

# Bible School Attendance and Graduation Policy



This policy outlines the attendance requirements and graduation procedures for Regency Bible School of Ministry and Missions, committed to providing a comprehensive and transformative learning experience rooted in biblical truth.

## *I. Attendance Policy*

### A. Regular Attendance:

- \* Consistent attendance is crucial for maximizing learning and fostering a sense of community. Students are expected to attend all scheduled classes and any other required events.
- \* Punctuality is essential. Students are expected to arrive on time for all scheduled activities. Repeated tardiness will be addressed and may impact attendance records.

### B. Excused Absences:

- \* Absences may be excused for the following reasons:
  - \* Illness (with a doctor's note, if applicable)
  - \* Family emergency
  - \* Pre-approved appointments (medical, legal, etc.)
  - \* Other extenuating circumstances (subject to administrative approval)
- \* Students must notify Pastor Bhim as soon as possible, preferably before the missed class, explaining the reason for the absence. Documentation supporting the absence may be required.

### C. Unexcused Absences:

- \* Absences not meeting the criteria for excused absences will be considered unexcused.
- \* Excessive unexcused absences may result in:
  - \* Academic penalties (e.g., lower grade for participation)
  - \* Probation
  - \* Dismissal from the program

### D. Attendance Tracking:

- \* Attendance will be recorded for all classes and required events.
- \* Students are responsible for ensuring their attendance is accurately recorded.
- \* Students can review their attendance records by checking their attendance in Google Classroom.

### E. Make-Up Work:

- \* Students are responsible for all material covered during their absence, regardless of whether the absence is excused or unexcused.
- \* Instructors may provide opportunities for make-up work at their discretion. Students should communicate with the instructor directly.



## *II. Graduation Requirements*

### A. Academic Requirements:

- \* Students must successfully complete all required courses and achieve a minimum cumulative average of 65%.
- \* A minimum of 22 courses are required to receive a Diploma in Theology Certificate.
- \* A minimum of 50 courses are required to receive a Degree in Theology.
- \* All financial obligations to the school must be met before graduation.

### B. Attendance Requirements:

- \* Students must meet the minimum attendance requirements as outlined in the attendance policy. A specific percentage of attendance may be required.

### C. Spiritual Formation Requirements:

- \* Regency Bible School values spiritual growth. Students may be required to participate in specific spiritual formation activities, such as:
  - \* Small group participation
  - \* Community service
  - \* Personal devotions

### D. Character and Conduct:

- \* Students must adhere to the Regency Bible School Code of Conduct.
- \* Graduation may be withheld if a student's character or conduct is deemed inconsistent with the school's values and standards.

### E. Graduation Ceremony:

- \* Regency Bible School will hold a graduation ceremony for students who have met all graduation requirements.
- \* Attendance at the graduation ceremony is encouraged but not mandatory.
- \* Cost of graduation ceremony is NOT included with tuition.
- \* Cost of graduation ceremony, including photos and cost of any guests, are to be covered by the student.

## *V. Disclaimer*

This policy is intended to provide a general overview of the attendance and graduation requirements at Regency Bible School. It is not exhaustive and is subject to change at the discretion of the school administration. Students are responsible for familiarizing themselves with the most current version of the policy. For specific questions or clarification, please contact the [Designated Office/Individual].