



JUDAH BIBLE COLLEGE

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# STUDENT HANDBOOK

ACADEMIC YEAR 2026 – 2027

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**KNOW THE WORD.  
MOVE WITH THE SPIRIT.  
WALK IN DOMINION.**

*Chattanooga, Tennessee | Est. 2022  
[www.judahbiblecollege.org](http://www.judahbiblecollege.org)*



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# STUDENT HANDBOOK

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Judah Bible College is a ministry of Metro Tab Church, located in Chattanooga, Tennessee. The college was founded in 2022 as Roar School of Ministry and was publicly relaunched as Judah Bible College on May 17, 2026, following the receipt of accreditation through Transworld Accrediting Commission International — a recognized international accrediting body for evangelical theological institutions.

This Student Handbook is the official student-facing reference document of Judah Bible College for the current academic year. It outlines the spiritual standards, academic policies, conduct expectations, and student rights and responsibilities applicable to every JBC student.

This Handbook is a companion to the JBC Academic Catalog, the JBC Code of Conduct, and the policy documents referenced throughout. Where this Handbook summarizes a policy that is published in greater detail elsewhere, the standalone policy document is the controlling document.

## **DISCLOSURE STATEMENT**

The information contained in this Handbook reflects the current policies and regulations of Judah Bible College. The College reserves the right to revise programs of study, academic requirements, tuition and fees, and institutional policies at any time, with notice given through the JBC student email system and the JBC website. The most current version of this Handbook is available at [judahbiblecollege.org](http://judahbiblecollege.org).

*Approved by JBC Leadership · May 2026*



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A WORD FROM THE EXECUTIVE DIRECTOR

# Welcome to the Roar.

PASTOR ADAM AZIZ · EXECUTIVE DIRECTOR

Welcome to Judah Bible College.

If you are reading this handbook, you are either preparing to enroll or you have already begun your journey with us. Either way, this is not a casual document. This handbook outlines the standards, expectations, commitments, and culture of Judah Bible College. Before you move forward, it is important that you understand what you are stepping into.

*"The lion has roared — so who isn't frightened? The Sovereign LORD has spoken — so who can refuse to proclaim His message?" — Amos 3:8 (NLT)*

That verse carries the weight of our assignment. The Lion has roared. The Lord has spoken. The question is not whether God is still calling people. The question is whether His people will recognize His voice and respond with obedience.

Judah Bible College exists because we believe God is raising up a generation of Spirit-filled, biblically grounded believers who will answer that call. Not someday. Now.

This handbook serves as a guide for your journey. Every page is designed to help root you in the Word, position you to walk with the Spirit, and prepare you to live with the authority, discipline, and responsibility that belong to followers of Christ.



Here is what you can expect during your enrollment.

We will not waste your time. Every assignment, policy, course, standard, and intensive exists for a reason. Each part of this process is connected to the formation of a believer who is prepared to advance the Kingdom of God with clarity, conviction, and faithfulness.

We will not let you walk through this alone. The leadership of Judah Bible College is committed to being present, accessible, and engaged throughout your formation. We are not simply offering courses. We are helping form disciples, strengthen leaders, and prepare believers for their assignment.

*"So letters were sent throughout all Israel and Judah... saying, 'Come back to the LORD, the God of Abraham, Isaac, and Israel, so that he will return to the few of us who have survived...' At first the people just laughed at the messengers... Some of the people, however, humbled themselves and went to Jerusalem." — 2 Chronicles 30:6, 10–11 (NLT)*

The account in 2 Chronicles 30 is powerful.

Hezekiah sent word throughout a fractured nation, calling the people back to the Lord. Many laughed. Many mocked. Many dismissed the invitation. But Scripture says some humbled themselves and came.

That “some” mattered.

Every move of God begins with people who are willing to respond when others refuse. A few who hear the call when others ignore it. A few who get up when others stay comfortable. A few who humble themselves when others mock. A few who choose obedience when others settle for distance.

If you are reading this, you may be part of that “some.”

You have stepped into a school that is not interested in producing nominal Christians. Judah Bible College exists to form believers who know the Word, walk in the Spirit, love the Church, and live ready to advance the Kingdom of God.

This is a holy assignment.

Do not take it lightly.

We will not.



Read this handbook in full. Read the Code of Conduct in full. Review the Student Standards Agreement and the Handbook Acknowledgement Page with care. Sign them with understanding, knowing what you are committing to.

Then begin. The Lord is calling. Your response matters.

If you need me, the door is open.

*In Christ — for the Kingdom — for souls,*

**Pastor Adam Aziz**

*Executive Director | Judah Bible College*

A WORD FROM THE LEAD PASTORS

# You Are Under Covering.

DR. STEVE BALL · CHANCELLOR   PASTOR REITA BALL · VICE CHANCELLOR

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To every student reading these pages, welcome. We are honored that you have chosen to begin your journey with Judah Bible College. From the very beginning, we want you to understand that you are not simply enrolling in an academic program. You are becoming part of a spiritual house.

Judah Bible College exists within the life, covering, and mission of Metro Tab Church.

*"Now these are the gifts Christ gave to the church: the apostles, the prophets, the evangelists, and the pastors and teachers. Their responsibility is to equip God's people to do his work and build up the church, the body of Christ." — Ephesians 4:11–12 (NLT)*

For more than two decades, the Lord has been building Metro Tab Church into a place where the Word of God is honored, the Holy Spirit is welcomed, and the gifts described in Ephesians 4 are not merely studied, but lived. We have watched God raise up leaders, ministers, missionaries, worshipers, servants, and marketplace believers from this house. We have seen people trained, equipped, restored, strengthened, and sent. Judah Bible College is the next chapter of that same assignment. It is the structured, academic, and disciplined extension of what the Lord has been doing among us for years. This means the covering of Judah Bible College is more than a statement in a catalog. It is a spiritual reality.

As Chancellor and Vice Chancellor, we carry this school in prayer the same way we carry our church family. We care deeply about the formation of every student. We believe the same Spirit-filled, biblically grounded, revival-centered DNA that flows through Metro Tab Church must also shape the culture of Judah Bible College.

We are not simply operating a school. We are stewarding a Kingdom assignment within the local church.

### **What that means for you.**

It means you are not alone. You have entered a house with shepherds. When you face difficult seasons, whether academically, spiritually, financially, relationally, or personally, you are part of a community that will pray for you, encourage you, and walk with you.

Our desire is not only that you graduate with a diploma. Our desire is that you are formed in a way that will strengthen you for the rest of your life, ministry, and calling.

It also means there is a standard. The covering of a spiritual house is not a free pass. It is an environment that calls you higher. Be teachable. Be hungry. Be humble. Be honest about where you are growing, where you are wrestling, and where you still need transformation.

The Holy Spirit can do extraordinary things with a willing heart in a house of order. If you remain surrendered to Him and submitted to the process, your time at Judah Bible College can mark your life in a lasting way.

**A word about your Executive Director.**

During your time at Judah Bible College, you will work closely with Pastor Adam Aziz, our Executive Director.

Pastor Adam has served faithfully in this house for over twenty years. He has served in worship, youth ministry, children’s ministry, small groups, hospitality, media, leadership development, and many other areas of church life. Across every season, he has demonstrated faithfulness, humility, excellence, and a deep love for the house of God. He is a leader who carries a genuine burden for this school and for the students entrusted to it.



To every student, parent, pastor, and ministry leader reading these pages, know this: We are not playing church, and we are not playing school. The Church is living in a defining hour. A generation must be raised up that knows the Word, walks with the Spirit, loves the Church, and carries the authority of Christ with maturity and conviction. That is the assignment. That is the burden of this house. That is the purpose of Judah Bible College.

If you have come hungry, you have come to the right place. We will teach you. We will pastor you. We will pray for you. We will call you higher. And by the grace of God, when your time at Judah Bible College is complete, you will be sent out strengthened, equipped, and ready to advance the Kingdom of God.

*We are believing for you,*

**Dr. Steve Ball**

*Chancellor | Judah Bible College*

**Pastor Reita Ball**

*Vice Chancellor | Judah Bible College*

PART ONE

**01**

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**ABOUT JUDAH BIBLE COLLEGE**

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*Where we came from. What we believe. Who covers us.*

# HERITAGE & HISTORY

Judah Bible College was founded in 2022 as Roar School of Ministry — a certificate-granting school of ministry established under the leadership of Dr. Steve and Pastor Reita Ball, founders and lead pastors of Metro Tab Church in Chattanooga, Tennessee. From its very first semester, the school enrolled over 100 students hungry for biblical training, Spirit-empowered formation, and equipping for the work of the ministry. That response confirmed what the leadership had long sensed: a generation of believers were crying out for serious training in the Word and the Spirit, and the local church was meant to be the place that delivered it.

For its first season, Roar School of Ministry served its community well. Students completed certificate programs, were equipped for ministry roles in their local churches, and went out to serve. The school grew. The vision sharpened. And then, in 2025, the Lord opened a door that changed everything.

In the spring of 2025, the school received accreditation through Transworld Accrediting Commission International — a recognized international accrediting body for evangelical theological institutions. With accreditation came a clear conviction: the season of operating as a church-based certificate program had reached its completion. The same vision — raising up Spirit-filled, biblically grounded believers — now required a higher academic structure to match the weight of what God had built. The school needed to transition from a certificate-granting school of ministry to a degree-granting Bible college.

That transition required more than a structural change. It required a new identity — one that captured the apostolic depth of what was being built and the prophetic mandate the school was carrying into a darkening hour. After significant prayer, counsel, and discernment by the leadership team, the new identity was confirmed: Judah Bible College.

On May 17, 2026, Roar School of Ministry was publicly relaunched as Judah Bible College. The relaunch represented continuity with everything God had already built and a Spirit-led step into the larger assignment ahead — the formation of an army of leaders trained for the advancing of the Kingdom of God.

## CONTINUITY FROM ROAR

Students who began their training under Roar School of Ministry are honored as the foundational class of Judah Bible College. Their degrees remain valid and recognized. Their journey under the original name is part of the institutional record and the testimony of how this college began. We do not separate the eras — we celebrate them as one continuous story of God's faithfulness to a school He has been building from the start.

# OUR RELATIONSHIP TO METRO TAB CHURCH

Judah Bible College does not operate as an independent institution. JBC is a ministry of Metro Tab Church — a non-denominational, Spirit-filled, multi-racial church located in Chattanooga, Tennessee, with over 20 nationalities represented in its membership.

*"Now these are the gifts Christ gave to the church: the apostles, the prophets, the evangelists, and the pastors and teachers. Their responsibility is to equip God's people to do his work and build up the church, the body of Christ." — Ephesians 4:11–12 (NLT)*

## WHY THIS MATTERS

In the modern era, many Bible colleges have drifted away from the local church — operating as parachurch academic institutions disconnected from the spiritual covering, accountability, and mission of any particular body. The result, repeatedly demonstrated over the last fifty years, has been schools that produce credentialed graduates who are spiritually disconnected from the very Church they were trained to serve.

Judah Bible College is built on the opposite conviction. We believe Ephesians 4 is plain: the equipping of the saints is the assignment of the local church, given to apostolic and prophetic leadership for that purpose. JBC therefore exists inside the local church, not alongside it. Every student is being formed under apostolic covering. Every leader who teaches at JBC is connected to a real local church body. The school does not exist to compete with the local church — it exists to strengthen it.

## WHAT THIS MEANS FOR YOU

Students enrolled at JBC are not just enrolled at a school. You are being mentored under the apostolic covering of Dr. Steve and Pastor Reita Ball, who serve as Chancellor and Vice Chancellor of the college. You are part of the broader Metro Tab Church family for the season of your training. The values, the worship culture, the ministry posture, and the apostolic-prophetic DNA of Metro Tab Church flow directly into your training.

This does not mean you are required to attend Metro Tab Church. JBC welcomes students from across the country and around the world, and many of you are already planted in faithful local churches in your own city. What it means is that for the season of your enrollment, you are spiritually connected to the Metro Tab house — through your Executive Director, your faculty, your Dominion Weekends, and the ongoing ministry life of the school.

# MISSION, VISION & CORE VALUES

Everything we do at Judah Bible College flows from a clear mission, a defined vision, and seven non-negotiable core values. The full Mission, Vision, and Core Values document is published separately and is available on the JBC website. This Handbook section is a brief summary.

## MISSION

***Know the Word. Move with the Spirit.  
Walk in dominion.***

## VISION

*To raise up a generation of Spirit-filled, biblically grounded believers who will rise, mobilize, and take their rightful place in advancing the Kingdom of God as world changers.*

## SEVEN CORE VALUES

JBC is built on seven core values. Each is a deliberate commitment about what kind of training we are responsible to produce in every student.

VALUE	WHAT IT MEANS
<b>1. The Word</b>	Scripture is the final authority for doctrine, leadership, and life. Culture does not shape our convictions. Scripture does.
<b>2. The Spirit</b>	The Holy Spirit is essential, not optional. We pursue His presence, His power, and His voice in every aspect of training.
<b>3. Character</b>	We are not merely transferring information. We form Christlike leaders. Character matters more than charisma.
<b>4. Authority</b>	The Kingdom of God is not just talk; it is power demonstrated. We train believers to walk in the authority Jesus gave them.
<b>5. Leaders</b>	We intentionally identify, develop, and deploy leaders. Leadership is not a position — it is a stewardship.
<b>6. The Church</b>	The local church is God's primary strategy for advancing His Kingdom. We strengthen the local church. We never compete with it.
<b>7. Multiplication</b>	We measure success not by who comes, but by who is sent. We raise reproducers, not consumers.

# STATEMENT OF FAITH

Every student, faculty member, and staff member of JBC is required to affirm the JBC Statement of Faith as a condition of enrollment, employment, and continued participation in the life of the college.

The full Statement of Faith — twenty-one articles with full Scripture references — is published as a separate document and is available at [judahbiblecollege.org](http://judahbiblecollege.org) and in the JBC student portal. The summary below identifies the central commitments. For the complete doctrinal statement, see the standalone document.

## TWENTY-ONE ARTICLES — AT A GLANCE

- 1. The Bible — the inspired, inerrant, infallible Word of God; final authority for faith and practice.
- 2. The Triune God — one God, eternally existing in three Persons: Father, Son, and Holy Spirit.
- 3. Jesus Christ — fully God and fully man, virgin-born, sinless, crucified, risen, ascended, returning.
- 4. The Holy Spirit — co-equal with the Father and the Son, indwelling every believer, empowering for ministry.
- 5. Humanity — created in God's image; fallen through sin; redeemable only through Christ.
- 6. Salvation — by grace alone, through faith alone, in Christ alone, evidenced by repentance and a transformed life.
- 7. The Church — the body of Christ; both universal and expressed in local congregations.
- 8. Baptism in Water — by immersion, as a public testimony of identification with Christ.
- 9. The Lord's Supper — observed regularly as a remembrance and proclamation of Christ's atoning work.
- 10. The Baptism in the Holy Spirit — a Spirit-empowering experience subsequent to salvation, evidenced biblically.
- 11. The Gifts of the Spirit — operative today; given for the building up of the Church.
- 12. Divine Healing — provided in the atonement; available to all believers; ministered by the Church.
- 13. The Five-Fold Ministry — apostles, prophets, evangelists, pastors, and teachers given to equip the saints.
- 14. Spiritual Authority & Dominion — the believer's authority in Christ to advance the Kingdom of God.
- 15. Marriage, Family, & Sexuality — defined by God in Scripture; biblical sexual ethics affirmed.

- 16. The Sanctity of Human Life — life sacred from conception to natural death.
- 17. The Great Commission — the mandate of every believer to make disciples.
- 18. Israel & God's Covenant Faithfulness — God's continuing purposes in and for Israel.
- 19. The Second Coming of Christ — personal, visible, glorious; the blessed hope of the Church.
- 20. The Resurrection & Final Judgment — the just and the unjust raised to receive their eternal reward.
- 21. The New Heaven & New Earth — the eternal dwelling of the redeemed with God forever.

### **REQUIRED AFFIRMATION**

Every JBC student is required to read the full Statement of Faith and sign affirmation as part of the enrollment process. If a prospective student cannot in good conscience affirm any article of the Statement of Faith, that conversation should be brought directly to the Executive Director before completing enrollment.

# LEADERSHIP & GOVERNANCE

Judah Bible College operates with a clear, simple governance structure designed to keep the school accountable to its mission, its covering, and its students. Full bios of the JBC leadership are published in the separate Leadership document and are available on the JBC website.

## GOVERNANCE STRUCTURE

ROLE	OFFICE HOLDER & RESPONSIBILITY
<b>Chancellor</b>	Dr. Steve Ball — Apostolic covering, vision, doctrinal oversight, final spiritual authority over the institution.
<b>Vice Chancellor</b>	Pastor Reita Ball — Apostolic covering, complementary leadership, prophetic oversight.
<b>Executive Director</b>	Pastor Adam Aziz — Day-to-day institutional leadership, academic administration, faculty and curriculum oversight, student affairs, accreditation compliance.

## HOW DECISIONS ARE MADE

Day-to-day institutional decisions — academic policy, faculty assignments, student matters, financial operations, curriculum development — are the responsibility of the Executive Director, exercised in regular consultation with the Chancellor and Vice Chancellor. Major institutional decisions — doctrinal positions, mission revisions, governance changes, accreditation matters, and significant financial commitments — are made by the Chancellor in consultation with the Vice Chancellor and Executive Director, and in alignment with the leadership of Metro Tab Church under who’s covering the school operates.

## FACULTY

Faculty are credentialed instructors selected for biblical depth, ministry fruit, doctrinal integrity, and Spirit-empowered formation. Each faculty member is required to affirm the JBC Statement of Faith, comply with the JBC Code of Conduct, and live consistently with the values and standards of the institution. Faculty assignments are made by the Executive Director in consultation with the Chancellor.

## APOSTOLIC COVERING

Beyond the formal governance structure, JBC operates under the apostolic covering of Dr. Steve and Pastor Reita Ball as the founders and lead pastors of Metro Tab Church. This is not a symbolic relationship. It is the spiritual reality that holds the school accountable, prayed for, and aligned with a real apostolic house. Major spiritual and doctrinal direction for the institution flows through this covering.



PART TWO

02

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**SPIRITUAL LIFE AT JBC**

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*Formation, not just instruction.  
The rhythm of a Spirit-filled student.*

# DAILY WALK: THE WORD & PRAYER

Before any policy. Before any assignment. Before any class. The first expectation of every JBC student is a real, daily, personal walk with Jesus.

*"This Book of Instruction must not depart from your mouth. Meditate on it day and night so you will be sure to obey everything written in it. Only then will you prosper and succeed in all you do." — Joshua 1:8 (NLT)*

You cannot teach what you do not know. You cannot lead someone where you have not been. And you cannot walk in dominion if you do not know the voice of the One whose authority you are carrying. The Word of God in your heart and prayer in your mouth — these are not extra credit. They are the foundation.

## WHAT WE EXPECT

- **Daily time in the Word.** Not because a class requires it. Because a believer needs it. Make a plan, pick a time, and keep it. The class assignments will sharpen your knowledge of the Word; your daily time alone with the Lord shapes your love for Him.
- **Daily prayer.** Talk to the Lord every day. Listen for Him. Carry your assignments, your relationships, your weaknesses, and your wins to His feet. Do not be the kind of student who studies prayer for a class but never actually prays.
- **A regular fast.** The Lord Jesus assumed His followers would fast (Matthew 6:16, NLT — 'when you fast'). We expect every JBC student to incorporate fasting into their walk in some regular form. The Holy Spirit will lead you on the specifics.
- **Worship.** Personal and corporate. Make worship part of how you process life, study, conflict, and breakthrough. The same Spirit that fills the room when the Church gathers will fill your kitchen at six in the morning.

# LOCAL CHURCH MEMBERSHIP

*"Let us think of ways to motivate one another to acts of love and good works. And let us not neglect our meeting together, as some people do, but encourage one another, especially now that the day of his return is drawing near." — Hebrews 10:24–25 (NLT)*

Every Judah Bible College student must be planted, serving, and submitted to a healthy local church for the entire duration of enrollment. This is non-negotiable. It is not a recommendation. It is a requirement of being a student here.

## WHY WE REQUIRE THIS

We have already laid out the reason in our governance section: we believe Ephesians 4 is plain. The local church — under apostolic and prophetic leadership — is the God-ordained place where saints are equipped, formed, and sent. JBC operates inside the local church on purpose. We will not graduate students who are spiritually disconnected from a real congregation. That contradicts everything we exist to do.

This is also a protection. Bible college, especially online, can subtly become a substitute for the local church. You start studying biblical leadership from a distance, you start critiquing the church you used to attend, you start identifying with the school instead of a congregation, and within two years you are an academically informed believer with no spiritual covering. We are not going to let that happen on our watch.

## WHAT THIS MEANS IN PRACTICE

- **If you live in the Chattanooga area:** you are warmly invited but not required to attend Metro Tab Church. Many of our local students do; others are planted in faithful churches across the city and that is honored. Be planted somewhere.
- **If you live outside the Chattanooga area:** you must identify a Spirit-filled, biblically faithful local church in your community where you are an active member, serving, and under pastoral oversight. We will request the name of your church and your pastor's contact information at enrollment.
- **If you transition between churches during enrollment:** notify your Executive Director. We do not need to approve the transition; we want to know you are not drifting unattached.
- **If you are between churches at any point:** the period of being unattached should be measured in weeks, not months. Pursue planting somewhere actively, and let us know if you need help.

# DOMINION WEEKEND

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

Dominion Weekends are the spiritual core of the JBC formation experience. They are not just classes you happen to attend in person. They are non-negotiable formation experiences — in-person, on-campus intensives held at Metro Tab Church in Chattanooga — where the Word is preached, the Holy Spirit moves, students are activated in the gifts, and impartation happens that no online format can replicate.

## WHY WE REQUIRE DOMINION WEEKENDS

Because the Body of Christ was never designed to function entirely from a screen. Worship, fellowship, prayer ministry, prophetic encounter, and pastoral impartation belong in a room with people in it. Every JBC student is required to complete Dominion Weekends as part of every degree program. They are graded Pass / Fail. There are no exceptions to the requirement itself; if you cannot attend in person, arrangements can be made through the registrar to attend online.

## WHAT COUNTS AS "ATTENDED"

- Be physically present for the entirety of every scheduled session — 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 — Dominion Weekends require engagement, not observation.
- Complete any pre-weekend reading or assignment communicated in advance.
- Complete any post-weekend reflection or follow-up assignment within the stated deadline.

## IF YOU MUST MISS A DOMINION WEEKEND

Submit a Dominion Weekend Exemption Request Form to the Executive Director. Foreseeable conflicts (planned ministry trips, scheduled medical procedures, military orders, family events) require submission at least fourteen (14) days in advance. Unforeseen emergencies should be submitted as soon as reasonably possible — ideally before the weekend, and no later than seven (7) days after.

A request submitted without the form — even if the underlying reason would have qualified — is treated as an unexcused absence. This is for your protection as much as ours: the form creates a clear record so we are not chasing down hallway conversations and text messages.

### **FOR OUT-OF-TOWN STUDENTS**

Dominion Weekend dates are published in the Academic Calendar at least twelve (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 near the airport exit. Travel and lodging costs are the student's responsibility — budget for them at the start of each academic year.

For the full Dominion Weekend policy, including documentation requirements, make-up policy, and the consequences of unexcused absences, see the JBC Attendance Policy. Part Four of this Handbook also summarizes attendance briefly.

# MENTORSHIP & ACCOUNTABILITY

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

The Lord designed His people to be sharpened in covenant relationship with other believers — under spiritual authority, in honest accountability, and in active mentoring relationships. This is true for new believers, and it is true for the most seasoned ministry leader. No one outgrows the need to be in real relationship with the people of God.

## THREE RELATIONSHIPS EVERY JBC STUDENT SHOULD HAVE

We do not assign these. We do not formalize them in a database. But we expect every JBC student to actively cultivate the following three relationships during enrollment:

- **A pastor.** The shepherd of the local church where you are planted. The person whose preaching you sit under, whose oversight you submit to, whose pastoral care you actually receive. Not your favorite YouTube preacher. A real, accessible pastor in a real, local body.
- **A mentor.** Someone further along the road than you are, who has agreed to walk with you for a season. This person does not have to be a pastor. Often they are a marketplace believer, a ministry leader, a parent in the faith, a former teacher, or an older saint who has more scars than you do and is willing to share what they've learned. If you do not have a mentor, ask the Lord for one and start watching for who He sends.
- **A peer.** A fellow believer who walks alongside you — same season of life, same race being run, same hunger for the Lord. Someone you can text when you are wrestling at midnight. Someone who can call you out when your tone in a discussion thread is sharper than the Word warranted. JBC will provide some of these for you naturally — many of your strongest peer relationships will form among your fellow students.

## WHAT ABOUT THE SCHOOL'S ROLE?

Your faculty, the Executive Director, and the leadership of JBC are not a substitute for these three relationships in your local context. We are an additional layer of input — academic and apostolic — for the season of your training. We will be present, accessible, and engaged. But we cannot replace your local pastor, your mentor, or your nearest peer. Build those relationships. Your degree is only as durable as the spiritual community that holds you up while you earn it.

# SPIRIT-LED POSTURE IN STUDIES

*"But you will receive power when the Holy Spirit comes upon you. And you will be my witnesses, telling people about me everywhere — in Jerusalem, throughout Judea, in Samaria, and to the ends of the earth." — Acts 1:8 (NLT)*

It is possible to study the Bible academically and miss the Author. It is possible to take theology classes and never let theology touch you. It is possible to write papers about the Holy Spirit and grieve Him in the writing. We are not interested in producing JBC graduates with that kind of disconnect. So here is the posture we expect every JBC student to take into every class, every assignment, every Dominion Weekend, and every reading session.

## FIVE POSTURES OF A SPIRIT-LED STUDENT

- 1. Treat every class like a conversation with the Lord.** Pray before you study. Ask the Holy Spirit to teach you. He is the best teacher you will ever sit under, and you have access to Him in every reading.
- 2. Honor the Word above your opinions.** If a class assignment confronts something you believe, let the Word do its work. Do not fight Scripture to defend a previously held position. Let it sharpen you.
- 3. Honor your professors.** Even when you disagree. Even when the lecture stretches you. Disagreement is welcome at JBC; disrespect is not. Bring your questions and your pushback through the right channels and in the right tone.
- 4. Apply what you learn immediately.** Knowledge that is not applied calcifies into pride. Take what you learn this week and put it to work this week — in your local church, with your family, in your sphere of influence.
- 5. Stay teachable.** The most dangerous student in a Bible college is the one who came in already knowing it all. Do not be that student. Stay hungry. Stay open. Let the Holy Spirit shape you.

### THE HEART OF IT

Information without formation produces Pharisees. Formation without information produces flakes. JBC is committed to producing neither. We are training believers who know the Word deeply and walk with the Spirit closely — students whose intellectual rigor and spiritual sensitivity grow together because both belong to the same Lord. That is the posture. Build it.



PART THREE

03

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**THE CODE OF CONDUCT**

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*The standard for every JBC student.  
Read in full. Sign in full. Live in full.*

# THE LION'S STANDARD

This Handbook section is a summary. The full Judah Bible College Code of Conduct is published as a separate, comprehensive document — required reading for every student before signing the Student Standards Agreement. The full Code is the controlling document. Where this Handbook summarizes a standard, the standalone Code provides the full Scripture, the full reasoning, and the full enforcement structure. Read the full Code. Re-read it every year. Live in it.

*"Don't copy the behavior and customs of this world, but let God transform you into a new person by changing the way you think. Then you will learn to know God's will for you, which is good and pleasing and perfect." —*

**Romans 12:2 (NLT)**

Everything in the Code of Conduct flows from a single overarching framework called The Lion's Standard. It is built on three pillars that mirror the very mission of the school. If you ever forget the rest of the Code, remember these three sentences...

<p><b>I.</b></p> <p><b>KNOW THE WORD</b></p> <p><i>Live a life that is anchored to the Bible. If Scripture says it, we live it. No exceptions, no apologies, no edits.</i></p>	<p><b>II.</b></p> <p><b>MOVE WITH THE SPIRIT</b></p> <p><i>Walk in step with the Holy Spirit — dependent on His voice, sensitive to His leading, hungry for His presence.</i></p>	<p><b>III.</b></p> <p><b>WALK IN DOMINION</b></p> <p><i>Carry the authority of Christ into every sphere with humility, integrity, and Kingdom courage. Take ground.</i></p>
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Whenever you face a decision and you are unsure, run it through these three filters: Does this honor the Word? Does this grieve the Spirit? Does this expand or compromise my Kingdom authority? Most of the time, the right answer will become clear within thirty seconds.

# THREE FOUNDATIONAL CONVICTIONS

Before the Code tells you what the standard is, it tells you why. A standard with no foundation is legalism. A foundation with no standard is sentimentality. We refuse both. Every expectation in the Code is rooted in three convictions:

## CONVICTION ONE — CHRIST IS LORD OF ALL

*"You do not belong to yourself, for God bought you with a high price. So you must honor God with your body." — 1 Corinthians 6:19–20 (NLT)*

There is no part of your life that Jesus does not own. Not your money. Not your sexuality. Not your friendships. Not your phone. Not your appetite. Not your tongue. Not your time. The Code does not invent new rules. It simply names the territories where Christ's lordship must show up in the life of a Bible college student.

## CONVICTION TWO — YOU ARE BEING WATCHED

*"Be an example to all believers in what you say, in the way you live, in your love, your faith, and your purity." — 1 Timothy 4:12 (NLT)*

The moment you enroll at JBC, your life becomes a sermon. Your neighbors will read it. Your coworkers will read it. The skeptic on your social feed will read it. Your spouse and your children will read it loudest of all. That is not a burden — that is a stewardship.

## CONVICTION THREE — THE WORLD IS DESPERATE FOR THE REAL CHURCH TO RISE UP

Souls hang in the balance. A generation is being raised on lies. Darkness is bold. And the Church — if she is going to push it back — cannot afford to look exactly like the world she is sent to reach. She must look like Jesus. That starts with you.

# AREAS OF LIFE COVERED BY THE CODE

The full Code addresses every major area of a believer's life. The list below identifies the categories. For the standards themselves — the specific commitments JBC students live by — read the standalone Code of Conduct in full.

AREA	WHAT THE CODE ADDRESSES
<b>Sexual Ethics &amp; Biblical Sexuality</b>	Biblical position on marriage, sexual purity, pornography, dating, engagement, marriage, gender, and sexual brokenness.
<b>Honesty &amp; Integrity</b>	Truthfulness in word and deed; academic honesty; financial integrity; integrity in social media presence.
<b>Substance Use</b>	Standards regarding alcohol, illegal drugs, the abuse of legal substances, tobacco, vaping, and gambling.
<b>Speech &amp; Social Media</b>	Conversation, online posting, public commentary, conflict resolution, and the witness of a JBC student in digital spaces.
<b>Honoring Authority</b>	Honor for pastors, parents, faculty, civil authorities, and others God has placed in roles of oversight.
<b>Physical &amp; Mental Stewardship</b>	Care of the body and mind as the dwelling place of the Holy Spirit; balanced rest, work, and recreation.
<b>Financial Stewardship</b>	Tithing, generosity, financial responsibility, and avoidance of presumption with debt.
<b>Relationships in the Body</b>	How students treat one another — peers, faculty, staff — with grace, truth, and Matthew 18 reconciliation.

## READ THE FULL CODE

This summary is not a substitute for reading the Code of Conduct in full. Every JBC applicant is required to read the full Code before signing the Student Standards Agreement. Re-read it annually. The Code is available at [judahbiblecollege.org](http://judahbiblecollege.org).

# THE STUDENT STANDARDS AGREEMENT

Every Judah Bible College student signs the Student Standards Agreement at enrollment. It is the formal, written affirmation that the student has read the Code of Conduct in full, understands its standards, and covenants to live by them for the duration of enrollment. The signed Agreement is part of the student's permanent record.

*"So whether you eat or drink, or whatever you do, do it all for the glory of God." — 1 Corinthians 10:31 (NLT)*

## WHAT THE AGREEMENT DOES

- **Affirms the Lion's Standard.** The student commits to anchor every part of life to the Word, walk with the Spirit, and steward the dominion authority of Christ.
- **Affirms biblical sexuality and marriage.** The student affirms the historic biblical position on marriage, sexuality, and biblical sexual ethics.
- **Commits to a planted local church.** The student commits to active participation in a Spirit-filled, biblically faithful local church for the duration of enrollment.
- **Commits to academic and personal integrity.** The student commits to honesty in academic work and to a life of honest dealings with all people.
- **Acknowledges enforcement.** The student acknowledges that violations of the Code may result in disciplinary action up to and including dismissal, as outlined in Part Six of this Handbook.

## BEFORE YOU SIGN

If you cannot in good conscience sign the Student Standards Agreement, do not sign it. Contact the Executive Director instead.



PART FOUR

04

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**ACADEMIC POLICIES**

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*The structure that supports the training.  
Excellence in the natural is part of walking in the supernatural.*

# THE JBC HYBRID LEARNING MODEL

Before this Handbook describes any academic policy, 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 course syllabus. All deadlines are in Eastern Time — the time zone of the school. Students in other time zones are responsible for converting accordingly. Some courses include scheduled live sessions; when a live session is required for a particular course, it will be communicated in the syllabus at the start of the term, and a recorded replay will always be available with an alternate engagement requirement.

## HOW JBC DOMINION WEEKENDS WORK

Dominion Weekends are different. They are in-person, on-campus intensives held at Metro Tab Church in Chattanooga. They are non-negotiable formation experiences. Every JBC student is required to complete Dominion Weekends over the course of their degree program. See Part Two of this Handbook (Dominion Weekend) and the JBC Attendance Policy for the full requirements.

# ACADEMIC CALENDAR

The JBC academic year operates on a five-term structure. Each term is nine (9) weeks long, with one week off between terms and three weeks off for Christmas and New Year. The current Academic Calendar — including specific term start and end dates, Dominion Weekend dates, and graduation dates — is published as a standalone document and is available at [judahbiblecollege.org](http://judahbiblecollege.org).

<b>TERM</b>	<b>APPROXIMATE WINDOW</b>
<b>Term 1</b>	August – October (9 weeks)
<b>Term 2</b>	October – December (9 weeks)
<b>Term 3</b>	January – March (9 weeks)
<b>Term 4</b>	March – May (9 weeks)
<b>Term 5</b>	May – August (9 weeks)

Students may enroll in up to two (2) classes per nine-week term — six (6) classes per academic year — plus Dominion Weekends. Specific dates may shift slightly year to year; the Academic Calendar is the controlling document.

# ATTENDANCE POLICY

Because JBC operates a hybrid learning model, attendance functions differently than at a traditional in-person college. The full Attendance Policy is published as a standalone document.

## WEEKLY COURSE ENGAGEMENT

In an asynchronous online course, you are considered "present" for the week when you have meaningfully engaged with the course during that week. Meaningful engagement means at least:

- Watching the assigned lecture(s) for the week.
- Completing the assigned reading.
- Submitting coursework on time (assignment, discussion post, quiz, or other deliverable).

Logging in to view announcements without engaging the coursework does not count as attendance for the week.

## ENGAGEMENT CAPS

Across a nine-week term, the following caps apply:

- **1 missed week:** the student receives a written notice from the instructor; no grade penalty if all assignments are eventually submitted.
- **2 missed weeks:** final course grade is reduced one letter grade.
- **3 missed weeks:** final course grade is reduced two letter grades; the student is referred to the Executive Director for academic review.
- **4 or more missed weeks:** the student fails the course (F). The course must be retaken if required for the degree.

These caps are non-negotiable. They reflect the basic threshold below which a course can no longer claim to have been completed in any meaningful way.

## DOMINION WEEKEND ATTENDANCE

Dominion Weekend attendance is governed by stricter rules than weekly course attendance. Every weekend is graded Pass / Fail. Late arrival or early departure without prior approval results in a No Pass for the weekend. See Part Two of this Handbook (Dominion Weekend) and the standalone Attendance Policy for full details, including documentation requirements, the Dominion Weekend Exemption Request process, and the make-up policy.

## EXCUSED ABSENCES

Excused absences may be granted for documented medical issues, bereavement, military duty, ministry assignments verified by the student's local pastor, or other categories at the discretion of the Executive Director. Excused absences may extend specific deadlines but they do not erase the requirement to complete the work of the course. Documentation requirements are listed in the standalone Attendance Policy.

# GRADING SCALE & ACADEMIC STANDING

The JBC grading scale and academic standing standards are published as a standalone policy document. This Handbook section is a brief summary.

## LETTER GRADE SCALE

GRADE	RANGE AND DESCRIPTION
A	93–100 · Excellent
A–	90–92
B+	87–89
B	83–86 · Good
B–	80–82
C+	77–79
C	73–76 · Satisfactory
C–	70–72
D	60–69 · Marginal
F	Below 60 · Fail

## PASS / FAIL

Dominion Weekends and certain ministry components (such as Practicum) are graded Pass / Fail rather than on the letter scale. Pass / Fail courses count toward graduation but do not factor into the GPA.

## ACADEMIC STANDING

Students are expected to maintain a cumulative GPA of 2.0 or higher to remain in good academic standing. Falling below this threshold results in academic probation, with required meetings with the Executive Director and a defined plan for improvement. Continued performance below 2.0 may result in academic suspension. The full Grading Scale and Academic Standing policy details probation, suspension, the appeal process, and the path back to good standing.

## CLASS ENROLLMENT & DROP-ADD

Class registration for each term opens approximately six (6) weeks before the term begins and closes one (1) week before the term begins. Students register through the JBC student portal in consultation with the registrar. The full Class Enrollment Policy is published as a standalone document.

### DROP-ADD WINDOW

Students may add or drop a course during the first week (1) of the term — the drop-add window — through the standard process and without academic penalty. After the drop-add window closes, schedule changes require the Class Enrollment Form, the approval of the academic advisor, and may carry academic and financial implications.

### AFTER THE DROP-ADD WINDOW

- **Withdrawal:** Through the published withdrawal deadline, a student may withdraw from a course with a grade of W (no GPA impact). See the Withdrawal section below.
- **Late drop:** Drops after the withdrawal deadline are not permitted; the student must complete the course or receive an F.

# PROGRAM CHANGE

A student who wishes to change their degree program — for example, transitioning from the Associate of Biblical Studies to the Bachelor of Ministry & Leadership, or moving between bachelor's tracks — submits the Program Change Form to the registrar. The full Program Change Policy details the process, the academic implications (transfer of credit between programs, additional coursework that may be required, timeline impact on graduation), and the Executive Director's approval requirement.

Program changes are typically approved when made before the start of a new term. Mid-term program changes are generally discouraged and may not take effect until the following term.

# TRANSFER CREDIT

Judah Bible College welcomes students who have completed prior college-level coursework, ministry training, or recognized certifications. The full JBC Transfer Credit Policy is published as a standalone document and is the controlling document for all transfer evaluations. Below is a summary.

## WHAT WE RECOGNIZE

- **Regionally accredited colleges and universities** — accepted, subject to standard transcript review by the registrar.
- **Nationally accredited Bible colleges and seminaries (ABHE, TRACS, ATS):** accepted, subject to standard transcript review.
- **Recognized non-accredited Bible colleges and ministry training schools:** reviewed case-by-case by the Executive Director; syllabi required.
- **CLEP and DSST examinations:** accepted at minimum scores per ACE recommendation.
- **Portfolio assessment of prior ministry experience:** up to twelve (15) credit hours toward an undergraduate degree, evaluated using the Prior Ministry Experience Portfolio Rubric.

## LIMITS

A maximum of fifty percent (50%) of the credit hours required for a JBC degree may be transferred from other institutions. The remaining 50% must be completed at JBC. Certain core JBC courses (including the Spiritual Formation sequence, the Practicum requirement, and the Dominion Weekend requirement) cannot be satisfied by transfer credit and must be completed at JBC regardless of prior coursework.

# PRACTICUM

The Practicum is a supervised ministry experience completed in a real local church or ministry setting under qualified supervision. The Bachelor of Ministry & Leadership degree includes two required Practicum experiences. The full Practicum Policy and Practicum Agreement Form are published as standalone documents.

## IN SUMMARY

- Each Practicum is a defined number of supervised ministry hours, typically completed across one or more terms.
- The student identifies the ministry context and the supervisor; both are approved by the Executive Director before the Practicum begins.
- The Practicum Agreement Form is signed by the student, the supervisor, and the Executive Director.
- Practicum is graded Pass / Fail using the JBC Practicum Grading Rubric, which evaluates ministry effectiveness, character, growth, and supervisor evaluation.
- Local Practicum opportunities at Metro Tab Church are available; out-of-town students typically complete Practicum at their home church under their pastor's supervision.

# WITHDRAWAL & REFUND

Life happens. When a student needs to withdraw from a course, withdraw from a term, or withdraw entirely from JBC, the process is handled through the Withdrawal Form submitted to the registrar. The full Tuition, Fees, Payment Plans, and Refund Policy is the controlling document; this Handbook section is a brief summary.

## COURSE WITHDRAWAL VS. INSTITUTIONAL WITHDRAWAL

- **Course withdrawal:** The student withdraws from one or more courses for the current term while remaining enrolled at JBC. Course withdrawals processed through the published deadline result in a grade of W (no GPA impact). After the withdrawal deadline, the student must complete the course or receive an F.
- **Institutional withdrawal:** The student withdraws from JBC entirely. Re-enrollment after institutional withdrawal requires a Re-Admission Application and an admissions conversation with the Executive Director.

## REFUND SCHEDULE (PER TERM)

Withdrawal Timing	Tuition Refund
Before the Registration Deadline	<b>100%</b>
Before the Late Registration Deadline	<b>90%</b>
During Week 2 of the Term	<b>75%</b>
During Week 3 of the Term	<b>50%</b>
During Week 4 of the Term	<b>25%</b>
Week 5 of the Term and Beyond	<b>No Refund</b>

# GRADUATION

Graduation from Judah Bible College requires the successful completion of all degree program requirements as published in the Academic Catalog at the time of the student's initial enrollment, and the submission of the Graduation Application by the published deadline. The full Graduation Policy details the process; this Handbook section is a summary.

## GRADUATION REQUIREMENTS (ALL PROGRAMS)

- Successful completion of all required courses for the program.
- Successful completion of all required Dominion Weekends.
- Cumulative GPA of 2.0 or higher.
- Successful completion of any Practicum requirement (Bachelor of Ministry & Leadership).
- All financial obligations to JBC paid in full.
- Graduation Application submitted by the published deadline (typically the end of the term preceding the intended graduation term).
- Active student in good standing at the time of graduation.

## COMMENCEMENT

JBC holds an annual commencement ceremony at Metro Tab Church to honor graduates. Participation in commencement is encouraged but not required for the conferring of the degree. Students who complete requirements mid-year are conferred their degree on the official conferral date specified in the Academic Calendar and may participate in the next annual commencement ceremony.

# HARDSHIP

Sometimes a student faces a season that disrupts a his or her ability to continue at full academic capacity — significant medical issues, family crises, ministry assignments, or financial hardship. JBC has a Hardship Policy that recognizes these realities and provides a defined process for adjusting expectations without losing the formation.

## WHAT THE HARDSHIP POLICY CAN DO

- Reduce required course load for a defined period.
- Extend assignment or course deadlines.
- Modify Dominion Weekend attendance expectations (with documentation).
- Adjust payment plan terms.
- Pause enrollment for one to two terms with a defined return plan.

## HOW TO REQUEST

Submit the Hardship Application to the Executive Director with supporting documentation. Hardship is granted at the discretion of the Executive Director in consultation with the registrar and (where appropriate) the Chancellor. The full Hardship Policy is the controlling document and details the categories, documentation requirements, and decision process.

# TRANSCRIPTS

Official transcripts may be requested by current students, alumni, or third parties authorized by the student. Transcript requests are submitted via the Transcript Request Form to the registrar. The full Transcript Policy details the process.

## KEY POINTS

- Standard turnaround for transcript requests is five to seven (5–7) business days from receipt of a complete request.
- Transcripts are released only upon written authorization from the student (or the student's authorized representative).
- The transcript fee is published in the JBC Tuition and Fees Schedule (currently \$10 per transcript).
- Outstanding financial obligations to JBC may delay transcript release until the obligation is settled or a payment plan is in place.
- Unofficial transcripts and degree audits are available to current students through the JBC student portal at no charge.

# AI & TECHNOLOGY USE POLICY

*"Honesty guides good people; dishonesty destroys treacherous people." —*

**Proverbs 11:3 (NLT)**

Generative AI tools — large language models such as ChatGPT, Claude, Gemini, and similar — are now common, useful, and easy to misuse. JBC takes a clear position: AI tools are powerful study aids when used honestly, and they are a form of academic dishonesty when used to do work the student is supposed to do themselves. This brief policy lays out the line.

## WHAT IS PERMITTED

- Using AI tools to help understand a difficult concept, generate study questions, or summarize background material for your own learning.
- Using AI tools to check grammar, polish phrasing, or improve clarity in writing you have authored yourself.
- Using AI tools to brainstorm an outline, sermon structure, or research direction that you then research, develop, and write yourself.
- Using AI tools to translate or transliterate biblical languages as a learning aid (not as a substitute for the language work the course requires).

## WHAT IS NOT PERMITTED

- Submitting AI-generated work as your own. This is plagiarism, period. The fact that the AI "wrote" it does not change the academic offense.
- Using AI to generate the substance of a paper, sermon, exegesis, or theological reflection you are submitting for a grade.
- Using AI on a quiz, test, or exam unless the instructor has explicitly permitted it for that assessment.
- Using AI to fabricate citations, references, or biblical passages. (AI tools are notorious for inventing references that sound real and aren't. If you cite it, you have read it.)
- Using AI to write your discussion posts or to draft your interactions with classmates. Discussion is formation, not output.

## DISCLOSURE

When AI tools are used in the preparation of academic work in any way beyond simple grammar or formatting checks, the student must disclose the use in a brief note submitted with the assignment — what tool was used, for what purpose, and how the AI's contribution was integrated into the student's own work. Honest disclosure is not a violation. Undisclosed AI use that materially shaped the submitted work is.

## A PASTORAL WORD

The point of writing a paper on the doctrine of justification is not the paper. The point is what happens in your soul when you wrestle with the doctrine for fifteen hours. AI can produce the paper. It cannot produce the training. Every assignment you outsource to a tool is a piece of training you are choosing to skip — and you will feel the missing piece for the rest of your ministry.

This is the season the Lord has given you to be deeply shaped. Use the tools wisely. Do not let them rob you of the work.

### CONSEQUENCES

Violations of this policy are treated as plagiarism and academic dishonesty under the JBC Copyright & Academic Integrity Policy. Consequences range — depending on severity and pattern — from a zero on the assignment to course failure to disciplinary action up to and including dismissal. See the standalone Copyright & Academic Integrity Policy for the full enforcement structure.

# COPYRIGHT & ACADEMIC INTEGRITY

Judah Bible College exists to form Christlike leaders. That is not measured only by what a student knows, but by who they are when no one is watching. Integrity is not a policy we enforce — it is a fruit we cultivate.

*"Honesty guides good people; dishonesty destroys treacherous people." —*

**Proverbs 11:3 (NLT)**

The full Copyright & Academic Integrity Policy is published as a standalone document and details the standards every JBC student is expected to uphold regarding the use of copyrighted material and the integrity of all academic work. This Handbook section provides a brief summary.

## PLAGIARISM

Plagiarism is the presentation of another person's words, ideas, structure, or work as your own. It includes copying without citation, paraphrasing without citation, submitting AI-generated work as your own (see the AI & Technology Use Policy above), submitting work originally written for another course, and any other form of representing borrowed work as original. Plagiarism in any form is a violation of the JBC Code of Conduct and the Academic Integrity Policy.

## CHEATING

Cheating includes the use of unauthorized materials, communication, or assistance during a quiz, test, or exam; the falsification of attendance or academic records; collusion on individual assignments; and any other form of dishonest representation of academic work.

## COPYRIGHT

Students are expected to respect the copyright of source materials in all academic work — properly citing quotes, paraphrases, and ideas; using fair-use excerpts appropriately; and avoiding the unauthorized reproduction of copyrighted texts, music, video, or media. The JBC Copyright Policy provides specific guidance for citation styles, fair use, and the use of media in classroom and ministry contexts.

## CONSEQUENCES

Academic integrity violations are addressed through the JBC academic discipline process and may result in consequences ranging from a failing grade on the assignment, to a failing grade in the course, to disciplinary action under the Code of Conduct up to and including dismissal. Repeat violations are treated more severely than first offenses. The full Academic Integrity Policy details the process and the appeals procedure.

PART FIVE

05

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**STUDENT LIFE & SERVICES**

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*How JBC supports you while you study.*

# COMMUNICATIONS & JBC EMAIL

Reliable communication between JBC and its students is essential to the success of every academic, financial, and ministry-related activity at the college. The full Student Email & Communication Policy is published in the JBC Academic Policies & Student Services document. Below are the key requirements.

## **YOUR 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.

## **YOUR RESPONSIBILITY TO CHECK EMAIL**

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 is not a valid reason to miss deadlines, requirements, or institutional notifications.

## **WHAT IS SENT VIA JBC EMAIL**

- 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.
- Library and resource announcements.
- Critical safety, security, or institutional communications.

## **EMAIL ETIQUETTE**

JBC student email is a representation of the student and of the institution. Students are expected to maintain professional standards in all email communications: clear, respectful, professional language; reply to faculty and staff messages within forty-eight (48) hours during the academic term; clear subject lines; and identification of the course or matter being addressed. Personal Gmail or Yahoo accounts may be used for backup but JBC is not obligated to send communications to non-JBC email addresses.

# ACADEMIC ADVISING

Every JBC student is supported by academic advising designed to keep formation on track. The advisor for most students is the registrar or a designated staff member, depending on enrollment volume and degree program.

## REQUIRED ADVISING TOUCHPOINTS (PER 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. Beyond the required touchpoints, students are encouraged to reach out for advising any time a question arises about coursework, program direction, ministry context, or formation.

# LIBRARY & DIGITAL RESOURCES

JBC does not operate an integrated digital library at this time.

# PASTORAL CARE

*"Carry each other's burdens, and in this way you will fulfill the law of Christ." — Galatians 6:2 (NLT)*

Bible college is a season of stretching. Most students experience seasons of spiritual breakthrough — and seasons of unexpected weight. JBC is committed to walking with you in both. While JBC is not a counseling center and does not employ a clinical staff, the leadership of the school is pastorally engaged with the student body and is available for prayer, counsel, and pastoral care.

## REACHING OUT FOR PASTORAL SUPPORT

- **Routine pastoral conversations:** Email [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org) or reach out to the Executive Director directly to schedule a call.
- **Crisis pastoral need:** If you are in a personal crisis, reach out immediately. Do not wait. The Executive Director will respond as quickly as possible.
- **Long-term counseling needs:** For ongoing therapeutic care, JBC will help connect you with a qualified Christian counselor in your local area. The school does not provide ongoing clinical counseling, but we will help you find someone who can.

## MENTAL HEALTH AND EMERGENCY SITUATIONS

If you or a fellow student is in a mental health crisis, do not wait to contact the school. In an immediate emergency, call 911 (in the U.S.) or the relevant emergency services in your country. The 988 Suicide and Crisis Lifeline (in the U.S.) provides immediate, confidential support. After making sure the immediate need is addressed, contact the Executive Director so the school can walk with you in what comes next.

# AUDIT STUDENTS

Not every person who wants to learn at JBC is pursuing a degree. JBC welcomes audit students — believers seeking to deepen their biblical knowledge for personal enrichment without earning academic credit. Audit students typically include ministers continuing their education informally, retirees pursuing lifelong learning, spouses of enrolled students, 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 (audit fees are substantially lower than standard tuition; see the JBC Tuition document for current rates).
- 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.
- Attend Dominion Weekend gatherings as space allows.

## 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.

# INCLEMENT WEATHER & EMERGENCIES

Because JBC operates a hybrid model with most coursework delivered online, weather events rarely disrupt regular instruction. The exceptions are Dominion Weekends (in-person at Metro Tab Church) and any course with required live sessions.

## **WEATHER AFFECTING DOMINION WEEKENDS**

If severe weather threatens the safety of travel to or from a Dominion Weekend, the Executive Director may, at his discretion: postpone the weekend; transition the weekend to virtual delivery; or modify the schedule to a single-day or partial-day format. Decisions are communicated through the JBC student email and posted to the JBC website. Students should not attempt to travel to a Dominion Weekend if they personally judge weather conditions to be unsafe — contact the Executive Director, follow the Dominion Weekend Exemption Request process, and the absence will be evaluated under the standard exemption framework.

## **WEATHER AFFECTING LIVE COURSE SESSIONS**

Required live course sessions affected by weather (such as a power outage on the instructor's end) will be rescheduled or replaced with a recorded alternate. The instructor will communicate the alternate arrangement through the JBC student portal and email.

## **OTHER EMERGENCIES**

In any other emergency that affects JBC operations — institutional, public health, security, technological — the Executive Director will communicate updates through the JBC student email and the JBC website. Students are responsible for monitoring those channels in any active emergency.

## **PERSONAL EMERGENCIES**

If a personal emergency (illness, family crisis, accident) prevents you from meeting course deadlines or attending Dominion Weekends, contact your instructor (for course matters) or the Executive Director (for Dominion Weekend matters or institutional matters) as soon as reasonably possible. The JBC Hardship Policy and Attendance Policy detail the formal processes for accommodation.



PART SIX

06

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**DISCIPLINE, GRIEVANCE & RIGHTS**

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*How JBC handles concerns. The right path for the right concern.*

# DISCIPLINE & RESTORATION

*"My dear brothers and sisters, if another believer is overcome by some sin, you who are godly should gently and humbly help that person back onto the right path." — Galatians 6:1 (NLT)*

Judah Bible College addresses violations of the Code of Conduct, the Student Standards Agreement, and academic integrity standards through a clear, biblical, restorative discipline process. Our goal is not punishment — it is restoration. We discipline because we love the student and the Body, and we believe both deserve a real standard, applied with grace and consistency.

## THE PRINCIPLES THAT GUIDE DISCIPLINE AT JBC

- 1. Biblical posture.** We follow the spirit of Galatians 6:1 (NLT) and Matthew 18 (NLT). The first goal in any discipline situation is the spiritual restoration of the student.
- 2. Truthful assessment.** We deal with what is true, not with rumor. Allegations are investigated. Evidence is reviewed. Conclusions are based on facts, not assumptions.
- 3. Proportional response.** The level of discipline is proportional to the severity, the pattern, and the trajectory of the student. A first-time, repented offense is not treated like a pattern of unrepentant violation.
- 4. Dignity preserved.** Every student under discipline is treated with the dignity owed to a person made in God's image. We do not gossip. We do not shame. We do not weaponize discipline.
- 5. Due process.** Every student under discipline has the right to know the allegation, respond to it, see the relevant evidence, and appeal the outcome through the JBC Grievance Procedure.

## LEVELS OF DISCIPLINE

Depending on severity, pattern, and the student's response, JBC discipline may include any of the following:

LEVEL	WHAT IT INVOLVES
<b>Pastoral Conversation</b>	An informal pastoral conversation with the Executive Director addressing the concern and walking the student through repentance, restoration, and any agreed-upon next steps. Often sufficient for a first-time, minor matter.
<b>Formal Written Warning</b>	A documented warning placed in the student's file, identifying the violation, the corrective action expected, and the consequence if the violation continues. Time-limited; resolved with continued good standing.

LEVEL	WHAT IT INVOLVES
<b>Restoration Plan</b>	A written agreement between the student and the Executive Director outlining specific corrective actions (accountability, mentoring, additional spiritual formation steps, financial restitution where applicable, or a defined leave of absence). Required for moderate violations.
<b>Disciplinary Probation</b>	A formal status indicating that the student's continued enrollment is conditional on compliance with a Restoration Plan and the absence of further violations. Time-limited; subject to review.
<b>Disciplinary Suspension</b>	A defined period during which the student is not enrolled and is removed from active student status. Re-enrollment requires demonstrated repentance, completion of agreed restoration steps, and approval of the Executive Director and Chancellor.
<b>Dismissal or Recission of Degree</b>	Termination of enrollment for serious or persistent violations of the Code of Conduct, the Student Standards Agreement, or academic integrity standards. Re-enrollment, if permitted at all, follows a defined re-admission process. Judah Bible College reserves the right to rescind a degree or credential that has already been awarded.

## CATEGORIES OF VIOLATION

Without limiting the JBC Code of Conduct's full scope, the following categories of conduct may result in disciplinary action:

- Violations of the Code of Conduct or the Student Standards Agreement signed at enrollment.
- Violations of academic integrity (plagiarism, cheating, undisclosed AI use as defined in the AI & Technology Use Policy, falsification of records).
- Conduct reflecting blatant disregard for the standards, spirit, and purpose of Judah Bible College.
- Disrespectful or abusive conduct toward faculty, staff, fellow students, or third parties.
- Substance abuse, illegal activity, or violations of biblical sexual ethics.
- Conduct that hinders the training of fellow students or disrupts the learning environment.

## RIGHT OF APPEAL

Every disciplinary decision may be appealed through the JBC Grievance Procedure (next section). The appeal must be submitted in writing within ten (10) business days of the disciplinary decision. The Chancellor (or his designee) reviews appeals of major disciplinary decisions; the decision of the Chancellor on appeal is final.

# GRIEVANCE PROCEDURE

*"If another believer sins against you, go privately and point out the offense. If the other person listens and confesses it, you have won that person back."*

— **Matthew 18:15 (NLT)**

Judah Bible College handles student concerns and grievances in a manner consistent with biblical principles of reconciliation (Matthew 18:15–20, NLT) and institutional fairness. The Grievance Procedure provides a clear, accessible pathway for students who believe they have been treated unfairly by JBC personnel, faculty, or in JBC processes.

## WHAT THIS PROCEDURE COVERS

- Academic decisions believed to be unfair, arbitrary, or in violation of published policy.
- Treatment by JBC personnel believed to be discriminatory, abusive, or contrary to biblical Christian standards.
- Faculty conduct in courses, including grading, communication, or instructional standards.
- Application of JBC policies to the student's situation.
- Code of Conduct enforcement decisions and disciplinary appeals.
- Service quality concerns about how the school handled an interaction (responsiveness, communication, treatment by staff).
- Concerns about institutional integrity — that JBC is not living up to its stated mission, values, or commitments.

## WHAT THIS PROCEDURE DOES NOT COVER

Disagreement with the substance of JBC's doctrinal positions, the Statement of Faith, or the standards of the Code of Conduct is not a grievable matter. Those are foundational institutional commitments. A student who cannot in good conscience affirm these is welcome to a respectful conversation with the Executive Director, but they are not subject to the Grievance Procedure as written.

## STEP 1 — DIRECT CONVERSATION

The student first attempts to resolve the concern directly with the involved party (faculty member, staff member) through a respectful conversation. Many concerns are resolved at this level. This step is required unless the nature of the concern makes direct conversation inappropriate (such as alleged abuse, harassment, or significant power imbalance), in which case the student may begin at Step 2.

## STEP 2 — WRITTEN GRIEVANCE TO THE EXECUTIVE DIRECTOR

If Step 1 does not resolve the concern (or does not apply), the student submits a written grievance to the Executive Director. The grievance should describe the concern, the steps already taken, the

desired resolution, and any supporting documentation. The Executive Director will acknowledge receipt within five (5) business days, investigate the concern, and respond in writing with a decision within thirty (30) business days. The investigation may include conversations with the student, the involved party, and other relevant individuals; review of relevant documents; and consultation with faculty or staff as needed.

### **STEP 3 – APPEAL TO THE CHANCELLOR**

If the student is not satisfied with the Executive Director's decision, the student may appeal in writing to the Chancellor within ten (10) business days of the Executive Director's decision. The appeal should identify the basis for the appeal — what the student believes was misjudged, overlooked, or wrongly applied. The Chancellor will review the case and respond in writing within thirty (30) business days. The decision of the Chancellor on appeal is final within JBC's internal process.

### **PROTECTION FROM RETALIATION**

JBC strictly prohibits retaliation against any student who in good faith files a grievance under this procedure. Retaliation against a student who has filed a grievance is itself a violation of the Code of Conduct and is subject to discipline up to and including dismissal.

# WHISTLEBLOWER PROTECTION

*"Speak up for those who cannot speak for themselves; ensure justice for those being crushed."* — **Proverbs 31:8 (NLT)**

Judah Bible College is committed to operating with institutional integrity at every level. Every member of the JBC community — students, faculty, staff, alumni, and volunteers — is encouraged and protected in good-faith reporting of suspected misconduct, fraud, or violations of law or JBC policy by JBC personnel.

## WHAT IS REPORTABLE UNDER THIS PROTECTION

- Financial fraud, embezzlement, or misappropriation of funds.
- Significant violations of state or federal law by JBC personnel acting in their JBC capacity.
- Significant violations of accreditation requirements by JBC personnel.
- Abuse, harassment, or exploitation of students or staff by JBC personnel.
- Retaliation against any member of the JBC community for raising a concern.

## HOW TO REPORT

Reports under this Whistleblower Policy should be submitted in writing to the Executive Director — except where the concern involves the Executive Director, in which case the report should be submitted directly to the Chancellor. The full Whistleblower Protection Policy details the investigation process, the standard of confidentiality, and the protection from retaliation.

## PROTECTION FROM RETALIATION

JBC strictly prohibits retaliation against any person who, in good faith, reports suspected misconduct under this policy. Retaliation is itself a violation of the JBC Code of Conduct and is subject to discipline up to and including termination of employment or dismissal from the institution. Reports made in bad faith — knowingly false reports submitted to harm another person — are not protected and are themselves grounds for discipline.

# RELIGIOUS LIBERTY & NON-DISCRIMINATION

Judah Bible College is a Christian institution operated as a ministry of Metro Tab Church in Chattanooga, Tennessee. As both a Christian institution and an educational institution, JBC is committed to two things at the same time: the dignity of every human being made in the image of God, and the religious convictions on which the school is built. The full Required Disclosures document is the controlling document; this Handbook section is a summary.

## OUR COMMITMENT TO NON-DISCRIMINATION

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 AND 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.

## HOW WE HOLD BOTH AT ONCE

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). The full Required Disclosures document provides additional contact information for external avenues, including the JBC accrediting body and applicable state authorities.



APPENDIX

07

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**FORMS, CONTACTS &  
ACKNOWLEDGEMENT**

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*Where to find what. Who to call when.*

*What to sign before you begin.*

# FORMS INDEX

The following forms are referenced throughout this Handbook. All forms are available at [judahbiblecollege.org](http://judahbiblecollege.org). Submit completed forms to [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org) unless a different submission address is specified on the form itself.

## ADMISSIONS

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**Student Application** — Initial application for enrollment in any JBC program.

**Student Standards Agreement** — Required affirmation of the JBC Code of Conduct, signed at enrollment.

## ACADEMIC

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**Class Enrollment Form** — Used to add or drop classes after the registration deadline.

**Program Change Form** — Used to change degree program (e.g., ABS to BBS or BBS to BML).

**Transfer Credit Evaluation Request** — Submitted with official transcripts for transfer credit evaluation.

**Practicum Agreement Form** — Signed by the student, supervisor, and Executive Director to formalize a Practicum.

**Withdrawal Form** — Used to formally withdraw from a course, term, or institution.

**Hardship Application** — Submitted with documentation to request hardship accommodation.

**Transcript Request Form** — Requests an official transcript for the student or an authorized recipient.

**Graduation Application** — Submitted by the published deadline in the term preceding intended graduation.

## DOMINION WEEKEND

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**Dominion Weekend Exemption Request Form** — Submitted at least 14 days in advance for foreseeable conflicts.

## EVALUATION & FEEDBACK

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**Course Evaluation** — Completed by every student at the end of each course.

**Program Evaluation** — Completed by graduating students as part of the graduation process.

# CONTACT DIRECTORY

The following contact channels are the primary ways to reach Judah Bible College. For most matters — academic, administrative, financial — [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org) is the right starting point.

NEED	HOW TO REACH US
<b>General / Admissions</b>	<a href="mailto:admin@judahbiblecollege.org">admin@judahbiblecollege.org</a>
<b>Executive Director</b>	Pastor Adam Aziz · via <a href="mailto:admin@judahbiblecollege.org">admin@judahbiblecollege.org</a>
<b>Chancellor</b>	Dr. Steve Ball · via Metro Tab Church
<b>Vice Chancellor</b>	Pastor Reita Ball · via Metro Tab Church
<b>Registrar / Records</b>	<a href="mailto:admin@judahbiblecollege.org">admin@judahbiblecollege.org</a>
<b>Financial / Billing</b>	<a href="mailto:admin@judahbiblecollege.org">admin@judahbiblecollege.org</a>
<b>Library Help</b>	<a href="mailto:admin@judahbiblecollege.org">admin@judahbiblecollege.org</a>
<b>Phone</b>	(423) 894-3377
<b>Mailing Address</b>	PO Box 23527, Chattanooga, TN 37422
<b>Campus Address</b>	Metro Tab Church · 2101 W. Shepherd Road, Chattanooga, TN 37421
<b>Website</b>	<a href="http://judahbiblecollege.org">judahbiblecollege.org</a>

For urgent academic concerns, weather-related questions about a Dominion Weekend, or other time-sensitive matters, email [admin@judahbiblecollege.org](mailto:admin@judahbiblecollege.org) and indicate URGENT in the subject line.

**TOGETHER, WE ROAR.**

*Know the Word. Move with the Spirit. Walk in dominion.*

*[judahbiblecollege.org](http://judahbiblecollege.org)*

# HANDBOOK ACKNOWLEDGEMENT PAGE

This page is the formal record that you, the student, have read this Handbook in full and covenant to live by its standards for the duration of your enrollment at Judah Bible College. This Acknowledgement is in addition to — not in place of — the JBC Statement of Faith Affirmation, the JBC Code of Conduct, and the JBC Student Standards Agreement, each of which you affirm separately.

*"Let your 'yes' be yes and your 'no' be no." — Matthew 5:37 (NLT)*  
**[paraphrase]**

## WHAT YOU ARE AGREEING TO BY SIGNING

1. I have read the Judah Bible College Student Handbook in full, including all six Parts and all Appendices.
2. I understand the JBC Mission, Vision, Core Values, and Statement of Faith, and I affirm them.
3. I have read and signed the JBC Code of Conduct and the JBC Student Standards Agreement separately, and I covenant to live by their standards for the duration of my enrollment.
4. I understand the JBC Spiritual Life expectations — including a daily walk with Christ, active membership in a Spirit-filled local church, attendance at Dominion Weekends, and the cultivation of mentorship and accountability — and I commit to honoring them.
5. I understand the JBC Academic Policies — including attendance, grading, transfer credit, the AI & Technology Use Policy, and academic integrity standards — and I commit to honoring them.
6. I understand the JBC Discipline, Grievance, and Religious Liberty / Non-Discrimination policies and acknowledge my rights and responsibilities under each.
7. I understand that violations of the standards in this Handbook may result in disciplinary action up to and including dismissal, as outlined in Part Six.
8. I commit to checking my JBC student email at minimum once per business day during the academic term, and I accept responsibility for any communication sent to that address.

**STUDENT INFORMATION**

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FULL LEGAL NAME

STUDENT ID NUMBER

DEGREE PROGRAM

ANTICIPATED START TERM

EMAIL ADDRESS

PHONE NUMBER

**STUDENT SIGNATURE**

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By signing below, I affirm that I have read this Handbook in full, that I understand the standards and expectations laid out in its pages, and that I commit before God and the JBC community to live according to these standards for the duration of my enrollment at Judah Bible College.

STUDENT SIGNATURE

DATE

**FOR OFFICE USE ONLY**

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RECEIVED BY

DATE RECEIVED

FILED IN STUDENT RECORD  
(INITIAL)

NOTES