

December 21, 2024

We are revising our absence policy to ensure clarity and consistency across OABS. Please take note of the following changes effective immediately:

**\*\*Not all absences will be excused.\*\*** Each absence will be evaluated based on the provided excuse and supporting documentation. Requests for excused absences on the day of class will be declined unless it is for HONEST health reasons or HONEST family emergencies.

**While we encourage you to attend your congregation's events, because of the number of events we cannot excuse all these events. For that reason, the following are excused absences**

- 1) Up to two (2) excused absences per semester are given for church events**
- 2) Sickness and family emergencies**

**Honesty is expected when reporting the reason for your absence.**

**\*\*Punctuality will be strictly monitored.\*\*** Any student arriving more than **\*\*10 minutes late\*\*** to any class will be marked as **\*\*absent\*\***. Two (2) tardies will be counted as an unexcused absence, please note that each instructor's time is important to OABS.

**\*\*Notification Requirement:\*\*** If you are marked absent due to tardiness, you must **\*\*email the director\*\*** explaining your reason for lateness. This email should be sent within 24 hours of the absence.

**\*\*All these requirements apply to ALL students regardless of your location or time zone.\*\***

If you live overseas, in Nigeria, Africa, or India for example, you are encouraged to apply for Overseas Student Status by emailing the director. You are not AUTOMATICALLY enrolled in this status. Unless you apply for this status then you will not be provided with the added benefits of overseas students. This must be done no later than class #2.

**Any student who fails to meet the guidelines of the absence policy will be warned once (1) then the following:**

- o First, your final grade will decrease by an entire letter. (Example an A will be dropped to a B)
- o Two additional absences after being warned and you will be dropped from ALL your courses, not just one.

We believe these updates will foster a more disciplined and respectful environment. Please adjust your schedules accordingly to avoid any unintended absences or penalties.

Any questions, comments, or concerns can be sent to [director@oabs1.net](mailto:director@oabs1.net)

Thank you for your cooperation.

Russell Earl – OABS Administrative Director