



POTTER'S WHEEL MINISTRIES

IBTC SCHOOL OF MINISTRY

STUDENT HANDBOOK

"Equipping to perfect the call"

IBTC School of Ministry is an accredited institution of higher learning providing a diploma for Ministerial Academics. IBTC School of Ministry is affiliated with United Graduate College and Seminary. IBTC School of Ministry admits students of any race, color, national and ethnic origin, to all rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies and other school-administered programs.

POTTER'S WHEEL MINISTRIES

IBTC School of Ministry

PO Box 2290

Rowlett, TX 75030

(972) 613-0032

Fax (972) 613-0105

www.potterswheel.org

E-mail: admin@potterswheel.org

Dr. T.C. Morgan, President

Rev. Paul Rouse, Vice President

This catalog is designed to provide information for students considering an academic career at IBTC School of Ministry, current students, and others who are interested in the programs of this Christian institution.

Although this catalog was prepared on the basis of the best information available at the time, all information (including the academic calendar, admissions and graduation requirements, course offerings and course descriptions, and statements of tuition and fees) is subject to change without notice or obligation. Students having questions that are not answered in this publication may address specific questions to the Office of Admissions:

POTTER'S WHEEL MINISTRIES

IBTC School of Ministry

PO Box 2290

Rowlett, TX 75030

or

admin@potterswheel.org

TABLE OF CONTENTS

Welcome and Invitation 6

From the President 6

Calendar of Academic Events 7

Programs and Courses 8

Programs 8

Course Instructors 9

Course Listings 10 - 14

Course Schedules 15

Admission Information 16

Academic Admissions Requirements 16

First-Time Applicants 16

Applicants for Readmission 16

Applications 16 - 17

Application Deadlines 17

Financial Information 18

Low Cost Commitment 18

Tuition and Fee Schedule 18 -19

Summary of Tuition and General Fees 19

Additional Expenses 19

Books 19

Private Instruction 19 - 20

Other Fees 20

Payment Options 20

Payment Policy 21 - 22

Refund Policy 22

Academic Information 23

Academic Records 23

The Family Education Rights and Privacy Act (FERPA) 23 - 25

Application for Degree (Intent to Graduate) 25

Catalog Requirements and Readmissions 26

Class Attendance 26 -27

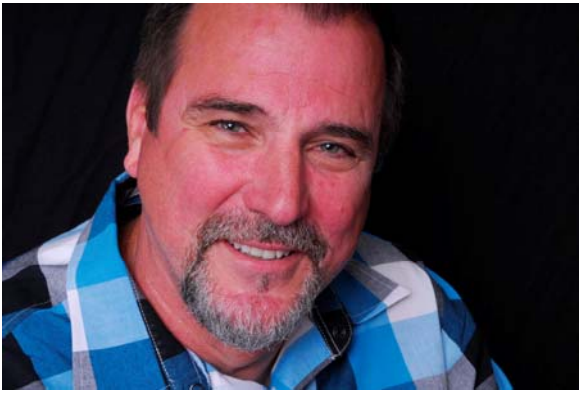
Administrative Excuses 27

Classification of Students 27 -28

Continuation as a Student 28
Withdrawal from the Institute 28
Courses - Audit Privilege and Course Numbering System 28 - 29
Grading System 29 - 30
Make-up Examinations / Work 31
Certificates and Degrees 31 - 32
Graduation Requirements 32 - 33
Honors 34
Probation and Suspension 34 - 36
Academic Policy Changes 36
Independent College and University Notice 36
Student Information 37
Attendance Policy 37
Chapel and Church Attendance 37 - 38
Code of Honor Living 38 - 39
IBTC Code of Honor 39 - 40
Dress Code 41
Personal Habits 41
Discipline of Students 42
Food in Classrooms 42
Student ID Cards 42
Student Travel 43
Employment 43
Housing 44
Transportation 44
Potter's Wheel Ministries 44
Servant Leadership (Ministry Practicum) 44
Changes in Student Information 45
Check Cashing 45
Child Care 45
Distractions 45
Mail 45
Security and Safety 45
Telephone Calls 46
Visitors 46

Privacy Rights of Students 46 - 47

Application Procedures 47 - 48



From the President

Dear Student,

Welcome to IBTC School of Ministry! This is a school that was birthed straight out of the heart of our Lord Jesus Christ who sent out His followers and commanded them to go and make other disciples throughout the world. Many years ago the Lord spoke to my heart to build a training center where His followers could come and be trained in the essentials of the Christian walk according to the Scriptures of the Bible. Therefore, I am so compelled in my spirit to working and developing leaders of integrity for the church of today around the world.

Kim and I have served the church for more than 25 years to-date, and it has been an indescribable blessing to be so privileged to have led so many in the ways of Christ over these many years. We have devoted our lives to-a-hands on style of ministry much like our Lord's in order to expand and mature the body of Christ. I pray you will choose this Christian Academic School to further the enhancement of your education in General Biblical Studies, or one of our Associate, Bachelor, Masters, or Doctorate degrees in Christian Counseling, Pastoral Ministry, Divinity, or Christian Psychology.

We are excited at the prospects of having the honor of speaking into your life with the intent of developing you to reach your highest calling in Christ.

Blessings,

A handwritten signature in cursive script, appearing to read "T.C. Morgan", with a long horizontal flourish extending to the right.

Dr. T.C. Morgan
Founder/President

Calendar of Academic Events

FALL SEMESTER 2010

DATE EVENT

Sunday Aug 22 Orientation / Registration

Monday Sept. 13 Classes begin

Friday Aug 13 Last day to enroll

Wednesday Nov 25 Thanksgiving vacation begins

Monday Nov 29 Classes resume

Tuesday Dec 13 Fall exams end / Fall semester ends

Christmas Holidays begin after last exam

SPRING SEMESTER 2011

DATE EVENT

Sunday March 6 Orientation / Registration

Monday March 14 Classes begin

Monday March 22 Classes resume

Monday May 30 Memorial Day (No classes)

Tuesday May 31 Classes resume

Monday July 4 Independence Day (No classes)

Tuesday July 5 Classes resume

Friday July 22 Alumni reception

Tuesday July 19 Spring Semester ends

Saturday July 23 IBTC Graduation

Programs and Courses

PROGRAMS

IBTC School of Ministry

IBTC provides a six-year program giving the student a solid foundation in Biblical Studies and training in the Word and the anointing. Each year is divided into fall and spring semesters. Graduation ceremonies for all years of study occur in the month of July.

- First year of study begins with 40 credit hours of faith building Bible courses, in Theology I; these consist of foundational truths from the Word of God.
- Second year of study will continue with 46 credit hours of faith building Bible courses, in Theology II; an intermediate instruction in the field of General Biblical Studies.
- Third year of study will include advanced Bible courses as an undergraduate with majors in the studies of Christian Counseling, Pastoral Ministry, and Divinity to which the student will gain their Associates degree.
- Fourth year will continue to advance in the studies of Christian Counseling, Pastoral Ministry, and Divinity to which the student will earn a Bachelors degree.
- Our fifth year of studies will allow the student to work on their Masters in Christian Counseling, Pastoral Ministry, and Divinity.
- IBTC offers their sixth year for those who desire to pursue their Doctorate degree in the area of Christian Counseling, Pastoral Ministry, Divinity, and Christian Psychology.

Due to certain accreditation requirements, some courses are mandatory. However, we believe that each course offered should be subject to the leading of the Holy Spirit. We are confident that upon completion of the six years at IBTC School of Ministry, you will be well equipped to do the work of the ministry, whether choosing a full-time ministry position or part-time Christian vocation. Students completing the 3-year program will have the opportunity to apply for ordination through Potter's Wheel Ministries and for a matriculated Associates Degree in Theology I & II, Christian Counseling, Pastoral Ministry, Divinity, and Christian Psychology. The fourth year earns a Bachelors Degree in Christian Counseling, Pastoral Ministry, Divinity Studies, or Christian Psychology with opportunity for ordination through Potter's Wheel Ministries.

IBTC School of Ministry

The IBTC School of Ministry is a three-year Associates program with the opportunity to further their studies and earn their Bachelors, Masters, or Doctorate degree in the fields that IBTC offers. Our current established programs at IBTC School of Ministry will take each student through an exhaustive study within its Bible courses. The 3 year program consists of a total of 132 credit hours required for an Associate degree in one of our selected fields of study with a general course load of 40 - 46 credit hours per semester. Each full year of study consists of two semesters (Fall & Spring). The IBTC School of Ministry is designed to provide believers with an opportunity to be taught and equipped to develop their walk with God and gain recognition in their field of study with a degree. Students completing the three-year program will have the opportunity to apply for ordination through Potter's Wheel Ministries.

COURSE INSTRUCTORS

Dr. T.C. Morgan, Rev. Paul Rouse, Rev. Antonio Bosch, Rev. Joe Coverrubias along with other IBTC staff members will be the primary instructors. Additional instructors will include anointed, qualified and proven ministers who meet IBTC standards.

From time to time, renowned guest speakers, missionaries and evangelists will spend time with students at IBTC for vision and impartation.

COURSE LISTINGS

1st Year General Biblical Studies (BIBL) Series 1-6

Degree - (General Biblical Studies in Theology I)

* In order to accumulate 40 Credit hours you will need to enroll in 6 courses during one academic year.

Our Divine Position - (BIBL1001) 5 hours - 5 credits

The Right Perception (BIBL1001-1)

Our Identity in Him (BIBL1001-2)

Withdrawing from Your Heavenly Account (BIBL1001-3)

Sustaining the Right Perception (BIBL1001-4)

The Guarantee of Salvation (BIBL1001-5)

Our Authority (BIBL1002) 7 hours – 7 credits

He has Delegated His Authority to Us (BIBL1002-1)

That Powerful Name (BIBL1002-2)

Living by the Dictates of His Word (BIBL1002-3)

Pursuing & Recovering What Belongs to You (BIBL1002-4)

The Unstoppable Power of Agreement (BIBL1002-5)

Advancing as a Mature Believer (BIBL1002-6)

Building on the Foundation of the Word (BIBL1002-7)

Transforming the Mind (BIBL1003) 10 hours – 10 credits

Renewing the Mind - Part 1 (BIBL1003-1)

Renewing the Mind - Part 2 (BIBL1003-2)

Renewing the Mind - Part 3 (BIBL1003-3)

Renewing the Mind - Part 4 (BIBL1003-4)

Renewing the Mind - Part 5 (BIBL1003-5)

Establishing Right Thoughts (BIBL1003-6)

Limiting Beliefs (BIBL1003-7)

Preserved Blameless (BIBL1003-8)

The Transformation of the Mind (BIBL1003-9)

Your Personal Calling (BIBL1003-10)

Abounding Faith (BIBL1004) 6 hours – 6 credits

Faith that Prevails (BIBL1004-1)

Faith & It's Impartations (BIBL1004-2)

The God Kind of Faith (BIBL1004-3)

Faith to Faith (BIBL1004-4)

What Little Faith Can Do (BIBL1004-5)

A Faith That Works (BIBL1004-6)

The Anointing (BIBL1005) 6 hours – 6 credits

Understanding the Anointing (BIBL1005-1)

Preaching, Teaching & Healing (BIBL1005-2)

How the Anointing Relates to Your Faith (BIBL1005-3)

How to Live & Work in the Anointing (BIBL1005-4)

Corporate Anointing (BIBL1005-5)

How to Take the Limits off (BIBL1005-6)

Understanding Miracles (BIBL1006) 6 hours – 6 credits

Gifts of the Holy Spirit (BIBL1006-1)

Power & Demonstration - The Flow in You (BIBL1006-2)

Power & Demonstrations - Holy Ghost (BIBL1006-3)

Power in Every Situation (BIBL1006-4)

The Illumination of His Glory (BIBL1006-5)

Releasing His Power from Your Faith (BIBL1006-6)

2nd Year General Biblical Studies (BIBL) Series 1-6

Degree - (General Biblical Studies in Theology II)

* In order to accumulate 46 Credit hours you will need to enroll in 6 courses during one academic year.

Indepth Studies in Faith (BIBL2001) 7 hours – 7 credits

Exceeding Faith that Reaches Higher (BIBL2001-1)

Mountain Moving Faith (BIBL2001-2)

Studies of the Faith of God (BIBL2001-3)

Dwelling Under the Influence of Faith (BIBL2001-4)

The Manifested Works of Faith (BIBL2001-5)

The Misunderstanding of what Little Faith Can Do (BIBL2001-6)

The Functions of Real Faith (BIBL2001-7)

The Supernatural (BIBL2002) 8 hours – 8 credits

The Source (BIBL2002-1)

Our Divine Rights in the Supernatural (BIBL2002-2)

Walking in the Spirit (BIBL2002-3)

The Creative Force & Power of the Word (BIBL2002-4)

Holy Spirit Manifestations (BIBL2002-5)

This Journey We take in the Supernatural (BIBL2002-6)

The Nature of the Battle & the Character of the Enemy (BIBL2002-7)

Why the Christian Must be Armed (BIBL2002-8)

Studies in Healing (BIBL2003) 6 hours – 6 credits

The Atonement is within the Blood (BIBL2003-1)

The Power of the Cross (BIBL2003-2)

Jesus Christ our Healer (BIBL2003-3)

The Stripes that Healed (BIBL2003-4)

Hindrances to Healing (BIBL2003-5)

Soundness of Mind (BIBL2003-6)

Spiritual Gifts (BIBL2004) 15 hours – 15 credits

The New Testament Church (BIBL2004-1)

Ministry of the Prophet (BIBL2004-2)

The Evangelist (BIBL2004-3)

The Pastor/Teacher (BIBL2004-4)

The Apostle (BIBL2004-5)

Building Up the Church (BIBL2004-6)

Fathers in the Faith (BIBL2004-7)

Flourishing Where you're Planted (BIBL2004-8)

Exploring Spiritual Gifts (BIBL2004-9)

Understanding Spiritual Gifts (BIBL2004-10)

Defining Spiritual Gifts (BIBL2004-11)

Gifts Operating in the Church (BIBL2004-12)

Discovering and Developing Spiritual Gifts (BIBL2004-13)

Implementing Your Spiritual Gifts in the Local Church (BIBL2004-14)

The Mis-Use of Spiritual Gifts (BIBL2004-15)

Studies in Demonology (BIBL2005) 6 hours – 6 credits

The Origin of Demons (BIBL2005-1)

Deliverance and what it Does (BIBL2005-2)

Our Unstoppable Weapon of Offense (BIBL2005-3)

The Word that Shields Us (BIBL2005-4)

The Transference of Spirits (BIBL2005-5)

Exposing Doctrines of Demons (BIBL2005-6)

Studies on Prayer (BIBL2006) 4 hours – 4 credits

Prevailing Prayer (BIBL2006-1)

Praying in the Miraculous (BIBL2006-2)

There is Power in Prayer (BIBL2006-3)

Unfailing Prayers (BIBL2006-4)

Degree Studies with Major – Available August 2011

* General Biblical Studies - Years 1 & 2 must be completed to advance for an Associates, Bachelors, Masters, or Doctorate degree or credits from another institution that is recognized by IBTC School of Ministry.

Associate Degrees: (ACC3001; APM3001; ASD3001; ACP3001)

Christian Counseling (ACC3001)

Pastoral Ministry (APM3001)

Divinity (ASD3001)

Christian Psychology (ACP3001)

Bachelor Degrees: (BCC4001; BPM4001; BDD4001; BCP4001)

Christian Counseling (BCC4001)

Pastoral Ministry (BPM4001)

Divinity (BDD4001)

Christian Psychology (BCP4001)

Master Degrees: (MCC5001; MPM5001; MDD5001; MCP5001)

Christian Counseling (MCC5001)

Pastoral Ministry (MPM5001)

Divinity (MDD5001)

Christian Psychology (MCP5001)

Doctorate Degrees: (DCC6001; DPM6001; DDD6001; DCP6001)

Christian Counseling (DCC6001)

Pastoral Ministry (DPM6001)

Divinity (DDD6001)

Christian Psychology (DCP6001)

COURSE SCHEDULES

IBTC School of Ministry

IBTC is currently an evening school consisting of two hour classes each Monday & Tuesday. Course schedules are subject to change based on student enrollment and will be confirmed at orientation. Classes are offered from 7:00 pm to 9:00 pm on scheduled class days. The proposed course schedule for school year 2010-2011 is provided in the chart below.

Proposed 2010 - 2011 Schedule*

**Course schedules are subject to change*

7:00 pm – 9:00 pm

Monday & Tuesday

Admission Information

ADMISSIONS REQUIREMENTS

Candidates demonstrating a strong Christian commitment, moral character, personal integrity, and a sincere desire to pursue training in Christian ministry are considered for admission to IBTC School of Ministry.

Admission may be denied for such things as crime, moral turpitude, misconduct, prior suspension or any other factors that would be detrimental or disruptive to the Institute or to current students.

FIRST-TIME APPLICANTS

A first-time student is defined as an applicant who has not completed at least one full semester of coursework at IBTC School of Ministry. A high school or equivalent diploma is required for admissions to IBTC School of Ministry. The application process is outlined in the section entitled Application Procedures.

APPLICANTS FOR READMISSION

Students interrupting their study at IBTC by not enrolling any subsequent spring or fall semester must submit an application for Re-admission to the Office of Admissions.

APPLICATIONS

Applicants (first-time) need to submit the following materials when applying to IBTC School of Ministry: Full details of application requirements are available in the section titled Application Procedures.

- **Application** (available in paper form or for download from the website)
- **Application fee** (\$35.00)
- **Standard passport photograph** (attached to the application)
- **Pastoral recommendation** (a form is included with the application)
- **Two (2) personal recommendations** (forms are included with the application)

Applicants can not use family members or relatives.

- **Secondary School Transcript** (a form is included with the application) Applicants must have an official high school transcript or the equivalent sent directly from the granting entity's registrar to the IBTC School of Ministry Admissions Office.

- **Post-secondary Transcript(s)** (a form is included with the application) Those wishing to pursue an Associate, Bachelor, Master, or Doctorate degree through the matriculation program of United Graduate College & Seminary should have official transcripts sent directly from any previous college or university to the IBTC School of Ministry Admissions Office.
- **Interview:** a personal interview is required of each applicant. Applicants must call the Office of Admission to schedule an interview with school officials.
- **Permission to obtain background check form** (form included with the application)
- **Background check fee** (\$50.00)

APPLICATION DEADLINE

IBTC admits students once each year in the fall. Students applying to IBTC School of Ministry need to submit application materials by the deadline of **August 13, 2010** in order to receive priority consideration for admission.

Students submitting applications received after August 13 are notified of decisions on a first-apply basis for admission.

Financial Information

LOW TUITION COMMENTMENT

IBTC School of Ministry operates from the standpoint that a quality academic and spiritual education should be affordable. We, therefore, have not sought the costly regional accreditation that leads to qualification for government guaranteed student loans. Institutions using such loans generally charge the maximum tuition allowed, leaving students with a sizable debt at the completion of their education. For those called to the ministry, it can be very difficult to obey God's calling with this type of debt. For this reason, IBTC School of Ministry has elected a less costly, yet just as valid, independent accreditation through United Association of Christian Churches and Ministries International (UACCFMI).

IBTC School of Ministry **does not** participate in government-sponsored grants or loans. Tuition costs for IBTC School of Ministry **are not** tax deductible.

TUITION & FEES

IBTC School of Ministry – Years One & Two

\$750.00 per year, plus a non-refundable registration fee of \$150.00 per semester (due at the time of registration) and a one-time \$50.00 background check fee for first time students (due with the application). Tuition payments may be spread out over the course of the 10-month school year at \$75.00 per month. There is also a \$35.00 application fee that must be presented with the initial application. All payments are to be made in US currency. *Tuition does not include books, and supplies. It also does not include fees for private lessons with instructors.*

IBTC School of Ministry – 3rd Year (Associate Degree)

\$1,750.00 per year, plus a non-refundable registration fee of \$150.00 per semester (due at the time of registration) and a one-time \$50.00 background check fee for first time students (due with the application). Tuition payments may be spread out over the course of the 10-month school year at \$175.00 per month. There is also a \$35.00 application fee

that must be presented with the initial application. All payments are to be made in US currency. *Tuition does not include books, and supplies. It also does not include fees for private lessons with instructors.*

IBTC School of Ministry – 4th Year (Bachelor of Arts Degree)

\$1,950.00 per year, plus a non-refundable registration fee of \$150.00 per semester (due at the time of registration) and a one-time \$50.00 background check fee for first time students (due with the application). Tuition payments may be spread out over the course of the 10-month school year at \$195.00 per month. There is also a \$35.00 application fee that must be presented with the initial application. All payments are to be made in US currency. *Tuition does not include books, supplies. It also does not include fees for private lessons with instructors.*

IBTC School of Ministry – 5th Year (Master Degree)

\$2,575.00 per year, plus a non-refundable registration fee of \$150.00 per semester (due at the time of registration) and a one-time \$50.00 background check fee for first time students (due with the application). Tuition payments may be spread out over the course of the 10-month school year at \$257.50 per month. There is also a \$35.00 application fee that must be presented with the initial application. All payments are to be made in US currency. *Tuition does not include books, and supplies. It also does not include fees for private lessons with instructors.*

IBTC School of Ministry – 6th Year (Doctorate Degree)

\$3,750.00 per year, plus a non-refundable registration fee of \$150.00 per semester (due at the time of registration) and a one-time \$50.00 background check fee for first time students (due with the application). Tuition payments may be spread out over the course of the 10-month school year at \$375.00 per month. There is also a \$35.00 application fee that must be presented with the initial application. All payments are to be made in US currency. *Tuition does not include books, and supplies. It also does not include fees for private lessons with instructors.*

Part-time Students

Individuals wishing to enroll in individual courses must complete the application process. Students will be assessed tuition of **\$ 18.75 per credit hour** for each course in which they wish to enroll in our 1st and 2nd year enrollment, plus a non-refundable registration fee of \$150.00 per semester (due at the time of registration) and a one-time \$50.00 background check fee for first time students (due with the application). There is also a \$35.00 application fee that must be presented with the initial application. All payments are to be made in US currency. *Tuition does not include books, and supplies. It also does not include fees for private lessons with instructors.*

SUMMARY OF TUITION AND GENERAL FEES

Full-Time Tuition per Years 1 & 2 (2010-2011) \$ 750.00

Full-Time Tuition per Year 3 (2011-2012) \$ 1750.00

Full-Time Tuition per Year 4 (2011-2012) \$ 1950.00

Full-Time Tuition per Year 5 (2011-2012) \$ 2575.00

Full-Time Tuition per Year 6 (2011-2012) \$ 3750.00

Administrative/ Registration fee per Semester (2010-2011) \$ 150.00

Part-Time/Auditing Registration fee per Semester (2010-2011) \$ 150.00

Additional and Part-Time Tuition per Credit Hour Year 1 & 2 (2010-2011) \$ 18.75

Application fee \$ 35.00

ADDITIONAL EXPENSES

Other expenses for which students are responsible include housing, personal living expenses, travel, entertainment, course textbooks, materials and other incidentals.

Books

It is the student's responsibility to pay for and own any books used while attending IBTC School of Ministry. There are no available loans to students. In addition, students are expected to purchase textbooks for each of their classes. Students will not be allowed in class without their own copies of textbooks. The cost of textbooks will vary with different courses. Book costs typically run \$300 - \$700 per year.

Private Instruction

Due to differences in proficiency of academic skill and to ensure growth in each student's proficiency in their field of study, students will be have the opportunity for private tutoring per week with an instructor if they so choose.

The cost is **\$200.00 per semester** and is in addition to tuition costs.

OTHER FEES

Application Fee – An application fee of \$35.00 is required with any application for admission to IBTC School of Ministry. This fee is non-refundable.

Background Check Fee – A \$50.00 background check fee is charged to all first-time students. Since students will have ministry opportunities in areas involving children such as the youth and children's ministry through Potter's Wheel Ministries, all students must authorize a background check. This authorization along with the assessed fee must accompany the student's application for admission.

Exam Fee - A \$10.00 fee is charged for late exams only. There are no early exams.

Graduation Fee – This fee is charged to all candidates for yearly graduation. The fee covers the cost of graduation regalia, certificates or diplomas, etc.

First year candidates - \$30.00

Second year candidates - \$15.00

Third year candidates - \$100.00

Fourth year candidates - \$115.00

Fifth year candidates - \$125.00

Sixth year candidates - \$ 225.00

Late Registration Fee – A fee of \$125.00 is charged for anyone not completing the registration process during the scheduled registration period. The process includes enrollment in classes as well as student orientation and financial processing.

Re-admission Fee – A \$35.00 re-admission fee is charged to any student who formally withdraws and subsequently requests re-admission to IBTC School of Ministry.

Re-activation Fee - A \$35.00 re-activation fee is charged to any student who has not been an active student for at least one year.

Registration Fee – A registration fee of \$150.00 is charged each semester to all students enrolling in IBTC School of Ministry. This fee covers general administrative costs, technology resources, student records processing, etc. This fee is non-refundable.

PAYMENT OPTIONS

Tuition is the charge for instruction, and this payment is due when services are rendered. Tuition costs for IBTC School of Ministry are **not tax deductible** at this time. For each year of the first, second and third-year programs, the following options are available.

Option #1 – Payment of the entire tuition & registration fees paid on or before the first day of Fall registration/orientation.

Option #2—Payment of half the annual tuition and registration fees paid on or before the day of registration/orientation for each semester.

Option #3 – Students electing to defer payments for tuition will be **required** to use the FACTS Tuition Management System. Students selecting this option will be required to pay the registration fee plus their first month of tuition on or before the first day of Fall registration/orientation and complete a contract with FACTS Tuition Management for the automatic withdrawal of their monthly tuition from their checking or savings account. Call the IBTC offices to obtain more information about this option.

Note: The payment options listed above do not include the additional cost of books, supplies, other fees, instruments or private instruction. Students may choose to pay for private lessons through FACTS (For more information call the IBTC School of Ministry offices.)

PAYMENT POLICY

Students choosing to pay in full or by semester must pay the amount due in full on or before the day of registration/orientation. Payment is to be made at the IBTC School of Ministry Administration Office. The Administration Office will accept cash, checks or credit cards for payment. Deferred payments are to be made through the FACTS Tuition Management System. Students utilizing this payment option will choose to pay tuition on the fifth or the twentieth day of the month or quarter. Payment is considered **past due after 15 days.**

- Any student account that is past due will have a **late fee of \$25** added to the balance. Payments that are delinquent over a month may result in a student's temporary suspension from school. This suspension will last until all past due amounts are paid in full. Tuition that is delinquent over 45 days may result in the student's dismissal from school.

- The issuance of bad checks or credit cards will be grounds for immediate suspension and possible termination. A **\$30 fee** will be charged for returned checks / declined ACH or credit card transactions. This fee is in addition to any fees charged by the FACTS Tuition Management System or the student's financial institution for insufficient funds.
- If individuals are sponsoring your tuition, the same policies apply. It is your responsibility to check with the IBTC School of Ministry office to verify payment of tuition and fees.

REFUND POLICY

If a student drops or withdraws from any class or withdraws from IBTC and initiates the appropriate form at the Academic Dean's office, refund of tuition will be prorated and issued for any quarters/ semesters paid for but not completed, excluding the quarter/ semester from which the student withdraws.

The tuition refund is calculated from the approval date for dropping or withdrawing from courses by the Academic Dean. Non-attendance of classes does not constitute an official withdrawal or course drop.

The application, administrative, background check, book and other fees are non-refundable. If a student is expelled from IBTC, no refund will be given. Please allow thirty days for any refund.

Academic Information

ACADEMIC RECORDS

The Academic Dean's office maintains a file on each enrolled student. Student files contain correspondence and communication that takes place between the student, the Institute, and the public. Information within the file is maintained according to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. This act was designed to protect the privacy of education records, to establish records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with FERPA concerning alleged failure by the institution to comply with this act.

Students receive grade reports at the end of each semester. It is the student's opportunity to seek correction for any apparent errors and to keep the Academic Dean informed of any mailing address changes. Failure on the student's part to seek correction within one year after the conclusion of the semester the course was taken indicates that records are accurate as stated.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

- The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records beginning the first day of class. These rights are as follows: The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the Dean's office written requests that identify the record(s) they wish to inspect. The institution's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of education records that the student believes is inaccurate or misleading. A student may ask the Institute to amend a record that he or she believes is inaccurate or misleading. The student should write the Institute official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the

Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the Institute in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, degree, or enrollment verification service (National Clearing-house), or collection agent); a person serving on the Board of Regents or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

IBTC School of Ministry designates the following categories of student information as public or "Directory Information" Such information may be disclosed by the institution for any purpose at its discretion.

Category I: Name, address, telephone number, dates of attendance, classification.

Category II: Previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight) of athletes, date and place of birth.

Category IV: Grade reports to parents or guardians of undergraduate students who are of dependent status.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure, written notification must be received in the Academic Dean's office prior to the second week of each semester.

The right to file a complaint with the US Department of Education concerning alleged failure by the Institute to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Effective fall 2010, undergraduate students will declare dependent or independent status as part of the registration process. Dependent or independent status is based on whether or not the student was claimed on the parents' most recent IRS Tax Form. IBTC School of Ministry reserves the right to amend dependent/independent information that is deemed inaccurate. Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dependent status can be established via the admission of a certified copy of the parents' most recent Federal Income Tax Form unless there is a court order, state statute, or other legally binding document prohibiting such. Parents also may obtain non-directory information by obtaining a signed consent from their child.

APPLICATION FOR DEGREE

An application for an undergraduate degree, called The Intent to Graduate, must be filed with the Academic Dean during the fall semester prior to graduation. This is available in the office of the Academic Dean or for download from the student area of the IBTC website and must be completed and signed by the student. No candidate may be Graduated in absence; therefore, participation in commencement exercises is a graduation requirement. All monies owed at the Institute must be paid in full prior to commencement in order for students to participate in commencement exercises. Students who file a late application may be charged a processing fee in addition to the graduation fee. No applications are accepted after June 1. The graduation fee is non-refundable for candidates who fail to submit requests to withdraw the Intent to Graduate in writing June 1.

CATALOG REQUIREMENTS AND READMISSIONS

A candidate completing the three to six-year program at IBTC School of Ministry within the regular time period outlined for the diploma or in a period of continuous full-time enrollment, may obtain the diploma under the catalog of the year of matriculation or may

choose to meet the full requirements in the catalog of any one of the intervening subsequent years.

A full-time student who is readmitted and whose re-enrollment is continuous to graduation may meet the full requirements of the catalog of the year in which the student re-enrolls or the full requirements of the catalog of any one of the intervening subsequent years. Any student not maintaining continuous enrollment must meet the requirements of the catalog of the most recent year of entry.

If, for any reason, a candidate does not complete the program by the anticipated graduation date, the student must complete any deficiencies by June 30 of that year. Students who do not complete remaining requirements by June 30 and do not maintain continuous enrollment must meet the requirements of the catalog of the year they are readmitted.

Seven years is the time limit a student has to meet the diploma requirements under a particular catalog. After seven years, the student is required to satisfy the requirements of the newest catalog. Prior credits earned do not expire, however.

CLASS ATTENDANCE

It is assumed that students will make the most of the educational opportunities available to them by regularly and punctually attending class. Therefore, regular class attendance is required as a condition of receiving credit for work done in the class.

A student absent from a class is subject to a loss of "privilege status" and the instructor may reduce the student's grade or deny credit for that course unless the student satisfactorily accounts for the absence.

Students who wish to appeal the instructor's decision may do so using this procedure: meet with the Academic Dean for resolution of the excuse. Students may appeal the decision of the Academic Dean by requesting a hearing with the Administrative Council. The attendance policy for each course is stated in the syllabus for that course and is in compliance with the IBTC policy as stated in the Student Information section of this handbook. Therefore, all matters of attendance and the privilege of making up assignments or tests, except for administratively excused absences, are between the student and the instructor. Two unexcused absences are assessed for each chapel or class that occurs immediately before or after a holiday.

ADMINISTRATIVE EXCUSES

Students absent from a class at the request of IBTC School of Ministry administration are given an administratively excused absence by the Academic Dean. This excuse grants the students the privilege of making up assignments, tests or other work missed because of the absences without unreasonable limitations or penalties. The only absences that are administratively excused are for official school or ministry business. The Academic Dean must sign all official administratively excused absences. All other absences are between the students and professors. The Academic Dean does not give administrative excuses for individual absences, such as funeral leave or student illness. For funeral leave, the Office of the Academic Dean follows the policy that absences should be worked out between students and professors. Missing classes because of a funeral for someone other than immediate family members may be deemed as an unexcused absence by some professors. Absences due to illness are also a matter between students and their instructors.

CLASSIFICATION OF STUDENTS

A student's classification is determined as follows:

- First-year students - 40 credit-hours.
- Second-year students - 86 credit-hours.
- Third-year students - 132 credit-hours or more.
- Fourth-year students – 178 credit hours or more.
- Fifth-year students – 225 credit hours or more.
- Sixth-year students – 275 credit hours or more.

The standard number of credit-hours needed to receive a Diploma in Theology I, is 40 credit hours. The standard number of credit-hours needed to receive a Diploma in Theology II from the IBTC School of Ministry is 86 credit hours-hours. The standard number of credit-hours needed to receive an Associate in Christian Counseling, Pastoral Ministry or Divinity Studies Degree from IBTC is 132 credit-hours. The standard number of credit hours needed to receive a Bachelor Degree in Christian Counseling, Pastoral Ministry, or Divinity Studies is 178 credit-hours. The standard number of credit hours needed to receive a Master Degree in Christian Counseling, Pastoral Ministry, or Divinity Studies is 225 credit hours or more. The standard number of credit-hours needed to earn a Doctorate Degree in Christian Counseling, Pastoral Ministry, Divinity Studies, or Christian Psychology is 275 credit-hours or more.

CONTINUATION AS A STUDENT

Continuation as a student at IBTC School of Ministry is not automatic. Basic academic and spiritual requirements must be satisfied for students to qualify. Additionally, all prior balances must be paid in full.

WITHDRAWAL FROM THE INSTITUTE

A student who is withdrawing from IBTC School of Ministry must initiate the process by completing paperwork in the Academic Dean's Office. If a student leaves campus before going to the Academic Dean's Office, he or she must submit, in writing, a notice of withdrawal to the Academic Dean's Office. The date that the notice is received constitutes the official date of withdrawal and all applicable policies will apply. The last day to withdraw is the date that final exams end for that semester. The calendar at the beginning of this handbook lists such dates.

COURSES

COURSE NUMBERING SYSTEM

Courses are identified with letters and numbers. The letters refer to the subject area, and the first digit of the course number indicates the year level, while the last number is the Series Number of that particular course. The dash followed by a number equates to the lesson number of that particular series being studied. (Example: **BIBL1001-1** would mean **Biblical Studies** year one, series one, and lesson one).

1,000 First year

2,000s Second year

3,000s Third year

4,000s Fourth year

5,000s Fifth year

6,000s Sixth year

GRADING SYSTEM

Final numeric grades for each course will be assigned according to guidelines determined by each instructor. Letter grades and grade points are assigned according to the following scale:

Grade Numerical Grade Points

A 93 - 100 4.0

B 85 - 92 3.0

C 77 - 84 2.0

D 70 - 76 1.0

F 0 – 69 0.0

Other grades that may appear on the transcript include “WP” (withdrawal passing), “WF” (withdrawal/failure), “I” (incomplete), “NP” (no pass) and “AU” (audit). None of these other grades is used in the computation of the grade-point average except the “WF”. A minimum grade-point average of 2.0 per semester must be earned by all students to remain in good academic standing and to qualify for graduation.

INCOMPLETES

The grade of “I” is given for work that is incomplete at the time grades are given. It is given only after the instructor and the Academic Dean approve a petition submitted by the student that his or her work is incomplete for good cause. It is the responsibility of the student to make up any incomplete work and ask the instructor to submit a grade change to the Academic Dean. If this is not done in the subsequent semester, the incomplete will be changed to an “F”.

COURSE WITHDRAWAL

If a course is dropped after one week, a “WP” is recorded provided the student is passing at the time of the withdrawal. If the student is not passing, “WF” is recorded. Any student who withdraws from a class after the fourth week will receive a “WF”. The “WF” is counted as an “F” in determining the GPA. A recorded course withdrawal form must be used to request a “WP” or “WF.”

COURSE REPEAT

A course may be repeated at IBTC School of Ministry to replace the original grade. The course appears on the transcript with all grades given and a repeat flag. Both courses count in the GPA. The student must notify the Academic Dean’s Office of any repeated course by completing a Report of Repeated Course form. Double credit is not awarded for repeated courses.

MAKE-UP EXAMINATIONS/ WORK

Students are expected to take all quizzes, tests, and exams, deliver any scheduled oral presentations, and turn in any other work required by instructors on the specifically assigned date. ONLY those students granted an “excused” absence may have a minimum of three (3) school days to make up any missed work (quiz, test, presentations, etc.). Students are responsible for contacting the instructor to schedule the make up of any missed work. Missed work may only be made up outside of regular school hours. If missed work is not made up within the allotted time period, a grade of “F” will be assigned. Unexcused late work will not be accepted after the scheduled date and a grade of “F” will automatically be assigned to the work. It is in the student’s best interest to be prepared.

In the event, and only in the event, of an administrative excused absence, may students make up missed exams. Scheduling make-ups in a timely manner is the responsibility of the student. Examples of events beyond the student’s control include, but are not limited to, a medical emergency or sudden illness (supported by appropriate documentation), or death of an immediate family member. In such cases, a grade of “I” (incomplete) will be temporarily posted to the student’s transcript. **NOTE: In no case will an “I” remain on the transcript for more than one semester.**

CERTIFICATES AND DEGREES

IBTC School of Ministry

First and second year certificates are awarded to all students who successfully fulfill all requirements for their Diplomas. An Associate Degree in Christian Counseling, Pastoral Ministry, Christian Psychology, and Divinity Studies will be awarded once all the requirements are met in our third year studies. A Bachelor Degree in Christian Counseling, Pastoral Ministry, and Divinity Studies will be awarded once all requirements are fulfilled in our fourth year studies. Our fifth year Master Degree in Christian Counseling, Pastoral Ministry, and Divinity Studies will be awarded once all requirements have been successfully completed. The sixth year Doctorate Degree is awarded in the studies of Christian Counseling, Pastoral Ministry, Divinity Studies, and Christian Psychology once all of the requirements have been completed. A ministry degree is awarded to all students who successfully fulfill all requirements. These requirements are outlined in the section on graduation requirements for First Year Certificates, Second Year Certificates and Degrees. United Graduate College and Seminary provides a degree matriculation program for the credit hours earned at IBTC.

Upon completion of the two-year program at IBTC, students may apply in their third year for an Associate Degree in Christian Counseling, Pastoral Ministry, Divinity Studies (matriculated) and in the fourth year a Bachelor Degree in Christian Counseling, Pastoral Ministry, Divinity Studies (matriculated) from United Graduate College and Seminary. The fifth year a student can apply for their Master Degree in Christian Counseling, Pastoral Ministry, and Divinity Studies (matriculated) from UGCS. Our students may apply in their sixth year for a Doctorate Degree in Christian Counseling, Pastoral Ministry, Divinity Studies, and Christian Psychology (matriculated) from UGCS.

School of Ministry

First and second year certificates are awarded to all students who successfully fulfill all requirements for Diplomas; and an Associate of Theology degree is awarded to all students who successfully fulfill all the requirements in the third year. These requirements are outlined in the section on graduation requirements for First Year Certificates, Second Year Certificates and Degrees. Upon completion of the three-year program at IBTC School of Ministry students may apply for ordination through Potter's Wheel Ministries. United Graduate College and Seminary also provides a degree matriculation program for the credits earned at IBTC. Upon completion of the three-year program, IBTC School of Ministry students may apply for an Associate in Theology Degree (matriculated) from UGCS. Students earning a minimum of 30 semester-hours of general education courses from an accredited community college or university may apply for an Associate in Theology Degree (matriculated) from UGCS.

Matriculated Degrees from United Graduate College and Seminary

In order for third-year students to receive a matriculated degree from LCU, they must complete the following:

- Complete an application for admission to Life Christian University (available in the Academic Dean's Office)
- Pay the \$25.00 application fee
- Request that an official copy of their IBTC transcript be sent to UGCS.
- Complete a Matriculation Request Form.

All procedures needed to receive a matriculated degree from UGCS must be completed by third-year students by the end of the Spring semester.

GRADUATION REQUIREMENTS

Degrees

To be eligible to receive an Associate, Bachelor, Master, or Doctorate degree from IBTC School of Ministry, candidates must meet the following requirements:

- 1) Satisfactorily complete all required courses.
- 2) Satisfactorily fulfill class attendance requirements. (See handbook under Attendance)
- 3) Maintain a cumulative grade point average of 2.0 or above.
- 4) Satisfactorily complete 12 quarters of service in Ministry Practicum over the three-year period.
- 5) Tuition and fees must be paid in full.
- 6) Demonstrate evidence of true Christian life and character during the school year at IBTC School of Ministry. If a student has fulfilled all other requirements, yet is lacking in character, he/she **will not** graduate.

These requirements also apply to eligibility to apply for the matriculated degree program through United Graduate College and Seminary.

First Year Certificate or Second Year Diploma

To be eligible to receive a First Year Certificate or a Second Year Certificate, candidates must meet the following requirements:

- 1) Satisfactorily complete the first year program/second year program.
- 2) Satisfactorily fulfill class attendance requirements. (See handbook under Attendance)
- 3) Maintain a cumulative grade point average of 2.0 or above.
- 4) Satisfactorily complete 4 quarters per year of service in Ministry Practicum.
- 5) Tuition and fees must be paid in full.
- 6) Demonstrate evidence of true Christian life and character during the school year at IBTC School of Ministry. If a student has fulfilled all other requirements, yet is lacking in character, he/she **will not** receive a certificate.

HONORS

PRESIDENT'S HONOR LISTS

The President's Honor List recognizes students who carry the full program of study in a semester and who attain a grade-point average of 3.50 or higher with no grade below "C:". The President's Honor List recognizes students who carry the full program of study in a semester and who attain a grade-point average of 4.00.

GRADUATING WITH HONORS

Honors are determined for the commencement program, ceremony and degrees at the conclusion of the 3rd quarter prior to graduation of third-year students.

Students who fulfill the degree requirements with cumulative grade-point averages (GPA's) of 4:0 receive the distinction of *summa cum laude*. Students with cumulative GPA's between 3.80 and 3.99 receive the distinction of *magna cum laude*. Students with a cumulative GPA between 3.50 and 3.79 receive the distinction of *cum laude*.

IBTC STUDENT OF THE YEAR AWARDS

Those students from each class (1st, 2nd, 3rd, 4th, 5th, and 6th year) who have best exhibited the ideals and heart of IBTC School of Ministry are honored at the graduation ceremonies with a plaque. These students are selected by consensus of the faculty and staff of IBTC.

PROBATION AND SUSPENSION

ACADEMIC

Students are expected to make satisfactory progress toward a diploma or certificate in order to be eligible to continue enrolling in IBTC School of Ministry. A probation list is compiled once each academic semester and is based on the students' academic achievements for the previous academic term. Students placed on probation have failed to meet the following criteria: students not earning two-thirds of the hours they attempt or students whose grade-point averages fall below the minimum requirement for total quality hours that can earn grade points in the first, second, third and all other subsequent year programs of study. These minimums appear in the following chart:

Total Quality Hours Minimum GPA

Attempted Required

1 - 42 1.50

40 - 84 1.75

More than 84 2.00

Students are removed from probation when they submit additional academic work sufficient to raise them above the minimum requirements. Normally, students who are not removed from the probation list after one full year are suspended. Students accepted into the IBTC School of Ministry on probationary status are subject to the same policies as students placed on probation. Upon recommendation of the Academic Dean and

approval of the President and Vice President of the Institute, a student may be placed on probation or may be suspended at any time for severely inadequate academic work. Such suspension may either be temporary or permanent.

CHAPEL/ REVIVAL ATTENDANCE

All students are required to attend chapel once a week. Chapel and revival excuses require a note on official letterhead from the student's employer, doctor, and parent or faculty/staff member and must be submitted to the Academic Dean's Office within 48 hours following the absence. Three unexcused absences result in automatic cancellation of a student's enrollment at the Institute. Those students who are allowed to re-enroll must obtain permits to re-enroll from the Academic Dean's Office. These students then present the permits to re-enroll to the Advisory Council and pay \$50 re-instatement fees. More information is available in the Student Information section of this catalog.

FINANCIAL OBLIGATIONS

Every student is required to meet financial obligations to IBTC School of Ministry according to the Tuition and Fees section found under Financial Information in this catalog. Failure to meet these requirements may result in suspension.

REGISTRATION

Student enrollment must be completed according to the academic calendar. No registration is final until the Honor Code has been formally accepted and signed by the student and until arrangement for payment of all financial obligations has been made. No contract arises from enrollment. The Institute reserves the right to alter its rules and regulations at any time.

ACADEMIC POLICY CHANGES

IBTC School of Ministry reserves the right to change academic policies when deemed necessary and to hold students responsible for any revisions. In the case of any change in courses already completed, students are not obligated to fulfill the new requirements. All changes are announced and officially posted. It is ultimately the student's responsibility to be informed of changes that may affect programs and requirements for graduation.

INDEPENDENT COLLEGE AND UNIVERSITY NOTICE

Credits and degrees earned from colleges within the State of Texas, which are authorized to operate by the State Board of Independent Colleges and Universities, do not automatically qualify that individual for a Texas teaching certificate or to participate in professional examinations in Texas. The established procedures require the Texas State Board for Educator Certification to review and recognize the credentials of the individual and the accreditation of colleges granting the degrees, prior to approving teachers' certification. The appropriate state professional board under the Texas Department of Licensing and Regulation must also make similar evaluations prior to scheduling examinations. Any student interested in obtaining a Texas teaching certificate should contact the Texas State Board for Educator Certification at www.sbec.state.tx.us/

Any student interested in practicing a regulated profession in Texas should contact the Texas Department of Licensing and Regulation at www.license.state.tx.us/

The transfer of any credit to any other academic institution is at the discretion of the receiving institution. Laws concerning students outside the state of Texas may be different. Students from outside the state of Texas should contact the Office of Teacher Certification, Department of Education or the Department of Professional and Occupational Regulation in their state.

Student Information

ATTENDANCE POLICY

Attendance is compulsory. Students come to receive the teaching of the Word, academic instruction and an impartation of the anointing. Students need to be present in order to receive. In addition, God is providing both the finances and the opportunity to attend IBTC School of Ministry, and students need to be good stewards of their time and money. The time, energy and financial investment students are making should not be lost through carelessness, apathy or discouragement. Therefore, the following policy will be strictly enforced.

Absences

During each course session, students must be in attendance 85% of the time. For example, the maximum number of absences permitted for a Bible course is two (2)

classes over the duration of the course. Allowances will be made for extreme circumstance and emergencies only - such as serious illness or death in the immediate family. Students traveling with the IBTC School of Ministry teams will be excused for the days they are ministering but are expected to keep up with class assignments and responsibilities. Students exceeding the allowable number of absences automatically lose credit for that course. For this reason, it is imperative that students provide proper documentation to the Academic Dean for any absences due to serious illness, etc. Credit may be reinstated upon review by the Administrative Council.

Tardiness

Classes will start promptly at the scheduled time. Attendance will be taken immediately. Students who are not present at the beginning of the class will be considered tardy (no exceptions). Students who are **more than ten minutes late**, will be marked absent. Being tardy three times will be equivalent to one absence for that class. This absence will count toward the student's allowable absences.

CHAPEL AND CHURCH ATTENDANCE

Chapel services are held in the main sanctuary of Potter's Wheel Ministries. Special chapels and revival services may be scheduled during the semester. Attendance is mandatory. Students are expected to be in their seats by the appointed time. Studying, sleeping, food and beverages are not allowed during chapel services. Inappropriate use of laptops, palm pilots, and cell phones is not permitted. More information on chapel and revival attendance policies is in the Academic Information section titled "Probation and Suspension". Potter's Wheel Ministries is as much a part of the student's training as the classes during the week. Not only does it supply the strength and fellowship from a local church, but it also provides an opportunity for the student to learn by precept and example. Also, through Servant Leadership (Ministry Practicum), the student may immediately begin to implement what is learned and received in the classroom.

Attendance at two services per week at Potter's Wheel Ministries is mandatory for those who have relocated to the Mesquite area to attend IBTC School of Ministry. Attendance will be taken. Exceptions may be made on a case-by-case basis for those residing in the Dallas area who are actively involved in another church prior to enrollment. In this case, students will be required to attend one service per week (with proper documentation). Students should contact the IBTC School of Ministry offices for specific documentation requirements. Attendance at IBTC School of Ministry special events, revivals and

conferences is compulsory and necessary in the life of each student. The fruit of the Spirit described in Galatians 5 is to be as much a part of the believer's life as the gifts of the Spirit. Christian character is of utmost importance at IBTC School of Ministry. We believe it is the responsibility of every student enrolled at IBTC School of Ministry to live an exemplary life. It is expected that students will avoid practices and forms of entertainment that are detrimental to their personal growth in the Lord.

CODE OF HONOR LIVING

As essential members of the IBTC family, students must clearly recognize that all of us have a desire to further develop and exhibit responsible and mature behavior. That goal is a basic premise of the personal Code of Honor. At IBTC students pledge to endeavor to present a good appearance at all times in both attire and behavior. Students should strive to demonstrate good taste in all instances. The way they present themselves to others is of vital importance to the way others perceive Christ. An individual's conduct should never be an embarrassment to others, but should exemplify the best qualities of a mature and respectful student. Additionally, each individual endeavors to maintain high standards and pledges to avoid theft, removal or damage to other's personal property or that of the school. Exemplifying the highest moral commitment, IBTC students refrain from profanity, smoking, gambling, alcoholic beverages, dishonesty, illegal drugs and any behavior that might cause Christ to grieve. As responsible learners, students should make every effort to be prompt to class, worship services, special events, and all appointments. Classes, special events and worship services are all integral parts of the IBTC lifestyle. By providing an example for others in word and deed, each student should encourage others' adherence to the Code of Honor. Students should be sure not to incite another's violation of the code and should seek to strengthen the bond of trust at every opportunity. The students and administration of IBTC School of Ministry affirm that, regardless of faith, creed, or race, all students admitted to IBTC must agree to uphold the Code of Honor and the rules governing IBTC. No time, place or circumstance gives release from the individual's initial promise. The Code of Honor is a way of life, measured by the heart and commitment of each member of the IBTC family, and students should respect it as essential to development, not as an imposition or restriction. The registration process is incomplete until students have formally signed the Code of Honor pledge. It is in effect as long as the students are considered a part of the IBTC community. **Failure to enforce any IBTC policy or rule constitutes a waiver**

only as to such particular policy or rule and shall not be deemed as a waiver of any other policy or rule.

IBTC CODE OF HONOR

The Code of Honor is the central criterion of conduct for all who are a part of the IBTC community. It is a concept of personal honor based on the principles of integrity, common sense, and reverence for God, esteem for man and respect for social and spiritual laws. It is assumed that a student deemed worthy of admission to IBTC already exemplifies these integral facets of the Christian character. In accepting and following the Code of Honor, students accept responsibility and discipline, which will enhance their moral and spiritual growth. Such qualities should be an inherent part of the ethical code held by an educated individual. In addition, students are protecting and preserving their own reputation, as well as that of their family at IBTC. In signing this Code of Honor, I fully recognize that IBTC School of Ministry was founded to be and is committed to being a Christian ministry and that it offers a lifestyle of commitment to Jesus Christ as personal Savior and Lord and as an integral part of its evangelistic outreach. It is therefore my personal commitment to be a person of integrity in my attitude and respect for what IBTC School of Ministry is in its calling to be a Christian institution.

1. I PLEDGE to apply myself wholeheartedly to my intellectual pursuits and talents and to use the full power of my mind for the glory of God.
2. I PLEDGE to grow in my spirit in developing my own relationship with God.
3. I PLEDGE to cultivate good relationships socially with others and to seek to love others as I love myself. I will not lie. I will not steal. I will not curse. I will not be a talebearer. I will not cheat or plagiarize. I will do my own academic work and will not inappropriately collaborate with other students on assignments.
4. I PLEDGE to keep my total being under subjection from all immoral and illegal acts and habits, whether on or off campus. To this end I will not take any illegal drug; I will not commit illicit sexual acts, including homosexual behavior; I will not drink alcoholic beverages of any kind; I will not use tobacco; I will not engage in other behavior that is contrary to the rules and regulations listed in the IBTC student handbook.
5. I PLEDGE to maintain integrity of 'openness' to God's claims on my life and to do my utmost to know and follow His will for my life.
6. I PLEDGE to attend class and all required services on campus.

7. I UNDERSTAND that at IBTC School of Ministry we endeavor to make God our passion, not our preference. In this spirit, I will set my heart on exemplifying Christian behavior on and off the IBTC campus.
8. I PLEDGE to abide by the rules and regulations that may from time to time be adopted by the IBTC administration. I understand that IBTC is a private school, and I therefore have no vested rights in the governing of the school. I accept my attendance at IBTC as a PRIVILEGE and NOT a right and that IBTC reserves the right to require the withdrawal of a student at any time if in the judgment of the President of IBTC or of the Administrative Council such action is deemed necessary to safeguard the IBTC ideals of scholarship or the spiritual and moral atmosphere of it as a Christian organization. **Each student will be required to sign an oath to uphold the Code of Honor at IBTC School of Ministry. This signed statement will affirm the understanding that students must maintain IBTC School of Ministry standards in order to remain a part of the school.**

DRESS CODE

IBTC School of Ministry is designed not only to strengthen the student's Christian walk, but also to prepare the student for ministry or a secular vocation. With this in mind, it is our desire that all students dress modestly and in good taste. Therefore, the following dress code applies at all times when attending classes:

1. Women may wear dresses, dress slacks, jeans (no holes or stains), skirts, blouses and sweaters. Dress or skirt length must be no higher than three inches above the knee. Tops must be of sufficient length to keep the mid-drift covered at all times. Unacceptable attire includes miniskirts, shorts, mid-drifts, and hats or caps of any kind.
2. Men may wear smart casual dress slacks, jeans (no holes or stains), collared shirts, nice tee shirts or sweaters. Slacks or jeans must fit sufficiently so that underwear does not show. Unacceptable attire includes dirty or wrinkled clothes, clothing bearing obscene logos or graphics, shorts, and hats or caps of any kind.
3. All students are expected to observe good hygiene and grooming in their appearance and dress.

PERSONAL HABITS

It is not our intention to dictate what a person can or cannot do as a Christian. We do insist, however, that as a born again believer, a student live a life that is consistent with the teaching of Scripture and that they do not bring reproach upon this ministry or the Body of Christ. The administration of IBTC School of Ministry will, under no circumstances, allow immoral conduct. This includes any sexual activity outside of marriage (including living together), adultery, homosexual activities, pornography, and use of tobacco products, alcohol and habit-forming or illegal substances. IBTC School of Ministry will not accept any attitudes or activities that are not of a Godly nature or that are unethical. This includes lying, cheating, rebellion, murmuring, strife, envy, malicious speech, and profane or abusive language. Any student found actively involved in any of the above will be subject to immediate suspension with possible expulsion. IBTC School of Ministry will make every attempt to help any student overcome potential problems. The failure of any student to correct any error in the above-mentioned areas will be grounds for immediate expulsion.

DISCIPLINE OF STUDENTS

Any student who is found to be in violation of any of the guidelines and/or policies at IBTC School of Ministry will be subject to disciplinary action up to and including expulsion from school. The Academic Dean and Administrative Council will handle any code of honor, dress code or attendance violations that may occur. For the majority of cases, disciplinary actions will be as follows:

Verbal Warning

1st Violation – two days suspension from classes

2nd Violation – One week suspension from classes

3rd Violation – Dismissal/ expulsion from school

If deemed necessary, the Administrative Council reserves the right to bypass this order depending on the severity of the violation.

FOOD IN CLASSROOMS

No food is allowed in the classrooms or in the classroom areas. Eating must be confined to the lounge areas of the buildings. Drinks are permitted in classrooms at the discretion of the instructor. Kitchen equipment (coffee makers, espresso machines, etc) and supplies (paper plates, cups, silverware, coffee, tea, etc.) are not for the student's personal use.

STUDENT ID CARDS

Every student will be issued a student identification card bearing his or her name, photo and student ID number.

1. The ID Card must be carried at all times while on the campus of IBTC School of Ministry. Borrowing or lending out your ID card to anyone is strictly prohibited.
2. Should a student misplace or forget their card, the student must obtain a temporary card at the IBTC School of Ministry office. The **cost of a temporary card is \$10.00**. All temporary cards must be returned at the end of the day. The **replacement cost for a lost student ID is \$15.00**. The \$10.00 paid for a temporary ID card will be applied to the replacement cost for a new ID.
3. All ID Cards must be returned to the IBTC School of Ministry office if a student withdraws or is expelled from school.

STUDENT TRAVEL

The nature of instruction at IBTC School of Ministry periodically provides selected students with the opportunity to travel with the Potter's Wheel Ministries team. These opportunities benefit the students in two ways: practical ministry experience and exposure to churches and ministries looking for musicians, worship leaders and pastors. Unless otherwise arranged by PWM, all outside travel or opportunities for ministry will be at the student's discretion. **Please note:** Students will be responsible for paying for any travel ministry opportunity costs including food, lodging, air fare, etc. Students who travel with the PWM team on ministry trips will receive an administrative excuse for the dates they are gone. Involvement in ministry trips is a privilege; students are subject to all rules and regulations of IBTC and are responsible for completing all missed course work during travel dates in a timely manner. Failure to do so will result in the loss of travel privilege.

EMPLOYMENT

IBTC School of Ministry has arranged the class schedule so that students may work. We realize that some students may be able to attend without having a job to support themselves. This, however, does not apply to the majority of students. IBTC School of Ministry strongly recommends that every student work to help with the finances to pay tuition, housing, and other expenses while attending school.

1. Students are responsible for securing their own employment. Please do not submit your resume to IBTC or PWM unless requested.
2. Students who do not pay tuition and will not work will be subject to suspension and possible expulsion.
3. IBTC School of Ministry must be considered full-time. Students' availability to serve in Potter's Wheel Ministries Servant Leadership (Ministry Practicum) is an integral part of the school curriculum and grading process. Students should arrange their work schedules to ensure that they can meet PWM church service and Ministry Practicum requirements.

HOUSING

IBTC School of Ministry has no student housing. All students are responsible for finding and providing their own housing while attending the school. The administrative office can provide students with a listing of apartments in the Dallas area and contact information for students who are looking for roommates.

TRANSPORTATION

It is the sole responsibility of each student to provide his or her own transportation to and from school.

POTTER'S WHEEL MINISTRIES

PWM is the home base for IBTC School of Ministry. Students are required to be involved in the ministries at PWM as a part of their Ministry Practicum unless they are connected or involved with another local ministry. Dr. Tommy and Kim Morgan are the Sr. Pastors.

Service Times:

Weekend Services (consult the PWM website for current service times)

www.potterswheel.org

SERVANT LEADERSHIP

All students are required to be involved in Servant Leadership (Ministry Practicum) at IBTC/PWM. There are many areas of servant leadership available to students. Students will be expected to attend at least two services per month (serving in some area of the ministry during one of those services) unless otherwise arranged through the Office of

the Academic Dean. **NOTE: A student cannot graduate without having served in Servant Leadership a minimum of 72 hours per school year in addition to serving during special events for each quarter they are enrolled.**

ADDRESS/TELEPHONE CHANGES

It is very important that the IBTC School of Ministry office have a current address and phone number on file. Students should notify us of any changes by completing a change of information form available in the IBTC School of Ministry administrative offices or on the Student area of the website.

CHECK CASHING

Checks will not be cashed at the IBTC School of Ministry administrative offices.

CHILDCARE

IBTC School of Ministry does not provide childcare for the students. It is suggested that students with young children communicate with other parents and possibly make arrangements. Parents are not permitted to leave their children in other parts of the school or church during class time.

DISTRACTIONS

If you own a cell phone or pager, please have it muted during class times so as not to distract classroom instruction.

MAIL

Please do not list the address of IBTC, Potter's Wheel Ministries as your personal address. Any student mail received will be returned to sender.

SECURITY AND SAFETY

IBTC takes the security and safety of students, faculty and staff very seriously. All students, faculty and staff are to have their ID's on their person at all times while on campus. In addition, because IBTC School of Ministry does not have on-campus housing, students are encouraged to notify fellow students and/or faculty when they will

be out of town for any period of time. Always leave a contact number and location with another individual.

TELEPHONE CALLS

IBTC School of Ministry cannot accept any incoming calls for any of our students **except** in the case of extreme emergencies. Messages will not be taken. Also, **all office phones are off limits to students**. Students are not to ask the staff for use of the phone.

VISITORS

Only students with proper ID's will be allowed to attend class. Please do not invite anyone to attend class with you, including prospective students, visiting relatives and friends without prior approval from the Academic Dean. **All visitors to IBTC School of Ministry must have a visitor's ID badge while on campus.**

Privacy Rights of Students

STATUTE 20, United States Code, Section 1232g and regulations adopted pursuant thereto, hereafter, referred to as the Code, requires that each student be notified of the rights accorded him or her by the Code. The following is provided as basic general information relative to the Code: The Code provides for the institution to establish a category of student information termed "directory information". When available in college records, any information falling in the category of "directory information" will be available to all persons on request, i.e., the IRS, FBI or other government agencies and for use in IBTC publications. IBTC School of Ministry has identified the following as "directory information".

Students:

1. Name
2. Address
3. Telephone Listing
4. Race
7. Church Membership
8. Denominational Affiliation
9. Dates of Attendance
10. Degrees and Awards Received

5. Date and Place of Birth

11. Most Recent Previous Educational

6. Major Field of Study

12. Agency or Institution Attended

All other information, such as health and medical records, disciplinary records, records of personal counseling, required student and family financial income records, transcripts of student permanent academic records, student placement records and other personally identifiable information shall be open for inspection only to the student and such members of the professional staff of the school that have responsibility for working with the student. Such information will not be released to second parties without consent of the student. Except as required for use by the president in the discharge of his official responsibilities as prescribed by laws, regulations of the state board, and board policies, the designated custodian of such records may release information from these records to others only upon authorization in writing from the student or upon a subpoena by a court of competent jurisdiction. **NOTE TO STUDENT:** When completing your application to this school, you were required to indicate by your signature that you were notified of your rights as recorded by Statute 20, United States Code, Section 1232g. If you were not so notified, or if you did not complete and sign such an application, please notify your campus director.

Application Procedures

APPLICATION DEADLINE

The IBTC School of Ministry application is due no later than **August 1, 2010** in order to allow time for the processing of the application. One month prior to registration is recommended. Late applications are accepted based on space and qualifications of the applicant. **Please note:** Enrollment is on a first apply, first admit basis, and IBTC reserves the right of admissions.

APPLICATION REQUIREMENTS

- All applications must be submitted with a **nonrefundable application fee of \$35.00**. The application fee must be paid by check or money order. Credit card payment is not accepted for the application fee. Make checks payable to PWM - IBTC.
- Complete the Application for Admission Form. Please answer all questions. If a question does not apply, write N/A (not applicable) in the space provided.

- Applicants must include a recent passport size color photograph with the Application for Admission form.
- Complete, sign and submit the Statement of Purpose form. Please print or type in English.
- Read and sign the Student Privacy Right form and return it with the application.
- Please do not fax any portion of the application.
- Send the request for high school transcript to your high school or diploma-issuing agency.
- Send a request for transcript to each college or university you have attended if you wish to pursue an Associate, Bachelor, Master, or Doctorate Degree.
- Each applicant must contact IBTC School of Ministry to **schedule a personal interview** with school officials. Interviews may be scheduled during the week or prior to services on the weekend.
- Each applicant must submit three recommendations: One from the applicant's pastor and two personal recommendations from people who know the applicant well and can speak on his or her behalf regarding character, gifts and calling. **Please do not use family members or relatives for any of the required recommendations.** To expedite the application process, please sign the recommendation form and provide each reference with a stamped envelope addressed to:

Potter's Wheel Ministries

IBTC School of Ministry

PO Box 2290

Rowlett, TX 75030

- Complete the permission to obtain a background check form. This is required of each potential first-year student. **Enclose the required \$50.00 fee for completing the background check.** Once the admissions committee has reviewed the application, the applicant will be notified in writing of acceptance or denial.