



ACADEMIC POLICIES & STUDENT SERVICES

FROM THE EXECUTIVE DIRECTOR

Order Serves People

There are two ways to think about institutional policy. The first treats policy as a wall — something built to keep people out, slow them down, or restrict what they can do. The second treats policy as a *road* — something built so people can move forward more confidently than they could without it. JBC takes the second view.

This document collects the practical policies and procedures that govern how JBC works on the day-to-day level.

Read this document once you enroll. Keep it accessible. Come back to it when life changes — when you need to take a leave of absence, when you want to change programs, when you have a question about how something works. We have written everything as plainly as we can. If anything is unclear, ask. We would rather answer the same question fifty times than have a single student stuck because they were too embarrassed to bring it up.

Pastor Adam Aziz

Executive Director, Judah Bible College

APPLICATION PACKET REQUIREMENTS

A complete application to Judah Bible College consists of the following components. All items must be received by the Office of Admissions before an application can be reviewed. Incomplete applications are not assessed.

REQUIRED COMPONENTS

1. Completed Application Form.

Available for download at judahbiblecollege.org or by request from the Office of Admissions. The form must be filled out completely and signed by the applicant. The application form includes a **Pastoral Reference Contact** section requiring the applicant to provide the name, church, phone number, and email address of their current local church pastor (or a pastor who knows them well). JBC reserves the right to contact this pastor as a character reference and to verify the applicant's local church involvement at any point during or after the admissions process.

2. Application Fee.

A non-refundable application processing fee, payable by check, money order, or credit card. The current application fee is published in the JBC Tuition, Fees, Payment Plans & Refund Policy.

3. Official High School Transcript or GED Documentation.

Sent directly from the issuing institution to JBC. For homeschooled applicants, see the Admissions of Home-Schooled Students Policy.

4. Official Transcripts from All Prior College Work.

Sent directly from each prior institution to JBC. Required even if the applicant does not wish to transfer credits.

5. Photo Identification.

A clear photocopy of a current government-issued photo ID (driver's license, passport, or state-issued identification card).

6. Signed Statement of Faith Affirmation.

The applicant must read and sign the JBC Statement of Faith Affirmation Form, indicating personal agreement with the JBC Statement of Faith and willingness to live and study consistently with it.

7. Signed Code of Conduct Affirmation.

The applicant must read and sign the JBC Student Standards Agreement Form, indicating understanding of and agreement to abide by the JBC Code of Conduct for the duration of their enrollment.

OPTIONAL COMPONENTS

- **Additional letters of reference** — from teachers, employers, ministry supervisors, or others who can speak to the applicant’s character and capacity.
- **Personal testimony video or written narrative** — describing the applicant’s salvation experience, sense of calling, and spiritual journey.

WHERE TO SUBMIT

All application materials should be submitted to:

OFFICE OF ADMISSIONS
<p>Judah Bible College Attention: Office of Admissions PO Box 23527, Chattanooga, TN 37422 Phone: (423) 894-3377 Email: admin@judahbiblecollege.org</p>

PROCESSING TIME

Complete applications are typically reviewed and acted upon within **4 to 6 weeks** of the date all required materials are received. Applicants are notified by email of the admission decision. Applications received during peak periods (immediately before term start dates) may take longer.

CONDITIONAL ADMISSION POLICY

JBC recognizes that the Lord calls believers to ministry from many different educational backgrounds. Some applicants may not meet the standard admission requirements through traditional academic markers but may still demonstrate clear calling, spiritual maturity, and potential for academic success. The Conditional Admission Policy provides a pathway for these applicants to demonstrate their capacity for college-level work while pursuing their JBC education.

WHO MAY BE CONSIDERED FOR CONDITIONAL ADMISSION

An applicant may be considered for conditional admission if any of the following conditions apply:

- The applicant's high school transcript or GED reflects a cumulative GPA below 2.5.
- The applicant's prior college work (if any) reflects a cumulative GPA below 2.0.
- The applicant has an unusual educational background (significant homeschool experience without standardized testing, foreign credentials requiring evaluation, etc.) that does not allow standard assessment.
- The applicant's Letter of Calling, pastoral reference, or interview reveals areas of spiritual or character formation that warrant a probationary period.

CONDITIONS OF CONDITIONAL ADMISSION

Conditionally admitted students are subject to the following requirements during their conditional period (typically the first two terms of enrollment):

1. Maximum academic load of 3 credit hours per term.
2. Mandatory monthly check-ins with the registrar.
3. Cumulative GPA of 2.0 or higher must be maintained at the end of each conditional semester.
4. Completion of any developmental coursework specified in the conditional admission letter.
5. No academic integrity violations and no Code of Conduct violations during the conditional period.

REVIEW PROCESS

At the end of the conditional period (typically two terms), the Executive Director will conduct a formal review of the conditionally admitted student. The review considers:

- The student's cumulative GPA.
- Faculty observations of the student's engagement, participation, and growth.
- The academic advisor's assessment of the student's readiness for full enrollment.
- The student's record of any conduct or attendance concerns.

The review results in one of three outcomes:

- **Full Admission Granted** — the student is moved to standard admission status with no further restrictions.
- **Conditional Period Extended** — the conditional period is extended for one additional semester, with revised conditions if appropriate. This option is used sparingly.
- **Admission Discontinued** — the student is not advanced to full admission and is administratively withdrawn from JBC. The student may reapply for admission after a minimum of one calendar year.

AUDIT STUDENTS & NON-DEGREE STUDENTS

Not every person who wants to learn at JBC is pursuing a degree. JBC welcomes two additional categories of students who participate in courses for purposes other than degree completion.

AUDIT STUDENTS

An **audit student** enrolls in a course for personal enrichment and instruction without earning academic credit. Audit students typically include believers seeking to deepen their biblical knowledge, ministers continuing their education informally, retirees pursuing lifelong learning, or students considering future degree enrollment who want to experience a JBC course before committing.

Audit Student Requirements

- Submit a Student Application.
- Sign the JBC Statement of Faith Affirmation and Code of Conduct Affirmation.
- Pay the audit fee for each course audited (see JBC Tuition document for current rates; audit fees are substantially lower than standard tuition).
- Receive permission of the course instructor (some courses may not be available for audit due to capacity or content concerns).

What Audit Students May Do

- Attend all class sessions and participate in discussions at the instructor's discretion.
- Receive course readings, syllabi, and learning materials.
- Engage with faculty during posted office hours or by appointment.

What Audit Students May NOT Do

- Receive academic credit or a grade for the course.
- Submit assignments for evaluation.
- Take quizzes or examinations for credit.
- Have the audited course count toward a future degree (audited courses cannot be retroactively converted to credit-bearing courses).

Audited courses are recorded on the student's permanent record with an **AU** notation indicating audit status, but no grade or credit hours are awarded.

ACADEMIC ADVISING

Academic advising at JBC is built on the conviction that students should not navigate their academic journey alone. The registrar walks with each student throughout their program, providing guidance.

REGISTRAR ADVISING RESPONSIBILITIES

- Helping the student develop a degree completion plan and recommended course sequence.
- Reviewing the student's academic progress at the end of each term and identifying any concerns early.
- Approving the student's course registration each term (registration is not finalized without registrar approval).
- Providing guidance on practicum placement (BML students), capstone projects, and elective selection.
- Serving as the student's primary point of contact for academic questions, concerns, or difficulties.
- Referring the student to appropriate resources or other JBC personnel when issues fall outside the registrar's scope.

STUDENT RESPONSIBILITIES

- Initiating contact with the registrar at the start of each term.
- Meeting with the registrar at least once per term (more often when needed).
- Coming to advising meetings prepared with questions, course preferences, and a copy of their current degree audit.
- Following through on registrar recommendations or, where the student disagrees, communicating the reasons clearly.
- Notifying the registrar promptly of any academic, personal, or ministry circumstances affecting their studies.
- Knowing their own degree requirements and tracking their own progress (the registrar supports this; ultimate responsibility rests with the student).

REQUIRED ADVISING TOUCH POINTS

At minimum, every JBC student must complete the following advising touch points each term:

- 1.** Pre-registration meeting (in person or by call) before the registration deadline for the next term.
- 2.** Mid-term check-in (typically in week 4 or 5) to assess progress and address any emerging concerns.
- 3.** End-of-term reflection meeting (in the final two weeks of the term) to review performance and plan ahead.

Conditionally admitted students and students on academic probation are required to meet with the registrar **monthly** rather than the standard three times per term.

LIBRARY & RESEARCH RESOURCES

Judah Bible College does not maintain a physical library. As an online institution, JBC instead provides students with access to digital research tools, curated reading lists, and recommendations for accessing additional resources through public, institutional, and partner libraries. JBC is committed to the ongoing development of its research resources as the institution grows.

DIGITAL RESOURCES PROVIDED BY JBC

Every enrolled JBC student receives access to the following digital resources:

- **Course-Specific Reading Lists** — each JBC course syllabus includes a curated list of required and recommended texts, articles, and online resources. Required texts are purchased by the student directly from the publisher or vendor of their choice.
- **JBC Recommended Resources Library** — a curated online list of recommended books, articles, websites, and study tools organized by subject area. Available online.
- **Faculty Office Hours** — instructors are available to recommend specific resources for student research projects, papers, and areas of personal study.

FREE & PUBLIC ONLINE TOOLS RECOMMENDED FOR ALL JBC STUDENTS

JBC strongly recommends that every student become familiar with and regularly use the following free online resources:

- **BibleGateway (biblegateway.com)** — multiple Bible translations, including NLT, with parallel comparison and study tools.
- **Blue Letter Bible (blueletterbible.org)** — original-language word studies, lexicons, and concordances.
- **StudyLight.org** — commentaries, dictionaries, and study tools, including many classic public-domain resources.
- **Bible Hub (biblehub.com)** — parallel Bible study with concordances, commentaries, and Greek/Hebrew tools.
- **Christian Classics Ethereal Library (ccel.org)** — public domain access to thousands of historic Christian texts (church fathers, Reformers, Puritans, classic devotionals).

STUDENT EMAIL & COMMUNICATION POLICY

Reliable communication between JBC and its students is essential to the success of every academic, financial, and ministry-related activity at the college. JBC has established the following policy to ensure that critical information reaches every student promptly and that students are accountable for staying connected to institutional communications.

JBC STUDENT EMAIL ACCOUNT

Upon admission, every JBC student is issued an official JBC email account in the format **firstname.lastname@judahbiblecollege.org** (or a similar configuration based on availability). This email account is the **official channel of communication** between JBC and the student for the duration of enrollment.

STUDENT RESPONSIBILITY TO CHECK EMAIL

STUDENT RESPONSIBILITY

Every JBC student is responsible for checking their JBC email account at minimum once per day, Monday through Friday, during the academic term. Students are presumed to have received and understood any communication sent to their JBC email account. Failure to check the JBC email account is not a valid reason to miss deadlines, requirements, or institutional notifications.

WHAT IS SENT VIA JBC EMAIL

The following types of communication are sent through the JBC email system and are considered official institutional notifications:

- Course announcements, assignment reminders, grading notifications.
- Financial account updates, billing notifications, payment plan reminders.
- Academic standing notifications (probation, suspension, honors recognition).
- Registration information, course schedule changes, drop/add deadlines.
- Catalog and policy updates.
- Dominion Weekend dates, locations, and logistics.
- Graduation application reminders, commencement details.

- Library and resource announcements.
- Critical safety, security, or institutional communications.
- Accreditation, regulatory, or legal notifications affecting students.

USE OF PERSONAL EMAIL ADDRESSES

Students may provide a personal email address for backup communication, but JBC is **not obligated** to send communications to personal email addresses. Personal email addresses are used at JBC's discretion for additional outreach, particularly for prospective students and during the application process.

EMAIL ETIQUETTE & PROFESSIONAL CONDUCT

JBC student email is a representation of the student and of the institution. Students are expected to maintain professional standards in all email communications, including:

- Using clear, respectful, professional language in correspondence with faculty, staff, and fellow students.
- Replying to faculty and staff messages within a reasonable timeframe (typically 48 hours during the academic semester).
- Including clear subject lines that identify the topic of the message.
- Identifying themselves clearly and specifying the course or matter being addressed.
- Refraining from using JBC email for personal business, commercial activities, political campaigning, or any communication that violates the Code of Conduct.

FERPA & EMAIL CONFIDENTIALITY

Communications between JBC and the student through the JBC email account are protected under FERPA. Students should be aware that responses sent to JBC email from non-JBC email accounts (personal Gmail, Yahoo, etc.) may not enjoy the same protections. Sensitive academic or financial matters should be discussed through the JBC email system whenever possible.

OFFICE HOURS & SCHEDULE OF OPERATION

Judah Bible College administrative offices operate during the following standard hours. JBC is committed to responsiveness within these hours and provides defined response time expectations for communications received outside these hours.

STANDARD BUSINESS HOURS

DAY	HOURS
Monday	10:00 AM – 4:00 PM Eastern Time
Tuesday	10:00 AM – 4:00 PM Eastern Time
Wednesday	10:00 AM – 4:00 PM Eastern Time
Thursday	10:00 AM – 4:00 PM Eastern Time
Friday – Sunday	Closed (except scheduled Dominion Weekend events)

HOLIDAY CLOSURES

JBC administrative offices observe the following annual holiday closures. Specific dates are published in the Academic Calendar each year.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day & the day before & after Thanksgiving
- Christmas Eve, Christmas Day, and the week between Christmas and New Year's Day

During holiday closures, online courses continue running on schedule unless otherwise specified by the instructor. Course assignments and due dates remain in effect.

RESPONSE TIME EXPECTATIONS

JBC commits to responding to all student inquiries within the following timeframes (during normal operating periods):

- **Email inquiries to faculty:** 48 hours during the term (longer during term breaks).

- **Email inquiries to administrative offices:** 3 business days.
- **Phone messages:** returned within 1 business day.
- **Mailed correspondence:** acknowledged within 5 business days of receipt.
- **Formal grievances and policy concerns:** 3 business day acknowledgment, with substantive response according to the timelines specified in the relevant policy (Grievance Procedure or Whistleblower Policy).

EMERGENCIES & URGENT MATTERS

For genuine emergencies involving immediate threats to safety, students should contact **911 first**, then notify JBC at the next reasonable opportunity. Suspected child abuse should be reported directly to the Tennessee Department of Children’s Services Hotline at **1-877-237-0004** — do not wait for JBC business hours.

LEAVE OF ABSENCE POLICY

Sometimes life requires a season of pause. A student may be facing a serious medical issue, a family crisis, an unexpected ministry assignment, military deployment, pregnancy and childbirth, or other circumstances that genuinely prevent continued enrollment for a defined period. JBC provides a Leave of Absence policy to allow students to formally pause their enrollment without losing their place in the institution.

LEAVE OF ABSENCE VS. WITHDRAWAL

It is important to distinguish between two related but distinct actions:

ACTION	MEANING
Leave of Absence	Formal pause in enrollment with the intention to return at a defined future date. Catalog of Record is preserved. Maximum Time Frame is paused. Student remains officially affiliated with JBC.
Withdrawal	Formal exit from JBC. No commitment to return. Catalog of Record is not preserved if student returns more than two semesters later. Re-application is required to return.

ELIGIBILITY FOR LEAVE OF ABSENCE

A Leave of Absence may be granted for documented circumstances including:

- **Medical** — the student or an immediate family member is facing a serious medical condition requiring substantial time and attention.
- **Family crisis** — death of an immediate family member, divorce, custody crisis, or other serious family disruption.
- **Military deployment** — active military deployment of the student or, in some cases, of the student’s spouse.
- **Pregnancy and childbirth** — the student or the student’s spouse is expecting or recovering from childbirth.

- **Ministry assignment** — the student has been assigned by their local church or ministry to a time-limited mission, plant, or assignment that prevents continued coursework.
- **Financial hardship** — temporary financial circumstances that require the student to pause enrollment to address immediate financial needs.
- **Other documented circumstances** — at the discretion of the Executive Director, where genuine need is demonstrated.

HOW TO REQUEST A LEAVE OF ABSENCE

To request a Leave of Absence, the student must:

1. Submit a written Leave of Absence Request to the Executive Director, including (a) the reason for the leave, (b) the proposed start date, (c) the proposed return date, and (d) any supporting documentation appropriate to the circumstances.
2. Submit the request as far in advance as possible. Retroactive Leave of Absence requests are reviewed but are not always granted.
3. Meet with the registrar (in person or by call) to discuss the implications of the leave and plan for return.
4. Settle any outstanding financial obligations to JBC before the leave begins or arrange a payment plan with the Office of the Executive Director.

DURATION OF LEAVE OF ABSENCE

The standard maximum duration for an approved Leave of Absence is **two consecutive terms**. Extensions beyond two terms may be granted in exceptional circumstances upon written request and supporting documentation. The total combined Leave of Absence time across a student’s enrollment cannot exceed **four terms**.

IMPLICATIONS OF APPROVED LEAVE OF ABSENCE

When a Leave of Absence is approved:

- The student’s status changes to “On Approved Leave” in JBC records.
- The student’s Catalog of Record is preserved.
- The student’s Maximum Time Frame for degree completion is paused.
- The student does not enroll in courses during the leave period.

- The student is not charged tuition or fees during the leave period.
- The student's JBC email account remains active for institutional communication.
- The student remains subject to the JBC Code of Conduct as a student on leave.

RETURNING FROM LEAVE OF ABSENCE

To return to active enrollment from an approved Leave of Absence, the student must:

1. Notify the Office of the Executive Director in writing at least 30 days before the proposed return date.
2. Meet with the registrar to develop a course plan for the return semester.
3. Confirm that any conditions of the original leave (medical clearance, deployment completion, etc.) have been satisfied where applicable.
4. Register for courses according to the standard registration process.

FAILURE TO RETURN FROM LEAVE OF ABSENCE

If a student does not return to active enrollment by the end of the approved Leave of Absence period and does not request an extension, the student will be administratively withdrawn from JBC. The student must reapply for admission to return to JBC, and Catalog of Record will be the Catalog in effect at the time of re-enrollment.