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

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

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Undergraduate Academic Calendar

* All students must attend orientation each semester. Failure to attend orientation will result in a \$100 fine which will be added to the student's bill.

Fall 2017		Spring 2018	
Faculty Orientation	August 11	Students Arrive	January 8
Dormitories Open	August 21	Student Orientation *	January 9-10
Student Orientation *	August 22 – 23	First Day of Classes	January 11-12
First Day of Classes	August 24 - 25	First Quiz	January 16, 19
First Quiz	August 29 - Sept. 1	Second Quiz	January 23, 26
Labor Day	September 4	Third Quiz	January 30, Feb 2
Second Quiz	September 5, 8	First Test & Notes	February 6, 9

	Fall 2017	Spring 2018	
If your class meets...	Your exam will be...	Your exam will be...	
M-T 8:00 – 8:50 a.m.	December 5 8:00 – 8:50 a.m.	May 8 8:00 – 8:50 a.m.	
M-T 9:00 – 9:50 a.m.	December 5 9:00 – 9:50 a.m.	May 8 9:00 – 9:50 a.m.	
M-T 10:00 – 10:50 a.m.	December 5 10:00 – 10:50	May 8 10:00 – 10:50 a.m.	
M-T 11:00 – 11:50 a.m.	December 5 11:00 – 11:50	May 8 11:00 – 11:50 a.m.	
W-F 8:00 – 8:50 a.m.	December 6 8:00 – 8:50 a.m.	May 9 8:00 – 8:50 a.m.	
W-F 9:00 – 9:50 a.m.	December 6 9:00 – 9:50 a.m.	May 9 9:00 – 9:50 a.m.	
W-F 10:00 – 10:50 a.m.	December 6 10:00 – 10:50	May 9 10:00 – 10:50 a.m.	
W-F 11:00 – 11:50 a.m.	December 6 11:00 – 11:50	May 9 11:00 – 11:50 a.m.	
W-Th-F 8:00 – 8:50 a.m.	December 6 8:00 – 8:50 a.m.	May 9 8:00 – 8:50 a.m.	
W-Th-F 9:00 – 9:50 a.m.	December 6 9:00 – 9:50 a.m.	May 9 9:00 – 9:50 a.m.	
W-Th-F 10:00 – 10:50 a.m.	December 6 10:00 – 10:50	May 9 10:00 – 10:50 a.m.	
W-Th-F 11:00 – 11:50 a.m.	December 6 11:00 – 11:50	May 9 11:00 – 11:50 a.m.	
Third Quiz	September 12, 15	Fourth Quiz	February 13, 16
First Test & Notes	September 19, 22	President's Day	February 19
Fourth Quiz	September 26, 29	Fifth Quiz	February 20, 23
Fifth Quiz	October 3, 6	Mid-Term Exams & Notes	Feb. 27, March 2
Mid-Term Exams & Notes	October 10, 13	Spring Break	March 5-9
Sixth Quiz	October 17, 20	Sixth Quiz	March 13, 15
Seventh Quiz	October 24, 27	Old Paths Conference	March 19-21
Missions Revival	October 26-29	Seventh Quiz	March 27, 30
Spring Applications Due	October 31	Eighth Quiz	April 3, 6
Eighth Quiz	October 31, Nov. 3	Annual Missions Trip	April 5-12
Ninth Quiz & Projects	November 7, 9	Second Test & Notes	April 17, 20
Veterans Day	November 10	Ninth Quiz & Projects	April 24, 27
Second Test & Notes	November 14, 17	Tenth Quiz	May 1, 4
Thanksgiving Break	November 20-24	Final Exams & Notes	May 9-10
Tenth Quiz	Nov. 28, Dec 1	Faculty Meeting	May 10

Final Exams & Notes	December 5-6	End of Term Activities	May 14
Christmas Brunch	December 7	Commencement Exercises	May 15
Faculty Meeting	December 7	Summer 2018	
Christmas Break	December 8 - January 8	Fall Applications Due	June 29-Transfers July 16 - Freshmen

Graduate Academic Calendar

Fall 2017		Spring 2018	
Courses Begin	August 22	Courses Begin	January 9
Coursework Submitted	December 1	Coursework Submitted	April 27
Results Posted	December 8	Thesis/Dissertation	April 27
		Results Posted	May 10
		End of Term Activities	May 14
		Commencement Exercises	May 15

Undergraduate Final Exam Schedule

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

Mission Statement

Texas Independent Baptist Seminary & Schools (**TIBS**) is dedicated to educating and training God-called servants of Jesus Christ for work in New Testament Baptist churches and their ministries.

Through classroom and hands-on learning that leads to undergraduate and graduate diplomas, students will acquire the knowledge and skills necessary to hold positions as pastors, assistant pastors, evangelists, missionaries, music directors, music coordinators, Christian school administrators, Christian educators, and administrative assistants.

Core Values

The Word of God

The King James Bible is the very center of everything taught at TIBS. Every major has an emphasis in scriptural studies, with most classes using the Bible as the major resource material. Courses are structured to help students learn how to study and properly interpret the Bible, acquire a good overview of Scripture, as well as receive some detailed exposition of major Bible doctrines. All of this is designed to develop individuals who know what the Bible teaches, understand its principles, and know how to apply its truths to everyday life.

Personal Soul Winning

The Great Commission is the driving force behind everything taught and preached at TIBS Faculty, staff, and students go soul winning every week with the outreach ministries of Longview Baptist Temple, reaching the entire Ark-La-Tex area.

Old-Fashioned Standards and Convictions

TIBS stands for the old-time religion, where separation from the world is taught, preached, and practiced. In accordance

with Scripture, TIBS teaches that indulgence in worldly amusements or practices is damaging both to one's testimony and personal walk with God. TIBS students are not ashamed to be identified as old-fashioned, independent Baptists in their actions and their appearance.

Ministry

TIBS students will be given the opportunity to serve in a wide variety of ministries at the Longview Baptist Temple, providing the valuable experience needed for full-time Christian service for the Lord.

Personal Character Development

The educational experience provided by TIBS is designed to impact both the student's mind and heart. Living in a residence hall provides an atmosphere that emphasizes godliness, dependence upon the Holy Spirit, and obedience to God's Word as well as God's authorities. Spiritual emphasis is evident by the chapel services, classroom instruction, dormitory devotions, and special conferences. TIBS offers an atmosphere which provides the guidance and direction the students need; thus making a lasting impact on each student's life.

Lasting Friendships

TIBS provides the opportunity to form lasting friendships with others through banquets, special events, and dating activities. We believe that these extracurricular activities are important for creating a balanced individual.

Educational Philosophy

Texas Independent Baptist Seminary & Schools believes that God is the source of all knowledge and wisdom and has revealed that knowledge and wisdom to man through His Word. Since education is the acquisition of knowledge and wisdom through teaching and learning, TIBS endeavors to provide an environment and faculty that are Scripturally based and will challenge its students intellectually, emotionally and spiritually. The final goal of each student should be to glorify their Lord and Saviour through a lifetime of service.

Core Curriculum Learning Outcomes

Texas Independent Baptist Seminary & Schools operates on a core curriculum standard. Upon declaring a major, students are enrolled in a core curriculum program designed to achieve the following results:

- Develop a commitment to the pursuit of learning
- Demonstrate a seminarian level of competence in their field of ministry
- Develop the ability to communicate Scriptural values and beliefs
- Exercise leadership skills

Confession of Faith

I. VERBAL INSPIRATION OF THE SCRIPTURES

We believe in the infallible, inspired Word of God. We accept the Textus Receptus manuscript as the foundational material from which we derive the King James Bible. We believe the King James Bible to be the inerrant, preserved, infallible, inspired Word of God for the English-speaking people. The Old and New Testament Scriptures were written by human authors divinely inspired and edited by the Holy Spirit, preserved, unbroken and passed down to us today. (II Timothy 3:16; John 10:35; II Peter 1:19-21; Psalm 119:89)

II. GENESIS ACCOUNT OF CREATION

We believe the Genesis account of creation, and that what you believe about your origin will determine your philosophy of life. We believe creation was a direct act of God, which included literal days, and that it was instantaneous and miraculous. We believe man was created in the image of God and all reproduction was "after their kind." (Genesis 1:1; Job 26:7; Psalm 33:6, 9; John 1:3; Colossians 1:17)

III. TRINITY

We believe God is a person, eternally existing. There is only one true God existing in the unity of the Godhead. There are three eternal and coequal persons; God the Father, God the Son, and God the Holy Spirit. They are the same substance but distinct in subsistence. There is one Godhead made up of three persons who are the same in attributes, power, characteristics, and desires. (Romans 1:7; Hebrews 1:8; Acts 5:1-3; Matthew 28:19; I Corinthians 8:6)

IV. DEITY

We believe that Jesus Christ is the Son of God because of His character, His miracles, His influence, His power to forgive sins and set people free from Satan and because He claimed to be and died making this claim and arose victorious over death. (Mark 12:6; John 5:22, 23; Matthew 26:63, 66; John 14:9; John 1:1; Hebrews 1:8; John 20:28; Romans 9:5; I John 5:1-5)

V. VIRGIN BIRTH

We believe that Jesus Christ was begotten of the Holy Ghost and was in the miraculous manner born of Mary, a virgin, as no other person was ever born or can ever be born of woman. He is both the Son of God and God the Son. (Matthew 1:20; Luke 1:30-35; Isaiah 7:14)

VI. SUBSTITUTIONARY DEATH OF JESUS CHRIST

Jesus took the saved sinner's place, bore his sins, and met the penalty through His substitutionary death for all men. Jesus satisfied the law, becoming our accepted substitute. His righteousness, or His right doing, is imputed to us by faith. Therefore, we have through Him kept the law. Instead of merely covering the sins of man, the blood of Christ cleanses man from his sins. (Isaiah 53:5; Acts 20:28; II Corinthians 5:21; Hebrews 9:28; I Peter 3:18; Matthew 26:28)

VII. SALVATION BY GRACE THROUGH FAITH

The sacrifice made by Jesus is the only basis of salvation, the only means of reconciliation, and the only ground of justification. We believe that no man cometh to God except through Jesus Christ. We hold and believe many important truths, but the most important to every individual is the personal salvation of his own soul. God's order is salvation and then works.

(Acts 4:12; I Thessalonians 5:9; Hebrews 5:9; John 12:46; John 20:31; Romans 10:9; Ephesians 2:9, 10; Titus 3:5-8)

VIII. HEAVEN AND HELL

We believe that Heaven and Hell are real, literal, and physical places. Heaven is a place of indescribable beauty and glory, just as Hell is a place of indescribable torment and punishment. Throughout all eternity, Heaven is the final eternal dwelling place of the saved, and Hell is the final eternal dwelling place of punishment of the lost including total separation from God. (Matthew 6:20; Luke 10:20; John 14:2; Daniel 7:10; Isaiah 33: 14; Matthew13:42; Revelation 14:10)

IX. DEPRAVITY

By nature, man is wicked and corrupt. All are under sin. Romans 3:10 proves that all are alike under sin in an unregenerate condition. (Genesis 6:5; Job 15:16; Psalm 14:3; Isaiah 1:6; Jeremiah 16:12; Matthew 23:27; Romans 1:24; II Peter 2:12)

X. HOLY SPIRIT

The Holy Spirit is not the author of confusion concerning the tongues movement of this church age. The Holy Spirit ministers to the Christian. He regenerates, baptizes (not with water), indwells, seals, and fills the believing sinner. The believer does not get more of the Holy Spirit, but the Holy Spirit more of the believer. Therefore, these ministries of the Holy Spirit happen instantaneously to the believing sinner. They all occur by faith and are not in the least dependent upon one's personal emotional feelings at the time. (I Corinthians 14:33; Titus 3:5; Romans 5:3-4; Acts 2:4; I Corinthians 3:16; II Corinthians 1:22)

XI. SEPARATION FROM THE WORLD

We believe that all the saved are called into a life of separation from all worldly and sinful practices. A person, once he has accepted Christ as Saviour, is a new creation in Christ and should live a holy, consecrated life. He should separate himself from the world and all its lust in obedience to the command of God. (Romans 12:1-2; I John 2:15-17; II Corinthians 6:14-18; Colossians 2:6; I Peter 2:9; II Corinthians 5:17; II Timothy 2:19)

XII. RAPTURE AND SECOND COMING

The Lord Jesus Christ, Himself, is coming in the air at any moment to catch up as many as receive Him as Saviour. The saved of all ages will stand at the Judgment Seat of Christ and enjoy the Marriage Supper of the Lamb. We believe in the personal, bodily, visible, premillennial return (second coming) of Christ. Those left behind will go through a period called the Tribulation, after which Christ, Himself, shall return to the earth, visible in body, to set up His kingdom of one thousand years of righteous rule. After this, the unbelievers of all ages will stand at the Great White Throne to be judged and cast into the Lake of Fire, separated from God forever, while the believers spend eternity in the fullness of joy in Heaven with the Lord. (Acts 1:11; I Thessalonians 4:16-18; Revelation 19:11; Revelation 20:15; Matthew 24:42; Matthew 25:31-34)

XIII. BAPTISM AND THE LORD'S SUPPER

We believe there are two ordinances of the local church. They are baptism and the Lord's Supper. Scriptural baptism is the immersion of believers in water, in the name of the Father, of the Son, and of the Holy Spirit, administered by the authority of a New Testament Church and is prerequisite to the privileges of a church relation and the Lord's Supper. The Lord's Supper is a memorial ordinance of the local church members according to the individual examinations and teaching of I Corinthians 11:17-34. The unleavened bread and fruit of the vine, grape juice, are to commemorate the dying love of Christ. This is a local church ordinance. Non-church members do not participate. (Acts 8:38; Mark 1:9-10)

XIV. DEVIL OR SATAN

We believe in the personality of Satan; that he is the god of this world, blinding the minds of them which believe not, and the author of all the power of darkness. We believe that Satan was once holy, and enjoyed heavenly honors. But, through pride and ambition, to be as the

Almighty, he fell and drew after him a host of angels. Satan is the author of all false religions, the chief power of darkness—destined, however, to judgment of an eternal justice in Hell, a place prepared for him and his angels. (Matthew 4:1-3; Revelation 20:1-3; II Corinthians 4:3,4; Revelation 20:10; I Peter 5:8; Isaiah 14:12-15; Ezekiel 28:14-17)

XV. RESURRECTION

We believe in the bodily resurrection of our Lord Jesus Christ. He arose bodily “the third day according to the scriptures” from the tomb, ascended bodily into the heavens, and through His resurrection, a sure hope of immortality and everlasting life is given to all who have been saved by His grace. He is at the right hand of God as our “Mediator, merciful and faithful High Priest, and Advocate.” (John 20; Hebrews 9:24; I Corinthians 15:12-28; Luke 24:1-7; Romans 4:25)

XVI. ETERNAL SECURITY

We believe in the eternal security of all believers in our Lord Jesus Christ. A person who is born again has everlasting life, which never ends and cannot be taken away. God’s children are saved forever, kept by the power of God through faith unto eternal salvation and sealed unto the day of redemption. (John 10:27-30; I Peter 1:5; Ephesians 4:30; Romans 8:35-39; John 5:24)

XVII. SOUL WINNING AND MISSIONS

We believe that the Great Commission to evangelize the world was given to the church by our risen Lord and that this evangelization is the mission of the church. The Great Commission was given to the local church which was commanded to “Go ye into all the world and preach the Gospel to every creature.” Christ commanded His church to “teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost.” (Matthew 28:19-20; Mark 16:15; John 20:21; Acts 1:8)

XVIII. SANCTIFICATION

We believe that sanctification is a personal separation from things that are unclean to things that are holy, clean, and sacred. Sanctification is a progressive work that is begun in regeneration and carried on in the hearts of the believers by the presence and power of the Holy Spirit. The sanctification of the believer will be complete at the coming of our Lord Jesus Christ. The soul and spirit are sanctified at salvation. The body will be sanctified in glory. (I Thessalonians 4:1-10, 5:23; I Corinthians 6:11; II Peter 3:18; II Corinthians 3:18; II Thessalonians 2:13; Romans 8:5)

XIX. LOCAL CHURCH

We believe that a scriptural church is a visible assembly of baptized believers, covenanted together under New Testament law for the purpose of carrying out the Great Commission, with an unbroken history from the personal ministry of Jesus on earth to this present day. This church is a self-governed, independent body having Christ as the head, the Holy Spirit for its guide, and the Bible as the only rule of faith and practice. The only scriptural offices of the church are a bishop (or Pastor) and Deacons. The two ordinances of the local church are baptism and Lord’s Supper. On all matters of membership, polity, government, discipline, or benevolence, etc., the will of the local church is final. (Mark 16:15; Ephesians 1:22,23; I Timothy 3; Titus 1; Acts 20:17-20)

XX. MARRIAGE

We believe that a marriage is a physical and spiritual union between a man and a woman before God for a lifetime. Marriage is the foundation for a family and human society. All intimate contact outside of marriage is a sin. (Genesis 1:26-28; 2:21-25; Matthew 19:3-12; Mark 10:1-12; Romans 1:24-32; I Corinthians 7:1-16; Hebrews 13:4)

Student Code of Conduct

Texas Independent Baptist Seminary & Schools is dedicated to educating and training God-called servants of Jesus Christ for work in New Testament Baptist churches and their ministries. A strong Christian character and a disciplined, self-denying life is vital in the area of leadership. Philippians 1:27, *“Only let your conversation be as it becometh the gospel of Christ...”* 1 Timothy 3:2, *“A bishop then must be blameless...”* We train people called of God to win souls to Christ, to baptize them, and to teach them the Word of God. Leaders must also understand the importance displaying a Christ-honoring life to their converts and other church members. The Word of God explains it this way in 1 Corinthians 11:1, *“Be ye followers of me, even as I also am of Christ.”*

Texas Independent Baptist Seminary & Schools publishes a Student Handbook that aids and inform the students on policies relating to dormitories, activities, ministries, parking, dress code, curfew, etc. The Student Handbook can be obtained from the office of the Dean of Students.

Demerits

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

Suspension

A student may be suspended for excessive demerits. Suspensions will be served on the first Wednesday of class the week after the demerits are posted during the student’s scheduled class time. An email will be sent to the student notifying them of the dates of the suspension. If the suspension day is scheduled during final exam week, the student may attend class and take the exam, but there will

be a one letter grade penalty deducted from the final grade for the course. The days missed by a student while suspended must be handled in accordance with the regular absence procedure.

Expulsion

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

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

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

Appeals Process

If a student believes, for any reason, they have unjustly received demerits, they have the right to appeal them. Appeals are to be made according to the procedures found in the TIBS Student Handbook. Students must appeal demerits before a suspension or expulsion is scheduled to avoid the suspension or expulsion.

Our History

The Longview Baptist Temple was formally organized in October 1960. Twenty-six-year-old Evangelist Nihl Bulkley Sr. was called to be the first pastor. Over Longview Baptist Temple's fifty plus year history, she has had six pastors.

Nihl Bulkley Sr.	1960 -1962
Jerry Smith	1965 - 1968
Terry Smith	1968 - 1978
Larry Webb	1978 - 1980
Bob Gray Sr.	1980 - 2009
Bob Gray II	2009 - present

Texas Independent Baptist Seminary & Schools was founded as Texas Baptist College in 1982 by Dr. Bob Gray Sr. along with the deacons of Longview Baptist Temple and Christian businessman Frank Sturrock. TIBS was established to train soul-winning, independent Baptist church leaders. Over the twenty-eight years that Dr. Gray Sr. served as pastor, chancellor, and at times president, the school grew from a first-year enrollment of sixty-five to a high enrollment of almost two-hundred. Property was eventually acquired adjacent to the Longview Baptist Temple's main campus, and buildings were erected for the housing and education of the growing student body.

In 2009, Dr. Bob Gray Sr. resigned as pastor of the Longview Baptist Temple and chancellor, and his son, Dr. Bob Gray II, became the sixth pastor of Longview Baptist Temple and second chancellor of TIBS. Under Pastor Gray II's leadership, the church and school continue the founding principles with a renewed vigor and greater focus.

Academic Catalog

The statements presented in this section are for information purposes only. Students should not assume that the information is the basis of a binding contract between the student and TIBS.

Admissions Information

Undergraduate Admissions

Texas Independent Baptist Seminary & Schools encourages applications from students who believe they have received a calling from God to serve him full-time and have demonstrated to the satisfaction of their local church and pastor that they possess the gifts to do so. The TIBS administration will qualify applicants for admission after the application file is complete.

Graduate Admissions

Students desiring to enroll in graduate programs at Texas Independent Baptist Seminary & Schools must have earned a bachelor's diploma/degree representing a minimum of 128 credit hours to pursue a master's diploma, and a master's diploma to pursue a doctor's diploma. The TIBS administration will qualify applicants for admission after the application file is complete.

Notice of Nondiscriminatory Policy

Texas Independent Baptist Seminary & Schools admits students of any race, color, national or ethnic origin, or scriptural-based gender and does not discriminate on said basis in administering its educational policies and school programs.

How Do I Apply for Undergraduate Admissions?

Step 1: Complete and submit the Application. The application for admissions can be filled out on the seminary website, or by requesting a copy from the TIBS office. Completed applications can be mailed, faxed, or emailed to the TIBS office. The application must be accompanied by a non-refundable \$25.00 deposit and a 750-word admissions essay.

Step 2: Submit secondary school transcripts. The applicant must request to have an official secondary school transcript sent to TIBS.

- Transcript must include the class rank, cumulative grade point average and graduation date.
- The applicant's cumulative grade point average must be at least a 2.00 (on a 4.00 scale)
- The applicant who has completed the GED test must submit an official transcript of the test scores along with any high school transcripts.

Step 3: Submit a pastor's recommendation. A Pastor's Recommendation form is included with the application. Applicants should deliver the form to their pastor and have him send the completed form directly to TIBS. No student will be allowed to attend TIBS without the full recommendation of their local church pastor.

Step 4: Submit an entrance essay. The essay must contain information regarding your salvation experience, call to full-time ministry, reasons for wishing to attend Texas Independent Baptist Seminary & Schools, and what the applicant desires to do after they graduate from TIBS. Please adhere to the **Writing Guidelines for Undergraduate and Graduate Admissions Essays.**

How Do I Apply for Graduate Admissions?

Step 1: Complete and submit the Application. The application for admissions can be filled out on the seminary website or by requesting a copy from the TIBS office. Completed applications can be mailed, faxed, or emailed to the TIBS office. The application must be accompanied by a non-refundable \$25.00 deposit and a 750-word admissions essay.

Step 2: Submit post-secondary transcripts. The applicant must request to have an official post-secondary transcript sent to TIBS.

- Transcript must include the total credit hours and cumulative grade point average and graduation date.
- The applicant's cumulative grade point average must be at least a 2.00 (on a 4.00 scale)

Step 3: Submit a pastor's recommendation. A Pastor's Recommendation form is included with the application. Applicants should deliver the form to their pastor and have him send the completed form directly to TIBS. No student will be allowed to attend TIBS without the full recommendation of their local church pastor.

Step 4: Submit an entrance essay. The essay must contain information regarding your salvation experience, call to full-time ministry, reasons for wishing to attend TIBS for graduate training, and what the applicant desires to do after they graduate from TIBS. Please adhere to the **Writings Guidelines for Undergraduate and Graduate Admissions Essays**.

Writing guidelines for both Undergraduate and Graduate admissions essays:

- Essay must be a minimum of 750 words, but not exceed 1,500 words.
- Essay must be typed in Calibri, Arial or Century Gothic 12 point, double-spaced with 1-inch margins.
- Paragraphs must be indented left .5 inches
- Page numbers are to be in the lower center or upper right-hand corner, beginning with the first page of text and not the title page.
- There must be a title page, and the title must also be present on the first page of the text.
- Essay should be written logically and persuasively, focused on the chosen topic; include a succinct introduction that informs the reader concerning the subject of the paper, and a succinct conclusion that summarizes the main points and expresses the resulting conclusion.

Transfer Students

If the applicant is a transfer student:

- The applicant must complete the relevant steps under Undergraduate Admissions Requirements.
- The applicant transferring 30 or more semester hours of post-secondary credit with a 2.00 cumulative grade point average does not need to submit a high school transcript.
- The applicant will not be allowed to transfer more than 50% of the required credit hours for the undergraduate program they wish to study.
- The applicant must have each post-secondary institution send an **official transcript** to the TIBS office.

Transfer of Credits Policy

Texas Independent Baptist Seminary & Schools accepts relevant credits earned with a grade of “C” or above from most post-secondary institutions. Relevant credits earned at other post-secondary institutions may be considered for transfer only after validation by the registrar and/or administration. Validation demonstrates that the credits transferred represent comparable and appropriate course content and level of instruction resulting in student competencies comparable to those of students at Texas Independent Baptist Seminary & Schools.

Readmitted Students

If the applicant has previously attended Texas Independent Baptist Seminary & Schools and desires to return:

- The applicant must submit an application form for readmission if the student has had a lapse in enrollment from TIBS for one semester or more.
- The applicant must request **official transcripts** to be mailed directly to the TIBS office from each institution where post-secondary level work has been completed since last attending TIBS.

Admission of Veterans

Texas Independent Baptist Seminary & Schools is approved for veterans and other eligible persons under the provision of Section 1776, Title 38, United States Code. Veterans should be aware that not all programs of study qualify for Veteran benefits, and they should direct any questions regarding this to the Veteran’s Administrator at the Seminary. Veterans who wish to receive benefits while in school should apply for the Certificate of Eligibility at the nearest Veteran’s Administration office. This certificate should be forwarded to the Veteran’s Administrator at TIBS and not sent directly to the Veteran’s Administration.

International Students

International students are encouraged to apply to Texas Independent Baptist Seminary & Schools. Once the TIBS office has received all the required documentation, deposit, admissions essay, and has determined that the applicant has met all the admissions requirements, a letter of acceptance and the SEVIS Form I-20 required by The Department of Homeland Security, Bureau of Citizenship and Immigration Services (USCIS) in order to issue a visa will be issued. This form also provides USCIS with verification that the applicant has been accepted, has the required English proficiency, and has sufficient financial support.

If the applicant is an international student:

- The applicant must complete the relevant steps under Undergraduate/Graduate Admissions Requirements.
- The applicant must request an official transcript to be sent from any educational institution he has attended.
- The applicant is required to submit secondary and post-secondary transcript(s) from all international schools attended.
- The applicant must give documentation of financial assets sufficient to cover one year's on-campus tuition.
 - The applicant must request on-campus employment if this will be needed to supplement the student's personal funds.
 - On-campus employment is limited.
- The applicant must obtain a passport valid for a period extending six months past the expected final departure of the student.

Financial Information

The enrollment of a student at orientation signifies an agreement by that student to fulfill all financial obligations through the end of the semester in which he or she is registered. Before arriving on campus, students and parents should become aware of the costs involved and make adequate preparations to meet the financial requirements.

Cost per Semester

Tuition	\$ 2,550.00
Room & Board	\$ 1,950.00

Cost per Credit Hour

Tuition	\$ 150.00*
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*Applies only to Auditing Students.

Financial Withdrawal Policy

A student who withdraws from school after orientation week will owe all costs for the semester according to the following schedule:

- 1 - 7 days after orientation week 25%
- 8 - 14 days after orientation week 50%
- 15 - 21 days after orientation week 75%
- 22 days after orientation week 100%

Any student living in the dormitory when not enrolled in classes will be charged room and board on a weekly-rate basis. This rate is also applicable to Thanksgiving, Christmas, and Spring Breaks.

Refunds

Should a student officially withdraw after having paid more than the amounts outlined above, a refund will be made for any over-payment. No other refund will be made to a student for any other reason. No refunds will be issued until after the third week of the semester.

Books and Supplies

The cost of textbooks and supplies is not included in the basic cost per semester. The student is personally responsible for acquiring all required textbooks and supplies. Textbooks and supplies for particular courses must be acquired before the first day of classes each semester. A required textbook and supply list is sent to each student before the start of the fall semester.

Yearly Missions Trips

Texas Independent Baptist Seminary & Schools sponsors annual mission trips to foreign countries. Costs associated with these trips are not included in the basic cost per semester and vary by trip location. Trip commitments will be taken at orientation. Once a student commits to a trip, the total cost is due and payable but may be paid in installments throughout the school year.

Graduation Fee

A one-time, non-refundable graduation fee of \$110.00 will be due for each potential graduate by March 1st of the student's graduation year.

Method of Payment

All charges are due and payable at orientation each semester. Students unable to pay in full may be permitted to enroll using installments through an in-school financing plan. Failure to make a payment within five days of the due date will result in suspension from classes until full payment is made. Each day of suspension will be considered an absence and count against a student's total allowable absences. Students unable to pay their bill in full by the fifth of the month may propose a plan to the president to bring their bill current by the first of the next month. Students whose proposals have been accepted by the president and are unable to fulfill their agreement will not be able to attend class on the first of the next month. No further payment arrangements will be made during the current semester.

Students will not be able to enroll in a new semester when their bill is not current.

In-school Financing Plans

There are three tiers of financing offered to students:

- **Tier One** – Four Payments (The first payment will be due at enrollment.)
 - Fall Semester: This payment plan begins at the time of enrollment. The minimum payment cannot be less than \$1,125 for on-campus students and \$637.50 for tuition only students. With the first payment being at enrollment, the other 3 payments will be due on the 1st of October, November and December. A student will be given 5 days from the due date to pay their bill before they are financially withdrawn.
 - Spring Semester: For the spring semester, payments will begin at the time of enrollment. The minimum payment cannot be less than \$1,125 for on-campus students and \$637.50 for tuition only students. With the first payment being at enrollment, the other 3 payments will be on the 1st of February, March and April. A student will be given 5 days from the due date before they are financially withdrawn.
- **Tier Two** – Five Payments (The first payment will begin prior to a student's arrival.)
 - Fall Semester: This payment plan will begin about one month prior to a student's arrival at school. On August 1st, an on-campus student will make a \$900 payment, and a tuition only student will make a \$510 payment. The other 4 payments will be on the 1st of September, October, November and December. A student will be given 5 days from the due date to pay their bill before they are financially withdrawn.
 - Spring Semester: For the spring semester, payments will begin at enrollment. The minimum payment cannot be less than \$900

for on-campus students and \$510 for tuition only students. With the first payment being at enrollment, the other 4 payments will be on the 1st of February, March, April and May. A student will be given 5 days from the due date before they are financially withdrawn.

- **Tier Three** – Six Payments (The first and second payments are made prior to school beginning.)
 - Fall Semester: This payment plan begins two months prior to a student's arrival at school. The first and second payments are due on July 1st and August 1st respectively. On-campus students will pay \$750, and tuition only students will pay \$425. The other 4 payments will be on the 1st of September, October, November and December. A student will be given 5 days from the due date before they are financially withdrawn.
 - Spring Semester: For the spring semester, payments begin at enrollment. The minimum payment cannot be less than \$750 for on-campus students, and \$425 for tuition only students. With the first payment being at enrollment, the other 5 payments will be on the 1st of February, March, April, May and June. A student will be given 5 days from their due date before they are financially withdrawn.

A STUDENT MAY MAKE A LARGER PAYMENT AT ENROLLMENT TO LESSEN THE AMOUNT OF THEIR MONTHLY PAYMENT FOR ANY TIER.

Financial Assistance

Academic Achievement Award

At Texas Independent Baptist Seminary & Schools, students are awarded financial assistance for diligent work habits. To qualify for this award, the student must maintain a 3.0 GPA or higher and never exceed 35 demerits per semester. Tuition will be reduced by 15%, 25%, and 35% each year following the freshman year when the student maintains a 3.5 GPA (“A” Student) or 10%, 20%, and 30% when the student maintains a 3.0 GPA (“B” Student). Our academic dean monitors each student’s progress and eligibility for this award at the close of the spring semester for those who enrolled in the fall or at the close of the fall semester for those who enrolled in the spring. Awards are given for the student’s following two semesters.

The Danny Peurifoy Scholarship Award

The Danny Peurifoy Scholarship Award will be given to a student who has successfully completed the freshman, sophomore, and junior years at Texas Independent Baptist Seminary & Schools. The recipient of this award is determined by academic and spiritual achievement as well as Christian character. The candidates will be voted upon by the TIBS administration and Mrs. Carole Peurifoy.

The Danny Peurifoy Scholarship Award will be presented at the Commencement Exercises prior to the recipient's senior year. The Danny Peurifoy Scholarship is a monetary award to be applied directly to the recipient's final semester's basic cost.

Academic Information

Academic Programs

Upon enrollment in Texas Independent Baptist Seminary & Schools, students must declare a course of study, (i.e. Theology, Religious Education, Church Music Administration, or Church Office Administration) and level of completion, (i.e. certificate, associate, bachelor, master, or doctor). Each course of study has a predetermined program curriculum that must be completed to be awarded a degree or certificate.

Authority to Operate

Believing that sole authority to educate and train New Testament church leaders resides in a local New Testament church, Texas Independent Baptist Seminary & Schools is a local church ministry owned and operated by the Longview Baptist Temple, Longview, TX.

Accreditation

Texas Independent Baptist Seminary & Schools is a un-accredited, post-secondary institution. TIBS has not sought, nor is it seeking accreditation.

Family Education Rights and Privacy Act

Texas Independent Baptist Seminary & Schools is in agreement and compliant with the FERPA to protect the privacy of student education records. We hereby give notice to students and the parents of dependent students of the various rights according to FERPA. The following overview explains:

- You have the right to review and inspect the educational records maintained by our school.
- You have the right to appeal and have corrected parts of your education record which are believed to be inaccurate or misleading and in violation of your rights. In the case that the school denies your

appeal, your rights state that a hearing can be called to present evidence. If your appeal is still denied, the student may place a statement on the record explaining the contested information.

- Your basic student, as well as, educational information will not be disclosed without your written permission.
- You may file a complaint with the FERPA Office. Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520
- The website address for more information regarding FERPA is: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

A student's record is considered confidential. Federal law provides for the release of information to Seminary personnel who have a legitimate educational interest, other institutions conducting research (provided information cannot be released to another party), and certain government officials.

Under FERPA, when a student turns 18 years of age or attends a postsecondary institution at any age, "the rights accorded to, and consent required of, parents transfer from the parents to the student. The student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records." [Authority: 20 U.S.C 1232g(d); § 99.5 (a)]

Federal law provides that only directory information may be released by the Seminary without the consent of the student. Directory information includes, but is not limited to, the following: student's name, address, telephone number, date and place of birth, field of study, participation in officially recognized activities and sports, dates of attendance,

degrees and awards received, and the most recent previous educational institution attended.

The registrar maintains a permanent record of every student who has attended Texas Independent Baptist Seminary & Schools. The student record currently includes the following: student's name, social security or I. D. number, address, date and place of birth, gender, conditions of admittance, records of academic probation, suspension or dismissal, major field of study, degrees earned, and date of graduation.

Transcripts of a student's record or grade reports are released only on the student's written authorization and in accordance with the provisions of the Privacy Act.

Course Designations

Semester Hours

The unit of credit is the semester hour. A semester hour is one fifty-minute period of instruction per week for 16 weeks or the equivalent. Students can usually complete an undergraduate associate's diploma program (64 credits) in two years of study or a bachelor's diploma program (128 credits) in four years of study. Students can usually complete a graduate program in one year of study.

Subject Area Designations

BI	General Bible
BU	Business
ED	Education
EN	English
HI	History
HU	Humanities
MA	Math
MI	Missions
MU	Music
TH	Theology

Course Numbering

Course numbers consist of a two-letter subject area designation and three digits. Normally, the first digit indicates the course level and the last two digits indicate the course sequence. A 100 level course is for freshmen, a 200 level course is for sophomores, a 300 level course is for juniors, a 400 level course is for seniors, a 500 level course is for master's, and a 600 level course is for doctor's.

Registration for Classes

The academic programs for Texas Independent Baptist Seminary & Schools are contained in this catalog. Once a student declares their major, the registrar enrolls the student in the appropriate classes for their academic major, level, and semester. Students must complete the required classes for each level and semester to advance.

Withdrawal

Students must adhere to and complete the curriculum for their program major. No part-time enrollment is permitted.

Any student desiring to withdraw from TIBS must complete the Voluntary Withdrawal Process by visiting the registrar's office and completing the appropriate paperwork.

There will be penalties incurred when a student withdraws from school. Much counsel should be sought before this decision is made. To withdraw from school, the student must notify the Dean of Academics in person, and turn in student badge and keys to mailbox and dorm.

If the student withdraws by the end of the 4th week of classes, a grade of "W" will be put on the student's permanent record.

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

Expulsion

A student who is expelled from school will receive instructions from the President. There are forms which the student must fill out. The expelled student will have a grade of "F" put on their permanent record in all classes.

Transcript Requests

The registrar maintains a permanent record of grades on each student. Students may obtain copies of their transcripts by submitting a written request either in person, by mail, or by fax (903-297-0196). The letter addressed to the Registrar must include the student's full name at the time of enrollment, current address and phone number, Social Security number, date of birth, when attended or graduated, degree(s) earned, recipient of the transcript, and quantity and type of transcript requested. Each request, including third party requests, must bear the written signature of the student.

The Registrar will not release official transcripts if the student's financial account is outstanding for any reason.

Declaring a Course of Study and Level of Completion

A student enrolling in Texas Independent Baptist Seminary & Schools must declare a course of study and level of completion on their application. Careful consideration should be taken before making a declaration.

Changing a Course of Study and/or Level of Completion

A student desiring to change an academic course of study and/or level of completion may only do so in the student's freshman year and must obtain permission from the administration. Permission to change a course of study and/or level of completion must be made in writing to the administration before June 30th of the summer proceeding the student's sophomore year.

Attendance and Punctuality Policy

Texas Independent Baptist Seminary & Schools requires students to attend class. Regular class attendance has a positive effect on a student's performance while a lack of class attendance will have a negative impact on a student's performance and grade. TIBS further requires that a student is punctual to class. If a student misses more than ten minutes of a class, whether at the beginning or the end, it will count as an absence. If a student is tardy three times for a three-hour class, twice for a two-hour class, or once for a one-hour class, it will count as one absence.

Absence, for any reason, counts toward the one week of allowed absences. If a student exceeds the one week in absences, his grade will be reduced by one letter grade for every absence over the limit. Any appeal to the attendance grade penalty must be made in writing to the Dean of Academics and accompanied by documentation for every absence.

An absence from class does not remove the student's responsibility for that day's work. The student is responsible for all lecture notes, quizzes, tests, exam, and future assignments. It is the student's responsibility to check with each of his instructors and the TIBS Academic Calendar before scheduling out-of-town trips and to adjust his plans so no quiz, test, or exam will be missed.

If an announced test or exam is missed for any reason, the student must take the test or exam before the next class period. Failure to take the test or exam will result in a grade of zero being given. Missed tests or exams can be obtained from the President. Quizzes cannot be made-up.

Once a student has so many over-absences in a class that it is not academically possible to receive credit for the class, the student will be academically withdrawn.

Required Events

Attendance is required at certain school events, such as TIBS chapel, Longview Baptist Temple church services (including special meetings), orientations, ministry requirements, and Commencement activities and exercises. An absence or tardy from any required event will result in demerits as set forth in the Student Handbook.

Students participating in internships at area churches will be exempt from Longview Baptist Temple church services if their services are needed at their assigned church.

Grading Policies

The student's grade point average (GPA) is the ratio of the credit hours earned to the grade points received. The GPA is computed by dividing the total number of grade points by the total number of GPA semester hours earned.

All F and WF grades are punitive and are considered as "GPA hours" when computing a student's grade point average. All WP grades are non-punitive and are not considered as "GPA hours" when computing a student's grade point average.

Grade Scale

Letter Grade	Percentage Grade	Grade Points per Credit Hour
A	95 – 100	4.00
B	85 – 94	3.00
C	75 – 84	2.00
F	74 or below	0.00
WF	Withdrawal while failing	0.00
WP	Withdrawal while passing	--

Notification of Grades

Final grades for students are available online through their ThinkWave accounts. TIBS also provides digital copies of report cards via student TIBS email accounts at the end of each semester. Students wishing to receive paper copies of their report cards, or have a copy of their report card sent to a third party, must express their desire in writing to the registrar.

In accordance with FERPA, grade reports and transcripts will not be released to another party or organization, including parents, without a written signed request from the student.

Grade Disputes

The student has the right to ask for clarification of a particular grade for a class if he feels that he has sufficient evidence upon which to differ. When the student thinks that a grade has been incorrectly assigned, he has one semester following the issuing of the disputed grade in which to handle this dispute. In the chain of appeal, the student must first try to resolve the problem with the professor. The student may then appeal to the Dean of Academics, then to the President. If the student desires to appeal his dispute to a higher level, he may appeal in writing to the administration. Letters to the administration should be addressed to the Chancellor.

Classification of Undergraduate Students

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

Classification	Minimum Credit Hours Completed
Sophomore	32
Junior	64
Senior	96

Academic Warning

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

Academic Redemption

If a student at Texas Independent Baptist Seminary & Schools has been asked to leave due to poor academic performance, the student may reapply to TIBS after waiting two semesters. The student should follow the **Readmitted Students** guidelines. If readmitted, the student will be placed on a one semester probation period at the end of which he must have obtained a GPA of 2.00 or higher to remain enrolled in school.

Plagiarism, Unauthorized Assistance, Dishonesty, or Theft

The faculty member's responsibility is to provide an environment of academic integrity. The student's academic work should be an honest reflection of his/her abilities and effort. Presenting someone else's work as his/her own is dishonest and will subject the student to penalties ranging from an "F" for the assignment, an "F" for the course, or in severe cases, expulsion.

Standard Course Requirements

TIBS has adopted the following standardized course requirements:

- **Class notes:** (10% of the overall grade) to be submitted typed in a one-inch, three-ringed binder accompanied by the corresponding hand-written notes with cover sheet at each test and exam. At the faculty member's discretion, students may submit a digital copy of their typed notes with cover sheet, but corresponding hand-written notes must still be submitted to receive full credit.
- **Quizzes:** (10% of the overall grade) scheduled quizzes are to be given according to the Academic Calendar.
- **Tests:** (15% of the overall grade) scheduled tests are to be given according to the Academic Calendar.

- **Mid-Term Exam:** (20% of the overall grade) a scheduled mid-term exam is to be given according to the Academic Calendar.
- **Final Exam:** (20% of the overall grade) a scheduled final exam is to be given according to the Final Exam Schedule.
- **Projects:** (25% of the overall grade) can vary from class to class as appropriate. Projects can be broken up into various parts, but all parts cumulatively cannot exceed allotted percentage of overall grade. All projects must be received by the scheduled date on the Academic Calendar. If project is a research paper, and this is the preferred project format, it must adhere to the following guidelines:
 - Undergraduate research papers are to be a minimum of 2,500 words (a maximum of 5% of the overall wording can come from direct quotes), Thesis papers 30,000 words, and Dissertations 60,000 words.
 - Papers must be typed in Calibri, Arial or Century Gothic 12 point, double spaced with 1-inch margins.
 - Paragraphs must be indented left .5 inches
 - Page numbers are to be in the lower center or upper right-hand corner, beginning with the first page of text and not the title page.
 - There must be a title page, and the title must also be present on the first page of the text.
 - Papers should be written logically and persuasively, focused on the chosen topic; include a succinct introduction that informs the reader concerning the subject of the paper, and a succinct conclusion that summarizes the main points and expresses the resulting conclusion.
 - Footnotes, rather than endnotes, are to be used to reference all source material.

- All work should be proofread, as errors in spelling, grammar, and syntax will reduce the overall grade.
- At the faculty member's discretion, research papers, theses, or dissertations may be submitted digitally.

Graduation Policy and Requirements

Each student bears the responsibility for successfully completing the program of his/her major. Texas Independent Baptist Seminary & Schools cannot be held liable for a student's failure to meet the requirements for graduation.

No more than 50% of an undergraduate student's diploma/degree can be earned through transfer credits.

Each candidate for graduation must:

- Successfully complete the required program curriculum for their major
- Obtain an overall GPA of 2.00 or greater
- Eliminate any outstanding tuition and room and board balance by commencement exercises
- Pay the \$110.00 non-refundable graduation fee by March 1st

Commencement Exercises

Commencement exercises will be held only in May. Each potential candidate for graduation will be identified by the registrar and presented to the administration for approval and notified accordingly.

Graduation with Honors

To graduate with honors, a student must have been enrolled in a bachelor's diploma program and meet the following conditions:

- For Stoles
 - Must have earned at least an overall 3.5 GPA
 - Must have kept demerits below 35 every semester
- For Cords
 - Must have earned at least an overall 3.0 GPA
 - Must have kept demerits below 35 every semester

Overview of Programs of Study

Graduate Programs

Master of Theology, Th.M.

Doctor of Theology, Th.D.

Undergraduate Programs

Associate of Religious Education, A.R.E.

Bachelor of Religious Education, B.R.E.

Associate of Theology, Th.A.

Bachelor of Theology, Th.B.

Diploma of Church Music Administration

Diploma of Church Office Administration

Programs of Study

Certificate of General Studies – 64 Credits (1024 clock hours)

Year One

Fall

Baptist History 1	2	(32)
Christian Manhood 1/Womanhood	2	(32)
English Grammar 1	3	(48)
Old Testament Survey	3	(48)
Personal Evangelism	2	(32)
Personal Finance	2	(32)
Keyboarding 1	3	(48)

Spring

Baptist History 2	2	(32)
Christian Manhood 2/The Home	2	(32)
Ecclesiology	3	(48)
English Grammar 2	3	(48)
Music in a Soul Winning Church	2	(32)
New Testament Survey	3	(48)
Speech	2	(32)

Year Two

Fall

Adolescent Psychology	3	(48)
Bible Doctrines 1	2	(32)
Cults	2	(32)
Excel	3	(48)
General Math	3	(48)
Teaching Bible	2	(32)

Spring

Advanced Grammar & Composition	3	(48)
Bible Doctrines 2	2	(32)
Literature	3	(48)
Missionary Biographies	2	(32)
Synopsis of the Gospels	2	(32)
U.S. History	3	(48)

Certificate of Church Music Administration – 64 Credits (1,024 clock hours)

Year One

Fall

Christian Manhood 1/Womanhood	2	(32)
English Grammar 1	3	(48)
Music in a Soul Winning Church	2	(32)
Music Reading Skills	1	(16)
Old Testament Survey	3	(48)
Personal Evangelism	2	(32)
Personal Finance	2	(32)

Spring

Christian Manhood 2/The Home	2	(32)
English Grammar 2	3	(48)
Music Appreciation	2	(32)
Music Theory 1	3	(48)
New Testament Survey	3	(48)
Songleading/Proofreading	2	(32)
Synopsis of the Gospels	2	(32)

Year Two

Fall

Baptist History 1	2	(32)
Bible Doctrines 1	2	(32)
Concert Choir 1	2	(32)
Excel	3	(48)
Hymn Playing & Accompaniment	1	(16)
Keyboarding 1	3	(48)
Music Theory 2	3	(48)

Spring

Baptist History 2	2	(32)
Bible Doctrines 2	2	(32)
Concert Choir 2	2	(32)
Ear Training/Sight Singing	2	(32)
Hymn Playing & Accompaniment	1	(16)
Media Presentation	2	(32)
Missionary Biographies	2	(32)
Music Theory 3	3	(48)

- Potential students must pass a music proficiency exam to enter the certificate program.

Diploma of Church Music Administration – 128 Credits (2,048 clock hours)

Freshman

Fall

Christian Manhood 1/Womanhood	2	(32)
English Grammar 1	3	(48)
Music in a Soul Winning Church	2	(32)
Music Reading Skills	1	(16)
Old Testament Survey	3	(48)
Personal Evangelism	2	(32)
Personal Finance	2	(32)

Spring

Christian Manhood 2/The Home	2	(32)
English Grammar 2	3	(48)
Music Appreciation	2	(32)
Music Theory 1	3	(48)
New Testament Survey	3	(48)
Songleading/Proofreading	2	(32)
Synopsis of the Gospels	2	(32)

Sophomore

Fall

Baptist History 1	2	(32)
Bible Doctrines 1	2	(32)
Concert Choir 1	2	(32)
Excel	3	(48)
Hymn Playing & Accompaniment	1	(16)
Keyboarding 1	3	(48)
Music Theory 2	3	(48)

Spring

Baptist History 2	2	(32)
Bible Doctrines 2	2	(32)
Concert Choir 2	2	(32)
Ear Training/Sight Singing	2	(32)
Hymn Playing & Accompaniment	1	(16)
2		
Media Presentation	2	(32)
Missionary Biographies	2	(32)
Music Theory 3	3	(48)

Junior

Fall

Concert Choir 3	2	(32)
Cults	2	(32)
Ear Training/Sight Singing 2	2	(32)
Hymn Playing & Accompaniment	1	(16)
3		
Music Internship	2	(32)
Music Theory 4	3	(48)
World Religions	2	(32)

Spring

Advanced Grammar	3	(48)
Concert Choir 4	2	(32)
Foreign Language	2	(32)
Hymn Playing & Accompaniment	1	(16)
4		
Music Internship	2	(32)
Speech	2	(32)
Teaching Methods	3	(48)

Senior

Fall

Christology	3	(48)
Counseling	2	(32)
Foreign Language	2	(32)
Hymn Playing & Accompaniment	1	(16)
5		
Leading Orchestra	2	(32)
Music Internship	2	(32)
Music Technology	3	(48)

Spring

Bible Cosmology	3	(48)
Choral Conducting	2	(32)
Church Music Administration	2	(32)
Elective	3	(48)
Hymn Playing & Accompaniment	1	(16)
6		
Music Internship	2	(32)
Music Methods	2	(32)

Song Writing/Arranging

2 (32) Music Skills

3 (48)

**Certificate of Church Office Administration – 64 Credits
(1,024 clock hours)**

Year one

Fall

Christian Womanhood	2 (32)
English Grammar 1	3 (48)
Keyboarding 1	3 (48)
Old Testament Survey	3 (48)
Personal Evangelism	2 (32)
Personal Finance	2 (32)
Vocabulary Enrichment	2 (32)

Spring

English Grammar 2	3 (48)
Music in a Soulwinning Church	2 (32)
New Testament Survey	3 (48)
Speech	2 (32)
Synopsis of the Gospels	2 (32)
The Christian Home	2 (32)
U.S. History	3 (48)

Year two

Fall

Basic Filing	2 (32)
Bible Doctrines 1	2 (32)
Computer Skills	2 (32)
Elective	2 (48)
Excel	3 (48)
Office Practicum	1 (16)
Teaching Bible	2 (32)

Spring

Bible Doctrines 2	2 (32)
Elective	2 (32)
Keyboarding 2	2 (32)
Media Presentation	2 (32)
Missionary Biographies	2 (32)
Office Internship 1	2 (32)
Proofreading	2 (32)
Secretarial Procedures	2 (32)

Diploma of Church Office Administration – 128 Credits (2,048 clock hours)

Freshman

Fall

Christian Womanhood	2 (32)
English Grammar 1	3 (48)
Keyboarding 1	3 (48)
Old Testament Survey	3 (48)
Personal Evangelism	2 (32)
Personal Finance	2 (32)
Vocabulary Enrichment	2 (32)

Spring

English Grammar 2	3 (48)
Music in a Soulwinning Church	2 (32)
New Testament Survey	3 (48)
Speech	2 (32)
Synopsis of the Gospels	2 (32)
The Christian Home	2 (32)
U.S. History	3 (48)

Sophomore

Fall

Basic Filing	2 (32)
Bible Doctrines 1	2 (32)
Computer Skills	2 (32)
Elective	2 (48)
Excel	3 (48)
Office Practicum	1 (16)
Teaching Bible	2 (32)

Spring

Bible Doctrines 2	2 (32)
Elective	2 (32)
Keyboarding 2	2 (32)
Media Presentation	2 (32)
Missionary Biographies	2 (32)
Office Internship 1	2 (32)
Proofreading	2 (32)
Secretarial Procedures	2 (32)

Junior

Fall

Adolescent Psychology	3 (48)
Baptist History 1	2 (32)
Cults	2 (32)
Elective	2 (32)
Office Communication Skills	3 (48)
Office Practicum	1 (16)
Philosophy of Education	2 (32)

Spring

Advanced Grammar & Composition	3 (48)
Advanced Media Presentation	3 (48)
Baptist History 2	2 (32)
Classroom Evangelism	2 (32)
Filing & Record Management	2 (32)
Literature	3 (48)
Office Practicum	1 (16)

Senior

Fall

Bookkeeping 1	3 (48)
Counseling	2 (32)
Educational Psychology	3 (48)
Elective	2 (32)
Word & Publications	3 (48)
World Religions	2 (32)

Spring

Bookkeeping 2	3 (48)
Elective	2 (32)
Elective	3 (48)
Office Internship 2	8 (128)
Secretarial Skills	2 (32)

Associate of Religious Education – 64 Credits (1,024 clock hours)

First year

Fall

Baptist History 1	2	(32)
Christian Manhood 1/Womanhood	2	(32)
Computer Skills	2	(32)
English Grammar 1	3	(48)
Old Testament Survey	3	(48)
Orientation Workshop	1	(16)
Personal Evangelism	2	(32)
Personal Finance	2	(32)

Spring

Baptist History 2	3	(48)
Christian Manhood 2/The Home	2	(32)
English Grammar 2	3	(48)
Music Appreciation	2	(32)
New Testament Survey	3	(48)
Speech	2	(32)
Synopsis of the Gospels	2	(32)
Teaching Workshop	1	(16)

Second year

Fall

Bible Doctrines 1	2	(32)
Biological Science Survey	2	(32)
Excel	3	(48)
General Math	3	(48)
Teaching Bible	2	(32)
Teaching Elementary Reading/English	2	(32)
Teaching Workshop	1	(16)

Spring

Bible Doctrines 2	2	(32)
Elective	2	(32)
Teaching Elementary Math	2	(32)
Teaching Elementary P.E./Health	2	(32)
Teaching Methods	3	(48)
Teaching Workshop	1	(16)
Tests & Measurements	2	(32)

Bachelor of Religious Elementary Education – 128 Credits

(2,048 clock hours)

Freshman year

Fall

Baptist History 1	2	(32)
Christian Manhood 1/Womanhood	2	(32)
Computer Skills	2	(32)
English Grammar 1	3	(48)
Old Testament Survey	3	(48)
Orientation Workshop	1	(16)
Personal Evangelism	2	(32)
Personal Finance	2	(32)

Spring

Baptist History 2	3	(48)
Christian Manhood 2/The Home	2	(32)
English Grammar 2	3	(48)
Music Appreciation	2	(32)
New Testament Survey	3	(48)
Speech	2	(32)
Synopsis of the Gospels	2	(32)
Teaching Workshop	1	(16)

Sophomore year

Fall

Bible Doctrines 1	2	(32)
Excel	3	(48)
General Math	3	(48)
Teaching Bible	2	(32)
Teaching Elementary Reading/English	2	(32)
Teaching Workshop	1	(16)
World Religions	2	(32)

Spring

Bible Doctrines 2	2	(32)
Elective	2	(32)
Teaching Elementary Math	2	(32)
Teaching Elementary P.E./Health	2	(32)
Teaching Methods	3	(48)
Teaching Workshop	1	(16)
Tests & Measurements	2	(32)

Junior year

Fall

Counseling	2	(32)
Elective	3	(48)
Foreign Language	2	(32)
Philosophy of Education	3	(48)
Teaching Elementary Music/Art	2	(32)
Teaching Elementary Science/History	2	(32)
Teaching Workshop	1	(16)

Spring

Advanced Grammar & Composition	3	(48)
Filing & Record Management	2	(32)
Foreign Language	2	(32)
Literature	3	(48)
U.S. History	3	(48)

Senior year

Fall

Biological Science Survey	2	(32)
Child Psychology	3	(48)
Classroom Management	2	(32)
Educational Psychology	3	(48)
Educational Skills	2	(32)
Elective	2	(32)
Teaching Workshop	1	(16)
Vocabulary Enrichment	2	(32)

Spring

Student Teaching	19	(304)
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Bachelor of Religious Secondary Education – 128 Credits

(2,048 clock hours)

Freshman year

Fall

Christian Manhood 1/Womanhood	2	(32)
English Grammar 1	3	(48)
Old Testament Survey	3	(48)
Orientation Workshop	1	(16)
Personal Evangelism	2	(32)
Personal Finance	2	(32)
Vocabulary Enrichment	2	(32)

Spring

Christian Manhood 2/The Home	2	(32)
English Grammar 2	3	(48)
Music Appreciation	2	(32)
New Testament Survey	3	(48)
Synopsis of the Gospels	2	(32)
Teaching Workshop	1	(16)
U.S. History	3	(48)

Sophomore year

Fall

Baptist History 1	2	(32)
Bible Doctrines 1	2	(32)
Biological Science Survey	2	(32)
Elective	2	(32)
General Math	3	(48)
Philosophy of Education	3	(48)
Teaching Workshop	1	(16)
World History	2	(32)

Spring

Algebra	3	(48)
Baptist History 2	2	(32)
Bible Doctrines 2	2	(32)
Foreign Language	2	(32)
Teaching Advanced Science/2 History	2	(32)
Teaching Methods	3	(48)
Teaching Workshop	1	(16)

Junior year

Fall

Computer Skills	2	(32)
Counseling	2	(32)
Educational Psychology	3	(48)
Excel	3	(48)
Teaching Advanced Math	2	(32)
Teaching Workshop	1	(16)
Vocabulary Enrichment	2	(32)

Spring

Advanced Grammar &3 Composition	3	(48)
Literature	2	(32)
Proofreading	2	(32)
Speech	2	(32)
Teaching Workshop	1	(16)
Tests & Measurements	2	(32)

Senior year

Fall

Adolescent Psychology	3	(48)
Christian School Administration	2	(32)
Classroom Management	2	(32)
Educational Skills	2	(32)
Proseuchology	3	(48)
Teaching Advanced English	3	(48)
World Religions	2	(32)

Spring

Student Teaching	19	(304)
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Associate of Theology – 64 Credits (1,024 clock hours)

Freshman year

Fall

Baptist History 1	2 (32)
Christian Manhood 1	2 (32)
English Grammar 1	3 (48)
Introduction to Missions	2 (32)
Old Testament Survey	3 (48)
Paterology	3 (48)
Personal Evangelism	2 (32)
Personal Finance	2 (32)

Spring

Baptist History 2	2 (32)
Christian Manhood 2	2 (32)
Ecclesiology	3 (48)
Missionary Biographies	2 (32)
Music Appreciation	2 (32)
New Testament Survey	3 (48)
Song Leading	2 (32)

Sophomore year

Fall

Church Business 1	3 (48)
Church Ministries 1	2 (32)
Hermeneutics 1	3 (48)
Preachers Power Hour	2 (32)
Soteriology	2 (32)
World Religions	2 (32)

Spring

Church Business 2	2 (32)
Classroom Evangelism	2 (32)
English Grammar 2	3 (48)
Hermeneutics 2	3 (48)
Missives	3 (48)
Preachers Power Hour	2 (32)

Bachelor of Theology – 128 Credits (2,048 clock hours)

Freshman year

Fall

Baptist History 1	2 (32)
Christian Manhood 1	2 (32)
English Grammar 1	3 (48)
Introduction to Missions	2 (32)
Old Testament Survey	3 (48)
Paterology	3 (48)
Personal Evangelism	2 (32)
Personal Finance	2 (32)

Spring

Baptist History 2	2 (32)
Christian Manhood 2	2 (32)
Ecclesiology	3 (48)
Missionary Biographies	2 (32)
Music Appreciation	2 (32)
New Testament Survey	3 (48)
Song Leading	2 (32)

Sophomore year

Fall

Church Business 1	3 (48)
Church Ministries 1	2 (32)
Hermeneutics 1	3 (48)
Preachers Power Hour	2 (32)
Soteriology	2 (32)
World Religions	2 (32)

Spring

Church Business 2	2 (32)
Classroom Evangelism	2 (32)
English Grammar 2	3 (48)
Hermeneutics 2	3 (48)
Missives	3 (48)
Preachers Power Hour	2 (32)

Junior year

Fall

Bible Anthropology	2 (32)
Christology	3 (48)
Counseling	2 (32)
Cults	2 (32)
Eschatology	3 (48)
Hamartiology	2 (32)
Philosophy of Education	3 (48)

Spring

Advanced Grammar & Composition	3 (48)
Bible Cosmology	2 (32)
Bibliology	3 (48)
Church Planting	2 (32)
Mission Methods	2 (32)
Music in a Soul Winning Church	2 (32)
Speech	2 (32)
Synopsis of the Gospels	2 (32)

Senior year

Fall

Angelology	2 (32)
Bookkeeping 1	3 (48)
Homiletics 1	3 (48)
Missionary Relationships	2 (32)
Proseuchology	3 (48)

Spring

Bookkeeping 2	3 (48)
Church Ministries 2	3 (48)
Homiletics 2	3 (48)
Ministry Skills	2 (32)
Pneumatology	2 (32)
Teleutology	3 (48)

Master of Theology – 64 Credits (1,024 clock hours)

Prerequisites

1. Bachelor of Theology or equivalent earned in a minimum of 128 credits or 2,048 clock hours.
2. G.P.A. of 2.5 or greater

Requirements

1. Completion of 60 credit hours (960 clock hours) of assigned program courses.
2. Completion of a 30,000-word thesis: topic to be approved by the TIBS administration.

Program Courses

Year one

Fall

Analysis of Matthew	3 (48)
Analysis of Mark	3 (48)
Analysis of Luke	3 (48)
Analysis of John	3 (48)
Analysis of Acts	3 (48)

Spring

Analysis of Romans	3 (48)
Analysis of 1 Corinthians	3 (48)
Analysis of 2 Corinthians	3 (48)
Analysis of Church Epistles	3 (48)
Analysis of Personal Epistles	3 (48)
Analysis of Hebrews	3 (48)

Year two

Fall

Analysis of General Epistles	3 (48)
Analysis of Revelation	3 (48)
Analysis of Job	6 (96)
Analysis of Psalms	6 (96)

Spring

Analysis of Proverbs	6 (96)
Analysis of Ecc. & Song of Solomon	3 (48)
Submission of Thesis	4 (64)

Doctor of Theology – 64 Credits (1,024 clock hours)

Prerequisites

1. Master of Theology or equivalent.
2. G.P.A. of 3.0 or greater

Requirements

1. Completion of 60 credit hours (960 clock hours) of assigned program courses.
2. Completion of a 60,000-word dissertation: topic to be approved by the TIBS administration.

Program Courses

Year one

Fall

Analysis of Genesis	3 (48)
Analysis of Exodus	3 (48)
Analysis of Leviticus	3 (48)
Analysis of Numbers	3 (48)
Analysis of Deuteronomy	3 (48)

Spring

Analysis of Joshua	3 (48)
Analysis of Judges & Ruth	3 (48)
Analysis of 1 Samuel	3 (48)
Analysis of 2 Samuel	3 (48)
Analysis of 1 Kings	3 (48)

Year two

Fall

Analysis of 2 Kings	3 (48)
Analysis of 1 Chronicles	3 (48)
Analysis of 2 Chronicles	3 (48)
Analysis of Ezra - Nehemiah	3 (48)
Analysis of Isaiah	3 (48)

Spring

Analysis of Jeremiah & Lament.	3 (48)
Analysis of Ezekiel	3 (48)
Analysis of Daniel	3 (48)
Analysis of Hosea - Haggai	3 (48)
Analysis of Zechariah - Malachi	3 (48)
Submission of Dissertation	4 (64)

Course Descriptions (credits/clock hours)

BI 100 OLD TESTAMENT SURVEY (3/48)

A survey of the Old Testament, including a brief introduction of the Bible. Special emphasis will be given to major themes, key words and phrases, major turning points and divisions, the purpose, the character, pivotal passages, and great texts with application.

BI 101 NEW TESTAMENT SURVEY (3/48)

A comprehensive, detailed overview of New Testament narrative, giving attention to: authorship, dates, places, settings, themes, occasion of writing, and relationship to the New Testament church.

BI 102 PERSONAL EVANGELISM (2/32)

To teach men and women a Christ-like passion for the salvation of souls, the power and presence of the Holy Spirit, and a practical approach to presenting God's plan to each individual.

BI 200 HERMENEUTICS 1 (3/48)

The first of two courses designed to familiarize the student with the theory and methodology of studying the Scripture. Course one will emphasize basic techniques of recognizing context.

BI 201 HERMENEUTICS 2 (3/48)

The second of two courses designed to familiarize the student with the theory and methodology of studying the Scripture. Course two will emphasize the basic techniques of comparing Scripture with Scripture and making application.

BI 203 CLASSROOM EVANGELISM (2/32)

A study of Scriptural methods of communicating the message of Christ in the classroom, Sunday school, Bible clubs, children's church, and other evangelistic atmospheres. Actual practice required for completion of course.

BI 210 BIBLE DOCTRINES 1 (2/32)

The first of two courses presenting the major Bible doctrines as outlined in the Statement of Faith of Longview Baptist Temple and Texas Independent Baptist Seminary with reference to works of literature by renowned Baptist authors.

BI 211 BIBLE DOCTRINES 2 (2/32)

The second of two courses presenting the major Bible doctrines as outlined in the Statement of Faith of Longview Baptist Temple and Texas Independent Baptist Seminary with reference to works of literature by renowned Baptist authors.

BI 212 PREACHERS POWER HOUR (2/32)

A class taught by experienced pastors to give the student an insight as to what to expect in the ministry by different size churches, and ideas on how to pastor a church in different size communities.

BI 300 COUNSELING (2/32)

A study of principles and problems of Scriptural counseling. Scriptural answers, the convicting power of the Holy Spirit, and man's basic problems and needs are analyzed.

BI 301 SYNOPSIS OF THE GOSPELS (2/32)

A study of the books of Matthew, Mark, Luke, and John, majoring on important events from the earthly ministry of Christ and including careful analysis of select portions of our Saviour's major teachings.

BI 400 HOMILETICS 1 (3/48)

A basic study of New Testament preaching emphasizing the various methods involved in sermon preparation.

BI 401 HOMILETICS 2 (3/48)

An advanced study of New Testament preaching emphasizing the various methods involved in sermon preparation.

BI 500 ANALYSIS OF MATTHEW (3/38)

An in-depth, systematic analysis of the New Testament book of Matthew.

BI 501 ANALYSIS OF MARK (3/48)

An in-depth, systematic analysis of the New Testament book of Mark.

BI 502 ANALYSIS OF LUKE (3/48)

An in-depth, systematic analysis of the New Testament book of Luke.

BI 503 ANALYSIS OF JOHN (3/48)

An in-depth, systematic analysis of the New Testament book of John

BI 504 ANALYSIS OF ACTS (3/48)

An in-depth, systematic analysis of the New Testament book of Acts.

BI 510 ANALYSIS OF ROMANS (3/48)

An in-depth, systematic analysis of the New Testament book of Romans.

BI 511 ANALYSIS OF 1 CORINTHIANS (3/48)

An in-depth, systematic analysis of the New Testament book of 1 Corinthians.

BI 512 ANALYSIS OF 2 CORINTHIANS (3/48)

An in-depth, systematic analysis of the New Testament book of 2 Corinthians.

BI 513 ANALYSIS OF CHURCH EPISTLES (3/48)

An in-depth, systematic analysis of the New Testament books of Galatians through 2 Thessalonians.

BI 514 ANALYSIS OF PERSONAL EPISTLES (3/48)

An in-depth, systematic analysis of the New Testament books of 1 Timothy through Philemon.

BI 515 ANALYSIS OF HEBREWS (3/48)

An in-depth, systematic analysis of the New Testament book of Hebrews.

BI 520 ANALYSIS OF GENERAL EPISTLES (3/48)

An in-depth, systematic analysis of the New Testament books of James through Jude.

BI 521 ANALYSIS OF REVELATION (3/48)

An in-depth, systematic analysis of the New Testament book of Revelation.

BI 522 ANALYSIS OF JOB (6/96)

An in-depth, systematic analysis of the Old Testament book of Job.

BI 523 ANALYSIS OF PSALMS (6/96)

An in-depth, systematic analysis of the Old Testament book of Psalms.

BI 530 ANALYSIS OF PROVERBS (6/96)

An in-depth, systematic analysis of the Old Testament book of Proverbs.

BI 531 ANALYSIS OF ECCLESIASTES & SONG OF SOLOMON (3/48)

An in-depth, systematic analysis of the Old Testament books of Ecclesiastes and Song of Solomon.

BI 532 SUBMISSION OF THESIS (4/64)

An original, 30,000-word research paper upon a pre-approved topic.

BI 600 ANALYSIS OF GENESIS (3/48)

An in-depth, systematic analysis of the Old Testament book of Genesis

BI 601 ANALYSIS OF EXODUS (3/48)

An in-depth, systematic analysis of the Old Testament book of Exodus.

BI 602 ANALYSIS OF LEVITICUS (3/48)

An in-depth, systematic analysis of the Old Testament book of Leviticus.

BI 603 ANALYSIS OF NUMBERS (3/48)

An in-depth, systematic analysis of the Old Testament book of Numbers.

BI 604 ANALYSIS OF DEUTERONOMY (3/48)

An in-depth, systematic analysis of the Old Testament book of Deuteronomy.

BI 610 ANALYSIS OF JOSHUA (3/48)

An in-depth, systematic analysis of the Old Testament book of Joshua.

BI 611 ANALYSIS OF JUDGES & RUTH (3/48)

An in-depth, systematic analysis of the Old Testament books of Judges and Ruth.

BI 612 ANALYSIS OF 1 SAMUEL (3/48)

An in-depth, systematic analysis of the Old Testament book of 1 Samuel.

BI 613 ANALYSIS OF 2 SAMUEL (3/48)

An in-depth, systematic analysis of the Old Testament book of 2 Samuel.

BI 614 ANALYSIS OF 1 KINGS (3/48)

An in-depth, systematic analysis of the Old Testament book of 1 Kings.

BI 620 ANALYSIS OF 2 KINGS (3/48)

An in-depth, systematic analysis of the Old Testament book of 2 Kings.

BI 621 ANALYSIS OF 1 CHRONICLES (3/48)

An in-depth, systematic analysis of the Old Testament book of 1 Chronicles.

BI 622 ANALYSIS OF 2 CHRONICLES (3/48)

An in-depth, systematic analysis of the Old Testament book of 2 Chronicles.

BI 623 ANALYSIS OF EZRA (3/48)

An in-depth, systematic analysis of the Old Testament book of Ezra.

BI 624 ANALYSIS OF ISAIAH (3/48)

An in-depth, systematic analysis of the Old Testament book of Isaiah.

BI 630 ANALYSIS OF JEREMIAH & LAMENTATIONS (3/48)

An in-depth, systematic analysis of the Old Testament books of Jeremiah and Lamentations.

BI 631 ANALYSIS OF EZEKIEL (3/48)

An in-depth, systematic analysis of the Old Testament book of Ezekiel.

BI 632 ANALYSIS OF DANIEL (3/48)

An in-depth, systematic analysis of the Old Testament book of Daniel.

BI 633 ANALYSIS OF HOSEA – HAGGAI (3/48)

An in-depth, systematic analysis of the Old Testament books of Hosea through Haggai.

BI 634 ANALYSIS OF ZECHARIAH & MALACHI (3/48)

An in-depth, systematic analysis of the Old Testament books of Zechariah and Malachi.

BI 635 SUBMISSION OF DISSERTATION (4/64)

An original, 60,000-word research paper upon a pre-approved topic.

BU 100 PERSONAL FINANCE (2/32)

A financial study essential for all majors, presenting the scriptural philosophy of personal finances. The student is taught how to handle a checking account and how to scripturally care for a personal budget.

BU 101 KEYBOARDING 1 (3/48)

Developing the skill of basic typing and the correct hand positions on a keyboard for the computer.

BU 103, 104, 105 OFFICE PRACTICUM (3/48)

Practical training for Secretarial students. Each student will spend time working for a faculty or staff member for one hour per week over three semesters as a four-year student.

BU 200 CHURCH BUSINESS 1 (3/48)

The first of two courses designed to familiarize the student with the basics of running a church. Course one will examine the inner workings of the church office as well as organizing and conducting a church service.

BU 201 CHURCH BUSINESS 2 (2/32)

The second of two courses designed to familiarize the student with the basics of running a church. Course two will examine the proper relationship and procedures a church should have for conducting business with government officials and local businesses.

BU 202 CHURCH MINISTRIES 1 (2/32)

The first of two courses designed to familiarize the student with the workings of various church ministries. Course one will examine the bus ministry.

BU 203 OFFICE COMMUNICATION SKILLS (3/48)

Developing effective communication skills in the office with employers, employees, customers in an office setting through memos and different forms of letter writing. These skills would be beneficial in either a business or church office.

BU 204 KEYBOARDING 2 (2/32)

Mastering keyboarding by touch, using good technique, developing speed and accuracy.

BU 205 WORD PROCESSING & PUBLICATIONS (3/48)

Creating professional documents such as resumes, letters, fax cover sheets, reports, legal documents, brochures, manuals, and more. It is an efficient tool for any church or office. Microsoft Word software is required.

BU 206 PROOFREADING (2/32)

Mastering the skills of editing and proofreading. It will also equip the student with the following skills: correct use of punctuation, spelling and grammar usage, sentence structure, and use of standard proofreader marks.

BU 207 SECRETARIAL PROCEDURES

A basic study of the duties of a secretary. This will cover procedures of office duties, such as: working for the pastor and his assistants, greeting and taking care of office visitors, answering the phone, assisting co-workers, handling situations which arise in an office setting.

BU 208 OFFICE INTERNSHIP 1 (2/32)

Practical training for the 2-year Secretarial student who will be assigned to work as an administrative assistant in the office of Texas Independent Baptist Seminary, Longview Baptist Temple, or Longview Christian Academy. The student's performance will be evaluated by the staff person who oversees their work in the assigned area.

BU 209 BASIC FILING (2/32)

A study of the alphabetic filing rules, cross-referencing, managing cycle for all records. This course is a prerequisite for Filing and Records Management.

BU 300 FILING AND RECORDS MANAGEMENT (2/32)

A basic study of the methods of filing: alphabetical, numerical, indexing, coding, and cross referencing, as well as the procedures involved.

BU 301 COMPUTER SKILLS (2/32)

A basic study of the modern personal computer, with special emphasis on its practical use in the soul-winning church ministry.

BU 303 EXCEL (3/48)

Mastering the creation of spreadsheets using formulas, charts, and tables. Microsoft Excel software is required.

BU 304 MEDIA PRESENTATIONS (2/32)

An introduction to graphic design using Adobe Photoshop. Design skills include photo enhancement, layout skills, and print design with a focus on church media needs.

BU 400 CHURCH MINISTRIES II (3/48)

The second of two courses designed to familiarize the student with the workings of various church ministries. Course two will examine mission programs, printing ministries, Christian day schools, Bible institutes, etc.

BU 401 BOOKKEEPING I (3/48)

An in-depth study of all finances involving the operation of a church including accounts payable, accounts receivable, offerings, payroll, and budgeting.

BU 402 BOOKKEEPING II (3/48)

An advanced study of church finances, dealing more specifically with determining budgets and the day-to-day operation of the budget. Property acquisition and debt retirement are included in this study.

BU 404 OFFICE INTERNSHIP 2 (8/128)

Practical training for the 4-year Secretarial student who will be assigned to work as an administrative assistant in the office of Texas Independent Baptist Seminary, Longview Baptist Temple, or Longview Christian Academy. The student's performance will be evaluated by the staff person who oversees their work in the assigned area.

BU 405 ADVANCED MEDIA PRESENTATIONS (3/48)

Expands Adobe Photoshop design skills with a focus on major thematic church projects. In depth design training - from conceptualization to implementation.

BU 406 SECRETARIAL SKILLS (2/32)

A comprehensive overview of the student's knowledge of all skills needed to perform secretarial work.

ED 130 ORIENTATION WORKSHOP (1/16)

Preparing the student for different areas of workshop responsibilities in an actual classroom. Working relationships with advisory teachers and dealing with students will also be discussed.

ED 131 TEACHING WORKSHOPS (5/80)

Practical training in an actual classroom under the supervision of an advisory teacher for one hour per week over five semesters during the student's tenure. Emphasis is given to cutting letters, using the opaque projector, grading papers, filing student papers, and conducting drills once a month.

ED 140 TEACHING METHODS (3/48)

An in-depth study explaining and demonstrating the most effective methods of teaching and reaching children, with emphasis on story-telling and visual aids.

ED 202 TEACHING ELEMENTARY BIBLE (2/32)

Organizing a Bible class that will make an impact on the lives of Christian school students. The course will teach how to use visuals, songs, character traits, and Bible memory for grades kindergarten through sixth.

ED 204 TESTS AND MEASUREMENTS (2/32)

Familiarizes future teachers with educational measurement and evaluation: testing, grading, and reporting student achievement. Emphasis will be placed on the practical aspects of measurement and evaluation in the Christian school classroom.

ED 205 TEACHING ELEMENTARY MATH (2/32)

A class focusing on the fundamentals of mathematics used by Christian school teachers, including the basic operations of arithmetic, fractions, decimals, and other basic principles. Prerequisite-General Math.

ED 206, 308 TEACHING ELEMENTARY PHYSICAL EDUCATION/HEALTH (2/32)

Teaching physical education in the Christian school. A system of activities to use at different times and with appropriate ages will be taught.

ED 207 BIOLOGICAL SCIENCE SURVEY (2/32)

An overview of biology as taught in the Christian school.

ED 208 TEACHING ADVANCED SCIENCE/HISTORY (2/32)

This course will challenge the student to research various topics and then peer teach. Students will learn how to make and use interactive learning notebooks on the secondary level.

ED 300 PHILOSOPHY OF EDUCATION (3/48)

A study placing Christian education in its proper perspective with emphasis on its historical and philosophical development, in contrast to the secular humanism being taught in most public schools.

ED 301, 307 TEACHING ELEMENTARY MUSIC/ART (2/32)

Teaching musical techniques in songs, rhythm, notation, and instruments for the elementary grades.

ED 302, 303 TEACHING ELEMENTARY READING/ENGLISH (3/48)

A class designed to teach future Christian school teachers the phonics approach to reading along with spelling and handwriting. They will also learn how to teach the various aspects of elementary English. This class will also teach the future teacher how to guide children in choosing good literature. Prerequisite-English Grammar 1 and 2.

ED 310 TEACHING ADVANCED MATH (2/32)

By researching and peer teaching various topics, students will become familiarized with key mathematical concepts. Topics will range from algebra, analytical geometry, trigonometry, and precalculus.

ED 400 EDUCATIONAL PSYCHOLOGY (3/48)

A study of the thoughts and intents of the heart of a child. Evaluation of problem-solving techniques in the classroom and effective sources of child development will be studied.

ED 401 CHILD PSYCHOLOGY (3/48)

A study of the development of the child as a whole, including spiritual, emotional, intellectual, social, and physical phases of a child's life. Emphasis will be on the teaching-learning process of spiritual development and the teaching of character.

ED 402 ADOLESCENT PSYCHOLOGY (3/48)

A study of scriptural foundations for personal development from pre-adolescence through adolescence. The scriptural view of human personality, formulation of behavior, and bringing a teenager into the right moral, physical, mental, social, and emotional relationship with the Scriptural laws of God.

ED 405 FOREIGN LANGUAGE 1 (2/32)

The first of two courses designed to assist students in their effort to acquire the mastery of a foreign language.

ED 406 FOREIGN LANGUAGE 2 (2/32)

The second of two courses designed to further assist students in their effort to acquire the mastery of a foreign language.

ED 404, 407 TEACHING ELEMENTARY HISTORY/SCIENCE (2/32)

A class designed to teach future Christian school teachers how to teach science and history from a scriptural perspective.

ED 409 STUDENT TEACHING (19/304)

Supervised classroom teaching for one semester at Longview Christian Academy. The student will work up to teaching the entire school day for two weeks with full responsibilities.

ED 410 EDUCATIONAL SKILLS (3/48)

A comprehensive overview of the student's knowledge of all skills needed to teach in a Christian school setting.

ED 411 CLASSROOM MANAGEMENT (2/32)

Prepares the teacher to start the school year, their managing of time, organization and classroom discipline.

ED 412 TEACHING ADVANCED ENGLISH (3/48)

This course will teach the student how to teach English grammar and composition on the secondary level.

ED 413 CHRISTIAN SCHOOL ADMINISTRATION (2/32)

This course covers the planning and preparation of the school year and the management and supervision of the teachers.

EN 100 ENGLISH GRAMMAR 1 (3/48)

A foundational study emphasizing sentence structure, punctuation, paragraph development, and elementary skills of writing.

EN 101 SPEECH (2/32)

An introductory study of speech. Fundamentals of voice production, platform poise, gestures, and speech organization are investigated.

EN 102 ENGLISH GRAMMAR 2 (3/48)

A continuation of the study of sentence structure, usage, and paragraph development, emphasizing the advancement of skills.

EN 110 VOCABULARY ENRICHMENT (2/32)

A practical study in the development and usage of the English vocabulary in sentence structure and verbal usage.

EN 201 MISSIVES (3/48)

Defined as: "a written message," this course is designed to assist the future pastor, missionary, or evangelist in perfecting the art of the written sermon. The course will review written sermons from past and present men of God in an effort to familiarize the student with the styles and techniques of the printed message.

EN 210 LITERATURE (3/48)

A course of study designed to provide the student with a general knowledge of America's foundational documents.

EN 300 ADVANCED GRAMMAR & COMPOSITION (3/48)

A study of selected masterful styles of writing with the purpose of providing the student with the background for his skill development by giving a deeper understanding of the structure, form, and technique of effective writing.

HI 100 BAPTIST HISTORY 1 (2/32)

A detailed study of the triumph of Christ and His church from the age of the Apostles, emphasizing the early church and early church fathers to the reformation of the 1500's and the reformers of that era.

HI 101 BAPTIST HISTORY 2 (2/32)

A continuing study taught from the Baptist perspective, and not reformation theology. Dated from the Reformation period to today's fundamentalist movement.

HI 110 UNITED STATES HISTORY (3/48)

A basic study of American history tracing the fundamentals of American ideology through the contributions of its leaders.

HI 200 WORLD HISTORY (2/32)

A basic study of the significant events of ancient history to the present emphasizing political, economic, and social changes. It includes an extensive timeline.

HU 100 CHRISTIAN MANHOOD 1 (2/32)

A detailed look into the Scriptural perspective of manhood. Course one will focus on a Christian man's relationship toward God and himself.

HU 101 CHRISTIAN WOMANHOOD (2/32)

A basic study of the problem areas in the lives of all Christian women. The subjects discussed are: gossip, a critical spirit, worry, depression, submission to authority at home or work, fear of soul winning, and modest dress.

HU 102 CHRISTIAN MANHOOD 2 (2/32)

A detailed look into the scriptural perspective of manhood. Course two will focus on a Christian man's relationship toward his wife and family.

HU 103 THE CHRISTIAN HOME (2/32)

This course will cover ladies of the Bible and their qualities which are beneficial to Christian Life today.

MA 201 GENERAL MATH (3/48)

Laying the basic foundation for basic mathematics, introducing and refreshing the student's skills in areas such as consumer math, geometry, pre-algebra and basic math skills.

MA 203 ALGEBRA (3/48)

A course designed to familiarize students with fundamental mathematical concepts; inequalities, polynomials, linear and quadratic equations, and fundamental trigonometry.

MI 100 INTRODUCTION TO MISSIONS (2/32)

A study of the foundation of missions, with emphasis on history, philosophy, and missions in the local church.

MI 101 MISSIONARY BIOGRAPHIES (2/32)

A study of the lives and times of great Baptist missionaries, including reasons for their successes and failures, and principles of mission work.

MI 200 MISSIONS METHODS (2/32)

A study presenting the indigenous church principle; deals with methods of approach in evangelism and church planting in various cultures and situations.

MI 201 WORLD RELIGIONS (2/32)

An in-depth study of the religions of the world, with a defense of Christianity.

MI 300 CHURCH PLANTING (2/32)

A basic study that teaches the student how to promote a church, how to get churches involved in extending themselves, and how to find an open door for a new church.

MI 301 CULTS (2/32)

An introductory study of world cults: identifying them, becoming indoctrinated against them, and witnessing to them.

MI 400 MISSIONARY RELATIONSHIPS (2/32)

A basic study of missionary communication and time management.

MU 100 MUSIC APPRECIATION (2/32)

A basic study of the purpose and history of music. Students will become acquainted with the use of music in churches and its effect on Christianity and the world in which we live. Basic theory, vocal technique, and an introduction to orchestral instruments is included.

MU 110 SONG LEADING (2/32)

A practical study for the church song leader teaching the fundamentals of theory and rhythm. Covers platform procedures, deportment, and congregational conducting patterns.

MU 120 MUSIC THEORY 1 (3/48)

An introduction to the basic elements of tonal harmony, principles of voice leading and part writing in root position, and principles of harmonic progression.

MU 121 MUSIC THEORY 2 (3/48)

Study of triads and seventh chords, inversions, basic musical forms, and non-chord tones.

MU 130 MUSIC READING SKILLS (1 /16)

Builds or improves basic skills in reading music in all clefs and rhythmic studies.

MU 200 MUSIC THEORY 3 (3/48)

Introduction to secondary functions in harmony, modulation, and binary and ternary forms.

MU 201 MUSIC THEORY 4 (3/48)

Introduction to non-diatonic elements in harmony and an introduction to counterpoint.

MU 203 CHURCH MUSIC ADMINISTRATION (2/32)

A comprehensive course on how to organize and build a framework for a soul-winning music department. Students will take the music philosophy and go a step further to produce a practical and helpful music ministry for a local church.

MU 204 EAR TRAINING & SIGHT-SINGING 1 (2/32)

The development of listening skills and sight-singing, which is the ability to read and perform music at first sight. Through graduated written exercises, students will be expected to develop skills of aurally and visually recognizing, writing, and singing rhythms, intervals, and melodies.

MU 205 EAR TRAINING & SIGHT-SINGING 2 (2/32)

The development of listening skills and sight-singing. More advanced skills in aurally and visually recognizing, writing, and singing rhythms, intervals, and melodies will be extensively exercised.

MU 300 MUSIC IN A SOUL WINNING CHURCH (2/32)

A fundamental study covering choosing godly music, as well as planning and organizing a Bible-based music program. Focuses on music ministries in the independent Baptist soul-winning church.

MU 301 MUSIC TECHNOLOGY (3/48)

Practical training on music notation software (Sibelius) as well as audio/visual technology.

MU 307, 308, 309, 310 CONCERT CHOIR 1, 2, 3, 4, (8/128)

Focuses on the performance aspect of small choral groups. Students sharpen their sight-reading, communication, and choral singing skills while learning how to conduct an ensemble practice.

MU 403 MUSIC METHODS – PEDAGOGY (2/32)

Preparation for the music major, Christian school teacher, or Christian ministries major to teach a music class in the church or Christian school setting. Methods, philosophies, visual aids, and music material will be presented. Students will be required to write lectures, make visuals, and present material to their fellow students.

MU 405 LEADING ORCHESTRA (2/32)

Students will learn organizational skills necessary to lead a church orchestra. They will also learn techniques needed to compose for the common orchestral instruments, as well as for instruments in ensembles and larger groups. Composing styles for accompanying vocal ensembles as well as orchestral writing will be addressed.

MU 406 CHORAL CONDUCTING (2/32)

A study of the techniques and procedures of conducting vocal and instrumental ensembles, including advanced score reading.

MU 407, 408, 409, 410 HYMN PLAYING & ACCOMPANIMENT (6/96)

For the church pianist, instruction in playing hymns, adding runs and fill-ins while maintaining chord structure. How to work with the song leader, and how to accompany groups and soloists.

MU 412 SONGWRITING/ARRANGING (2/32)

Students will learn the skills needed to write original lyrics, including meter, structure, and rhyme. They will then learn to craft a melody and to harmonize that melody with appropriate chords. Part writing skills learned in Music Theory 3 & 4 will be fully utilized to arrange original songs and/or hymns for choir, special music groups, trios, etc. They will also learn to write choruses for special events, as well as write specialty music such as music for children, men's choirs, et al.

MU 420 MUSIC SKILLS (3/48)

A comprehensive overview of the student's knowledge of all skills needed to conduct a musical program.

MU 430 MUSIC INTERNSHIP (2/32)

Practical training for the 4-year music student who will be assigned music responsibilities in the ministries of the Longview Baptist Temple by the music coordinator. The student's performance will be evaluated by the staff person who oversees their work in the assigned area.

TH 100 PATEROLOGY (3/48)

An in-depth topical study of the Bible relating to the person and work of God the Father.

TH 200 SOTERIOLOGY (2/32)

An in-depth topical study of the Bible relating to the nature of salvation.

TH 201 BIBLE COSMOLOGY (2/32)

An in-depth topical study of the Bible relating to the origin, nature, and operation of the universe.

TH 202 BIBLE ANTHROPOLOGY (2/32)

An in-depth topical study of the Bible relating to the origin, nature, and culture of man.

TH 300 ESCHATOLOGY (3/48)

An in-depth topical study of the Bible relating to the prophecies and nature of the end times.

TH 301 ECCLESIOLOGY (3/48)

An in-depth topical study of the Bible relating to the Lord's churches.

TH 302 CHRISTOLOGY (3/48)

An in-depth topical study of the Bible relating to the person and work of the Lord Jesus Christ.

TH 303 PNEUMATOLOGY (2/32)

An in-depth topical study of the Bible relating to the person and work of God the Holy Ghost.

TH 304 HAMARTIOLOGY (2/32)

An in-depth topical study of the Bible relating to the origin, nature, and consequence of sin.

TH 305 BIBLIOLOGY (3/48)

An in depth topical study of the Bible relating to the origin, nature, and operation of the Bible itself.

TH 400 PROSEUCHOLOGY (3/48)

An in-depth topical study of the Bible relating to the nature and operation of prayer.

TH 401 TELEUTOLOGY (3/48)

An in-depth topical study of the Bible relating to the origin and nature of death, heaven, and hell.

TH 402 ANGELOLOGY (2/32)

An in-depth topical study of the Bible relating to the origin, nature, and work of angels.

TH 410 MINISTRY SKILLS (3/48)

A comprehensive overview of the student's knowledge of all skills needed to perform ministerial work.

The Board of Directors

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The Administration

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Jennifer L. Petticoffer, B.M.Ed., C.M.M., L.H.D.	Assistant to the Chancellor

The Faculty

Jarome V. Arrington: B.B., – Texas Baptist College, Longview, TX; Th.M. – Texas Independent Baptist Seminary, Longview, TX. Texas Baptist College Chancellor’s Award recipient 2007. Nine years ministry experience as Bible college professor, Bible college Dean of Men and Dean of Students.

Allen Domelle: G.S. – Hyles-Anderson College, Crown Point, IN; D.D. – Bethel Baptist College, Jacksonville, AR. Thirty-two years ministry experience as evangelist, youth pastor, bus director, Bible college professor, conference speaker, editor of Old Paths Journal and author of fourteen books.

Sandy S. Domelle: Secretarial Certificate – Hyles-Anderson College, Crown Point, IN. Twenty-five years ministry experience as a secretary, Bible college professor, ladies’ missions program director, and nursery director.

Robert G. Gray, II: B.B., Th.M., L.H.D. – Texas Baptist College, Longview, TX. Thirty years ministry experience as a youth pastor, Bible college professor, conference speaker, college Dean of Men, and senior pastor.

Steven L. Heidenreich Sr.: B.S., D.D. – Hyles-Anderson College, Crown Point, IN. Thirty-five years ministry experience as a missionary, Bible college professor, missions director, conference speaker, and church planter.

Joseph M. Koenig: B.B., L.H.D. – Texas Baptist College, Longview, TX. One year Cincinnati Conservatory of Music. Twenty years ministry experience as Bible college professor, Christian school principal, assistant principal and church choir and orchestra leader.

Jeff Lines: B.S. – Hyles-Anderson College, Crown Point, IN; Th. M. Texas Independent Baptist Seminary. Thirty-four years ministry experience as an assistant pastor, pastor, and adjunct college lecturer.

Juan Meave: B.Th. – Texas Independent Baptist Seminary, Longview, TX. Seven years Spanish ministry experience pastoring, teaching Sunday School, translating, and foreign mission's work.

Susan Mixon: B.S. Mathematics Education – Liberty University, Lynchburg, VA. Twenty-two years ministry experience as Christian school teacher and Bible college adjunct lecturer. Eleven years teaching as a tutor

Jennifer L. Petticoffer: B.M.Ed., C.M.M., L.H.D. – Texas Baptist College, Longview, TX. Thirty-six years ministry experience as church and college Music Coordinator, Bible college professor, and college Dean of Women.

Amy Robinson: B.M.Ed., Ed. M – Texas Baptist College, Longview, TX. 22 years of working with church music groups, church service accompaniment, private music lessons, college classes, writing and arranging music, teen and children's choirs.

John Robinson: B.B. – Texas Baptist College, Longview, TX. Thirteen years ministry experience as an assistant pastor and Bible college professor.

Kim Robinson: B.S. – Arlington Baptist College, Arlington, TX. Forty years Christian school teacher.

Ruth E. Smith: B.S. Elementary Education – Hyles-Anderson College, Crown Point, IN; L.H.D. – Texas Baptist College, Longview, TX. Twenty-six years ministry experience as Christian school teacher, Bible college professor, and college Dean of Women.

John A. Smith: B.B., Th.M., D.D. – Texas Baptist College, Longview, TX. Thirty years ministry experience as assistant pastor, registrar at Texas Baptist College, Bible college professor, and Choir Director.

Glynda White: M.Ed. – Stephen F. Austin University; M. Admin. Ed. – Texas Baptist College; B.B.A & B.S. – East Texas Baptist University; A.B.A. – Kilgore College. Forty-four years of teaching experience at secondary and college levels in both Christian and public institutions. She holds Texas certifications in English, Business, Secondary Ed., Elementary Ed., Special Ed. and holds an ESL Endorsement.

Charles D. Zinn: B.S. – Southern Illinois University, Edwardsville, IL; M.R.E., L.H.D. – Texas Baptist College, Longview, TX. Thirty-four years ministry experience as Christian school teacher and principal.

Cheryl D. Zinn: Twenty-eight years as receptionist/secretary for Longview Baptist Temple, Longview Christian Academy and Texas Independent Baptist Seminary.

The Support Staff

Stephanie Knowlton – Secretary/Coffee Corner

Susan Robinson – Registrar

Kim Smith – Food Service