of degree requirements, and a reasonable expectation of successfully completing the degree program.

### Attendance Policy

The seminary process of learning and discipleship includes consistent interaction with classmates, faculty, and other professionals. The Bible Seminary expects students to participate in all regularly scheduled course activities. Excused absences caused by emergency, illness or other justifiable reasons are permitted by instructors as excused. Students who expect to miss a class should notify the professor ahead of time, and all absences should include follow-up by the student to gain access to and review notes, videos, etc. from the missed class(es). For all courses, students must attend at least 75% of class sessions. Course designs determine the maximum absences allowed. For a 5-session course, 1 absence is allowed; an 8-session course, 2; a 13-session course, 3; and a 26-session course, 6. A student with excess absences may be removed from the course, may fail and be required to retake it to obtain credit, and unexcused absences may result in academic probation. Virtual participation, synchronously or asynchronously, is considered the same as being physically present in the classroom.

## Class Schedules

Semester classes for the graduate programs are generally held weekdays. Most three-credit hour classes meet twice per week throughout a semester, although some courses may occasionally be held in one week or longer condensed intensives.

## Classroom Experiences

TBS offers courses on-campus with distance education options. "On-campus" classes are usually taught on the main campus, but may also be taught at remote instructional locations such as camps, cemeteries, churches, farms, funeral homes, hospitals, ministries, museums, prisons, radio stations, retreat facilities, or other schools.

Some classes are conducted on-site in more distant locations, such as in Israel, often in association with specialized degrees and additional, elective educational opportunities (e.g. Holy Land Study Tour).

Most courses involve face-to-face, live, on-site faculty teaching on-campus. Some course sessions and occasional courses involve faculty teaching live from a remote location, and some may include recorded content shared asynchronously with a live class.

Students may also participate synchronously (live) via online platforms or asynchronously by watching recorded audio/video provided to enrolled students typically within 48 hours of class. Students participating via any of these alternate modes of delivery are held to the same standards as students who attend face-to-face.

## Course Load

The Bible Seminary accepts full-time, part-time students, and audit students for most graduate classes, with some limitations, according to the definitions below. The standard course load for full-time students is 9 hours per Fall and Spring semesters, and three hours per Summer term.

- *Full-time* (nine or more credit hours per semester) – Students accepted, registered, paying according to a full-tuition schedule, and attending 9 or more credit hours per Fall or Spring semester and 3 credit hours for Summer terms.
- *Part-time* (eight or less credit hours per semester) – Students accepted, registered, paying according to a part-time tuition schedule, and attending less than nine credit hours per Fall or Spring semester and less than 3 credit hours for Summer terms.
- *Audit* – Students registered, paying according to audit tuition schedule, and attending 1 or more credit hours per term. The number of students allowed to audit a course may vary per course in accordance with the class structure and provision(s) offered by the professor(s).

## Course Repetition

Students who receive a passing grade in a course are not allowed to repeat the course for credit. Students who fail a course by receiving an "F" (Fail) may repeat the course for credit, and the failing grade from the first attempt only can be converted to a "NC" (No Credit) and not included in the calculation of the student's cumulative grade point average. Grades from all subsequent attempts following the first one will be included in calculating grade point averages.

## Course Work

Each standard three-credit hour course at the graduate level typically requires an additional five to seven hours of work per week outside of class. Full-time students should expect to spend approximately 40 hours per week engaged in classes and course study and preparation.

## Credit Hour

One credit hour at The Bible Seminary is equivalent to a minimum of 750 minutes of formalized instruction. Instruction may include classroom instruction, exams, experiential learning (such as internships), field trips, hybrid instruction, online instruction (timed and reported), scheduled formal reading and study sessions, supervised

individual instruction and/or team projects, and workshop instruction, as well as breaks. A three-credit hour course totals 45 hours, including 32.5 hours of formalized instruction. Typically, out-of-class assignments average twice the amount of formalized instruction (1,500 minutes per credit hour). Most graduate courses at The Bible Seminary are designed to include weekly 180-minute sessions. Standard course designs for a 3-credit hour course are based on a 15-week semester that includes a reading week and final exam week and 13-weeks of:

- Two weekly sessions of one-hour-and -fifteen minutes each = three hours minus two 15-minute breaks
- One weekly session of two and half hours = three hours minus two 15-minute breaks

Certificate-level students earning 1-credit hour engage in a minimum of 1/3 of a graduate course, with the option to additionally participate in the full graduate course classroom experience, if desired.

## Credit Transfers

The Bible Seminary (TBS) is open to considering the eligibility of credits earned at other educational institutions toward course and program requirements at TBS. Likewise, credits can be transferred from one TBS degree to another TBS degree. Finally, TBS credits may be transferred from TBS to other educational institutions.

### *Transfer of Credit to TBS*

- TBS accepts credits earned at accredited institutions of higher education as long as they are a comparable match in content to the parallel TBS course.
- Credits from unaccredited institutions may be considered on a case by case basis.
- Graduate students must earn at least 25% of the credit hours required for their degree from TBS, although at least 49% is preferred.
- Assessment of credit eligibility may be determined in accordance with standards used by the National Course Atlas ([www.courseatlas.com](http://www.courseatlas.com)) or other acceptable comparison resources.
- Credit(s) earned at an undergraduate level are not eligible for transfer toward a graduate program, but they can apply for undergraduate requirements for dual-degree students.
- The grade received in the course must be equivalent to a C (2.0) or higher at TBS. Pass/Fail or Credit/No Credit courses will not be transferred. Rare exceptions may be granted by the Provost.
- Credit transfers do not include the course grade, but only the credit hours. Thus, transferred credits do not count toward a student's overall GPA at TBS.
- For institutions that utilize another form of academic credit (quarter hours/units/trimesters) besides 15-week semesters, transferred credit(s) will be converted into semester hours.
- Students desiring to transfer credits must request that their school(s) submit an official transcript to TBS for evaluation. In some cases, a school catalog and/or course syllabus will also need to be submitted to assist in determining credit transfer eligibility.
- Notification of assessment to students will include the course(s) eligibility (Yes or No), any equivalency to TBS credit(s) and a determination of credits assigned toward a student's program of study at TBS, as well as any relevant notes.
- Verification of eligible credits and associated documentation must be kept on record in the student's official file at TBS.
- Assessment of credit transfer eligibility and final determinations are made by the office of the Provost. Reconsideration of denied credit may be requested on appeal to the Provost, but only after submitting full documentation and a formal case for appeal for each credit requested. Appeals will be decided, and the student notified within 30 days of submission.
- Current TBS students considering taking a course from another institution to apply toward required program credit at TBS should submit a request for consideration of potential eligibility to the Provost

prior to taking a course. Completion of a course anticipated to be eligible, but not confirmed in writing prior to taking, may or may not be approved. Upon completion of a pre-approved course, the student must request that the school(s) submit an official transcript to TBS for final verification, and final approval must be documented, filed, and the student notified as outlined above.

#### *Transfer of Credit from one TBS Degree to Another TBS Degree*

- Students with a completed TBS Master of Arts (MA) degree could apply 100% of all applicable hours to a TBS Master of Divinity (MDiv) degree.
- Students with a completed TBS MDiv degree may apply 100% of all applicable hours to a single additional TBS MA degree. For example, a student with an earned TBS MDiv degree who desires to complete the TBS Master of Arts in Biblical Languages degree would only need to complete the language and culture hours not taken as part of the MDiv degree.
- Exceptions may be considered on a case by case basis.

#### *Conversion of TBS Audit coursework to TBS Degree Credit*

- TBS graduate course audit students have the option of requesting that their work be graded and may take exams and finals in case they do decide to eventually pursue a degree. In such cases, students may petition the Provost to convert audit course work for graduate credit. If approved, the student would be responsible for paying the difference between the audit fee and the graduate cost per course.

#### *Transfer of TBS Credit to Another Educational Institution*

Educational institutions are autonomous in determining policies for transfer of credit. Since transfer credit is controlled by receiving institutions, TBS does not guarantee transfer of credits either to or from another educational institution. Students should thoroughly examine the policies of other schools to which they may wish to apply in the future regarding the potential acceptance, or non-acceptance, of TBS credit(s) or a degree.

- TBS has no means to regulate or guarantee how other educational institutions handle the transfer of TBS credits.
- Students are responsible for checking with any potential transfer universities to determine transferability of TBS credits.
- No formal articulation agreements are in place between TBS and other educational institutions.
- TBS students have historically transferred credit without prejudice to graduate programs, including doctoral programs, at other institutions of higher learning.

### **Course Exemption**

In some cases, students may request exemption from required courses based on previous course work completed at another school, or based on relevant, verifiable life experience. However, exemption does not necessarily equal a transfer of credit. As such, alternate courses may need to be taken to make up the total number of credit hours required for a degree. Students desiring exemption should submit all pertinent documentation and a formal request in writing to the Provost.

### **Degree Completion Parameters**

Full-time students can expect to complete the 84-hour Master of Divinity program in three years, or the 48 to 60-hour Master of Arts programs in two years. Students have up to 10 years from the date of first enrollment to complete the program.

Full-time non-degree students could complete the Bible Certificate or Vocational Ministry Certificate programs in as little as one year, depending on the availability of courses.

## Enrollment Classifications

- Master Arts (MA)
  - Juniors – First-year students with 0-30 credit hours
  - Seniors – Second-year students with 31+ credit hours
- Master of Divinity (MDiv)
  - Juniors – First-year students with 0-30 credit hours
  - Middlers – Second-year students with 31-60 credit hours
  - Seniors – Third-year students with 61+ credit hours

## Enrollment Status

- *Enrolled* – All students accepted into the graduate program and actively enrolled in specific course(s) will be considered enrolled, with one of the following qualifications:
  - *In Good Standing*: All admissions materials have been received and student meets all preliminary requirements for the intended degree.
  - *With Provision*: Noted when a student's file lacks an official document, or when a student does not meet a preferred preliminary requirement for the intended degree. Provision is removed when a student's file is complete, or student meets criteria noted by the Admissions Team relative to the provision.
  - *On Probation*: Noted when a student has a below preferred minimum GPA but may also relate to other circumstances as designated by the TBS Admissions Team or Administration. Students may also be placed on probation for academic dishonesty (cheating or plagiarism) or behavioral infractions.
- *Leave of Absence* – If it is necessary for a student to take a leave of absence (e.g., maternity, paternity, illness, etc.) for an entire semester or longer his or her standing as a student is not affected for a period of up to six (6) consecutive semesters or three years. At the end of the leave of absence, not to exceed six (6) consecutive semesters or three years, the student may enroll again in classes. If a student takes a leave of absence during the semester than he or she can potentially receive an "I" (incomplete) for all courses by contacting the Provost.
- *Non-enrollment* - Students not enrolled in any class(es) for a period of one-year from the date of last enrollment will be inactivated, except under special, pre-approved circumstances as noted below. Inactive students will be required to reapply for admission.
- *Medical Leave* – Provisions can be made for students with documented medical or psychological circumstances to maintain their acceptance status during leave without requiring reapplication for admission. This must be documented by appropriate professionals, and conditions of leave must be mutually agreed upon between the student and registrar and must be pre-approved by the seminary registrar, except in sudden emergency cases.
- *Military Leave* – Similar provisions noted above can be made for students in military service.
- *Limitation on Term of Leave* – Leave lasting longer than two years may require reapplication.
- *Delinquent payments* – Students with delinquent payments may jeopardize their official status as enrolled students, including being dropped from a course or courses, and withdrawn for non-payment from the program altogether. Students withdrawn for non-payment and who desire to continue to study at The Bible Seminary must reapply for admission and reconsideration.

## Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. This document details those rights.

Students have the right to inspect and review their education records within 45 days after the day The Bible Seminary receives a request for access.

A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar shall advise the student of the correct official to whom the request should be addressed.

Students have the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask The Bible Seminary to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If The Bible Seminary decides not to amend the record as requested, the seminary will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

Students have the right to provide written consent to disclosure of personally identifiable information from their education records, except to the extent that FERPA authorizes disclosure without consent.

An exception which permits disclosure of education records without a student's prior written consent is disclosure to school officials with legitimate educational interests. A school official includes a person employed by The Bible Seminary in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the seminary who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the seminary.

FERPA also permits disclosure of personally identifiable information from students' education records without the student's written consent if the disclosure meets the following conditions:

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.

- To appropriate officials in connection with a health or safety emergency.
- Information the school has designated as “directory information.”
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13)).
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14)).

The Bible Seminary may disclose Directory Information without a student’s prior written consent. The seminary has designated the following personally identifiable information as Directory Information: Name, address, telephone number, date/place of birth, field of study, dates of attendance, previous educational institutions, degrees/awards received, participation in officially recognized activities, denomination, spouse’s name, home state, full or part-time status and other similar information. Students may restrict the release of Directory Information, except to school officials with legitimate educational interests and others as indicated in point #3 above. To restrict the release of Directory Information, a student must make the request in writing to The Bible Seminary, 2655 S Mason Rd, Katy, TX 77450. Once filed, this request becomes a permanent part of the student’s record until the student instructs the Registrar’s Office, in writing, to have the request removed. Even if a student blocks directory information, those persons authorized by law to inspect education records without consent may still inspect it.

FERPA privacy guidelines pertain to traditional face-to-face TBS students and those who receive all or some of their instruction via any alternative instructional delivery methods.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by The Bible Seminary to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

More information regarding FERPA is available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>.

## Grading

The seminary uses the following grading system based on a 4.0 scale:

Letter	Minimum Points	Grade Points	Comments
A+	97.00	4.00	Exceptionally well done
A	94.00	3.75	Excellent
A-	90.00	3.50	
B+	87.00	3.25	
B	84.00	3.00	Above average
B-	80.00	2.75	
C+	77.00	2.50	
C	74.00	2.25	Satisfactory
C-	70.00	2.00	
D+	68.00	1.50	
D	65.00	1.00	Acceptable, but below standards
D-	62.00	0.80	
F	0.00	0.00	Fail, no credit
CR			Credit
NC			No credit
AUD			Audit
WD			Withdrawn
IP			In progress
I			Incomplete

- Incomplete Work** – A student may receive an “I” (Incomplete) in a course if all work for that course is not submitted to the professor or other designated person by 5:00 p.m. on the last day of Final Exam week each semester. Except for unavoidable emergencies, this circumstance requires pre-approval from the professor and the Registrar. Students will generally have up to the end of ten weeks into the following semester to complete the work, or the “I” (Incomplete) will be converted to an “F” (Fail). Students with an active “I” (Incomplete) in two or more classes will not be allowed to enroll in a new semester.
- Pass/Fail Option** – Students enrolled in an accelerated degree completion program may elect to take a maximum of six credit hours as pass/fail. Students successfully completing a course-designated pass/fail will receive a grade of “P” and those students unsuccessfully completing the course will receive a grade of “F.” A grade of “P” is not calculated in a student’s grade point average. A grade of “F” is calculated in the student’s GPA.
- Repeating Courses** – Students may repeat a course for which they receive a grade of “F.” Students are permitted to re-enroll one time in a course for which they previously earned a grade of “D” or higher. The grades and credit hours from all courses, not just the re-take, impact students’ cumulative grade point average.
- Grade-Point Average** – The grade points earned in each course are computed by multiplying the number of credit hours for the course by the grade-point value of the letter grade received. The student’s grade

point average (GPA) each semester is determined by dividing the total number of grade points earned in all courses by the total number of credit hours taken.

- *Academic Honor Roll* – The Academic Honor Roll includes students who earn a semester GPA of 3.25 or higher while taking 9 or more graduate credit hours.
- *Graduation Honors* – The Provost certifies students for graduation honors according to the following standards:

Summa Cum Laude	3.75 – 4.00
Magna Cum Laude	3.50 – 3.74
Cum Laude	3.25 – 3.49

Students who violate the Academic Integrity policy more than once are ineligible to receive graduation honors.

- *Change of Grade Policy* – In the event that a student has a concern that a grade is inaccurate, he/she should approach the faculty member and provide documentation for the alleged inaccuracy within thirty (30) days of the last day of the term. Faculty members may submit a grade change request that must be approved by the Provost up to 90 days after the grade was originally submitted.
- *Policy on Returning Student Assignments* – Returned work should be retained by the student in case it is required for a grade appeal. It is the responsibility of the student to collect work from the TBS faculty member. In the event that a student is unable to obtain the work directly from the professor and desires to have assignments returned by mail, a self-addressed stamped envelope with sufficient postage should be included with the assignment when it is turned in. After a period of one semester, TBS and its faculty members reserve the right to destroy any unclaimed work. In the event the professor is willing to accept an assignment via email, it is the student's responsibility to ensure the professor received the e-mailed assignment. TBS faculty are only required to keep e-mails with assignments for six months from the date the assignment was originally sent to the faculty member.

## Probation

- *New Students* – Students admitted on academic probation may be removed from probation following successful completion of a minimum of 12 credit hours and earning a minimum of a cumulative 2.50 grade point average.
- *Existing Students* – Current students may be placed on academic probation if the cumulative grade point average slips below 2.00 – the standard threshold for consideration for graduation with a Master of Divinity degree. Probationary status may require a student to take a reduced workload. Students on Probationary status for more than two consecutive terms will be dropped from seminary enrollment.
- *Readmission* – Any student dropped from enrollment as a result of being on academic probation for two consecutive terms may, after a period of one calendar year from the date of removal, seek readmission. In order to be readmitted, the student must reapply for admission and reconsideration. The student must explain how he or she has addressed the deficiencies in their education that will enable them to succeed the second time. All students readmitted will be placed on academic probation. No student will be allowed to reapply if he or she has been dropped from seminary enrollment twice.

## Proctored Exams

The identity of all graduate students is verified through the degree application process, which includes submission of an application, background check, official transcript reviews, interactions with references, personal interviews, resume vetting, and financial transactions.

Matriculated students receive secure log-in credentials to personally and privately access the OasisSIS Student Management System (SMS). All agree to adhere to the TBS Covenantal Documents, including the TBS Ethos Statement that includes commitments to “uphold integrity, respect, honor and character (2 Timothy 2:20-22)” and “do my best to live by this Ethos Statement with God’s help and power through Jesus Christ and for His glory.”

If students are not physically present for a quiz or exam, they must pre-arrange a time to take their exam by proctor or to make-up the assessment in person. The professor may delegate a proctor or students may submit a suggested proctor for pre-approval by the administration. Students are responsible to follow up and ensure that they make up exams within one week. Exceptions may be granted on a case by case basis. Students not physically present for an assessment may be required to show a photo ID to the designated proctor to verify their identity before taking the assessment. All course syllabi specify the proctor process for Distance Education students.

## TBS Grievance Policy

1. A grievance is, first of all, a *personal and private* responsibility, not purely an administrative matter. The possibility that the problem may be simply an interpersonal conflict must be settled. A faculty member or student who feels that he or she has been treated unfairly has the biblical responsibility to meet with the person with whom he or she has the conflict. An administration official who has knowledge of a grievance against him by a faculty member or student has the biblical responsibility to approach that person with the intent of working out the difficulty. Discipline imposed by the Provost or other supervisor(s) may be appealed in writing within two weeks to the academic affairs committee.
2. If the grievance cannot be solved personally and privately, it becomes a *peer-group* responsibility. The academic affairs committee will serve as the grievance committee. This committee will provide due process for the TBS faculty member. It is the purpose of this committee to discuss and resolve matters relating to the welfare of the faculty. All matters presented to this committee must be submitted in written form. This committee will bring its recommendation to the Provost in writing within five days. The Provost will then meet with the parties with the goal of satisfactory resolution. If the grievance is against the Provost, the President will serve as the mediator.
3. If the problem still has not been resolved, and the grieving party wishes to pursue the matter further, it then becomes a *presidential* responsibility, unless the president is the involved administration official; in such cases the grievance process moves to step four. The Provost should make a written report to the President concerning his or her observations and accumulation of facts. The President or other designated official will then meet with the involved parties and attempt to resolve the conflict or satisfy the grievance.
4. If the problem still has not been resolved, and the grieving party still wishes to pursue the matter, it then becomes a *paternal* responsibility. The TBS Board Executive Committee will meet with the plaintiff, defendant, and President, and reach a decision. This decision shall be final (1 Corinthians 6:1-14).

Regardless of how far a grievance moves through the resolution process, upon closure administration will provide the plaintiff instructions on how to file a complaint with TRACS or any other pertinent government organization. The Provost will provide the President with a summary report and supporting documentation of the grievance from beginning to end. The summary report will be kept for seven years in a locked cabinet in the Provost’s office. The President will within one week of closure, provide TRACS with a copy of the summary report and documentation.

## Student Life

TBS aims to compliment the educational aspects of the institution with additional elements that can help provide wholesome experiences that are nurturing, provisional in keeping with the size and style of TBS, and safe. Although the TBS campus model offers no standard residential student life components, the seminary does provide beneficial student services through the Student Services Coordinator and other staff under the direction of the Provost.

### Student Administrative Services

Key administrative services offered to TBS students include assistance exploring educational opportunities, applying, enrolling, registering for classes, paying tuition and fees, finding and accessing classroom locations, classroom support while on campus, course materials and resources support, and digitally accessing and navigating the TBS web site and Student Web Portal.

Additional services may include:

- *Financial assistance* – helping students find and apply for scholarships, helping students produce and mail personal support newsletters, helping students nurture a support network for immediate and long-term ministry.
- *Residential assistance* – helping students find a place to live while attending TBS.
- *Study Tour assistance* – helping students find, apply for, fund, prepare for and travel to Israel and perhaps other locations as part of their educational experience.
- *Technological assistance* – helping students access and learn how to effectively use various devices in the classroom (both Mac and Windows platforms), as well as presentation and production software (such as Canva, InDesign, iMovie, Photoshop, PowerPoint, Premiere, Skype, Word, Zoom) and social media (such as Facebook, Instagram, LinkedIn, and personal web sites on Joomla, Wix, WordPress, or other web platforms).
- *Travel assistance* – helping students arrange for and travel to and from certain class locations.

### Student Clubs and Organizations

Student Government Association (SGA) - provides organization and leadership for the Student Body at large in order to promote the best possible communication, understanding, and cooperation among administration, faculty, and Student Body as they uphold the biblically-based educational philosophy of the seminary.

#### *SGA Officers, 2022-23*

- President, Allision Taylor
- Vice-President, Noelle Martin
- Secretary/Treasurer, Rosalie Brown
- Chaplain, Daw Lawless
- Activities Director, Patrick Wise
- Virtual Liaison, Jacob Figueora

Students wishing to form additional clubs or organizations should schedule a meeting with the Provost, followed by a written request. Examples of clubs include the Foreign Languages Club or the Biblical Archaeology Club.

## Student Complaints

Students or prospective students of The Bible Seminary with a complaint should follow the rule of Matthew 18:15-16 as their primary model and as outlined in the TBS Grievance Policy on the previous page. This includes speaking directly and confidentially with the person most responsible for the situation in a timely manner (within 14 days) in attempt to resolve the problem with dialogue through calm, rational dialogue and Christ-like demeanor. If the conversation does not bring a satisfactory response, or if it is not appropriate for the student or prospective student to speak with the person, the student or prospective student should speak confidentially with the Provost, who can assist in resolving his or her informal complaint.

If this process proves unsatisfactory, a formal complaint may be filed to allow both parties due process in resolving an issue not able to be settled informally. The Provost serves as the Complaint Officer for TBS, will advise persons through the formal complaint process outlined in the next section, and keep documentation of formal academic complaints in a locked file in the Provost's office.

### *Complaint Notification Process*

1. It is advisable (although not required) for a student to meet with his or her academic dean to discuss the matter prior to writing a complaint letter.
2. Official complaints should be submitted in writing to Provost either by e-mail or letter.
3. Complaints should clearly denote date(s), facts, person(s) involved, and specific details.
4. Except in extenuating circumstances, complaints must be signed and dated by the complaining party. Anonymous complaints, or complaints on behalf of persons not directly involved but submitted on behalf of someone else, will not be accepted or reviewed.

### *Complaint Review Process*

1. The Provost will review the complaint and notify the appropriate person(s) for further action.
2. The appropriate person(s) will investigate the complaint and, as necessary, meet with the complainant and/or other parties to determine an appropriate course of action and response.
3. A report of the investigation and results will be submitted to the Office of the Provost, and a written response to the complainant will be provided, typically within two business weeks of receiving the complaint.
4. If the written response does not resolve the complaint, the Provost will bring the parties together for a conference where the two parties can talk face to face (or if this is not practical, over the phone) in an atmosphere of fairness and cooperative problem solving. This meeting will include the faculty member, the respondent, and the Provost. The respondent may bring an advocate if desired.

### *Appeal*

1. Complainants desiring to appeal a decision may submit a signed statement of appeal within two business weeks of the decision to The Bible Seminary, Office of the President, 2655 S Mason Rd, Katy, TX 77450.
2. The Office of the President or designee will all documentation related to the situation and review the appeal and may choose to meet with the complainant and/or other parties.
3. The Office of the President will respond in writing concerning the disposition of the appeal within two business weeks of receiving the appeal.
4. If the issue is still not satisfactorily resolved, a final court of appeal in the form of a Judicial Panel may be appointed by the President, and consist of the President, a representative of the Student Government, and a member of the Board of Trustees. Their decision is final and binding.

After exhausting each procedural step of the above complaint procedures, persons still not satisfied with the outcome may file a complaint with the appropriate agency as outlined below. To the extent in which TBS has control, TBS ensures that all administrators, faculty, staff, and students will fully cooperate with the agencies listed below in the event of any complaint proceedings involving TBS.

## National Council for State Authorization Reciprocity Agreements (NC-SARA) – [Student Complaint Process](#)

### Transnational Association of Christian Colleges and Schools (TRACS)

1. An individual may make an inquiry to the Transnational Association of Christian Colleges and Schools (TRACS) regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at [www.tracs.com](http://www.tracs.com) with instructions on downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet. A formal complaint is one that is: submitted in writing using the TRACS Complaint Processing Form (including all required supporting documentation); signed; and sent to the attention of the President of TRACS by the complainant(s). Complaints which are not in writing, anonymous, or sent electronically or through facsimile transmission will not be considered.
2. Once the complainant has filed a complaint on the TRACS Complaint Processing Form, the following procedures will be followed for review and consideration of the complaint:
  - a. TRACS will acknowledge receipt of the complaint within 15 working days.
  - b. Within 30 working days of receipt of the complaint, the TRACS staff will review the complaint and its documentation and determine:
    - i. Whether it is within the jurisdiction of TRACS and is related to one or more of the TRACS Standards;
    - ii. If there is adequate documentation in support of the allegations; and
    - iii. Whether the complaint raises questions regarding the institution's compliance with the TRACS Standards sufficient to require the institution to submit information and documentation regarding the complaint.
3. By the end of the 30 working days review TRACS will inform the complainant regarding one of the following dispositions of the complaint:
  - a. The complaint will not be processed further because it is not within the jurisdiction of TRACS (not related to a TRACS Standard) or there is inadequate documentation to raise questions concerning the institution's compliance with the TRACS Standards.
  - b. Documentation is inadequate and additional documentation may be necessary from the complainant.
  - c. The institution will be asked for information regarding the complaint.
4. If information is required from the institution, TRACS will forward a copy of the complaint to the institution's President who will be asked to respond and provide all documentation to TRACS within 30 working days of receipt of the complaint.
5. Within 20 working days of receipt of the institution's response, the President of TRACS will make one of the following determinations regarding the complaint:
  - a. There is insufficient evidence of significant non-compliance on the part of the institution and the complaint will not be processed further. The decision of the President of TRACS is final.
  - b. TRACS is unable to determine compliance at that time and the case will either be included in an upcoming scheduled visit to the institution or a special Focus Team will be sent to the institution to examine documents, interview appropriate individuals, make a determination regarding the compliance of the institution, and prepare a report with recommendations for bringing the institution into compliance.
  - c. No response was received from the institution or evidence suggests the institution is not in significant compliance with one or more of the TRACS Standards and what steps will be taken to correct the issues up to and including possible Adverse Action.
6. If either b. or c. above occurs, within 20 working days the President of TRACS will notify the complainant that the complaint is settled and which of those options TRACS will pursue and also notify the institution which of those options TRACS will pursue.

7. The President of TRACS will present the findings of any team report to the Commission along with a recommendation at the next scheduled meeting; at which time the Commission will make a decision regarding the disposition of any non-compliance. The decision of the Commission is final.
8. Following that meeting, the complainant and institution will be notified of the decision of the Commission.

For more information on TRACS complaint policies, a complaint information sheet, or to obtain a complaint form, visit “Resources – Publications and Information – Complaint Packet” at TRACS.org. Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, Virginia 24551; Phone: 434-525-9539; Fax: 434-525-9538; Email: [info@tracs.org](mailto:info@tracs.org); Website: [www.tracs.org](http://www.tracs.org).

For complaints related to the Texas Higher Education Coordinating Board, complainants may contact the Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, TX 78711-2788. For complaints related to Title IX—Office of Civil Rights, U.S. Department of Education, 1999 Bryan St., Suite 2600, Dallas, TX 75201. For additional information about filing complaints through other governmental agencies, visit [DOL.gov](http://DOL.gov), [EEOC.gov](http://EEOC.gov), or [TWC.Texas.gov](http://TWC.Texas.gov).

### **Student Conduct**

All TBS students acknowledge in their initial application their agreement with, and promise to abide by, the TBS Ethos statement, as well as other core documents. In some cases, certain student behavior(s) may appear questionable and/or seem to warrant disciplinary action. In such cases, the student and the behavior(s) in question may be investigated by a Student Council under the authority of the Office of the Provost. If not already provided for by a Student Council, a designated team of representative administrators, faculty, and students (at least one of each) should be appointed by the Provost either annually or as needed to serve in the capacity of a Student Review Board.

*Notification* – Official charges should be submitted in writing, sealed, addressed to the “Student Council,” and delivered to the seminary’s main office. Charges should clearly denote date(s), facts, person(s) involved, and specific details. Except in extenuating circumstances, charges must be signed and dated by the submitter. Anonymous charges, or charges on behalf of persons not directly involved but submitted on behalf of someone else, will not be accepted or reviewed. Charges will be subjected to a preliminary review by the Student Council, or appointed sub-committee, within 30 days. If the preliminary review finds basis for continuance, a hearing will be scheduled and the student(s) in question notified – in writing – regarding the specific charge(s), time and place of the Student Review Board hearing, name(s) of the person(s) directly responsible for having reported the alleged violation(s), and copy of the TBS code, ethic, guideline, law, or other principle supposedly violated. With the exception of felonies or other instances that legally require disclosure, descriptions of alleged violations, the decision(s) rendered, and the person(s) involved in hearings will remain confidential.

*Hearing* – A Student Review Board hearing will be held in which both sides can be heard. The hearing should be recorded on audio or audio/video. At the hearing, the defendant is entitled to: 1) Appear in person to present a defense and call witnesses. The defendant's failure to appear at the hearing should not be interpreted as an indication of guilt; 2) Ask questions of the Student Review Board and any witnesses; 3) Receive an expeditious hearing of the case; and 4) Ask that one of the Student Review Board members serve as an advisor to help him or her understand the procedures of the hearing.

*After the Hearing* – An immediate explanation of the recommendations of the verdict shall be forwarded to Office of the Provost, or designated appointee, by the Student Review Board. Written notification of the decision should be provided to the student as soon as possible following the hearing. A record of the allegations, supporting materials, meeting notes, and recommended action(s) will be maintained in the student’s file during the time the student is enrolled at The Bible Seminary.

*Automatic Suspension or Expulsion* – The following violations may result in an automatic referral to the Student Review Board for removal from the campus and other disciplinary action: verbal or physical abuse; tampering with fire safety equipment; tampering with locks, keys, or security; possession and/or use of illegal explosives; illegal or unlicensed possession and/or threatening use of lethal weapons on campus; possession and/or use of

illegal drugs; or illicit sexual activity. For readmission details, see “Admissions – Probation – Readmission” on p. 62.

*Appeal of Disciplinary Action* – Both complainants and defendants have the right to appeal a decision of the Student Review Board. Appeals must be submitted in writing to the seminary office and addressed to the “Student Council.” Appeals must be submitted within one week following notification of a decision. In the event of an appeal, the initial decision shall be stayed until an appellate board ruling is rendered. Appeals must include the specific ground on which the appeal is based, such as: 1) An error in due process which impaired either party; or 2) Evidence of a substantial nature that was either withheld or grossly misconstrued. Appeals should be reviewed by the Office of the Provost within one week of filing. The Provost, or designated appointee, should consider the original complaint, the decision of the initial hearing, the written appeal, and (if needed) the recording of the original hearing. Then, a decision should be rendered on the appeal, and the student(s) involved notified of the decision. A copy of all appellate meetings and communications should be kept in the student’s file. If an appeal is granted, the operational procedures guideline outlined above will be utilized in scheduling the appeal hearing.

*Decision on Appeals* – Based on evidence presented in an appeal, one of the following actions will occur: 1) The original decision and disciplinary sanction is upheld; 2) The original decision is upheld, but disciplinary action is modified; or 3) The original decision and disciplinary action is reversed.

*Grievance Procedure* – Should a student feel that TBS policy or the application of TBS policy is unjust, the student should first seek to resolve the issue with the person(s) involved. If the issue is not satisfactorily resolved, the situation should be presented to the Provost. Ultimately, a final court of appeal in the form of a Judicial Panel may be appointed by the President, and consist of the President, a faculty member, a student, and a member of the Board of Trustees. Their decision is final and binding.

## Main Campus Resources

TBS facilities are commonly identified using the nomenclature of “TBS@XYZ” to denote the primary location, plus additional “Classroom ###” to identify a specific location on that particular campus.

TBS@Katy identifies the seminary’s main campus at 2655 S Mason Road, Katy, TX 77450. Classroom 270 on this campus is a standardized classroom equipped with student desks and chairs, a teaching platform with a pre-configured presentation computer, platform desk with a moveable podium, chair or stool, lighting, electrical power, wireless Internet (contact the office for the password), variable dual video projection, and built-in interactive audio capabilities. Classroom 263 serves multiple purposes as a smaller classroom, conference room, and main library. Former Classroom 250 has been converted to a museum during 2022.

These main campus classrooms have a posted emergency plan, fire extinguisher, doors to both interior and exterior building access, and interior access to restroom facilities and water fountains. Free water is also available from the water cooler in Classroom 270. Students who would like to utilize available coffee makers on campus should bring their own coffee and contribute other occasionally supplies as needed.

Students have access to seminary copy/fax services, paper, and other basic classroom and office supplies within reason. Some services and supplies, such as large volume copying and some color copying, may require additional charges. For more information, contact the Office Manager.

The following are *distinctive features* of individual facility areas. For more information, speak with the professor, Provost, or other TBS staff member.

### Classroom 270

- Two built-in video projectors offering dual or separate HD output
- Built-in automatic tracking video camera
- Built-in room microphone
- Presentation computer on the teaching platform
- Production computer to manage presentations and connect online. The TBS Communications Director or associate typically manages this computer and production process, including synchronous live productions and online interactions, recording of classes and uploading final productions for asynchronous access.
- Built-in dry erase board with markers
- Built-in Logitech Scribe video conferencing camera accentuating a clear view of material written on the board
- Comfortably seats 40 persons but can accommodate up to 56.
- Includes a small kitchen area with cabinets, coffee makers (bring your own supplies), a microwave, a standard size household upright refrigerator and freezer (no ice maker), and a large bottled water cooler. Students should label any personal items in the refrigerator or freezer.

### Classroom 263 – Main Library and Conference Room

- Variable use room that includes books and other media resources in shelving on all four walls.
- One large conference table that comfortably seats 8 to 10 persons
- Two moveable tables configurable as follows:
  - Pushed together and seating 8 to 10 persons
  - Separated and seating 6 to 8 persons at each table
- Comfortably seats 16 persons but can accommodate up to 26
- Includes a small kitchen cabinet with a Keurig drink maker (bring your own supplies), small microwave, and small under-the-counter refrigerator. Any personal items kept there should be labeled.

### Classroom 250 – 3J Museum, Offices, Production Studio, and Archaeology Library Collection

## **Other Classrooms**

For the most current information about other TBS@XYZ locations, see the TBS Student Catalog under “Campus Resources – Instructional Locations,” the web site under “Academics – Campus” or contact TBS.

## **Campus Offices**

The seminary’s main campus offices are located in the Great Southwest Equestrian Center office complex just north of The Mansion on the Grace Fellowship campus, as noted on the campus map.

## **Campus Study Space(s)**

The TBS classroom and main library can be available for independent or group study when not otherwise scheduled. The Grace Fellowship Worship Center porch just south of the TBS main campus offers a variety of outdoor gathering spaces with comfortable seating on a first-come, first-serve basis.

## **Campus Technology**

Access to electrical power and wireless Internet are available in seminary classrooms, offices, the library, and some outside areas on campus. Additional technology assistance may be available from seminary staff, and, if necessary, can be arranged for a fee from an outside contractor associated with the seminary.

Laptops and other portable devices are welcome in classrooms as long as they are used for educational purposes and their use is not disruptive to other students or instructors. Cell phones should be set on silent during class, and phone calls should never be conducted in the classroom during class time. In case of an emergency call, please exit the classroom to answer.

## **Disability Access and Use**

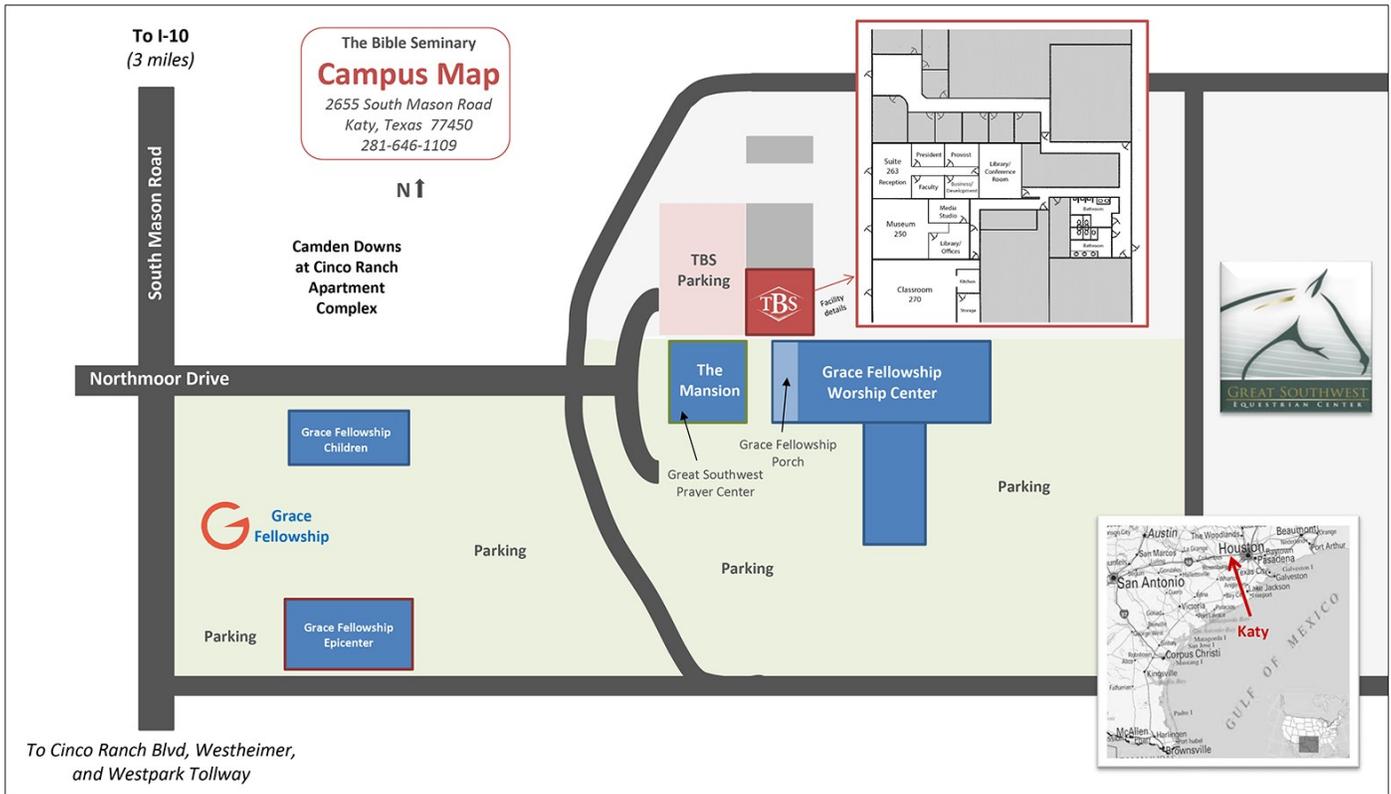
The TBS main campus includes designated handicap parking spaces, ramp access available for all three main entrances, and handicap-accessible restroom facilities. Other instructional sites also have handicap-accessible parking, entry/exit access, and restroom facilities available. For equipment availability and use by those with disabilities, please contact the TBS office for assistance. For more specific details, see the “Building Use Policy” in the TBS Policy Manual available on at [TheBibleSeminary.org](http://TheBibleSeminary.org) under “About Us – TBS Documents” under “Handbooks.”

## **Great Southwest Equestrian Center Campus**

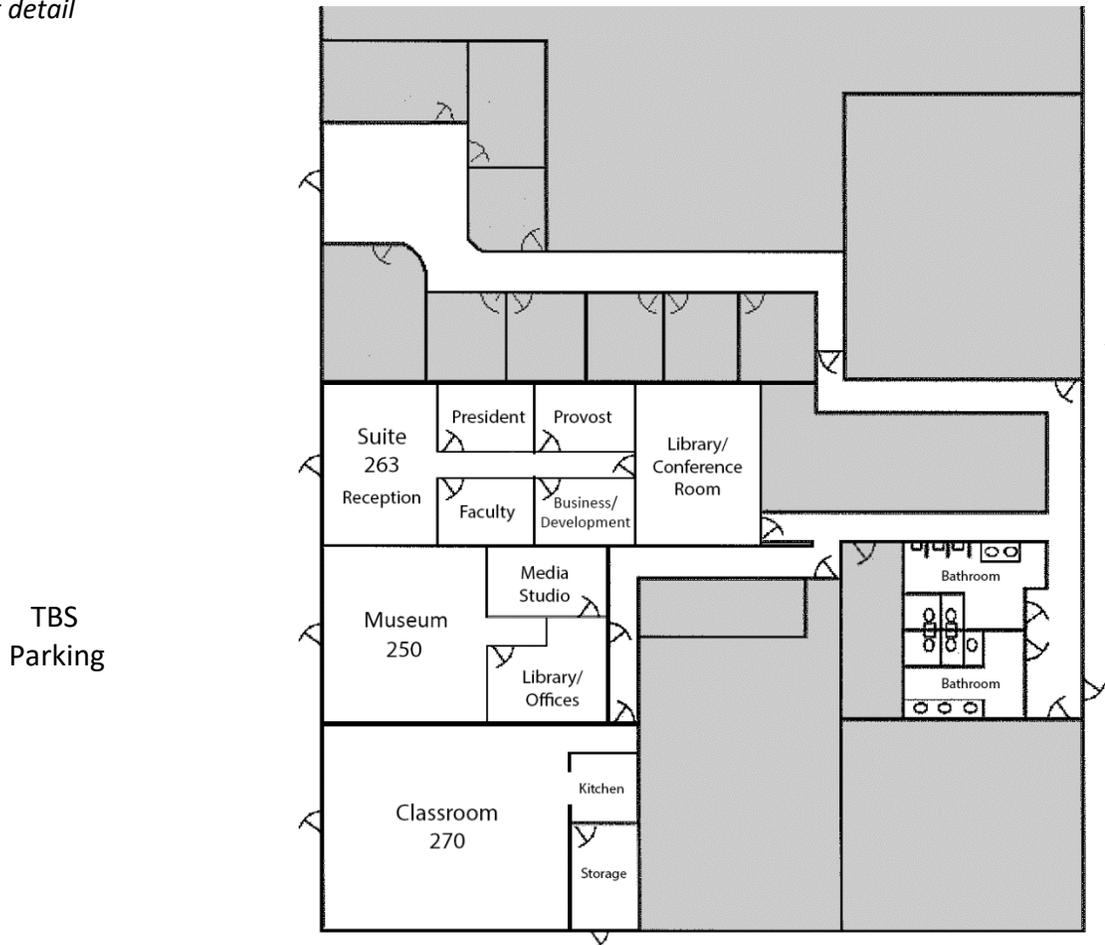
The seminary is located on the 80-acre Great Southwest Equestrian Center (GSWEC) campus. Exterior common space includes paved and grass parking areas. Primary student parking for the main campus is located in the paved parking lot in front of the seminary offices and classrooms (the west side of the buildings). Interior facilities available for seminary use include common restroom facilities and a water foundation. Also, most GSWEC events are free and open to the public.

## **Grace Fellowship Campus**

The seminary is located in proximity to the 30-acre Grace Fellowship campus, which includes ample additional parking south and southwest of the seminary facilities, a large worship center with a sizeable outdoor front porch, and several various sized meeting facilities. For access to these facilities, please contact the seminary office to help facilitate necessary arrangements. The porch is open without reservation to TBS students.



*Building inset detail*



## Libraries

On campus facilities include a library of more than five thousand theological study resources that include books, periodicals, and other items in various media formats (CD, DVD, video), including a special archaeology library. TBS libraries are open whenever the offices and classrooms are open. General office hours are Monday through Friday, 9:00 a.m. - 4:00 p.m. See the current Academic Calendar for classroom hours. If you need special access, please contact the seminary office.

In addition, graduate degree students are provided subscription access to various digital resources (some financial assistance may be provided, but varies depending on funding). Other resources, available online under "Academics – Libraries," include links to Journals, Online Databases, and Study Tools. For more details, the see "TBS Library Handbook" in the library or linked on the website.

The Bible Seminary is extremely fortunate to offer our students local access to one of the emerging, premier biblical research libraries in the United States, the Lanier Theological Library. Housing a comprehensive collection of books, periodicals, magazines, artifacts, and historical documents designed to aid the serious study of Scripture, this impressive facility currently holds more than 100,000 volumes. The library contains several private collections of noted scholars that have been kept intact, and regularly hosts events with noted authors, guest lecturers, and researchers. The library covers the following research areas: Ancient Languages, Ancient Near Eastern Studies, Biblical Studies, Church History, Classics, Dead Sea Scrolls, Egyptology, Monasticism, Patristics, and Theology.

### Lanier Theological Library

14130 Hargrave Rd

Houston, TX 77070

281-477-8400

[LanierTheologicalLibrary.org](http://LanierTheologicalLibrary.org)

TBS students additionally have access to RightNow Media resources ([RightNow.org](http://RightNow.org)). For information on setting up a student account to access these resources, contact the TBS Student Services Coordinator.



## Parking and Use of Automobiles on Campus

Student parking on campus is available as noted on the campus map. No parking registration or decals are required, and there are no restrictions for the use of automobiles on campus other than related general state and private property laws in the state of Texas.

There are designated handicap parking spaces, and the main TBS campus does have ramp access available for all three main entrances. Additional assistance may be available upon request.

Primary parking for the main campus is located in the paved parking lot in front of the seminary offices and classrooms (the west side of the buildings). Overflow parking is available in the south and southwest parking areas on the Grace Fellowship campus. For more main campus and other location parking, see the TBS Student Catalog under "Campus Resources – Instructional Locations," the web site under "Academics – Campus" or contact TBS.

## Restroom Facilities

The main campus has handicap-accessible restroom facilities available down the back hallway. Other instructional sites also have handicap-accessible restroom facilities available.

## Safety and Emergency Response Plan

### Introduction

This plan describes the general actions to be taken in response to undesirable incidents and emergency circumstances that may be encountered at the TBS main campus on the grounds of the Great Southwest Equestrian Center in Katy, Texas. The purpose of this plan and of the actions that may result from its implementation is intended to achieve these basic objectives:

- Protection of life and prevention of personal injury,
- Protection of property and equipment,
- Avoidance of increased exposure to risk as a result of response actions, and
- Rapid recovery and return to full, normal operations.

The TBS campus consists of classrooms, offices, library, and a small kitchen/storage area, identified by the Great Southwest Equestrian Center as, north to south, Suites 263 (offices, library), 250 (museum, offices, production studio, and library collection), and 270 (classroom, kitchen/storage). These facilities are located in the southwest corner of a single story, wood frame, metal-roofed building shared with other tenants, with common areas that provide hallway access, basic utilities, and restrooms. Utilities include electrical service, water, and telephone/internet. There is no natural gas utility connection to the building. No cooking is provided for or allowed in any of the facilities, including the kitchen (posted "House Rules").

Smoke detectors are mounted above each exit door in all three suites. Fire extinguishers are located near the east (hallway) exit doors in all three suites.

### Organization

Due to the small size of TBS and limited staffing, response to emergencies will require a strong dependence on local authorities. Members of TBS staff or adjunct faculty may be the sole individuals on site to assure an appropriate initial response to emergency circumstances according to the procedures described in this plan. Cooperation and assistance by students and volunteers are encouraged and appreciated.

TBS is located at the southern boundary of Harris County and is therefore in the jurisdiction of the Harris County Sherriff. Fire, ambulance, and emergency medical services are provided by Harris County Emergency Services District (HCESD) #48. 911 service is available and should be the primary method of contacting response services in case of emergency circumstances.

#### NON-EMERGENCY Phone Numbers

Harris County Sheriff	713-221-6000
Fire and EMT's (HCESD #48)	281-578-2518
Memorial Hermann Katy Hospital	281-644-7000
Poison Control Center	800-784-7661

#### Primary TBS Emergency Contacts

Lynn Lewis	832-525-5244
Rick McCalip	281-793-4561

## Orientation, Training, Exercises

Employees, volunteers, adjunct professors, and instructors will be provided copies of this plan and a discussion of the plan's provisions will be included in the process for developing employee performance agreements. The plan will be reviewed with students at the beginning of each semester's classes. A poster summarizing general response actions and evacuation plans will be posted near the hallway doors at the eastern end of each suite.

Fire evacuation exercises will be conducted once per semester, during a time of greatest number of class attendance.

### Procedure for Notifying Emergency Response Agencies

In case of emergency circumstances requiring response assistance, a TBS staff member, adjunct faculty, or designated student should call 911. The caller should remain as calm as possible and provide the following information to the 911 operator. If the incident is described below as a circumstance requiring evacuation, this call should be made by someone who has completed evacuation, while evacuation is continuing.

- 1) Describe the emergency
  - Injury of Illness Requiring Medical Attention or Evaluation
  - Number of ill or injured individuals
  - Fire or Possibility of Fire
  - Terrorism or Violent Threat
  - Life Threatening Situation

- 2) The Bible Seminary location

The Great Southwest Equestrian Center  
2501 South Mason Road (Physical address)

Facilities directly north of Grace Fellowship Mansion  
Suite 263 (Offices) and 250 and 270 (Classrooms)

- 3) Answer the operator's questions but respond "I don't know" if not sure.

Unless necessary to protect life, students should not move any injured or ill person. Provide comfort and, if someone is available, meet emergency services outside the building. Provide first aid only to the extent that the person feels confident in what to do and how to do it.

IN CASE OF EMERGENCY  
REMAIN CALM  
CALL 911

<p><b>PROVIDE INFORMATION TO THE 911 OPERATOR</b></p> <p>1) Describe the emergency</p> <ul style="list-style-type: none"> <li>• Injury of Illness Requiring Medical Attention or Evaluation                             <ul style="list-style-type: none"> <li>○ Number of ill or injured individuals</li> </ul> </li> <li>• Fire or Possibility of Fire</li> <li>• Terrorism or Violent Threat</li> <li>• Life Threatening Situation</li> </ul> <p>2) The Bible Seminary location</p> <p>The Great Southwest Equestrian Center 2501 South Mason Road (Physical address) Facilities directly north of Grace Fellowship Mansion including Suite 263 (Offices), 250 and 270 (Classrooms) and 265 (Storage)</p> <p>Answer the operator's questions, but respond "I don't know" if you aren't sure.</p> <p>Unless necessary to protect life, do not move any injured or ill person. Provide comfort and, if someone is available, meet emergency services outside the building. Provide first aid only to the extent that you feel confident in what to do and how to do it.</p>	<p><b>SEVERE WEATHER</b></p> <p>If the immediate area is under a severe thunderstorm or tornado warning, close exterior and hallway exit doors and take refuge in the inner hallways outside the hallway doors of the office and classrooms. Remain in the hallway area until the warning has been released. Students and faculty are advised to utilize warning services available through cell phone-based services to receive notification of severe weather warnings from the National Weather Service.</p> <p>KTHH radio (740 AM) and <a href="http://www.weather.gov">www.weather.gov</a> are the best sources of reliable weather information. To confirm open/closed status of the office and classrooms, contact Lynn Lewis or the TBS main office at 281-646-1100.</p>												
<p><b>VIOLENCE OR THREATENING CIRCUMSTANCES</b></p> <p>If the threat is outside the office or classrooms, lock the exterior doors and doors to the hallway, call 911, and remain inside away from windows and doors until the authorities arrive. If the threat is inside the office or classrooms, remain calm and attempt to do nothing to incite action by the intruder/perpetrator. Individuals should hide, use furniture as protection, and do whatever is necessary to minimize risk of confrontation and harm. If at all possible, exit the involved office or classroom area. 911 must somehow be called as promptly as the situation will allow.</p> <p>Provide the 911 operator an accurate description of the person or person(s) as possible. Note the type of dress, height, weight, sex, and any other characteristic/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or area entered. Upon arrival of responding authorities, follow their instructions and assist as requested.</p>	<p><b>FIRE EMERGENCY</b></p> <p>If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with the available fire extinguisher, please do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus. If the extent of the fire is not visually verifiable as incipient stage, call 911 while immediately initiating evacuation, as described here.</p> <p>In case of fire or smoke, indicated either visually, by smell, by notification from others, or one or more alarming smoke detectors, immediately evacuate the building, using the main front (exterior) doors to the parking lot. Those evacuating should leave personal items in place, except to the extent that a minimum number of items can be collected and carried out, so long as this can be completed in essentially one motion while proceeding to evacuate. Close all doors upon evacuation completion and leave the doors unlocked. Cluster in the shaded area immediately behind the Great Southwest Equestrian Center sign, the west of the building, at the corner of Champions Way and Northstar Drive (southeast corner of the parking lot).</p> <p>If any student, faculty, or staff vehicle are parked along the front of the building or near the building and if able to do so, vehicles should be moved as far west and northwest in the parking lot as practical. This is to protect the vehicles from damage, but also to ensure access by responders to the possible sources of fire or smoke. Upon parking, please lock vehicles and return to the gathering point.</p> <p>If, for any reason, the front doors are blocked or the parking area appears unsafe for evacuation, check the back hallway doors for heat, and only if cool to the touch, carefully evacuate through the hallway toward the northwest, exiting the building through the exterior door immediately across the hall from the northwest. If this route is used, the gathering point will be in the covered storage area due east of the exterior door. Fire extinguishers can be used to assess safe passage through the hallway to the exit.</p> <p>As evacuation completes, a member of TBS staff, volunteer, adjunct faculty, or student volunteer must verify that evacuation is complete, including verifying common areas and restrooms have been checked. Evacuees are to wait at the gathering point for further instructions or until all clear is announced by response agencies or TBS staff. After full evacuation is verified, individuals may be allowed to wait in their personal vehicles for further instructions or the all clear is issued.</p>												
<p><b>BOMB THREAT</b></p> <p>If a bomb threat is received either by phone or other means, consider it real and an impending threat. Call 911 and report the threat. Classes should be cancelled, students, adjunct faculty, visitors, and volunteers should quickly gather their personal belongings, visually survey their area for anything appearing unusual or unfamiliar, reporting any such issues to TBS staff, exit the building to vehicles and leave. TBS staff should move to a safe area nearby and await responding authorities.</p> <p>If you receive a bomb threat by phone, stay as calm as possible and attempt to gain information from the caller:</p> <ul style="list-style-type: none"> <li>• When is the bomb?</li> <li>• What does it look like?</li> <li>• When is it to detonate?</li> <li>• How will it be detected?</li> <li>• Why are you doing this?</li> <li>• What is your name? When are you?</li> <li>• Can I pay for you?</li> </ul> <p>While on the call, listen for background noise, note the characteristics of the caller's voice, and try to evaluate the emotional state of the caller. Note any caller ID information about the caller. Immediately following the call, write down, as completely and accurately as possible, the information made by the caller, answers provided to any questions you were able to ask, noted circumstances of the call and caller, and all caller ID information.</p> <p>If the threat is received by mail, immediately refuse, and avoid as much as possible, handling of the paper and envelope, preserving all materials for inspection by authorities. Write down the name of any individuals who handled the materials and write down a description of how the item was received (regular mail, express delivery, found in mailbox, etc.).</p>	<p><b>NON-EMERGENCY Contacts</b></p> <table style="width: 100%; border: none;"> <tr> <td>Harris County Sheriff</td> <td style="text-align: right;">713-251-6000</td> </tr> <tr> <td>Fire and EMS's (DCCESD 648)</td> <td style="text-align: right;">281-579-2518</td> </tr> <tr> <td>Memorial Hermann Katy Hospital</td> <td style="text-align: right;">281-644-7000</td> </tr> <tr> <td>Police Control Center</td> <td style="text-align: right;">800-704-7661</td> </tr> </table> <p><b>PRIMARY TBS EMERGENCY Contacts</b></p> <table style="width: 100%; border: none;"> <tr> <td>Lynn Lewis</td> <td style="text-align: right;">832-525-5244</td> </tr> <tr> <td>Rick McCallip</td> <td style="text-align: right;">281-790-4561</td> </tr> </table>	Harris County Sheriff	713-251-6000	Fire and EMS's (DCCESD 648)	281-579-2518	Memorial Hermann Katy Hospital	281-644-7000	Police Control Center	800-704-7661	Lynn Lewis	832-525-5244	Rick McCallip	281-790-4561
Harris County Sheriff	713-251-6000												
Fire and EMS's (DCCESD 648)	281-579-2518												
Memorial Hermann Katy Hospital	281-644-7000												
Police Control Center	800-704-7661												
Lynn Lewis	832-525-5244												
Rick McCallip	281-790-4561												

### *Violence or Threatening Circumstances*

If the threat is outside the offices or classrooms, students should lock the exterior doors and doors to the hallway, call 911, and remain inside away from windows and doors until the authorities arrive.

If the threat is inside the offices or classrooms, remain calm and attempt to do nothing to incite action by the intruder/perpetrator. Individuals should hide, use furniture as protection, and do whatever is necessary to minimize risk of confrontation and harm. If at all possible, exit the involved offices or classroom areas. 911 must somehow be called as promptly as the situation will allow.

Students should provide the 911 operator as accurate a description of the person or person(s) as possible. Note the type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or area entered. Upon arrival of responding authorities, follow their instructions and assist as requested.

### *Severe Weather*

If the immediate area is under a severe thunderstorm or tornado warning, close exterior and hallway suite doors and take refuge in the inner hallways outside the hallway doors of the offices and classrooms. Remain in the hallway area until the warning has been released. Students and faculty are advised to utilize warning services available through cell phone-based services to receive notifications of severe weather warnings from the National Weather Service.

KTRH radio (740 AM) and [www.weather.gov](http://www.weather.gov) are the best sources of reliable weather information. To confirm open/closed status of the offices and classrooms, contact Lynn Lewis or the TBS main office at 281-646-1109.

### *Fire Emergency*

If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with an available fire extinguisher, please do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers without the need for protective clothing or breathing apparatus. If the extent of the fire is not visually verifiable as incipient stage, call 911 while immediately initiating evacuation, as described here.

In case of fire or smoke, indicated either visually, by smell, by notification from others, or one or more alarming smoke detectors, students should immediately evacuate the building, using the main front doors to the parking lot. Those evacuating should leave personal items in place, except to the extent that a minimum number of items can be collected and carried out, as long as this can be completed in essentially one motion while proceeding to evacuate. Close all doors upon evacuation completion and leave the doors unlocked. Gather in the shaded area immediately behind the Great Southwest Equestrian Center sign, due west of the building, at the corner of Champions Way and Northmoor Drive (southwest corner of the parking lot).

If any student, faculty, or staff vehicles are parked along the front of the building or near the building and if safe to do so, vehicles should be moved as far west and northwest in the parking lot as practical. This is to protect the vehicles from damage, but also to assure access by responders to the possible sources of fire or smoke. Upon parking, students should lock vehicles and return to the gathering point.

If, for any reason, the front doors are blocked, or the parking area appears unsafe for evacuation, students should check the back hallway doors for heat, and only if cool to the touch, carefully evacuate through the hallway toward the restrooms, exiting the building through the exterior door immediately across the hall from the restrooms. If this secondary route is used, the initial gathering point will be in the covered storage area due east of the exterior door. Fire extinguishers can be used to assure safe passage through the hallways to the exit.

As evacuation completes, a member of TBS staff, volunteer, adjunct faculty, or student volunteer must verify that evacuation is complete, including verifying common areas and restrooms have been also evacuated. Evacuees are to wait at the gathering point for further instructions or until all clear is announced by response agencies or TBS staff. If the secondary evacuation route to the covered storage area is used, as soon as conditions appear safe, evacuees should walk to the north, around the north end of the buildings in the area, progressing west then south, returning to the parking area and the primary assembly point at the southwest corner of the parking lot. After full evacuation is verified, individuals may be allowed to wait in their personal vehicles for further instructions or the all clear is issued.

### *Bomb Threat*

If a bomb threat is received either by phone or other means, students should consider it real and an impending threat. They should call 911 and report the threat. Classes should be suspended, and students, adjunct faculty, visitors, and volunteers should quickly gather their personal belongings, visually survey their area for anything appearing unusual or unfamiliar, reporting any such issues to TBS staff, exit the building to vehicles and leave. TBS staff should move to a safe area nearby and await responding authorities.

If a bomb threat is received by phone, stay as calm as possible and attempt to gain information from the caller:

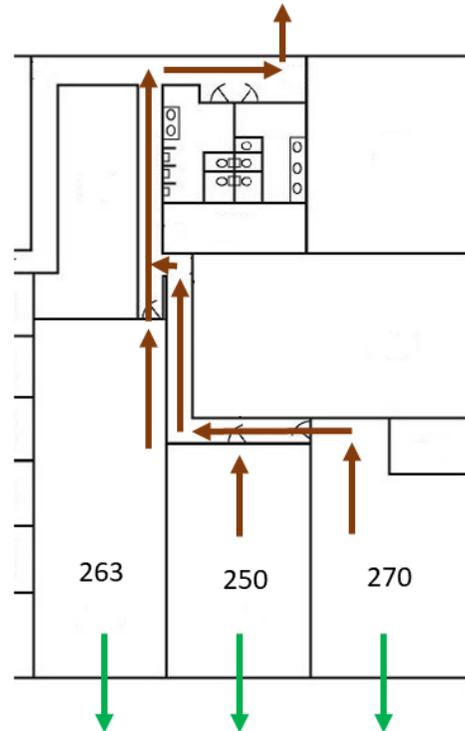
- Where is the bomb?
- What does it look like?
- When is it to detonate?
- How will it be detonated?
- Why are you doing this?
- What is your name? Where are you?
- Can I pray for you?

While on the call, students should listen for background noise, note the characteristics of the caller's voice, and try to evaluate the emotional state of the caller. They should note any caller ID information about the caller. Immediately following the call, write down, as completely and accurately as possible, the statements made by the caller, answers provided to any questions you were able to ask, noted circumstances of the call and caller, and all caller ID information.

If the threat is received by mail, students should immediately reduce, and avoid as much as possible, handling of the paper and envelope, preserving all materials for inspection by authorities. Write down the names of any individuals who handled the materials and write down a description of how the item was received (regular mail, express delivery, found in mailbox, etc.).

## TBS Fire Evacuation Routes

**Contingent Route:** Assemble in the covered storage area across the courtyard



**Preferred Route:** Assemble behind GSWEC sign, at SW corner of parking lot

### *Inspections, Review, and Documentation*

Inspections of fire extinguishers, smoke detectors, evacuation pathways, and assembly areas are performed monthly and documented according to the TBS Facility Inspection Procedure. A written record of each fire drill and noted suggestions for improvement is to be prepared by the TBS staff member coordinating each drill.

In the event of notification of 911 or an evacuation, a written record of the circumstances surrounding the event should be prepared cooperatively by the TBS staff members, volunteers, adjunct faculty, or assisting students. Included in this record should be any identified difficulties or opportunities for improvement that are identified as a result of the event.

At least annually, the TBS President shall lead a review of any incidents, reports, and of this plan, assuring completion of any necessary refinements and corrections.

### **Use of Facilities**

The buildings, grounds, and equipment (facilities) of The Bible Seminary (TBS) shall be confined to religious, educational, social, service, and other character-building functions. Educational activities will always have priority over outside requests. No meeting may be scheduled by any group that will conflict with any regular or special events involving the faculty, students, and administration of TBS. All classes and other events associated with TBS programs are routinely scheduled. Any additional requests for use of the facilities are to be approved and scheduled by the President and/or Vice-President of Finance and Administration.

### *Prohibitions*

- Alcoholic beverages, illegal drugs, or drug paraphernalia are strictly prohibited from being present or being used on or in any TBS facility. Appropriate action will be taken to safely remove anyone in possession of such materials or who may appear to be under the influence of alcohol or illegal drugs. Any suspicious materials will be removed. Appropriate authorities may be contacted to assure enforcement of federal, state, and local laws and ordinances.
- The use of tobacco products in any form is not permitted inside any TBS facilities.
- With the exception of seeing-eye dogs or other medically-required service animals, no pets are permitted in TBS facilities.
- Sponsoring groups who violate this Building Use Policy may be subject to the loss of facility privileges and/or immediate termination of the subject activities or events.
- Concerning firearms, TBS complies with Texas Government Code, Chapter 411, Subchapter H, Section 411.2031, in that those individuals licensed by the State of Texas to carry a handgun are not prohibited from carrying a handgun on the TBS campus. However, according to the Texas Penal Code, Chapter 46, Section 46.035 (a-1), while on the TBS campus, with the exception of law enforcement and peace officers, license holders may only carry handguns in a concealed manner (not partially or wholly visible). All other firearms are prohibited inside TBS facilities.

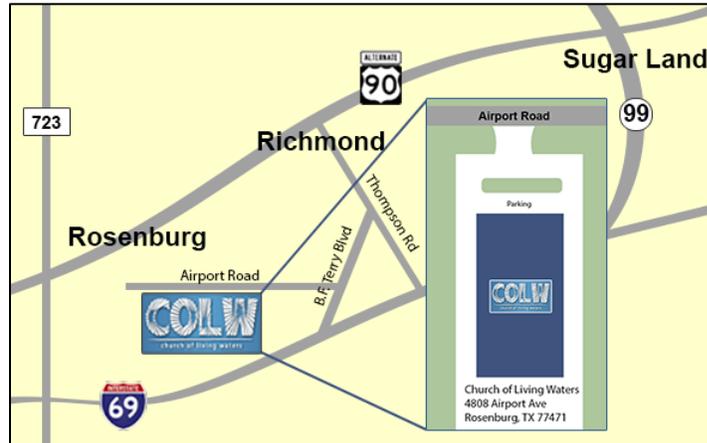
*For additional details about use of facilities, see the "Building Use Policy" in the TBS Policy Manual.*

## Other Instructional Locations

### TBS@COLW

Church of Living Waters  
4808 Airport Ave  
Rosenburg, TX 77471

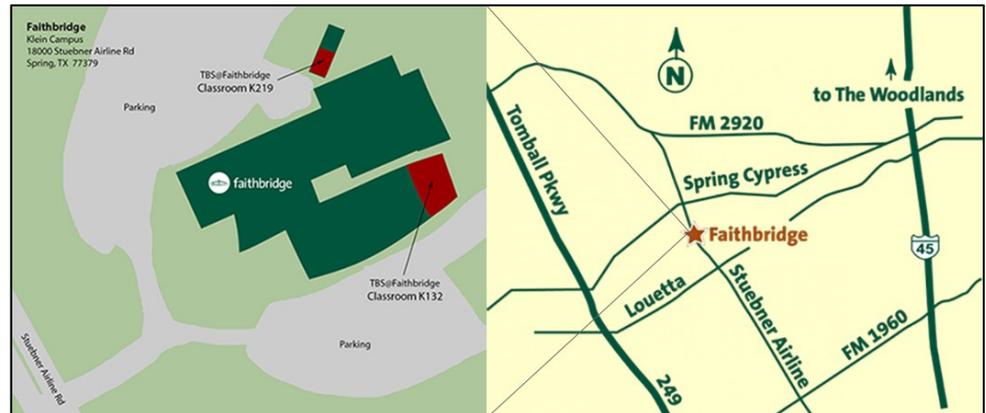
[Colw.info](http://Colw.info)



### TBS@Faithbridge

Faithbridge (Klein Campus)  
18000 Stuebner Airline Rd  
Spring, TX 77379  
281-320-7588 (O)

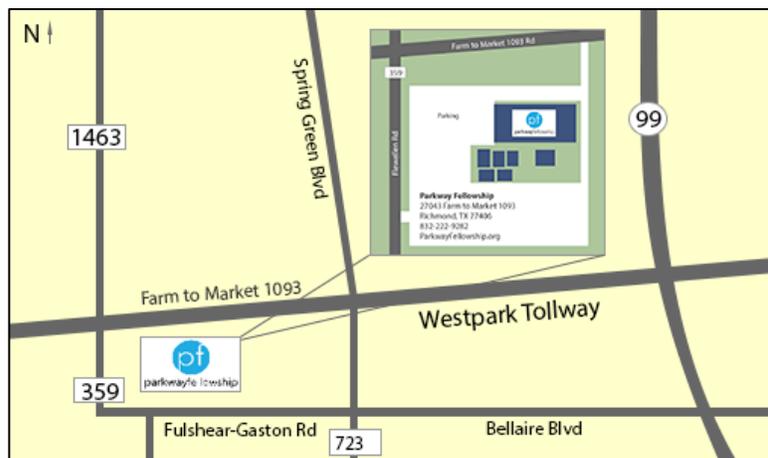
[Faithbridge.org](http://Faithbridge.org)



### TBS@Parkway

Parkway Fellowship  
27043 Farm to Market 1093  
Richmond, TX 77406  
832-222-9282

[ParkwayFellowship.org](http://ParkwayFellowship.org)



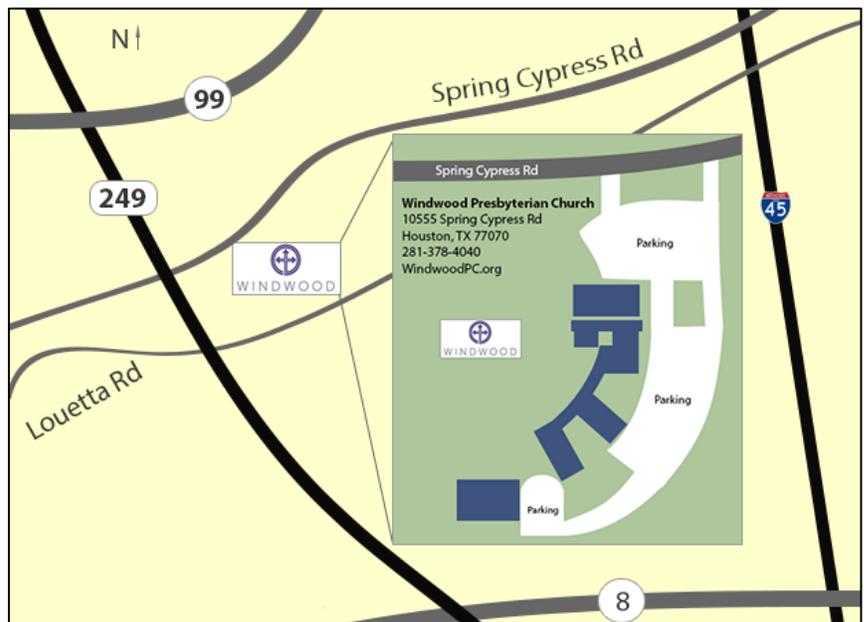
### TBS@SLFC

Sugar Land Family Church  
1110 Burney Rd  
Sugar Land, TX 77498  
281-313-1110 (O)  
[SLFC.co](http://SLFC.co)



### TBS@Windwood

Windwood Presbyterian Church  
10555 Spring Cypress Rd  
Houston, TX 77070  
281-378-4040  
[WindwoodPC.org](http://WindwoodPC.org)



## Statistics

### Graduate Programs Summary, 2012-21

Of 101 accepted graduate degree students, 96 enrolled, 7 dropped out before completing a single course, 28 withdrew prior to degree completion, 23 completed their degree programs, and 37 students are currently enrolled in graduate degree programs. Additionally, TBS enrolls transient and audit students.

#### *Graduate Student Enrollment, 2020-21 Academic Year*

- 67 graduate students: 37 males (55%), 29 females (45%)
- Youngest = 20, Oldest = 77, Average Age = 47
- MDiv = 7, MA = 25, VMC = 5, Audit = 30

#### *Master of Divinity (MDiv), 2012-21*

- 36 Applicants
- 34 Enrolled
- 31 completed at least one course
- 14 graduates (39% graduation rate; 42% retention rate of those who completed at least one course)

#### *Master of Arts (MA), 2012-21*

- 46 Applicants
- 41 Enrolled
- 39 completed at least one course
- 8 graduates (19% graduation rate)
- 7 withdrew after completing at least one course (83% retention rate of those who completed at least one course)

#### *Vocational Ministry (VM), 2012-21*

- 20 Applicants
- 19 Enrolled
- 17 Completed at least one course
- 1 graduate (5.2% graduation rate)
- 3 withdrew after completing at least one course (80% retention rate of those who completed at least one course)
- 2 students transferred from the Vocational Ministry program to Master of Arts program

#### *Dual Degree Completion (DD), 2012-21*

- 14 Applicants
- 12 Enrolled
- 11 Completed at least one course
- 2 Graduates
- 2 withdrew after completing at least one course (80% retention rate of those who completed at least one course)
- 11 of 37 currently enrolled graduate students are Dual Degree Completion students

#### *Job Placement Summary, 2012-20*

- 22 Master's Degree Graduates
- 14 Serving in paid ministry jobs after graduation (63% overall job placement rate of all graduates)
- 11 of 22 secured new career ministry opportunities based on completion of degree program (50% job placement rate)

### Bible Certificate Programs Summary (BC), 2012-21

- 703 Enrolled
- 671 completed at least one course
- 56 graduates (9% graduation rate of those who completed at least one course)
- 33 active students: 7 males (22%) and 26 females (78%)

For more information, contact The Bible Seminary at:

The Bible Seminary  
2655 S Mason Road  
Katy, TX 77450

281-646-1109 (Phone)

info@TheBibleSeminary.edu  
[TheBibleSeminary.edu](http://TheBibleSeminary.edu)

© The Bible Seminary  
**Student Catalog**

*Latest revision: 9/14/22*  
*Current Version: Board-approved January 2021*  
*Original Version: August 2012*