



JUDAH
— BIBLE COLLEGE —

REQUIRED DISCLOSURES

INSTITUTIONAL NON-DISCRIMINATION STATEMENT

Judah Bible College is a Christian institution operated as a ministry of Metro Tab Church in Chattanooga, Tennessee. JBC is committed to providing an educational environment free from unlawful discrimination and committed to the dignity of every human being made in the image of God.

OUR COMMITMENT

Judah Bible College does not discriminate on the basis of **race, color, national origin, ethnicity, ancestry, age, disability, genetic information, veteran status, or military service** in admission, education, employment, or any other school-administered program or activity.

OUR RELIGIOUS IDENTITY & CONVICTIONS

As a religious educational institution, JBC retains and exercises the rights protected for religious organizations under the First Amendment of the United States Constitution, the Religious Freedom Restoration Act, Title IX (34 CFR 106.12), Title VII of the Civil Rights Act of 1964, and applicable Tennessee state law. Specifically:

- **Statement of Faith:** All students, faculty, and staff are required to affirm the JBC Statement of Faith and live consistently with the JBC Code of Conduct, which reflects the historic biblical position on marriage, sexuality, and Christian conduct.

- **Religious Hiring:** JBC reserves the right to consider religious belief, practice, and lifestyle in faculty and staff hiring decisions, consistent with our religious identity and mission.
- **Conduct Standards:** Conduct standards in the JBC Code of Conduct, including those related to sexual ethics and biblical sexuality, apply to all students. These standards reflect the religious tenets of JBC and are protected expressions of religious conviction.

These religious commitments do **not** exempt JBC from its commitment to treat every student, employee, and applicant with the dignity, kindness, and care owed to every human being made in the image of God. JBC actively prohibits harassment, intimidation, slurs, mockery, and degrading treatment of any person, regardless of background.

REPORTING DISCRIMINATION

Any student, employee, or applicant who believes they have experienced unlawful discrimination should contact the Executive Director (or, where the concern involves the Executive Director, the Chancellor).

FERPA — STUDENT RECORDS & PRIVACY RIGHTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. It applies to all schools that receive funds under applicable U.S. Department of Education programs. Even where federal funding is not currently received, JBC voluntarily adheres to FERPA standards as a matter of best practice and student protection.

This section is JBC's annual FERPA notification, which informs students of their rights under the Act.

YOUR FOUR FERPA RIGHTS

Under FERPA, every JBC student has the following four rights with respect to their educational records:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a written request for access.
2. The right to request the amendment of any educational record the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before JBC discloses personally identifiable information from the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by JBC to comply with the requirements of FERPA.

HOW TO INSPECT OR REVIEW YOUR RECORDS

Students who wish to inspect their educational records should submit a written request to the Executive Director identifying the records they wish to inspect. JBC will arrange access and notify the student of the time and place where the records may be inspected. Records will be made available within **45 calendar days** of the request.

HOW TO REQUEST AN AMENDMENT

Students who believe an educational record is inaccurate or misleading may submit a written amendment request to the Executive Director, clearly identifying the part of the

record they want changed and specifying why it is inaccurate or misleading. If JBC denies the request, the student will be notified of the decision and informed of their right to a hearing on the matter.

DISCLOSURE WITHOUT PRIOR WRITTEN CONSENT

FERPA permits JBC to disclose personally identifiable information from educational records without prior written consent under certain conditions, including disclosures to:

- School officials with a legitimate educational interest in the records (faculty, staff, contracted service providers performing institutional functions).
- Officials of another school in which the student seeks or intends to enroll.
- Authorized representatives of the U.S. Comptroller General, U.S. Attorney General, U.S. Secretary of Education, and state and local education authorities for audit, evaluation, or compliance purposes.
- Organizations conducting studies for or on behalf of JBC.
- Accrediting organizations carrying out their accrediting functions.
- Parents, when the student is a dependent for IRS tax purposes.
- Appropriate parties in connection with a health or safety emergency.
- Officials in response to a lawfully issued subpoena or court order.

DIRECTORY INFORMATION

FERPA permits JBC to designate certain student information as “directory information” that may be disclosed without prior written consent, unless the student opts out. JBC has designated the following as directory information:

- Student’s name
- Major field of study and degree program
- Dates of attendance and enrollment status (full-time, part-time)
- Degrees and academic honors received
- Photographs taken during school events

Students may opt out of directory information disclosure by submitting a written request to the Executive Director. The opt-out remains in effect until the student rescinds it in writing.

RECORDS RETENTION

JBC maintains student educational records in compliance with applicable accreditation and best-practice standards. Permanent academic records (transcripts, degrees conferred, official enrollment) are retained indefinitely. Other records (course-specific work, financial records, advising notes) are retained for a minimum of 5 years following the student's last term of enrollment.

TITLE IX & SEXUAL MISCONDUCT PREVENTION

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities receiving federal financial assistance. JBC adheres to Title IX standards regardless of current federal funding status, as a matter of student protection and accreditation compliance.

OUR POSITION

JBC is committed to maintaining an educational environment free from sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Any form of sexual misconduct directed at a student or employee — by another student, faculty member, staff member, or third party — is strictly prohibited and will be addressed through the procedures described in this section.

RELIGIOUS INSTITUTION NOTICE (34 CFR 106.12)

Judah Bible College is controlled by a religious organization (Metro Tab Church) and qualifies as a religious institution under Title IX. To the extent that any application of Title IX would conflict with the religious tenets of JBC — including but not limited to JBC’s biblical convictions on marriage as a covenant between one man and one woman, sexual conduct outside of biblical marriage, gender identity, and related conduct standards — JBC claims its protected exemption under 34 CFR 106.12 and the First Amendment of the United States Constitution. This exemption applies to admission, conduct standards, and educational programming.

This exemption does **not** exempt JBC from its commitment to prevent and respond to sexual harassment, sexual assault, or sex-based violence. These prohibitions apply with full force regardless of the religious exemption.

PROHIBITED CONDUCT

The following conduct is strictly prohibited under JBC’s Sexual Misconduct Policy and Title IX procedures:

- **Sexual harassment** — unwelcome sexual conduct, including verbal, visual, written, electronic, or physical conduct of a sexual nature that creates a hostile environment, or constitutes “quid pro quo” harassment by a person in a position of authority.
- **Sexual assault** — any sexual act directed against another person without that person’s consent, including rape, fondling, incest, and statutory rape, as defined under federal and Tennessee law.
- **Dating violence** — violence committed by a person who is or has been in a romantic or intimate relationship with the victim.
- **Domestic violence** — violence committed by a current or former spouse or intimate partner of the victim, or by a person sharing a child or household with the victim.
- **Stalking** — a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.
- **Retaliation** — any adverse action taken against a person for reporting prohibited conduct, participating in an investigation, or supporting a complainant or respondent.

REPORTING SEXUAL MISCONDUCT

Any student or employee who experiences or witnesses sexual misconduct should report the incident as soon as reasonably possible. Reports may also be made to:

- Local law enforcement (911 for emergencies; Chattanooga Police Department for non-emergencies).
- Tennessee Coalition Against Domestic and Sexual Violence (1-800-289-9018).

JBC takes every report seriously. The reporting student or employee will not be retaliated against, and supportive measures (including but not limited to academic adjustments, no-contact directives, and counseling referrals) will be made available regardless of whether the complainant chooses to pursue a formal investigation.

CONFIDENTIAL RESOURCES

Students and employees who wish to discuss an incident confidentially without triggering a formal investigation may speak with a licensed mental health professional, a member of the clergy in their pastoral capacity, or a confidential advocacy hotline. JBC will provide referrals to confidential resources upon request.

MANDATORY REPORTING OBLIGATIONS

Certain categories of harm trigger legal reporting obligations that JBC is required to honor. These obligations exist for the protection of vulnerable persons — especially children — and JBC will not subordinate them to internal handling, confidentiality preferences, or institutional convenience.

CHILD ABUSE & NEGLECT (TENNESSEE MANDATORY REPORTING LAW)

Under Tennessee Code Annotated § 37-1-403 and § 37-1-605, **any person** who has knowledge of or reasonable cause to suspect that a child has been the subject of abuse, neglect, or sexual abuse is required to report it immediately to the Tennessee Department of Children’s Services or to local law enforcement. This is a **mandatory legal duty**, not a discretionary choice. JBC faculty, staff, students, and any other person affiliated with the institution who becomes aware of suspected child abuse must report it directly and immediately.

TO REPORT SUSPECTED CHILD ABUSE IN TENNESSEE

Tennessee Department of Children’s Services Child Abuse Hotline: **1-877-237-0004**

Available 24 hours a day, 7 days a week.

For immediate emergencies involving a child in danger: **Call 911**

IMMINENT THREAT TO SELF OR OTHERS

If JBC becomes aware of credible information suggesting that any person is at imminent risk of suicide, self-harm, or harm to others, the school will involve emergency services and appropriate law enforcement immediately. Student privacy under FERPA does not prevent disclosure when there is an articulable and significant threat to the health or safety of the student or others.

COOPERATION WITH LAW ENFORCEMENT

JBC will cooperate fully with law enforcement, child protective services, and other authorized government agencies investigating reports of abuse, sexual misconduct, threats, or other criminal matters. JBC will not impede such investigations, intimidate reporters, or provide false information to investigators.

DESIGNATED OFFICIALS & HOW TO FILE A CONCERN

JBC has designated the following officials to receive reports, requests, and concerns under the policies described in this document. Multiple officials are listed for situations in which the primary contact is unavailable or where the concern involves the primary contact directly.

PRIMARY DESIGNATED OFFICIALS

ROLE	DESIGNATED OFFICIAL	CONTACT
FERPA Records Custodian	Executive Director	admin@judahbiblecollege.org
Title IX Coordinator	Executive Director	admin@judahbiblecollege.org
Non-Discrimination & Equal Opportunity	Executive Director	admin@judahbiblecollege.org
Mandatory Reporter Compliance	Executive Director	admin@judahbiblecollege.org

ALTERNATE CONTACT FOR CONCERNS INVOLVING THE EXECUTIVE DIRECTOR

When a report or concern involves the Executive Director directly, or when the complainant prefers to bypass the Executive Director for any reason, reports may be submitted to the Chancellor. The Chancellor will coordinate the review independently and may engage outside counsel or investigators where appropriate.

ALTERNATE CONTACT

Dr. Steve Ball

Chancellor, Judah Bible College

Contact through: **Metro Tab Church Office**

HOW TO FILE A CONCERN

Concerns may be submitted in any of the following ways:

- **Email** — send a written description of the concern to the appropriate official's email address.
- **Written letter** — submit a written letter to Judah Bible College, in care of the Executive Director, at PO Box 23527, Chattanooga, TN 37422.
- **In person** — request an in-person meeting with the appropriate official, typically scheduled within 7 calendar days of the request.
- **Phone** — call the JBC office at (423) 894-3377 and request to speak with the appropriate official.

All concerns are taken seriously, documented, and addressed according to the relevant policy. JBC strictly prohibits retaliation against any person who files a concern in good faith, regardless of the outcome of the review.