



JUDAH  
— BIBLE COLLEGE —

## ATTENDANCE POLICY

### FROM THE EXECUTIVE DIRECTOR

#### 80 Percent of Success Is Showing Up

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Woody Allen said it. Most of the credit for the line goes to him. But the principle behind it is older than Hollywood, older than philosophy, older than language itself. It is *a Kingdom principle*.

Look at every person God ever called in Scripture. Moses showed up at the burning bush. Samuel showed up in the temple. Mary showed up at the tomb. The disciples showed up in the upper room. The 120 showed up at Pentecost. None of them did anything special before they showed up. They simply made themselves available to be encountered, equipped, and sent. Showing up is not the work — but nothing else can happen until you do.

Read this document carefully. We have done our best to make it as clear, fair, and gracious as possible — because we know life happens. We are not policing you. We are pastoring you toward a finish line you will be glad you crossed.

**Pastor Adam Aziz**

*Executive Director, Judah Bible College*

## THE JBC HYBRID LEARNING MODEL

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Before we describe what attendance looks like, you need to understand how Judah Bible College is structured. JBC operates a hybrid learning model intentionally designed for committed, called, working adults wherever the Lord has planted them — across the country and around the world.

### HOW JBC CLASSES WORK

Every JBC course is delivered **100% online** through the JBC student portal. Coursework is primarily **asynchronous** — meaning lectures are pre-recorded and available for you to watch on your own schedule each week. You are not required to log in at a specific time of day. This is intentional. We have students who are pastors, parents, professionals, and missionaries. The asynchronous format honors the real lives our students live.

Each course follows a weekly rhythm. You are responsible for completing the week's required engagement before the deadlines listed in the next section. All deadlines are in **Eastern Time** — the time zone of the school. Students in other time zones are responsible for converting accordingly. The specifics for each course are detailed in the syllabus.

Some courses include **optional or scheduled live sessions** — group Q&A times, faculty office hours, or special sessions. When a live session is required for a particular course, the requirement and date will be clearly communicated in the course syllabus at the start of the term. Required live sessions that the student cannot attend will always have a recorded replay available, with an alternate engagement requirement to count as attendance.

### HOW JBC DOMINION WEEKENDS WORK

Dominion Weekends are different. They are **in-person, on-campus** intensives held at Metro Tab Church in Chattanooga, Tennessee. They are non-negotiable formation experiences — not just classes you happen to attend in person, but the spiritual core of the school. There is no online substitute for breaking bread, worshipping, encountering the Holy Spirit, and being prayed over by your faculty and your fellow students in the same room.

Every JBC student is required to complete **Dominion Weekends** over the course of their degree program.

## ONLINE CLASS ATTENDANCE & ENGAGEMENT

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Because JBC online courses are asynchronous, we do not measure attendance the way a traditional classroom does. There is no roll call. There is, however, an expectation of weekly engagement — and that engagement is monitored, recorded, and required for the course to count toward your degree.

### WHAT COUNTS AS WEEKLY ENGAGEMENT

Each week of every JBC course, you must complete ALL of the following on the deadlines specified below. These deadlines are firm — not suggestions — and they apply to every course unless a syllabus specifies otherwise.

WEEKLY ENGAGEMENT REQUIREMENT	DUE DAY	DEADLINE
Watch (or listen to) the assigned lectures and instructional content for the week in their entirety	Sunday	11:59 PM ET
Submit your initial discussion forum post (the response to the week's discussion prompt)	Thursday	11:59 PM ET
Submit at least 2 substantive responses to other students' discussion posts	Sunday	11:59 PM ET
Complete and submit all weekly assignments (papers, projects, reflections, etc.)	Sunday	11:59 PM ET
Complete any required quizzes, reading checks, or other engagement assessments	Sunday	11:59 PM ET

Notice the rhythm: **initial discussion post by Thursday, everything else by Sunday**. The Thursday discussion deadline exists for one reason — it gives the rest of your classmates time to read your post and respond to it before the weekend deadline. If you wait until Sunday to post your initial response, no one can engage with you, and the discussion forum collapses into monologue. Honor the rhythm. It serves the whole community.

Logging into the portal is **not** attendance. Watching part of a lecture is not attendance. Submitting a partial assignment is not attendance. Posting “Agreed!” as a discussion response is not attendance. Engagement means completing the work — all of it — substantively, by the deadlines above.

### LATE ENGAGEMENT

Life happens. Internet goes out. A child gets sick. A car breaks down. JBC operates on grace, not legalism — but grace cannot become an excuse for chronic disorder. The late engagement standard is as follows:

WHEN SUBMITTED	GRADE IMPACT	ATTENDANCE IMPACT
Submitted on time	Full credit	No attendance impact
1–3 days late	Up to 10% point deduction (instructor discretion)	Counts as attended
4–7 days late	Up to 25% point deduction (instructor discretion)	Counts as attended
More than 7 days late	Not accepted; assignment receives a zero	Counts as a missed week

Instructors retain discretion to extend deadlines, waive late penalties, or refuse late work for documented circumstances. Excused absences extend deadlines without penalty. The late engagement schedule above applies to **unexcused** late work.

### MAXIMUM ALLOWABLE MISSED WEEKS

A 9-week JBC term contains 9 weekly engagement cycles per course. The maximum number of weeks a student may miss in a single course — from any combination of excused and unexcused causes — before automatic consequences trigger:

- **2 missed weeks** — the student receives a written notification from the instructor and is required to schedule a check-in conversation.
- **3 missed weeks** — the student’s final grade is automatically reduced by one full letter grade (e.g., a B becomes a C). The Executive Director is notified.

- **4 or more missed weeks** — the student fails the course (F) and may not pass through engagement or extra credit. The course must be retaken if required for the degree.

These caps are **non-negotiable** because they reflect the basic threshold below which a course can no longer claim to have been completed in any meaningful way. Excused absences may extend specific deadlines but they do not erase the requirement to actually complete the work of the course.

## DOMINION WEEKEND ATTENDANCE

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Read this section carefully. Dominion Weekends are the spiritual backbone of the JBC formation experience and the standards around them are stricter than the rest of this document for one simple reason: there is no replacement for being in the room.

*“As iron sharpens iron, so a friend sharpens a friend.” — Proverbs 27:17 (NLT)*

### THE DOMINION WEEKEND REQUIREMENT

Every JBC student must successfully complete **Dominion Weekends** to graduate. Each weekend is graded **Pass / No Pass**, as defined in the JBC Grading Scale & Academic Standing Policy. There are no exceptions to the weekend requirement. If you are unable to attend in-person, arrangements can be made with the registrar to attend online.

### WHAT COUNTS AS “ATTENDED”

To receive a Pass for a Dominion Weekend, the student must:

- Be physically present for the entirety of every scheduled session, including worship, teaching, prayer, fellowship meals, and any practicum or impartation segments.
- Arrive on time for the opening session and remain through the closing session.
- Participate fully — not as a spectator. Dominion Weekends require engagement, not observation.
- Complete any pre-weekend reading, preparation, or assignment communicated in advance.
- Complete any post-weekend reflection or follow-up assignment within the stated deadline.

### LATE ARRIVAL, EARLY DEPARTURE & PARTIAL ATTENDANCE

Students who arrive late or leave early without prior approval will receive a **No Pass** for the weekend, regardless of how much of the weekend they attended. Dominion Weekends are tightly designed — every session builds on the one before it. Missing the opening or the closing breaks the formative arc of the experience.

Limited exceptions for documented travel emergencies, medical issues, or pre-approved schedule conflicts may be granted in advance by the Executive Director. These must be requested **at least 14 days before** the Dominion Weekend, in writing, with documentation.

### **MAKE-UP POLICY**

Because Dominion Weekends are scheduled across the year (typically four times annually), a missed weekend may be made up by watching the replay of the weekend:

1. The make-up must occur within 2 weeks of the missed weekend.
2. The student must register for the make-up weekend through the Executive Director.
3. A student may make up **one Dominion Weekend per calendar year** without additional approval. Making up more than one weekend in a calendar year requires written approval from the Executive Director.
4. Missing Dominion Weekends excessively across the duration of a degree program (regardless of excused or unexcused) triggers an **automatic academic review** with the Executive Director. The student's continued enrollment will be evaluated based on the pattern, the reasons, and the student's overall trajectory.

### **THE DOMINION WEEKEND EXEMPTION REQUEST PROCESS**

Any student who needs to be excused from an upcoming Dominion Weekend — for any reason — must submit a **Dominion Weekend Exemption Request Form** to the Executive Director. This form is the official record of the request, the documentation provided, and the school's decision. No exemption is valid without it. The form is available on the JBC website and from the Executive Director's office.

#### **How the Process Works**

1. **Submit the Form** — complete every section of the Dominion Weekend Exemption Request Form, including the reason for the request, the supporting documentation, and your proposed make-up plan.
2. **Honor the Timeline** — for foreseeable circumstances (planned ministry trips, scheduled medical procedures, military training orders, court dates, family events), the form must be submitted **at least 14 days before** the Dominion Weekend. For unforeseen emergencies (sudden illness, family death, severe weather), submit the form as soon as reasonably possible — ideally before the weekend, but no later than 7 days after.

3. **Attach Documentation** — every exemption request must include supporting documentation appropriate to the category of request (see Section 4 of this policy for the full list of documentation requirements).
4. **Receive a Decision** — the Executive Director will review the request and issue a written decision within **7 calendar days** of receipt. The decision will be one of three outcomes: Approved (with assigned make-up weekend), Approved With Conditions, or Denied. All decisions are final.
5. **Complete the Make-Up** — if the exemption is approved, the student must register for and complete the assigned make-up Dominion Weekend within the timeline specified in the decision.

A request that is **not submitted using the form** — even if the underlying reason would have qualified — will be treated as an unexcused absence. The form exists to protect both the student and the school by creating a clear record. We will not chase down verbal requests, text messages, or hallway conversations.

### ✦ TRAVEL GUIDANCE FOR OUT-OF-TOWN STUDENTS ✦

JBC welcomes students from across the country and internationally. To make Dominion Weekends accessible:

- Dominion Weekend dates are published in the Academic Calendar at least 12 months in advance to allow for travel planning.
- Chattanooga is served by Chattanooga Metropolitan Airport (CHA) and is within driving distance of Atlanta (ATL), Nashville (BNA), and Knoxville (TYS). Metro Tab Church is located on the airport exit.
- Travel costs (airfare, fuel, lodging beyond what JBC arranges) are the student's responsibility. We strongly encourage students to budget for these costs at the start of each academic year.

## EXCUSED VS. UNEXCUSED ABSENCES

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An **excused absence** is one in which the student has provided documentation, in advance whenever possible, of a circumstance that JBC recognizes as a legitimate reason for missing a weekly engagement, a required live session, or a Dominion Weekend. Excused absences extend deadlines without grade penalty and do not count against the late-engagement caps. They may, however, still count toward the missed-week and missed-weekend totals if the work is not eventually completed.

### WHAT QUALIFIES AS EXCUSED

JBC recognizes the following categories of excused absence:

- **Documented illness or medical procedure** requiring rest, hospitalization, recovery, or care that prevents engagement (medical professional documentation required for absences exceeding one week).
- **Death of an immediate family member** (spouse, child, parent, sibling, grandparent, in-law) and bereavement period of up to 14 days.
- **Birth or adoption of a child** with up to 6 weeks of accommodation for parental leave (mothers and fathers).
- **Active military duty** for students serving in the Armed Forces or National Guard, including deployments, drills, and required training.
- **Pre-approved ministry assignment** from the student's local pastor (mission trips, church-sponsored ministry travel, denominational obligations) when requested at least 21 days in advance.
- **Court-mandated obligations** such as jury duty, subpoenas, or required legal proceedings.
- **Severe weather or natural disaster** affecting the student's ability to access the internet or travel to a Dominion Weekend.
- **Verified technical failure** outside the student's reasonable control (extended power outage, prolonged ISP outage). Routine "Wi-Fi was slow" is not in this category.

### DOCUMENTATION REQUIREMENTS

All requests for excused absences must be submitted to the Executive Director with appropriate documentation:

- For medical absences — a note from a licensed medical provider.
- For bereavement — a copy of the obituary, funeral program, or pastoral verification.
- For military duty — a copy of the orders or commanding officer documentation.
- For ministry assignments — written confirmation from the student’s local pastor.
- For other categories — reasonable supporting documentation as requested.

Whenever possible, requests must be submitted **in advance**. After-the-fact requests will be reviewed but are subject to higher scrutiny. “I forgot to ask first” is not a category of excuse.

### **UNEXCUSED ABSENCES**

Any absence that does not meet the criteria above, or for which documentation is not provided, is treated as unexcused. Unexcused absences are subject to the standard grade and engagement-cap consequences and the Dominion Weekend consequences.

## **SPECIAL CIRCUMSTANCES & ACCOMMODATIONS**

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Some life situations require more than a single excused absence — they require an extended accommodation. JBC is committed to walking with students through significant seasons in a way that honors both their formation and the integrity of the program.

### **MEDICAL LEAVE OF ABSENCE**

Students experiencing a serious medical condition that prevents engagement for more than three weeks may apply for a Medical Leave of Absence. The leave pauses enrollment for up to two terms (approximately 18 weeks), during which time the student is not enrolled, is not charged tuition, and may not engage in coursework. Documentation from a licensed medical provider is required. Students returning from Medical Leave resume their program in the next available term.

### **PARENTAL LEAVE**

Students who give birth, adopt a child, or take on the primary care of a foster child during their enrollment are entitled to up to 6 weeks of parental leave with extended deadlines for all coursework. Longer accommodations may be arranged by request. Both mothers and fathers are eligible. Pregnancy and parental status will not be used as a basis for any adverse academic action, in keeping with applicable law.

### **MILITARY SERVICE & DEPLOYMENT**

Students who are members of the United States Armed Forces or National Guard called to active duty, training, or deployment will be granted full accommodation, including the option to withdraw from current courses without academic penalty, take a Military Leave of Absence for the duration of the service, and resume enrollment upon return without re-application.

### **BEREAVEMENT**

Beyond the immediate family bereavement excused-absence category, students experiencing a particularly significant loss — the death of a child, the loss of a long-time mentor, or other devastating grief — may request an extended bereavement accommodation. We will not put a 14-day clock on grief that does not respect a 14-day clock.

## ATTENDANCE & ACADEMIC STANDING

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Attendance and engagement do not appear as a separate line item on your transcript, but they directly affect your academic standing in three key ways.

### 1. COURSE GRADES

Missed weekly engagement triggers automatic grade reductions or a course failure. Grades earned this way are reflected in your GPA and academic standing per the Grading Scale Policy.

### 2. ADMINISTRATIVE WITHDRAWAL FOR NON-ENGAGEMENT

If a student fails to engage with any course for **4 consecutive weeks** without contact, the student may be administratively withdrawn from that course by the Executive Director. The withdrawal will be marked **WF (Withdrawal Failing)** on the transcript and is calculated as F in the GPA.

Three consecutive weeks of disengagement across all courses simultaneously may result in administrative withdrawal from the program entirely, pending review.

### 3. PATTERN-BASED CONCERNS

Even when individual absences are excused, persistent absence patterns indicate a formation problem that JBC cannot ignore. The Executive Director may initiate an academic review based on patterns, including:

- Repeatedly missing the same day of the week or same type of engagement (e.g., always missing discussion forums).
- Missing 4 or more weekly engagements across multiple courses in a single term.
- A trajectory of declining engagement over consecutive terms.
- Ongoing failure to make up missed Dominion Weekends.

Pattern-based reviews may result in mandatory advising, a customized engagement plan, academic probation, or in extreme cases, dismissal. The goal is always restoration.

Restoration requires honesty about the pattern.

## TRACKING, NOTIFICATION & REPORTING

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### HOW ATTENDANCE IS TRACKED

Weekly engagement is tracked weekly by the Registrar. Faculty members and the Executive Director have access to engagement data including: lecture viewing completion, assignment submission times and completeness, discussion forum participation, and quiz/assessment completion.

Dominion Weekend attendance is tracked manually through check-in and check-out at each session, with a verified attendance log signed by the Executive Director.

### NOTIFICATION SCHEDULE

JBC believes in early intervention. The following notifications are issued automatically:

- **After 1 missed week** — a friendly reminder email.
- **After 2 missed weeks** — a formal written notification and a required check-in conversation.
- **After 3 missed weeks** — the Executive Director is notified, the student's grade is automatically reduced one full letter, and a required intervention meeting is scheduled.
- **After 4 missed weeks** — the student is failed from the course (F) and an academic review is initiated.

### MID-TERM ENGAGEMENT CHECK

At the midpoint of every term, every student receives a Mid-Term Engagement Report by email summarizing their attendance, late submissions, and any concerning patterns. This is your early warning. We send it because we want you to finish well — not so we can document that we warned you. Read it. Adjust if needed.