Student Catalog 2018-19

"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" has been prepared 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.

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Main Campus Office Hours
Monday – Friday
9:00 a.m. - 4:00 p.m.

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 seminary's main office.

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About Us

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. Programs include Bible Certificate and Licensed Professional non-degree programs, and Dual Degree Completion, Master of Arts, and Master of Divinity degree programs.

The Texas Workforce Commission and the Texas Higher Education Coordinating Board granted exemptions to TBS in 2011. The seminary has been an Affiliate of the Association for Biblical Higher Education (ABHE) since 2012, an approved Continuing Education Unit (CEU) provider for the Association of Christian Schools International (ACSI) since 2015 and approved by the Texas Veterans Commission since 2017.

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 ministry. Experiential education occurs through classroom instruction, community-based training with ministry professionals, and study tours.

Leadership includes Dr. K. Lynn Lewis, President; Dr. Scott Stripling, Provost; Dr. J. Paul Nyquist, Dean of Graduate Programs and full-time Professor; Dr. Doug Petrovich, Dean of the Bible Certificate Program and full-time Professor; numerous adjunct faculty, ministry professionals and mentors who serve as part of the teaching team; and a Board of Trustees.

Covenantal Documents

The Bible Seminary requires all administration and staff, Board members, faculty, and graduate students to read and sign 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.

Purpose

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 including classes on prayer, a school of prayer, prayer faculty, and multiple 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 local church is God's plan (Matthew 16:18), we will be based in the local church and have a symbiotic relationship of service and training with local churches and parachurch ministries.
- *Community* – Because we were created for community (Genesis 1:26; Romans 12:5), we will seek to build a campus-based fellowship where the "one anothers" of Scripture are lived out, where authenticity and accountability are practiced, and where integrity is modeled and taught.
- *Compassion* – Because God has a huge heart for the poor and overlooked (Mt. 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 a learning environment, faculty, staff, and support services that enable students and graduates to:

- Believe in Jesus Christ as LORD and trust Him on the throne of their lives for the glory of God.
- Believe the BIBLE is the fully true Word of God, and have integrated the study of all 66 books of the Bible with studies in classical theological disciplines and ministry training prior to graduating with a degree.
- Practice a life of PRAYER, continually seeking to plug into the Vine of Jesus Christ.
- Have a heart for the UNREACHED PEOPLES of the world and the fulfillment of the Great Commission through seeking to reach millions of souls for Christ.
- Have training and experience in the LOCAL CHURCH and have established key relationships with various local churches and parachurch ministries.
- Have experience in ministry and study amidst a COMMUNITY committed to authenticity and accountability, and where integrity is modeled and taught.
- Have COMPASSION for the poor and overlooked, and have received motivation, equipping, and training to minister to "the least of these" as a lifestyle.

Doctrines

- 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, I 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 have brought 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 is a real human being 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 (Genesis 1:27, 2:21-24, 3:16-20, 4:1; 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 (Proverbs 6:20-7:27; Matthew 6:27-30; Romans 12:1-2; I Corinthians 7:19-20; Ephesians 4:17-5:20; Philippians 1:20-2:16).

Sexual acts within marriage are God's solely ordained method for moral human procreation (Genesis 1:27-28, 2:18-24; Matthew 19:4-9; Mark 10:5-9; Ephesians 5:31). Sexual acts condemned in the Bible include but are not limited to adultery, bestiality, fornication, incest, lust, prostitution, same-sex sexual acts, sodomy, and voyeurism (Exodus 20:14; Leviticus 18:7-23, 20:10-21, 21:9; Deuteronomy 5:18; Matthew 5:27-28, 15:19; Romans 1:26-27; 1 Corinthians 6:9-13; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5; 1 Thessalonians 4:3; Hebrews 13:4). Therefore, we believe variant sexual behaviors such as bi-sexuality, homosexuality, lesbianism, pedophilia, transgenderism, and transsexualism are sinful and defy God's natural order, plans, and purposes (Leviticus 18:22; 20:13; Genesis 19; Jude 7; Romans 1:26-32; 1 Timothy 1:9-11; 1 Corinthians 6:9-11). We do not believe in ordaining self-avowed practitioners of any of these or any other sexual sins, and do not believe in ceremonies that celebrate same-sex unions (Romans 1:18-32).

- **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 leadership that engage in ongoing sinful behavior(s) should be disciplined and removed from leadership, at least for a season (Deuteronomy 17:1-7; I Samuel 15; 2 Samuel 11-12 and 24; Daniel 4; I Corinthians 5-6; Revelation 2-3). We believe true repentance and conversion are first steps toward salvation, and essential for engaging in the process of sanctification (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, and students.

Ethos

It is a high honor and privilege to represent God to people by being in the ministry and training for 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:

- 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).
- 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.
- 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.
- 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).
- 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).
- 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 without him/her present (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.
- 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 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) is in mission to provide 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 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, 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 is one book, written by many authors over time, inspired by one Spirit for all time – and is the best training manual for ministry.

We believe that doing ministry, debriefing 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 through 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 and listen to the Holy Spirit, involves a unique combination of professional ministry training, cutting-edge tools, and extraordinary experiences.

We believe that face-to-face interaction 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:

- 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 as Domestic Non-Profit Corporation in the state of Texas, Feb 2010
- Registered as IRS 501(c)(3) Charitable Institution of Higher Education, Aug 2010
- Exemption granted by Texas Workforce Commission, March 2011
- Exemption granted by Texas Higher Education Coordinating Board, May 2011
- Affiliate Member of the Association for Biblical Higher Education (ABHE), 2012
- Approved CEU provider by the Association of Christian Schools International (ACSI), Oct 2015
- Approved by the Texas Veterans Commission, July 2017
- Approved for Applicant Status by the Transnational Association of Christian Colleges and Schools (TRACS), January 2018

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
- Provost – Dr. Scott Stripling
- Vice-President of Finance and Administration – Mr. Rick McCalip
- Board of Trustees – Mrs. Heidi Arneson (Chair), 9 regional and national representative members

Programs

- *Master of Divinity* – 84-credit hours, first classes offered in Fall 2012, and first 7 graduates in 2015
- *Master of Arts* – Four majors ranging from 48 to 60-credit hours, added in 2015, first graduate in 2015
- Dual Degree Completion (Dual track to obtain both a Bachelor's and Master's degree) – Added in 2015
- *Licensed Professional* – 18-credit hours, added in 2015
- *Bible Certificate* – 10-credit hours, first 10 graduates in December 2012

Faculty

- Two full-time administrators who also teach
- Two full-time faculty 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 21st century ministry
- Local church mentoring and training opportunities throughout the graduate degree programs
- Educational experiences in classrooms, on-site visits to many regional locations and locations in Israel

Special program elements

- Distinctively clear doctrinal and ethos statements
- Commitment to seven core values - Lordship of Christ, Bible as fully true Word of God, Prayer, Unreached Peoples, The Local Church, Community, and Compassion
- Holy Land Study Tour opportunity
- Technological ministry study and resource tools
- Multiple experiential learning opportunities
- Fundraising training
- Strong commitment to helping students graduate with no seminary debt

History

The TBS passion for vibrant Bible-based, Christ-centered, mission-focused training for church laity and professional ministers began in the life and ministry of Dr. Jim Leggett, founder and senior pastor of Grace Fellowship United Methodist Church in Katy, Texas.

Part of the church's founding vision in 1996 included eventually creating a school offering seminary-level training to laity. Initially visualized as a "Growth Institute," the idea evolved into a "Bible Institute" under the leadership of Grace Fellowship UMC Teaching Pastor, Paul Helbig – a former teacher and key leader at the College of Biblical Studies in Houston, Texas.

The church officially established a Bible Institute in 2008 to teach a series of lay courses covering all 66 books of the Bible. Classes were designed to be highly engaging and transformative, a joy and not a burden, taught by seminary-trained, credentialed instructors, and more intensive than typical Bible studies, but not quite as intense as a full-level seminary class.

The original Bible Institute courses included Bible Study Methods, three Old Testament and three New Testament classes, and one missions class. Each course was one semester in length, and students generally met for about one and half hours one night per week throughout a semester. During the decade span between the first class offered in the spring of 2008 and fall 2018, total enrollees approximate 1500, including more than 500 individuals who completed the Bible Study Methods certificate course. The first twelve students to complete all eight courses finished the Bible Institute program track in December 2011.

Also in 2008, several key Grace Fellowship UMC members began working diligently with Dr. Leggett and others to develop a graduate school as a separate, non-denominational, charitable, educational organization. The team selected a name – The Bible Seminary – and worked to establish bylaws, a Board of Trustees, core values, doctrines, ethos, financial support, institutional policies, and incorporation in the state of Texas and 501(c)(3) charitable IRS federal exempt status. The team designed a program track for a three-year Master of Divinity degree with goals of eventually attracting full-time, residential students. Most of these tasks were completed or advanced significantly under the leadership of seminary Board Chair, Dan Dunham, and seminary Vice-President of Finance and Administration, Rick McCalip.

In the fall of 2010, the new Board officially named Dr. Jim Leggett as volunteer President of The Bible Seminary, and hosted a fundraiser targeted toward the Grace Fellowship UMC congregation. Ultimately, more than 260 church members and friends committed in excess of $1,100,000 to help launch the fledgling enterprise.

Shortly thereafter, the Board launched a nationwide search for a full-time Executive Vice-President/Provost. Dr. K. Lynn Lewis – a dynamic professional with more than 25 years of experience as an entrepreneurial businessman, educator, fundraiser, and ministry leader – began serving TBS as the first full-time employee in July 2011.

That same year, TBS received an exemption for its Master of Divinity program by the Texas Workforce Commission in March and a similar exemption from the Texas Higher Education Coordinating Board in May. TBS officially transferred the Bible Institute from Grace Fellowship UMC to The Bible Seminary on July 31, 2011 and began recruiting students for a new Master of Divinity graduate school program scheduled to begin in the fall of 2012.

TBS received approval for Affiliate status with the Association for Biblical Higher Education (ABHE) in April 2012. As an Affiliate institution of ABHE, The Bible Seminary participates in and contributes to collegial and professional development activities of the Association. Affiliate status does not, however, constitute, imply, or presume ABHE accredited status at present or in the future.

The graduate program officially launched with 12 inaugural students on September 4, 2012. Faculty included Dr. Lewis, Professor Helbig, and several adjunct professors.

During the 2013-14 school year, the seminary offered an expanded slate of classes and options for both the Bible Certificate and Master of Divinity programs, as well as a Biblical Leadership Series of monthly lunch seminars on various topics targeted toward business professionals.

In January 2014, Founding President, Dr. Jim Leggett, resigned as volunteer President and joined the Board in May. At the January meeting, the Board of Trustees elected Dr. K. Lynn Lewis as the new President effective immediately. The seminary then launched a nationwide search for a new Provost (Chief Academic Officer), and in

October 2014, Dr. Steve Adamson – a seasoned corporate and academic manager with worldwide experience – became the seminary's new Provost.

In 2015, TBS formally established a Master of Arts program, and developed a dual degree completion option enabling those without a completed bachelor's degree to enroll at TBS and graduate with both a bachelor's and master's degree. TBS awarded its first graduate degrees – seven Master of Divinity and one Master of Arts – on May 17, 2015. TBS added a Licensed Professional program in September 2015, enabling those without a bachelor's degree to obtain 8 to 10 core courses of graduate-level education. The Bible Certificate program began to offer courses in Spanish, and TBS received approval from the Association of Christian Schools International (ACSI) in November 2015 to provide continuing education units.

In 2016, the seminary expanded course offerings into the northwest Houston region in association with churches and ministries in that area. By the end of the year, founding Professor Paul Helbig transitioned out of full-time employment to full-time disability leave due to complications from Multiple Sclerosis.

In 2017, the seminary hired a new Provost with 36 years of experience serving professionally as a pastor, principal, superintendent, professor, development director, teacher, coach, archaeologist, and more – Dr. Scott Stripling. TBS also hired a new full-time faculty member with an extensive background worldwide in educational administration, research, and teaching – Dr. Douglas Petrovich. TBS also implemented major revisions to the Bible Certificate program, added a "Bible Panorama" Bible Certificate course and "Biblical Archaeology" graduate course, and added new teaching sites (eventually relabeled "remote instructional sites") in southwest Houston and in Luling, Texas. In December, TBS received recognition by the *Knowledge Review* as one of the 10 Most Preferred Divinity Schools for Religious Studies 2017.

In 2018, TBS completed the application process for the Transnational Association of Christian Colleges and Schools (TRACS) and attained Applicant Status, defined as an institution which has an application approved by the Applicant Review Committee (ARC) after hosting a successful staff visit and responding positively to the staff report and recommendations. This is not a formal status, nor does it ensure eventual accreditation. Questions about Applicant Status may be directed to the Transnational Association of Christian Colleges and Schools (TRACS), 15935 Forest Road, Forest, VA 24551; Telephone: 434-525-9539; Email: info@tracs.org.

Following a graduate degree program review, the Board approved four defined Master of Arts majors ranging from 48 to 60-credit hours, including 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), and Master of Arts in Church History and Theology (48-credit hours). The Board also approved a reduction in the hours required to complete a Master of Divinity from 96-credit hours to 84-credit hours, as well as revised the Licensed Professional program requirements from 8 courses to 9 courses totaling 18-credit hours.

Additional remote instructional locations added brought the all-time total to twelve sites, with denominational affiliations representing Baptist, Episcopal, Methodist, Non-denominational, Pentecostal, and Presbyterian. Fall 2018 semester courses in eight regional locations included the main campus, six churches, and one PK-8th grade school.

As of January 2019, Dr. Paul J. Nyquist joined the TBS staff as Dean of Graduate Programs and Professor of Biblical Preaching, Leadership, and Theology.

Leadership – Administration and Staff

Dr. K. Lynn Lewis, *President*

A seasoned entrepreneur with a diverse professional background in business, education, and ministry, Dr. Lewis began his professional career as a hydrologist and dam engineer at Dan McGill and Associates in Gainesville, Georgia. He served as Youth Director at Tuckston United Methodist Church (UMC) in Athens, Georgia and Watkinsville UMC in Watkinsville, Georgia, and later as Senior Pastor of Flowery Branch UMC in Flowery Branch, Georgia; Senior Pastor of Trinity UMC in LaGrange, Georgia; and Beeson Pastor in Wilmore, Kentucky. He founded the media communications company, InspireUSA, Inc. in 1997 (registered trademarks include Celebrating the Best of America® and The AZ List®) and served as Director of Institutional Advancement at Savannah Christian Preparatory School in Savannah, Georgia. He served as Board President and CEO of the Pregnancy Care Center, and Board member of West Georgia Christian Academy, both in LaGrange, Georgia; served as Founding Executive Board member of Adventure Ministries at Epworth By the Sea on St. Simon's Island, Georgia; Board Chair of Barnabas Counseling Center in Savannah, Georgia; and Executive Board member of the University of Georgia Wesley Foundation. He served as a short-term missionary in Bolivia, Haiti, India, and Korea. Author of *Boss Like God: A Blueprint for Elite Workplace Performance* (scheduled for 2019), the *Meat and Potatoes for the Soul* series (2013, 2015), fiction novel *Plight* (2010, 2015), children's book and audiobook *The Little Giraffe* (2010), and dissertation *Christian Communication in the Twenty-first Century: Patterns and Principles Relative to the Effective Use of Internet-based Communications* (2002), his productions and publications include numerous articles, the cable TV show "Trinity Today" (1993-97), *The Raider* (2005-11) and *The Sentinel* (2012-present) magazines, musical *Any Day* (2011), cantata *Surely This Man Is the Son of God* (1992), and songs, videos, and web sites. He and his wife, Wendy, have three adult children.

- 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*

A native Texan with 36 years of experience serving professionally as a pastor, principal, superintendent, professor, Development Director, teacher, coach, and more, Dr. Stripling began his career in college working in youth ministry, then worked in public education, then full-time professional ministry and Christian education, and then a combination of public and private education and ministry. Former Department Chair of Humanities at Wharton County Junior College, he has also taught at Houston Baptist University, Belhaven University, International Bible College, and Texas Southmost College/University of Brownsville. He previously worked as Director of Development at The IDEA Academy, helped co-found and served as Principal of Covenant Christian Academy, and served as teacher and/or coach at Sugar Land Middle School, Point Isabel ISD, and James Pace High School. An active archaeologist and a Board member of the Near East Archaeological Society, Dr. Stripling serves as Director of Excavations at Shiloh, and served as Field Supervisor of the Tall el-Hammam Excavation Project in Jordan from 2005 to 2010, Director of the Khirbet el-Maqatir project since 2010, and Supervisor of the Jerusalem Temple Mount Salvage Project in Israel. A popular speaker and author of *The Trowel and the Truth: A Guide to Field Archaeology in the Holy Land*, *The Trowel and the Truth*, *Somebody Call 9:11*, and numerous other publications, he has served on a variety of community, education and ministry Boards and organizations. He and his wife, Janet, have four children and two grandchildren.

- Bachelor of Science in Physical Education and English (1984), UT Pan American
- Master of Arts in English (1988), UT Pan American
- Master of Arts in Biblical Literature (1995), Assemblies of God Theological Seminary
- Ph. D. in Archaeology and Biblical History (ABD), Veritas International University
- Doctor of Ministry in Leadership (2006), Vision 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 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

Dr. J. Paul Nyquist, *Dean of Graduate Programs and Professor of Biblical Preaching, Leadership, and Theology*

A seasoned Christian ministry leader with Chief Executive Officer experience in two diverse ministries and expertise in local church ministry, international missions, and education, Dr. Nyquist served as President and CEO of Moody Bible Institute from 2009-18, President and CEO of Avant Ministries from 2001-09, Senior Pastor of First Federated Church from 1996-2001, Senior Pastor of Evangelical Bible Church from 1983-96, and served as adjunct faculty at Grace University in Omaha, Nebraska and Western Seminary in Phoenix, Arizona, among others. He has served on the boards of The National Association of Evangelicals (NAE), Cairn University, Avant Ministries, and Cross Global-Link. His publications include *Is Justice Possible? The Elusive Pursuit of What is Right* (Moody Publishers, 2017), *Prepare: Living Your Faith in an Increasingly Hostile World* (Moody Publishers, 2015), *The Post-Church Christian* (Moody Publishers, 2013), and *There is NO Time* (Avant Ministries, 2005). He and his wife, Cheryl, have four children and eight grandchildren.

- Bachelor of Science Architecture Studies (1976), University of Nebraska
- ThM in Systematic Theology (1981), Dallas Theological Seminary
- PhD in Systematic Theology (1984), Dallas Theological Seminary

Dr. Douglas N. Petrovich, *Dean of the Bible Certificate Program and Professor of Biblical History and Exegesis*

Originally from Ohio, Dr. Petrovich has been involved in Christian service and various educational institutions since the 1980s. He was ordained in a non-denominational church in 1998, and he has served as a pastor in California and Siberia, Russia. He was invited by Slavic Gospel Association to lead the founding of a seminary in Akademgorodok (Russia), called Novosibirsk Biblical-Theological Seminary, where he served as Academic Dean and Assistant to the President for 10 years. He later served as Vice-President of Academic Affairs at Shepherds Theological Seminary in Cary, North Carolina, and he has taught at the University of Toronto and Wilfrid Laurier University. While he has taught courses in ancient history, Egyptology, biblical studies, theology, and pastoral studies, his two areas of greatest specialization are biblical history and the exegesis of the biblical languages. He has studied/taught Greek, Hebrew, Aramaic, Middle Egyptian, and Late Egyptian. He is an historian, archaeologist, epigrapher, and Egyptologist, and he has participated in archaeological digs at Hazor (Israel), Shiloh (Israel), and Tell Tayinat (ancient Syria). His groundbreaking research on the reading of inscriptions of the earliest alphabetic script led to the publication of his book, *The World's Oldest Alphabet: Hebrew as the Language of the Proto-Consonantal Script*, and his publications can be found on his academia.edu webpage. He and his wife, Sherri, have three children.

- Bachelor of Arts in Evangelism (1992), Moody Bible Institute
- Master of Divinity (1996), The Master's Seminary
- Master of Theology (1998), The Master's Seminary
- Master of Arts (2009), The University of Toronto
- Doctor of Philosophy (2016), The University of Toronto

Mr. Dobie Weise, *Business Manager*

Dobie is a CPA with more than 30 years of leadership experience in finance, accounting, business administration, information technology, human resources, and operations. His roles have generally involved overseeing growth, change and the development of best practices as part of a management team. Dobie is making a career change, leaving the corporate world to follow God's call to work bi-vocationally or full-time in ministry. To that end, he began classes at The Bible Seminary in the fall of 2016. Dobie and his wife, Alyson, have 3 married sons and a married daughter.

- Bachelor of Business Administration (1982), Texas Tech University

Mrs. Coby Jackson, *Administrative Coordinator and Registrar*

Coby is a native of Katy, Texas who returned to the area after a family journey living in diverse places such as Santa Maria, California and Beijing, China. Following undergraduate work at Sam Houston State University, she worked as a Middle School History Teacher at Faith West Academy in Katy, Texas; History and Comparative Literature Teacher at SLO Classical Academy in SLO (San Luis Obispo), California; and Administrative Assistant at RECON in Santa Maria, California. Coby and her husband, Matt, have three daughters.

Mrs. Susan Verzani, *Accounting Clerk*

Susan serves as Children's Pastor Administrative Assistant at Grace Fellowship UMC. Formerly the Guest Service Manager for Simon Property Group in St. Petersburg, Florida, she also worked at Excel Telecommunications and owned and managed a private daycare in Nebraska. Susan studied Business Administration and Accounting at the University of Omaha.

Mrs. Janice Havins-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

Mr. David Gamboa, *Videographer*

A graduate of the University of Houston where he studied English and Graphic Communications, David is currently pursuing a Master of Arts degree at The Bible Seminary. He served as Media Director at Sugar Land Family Church for eight years, as Youth and Young Adult Pastor there for three of those years, and most recently accepted the position of Creative Director at Elijah Rising. He and wife, Micah, live on the Elijah Rising campus, where she serves as Executive Director of the ministry.

- Bachelor of Arts (2015), University of Houston
- Master of Arts (*in process*), The Bible Seminary

Ms. Abigail Leavitt, *Student Services Coordinator*

A native of California and southwestern Idaho and veteran of nearly twenty archaeological digs, Abigail has served on excavation teams as Objects Registrar and a Square Supervisor for the Associates for Biblical Research since 2010. Her career journey includes stints as an assistant librarian, barista, housekeeper, janitor, maintenance worker, receptionist, and sales representative. She is currently enrolled in the Dual Degree Completion program and pursuing a Master of Arts in Biblical History and Archaeology at TBS.

- General Bible Certificate (2017), Frontier School of the Bible
- Bachelor of Arts (*in process*), University of Pikeville and The Bible Seminary
- Master of Arts in Biblical History and Archaeology (*in process*), The Bible Seminary

Mrs. Samantha Rude, *Marketing and Student Life Coordinator*

A native of Katy, Texas and Worship Pastor at Katy Community Fellowship since 2012, Samantha has an extensive background in worship and creative arts ministries. She served as Worship and Creative Arts Director at Capitol Community Church in Beijing, China; as Student Worship Leader at New Life Church of the Nazarene in Pismo, California; as Worship Leader at New Hope Family Worship Center in Corona, California; and as a University Radio DJ and Student Leader for Campus Worship under University Chaplain Francis Chan at Azusa Pacific University in Azusa, California. A graduate of Faith West Academy in Katy where she excelled in sports, she studied Music Performance at Azusa Pacific University and earned her Bachelor of Arts in Political Science and International Relations with a minor in Mandarin Chinese at East Tennessee State University. Also a doTERRA® Wellness Advocate and Stephens Ministry Certified, Samantha and her husband, Caleb, have one son.

- Bachelor of Arts in Political Science and International Relations with a minor in Mandarin Chinese (2012), East Tennessee State University
- Master of Arts (*in process*), The Bible Seminary

Leadership – Board of Trustees

Mrs. Heidi J. Arneson, *Chair*, currently works as principal of the firm, Noble Wolf I. Noble Wolf I is an Advisory Firm that works with clients to help them develop, manage and execute their business strategies. She previously worked as Managing Director for Noble Capital Partners, an investment firm that sourced and raised capital for private equity investments. Prior to her work at Noble Capital Partners she worked for more than 20 years as North American executive for Indofin Group, a Single-Family Office that serves as a globally operating investment group headquartered in Rotterdam, The Netherlands. Heidi attended Oral Roberts University and earned a B.S. in accounting and is a Certified Public Accountant. She has traveled internationally on mission trips, held various committee and chairman roles in her home church, Grace Fellowship United Methodist Church and currently serves as Chair of the Board of Trustees for The Bible Seminary. Mrs. Arneson has served on the Board of Trustees for Grace International Children's Foundation. Heidi is married to her high school sweetheart, David Arneson and they have four children, and two grandchildren.

Mr. Doug Johnson, *Vice-Chair* 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 children.

Mr. Steve Wood, Secretary/Treasurer, was born and raised in Big Spring, Texas. He attended Stephen F Austin State University and received a B.S. in accounting. Mr. Wood worked in the Oil & Gas industry primarily in finance, IT and accounting roles. He recently retired from ConocoPhillips where he held various positions including Manager of Finance Functional Excellence and General Auditor/ Vice President of DCP Midstream. A member of Sugar Creek Baptist Church – Missouri City campus, he serves in the local church as a deacon, heads several ministries and co-leads a Life Group. Steve and family have participated in medical mission trips to Nicaragua. He and his wife of 41 years, Kyra, have two children and three grandsons.

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 on many service and mission events. George has been the husband to Nettie Armistead since 1979 and they have three children.

Robert (Bob) Button is a retired Oil & Gas industry leader with more than 30 years domestic and international Exploration and Production (E&P) experience. Bob has held a range of leadership positions including executive, operations management, corporate strategy, project management and capability development with Amoco, BP, and Glori Energy. He served as President of Glori Holdings, and as the Vice President of global Organization Capability for Operations, Health-Safety-Environment, and Engineering within 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 serves on the Board of Directors

for The Source for Women, a Christ-centered non-profit women's reproductive healthcare provider, and, is a small group leader with Grace Fellowship UMC. He and his wife, Diane, have two grown daughters and one+ grandchildren.

Lt. Col. Rebecca Klein is Principal of Klein Energy, LLC, an energy and water consulting company based in Austin, Texas. Her clients include international and domestic companies focused on penetrating or expanding in North America and whose needs concern regulatory, commercial, financial, strategic, and/or government affairs expertise. Over the last twenty years she has worked in Washington, DC and in Texas in the energy, water and national security arenas. Becky served as Chairman of the Public Utility Commission of Texas as well as the Chairman and Vice Chairman of the Board of the Lower Colorado River Authority. Her experience in Washington, DC also includes senior positions at the White House, U.S. Trade Development Agency, the American Enterprise Institute and as a Senior Fellow at Georgetown University's McDonough School of Business. Becky sits on various corporate boards and is also the founder of the non-profit, Texas Energy Poverty Research Institute. She also served as a Trustee for the Baptist University of the Americas. Becky retired as a Lieutenant Colonel in the U.S. Air Force Reserve. She received her academic training at Stanford University (B.A., Biology); Georgetown University (M.A., National Security Studies); and St. Mary's Law School (J.D.). She is fluent in Spanish having grown up partly in Venezuela and Mexico. She and her husband, Dale, live in Austin, Texas.

Dr. Jim Leggett has been a Christ-follower for over 30 years. He is the husband of Lisa and the father of Smith, Grace, and John David. The founding president of The Bible Seminary, Jim holds a B.S. in Chemical Engineering from Texas A&M University, a Master of Divinity from Asbury Theological Seminary, and a Doctorate from Fuller Theological Seminary. Jim has been in the ministry for over 20 years and is the founding pastor of Grace Fellowship UMC in Katy, Texas, whose vision is to be a house of prayer for all nations. Two of his lifetime goals are to preach through all 66 books of the Bible at Grace Fellowship and to trust God to reach 10 unreached people groups. Jim believes that there is a dynamic tie between the local church and a life-giving Bible Seminary.

Dr. Leonard Merrell is a retired educator, having most recently retired in June 2007 after 12 years as Superintendent of Katy Independent School District (Katy ISD). After 39 years, serving as a coach and classroom teacher, principal, business manager and superintendent, Dr. Merrell currently is serving as an independent educational consultant. He served as President of the Texas Association of School Administrators and was Texas Superintendent of the Year in 1998. Currently he serves on the board of Junior Achievement of Southeast Texas, having received the Gold Leadership Award from J.A. Worldwide. He is also a board member of the Katy YMCA and the Greater Houston YMCA. His alma mater, Texas A&M University-Commerce recently recognized him with a Distinguished Alumni Citation. He has been married to Dr. Linda Merrell for 46 years. They have two sons, Brian Merrell, Principal of Waller High School, and Mark Merrell, attorney with the Vorys Law Firm in Houston. They have 10 grandchildren.

Mr. Downy Vickery is a native Houstonian and a graduate of Memorial High School and The University of Texas at Austin. He was a member of the Tradition Bank (now Prosperity Bank) family for more than 30 years and where he currently serves as an Executive Vice-President. Downy and his wife, Kavin, have one daughter, Shannon. Like all good bankers, Downy enjoys playing golf and he and Kavin love traveling and spending time at home with their favorite dogs, Peanut & Jake! Downy and Kavin are members of Houston's First Baptist Church.

Faculty – *Full-time*

Dr. J. Paul Nyquist, *Dean of Graduate Programs and Professor of Biblical Preaching, Leadership, and Theology*

A seasoned Christian ministry leader with Chief Executive Officer experience in two diverse ministries and expertise in local church ministry, international missions, and education, Dr. Nyquist served as President and CEO of Moody Bible Institute from 2009-18, President and CEO of Avant Ministries from 2001-09, Senior Pastor of First Federated Church from 1996-2001, Senior Pastor of Evangelical Bible Church from 1983-96, and served as adjunct faculty at Grace University in Omaha, Nebraska and Western Seminary in Phoenix, Arizona, among others. He has served on the boards of The National Association of Evangelicals (NAE), Cairn University, Avant Ministries, and Cross Global-Link. His publications include *Is Justice Possible? The Elusive Pursuit of What is Right* (Moody Publishers, 2017), *Prepare: Living Your Faith in an Increasingly Hostile World* (Moody Publishers, 2015), *The Post-Church Christian* (Moody Publishers, 2013), and *There is NO Time* (Avant Ministries, 2005). He and his wife, Cheryl, have four children and eight grandchildren.

- Bachelor of Science Architecture Studies (1976), University of Nebraska
- ThM in Systematic Theology (1981), Dallas Theological Seminary
- PhD in Systematic Theology (1984), Dallas Theological Seminary

Dr. Douglas N. Petrovich, *Dean of the Bible Certificate Program and Professor of Biblical History and Exegesis*

Originally from Ohio, Dr. Petrovich has been involved in Christian service and various educational institutions since the 1980s, and he has taught over 30 different courses. He was ordained in a non-denominational church in 1998, and he has served as a pastor in California and Siberia, Russia. He was invited by Slavic Gospel Association to lead the founding of a seminary in Akademgorodok (Russia), called Novosibirsk Biblical-Theological Seminary, where he served as Academic Dean and Assistant to the President for 10 years. He later served as Vice-President of Academic Affairs at Shepherds Theological Seminary in Cary, North Carolina, and he has taught at the University of Toronto and Wilfrid Laurier University. While he has taught courses in ancient history, Egyptology, biblical studies, theology, and pastoral studies, his two areas of greatest specialization are biblical history and the exegesis of the biblical languages. He has studied/taught Greek, Hebrew, Aramaic, Middle Egyptian, and Late Egyptian. He is an historian, archaeologist, epigrapher, and Egyptologist, and he has participated in archaeological digs at Hazor (Israel), Shiloh (Israel), and Tell Tayinat (ancient Syria). His groundbreaking research on the reading of inscriptions of the earliest alphabetic script led to the publication of his book, *The World's Oldest Alphabet: Hebrew as the Language of the Proto-Consonantal Script*, and his publications can be found on his academia.edu webpage. He and his wife, Sherri, have three children.

- Bachelor of Arts in Evangelism (1992), Moody Bible Institute
- Master of Divinity (1996), The Master's Seminary
- Master of Theology (1998), The Master's Seminary
- Master of Arts (2009), The University of Toronto
- Doctor of Philosophy (2016), The University of Toronto

Faculty – *Part-time*

Kevin Alvarez, *Adjunct Bible Certificate Instructor*

Kevin currently serves as the Pastor of Long Point Baptist Church in Houston, Texas. He formerly served as Operating Officer for All Nations Sports Academy, a sports ministry focusing on using soccer as a tool for the Gospel. He also previously served as Youth Pastor at Long Point Baptist Church, served on staff at YMCA's in Katy and Richmond, Texas, and spent more than ten years in retail serving managerial positions in the southeast Houston region at HEB, Randalls Grocery, Kirkland's, and Hollywood Video. A popular speaker at Camp Eagle in Rocksprings, Texas, he has an Associate's degree in Biblical Studies and Bachelor's in Christian Leadership from the College of Biblical Studies, and a Master of Divinity degree from The Bible Seminary in Katy, Texas. Kevin enjoys exercising, reading, and spending time with family and friends. He and his wife, Yvette, have been married for over 15 years and have 3 daughters.

- Associate of Biblical Studies (2010), College of Biblical Studies
- Bachelor of Arts in Christian Leadership (2012), College of Biblical Studies
- Master of Divinity (2016), The Bible Seminary

Titus Benton, *Adjunct Bible Certificate Instructor*

Titus currently serves as the Campus Pastor at Ecclesia on the West Side. He is also the Founder and President of The 25 Group, a nonprofit organization he co-founded in 2014 that serves the least of these around the world. He is the former student pastor and member of the teaching team at Current - a Christian Church in Katy, Texas. He earned a B.A. in Bible with a specialization in Youth Ministry from Saint Louis Christian College in 2003 and an M.A. in Church History/Historical Theology from Lincoln Christian University in 2008. An author of three books, he blogs regularly at www.tituslive.com and has contributed to the online or print editions of *Relevant Magazine*, *The Journal of Student Ministries*, *Immerse Journal*, and *Youth Worker Journal*.

- Bachelor of Arts in Bible and Youth Ministry (2003), Saint Louis Christian College
- Master of Arts in Church History/Historical Theology (2008), Lincoln Christian University

Brian Bunke, *Adjunct Bible Certificate Instructor*

Brian serves as Small Group Operations Pastor at the Westpark Campus of Parkway Fellowship in the Richmond area of west Houston, Texas. He is a 1997 graduate of Florida Christian College (now Johnson University Florida), where he earned a Bachelor of Science in Preaching & Youth Ministry. After graduating, Brian moved to Cincinnati, Ohio to attend Cincinnati Christian University (CCU) where he earned a Master of Arts Degree in Theological Studies, graduating in 2005. In 2007, he received a Master of Science in Management from the online program at Indiana Wesleyan University. Brian and his wife, Melissa, have been married since 2002 and have three daughters: Savannah, Katelyn, and Allison. Before moving to Texas in 2013, Brian served on the staffs of Westridge Church in Dallas, Georgia and Crossroads Church in Douglasville, Georgia. He also taught as an adjunct professor at Point University near Atlanta for three years.

- Bachelor of Science in Preaching & Youth Ministry (1997), Florida Christian College
- Master of Arts Degree in Theological Studies (2005), Cincinnati Christian University
- Master of Science in Management (2007), Indiana Wesleyan University

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

Rich serves The Bible Seminary as an Adjunct Professor of Pastoral Leadership; is the Pastor of Counseling at The Brook Church in Tomball, Texas; 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. Dr. Cozart and his wife, Janet, have been married for 35 years. He is the author of *This Present Triumph*, published in 2013.

- 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

Aisha Davis, *Adjunct Bible Certificate Instructor*

Aisha is a licensed preacher at The Church Without Walls in Houston, Texas. She currently serves as a Vocation and Formation Group Leader at Fuller Theological Seminary and an Adjunct Professor at The Bible Seminary in Houston, Texas. She also serves as a Research and Writing Assist for various pastors in the U.S. She graduated with a Master of Divinity from Fuller Theological Seminary (Texas), and received a Bachelor's degree in Communication from Dillard University in New Orleans. Aisha enjoys preaching, teaching, playing the guitar, salsa dancing, krav maga and spending time with her daughter, family and friends.

- Bachelor of Arts in Communication (2006), Dillard University
- Certificate of Biblical Studies (2015), International Bible College
- Master of Divinity (2017), Fuller Theological Seminary

Dan Enright, *Adjunct Bible Certificate Instructor*

Dan currently serves as Community Groups Pastor at The Brook Church in Tomball, Texas. He previously served as High School/College Pastor (2006-13) ministering to students transitioning from high school to and through college and into adult life. He graduated from Dallas Theological Seminary with a Master of Arts in Biblical Studies and received his Bachelor's in Christian Leadership from the College of Biblical Studies in Houston, Texas. He has been a featured speaker in various settings on the historical reliability of the New Testament and its resulting impact. He loves journeying to the Holy Land and leading others in their life-transformational visits. He is an avid reader, writer, drummer and Bible teacher. Dan and his wife, Jennie, have been married for over 21 years and live in Houston, Texas.

- Bachelor of Science in Christian Leadership (2011), College of Biblical Studies
- Master of Arts in Biblical Studies (2017), Dallas Theological Seminary

Dr. Craig Evans, *Adjunct Professor of New Testament*

Craig is a well-known evangelical scholar, an elected member of the prestigious Society of New Testament Studes (SNTS), Director of the Christian Thinkers Society Fellows Program and Strategic Studies, and the John Bisagno Distinguished Professor of Christian Origins at Houston Baptist University. He has also been awarded the D.Habil. by the Karoli Gaspar Reformed University in Budapest. Evans began his teaching career at McMaster University in Hamilton, Ontario, Canada, and then taught at Trinity Western University in British Columbia for twenty-one years where he directed the graduate program in Biblical Studies and founded the Dead Sea Scrolls Institute. Evans then taught for thirteen years at the Divinity College at Acadia University in Nova Scotia, and was a Visiting Fellow at Princeton Theological Seminary in Princeton, New Jersey. Author and editor of more than seventy books and hundreds of articles and reviews, Professor Evans has given lectures at Cambridge, Oxford, Durham, Yale, and other universities, colleges, seminaries, and museums, such as the Field Museum in Chicago, the Canadian Museum of Civilization in Ottawa, and the Royal Ontario Museum in Toronto. He is a Fox News Opinion contributor and also regularly lectures and gives talks at popular conferences and retreats on the historical Jesus, Archaeology, the Dead Sea Scrolls, and the Bible. Along with countless interviews on radio networks across Canada and the US, Evans has been seen on Dateline NBC, CBC, CTV, Day of Discovery, and many documentaries aired on BBC, The Discovery Channel, History Channel, History Television, and others. He has also served as a consultant for the National Geographic Society and for The Bible miniseries, produced by Mark Burnett and Roma Downey.

- Bachelor of Arts in History (1974), Claremont McKenna College
- Master of Divinity (1977), Western Baptist Seminary
- Master of Arts in Biblical Studies (1980), Claremont Graduate University
- Ph.D. in Biblical Studies (1983), Claremont Graduate University
- DHabil (2009), Károli Gáspár Református University

Esmeralda Heer, *Adjunct Bible Certificate Instructor*

Esmeralda is a native of Bogota, Colombia, and earned degrees in Petroleum Engineering from Fundacion Universidad America in 1985 with a thesis entitled, "Sand Sensitivity to Sweet Water Injection of the Zone A in the Casabe Field". She then worked as a Petroleum Production Operations Engineer for Tenneco in Bogota and Neiva, Colombia for 5 years, a Production Engineer for Shell Oil Company in Cartagena, Colombia for 4 years, and a Production Technologist and Engineer with Sarawak Shell Berhad in Malaysia, Southeast Asia for 3 years. She relinquished her engineering career in 2001 to serve full-time as a wife and mother while also volunteering at East Jefferson Hospital in New Orleans, Louisiana; studying and teaching Precept Upon Precept Inductive Bible Studies in New Orleans and Katy, Texas; serving as a Prayer Leader for Audience of One for the Great Southwest Prayer Center; serving as a Facilitator for the Alpha Course; and serving as a translator and worker on mission trips to Colombia and Belize. She was the very first applicant for The Bible Seminary's inaugural Master of Divinity class and graduated with her degree and was ordained for ministry service in 2015. She and her husband, Philippe, have two adult children, Patrick and Michael.

- Bachelor's and Master's degrees in Petroleum Engineering (1985), Fundación Universidad de América in Bogotá, Colombia, S.A
- Master of Divinity (2015), The Bible Seminary

Saji John, *Adjunct Bible Certificate Instructor*

Saji hails from Bangalore, India and began his career working as a Biomedical Engineer at Biomedix Optotechnik and then City Pharmacy for over a decade. He emigrated to the United States in 2003 and studied at International Bible College where he has also served on the faculty from 2008-10. He served as Associate Pastor of International Bible Church in San Antonio for seven years and has served as an adjunct professor at South Texas Ministry Training Center since 2013. In 2015, he planted Ark International Bible Church in San Antonio to focus on community outreach and creating a functioning church as close as possible to the Book of Acts. He has a Bachelor of Engineering in Instrumentation Technology from the Rashtreeya Vidyalaya College of Engineering in Bangalore, India; a Bachelor of Ministry in Pastoral Studies and Counseling from International Bible College in San Antonio; and a Master of Divinity from Luther Rice University in Lithonia, Georgia. Saji's wife, Vida, works as a Registered Nurse, and they have four children. Their family loves the outdoors, camping, hiking, and swimming, and Saji is a sports lover and Spurs fan.

- Bachelor of Engineering in Instrumentation Technology (1986), Rashtreeya Vidyalaya College of Engineering in Bangalore, India
- Bachelor of Ministry in Pastoral Studies and Counseling (2008), International Bible College
- Master of Divinity (2013), Luther Rice University

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

Lynn is a seasoned entrepreneur with a diverse professional background in business, education, and ministry, and has worked as an engineer, senior pastor, administrator, director, and CEO. An ordained minister, he has served in leadership on a number of denominational and non-denominational ministry and professional boards, and served as a short-term missionary in Bolivia, Haiti, India, and Korea. Founder of InspireUSA: *Celebrating the Best of America*®, author of the *Meat and Potatoes for the Soul* series, *Plight*, and other books, his productions and publications include numerous articles, other books, a cable TV show, dissertation, magazines, musicals, songs, videos, and web sites. He and his wife, Wendy, have three adult children.

- 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 and Church Leadership (2002), Asbury Theological Seminary

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 has 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 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, 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.

- 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

Daniel Lopez, *Adjunct Bible Certificate Instructor*

Daniel is the Founder and Director of IN DEPTH Ministries and has been involved in planting churches and equipping leaders for more than 25 years. He currently serves as an Assistant Professor of Bible at the College of Biblical Studies in Houston and is the author of several books: *In Depth Bible Study, Torches Lit Until The Morning, To the measure of his Stature, The Bridegroom Comes*, and others. He holds a degree in Electrical Engineering from the University of Houston, a Master of Business Administration from Houston Baptist University, and a Master of Biblical Studies from Dallas Theological Seminary in Dallas, Texas. Also the founder and owner of the Real Estate brokerage firm Homemax Properties, he and his wife have five children.

- Bachelor of Science in Electrical Engineering (1990), University of Houston
- Master in Business Administration (1999), Houston Baptist University
- Master of Arts in Biblical Studies (2006), Dallas Theological Seminary

Mrs. Angela McClinton, *Adjunct Bible Certificate Instructor*

Angela serves as the Executive Pastor of The Waters Church. A native of Katy and graduate of Mayde Creek High School, she was the 2018 Valedictorian and Summa Cum Laude Master of Divinity graduate of TBS, 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 has worked as a freelance writer for *Katy Magazine*, a 2nd Grade Teacher at Odessa Kilpatrick Elementary School (2003-06), and a Kindergarten Teacher at Bear Creek Elementary School (2002-03). She served as a volunteer in Church Leadership and Service Ministries at The Waters Church from 2003-18. Her and her husband, Jordan, have three daughters.

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

Dr. Linda Pattillo, *Adjunct Professor of Biblical Culture, Geography, and Languages*

Linda is a career educator and missionary, having served as a Greek Tutor and Adjunct Professor of Hebrew at Oral Roberts University, and an Adjunct Professor of Hebrew at Phillips Seminary. Dr. Pattillo spent nearly 30 years as an Itinerate Missionary for Nathan Ministries teaching biblical studies and pastoral development and spiritual formation in such diverse locales as Argentina, Bangladesh, Czechoslovakia (Slovak Republic), Latvia, Norway, Poland and various domestic locations. She has vast experience in research and study in the Holy Land, including regular research work helping present the life and teachings of Jesus in their original cultural and linguistic settings in association with Jerusalem Perspective's synoptic scholar, David Bivin. Dr. Pattillo is married to Dr. Phillip Pattillo, recently retired from BP America, and they have two children and several grandchildren.

- B.S. in Finance (1971), Louisiana State University
- Master of Arts in Biblical Literature (1983), Oral Roberts University
- Doctorate of Theology (2005), Centre for the Study of Biblical Research

- Certificates:
  - Historical Geography of Israel and the Trans-Jordan (1997), Jerusalem University College
  - Historical Geography of Palestine (1987), Educational Opportunities
  - Historical Geography of Israel (1985), Institute of Holy Land Studies

Dr. Phil Pattillo, *Adjunct Bible Certificate Professor*

Phil is currently a retired, contract research engineer attending The Brook Church Community in Tomball, Texas. During his more than forty-year career at Amoco and BP, Dr. Pattillo received BP's Helios award for innovation, and authored or co-authored over forty peer-reviewed publications. He has served as an SPE Distinguished Lecturer and was the 2009 recipient of the SPE Drilling Engineering Award. Since accepting Christ Jesus as his personal Savior in High School, Phil has progressed in the spiritual gift of teaching by consistent study of the Scriptures, practical experience in preaching and teaching, and interaction with his wife, Linda, an independent missionary and adjunct professor at The Bible Seminary. Working with her in Argentina, he has also been honored with the title of Predicador Ordenado from Iglesia Visión de Futuro, their Argentine host. Phil and Linda live in Cypress, Texas.

- Bachelor of Science in Mechanical Engineering (1970), Louisiana State University
- Masters in Engineering Science (1971), Louisiana State University
- Masters in Engineering Science (1972), University of Notre Dame
- PhD in Engineering Science (1978), University of Notre Dame

Dr. Brian Peterson, *Adjunct Professor of Old Testament*

Brian is an Associate Professor of Old Testament and Hebrew at Lee University in Cleveland, Tennessee, where he has taught for seven years. Prior to coming to Lee, Dr. Peterson taught at Prairie Bible College in Alberta, Canada and for a short period in the Gambia West, Africa. He did his PhD in Hebrew Bible at Wycliffe College in Toronto, Canada. His dissertation focused on understanding the book of Ezekiel in its ancient Near Eastern context. Brian is married to Christine Curley and together they have three children, Maddie, Mark, and Kevin.

- Journeyman's License in Carpentry (1987), Moncton Technical Training School
- Bachelor of Bible (2001), Zion Bible College
- Master of Theological Studies (2003), Beeson Divinity School

- Master of Arts in Old Testament (2004), Gordon-Conwell Theological Seminary
- Ph.D. in Old Testament Studies (2009), Wycliffe College at the University of Toronto. Thesis, "Ezekiel in Context: Ezekiel's Message Understood in its Historical Setting of Covenant Curses and Ancient Near Eastern Mythological Motifs"

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 has earned a BA 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 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, and Professor of Biblical Archaeology and Church History*

A native Texan with 36 years of experience serving professionally as a pastor, principal, superintendent, professor, Development Director, teacher, coach, and more, Dr. Stripling began his career in college working in youth ministry, then worked in public education, then full-time professional ministry and Christian education, and then a combination of public and private education and ministry. Former Department Chair of Humanities at Wharton County Junior College, he has also taught at Houston Baptist University, Belhaven University, International Bible College, and Texas Southmost College/University of Brownsville. He previously worked as Director of Development at The IDEA Academy, helped co-found and served as Principal of Covenant Christian Academy, and served as teacher and/or coach at Sugar Land Middle School, Point Isabel ISD, and James Pace High School. An active archaeologist and a Board member of the Near East Archaeological Society, Dr. Stripling serves as Director of Excavations at Shiloh, and served as Field Supervisor of the Tall el-Hammam Excavation Project in Jordan from 2005 to 2010, Director of the Khirbet el-Maqatir project since 2010, and Supervisor of the Jerusalem Temple Mount Salvage Project in Israel. A popular speaker and author of *The Trowel and the Truth: A Guide to Field Archaeology in the Holy Land*, *The Trowel and the Truth*, *Somebody Call 9:11*, and numerous other publications, he has served on a variety of community, education and ministry Boards and organizations. He and his wife, Janet, have four children and two grandchildren.

- Bachelor of Science in Physical Education and English (1984), UT Pan American
- Master of Arts in English (1988), UT Pan American
- Master of Arts in Biblical Literature (1995), Assemblies of God Theological Seminary
- Ph. D. in Archaeology and Biblical History (ABD), Veritas International University
- Doctor of Ministry in Leadership (2006), Vision International University

Calendars

Fall Semester – Bible Certificate program

June 1 **Course Registration OPENS**

August 10 **Course Registration DEADLINE**

August 10 **PAYMENT DEADLINE**

August 17 *Last day for* **LATE REGISTRATIONS**

August 19 **TBS Commencement and Graduation**

August 20 **First Day** of *Fall 1 classes*

August 27 **First Day** of *Graduate* classes

October 15 **First Day** of *Fall 2* classes

Bible Certificate Program				
Category	**Course**	**Dates, Day & Time**	**Location**	**Professor**
Houston: Katy/West				
Core	BP001: Bible Panorama	Aug 30 – Dec 13 Thu 6:30 – 8:20 pm	TBS@Parkway Fellowship	Bunke, Petrovich
Core	BP001: Bible Panorama	Aug 30 – Dec 13 Thu 6:30 – 8:20 pm	TBS@Ecclesia West	Davis, Petrovich
Core - Fall 1	BSM001: Bible Study Methods (Spanish)	Aug 21 – Oct 9 Tue 6:30 – 8:20 pm	TBS 250	Lopez
Core – Fall 1	NT001: New Testament Gospels/Acts	Sept. 25 – Nov 13 Tue 6:30 – 8:20 pm	TBS@MBCA	Lokkesmoe
Houston: Northwest				
Core	BP001: Bible Panorama	Aug 29 – Dec 12 Wed 6:30 – 8:20 pm	TBS@Windwood	Stripling, Enright
Houston: Southwest				
Core – Fall 1	BSM001: Bible Study Methods	Sept. 10 – Oct 29 Mon 6:30 – 8:20 pm	TBS@SLFC	Alvarez
	BSM001: Bible Study Methods	Aug 20 – Oct 15 Mon 6:30 – 8:20 pm	TBS@COLW	Petrovich
Core – Fall 2	OT001: Old Testament History	Oct 22 – Dec 10 Mon 6:30 – 8:20 pm	TBS@COLW	McClinton

September 3 **Labor Day** no classes

October 9 **Last Day** of *Fall 1* classes

November 21-23 **Reading Week** – Thanksgiving Break, no classes

December 4 **Last Day** of *Fall 2* classes

December 7 **Last Day** of *regular semester* classes

Fall Semester – Graduate programs

June 1 **Course Registration OPENS**

August 10 **Course Registration DEADLINE**

August 10 **PAYMENT DEADLINE**

August 17 *Last day for* **LATE REGISTRATIONS**

August 19 **TBS Commencement and Graduation**

August 21 **First Day** of *MIS 503*

August 27 **First Day** of *Graduate* classes

C = Core (required), E = Elective Options

Licensed Professional, Dual Degree Completion, Master of Arts and Master of Divinity											
#	Course	Day(s)	Time(s)	Location	Professor	Program*					
Katy/West Houston area						LP	MA CHT	MA BLC	MA BS	MA BHA	M Div
GRK 501	**Greek Language I** Jude, 2 & 3 John	Mon Thu	12:30 – 1:45 pm	TBS 250	Petrovich			C	E	C	C
SFM 501	**Spiritual Formation & Ministry I** Exodus, Numbers, Matthew	Mon	9:00 – 11:45 am	TBS 270	Lewis	E	C	C	C	E	C
SFM 506	**Spiritual Formation & Ministry VI** Ezekiel, Gospel of John	Thu	6:00 – 9:00 pm	TBS 270	Peterson	E	E	E	E		C
THE 503	**Theology III** 1 & 2 Corinthians; 1 & 2 Timothy, Titus	Fri	9:00 am – 12:00 pm	TBS 270	Evans		C	E	C		C
Northwest Houston area											
BSM 501	**Bible Study Methods** Esther, Obadiah, Mark	Fri	8:30 – 11:30 am	Faithbridge	Petrovich	C	C	C	C	C	C
SFM 500	**Spiritual Formation & Ministry Bible Panorama**	(Please see Bible Certificate calendar for times and locations)				C	C	C	C	C	C

* LP = Licensed Professional
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

September 3 **Labor Day** no classes

November 21-23 **Reading Week** – Thanksgiving Break, no classes

December 3 -7 **Exam Week**

December 7 **Last Day** of *regular semester* classes

Spring Semester – Bible Certificate program

November 7, 2018	**Course Registration OPENS**
January 4, 2019	**Course Registration DEADLINE**
January 4	**PAYMENT DEADLINE**
January 14	*Last day for* **LATE REGISTRATIONS**
January 15	**First Day** of *Spring 1 classes*
January 11	**First Day** of *Graduate* classes
March 26	**First Day** of *Spring 2* classes

Bible Certificate Program				
Category	**Course**	**Dates, Day & Time**	**Location**	**Professor**
Houston: Katy/West				
Core – Spring 1	BSM001: Bible Study Methods	Jan 17 – Mar 7 Thu 6:30 – 8:20 pm	TBS@Ecclesia	Petrovich
	NT002: New Testament Epistles/Revelation	Jan 15 – March 5 Tue 6:30 – 8:20 pm	TBS@MBCA	Lokkesmoe
Core	BP001: Bible Panorama	Jan 24 – May 9 Thu 6:30 – 8:20 pm	TBS@Parkway Fellowship	Brunke, Stripling
Houston: Northwest				
Core – Spring 1	BSM001: Bible Study Methods	Jan 23 – Mar 13 Wed 6:30 – 8:20 pm	TBS@Windwood	P. Pattillo
Core – Spring 2	ELE200: Soul Care	Mar 27 – May 15 Wed 6:30 – 8:20 pm	TBS@Windwood	Cozart
Houston: Southwest				
Core – Spring 1	OT002: Old Testament Poetry	Jan 14 – March 4 Mon 6:30 – 8:20 pm	TBS@COLW	Loken
Elective	ELE100: Holy Land Tour Prep	Jan 15 – Mar 5 Tue 6:30 – 8:20	TBS@SLFC	L. Pattillo
Core – Spring 2	OT003: Old Testament Prophecy	March 25 – May 13 Mon 6:30 – 8:20 pm	TBS@COLW	Loken

March 5	**Last Day** of *Spring 1* classes
March 11-22	**Reading Week/Spring Break** - no classes
April 19	**Good Friday** – no classes
May 3	**Last Day** of *regular semester* classes
May 14	**Last Day** of *Spring 2* classes

Spring Semester – Graduate programs

November 7, 2018	**Course Registration OPENS**
January 4, 2019	**Course Registration DEADLINE**
January 4	**PAYMENT DEADLINE**
January 14	*Last day for* **LATE REGISTRATIONS**
January 14	*New Student* **Orientation** from 9:30 – 10:30 a.m.
January 15	**First Day** of *Spring 1 classes*
January 11	**First Day** of *Graduate* classes
March 26	**First Day** of *Spring 2* classes

C = Core (required), E = Elective Options

Licensed Professional, Dual Degree Completion, Master of Arts and Master of Divinity											
#	Course	Day(s)	Time(s)	Location	Professor	Program*					
Katy/West Houston area						LP	MA CHT	MA BLC	MA BS	MA BHA	M Div
PAS 511	**Pastor-Leader I** **Ruth, 1 & 2 Samuel, 1 & 2 Kings**	Thu	6:30 – 9:00 pm	TBS 270	Nyquist		C	C	C	C	C
ANE 501	**Ancient Near Eastern Cultures** Ezra 4-6, Daniel 2-7	Mon Thu	10:45 am - Noon	TBS 270	Petrovich			C	E	C	E
GRK 502	**Greek Language II** 1 Peter	Mon Thu	12:30 – 1:45 pm	TBS 250	Petrovich			C	E	C	C
PRE 501	**Expository Preaching/Teaching I** Isaiah	Wed	9:00 am – 12:00 pm	TBS 270	Nyquist		C	C	C	C	C
Northwest Houston area											
THE 510	**Church History I** Acts	Fri	8:30 – 11:30 am	Faithbridge	Nyquist, Stripling	C	C	C	C	C	C

* LP = Licensed Professional
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

March 5	**Last Day** of *Spring 1* classes
March 11-22	**Reading Week/Spring Break** - no classes
April 19	**Good Friday** – no classes
April 29 – May 3	**Finals Week**
May 3	**Last Day** of *regular semester* classes
May 14	**Last Day** of *Spring 2* classes

Summer Semester

April 2	**Course Registration OPENS**
May 1	**Course Registration DEADLINE**
May 21	**PAYMENT DEADLINE**
June – August	**Summer Semester** – Off-campus • ARC 520: Excavation Practicum & Field School I (Stripling) • ARC 521: Excavation Practicum & Field School II (Stripling) • ARC 510: Ceramic Analysis (Stripling)
August 18	**Commencement**, 4:00 p.m.

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] having been awarded Candidate Status as a Category III institution by the TRACS Accreditation Commission on April 16, 2019. This status is effective for a period of up to 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).

In April 2012, The Bible Seminary was approved for Affiliate status with the Association for Biblical Higher Education (ABHE). As an Affiliate institution of ABHE, The Bible Seminary participates in and contributes to collegial and professional development activities of the Association. Affiliate status does not, however, constitute, imply, or presume ABHE accredited status at present or in the future.

Academic Programs

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

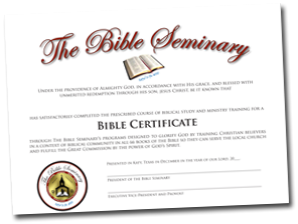
- Bible Certificate (10-credit hours)
- Licensed Professional (18-credit hours)
- Dual Degree Completion (138-174-credit hours)
- Master of Arts
  - Master of Arts in Biblical History and Archaeology (60-credit hours)
  - Master of Arts in Biblical Languages and Culture (54-credit hours)
  - Master of Arts in Biblical Studies (60-credit hours)
  - 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 short 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 and Learning Outcomes

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

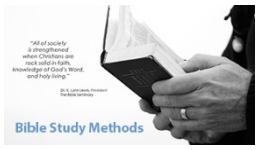
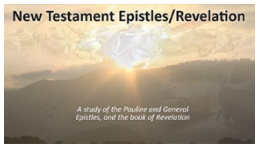
Frequency of Offering

The Bible Certificate Program offers maximum flexibility for students and partnering organizations at remote instructional location sites. Various sites are at different stages in the following curriculum progression:

- Prerequisites – Bible Panorama and Bible Study Methods
- Core – Old Testament I, II, and III, and New Testament I and II
- Electives – Two electives (God & Science, Holy Land Tour Prep, Soul Care, etc.)

Students who miss a course session or semester course at their home site can make up the course at any other extension site. See the current Academic Calendar for specific times and locations.

Bible Certificate Courses

Core Courses *(all 7 required)*		
Bible Panorama 14 weeks 2 TBS credits 4 CEU's		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. Generally a prerequisite for all other CORE courses except Bible Study Methods (BSM), this course may be taken before, after, or concurrently with BSM.
Bible Study Methods 8 weeks 1 TBS credit 2 CEU's		Learn how to study the Bible through observation, interpretation, correlation, and application. Introduces various types of literature found in the Bible and the cultural context of the biblical writers, both of which affect our understanding of the text and how to apply it to our modern context. In addition to classroom instruction and demonstrations, practical exercises help cement concepts and develop Bible study skills that are broadened and deepened in subsequent courses. Generally a prerequisite for all other CORE courses except Bible Panorama (BP), this course may be taken before, after, or concurrently with BP.
Old Testament History 8 weeks 1 TBS credit 2 CEU's		A study of Genesis through Esther that charts the course of salvation history from creation through the exiles' return from Babylon that helps students gain a clear picture of "the story" of the Old Testament, including major characters, covenants, and a memorable rough timeline. These books are predominantly "narrative" literature, so the course examines how stories work, and things to look for when studying narratives, including guidelines for drawing sensible applications from Old Testament narratives.
Old Testament Poetry 8 weeks 1 TBS credit 2 CEU's		A study of Job through Song of Songs, and Lamentations that helps students gain a greater understanding of biblical poetry and appreciation of its artistry, beauty, and function. The course covers the types of parallelism found in biblical poetry, types of poetic devices (such as metaphor and hyperbole), categories of psalms (such as lament, praise, and imprecatory), and explores the categories, nature and interpretations of proverbs.
Old Testament Prophecy 8 weeks 1 TBS credit 2 CEU's		A study of the major prophets, Isaiah through Daniel, and minor prophets, Hosea through Malachi that helps students gain a clear picture of who the prophets were, when they lived, to whom they prophesied, and how their prophecies relate to what took place before their time, after their time up to the present, and what has yet to take place.
New Testament Gospels/Acts 8 weeks 1 TBS credit 2 CEU's		A study of the four Gospels and the Acts of the Apostles that helps students gain a well-rounded understanding of the life, death, and resurrection of Jesus as presented in the four Gospels, as well as the particular emphases of each Gospel. In studying the Acts of the Apostles, students learn the people, places, and events of the early church as it expanded to reach Jews in the Diaspora and Gentiles.
New Testament Epistles/Revelation 8 weeks 1 TBS credit 2 CEU's		This course covers the Pauline and General Epistles and the book of Revelation. It helps students know the authors, readers, and issues in the epistles and to have a clear framework for analyzing them. Students are also introduced to the book of Revelation's structure and content, as well as issues involved in interpretation and various eschatological views.

Elective Courses *(at least 2 required)*	
God and Science $195, 8 weeks *1 TBS credit; 2 CEU's*	Explore 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. Prerequisites: *None*.
Holy Land Tour Prep $195, 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. Prerequisites: *None.*
Perspectives on the World Christian Movement $250, 16 weeks *1 TBS credit, 5 CEU's*	From Creation to the present, learn how God has moved in the past, how the global Church has responded, and the greatest needs in world evangelization today. Perspectives is offered at different levels in association with churches, ministries, and schools all over the world. Visit class.perspectives.org to find a class near you. Prerequisites: *None*.
Soul Care $195, 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. Prerequisites: *None*.
TBS Graduate Course Audit $250, 13 weeks *1 TBS credit*	Audit any graduate course offered by The Bible Seminary 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.
Other Elective options (Varies) *1 TBS credit*	*Trips* • Holy Land Study Tour – (Any study tour of the Holy Land) • Other Study Tour – (Any study tour of other Biblical/historical locations) • Mission Trip – (Any cross-cultural mission trip) *Other courses* • Bible Study course series, such as Beth Moore, Bible Study Fellowship, Navigators, Precept Ministries • Disciple Bible Study I, II, III, or IV • Emotionally Healthy Spirituality • Financial Peace University • Stephens Ministry Training

- "Bible Certificate" courses do NOT require an application for enrollment.
- Students may take individual courses without officially enrolling in the "Bible Certificate" program.
- Graduates of the "Bible Certificate" program are welcome to retake classes and/or take additional electives.
- For Educational and other professionals who need CEU credits, The Association of Christian Schools International (ACSI) has approved our CORE courses for 2 CEU's.
- Most "Bible Certificate" courses typically meet once per week for approximately 1 hour and 50 minutes.

Registration

Participation in Bible Certificate classes does *not* require an application, but does require registration. There are no entrance requirements or admissions pre-requisites. To review and register for upcoming Bible Certificate classes, please visit www.TheBibleSeminary.org and click on "Academics – Bible Certificate – Registration."

Licensed Professional (LP)

The **Licensed Professional (LP)** program is designed to offer core, graduate-level education for ministry leadership. This program is not a substitute for a degree program, denominational path toward ordination, or state licensure but does provide foundational educational experiences and studies beneficial for anyone serving or who wants to serve in Bible-based, Christ-centered ministry leadership.

Fundamental skills and topics studied in the LP program 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 in this program earn 2-hour, graded, non-degree 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 convert their work to 3-hour graduate degree credit without having to retake the course. To convert the non-degree credit to degree credit, students must apply and be accepted and pay the difference between the non-degree and degree costs for the course.

Admission requirements include a high school diploma or equivalent (no undergraduate degree is required) and submission and approval of a "Non-degree Student Application." Any student who eventually chooses to pursue a degree would then need to additionally submit a "Degree Student Application."

Program Objectives and Learning Outcomes

1. The seminary will teach, and the student will understand and be able to exposit and explain all the book(s) of the Bible covered in program in addition to the specific book(s) of the Bible for a specific course.
2. The seminary will teach, and the student will become equipped to utilize the Licensed Professional discipline(s) associated with the program and each course in work and life.
3. The seminary will teach, and the student will come to understand how the 7 core values of The Bible Seminary impact their program, courses, life, and future work.

Frequency of Offering

Licensed Professional 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. Since TBS offers graduate courses at multiple sites, 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.

Licensed Professional *Program Outline*				
● **CORE courses** *(All 7 required)*	*Hours*		○ **ELECTIVE Courses** *(at 2 least two required)*	*Hours*
● **BSM 501: Bible Study Methods** Esther, Obadiah, Mark	2		○ **MIS 501: Missions I** *Perspectives on the World Christian Movement*	2
● **THE 501: Theology I** Genesis	2		○ **MIS 502: Missions II** (Anthropology) Hosea, Amos, Micah, Habakkuk, Zephaniah	2
● **THE 510: Church History I** Acts	2		○ **MIS 503: Discipleship, Evangelism, & Church Planting** Deuteronomy, Galatians	2
● **PAS 501: Pastor-Shepherd I** Job, Jeremiah, Lamentations	2		○ **SFM 501: Spiritual Formation & Ministry I** Exodus, Numbers, Matthew	2
● **PAS 511: Pastor-Leader I** Ruth, 1 & 2 Samuel, 1 & 2 Kings	2		○ **SFM 505: Spiritual Formation & Ministry V** Song of Songs, Ecclesiastes	2
● **PRE 501: Expository Preaching/Teaching I** Isaiah	2		○ **SFM 506: Spiritual Formation & Ministry VI** Ezekiel, Gospel of John	2
● **SFM 500: Spiritual Formation & Ministry** *Bible Panorama*	2		(Other graduate courses may also be available as options)	
CORE hours =	14		**ELECTIVE hours =**	4

Licensed Professional = 7 CORE + 2 ELECTIVES = 9 courses (**18-credit hours**)

Dual Degree Completion (DDC)

The **Dual Degree Completion** (DDC) program allows students with an Associate's degree, 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 resulting in both a bachelor's and master's degree. Students who successfully complete this program will have earned a Bachelor of Arts in Christian Studies (BACS), and either a companion Master of Arts (MA) or a Master of Divinity (MDiv) degree. The Bachelor of Arts in Christian Studies is customized for each student to incorporate previous college coursework (such as a 60-credit hour Associate 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 BA only.
- 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.
- To graduate with a BA, students must earn approximately 120-credit hours as follows:
  - *30 credits*: General Education (non-TBS)
  - *15 credits*: Bible and Christian studies (non-TBS)
  - *45 credits*: Electives (non-TBS)

    Can be fulfilled by any combination of prior learning assessments, College Level Examination Program (CLEP) exams, and competency assessments obtained from the Council for Adult and Experiential Learning (CAEL), such as Learning Counts (LearningCounts.org), and/or other college work.
  - *30 credits*: TBS core courses
- Accepted students may enroll in the current graduate program, without any modifications, and transfer in or work on the side to complete any non-TBS credit hour bachelor's degree requirements.
- Students who complete the program will have completed 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 receive both degrees together *after* all requirements are completed for BOTH the undergraduate and graduate degrees.
- The customized degree may require students to take courses from other colleges or universities. Tuition for any of these additional college courses and prior learning assessments outside of TBS and required to complete the bachelor's degree are the direct 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.
- 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).
- Tuition and fees for undergraduate credits and graduate credits are the same.
- 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.

***Dual Degree Completion** Program Outline*		
General Education	**Minimum Credits**	**Comments**
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.
General Education Total =	**30**	
Bible and Christian Studies	**Minimum Credits**	**Comments**
Old Testament Survey	3	
New Testament Survey	3	
Basic Christian Doctrine	3	
World Religions	3	
Cultural Studies	3	Philosophy, Culture, Worldview, etc.
Bible and Christian Studies Total =	**15**	
Electives	**Minimum Credits**	**Comments**
Electives Total =	**45**	Can be any combination of other college courses and/or, CLEP, competency assessments, or prior learning assessments obtained from CAEL or LearningCounts.org.
Combined BA/Graduate-level Courses	**Minimum Credits**	**Comments**
Hermeneutics	3	
History and Theology	9	
Languages and Culture	0-3	Depending on the graduate degree
Missions and Evangelism	0-3	Depending on the graduate degree
Pastoral Leadership	6	
Preaching and Teaching	3-6	Depending on the graduate degree
Spiritual Formation & Ministry	3-6	Depending on the graduate degree
Combined BA/Graduate Courses Total =	**30**	
Total Undergraduate (BA) credits =	**120**	
Additional Master of Arts (MA) Credits	+ 18 to 30	See Master of Arts programs
Total Combined BA/MA credits =	**138 to 150**	
	Or	
Additional Master of Divinity (MDiv) Credits	+ 54	See Master of Divinity program
Total Combined BA/MDiv credits =	**174**	

Master of Arts (MA)

The **Master of Arts (MA)** curricula integrate 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 two 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) and PART-TIME students. Auditing may be available for some courses on a limited basis.

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:

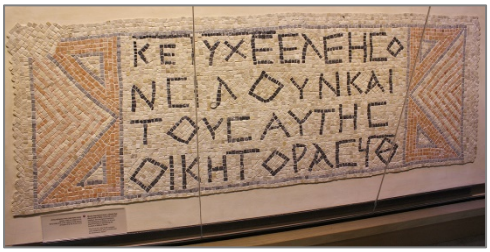
1. The student will demonstrate an awareness of the history and issues of Biblical Archaeology.
2. The student will demonstrate the ability to use archaeology for apologetic and hermeneutical purposes.
3. The student will demonstrate an ability to excavate following sound methodology.
4. The student will interpret archaeological data in light of regional settlement patterns and biblical narratives.
5. The student will comprehensively express the chronological, geographical, and thematic flow of the Bible.
6. The student will master typologies and demonstrate an ability to date material remains based on typologies.

Frequency of Offering

At least some courses required for the MABHA program are offered every fall and spring semester on the main campus, and some core courses are also offered at various remote instructional locations. Uniquely for this degree, several courses for this degree are offered on site in Israel during the summer semester. See the Academic Calendar for specific times and availabilities.

Master of Arts in Biblical History and Archaeology *Program Outline*	
● **CORE Courses** *(all 19 required)*	**Hours**
Hermeneutics	
● **BSM 501: Bible Study Methods** – Esther, Obadiah, Mark	**3**
Languages and Culture	
● **ANE 501: Ancient Near Eastern Cultures** – Ezra 4-6, Daniel 2-7 (Aramaic)	**3**
● **GRK 501: Greek Language I** – Jude, 2 & 3 John	**3**
● **GRK 502: Greek Language II** – 1 Peter	**3**
● **HEB 501: Hebrew Language I** – Jonah, Nahum	**3**
● **HEB 502: Hebrew Language II** – Haggai, Zechariah, Malachi	**3**
History and Theology	
● **THE 501: Theology I** – Genesis	**3**
● **THE 510: Church History** – Acts	**3**
● **THE 520: Biblical Archaeology** – Judges	**3**
● **THE 525: Ancient Near East History and Archaeology**	**3**
Pastoral Leadership	
● **PAS 501: Pastor-Shepherd I** – Job, Jeremiah, Lamentations	**3**
● **PA S511: Pastor-Leader I** – Ruth, 1 & 2 Samuel, 1 & 2 Kings	**3**
Preaching and Teaching	
● **PRE 501: Expository Preaching/Teaching I** – Isaiah	**3**
Spiritual Formation and Ministry	
● **SFM 500: Spiritual Formation & Ministry** – *Bible Panorama*	**3**
Archaeology	
● **ARC 501: Archaeology Theory and Methodology**	**3**
● **ARC 510: Ceramic Analysis**	**3**
● **ARC 520: Excavation Practicum & Field School I**	**3**
● **ARC 521: Excavation Practicum & Field School II**	**3**
Capstone	
● **CAP 590: Capstone**	**3**
CORE hours =	**57**
○ **ELECTIVE Courses** *(at least 1 required)*	**Hours**
Missions and Evangelism	
○ **MIS 501: Missions I** – *Perspectives on the World Christian Movement*	**3**
○ **MIS 502: Missions II** – Hosea, Amos, Micah, Zephaniah	**3**
○ **MIS 503: Discipleship, Evangelism, and Church Planting** – Deuteronomy, Galatians	**3**
Spiritual Formation and Ministry	
○ **SFM 501: Spiritual Formation & Ministry I** – Exodus, Numbers, Matthew	**3**
ELECTIVE hours =	**3**

MA in Biblical History and Archaeology = 19 CORE + 1 ELECTIVE = 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 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 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.
2. The student will exercise sound exegetical and hermeneutical principles.
3. The student will interpret biblical texts in light of genre and textual variants.
4. The student will comprehensively express the chronological, geographical, and thematic flow of the Bible.
5. The student will demonstrate an awareness of critical research issues and an ability to understand and articulate all sides of these issues.

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.

Master of Arts in Biblical Languages and Culture *Program Outline*	
● **CORE Courses** *(all 15 required)*	**Hours**
Hermeneutics	
● **BSM 501: Bible Study Methods** – Esther, Obadiah, Mark	**3**
Biblical Languages and Culture	
● **ANE 501: Ancient Near Eastern Cultures** – Ezra 4-6, Daniel 2-7 (Aramaic)	**3**
● **GRK 501: Greek Language I** – Jude, 2 & 3 John	**3**
● **GRK 502: Greek Language II** – 1 Peter	**3**
● **HEB 501: Hebrew Language I** – Jonah, Nahum	**3**
● **HEB 502: Hebrew Language II** – Haggai, Zechariah, Malachi	**3**
History and Theology	
● **THE 501: Theology I** – Genesis	**3**
● **THE 510: Church History** – Acts	**3**
● **THE 511: Church History II** – (incorporates Holy Land Study Tour)	**3**
Pastoral Leadership	
● **PAS 501: Pastor-Shepherd I** – Job, Jeremiah, Lamentations	**3**
● **PA S511: Pastor-Leader I** – Ruth, 1 & 2 Samuel, 1 & 2 Kings	**3**
Preaching and Teaching	
● **PRE 501: Expository Preaching/Teaching I** – Isaiah	**3**
Spiritual Formation and Ministry	
● **SFM 500: Spiritual Formation & Ministry** – *Bible Panorama*	**3**
● **SFM 501: Spiritual Formation & Ministry I** – Exodus, Numbers, Matthew	**3**
Capstone	
● **CAP 590: Capstone**	**3**
CORE hours =	**45**
○ **ELECTIVE Courses** *(at least 3 required)*	**Hours**
Biblical Languages and Culture	
○ **GRK 503: Greek Exegesis** – Gospel of Luke	**3**
○ **HEB 503: Hebrew Exegesis** – Habakkuk	**3**
History and Theology	
○ **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 520: Biblical Archaeology** – Judges	**3**
Missions and Evangelism	
○ **APO 501: Apologetics** – Proverbs, James, 1 John	**3**
○ **MIS 501: Missions I** – *Perspectives on the World Christian Movement*	**3**
○ **MIS 502: Missions II** – Hosea, Amos, Micah, Zephaniah	**3**
○ **MIS 503: Discipleship, Evangelism, and Church Planting** – Deuteronomy, Galatians	**3**
Spiritual Formation and Ministry	
○ **PRA 501: Prayer & Worship I** – Leviticus, 1 & 2 Chronicles, Psalms	**3**
○ **SFM 505: Spiritual Formation & Ministry V** – Song of Songs, Ecclesiastes (Career Placement)	**3**
○ **SFM 506: Spiritual Formation & Ministry VI** – Ezekiel, Gospel of John	**3**
ELECTIVE hours =	**9**

MA in Biblical Languages and Culture = 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.

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.
2. The student will be able to perform a wide array of ministerial duties.
3. The student will nurture his or her own soul.
4. The student will demonstrate growth and change in the way the her or she perceives the world, the Bible, and ministry.

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 are also offered at various remote instructional locations. See the Academic Calendar for specific times and availabilities.

Master of Arts in Biblical Studies *Program Outline*	
● **CORE Courses** *(all 15 required)*	**Hours**
Hermeneutics	
● **BSM 501: Bible Study Methods** – Esther, Obadiah, Mark	**3**
History and Theology	
● **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** – (incorporates Holy Land Study Tour)	**3**
Missions and Evangelism	
● **APO 501: Apologetics** – Proverbs, James, 1 John	**3**
Pastoral Leadership	
● **PAS 501: Pastor-Shepherd I** – Job, Jeremiah, Lamentations	**3**
● **PA S511: Pastor-Leader I** – Ruth, 1 & 2 Samuel, 1 & 2 Kings	**3**
Preaching and Teaching	
● **PRE 501: Expository Preaching/Teaching I** – Isaiah	**3**
Spiritual Formation and Ministry	
● **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**
Capstone	
● **CAP 590: Capstone**	**3**
CORE hours =	**45**
○ **ELECTIVE Courses** *(at least 5 required)*	**Hours**
Biblical Languages and Culture	
○ **ANE 501: Ancient Near Eastern Cultures** – Ezra 4-6, Daniel 2-7 (Aramaic)	**3**
○ **GRK 501: Greek Language I** – Jude, 2 & 3 John	**3**
○ **GRK 502: Greek Language II** – 1 Peter	**3**
○ **GRK 503: Greek Exegesis** – Gospel of Luke	**3**
○ **HEB 501: Hebrew Language I** – Jonah, Nahum	**3**
○ **HEB 502: Hebrew Language II** – Haggai, Zechariah, Malachi	**3**
○ **HEB 503: Hebrew Exegesis** – Habakkuk	**3**
History and Theology	
○ **THE 520: Biblical Archaeology** – Judges	**3**
Missions and Evangelism	
○ **MIS 501: Missions I** – *Perspectives on the World Christian Movement*	**3**
○ **MIS 502: Missions II** – Hosea, Amos, Micah, Zephaniah	**3**
○ **MIS 503: Discipleship, Evangelism, and Church Planting** – Deuteronomy, Galatians	**3**
Pastoral Leadership	
○ **PAS 502: Pastor-Shepherd II** – Ephesians, Philippians, Colossians, Philemon	**3**
○ **PA S512: Pastor-Leader II** – Joshua, Ezra, Nehemiah	**3**
Preaching and Teaching	
○ **PRE 502: Expository Preaching/Teaching II** – I & 2 Thessalonians	**3**
Spiritual Formation and Ministry	
○ **SFM 505: Spiritual Formation & Ministry V** – Song of Songs, Ecclesiastes (Career Placement)	**3**
○ **SFM 506: Spiritual Formation & Ministry VI** – Ezekiel, Gospel of John	**3**
ELECTIVE hours =	**15**

MA in Biblical Studies = 15 CORE + 5 ELECTIVES = 20 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 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 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.
2. The student will demonstrate mastery of major theological concepts and doctrines.
3. The student will demonstrate mastery of the major personalities and events of church history.
4. The student will demonstrate a preparation for success in ministry and/or doctoral studies.

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 are also offered at various remote instructional locations. See the Academic Calendar for specific times and availabilities.

Master of Arts in Church History and Theology *Program Outline*	
● **CORE Courses** *(all 14 required)*	**Hours**
Hermeneutics	
● **BSM 501: Bible Study Methods** – Esther, Obadiah, Mark	**3**
History and Theology	
● **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** – (incorporates Holy Land Study Tour)	**3**
Pastoral Leadership	
● **PAS 501: Pastor-Shepherd I** – Job, Jeremiah, Lamentations	**3**
● **PA S511: Pastor-Leader I** – Ruth, 1 & 2 Samuel, 1 & 2 Kings	**3**
Preaching and Teaching	
● **PRE 501: Expository Preaching/Teaching I** – Isaiah	**3**
Spiritual Formation and Ministry	
● **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**
Capstone	
● **CAP 590: Capstone**	**3**
CORE hours =	**42**
○ **ELECTIVE Courses** *(at least 2 required)*	**Hours**
History and Theology	
○ **THE 520: Biblical Archaeology** – Judges	**3**
Missions and Evangelism	
○ **APO 501: Apologetics** – Proverbs, James, 1 John	**3**
○ **MIS 501: Missions I** – *Perspectives on the World Christian Movement*	**3**
○ **MIS 502: Missions II** – Hosea, Amos, Micah, Zephaniah	**3**
○ **MIS 503: Discipleship, Evangelism, and Church Planting** – Deuteronomy, Galatians	**3**
Spiritual Formation and Ministry	
○ **SFM 505: Spiritual Formation & Ministry V** – Song of Songs, Ecclesiastes (Career Placement)	**3**
○ **SFM 506: Spiritual Formation & Ministry VI** – Ezekiel, Gospel of John	**3**
ELECTIVE hours =	**6**

MA in Church History and Theology = 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 3-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) and PART-TIME students. Auditing may be available for some courses on a limited basis.

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 a mastery of the background and content of all 66 biblical books.
2. The student will demonstrate mastery of major theological concepts and doctrines.
3. The student will demonstrate mastery of the major personalities and events of church history.
4. The student will demonstrate a preparation for success in ministry and/or doctoral studies.
5. The student will demonstrate mastery of a wide array of ministerial duties.
6. The student will demonstrate a healthy balance between family and ministry.
7. The student will demonstrate competency in Hebrew and Greek.

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.

Sample Three-year Schedule

Sample First Year			
Fall Semester I		**Spring Semester I**	
BSM 501: Bible Study Methods Esther, Obadiah, Mark	3	**PRA 501: Prayer & Worship I** Leviticus, 1 & 2 Chronicles, Psalms	3
HEB 501: Hebrew Language and Culture I Jonah, Nahum	3	**HEB 502: Hebrew Language and Culture II** Haggai, Zechariah, Malachi	3
THE 501: Theology I Genesis	3	**THE 502: Theology II** Romans, Hebrews	3
APO 501: Apologetics Proverbs, James, 1 John	3	**MIS 502: Missions II** (Anthropology) Hosea, Amos, Micah, Zephaniah	3
SFM 500: Spiritual Formation & Ministry *Bible Panorama*	3	**SFM 501: Spiritual Formation & Ministry I** Exodus, Numbers, Matthew	3
Semester Credit Hours =	**15**	**Semester Credit Hours =**	**15**

Sample Second Year			
Fall Semester II		**Spring Semester II**	
HEB 503: Hebrew Exegesis Habakkuk	3	**GRK 501: Greek Language I** Jude, 2 & 3 John	3
THE 503: Theology III 1 & 2 Corinthians; 1 & 2 Timothy, Titus	3	**THE 504: Theology IV** Joel, Daniel, 2 Peter, Revelation	3
MIS 503: Discipleship, Evangelism, and Church Planting Deuteronomy, Galatians	3	**SFM 506: Spiritual Formation & Ministry VI** Ezekiel, Gospel of John	3
PAS 501: Pastor-Shepherd I Job, Jeremiah, Lamentations	3	**PAS 502: Pastor-Shepherd II** Ephesians, Philippians, Colossians, Philemon	3
PRE 501: Expository Preaching/Teaching I Isaiah	3	**PRE 502: Expository Preaching/Teaching II** 1 & 2 Thessalonians	3
Semester Credit Hours =	**15**	**Semester Credit Hours =**	**15**

Sample Third Year			
Fall Semester III		**Spring Semester III**	
GRK 502: Greek Language II 1 Peter	3	**GRK 503: Greek Exegesis** Gospel of Luke	3
THE 510: Church History Acts	3	**THE 520: Biblical Archaeology** Judges	3
PAS 511: Pastor-Leader I Ruth, I & 2 Samuel, 1 & 2 Kings	3	**PAS 512: Pastor-Leader II** Joshua, Ezra, Nehemiah	3
SFM 505: Spiritual Formation & Ministry V (Career Placement) Song of Songs, Ecclesiastes	3	**CAP 590: Capstone**	3
Semester Credit Hours =	**12**	**Semester Credit Hours =**	**12**

Master of Divinity = 28 CORE courses (**84-credit hours)**

Master of Divinity *Program Outline*	
● **CORE Courses** *(Required)*	**Hours**
Hermeneutics	
● **BSM 501: Bible Study Methods** – Esther, Obadiah, Mark	**3**
Languages and Culture	
● **GRK 501: Greek Language I** – Jude, 2 & 3 John	**3**
● **GRK 502: Greek Language II** – 1 Peter	**3**
● **GRK 503: Greek Exegesis** – Gospel of Luke	**3**
● **HEB 501: Hebrew Language I** – Jonah, Nahum	**3**
● **HEB 502: Hebrew Language II** – Haggai, Zechariah, Malachi	**3**
● **HEB 503: Hebrew Exegesis –** Habakkuk	**3**
History and Theology	
● **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 520: Biblical Archaeology** – Judges	**3**
Missions and Evangelism	
● **APO 501: Apologetics** – Proverbs, James, 1 John	**3**
● **MIS 502: Missions II** – Hosea, Amos, Micah, Zephaniah	**3**
● **MIS 503: Discipleship, Evangelism, and Church Planting** – Deuteronomy, Galatians	**3**
Pastoral Leadership	
● **PAS 501: Pastor-Shepherd I** – Job, Jeremiah, Lamentations	**3**
● **PAS 502: Pastor-Shepherd II** – Ephesians, Philippians, Colossians, Philemon	**3**
● **PA S511: Pastor-Leader I** – Ruth, 1 & 2 Samuel, 1 & 2 Kings	**3**
● **PAS 512: Pastor-Leader II** – Joshua, Ezra, Nehemiah	**3**
● **Preaching and Teaching**	
● **PRE 501: Expository Preaching/Teaching I** – Isaiah	**3**
● **PRE 502: Expository Preaching/Teaching II** – 1 & 2 Thessalonians	**3**
Spiritual Formation and Ministry	
● **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**
● **SFM 505: Spiritual Formation & Ministry V** – Song of Songs, Ecclesiastes (Career Placement)	**3**
● **SFM 506: Spiritual Formation & Ministry VI** – Ezekiel, Gospel of John	**3**
Capstone	
● **CAP 590: Capstone**	**3**
CORE Hours =	**84**
○ **ELECTIVE Courses** *(additional options available)*	**Hours**
○ **ANE 501: Ancient Near Eastern Cultures** – Ezra 4-6, Daniel 2-7 (Aramaic)	**3**
○ **THE 511: Church History II** – (incorporates Holy Land Study Tour)	**3**
○ **MIS 501: Missions I** – *Perspectives on the World Christian Movement*	**3**

Master of Divinity = 28 CORE courses (**84-credit hours)**

Distinctives

BEST PRACTICES TOURS
On-site visits to successful churches and ministries, and 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). Student 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.

All Graduate Program Courses

This list includes all graduate courses taught at The Bible Seminary. See program, plan, or schedule for the CORE and ELECTIVE courses that correspond to specific programs. All of these courses may be taken at the Graduate-level (*3-credit hours*), License-level (*2-credit hours*), or Audit-level (*1-credit hour*).

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.

Languages and Culture

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 Peter*
The primary objective of this course is to exposit the New Testament book of 1 Peter while learning the grammar and syntax of the Greek New Testament. Prerequisite: Greek I.

GRK 503: Greek Exegesis – *Gospel of Luke*
The primary objective of this course 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 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 apply 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.

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 – (*includes optional Holy Land Study Tour*)
The primary objective of this course is to study Church history from the Reformation to present day, as well as journey to the Holy Land with study peers and professors.

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.

Missions and Evangelism

APO 501: Apologetics I – *Proverbs, 1 John*
The primary objective of this course is to exposit the books of Proverbs and 1 John 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 – *Hosea, Amos, Micah, Zephaniah* (Anthropology)
The primary objective of this course is to exposit the Old Testament books of Hosea, Amos, Micah, and Zephaniah while receiving training in ministries of compassion and justice for the poor, the overlooked, and the forgotten, as well as advanced studies in anthropology and missiology.

MIS 503: Discipleship, Evangelism, Church Planting – *Deuteronomy, Galatians*
The primary objective of this course is to exposit the books of Deuteronomy and Galatians while learning the basic principles of discipleship (Grow), evangelism (Go), and church planting (Go out).

Pastoral 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 on 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.

Preaching and Teaching

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.

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 while receiving training in personal prayer, intercessory prayer, spiritual warfare, and prayer 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 that serve 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 – *Song of Songs, Ecclesiastes* (Career Placement)
The primary objectives of this course are to devotionally study the books of Song of Solomon and Ecclesiastes, 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 devotionally study the books of Ezekiel and the Gospel of John 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.

Capstone

CAP 590: Capstone
The primary objective of this course is to serve as a capstone experience for students through the process of writing of a thesis (or optionally, taking comprehensive exams).

Specialized – 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 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.

Graduate Programs Comparison

● = CORE
○ = ELECTIVE

LP = Licensed Professional
MA = Master of Arts in Church History and Theology (CHT), Biblical Languages and Culture (BLC), Biblical Studies (BS), and Biblical History and Archaeology (BHA)
MDiv = Master of Divinity

Courses*	LP	CHT	BLC	BS	BHA	MDiv
Hermeneutics						
BSM 501: Bible Study Methods – Esther, Obadiah, Mark	●	●	●	●	●	●
Languages and Culture						
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 Peter			●	○	●	●
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			○	○		●
History and Theology						
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, II Peter, Revelation		●	○	●		●
THE 510: Church History I – Acts	●	●	●	●	●	●
THE 511: Church History II – (Holy Land Study Tour option)		●	●	●		○
THE 520: Biblical Archaeology – Judges		○	○	○	●	●
THE 525: Ancient Near East History and Archaeology					●	
Missions and Evangelism						
APO 501: Apologetics – Proverbs, James, 1 John		○	○	●		●
MIS 501: Missions I – *Perspectives on the World Christian Movement*	○	○	○	○	○	○
MIS 502: Missions II (Anthropology) – Hosea, Amos, Micah, Zephaniah	○	○	○	○	○	●
MIS 503: Discipleship, Evangelism, & Church Planting – Deuteronomy, Galatians	○	○	○	○	○	●
Pastoral Leadership						
PAS 501: Pastor-Shepherd I – Job, Jeremiah, Lamentations	●	●	●	●	●	●
PAS 502: Pastor-Shepherd II – Ephesians, Philippians, Colossians, Philemon				○		●
PAS 511: Pastor-Leader I – Ruth, 1 & 2 Samuel, 1 & 2 Kings	●	●	●	●	●	●
PAS 512: Pastor-Leader II – Joshua, Ezra, Nehemiah				○		●
Preaching and Teaching						
PRE 501: Expository Preaching/Teaching I – Isaiah	●	●	●	●	●	●
PRE 502: Expository Preaching/Teaching II – 1 & 2 Thessalonians				○		●
PRA 501: Prayer & Worship I – Leviticus, 1 & 2 Chronicles, Psalms		●	○	●		●
Spiritual Formation and Ministry						
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	○	○	○	○		●
Archaeology						
ARC 501: Archaeology Theory and Methodology					●	
ARC 510: Ceramic Analysis					●	
ARC 520: Excavation Practicum & Field School I					●	
ARC 521: Excavation Practicum & Field School II					●	
Capstone						
CAP 590: Capstone		●	●	●	●	●
CORE (●) required =	7	14	15	15	19	28
ELECTIVES (○) required =	2	2	3	5	1	0
Total Classes required =	9	16	18	20	20	28
Total Credit-hours* =	18	48	54	60	60	84

* LP = 2-credit-hours per course, and MA & MDiv = 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 – There are no specific admissions requirements for Bible Certificate students other than registration and payment for class. To register, contact our offices or visit TheBibleSeminary.org and click on "Academics – Bible Certificate – Registration."

Licensed Professional – Persons who would like to take TBS graduate courses, but who already have, do not have, or are not currently seeking a degree should complete and return a "Non-degree Student Application." The application to take graduate courses for Credit Only or Audit is available in the TBS office, by phone, or online under "Admissions – Admissions Overview."

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 www.TheBibleSeminary.org under "Apply Now" or "Admissions."
- Send an e-mail message to info@thebibleseminary.org ,
- Call 281-646-1109. Normal office hours are typically 9:00 a.m. – 4:00 p.m., Monday through Friday. Please leave a message, if we do not answer, and someone will return your call.
- Visit the TBS at 2655 S. Mason Road, Katy, TX, 77450. Please call in advance to confirm an appointment.
- *Note*: 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.

The application process will proceed through several steps. Please contact admissions by email or phone for assistance. The following information is required to be provided by each applicant:

- A completed Degree Application. Forms are available online at www.TheBibleSeminary.org under "Admissions – Admissions Overview," or can be provided by email 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 email 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 2.75 unweighted grade point average on a 4.0 scale.
- If English is not your primary language, 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, so 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 require students who are U.S. citizens or legal residents to live in dorms or within a certain distance of the main campus. Distance education students from states other than Texas must work with the TBS Admissions Team to ensure that no waiver is required from their state or that the waiver has been granted.

Special Admissions Requirements – Students whose GPA is below 2.75 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.
- *New Students* – Students admitted on academic probation may be removed from probation following successful completion of a minimum of 18 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 reapplying 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.
- A*fter 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 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 2 calendar days after the first day of class* – Refund of 50% of the tuition paid; no refund of fees
- *On or up to 3 calendar days after the first day of class* – Refund of 25% of the tuition paid; no refund of fees.
- *On or after 4 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 a 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). Addition 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
• *Bible Panorama* • *Perspectives on the World Christian Movement* • TBS Graduate course Audit	$250 each
• Bible Study Methods • Old Testament – History, Poetry, and Prophets • New Testament – Gospels/Acts, Epistles/Revelation • TBS Bible Certificate Electives	$195 each
• (Other elective options offered by other organizations)	(varies)

Non-degree Credits

Audit, Licensed Professional

Classes per semester	Audit	Licensed Professional (LP)		
	Total	LP Tuition (2 hrs)	+ LP Fees*	= LP Total
1	$250	$500	$90	$590
2	$500	$1,000	$120	$1,120
3	$750	$1,500	$150	$1,750
4	$1,000	$2,000	$180	$2,180
5	$1,250	$2,500	$210	$2,710

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

Graduate Degree Credits

Dual Degree Completion, Master of Arts, Master of Divinity

Classes per semester	Tuition	+ Fees*	= Per Semester	x 2 = Annual Total
1	$750	$185	$935	$1,870
2	$1,500	$245	$1,745	$3,490
3	$2,250	$305	$2,555	$5,110
4	$3,000	$365	$3,365	$6,730
5	$3,750	$425	$4,175	$8,350

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

Program Costs

Program	Years	Courses	Credit Hours	Total Minimum Cost[1]
Bible Certificate (BC)	(varies)	9	10	$1,810
Licensed Professional (LP)	1	9	18	$4,890
Master of Arts in:	2			
• Church History and Theology (MACHT)		16	48	$13,460
• Biblical Languages and Culture (MABLC)		18	54	$15,080
• Biblical Studies (MABS)		20	60	$16,700
• Biblical History and Archaeology (MABHA)[2]		20	60	$16,700
Master of Divinity (MDiv)	3	28	84	$23,430

1 - Total Minimum Cost calculates expenses based on least expensive course options outlined below.

- *BC = 8 courses at $195 each + 1 course at $250*
- *LP = full-time attendance based on 5 courses one semester + 4 courses another semester*
- *MA = full-time attendance based on 4 or 5 courses each semester for two years*
- *MDiv = full-time attendance based on 5 courses each semester for two years + 4 courses each semester for one year*

2 – Biblical History and Archaeology degrees incur additional costs NOT listed here such as expenses for trips to archaeological sites.

***** *Tuition and Fees Notes*

1. Graduate degree programs
    a. Tuition = $250 per credit hour
    b. Per semester fees = $125 (registration, library, and technology)
    c. Per course fees = $60 (student activities, student services, and transportation)
2. Licensed Professional program
    a. Tuition = $250 per credit hour
    b. Per semester fees = $60 (registration and technology)
    c. Per course fees = $30 (student activities and student services)
3. Cost to AUDIT graduate classes is $250 per class without any other fees.
4. 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.
5. 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* ($150)
    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 derives primarily from student tuition and fees, scholarships, and donations. Students interested in receiving financial assistance to attend The Bible Seminary 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 educationally-related institutional expenses. Donors may also give to this fund in memory or honor of someone. For example, some have given in honor of Paul A. Helbig (The Bible Seminary co-founder, and former Bible Institute Dean, Faculty, and Chaplain) and Drs. Phil and Linda Woodfield Pattillo (their exemplary kingdom endeavors include Linda's innovative career as a university and seminary professor, an Itinerate Missionary for Natan Ministries worldwide for more than 30 years, and biblical languages and Holy Land research, studies, and teaching).
- **Holy Land Tour Scholarships** - Helps with costs for traveling to the Holy Land as part of the TBS degree programs.
- **Student Technology Scholarships** - Helps with student technology resources including software subscriptions, upgrades, resources, and training.

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. We are working toward creating a residential seminary community and plan to work with our students to help provide arrangements for those who need assistance in this area.

Veterans Benefits

Veterans Administration Funding is available for veterans and eligible family members for graduate degree programs at The Bible Seminary. Contact the Provost for more information.

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 *2 calendar days after* the first day of class – Refund of 50% of the tuition paid; no refund of fees.
- On or up to *3 calendar days after* the first day of class – Refund of 25% of the tuition paid; no refund of fees.
- On or after *4 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 should 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 comes from reading and studying in conjunction with meeting regularly with classmates, faculty, and other professionals. The Bible Seminary expects students to attend all regularly scheduled classes. Excused absences caused by emergency, illness or other justifiable reasons are permitted by instructors as excused. However, advance notification, if possible, is required. Students may not accrue more unexcused absences than the number of course credit hours (e.g., three (3) unexcused absences for a 3-credit course) without a resultant reduction of course grade. If a student has five (5) or more unexcused absences for a 3-credit course, he or she may be removed from the course. Unexcused absences may also result in the student being placed on academic probation.

Class Schedules

Semester classes for the graduate programs are generally held weekdays. Most 3-credit hour classes meet twice per week throughout a semester, although some courses may occasionally be held in one week or longer condensed intensives. The Intensives typically include one 3-credit hour course stretched across the entire summer, although shorter full-time intensives are allowed on a case by case basis.

Classroom Experiences

TBS offers classes on the main campus; at remote instructional locations on the campuses of regional churches and ministries; and in other regional community settings such as camps, cemeteries, farms, funeral homes, hospitals, museums, prisons, radio stations, and retreat facilities.

Some classes are conducted on-site in 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. 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.

In some cases, students who are ill or out of town can participate synchronously (live) in TBS graduate courses via online platforms or asynchronously by watching recorded audio/video provided to enrolled students typically within 48 hours of class. Students participating via innovative 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 15 hours per Fall and Spring semester, and 3 hours per Summer term.

- *Full-time* (9 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* (8 or less credit hours per semester) – Students accepted, registered, paying according to a part-time tuition schedule, and attending less than 9 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 3-credit hour course at the graduate level typically requires an additional five (5) to seven (7) 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 courses at The Bible Seminary are designed to include weekly 180-minute sessions. Our 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 = 3 hours minus two 15-minute breaks
- One weekly session of two and half hours = 3 hours minus two 15-minute breaks

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.
- No more than 49% of credit may be transferred into a TBS graduate program.
- Assessment of credit eligibility may be determined in accordance with standards used by the National Course Atlas (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.

Transfer of TBS Credit to Another Educational Institution

Educational institutions are autonomous in determining policies for transfer of credit. Since transfer of 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 credit(s) or a degree from TBS.

- 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 (3) years, or the 48 to 60-hour Master of Arts programs in two (2) years. Students will be allowed up to ten (10) years from the date of first enrollment to complete the program.

Full-time non-degree students could complete the Licensed Professional program in as little as one (1) year, depending on the availability of courses. Bible Certificate students can generally complete the program sequence in approximately two (2) years.

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.
- *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 school's 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.

The right to inspect and review the student's 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.

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.

The right to provide written consent to disclosure of personally identifiable information from the student's 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 of 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 System

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 (10) 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.

Probation

- *New Students* – Students admitted on academic probation may be removed from probation following successful completion of a minimum of 18 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 may arrange in advance with the professor to take the assessment synchronously with the rest of the class via on-line streaming (Zoom, Skype, Facebook Live, FaceTime, etc.). If students are unavailable at the scheduled assessment time, they should arrange a time within one week to make-up the assessment in person or via on-line streaming during the professor's office hours or other agreed upon time. The professor may delegate the proctoring responsibility to another member of the TBS faculty, staff, or otherwise designated proctor. Students are responsible to follow up and ensure that they make up the exam within one week. Exceptions may be granted on a case by case basis. Students who are not physically present for an assessment may be required to show their driver's license to the proctor to verify their identity before taking the assessment.

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 includes 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 (including Logos Bible Software and RightNow Media), 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

At present, no student clubs or organizations exist at TBS. Students wishing to form a club or organization 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. 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.

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 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; Website: 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, EEOC.gov, or TWC.Texas.gov.

Student Conduct

All TBS 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 behaviour(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. Classrooms 250 and 270 on this campus are standardized classrooms equipped with student desks and chairs, a teaching platform, platform desk with a moveable podium, chair or stool, lighting, electrical power, wireless Internet (contact the office for the password), and dual, duplicate video projection and audio capabilities (adapter plugs available for most computer models, and the single remote for controlling both video and audio is usually in the compartment under the podium). Classroom 263 serves multiple purposes as a smaller classroom, conference room, and main library.

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 Administrative Coordinator.

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

Classroom 250

- An interactive projector with software that allows dynamic, dual, duplicate projection input through "Computer 1."
- A combination dry erase board and interactive white board on the left board facing the front of the classroom. Free software and training can be provided for anyone who desires to effectively utilize this interactive white board technology.
- Comfortably seats 32 students but can accommodate 40.

Classroom 270

- An interactive projector with software that allows dynamic, dual, duplicate projection input through "Computer 1." The projector nearest the kitchen area also has a connection to a separate production computer in the back of the room that provides for split-projection capability utilizing the "Computer 2" input.
- Built-in video camera, moveable conference cam, and various microphones for remote video conferencing and distance education, as well as classroom recordings.
- The production computer includes ManyCam software to manage presentations and connects to distance education students through Zoom or Skype. A TBS staff member 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.
- A dry erase board with markers.
- Comfortably seats 40 students but can accommodate 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.
- Single video projector with audio/video capability.

- Comfortably seats up to:
  - 14 in a long conference table configuration with 6 side chairs per side and a chair at each end.
  - 18 in a separated 3-table configuration with 6 chairs at each table.
  - 20 in a long conference table configuration with 9 side chairs per side and a chair at each end.
- Includes a small kitchen cabinet area with a Keurig drink maker (bring your own supplies), small microwave, and small under-the-counter refrigerator. Students should label any personal items kept there.

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)

TBS classrooms, the main library, and the Communications Office/Archaeological Library can be available for independent or group study when not otherwise scheduled. The Communications office includes a landline telephone, desk, and office chair, with two additional chairs for seating others. Both areas offer power and wireless Internet.

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

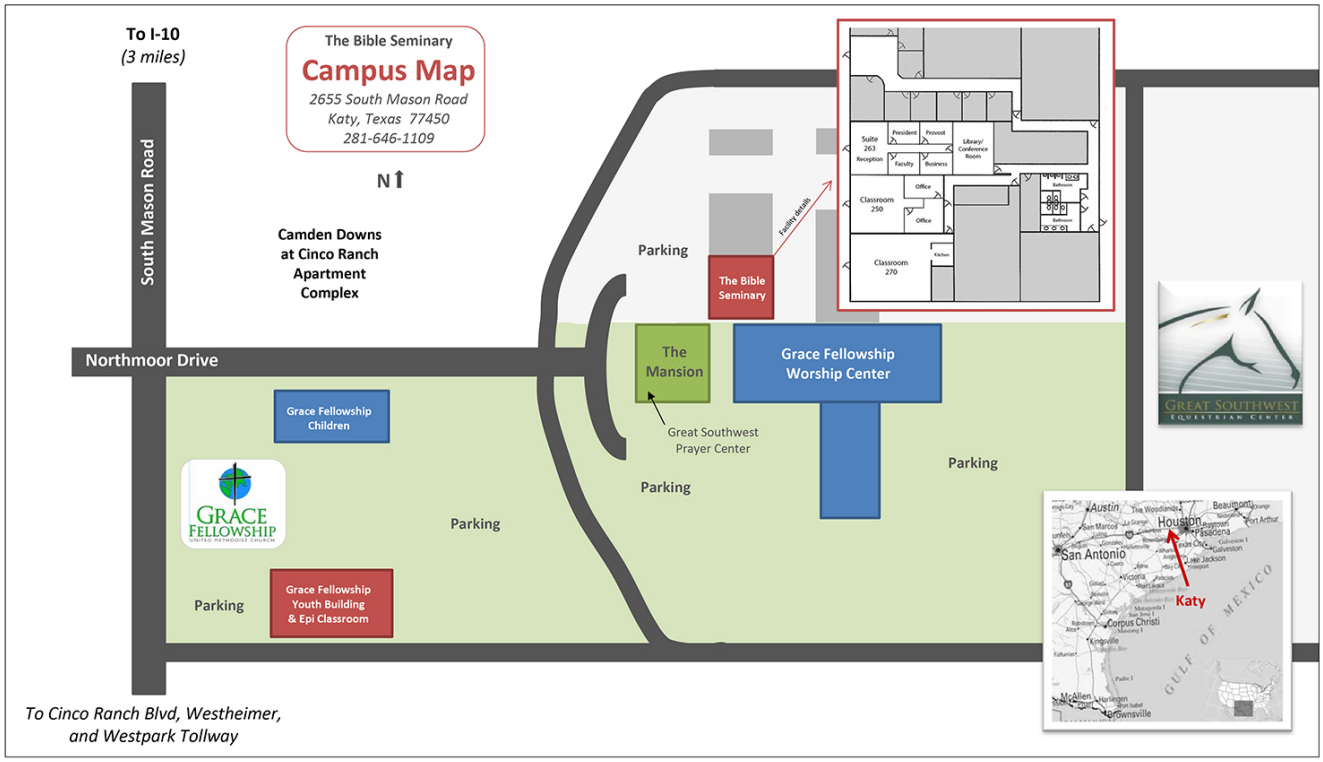
The TBS main campus includes designated handicap parking spaces, ramp access available for all three main entrances, and handicap-accessible restroom facilities. Other instructional sites also have handicap-accessible parking, entry/exit access, and restroom facilities available. For equipment availability 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 under "My TBS – Docs" 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.

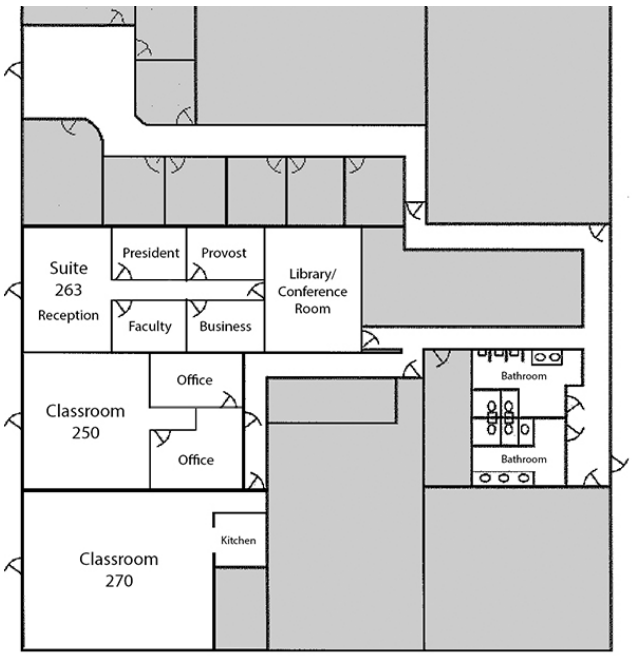
Grace Fellowship UMC Campus

The seminary is located in proximity to the 30-acre Grace Fellowship UMC campus, which includes ample additional parking south and southwest of the seminary facilities, a large worship center, and several various sized meeting facilities. For access to these facilities, please contact the seminary office to help facilitate necessary arrangements.



Building inset detail

Parking



Libraries

On campus facilities include a library of more than two thousand theological study resources that include books, periodicals, and other items in various media formats (CD, DVD, video), plus a special archaeology library with more than 400 resources. 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 such as Logos Bible Software (some financial assistance may be provided, but varies depending on funding), and RightNow Media. Other resources, available online under "Academics – Library," include links to Journals, Online Databases, and Study Tools.

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 60,000 volumes and will eventually hold over 100,000 books. 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
- Theology

Lanier Theological Library
14130 Hargrave Rd
Houston, TX 77070
281-477-8400
LanierTheologicalLibrary.org

TBS students additionally have access to RightNow Media resources (RightNow.org). For information on setting up a student account to access these resources, contact the TBS Administrative 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 two 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 (classroom and offices), 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

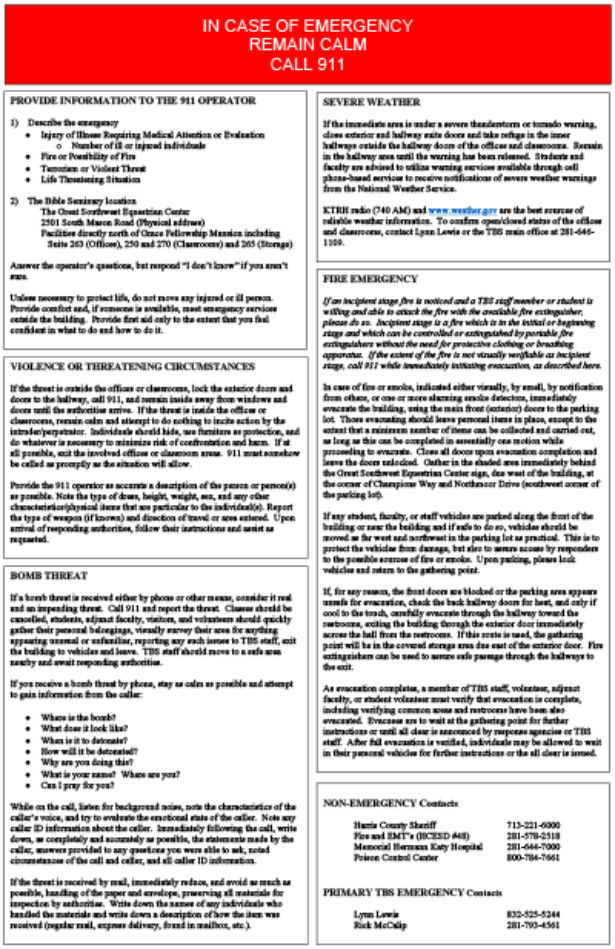
Primary TBS Emergency Contacts

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.



IN CASE OF EMERGENCY
REMAIN CALM
CALL 911

PROVIDE INFORMATION TO THE 911 OPERATOR

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 including Suite 263 (Offices), 250 and 270 (Classrooms) and 265 (Storage)

Answer the operator's questions, but respond "I don't know" if you aren't sure.

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.

VIOLENCE OR THREATENING CIRCUMSTANCES

If the threat is outside the offices 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 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.

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.

BOMB THREAT

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 items to TBS staff, exit the building to vehicles and leave. TBS staff should move to a safe area nearby and await responding authorities.

If you receive a bomb threat 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, 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 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, immediately refrain, 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.).

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 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 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.

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, 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 Northeast 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, please 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, 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 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 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. After full evacuation is verified, individuals may be allowed to wait in their personal vehicles for further instructions or the all clear is issued.

NON-EMERGENCY Contacts

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	800-764-7661

PRIMARY TBS EMERGENCY Contacts

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

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.

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 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

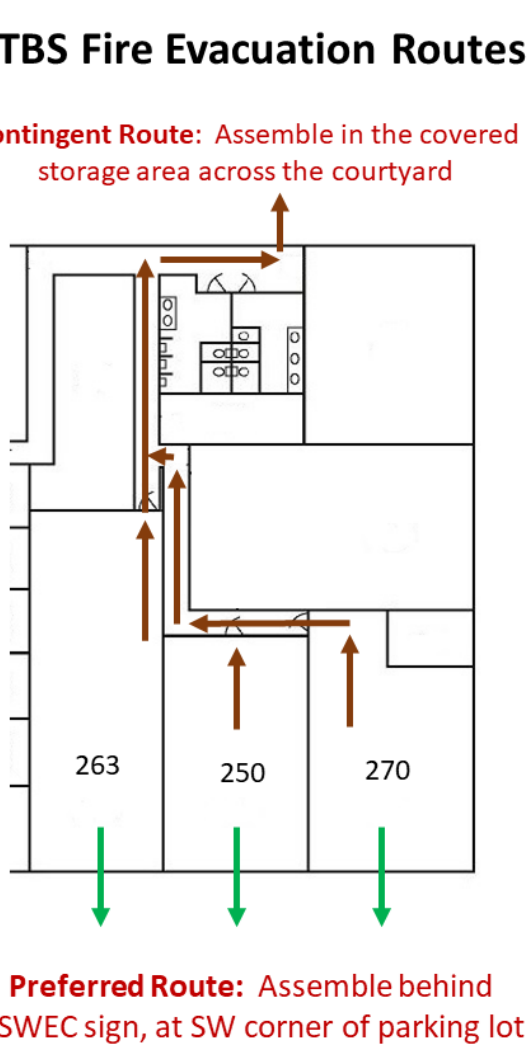
If an incipient stage fire is noticed and a TBS staff member or student is willing and able to attack the fire with an available fire extinguisher, please do so. Incipient stage is a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers 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. 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.

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. 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.).

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.

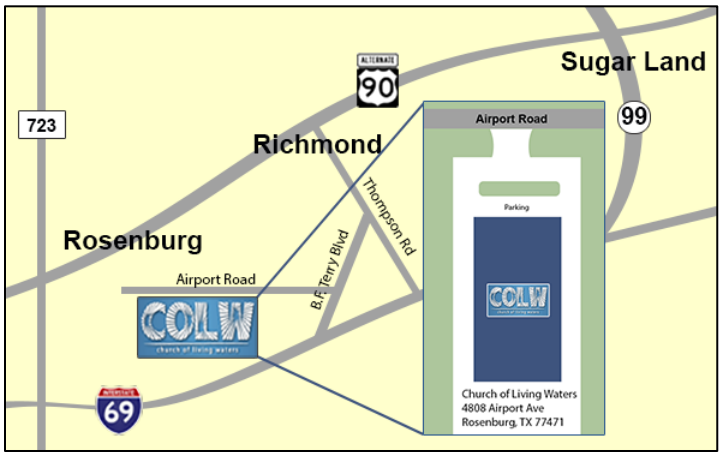
For additional details about use of facilities, see the "Building Use Policy" in the TBS Policy Manual.

Other Instructional Locations

TBS@COLW

Church of Living Waters
4808 Airport Ave
Rosenburg, TX 77471

Colw.info

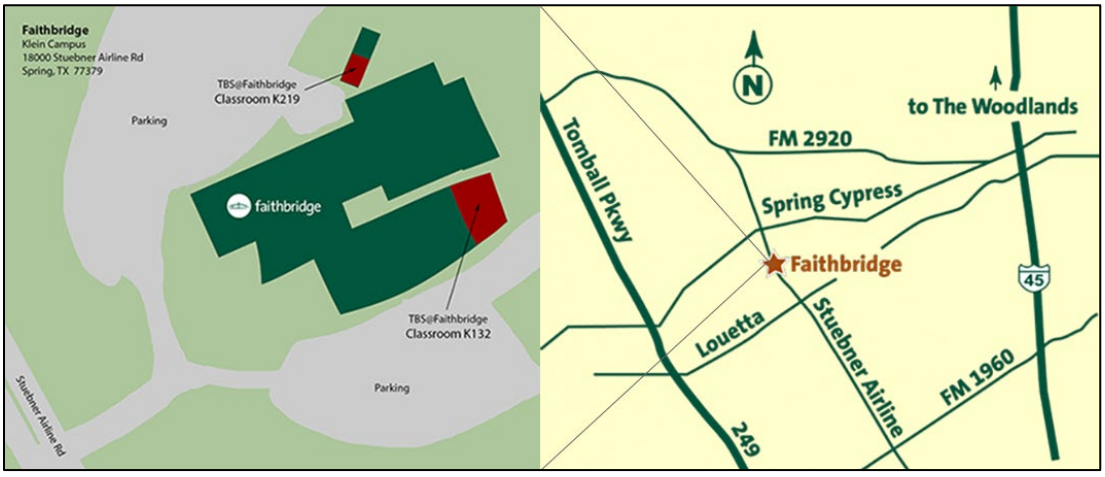


TBS@Ecclesia

Ecclesia West
325 Piney Point Rd
Houston, TX 77024
713-781-3553
EcclesiaHouston.org

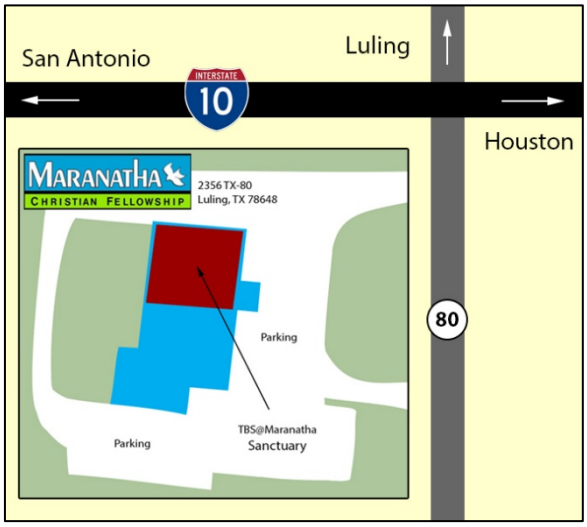
TBS@Faithbridge

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



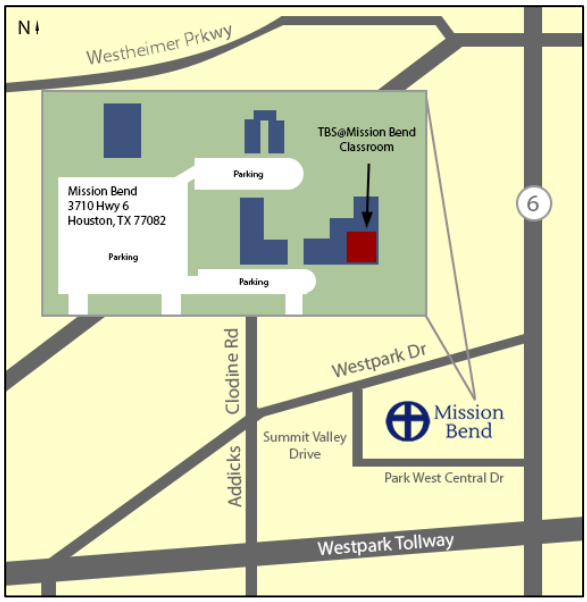
TBS@Maranatha

Maranatha Christian Fellowship
2356 TX-80
Luling, TX 78648
830-875-9465 (O)
MaranathaLuling.org



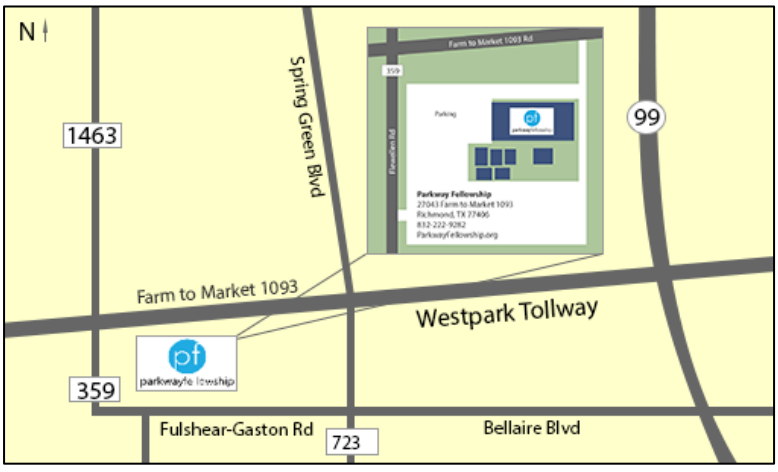
TBS@Mission Bend

Mission Bend
2710 Highway 6
Houston, TX 77082
281-497-4057
MBCAcademy.org



TBS@Parkway Fellowship

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

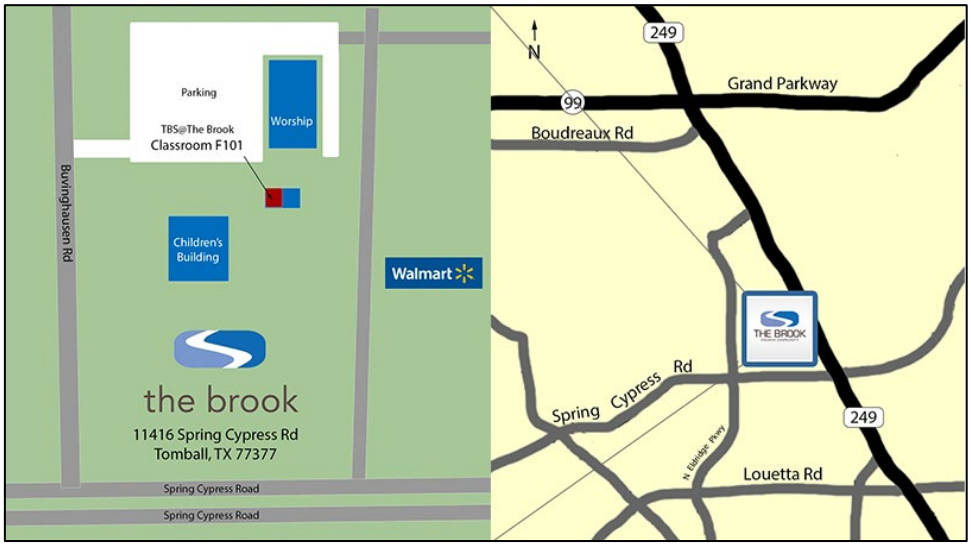


TBS@Sugar Land

Sugar Land Family Church
1110 Burney Rd
Sugar Land, TX 77498
281-313-1110 (O)
SLFC.co

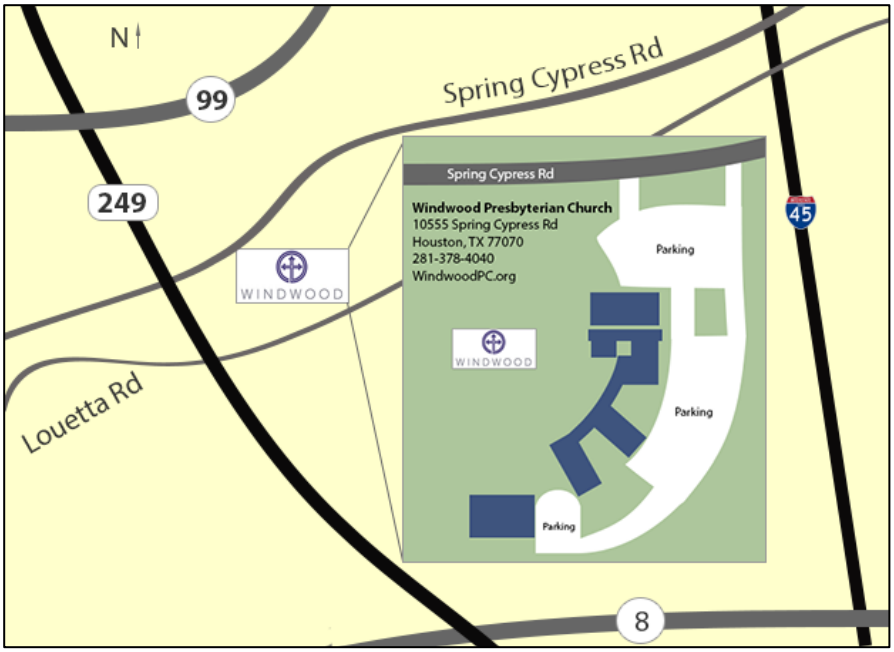
TBS@The Brook

The Brook
11416 Spring Cypress Rd
Tomball, TX 77377
281-376-0275 (O)
TheBrook.net



TBS@Windwood

Windwood Presbyterian Church
10555 Spring Cypress Rd
Houston, TX 77070
281-378-4040
WindwoodPC.org



For more information, contact The Bible Seminary at:

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Katy, TX 77450

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Student Catalog

Latest revision: 5/13/19
Current Version: Board Approved September 2018
Original Version: August 2012