



LUTHER RICE

COLLEGE & SEMINARY



2016-2017

Student Handbook

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Proper Use of This Handbook

The Student Handbook provides detailed information that was deemed incommensurate to the purposes of the Institution's Catalog. However, the student handbook should be used in conjunction with the catalog; because both documents represent the whole body of policies and procedures by which a student at Luther Rice shall abide.

The President's Welcome


Welcome to Luther Rice!

It is my privilege to welcome you to our school. We are honored God has directed you to be here, and we hope that your experience will be enjoyable and enlightening.

The mission of Luther Rice College and Seminary is to provide biblical education for Christian ministers and leaders around the world with an end to granting undergraduate and graduate degrees. Our desire is that this student handbook place you one step forward as you commence toward graduation and service for God's kingdom.

As a faculty, staff, and administration, we recognize that we are the custodians of the faith and vocation of our students – a great responsibility. Therefore, we are praying that you will be used by God to affect spiritual transformation in your local church as well as around the world. We ask that you pray for our institution as we commit ourselves anew each day to the work God has set before us.

Serving Christ Together,



James L. Flanagan, Ph.D.
President



A Word from the Director of Student Development

On behalf of the faculty, staff, administration and current student body, I welcome you to Luther Rice College and Seminary.

Luther Rice has a great purpose, and you are a key ingredient. Without a functioning student body, Luther Rice is empty and can do nothing to achieve that purpose. That's why we are so grateful that you have been led to attend Luther Rice to further your Christian education.

The Luther Rice model of education is explicitly biblical and thoroughly practical. While having a commitment to the full authority and integrity of Scripture, Luther Rice also strives to formulate guiding biblical values for a lifetime of ministry. A lofty goal is to see an understanding of and a genuine commitment to the lordship of Christ in one's life as well as the development of social and interpersonal skills.

While you are a student here, we want to make sure you are nurtured and encouraged. This handbook will provide you with the pertinent information, policies, procedures, and services of this institution. It is intended to be used in conjunction with our school catalog. I recommend you keep it close for ready reference.

Our prayer is that your experience here at Luther Rice will be a time of spiritual, intellectual, and social development as God works in and through us all for His glory.

If you have questions that are not answered in this handbook, please let me know.

By His Grace and for His Glory,



Stephen Pray, Ed.S.
Director of Student Development
Luther Rice College and Seminary



Luther Rice Doctrinal Statement

- I. **THE SCRIPTURES.** We believe that both the Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Scriptures have been preserved and are the supreme and final and adequate authority in faith and life (Ps 19.7; 2 Tim 3.16; 2 Pet 1.21).
- II. **GOD.** We believe that there is only one true and living God existing in three Persons--Father, Son, and Holy Spirit--each a distinct Person, but all of one essence and all having the same nature, perfections, and attributes, and each is worthy of precisely the same worship, confidence, and obedience (Gen 1.26; Jer 10.10; Matt 3.16-17; 28.19).
- III. **JESUS CHRIST.** We believe that Jesus Christ is the Son of God, begotten by the Holy Spirit, born of the virgin Mary, that He shed His blood on Calvary as a vicarious substitute, was buried, rose again bodily, and ascended to the Father according to the Scriptures (Isa 7.14; Matt 1.18-25; 1 Cor 15.3; Heb 4.15).
- IV. **HOLY SPIRIT.** We believe that the Holy Spirit is the third Person of the Trinity, very God, co-existent with the Father and the Son. The Holy Spirit is the chief agent in regeneration, the chief convictor of sin, and the chief comforter of the believer. Simultaneous with regeneration, the Holy Spirit baptizes the believer into the body of Christ (Matt 28.19; John 16.7-11; Acts 5.3-4; Rom 8.9; 1 Cor 12.12-14).
- V. **MAN.** We believe that man is the direct creation of God--body, soul, and spirit--and is not in any sense the result of evolution but is made in the image of God. Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind and incurred both physical and spiritual death for all (Gen 1.26-27; Rom 3.10,23; 5.12).
- VI. **SALVATION.** We believe that all who, in faith, receive the Lord Jesus Christ as Savior are born again by the Holy Spirit and thus become the children of God. Salvation involves redemption, regeneration, justification, sanctification, and glorification (John 1.12; 3.3; 17.17; Rom 8.29-30; Eph 2.8-9; 4.30; Tit 3.5).
- *VII. **SECOND COMING.** We believe in the literal, visible, personal, pre-millennial, pre-tribulational return of Jesus Christ for His Church. At this event the dead in Christ and living believers will be translated to meet Him in the air. At the end of the seven year tribulation, Christ will visibly descend with the saints to establish His earthly millennial kingdom (Acts 1.11; 1 Thes 4.13-18; Rev 20.1-6).
- VIII. **SATAN.** We believe that Satan was originally created a perfect being. He rebelled against God. As a result, he became depraved, the Devil, an adversary of God and His people, and leader of a host of angels who fell with him. Satan has been judged and defeated at the cross and awaits his ultimate doom at the Second Advent of Jesus Christ (Isa 14.13-14; Ezek 28.13-17; John 16.11; 1 Tim 3.7; Rev 20.10).

- IX. **HEAVEN.** We believe in the eternal abode of God and the holy angels, where Jesus intercedes for His people on earth and where the spirits of departed saints await their resurrected, glorified bodies. Heaven is a literal place of conscious bliss to which all saints go upon death and from which the Lord Jesus Christ will come to receive those saints who are alive at His coming. To depart and be in heaven is to be "present with the Lord" and so is "far better" than to remain alive on earth, but the eternal blessedness of heaven is only for those who possess eternal life through faith in the atoning work of Christ (Heb 12.22-24; John 14.1-3; 2 Cor 5.1-10; Phil 1.23, 3.20-21; Thes 4.16-18; Rev 21.1-22.5; John 14.6).
- X. **HELL.** We believe that hell is a literal place of judgment created for the devil and those angels who followed him in his rebellion against God. In the final state, the devil and his demons will spend eternity banished from the presence of God in the Lake of Fire. This same final punishment also awaits all unredeemed people who refuse to believe on the name of the Lord Jesus Christ. The Scriptures declare that the torment of all the inhabitants in the Lake of Fire lasts forever. Prior to the final state, the soul of the unjust at death is condemned to Hades in a state of conscious torment until the resurrection of the unjust. At this resurrection, the disembodied soul is reunited with the resurrected body and cast into the Lake of Fire (Rev 20.10; Matt 25.41; Mark 9.43-48; Rev 14.11; 20.10, 15; Luke 16.19-31; Jn 5.29; Rev 20.11-15).
- XI. **THE PRIESTHOOD OF THE BELIEVER.** We believe in the priesthood of all believers so that every Christian has direct access to God in prayer through Jesus Christ, our great High Priest, and that there is no mediator between God and man other than Jesus Christ (Heb 4.16; 1 Tim 2.5; Rev 1.6).
- XII. **SECURITY OF THE BELIEVER.** We believe that salvation is not only a gift from God but also is sustained by the Lord. The Holy Spirit permanently indwells the believer and seals him in salvation for all eternity. Therefore, since salvation is wholly of the Lord, apart from the works of man, we hold that the believer shall be kept by the power of God through faith unto eternal salvation (John 10.28; 14.16-17,26; 1 Cor 2.9-14; Eph 1.13; 2.8-9; 1 Pet 1.5; Jude 24-25).
- XIII. **PROVIDENCE.** We believe in the providence of God, but not that He is the author or approver of sin nor the destroyer of the free will and responsibility of man (John 3.16; Rom 8.28-30).
- XIV. **THE LORD'S DAY.** We believe that Sunday is the Lord's Day and is a Christian institution for regular observance of worship and spiritual devotion, both public and private (1 Cor 16.2; Rev 1.10).
- XV. **CREATION.** We believe the triune God created the universe apart from pre-existing materials and without any evolutionary process. We believe in the historicity of the first eleven chapters of Genesis (Gen 1.1; Matt 19.4; John 1.1-3; Rom 1.20; Col 1.16-17; Heb 11.3).

XVI. *THE LOCAL CHURCH.* We believe that the New Testament church is a local body of baptized believers with Christ as its head and the Holy Spirit as its guide. New Testament churches promote God's work by cooperating together for missions and many other joint efforts. The local church is to be governed independently of outside persons, bodies, groups, or authorities (Matt 28.16-20; Acts 1.6-8; 6.3; 1 Cor 12.12-14; Eph 1.3-6,22-23; 1 Thes 4.16-18).

XVII. *ORDINANCES.* We believe that the local church observes two ordinances--baptism and the Lord's Supper. We believe that all who have received Christ as Savior and Lord should be baptized in the Name of the Father, the Son, and the Holy Spirit; that baptism is by immersion in the likeness of the death, burial, and resurrection of Christ; and that the Lord's Supper should be observed in remembrance of Him to show forth His death for our sins until He comes again (Matt 26.26-30; 28.19-20; Rom 6.3-6; 1 Cor 11.23-26).

100. Standards of Conduct

In a changing world, it is imperative that all Christians be reminded that the Bible, as the revelation of God's truth, must determine not only one's doctrinal beliefs, but also one's lifestyle. A Christian has an unchanging standard, the Word of God.

The Luther Rice *Standards of Conduct* are based upon the teachings and principles of Scripture, and seek to develop the student's personal holiness and discipline exemplified in a lifestyle glorifying to God. Luther Rice offers educational excellence designed to cultivate a student's total growth and development in preparation for Christian ministry. We are interested in imparting spiritual knowledge and teaching biblical values, both of which promote the tradition of conservative, evangelical, and fundamental local churches. We are also dedicated to nurturing an exemplary lifestyle for our students.

The Luther Rice Board of Trustees, administration, staff, and faculty have committed to Luther Rice the highest standards of Christian conduct required to fulfill our stated mission. The following *Standards of Conduct* are intended to guide students who matriculate at Luther Rice. All Luther Rice students are required to adhere to the *Standards of Conduct* and to indicate so on the application for admission.

100.1 Student Affidavit

I understand that preparation for Christian work requires my personal commitment to the Lord Jesus Christ and separation from sin. I further realize that as a Luther Rice student, I represent the Lord Jesus Christ as well as the Institution.

I am aware that the Scriptures prohibit certain behaviors and attitudes such as stealing, lying, gossiping, backbiting, profane language, drunkenness, drug abuse, sexual immorality, occult practices, cheating, lust pride, bitterness, discrimination, jealousy, and an unforgiving spirit. In addition, I understand that certain types of activities are questionable and I will avoid these activities for testimony's sake.

Therefore, as a member of the Luther Rice family, I pledge myself without reservation to the following lifestyle commitments:

1. Adhere to the Luther Rice *Standards of Conduct* ;
2. Strive for excellence in academics and in all that I do;
3. Submit to the authority of the Scriptures and the Holy Spirit's control in matters of faith and conduct;
4. Cooperate respectfully with those in authority at the Institution, which includes refraining from derogatory/threatening/cursing statements in any form to faculty/staff/students or any behavior that be of a disruptive trend;
5. Participate actively in promoting the cause of Christ, including endeavoring to win others to faith in Him;
6. Refrain from behavior that will bring reproach upon the Lord's name and offend others;
7. Avoid the deeds of the flesh: "Adultery, fornication, uncleanness, lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, envyings, murders, drunkenness, revelings, and such like" (Gal 5.19-21).
8. Maintain a personal appearance and dress which will honor Christ. I understand that the Luther Rice *Standards of Conduct* are to guide my behavior both on and off campus for the time I am enrolled at Luther Rice

While the Institution recognizes that personal preferences differ and that every member of the Institution community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is one of the ways I can develop Christian discipline, exhibit Christian maturity, and demonstrate the love of Christ in concern, for both the integrity of the Institution and the welfare of other believers.

I agree that any failure to abide by the Luther Rice *Standards of Conduct* can lead to discipline and/or dismissal from the Institution at the Administration's discretion.

100.2 Marriage and Sexual Behavior

Based on the Institution's interpretation of Scripture, the following is believed:

1. Marriage is a covenant and legal relationship between a male and female (Gen 2.18-25).
2. Male and female are designated at birth by anatomy (Gen 1.26-27).
3. Sexual relations outside of marriage are contrary to biblical principles and a violation of the Institution's *Standards of Conduct* (1 Cor 7.2-5; Heb 13.4).

100.3 Harassment

Luther Rice is committed to providing learning and working environments that are free from harassment.

Sexual Harassment

In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited. Harassment is defined as unwelcome or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment.

Racial Harassment

Racial harassment includes any behavior or form of communication that does not reflect the biblical principle that all people are made in God's image and are equal in value. Racial harassment includes physical, verbal, and non-verbal intimidation as well as the use of racial/ethnic slurs or symbols.

Hazing

Luther Rice strictly prohibits hazing. To haze means to subject a student to an activity that is likely to endanger the physical health and/or mental health of a student, regardless of the student's willingness to participate in such activity. Hazing is prohibited specifically as a condition or precondition of gaining acceptance, membership, office or other status in a student organization.

Sexual Discrimination

Our belief is that all people are created in the image of God. Therefore, Luther Rice does not unlawfully discriminate on the basis of sex in education programs or activities, including recruitment, admissions, extracurricular activities, discipline, distribution of institutional resources, hiring practices, employment, and promotion. Sexual discrimination includes any acts of sexual violence, sexual assault, and sexual harassment.

Any students who believe that they have been subjected to such treatments should immediately report such to the Office of Student Development at 770-484-1204 or studentservices@LutherRice.edu. Students who would like assistance in contacting local authorities may request such help from campus authorities.

100.4 Drug Free Policy

Luther Rice requires that its campus, faculty, staff, and students be drug free. The Institution, including all departments and affiliated institutions within it, expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus and premises. Violation of this policy will result in the immediate dismissal from Luther Rice of any student involved in these activities. Any student using alcohol or participating in the unlawful possession, use, or distribution of drugs while on the properties owned or used by Luther Rice will be immediately dismissed. In addition, students involved in such illegal activities are subject to legal prosecution under federal, state, and local law and may be liable for personal injuries or property damage that occur when participating in the above activities.

Luther Rice also considers tobacco to be habit-forming and addictive and strictly prohibits smoking (including electronic cigarettes) or the usage of other tobacco substances while on any of the campuses or while attending other institution related activities.

100.5 Academic Integrity

Plagiarism

According to the American Heritage Dictionary, 2nd College Edition, plagiarism is defined as taking and using "as one's own the writings or ideas of another." Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from another source. Plagiarism shall also include paraphrasing a specific passage from a source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's written assignment.

Falsifying Information

- Forging a proctor's name
- Submitting another's work as one's own
- Providing false or misleading documentation

Other Forms of Academic Dishonesty

During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor or syllabus. It shall further include receiving written or oral information from a fellow student or proctor.

Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination. Any student proven to have committed any of the above will receive an "F" for the course and will receive an academic warning. If the student is proven to have been guilty a second time, he or she will be dismissed.

100.6 Image Policy

Your attendance at Luther Rice implies permission for Luther Rice and personnel or agencies authorized by them to reproduce your image, likeness, or voice in connection with any recorded display or reproduction of Luther Rice events and in post event publicity, Luther Rice publicity, and publicity for other such events as sponsored by Luther Rice.

100.7 Procedures for Investigating Suspicion of Code Violations

These procedures will be followed concerning a student who is suspected of violating any of the *Standards of Conduct* code:

100.7.1 On-Campus Students

1. The Vice President for Administration will request a meeting with the student and one other individual from the faculty or administration. This meeting will be to discuss the issue in question.
2. Student failure to attend the requested meeting will result in immediate suspension until the meeting is held.
3. The Vice President for Administration will consult with other faculty, staff members, or students involved with or aware of the incident.
4. The Vice President for Administration will then decide the discipline to be taken.
5. The student will be notified in writing of the decision.
6. The student has the right to appeal the decision in writing. See "Student Grievance Policy and Non-Academic Appeals Process" in the Institution's Catalog.
7. A second violation of the "Standards of Conduct" code will result in immediate suspension. Procedures 1-6 will again be followed prior to a final decision.
8. A third violation will result in permanent expulsion. However, Procedures 1-6 will again be followed before a final decision is made.

100.7.2 Distance Education Students

1. The Vice President for Administration will request in writing from the student an explanation of the issue in question. The student will be asked to respond in writing within 30 days.
2. Student failure to respond within 30 days will result in immediate suspension until the student has responded in writing to the Vice President for Administration.
3. The Vice President for Administration will consult with other faculty, staff members, or students involved with or aware of the incident.
4. The Vice President for Administration will then decide the discipline to be taken.
5. The student will be notified in writing of the decision.
6. The student has the right to appeal the decision in writing. See "Student Grievance Policy and Non-Academic Appeals Process" in the Institution's Catalog.
7. A second violation of the "Standards of Conduct" code will result in immediate suspension. Procedures 1-6 will again be followed prior to a final decision.
8. A third violation will result in permanent expulsion. However, Procedures 1-6 will again be followed before a final decision is made.

100.7.3 Violation of any Criminal or Civil Code

A student who violates any criminal or civil codes of the United States or of State laws will be immediately suspended upon Luther Rice learning of the student's arrest. If the student is found guilty, he or she will be expelled. The student has the right to appeal the decision in writing. See "Student Grievance Policy and Non-Academic Appeals Process" in the Institution's Catalog. After a period of three years, the student may re-apply. Along with re-application, the student must also provide the following:

- A statement of repentance of the student's actions which led to the arrest and conviction.
- A letter of recommendation from the student's pastor.
- A letter of recommendation from the chaplain of the institution where the student was or is an inmate, if applicable.
- A letter of recommendation from an individual not related to the student.

100.7.4 Record Amendment

Each student has the right to request the Institution amend a record that they believe is inaccurate or misleading. They should write the Institution officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, Luther Rice will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

100.8 Consequences of Violating the Standards of Conduct

100.8.1 First offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:

- The Vice President for Administration will give a personal reprimand.
- A written record of the violation will be placed in the student's permanent file.
- The student will be advised of the consequences of a second offense.
- Luther Rice reserves the right to expel any student for an offense deemed severe enough to merit such action.

100.8.2 Second offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:

- The student will be dismissed from the school for the period of one year.
- Documentation concerning both violations (first and second offenses) will be placed in the student's permanent file on an indefinite basis.
- If after the one-year dismissal the student wishes to re-enter the school, he or she will be required to re-apply for admission to the school.

- To be re-admitted, the student will be required to submit in writing to the Vice President for Administration a statement of repentance of his or her actions which brought about the disciplinary actions.
- Luther Rice reserves the right to expel any student for an offense deemed severe enough to merit such action.

100.8.3 Third offense

Procedures for investigating suspicion of code violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him or her, the following will result:

- Permanent expulsion from the Institution.

100.9 Student Academic Grievance Policy and Appeals Process

Any student who wishes to appeal a grade that has been recorded to his or her transcript may, within 30 days of the grade being posted, follow this procedure:

1. The student shall make an appointment with the professor of the class to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email to his or her school assigned email address. The email will detail the professor's decision regarding the grade. A copy of the correspondence shall also be sent to academics@LutherRice.edu for record keeping.
3. If the issue is not resolved to the student's satisfaction, he or she shall address a written appeal via email to academics@LutherRice.edu or via mail to Luther Rice, Academic Affairs, 3038 Evans Mill Road, Lithonia, Georgia 30038. The appeal will be considered by the Chairman of the appropriate academic committee (Undergraduate, Graduate or Seminary). The Chairman will review the complaint and send a determination to the student within 7 business days.
4. If the issue is still not resolved to the student's satisfaction, he or she shall address a written appeal via email or mail to the Vice President for Academic Affairs. The Vice President will review the complaint and send a determination to the student within 7 business days. The decision of the Vice President for Academic Affairs is final.

100.10 Student Grievance Policy and Non-Academic Appeals Process

Luther Rice students who have a complaint or grievance regarding a non-academic issue of their experience at the Institution should follow the steps below. All requests will be handled confidentially.

1. In accordance with the teaching of Jesus (Matthew 18), the student who has a grievance should first try to resolve the issue with the party or parties involved. This may be done through written correspondence, by phone, or in a face-to-face meeting. If the issue is satisfactorily resolved by such a process, no other action is required.
2. If the issue is not resolved to the student's satisfaction, the student shall submit the complaint in writing to studentservices@LutherRice.edu or mail it to Luther Rice,

Student Services, 3038 Evans Mill Road, Lithonia, Georgia 30038. The complaint must include detailed information, including specific dates, times, and the people involved. The complaint must also include an account of how the student has sought to resolve the issue up to this point (including copies of all correspondence to and from the parties involved).

3. The complaint will be addressed by a panel of 3 Luther Rice representatives. The panel is assigned by the Vice President for Administration and may include 1 student representative. The panel will review the complaint and send a determination to the student within 7 business days. For matters of confidentiality, the student may request to bypass the panel and appeal directly to the Vice President for Administration.
4. If the issue is still not resolved to the student's satisfaction following the panel's decision, he or she shall address a written appeal via email or mail to the Vice President for Administration. The Vice President will review the complaint and send a determination to the student within 7 business days. The decision of the Vice President for Administration is final.

Files containing grievance issues are maintained in either the office of the VP for Academic Affairs or the office of the VP for Administration.

Students not satisfied with the decisions of the Luther Rice administration have the freedom to contact the agencies granting accreditation to Luther Rice. Contact information follows:

Association of Biblical Higher Education (ABHE)
5850 T. G. Lee Blvd. Suite 130
Orlando, FL 32822
407-207-0808 info@abhe.org

Transnational Association of Christian Colleges and Schools (TRACS)
15935 Forest Road
Forest, VA 24551
434-525-9539 info@tracs.org

Luther Rice is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551, Telephone: 434-525-9539, email: info@tracs.org (www.tracs.org)], having been awarded Reaffirmed status as a Category IV institution by the TRACS Accreditation Commission on April 21, 2015; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Luther Rice is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels. Initial accreditation was granted on February 19, 2014, in light of the commission's judgment that the institution complies with ABHE's Standards, including

documentation of the appropriateness, rigor, and achievement of its stated student learning outcomes and all other Title IV eligibility requirements. ABHE may be contacted at 5850 T.G. Lee Blvd, Suite #130, Orlando, FL, 32822, or by phone at 407-207-0808. ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

200. Business Services

Administrative offices are open from 8:30am until 5:00pm, Monday through Friday. Students are requested to inquire about the location of particular offices when they need to speak with individual members of the faculty or administration. Please note that the Business Office is closed during the regular fall and spring semesters on select Tuesdays and Thursdays between the hours of 10:00am and 11:00am for Chapel services.

200.1 Student Accounts

Many questions about a student account can be answered online at the Luther Rice website / MyCampus student portal / Accounts. Please review the *My Account* section in the MyCampus student portal for balance information and to pay on your account.

Student accounts must be paid in full in order to register for courses each semester. The current fee schedule is printed in the Catalog. Partial payment billing is available to students paying by credit/debit card or ACH check draft. Tuition payments can be split into four convenient monthly installments using the NelNet payment plan. A \$20 fee will be assessed for all returned checks or refused credit/debit cards.

Students who have an existing credit balance may request a refund via the *My Account* section on the MyCampus student portal. Refunds are processed weekly. Refunds are dispersed by Higher One via debit card, direct deposit, or paper check.

The Student Accounts Office can be reached at studentaccounts@LutherRice.edu, 800-442-1577, or 770-484-1204. The fax number is 678-990-5388. When leaving a voice mail please include your name, student number, call back number, and a brief message. Administrative offices are open and accessible from 8:30 am until 5:00 pm Monday through Friday.

200.2 Financial Aid

Students attending Luther Rice have access to federal student financial aid programs. See the section marked “Financial Aid” in the catalog.

200.3 Financial Aid Funds

Funds will be deposited into the student’s Luther Rice account approximately within the first two weeks of the semester and will be refunded in compliance with Title IV of Higher Education Act. The student can view his/her personal account transactions (deposits & charges) online in the MyCampus student portal under *My Account*.

300. Office of Student Services

The Office of Student Services encompasses many departments across the institution. The following is a list of resources for current students.

Department	Email
Academic Advising	AAO@Luther Rice.edu
Book Services	BookService@Luther Rice.edu
Campus Safety	StudentServices@Luther Rice.edu
Financial Aid	FinancialAid@Luther Rice.edu
Health Care	StudentServices@Luther Rice.edu
Housing/Dining	StudentServices@Luther Rice.edu
International Students	ISS@Luther Rice.edu
Library	Library@Luther Rice.edu
Registrar's Office	Registrar@Luther Rice.edu
Spiritual Life	StudentServices@Luther Rice.edu
Student Accounts	StudentAccounts@Luther Rice.edu
Student Organizations and Activities	SGA@students.Luther Rice.edu
Student Support Services	StudentServices@Luther Rice.edu

We are here to serve you, so please do not hesitate to call us at 1-800-442-1577 or 770-484-1204 or email us at StudentServices@Luther Rice.edu if you need assistance or just a friendly voice of encouragement.

Admissions and Academics information contained in the following pages of the Student Services section are detailed in the Luther Rice Catalog.

300.1 Admissions Policy

Persons wishing to enroll in Luther Rice must apply on the official form or website page furnished by the Office of Admissions. When the necessary information and fee have been received, action will be taken on the application. The applicant will be notified of the decision in a timely manner. In considering applications, the Office of Admissions reviews the prospective student's complete academic record, character reference, and personal information. The prospective student is assessed according to his academic background, personal testimony for the Lord Jesus Christ, and evidence of his Christian faith. If the prospective student meets the

required criteria for acceptance, he is admitted to Luther Rice until he completes his program or becomes inactive (see “Readmission Policies”). The Office of Admissions also advises students regarding the transfer of credits into or out of Luther Rice and the use of CLEP credits.

300.1.1 Application Process

1. Apply online at www.LutherRice.edu or submit the application found at the back of this catalog with appropriate fee. The application includes an Applicant’s Agreement section pertaining to Standards of Conduct, Financial Policy, Doctrinal Statement, and Purpose, Philosophy and Objectives.
2. Have official transcripts*sent directly to Luther Rice. An official transcript request form is found in the back of the Luther Rice catalog and online. Transcripts from foreign institutions will be evaluated by Luther Rice. Evaluations may require the applicant to submit their transcript to a third party agency for a determination of U.S. Equivalency. Agencies will charge a fee for their services that is payable by the applicant.
3. Have the completed Christian character reference form sent to Luther Rice.
4. Complete the Bible content test online. This diagnostic test is part of the admissions process but does not determine eligibility to enter Luther Rice except at the doctoral level.
5. Doctoral students have additional requirements for admission.
6. International students have additional requirements for admission. All required admissions documents must be received before a transcript review and course recommendations are possible.

*Transcripts from unaccredited institutions will be evaluated according to the criteria outlined in the catalog (Transfer credit).

300.2 Withdrawal from the Institution

If a student finds it necessary to withdraw from Luther Rice, the student must notify the Registrar's Office in writing or via email at Registrar@LutherRice.edu. In order to withdraw from Luther Rice, the student must have made satisfactory financial arrangements with the Business Office. No withdrawal becomes official until each of the requirements listed above has been satisfied. Failure to make official withdrawal may disqualify the student for readmission at a later time.

300.3 New Student Orientation

All incoming students are urged to attend our semi-annual Student Orientation, which will be held on campus prior to the first day of classes in August and January. New students receive an invitation with a reservation request. A continental breakfast is provided.

The purpose of the New Student Orientation is to cover a full array of student related services and commonly asked questions in order to lend a hand in making campus life and the online experience at Luther Rice a rewarding one for each new student. During student orientation, students have the chance to interact with representatives from each department of the institution. Students receive guidance on academic advisement, registration, financial aid, student accounts, library, distance education (online), purchasing books, and other matters. The orientation concludes with a complimentary tour of the entire campus.

All online and on-campus students are provided with a copy of the Luther Rice Student Orientation Slide Show, a Quick Start Orientation Guide and are encouraged to review the items

prior to the first day of class. You can access the [Quick Start Guide online](#). All new accepted students (online and on-campus) are emailed an acceptance letter that includes a short “Now I’m Accepted...What Next?” orientation video. You can also access this [Now I’m Accepted...What Next? video online](#).

300.4 Academic Advising

All Bachelors and Masters students may contact advisors in the Academic Advising Office (AAO) for assistance. Doctoral students are assigned a specific faculty member as an advisor. The advisors are available to guide and counsel students throughout their academic program. It is the student's responsibility to fulfill the requirements of the degree program.

The AAO monitors students enrolled in the Academic Success Program.

The AAO can assist students in choosing the appropriate classes in any mode to meet their academic goals and counseling students in case of academic problems. AAO is available by phone at 770-484-1204 or 800-442-1577, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m. EST. The student may also email the AAO at AAO@LutherRice.edu.

300.4.1 Remediation Policy and Services

Luther Rice is aware of the difficult conditions under which some students have to study. If there is anything that a student cannot grasp or which requires further clarification, the student is encouraged to contact the Academic Advising Office at AAO@LutherRice.edu.

300.4.2 Remedial Programs

On-campus and online undergraduate students in Math and English courses have access to online tutoring via Tutor.com. Luther Rice does not provide a remedial program for a student who is admitted and finds that he or she cannot work on the expected level of his degree program. Students in need of remediation in English or Mathematics are encouraged to contact the Director of Student Development for available options.

300.4.3 English as a Second Language

A student who practices English as a second language is required to pass the Test of English as a Foreign Language (TOEFL) as a part of his or her entrance requirements.

300.4.4 Repeating a Course

Luther Rice follows a non-punitive course of remediation in which a student may repeat a course that was taken at Luther Rice and received a grade of “D” or “F” and have only the second grade calculated in the cumulative grade point average. The course repeated will have the original grade replaced with an “R” and a new course entry will be placed on the transcript showing the second grade.

300.5 Registrar Services

300.5.1 Course Registration

Students can register for classes by accessing the MyCampus student portal through the Luther Rice website. Click on the *Register* option in the MyCampus student portal to register. After selecting your courses, you will need to enter payment information. If problems arise, contact us at 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 8:30 to 5:00 EST. Computers are available at Luther Rice for local students who do not have access to one.

300.5.1a On-Campus and Online Courses

Prior to the beginning of each semester, on-campus students and students taking online courses are required to complete the registration process in the MyCampus student portal at our website www.LutherRice.edu. No person is registered until all tuition and appropriate fees are paid.

Specific dates are assigned for registration each semester. Students registering for classes after the deadline must pay a Late Registration Fee per course. No student may register for classes after the first week of class.

300.5.1b Extended Module (Hybrid) Courses

Students taking extended modules are required to register at our website www.LutherRice.edu. Students must register no later than 30 days prior to the start of each extended module. No late registration is available for module courses.

300.5.2 Add/Drop Procedures

When a student drops a course, Luther Rice will follow the refund policy stated under *Refund Policy* in the Luther Rice Catalog.

300.5.2a On-Campus, Online, and Extended Modular Courses

1. No classes may be added after the first week of class.
2. If a student drops a course during the first week of class, the course will be recorded as a “WD” on the student’s unofficial transcript but will not be recorded on the student’s outgoing transcript.
3. Courses dropped after the first week but before the eleventh week will be recorded as “WP” (Withdrawal Passing) or “WF” (Withdrawal Failing) depending on the student’s grade at the time the course is dropped. The cut-off for Mini-Term classes is the halfway mark.
4. All courses dropped in the last four weeks of a term will be recorded as a “WF” except in extreme circumstances subject to approval of the professor and the Vice President of Academic Affairs. The last half of the semester applies to Mini-Term classes.
5. Students are required to officially drop a course to be withdrawn. Notifying the professor of the intended drop DOES NOT withdraw one from the course officially. Official course drops are done through the My Classes page after logging into the MyCampus student portal through www.LutherRice.edu.

300.5.2b Independent Study Course

1. If a student officially drops an independent study course in writing within 21 days after registering, that course will not appear on the student's transcript.
2. If a course is officially dropped after 21 days, but within 15 weeks, the grade of "WP" or "WF" will be assigned depending on the student's grade at the time the course is dropped.
3. If a course is not completed and not officially dropped prior to the due date, the grade of "F" will be assigned. If a student chooses to repeat a course, he or she must re-register for that course and be billed again at the current tuition rate.

300.5.3 Grading Scale

<u>Undergraduate</u>	<u>Graduate</u>
91-100 A	95-100 A
81-90 B	88-94 B
71-80 C	78-87 C
60-70 D	70-77 D
Below 60 F	Below 70 F

300.5.4 Grades, Grade Points, & Grade Point Average

1. In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the Registrar's Office. Instructors verify their class rosters during the first week of a semester. A student who remains on an official class roster must be given a grade even if he never attended. A student cannot receive a grade even if the work was completed successfully if he is not properly registered.
2. All work is graded by letters which are interpreted as follows (including grade points for each semester hour):

<u>GRADE</u>	<u>MEANING</u>	<u>GRADE POINT PER SEMESTER HOUR</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
R	Repeat	-
S	Satisfactory	-
U	Unsatisfactory	-
N	Audit	-
I	Incomplete	-
LA	Leave of Absence	-
MI	Medical Incomplete	-
WD	Withdrawal Drop	-
WP	Withdrew Passing	-
WF	Withdrew Failing	0
W	Withdrew	-
WC	Withdrawal due to course cancellation	-

300.5.5 Leave of Absence

Luther Rice may approve a Leave of Absence (LOA) for a student who is unable to continue in his course(s) for a period of time and is reasonably expected to return. The student should submit a Leave of Absence Request Form, along with supporting third-party documentation (e.g., letter from physician, deployment orders), to the Director of Student Development for consideration of an LOA. The decision of the Director is final.

An approved LOA may only occur after the Drop/Add period of a term and may not be greater than 180 days within a 12-month period. A temporary grade of LA will be posted to the student's transcript and a student may not enroll in future courses until a permanent grade is posted. At the end of the prescribed time period the student must resume his studies at the point where the approved leave began. The student will not incur additional fees associated to the respective course(s) when he returns from the LOA. If the student does not return from the LOA within the specified time period, he will be withdrawn from his course(s).

An LOA may be granted if the student is unable to request it in advance due to unforeseen circumstances (e.g., medical emergency, etc.). If the LOA is granted without the student's advanced request, Luther Rice will document the reason for the LOA and will receive the written request from the student when he is able to provide it.

300.6 Book Services

The Luther Rice online bookstore is open 24 hours, 7 days a week. Luther Rice uses *Akadem*os for its online book service. To access the bookstore, visit the MyCampus student portal on our website and click the *Register* tab or visit the site directly at www.LutherRicebooks.com. At the *Akadem*os website you can check course book titles and prices by searching for your Course ID. You may purchase new as well as used books on the *Akadem*os site. Ordering online is easy and secure. If you need to contact *Akadem*os regarding your textbook purchases you may call 1-800-887-4459 or email institutions@akademos.com.

Students may purchase books from other sources, such as Amazon.com and Walmart.com. Books will be available on the *Akadem*os website 30 days before the start of the semester. When you no longer need a textbook, *Akadem*os may buy it back from you. See the *Akadem*os website for more information and customer service options.

Luther Rice also provides a Book Trading Tool which allows students to sell used books to other Luther Rice students. This tool is available on the Book Services main page on the Luther Rice website. Financial Aid Recipients can also use book vouchers for purchases.

300.7 Learning Support

Luther Rice offers tutoring for all students who need to augment their learning experience. Tutoring is offered in several ways. First, on-campus and online undergraduate students in Math and English courses have access to online tutoring via Tutor.com. Second, students may ask their professor to recommend a potential tutor for any course offered at Luther Rice. If the student is uncomfortable asking the professor or does not wish for him or her to know of the

struggles in the course, the student should contact a trusted faculty member or friend and ask him or her to handle the request anonymously. The Director of Student Development and Academic Advisors are more than willing to help seek ways to support learning. Please contact the Director of Student Development for more information.

Students in need of a disability accommodation plan in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 are encouraged to contact The Director of Student Development for a Disability Accommodation Request Form.

300.8 Personal Counseling

A student's life is often filled with stress. Luther Rice offers a plethora of counseling resources in the form of a referral list of counselors and treatment centers. In addition, all students have access to national counselor search engines that aid in locating nearby counselors regardless of student residence.

300.9 Prayer Support

Students, faculty, and staff share prayer requests and pray for one another. Requests may be submitted to the Director of Student Development or via prayforme@LutherRice.edu. Personal information is kept strictly confidential, and the content of the requests are shared only with appropriate groups.

300.10 Career Counseling

Luther Rice offers career counseling to assist students in selecting, preparing for, and engaging in a vocation related to their degree program. Career counseling is offered to the student body through several offices. A student who desires career counseling should contact the Director of Student Development who will arrange for appropriate guidance. For example, a student in Biblical Counseling may be referred to the head of that program who maintains relationships with professionals and organizations within that discipline. In the case of ministry, Luther Rice administration, faculty, and staff are experienced and actively engaged in a variety of ministry venues and are willing to assist students in facilitating contacts with active and respected practitioners. Various instruments for identifying personal strengths and skills may also be used by the Director of Student Development on an individual basis and as deemed necessary. In addition, Career Counseling is available via a partnership with the Georgia Baptist Convention (GBC).

Luther Rice has partnered with College Central Network Services to offer our students and alumni a variety of tools and resources to assist them in the job search process.

The Luther Rice career website offers such features as:

- Access to employment opportunities available only to Luther Rice students and alumni
- Resume Builder
- Resume posting
- Portfolio Builder
- Career Video Trainings and Advice Resource Library
- Mentor Network

- Easy access to national job boards and internship boards and much more.

Register today at <https://www.collegecentral.com/lutherrice/> to take advantage of these services. If you need assistance with the website, contact the Luther Rice Career Center at 678-990-5695 or careers@LutherRice.edu.

300.11 Food Services

- Numerous casual dining and fast food restaurants, including the Food Court at Stonecrest Mall, are located within three miles of the campus. See www.LutherRice.edu for a complete listing. (1) Go to www.LutherRice.edu (2) Click on Students (3) Click on Local Guide (4) Click on The Luther Rice Navigator Brochure.
- Students who wish to bring their lunches may utilize two refrigerators on campus for temporary storage. Old items will be discarded. Please do not leave items overnight.
- Microwave ovens are available in the designated eating areas on campus.
- Students are welcome to use the picnic tables on campus for eating meals or snacks.
- A student snack area is available on campus for students who wish to purchase snack items.
- Please do not take food or drink into the chapel or classrooms.

300.12 Housing Services

Luther Rice is a non-residential campus located in an area with many housing options. The housing services provided by Luther Rice aid the student in identifying appropriate and affordable housing in the local area.

Students seeking housing should scan the bulletin boards located in Burriss Hall for postings of available rooms, apartments, and roommates wanted in the local area. The Director of Student Development office maintains the listings and the bulletin boards. Please do not post an announcement to any bulletin board without prior permission from the Director.

Housing information is available via the Luther Rice website, www.LutherRice.edu. To view information on housing: (1) Go to www.LutherRice.edu (2) Click on Students (3) Click on Local Guide (4) Click on The Luther Rice Navigator Brochure.

300.13 The Pioneer and Student Course Schedule Planner

The Pioneer is a bi-annual publication distributed in print and electronic format to students, graduates, and friends of the institution and includes needs of the institution, information about students and alumni, and plans for the future. An electronic newsletter *The Calling* is distributed via email throughout the year. The Student Course Schedule Planner is published three times per year for students; it includes course schedules and other academic information. The Student Course Schedule Planner is available to all students at www.LutherRice.edu within the MyCampus student portal by selecting the *Register* tab.

300.14 Health Insurance

Students who are enrolled in at least 9 hours per semester are eligible to participate in a *Personal Security Program* offered by the GuideStone Financial Services of the Southern Baptist Convention.

To qualify for open enrollment in this health insurance plan, the following criteria must be met:

1. You must apply within 30 days of enrollment (this is considered open enrollment). If a student applies after this time period they are subject to insurance underwriting, which would include a physical exam, blood test, and extensive medical information.
2. You must not have previously applied for participation in the Personal Security Program and been rejected for yourself or a family member.
3. You must not have previously enrolled in Personal Security Program plans. Those students who fulfill criteria 2 and 3 above, but are no longer eligible for open enrollment must provide evidence of good health for the student and all family members requesting coverage.

The cost of coverage in the *Personal Security Program* is determined by the student's geographical area of residence and age. Applications may be obtained from Luther Rice by calling 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 8:30 to 4:00 EST or email studentservices@LutherRice.edu. For questions regarding this program, students should call the GuideStone Financial Services at 1-800-262-0511.

300.15 Placement

Placement and Career Services are important to the overall success of an institution. Assisting students and graduates searching for that right job is something we value here at Luther Rice.

The Student Services Department provides resources to assist students with job searching, resume writing, and other useful career information. There are job postings available as well as links to job search databases through our placement services link in our Student Support Services link on our website. Register today at <https://www.collegecentral.com/lutherrice/> for easy access to national job boards and internship boards. A job placement services is available via a partnership with the Georgia Baptist Convention. Additional information is posted on the College Central Network Services website, <https://www.collegecentral.com/lutherrice/>. If you need assistance with the website, contact Student Services at 1-800-442-1577 or studentservices@LutherRice.edu.

Graduates should contact the Alumni Services office at Alumni@LutherRice.edu or call 1-800-442-1577.

300.16 Computer Usage

Luther Rice provides an opportunity for students to enhance their educational experiences and expand their academic knowledge by making available student access to computer resources and the internet. Today's computer technology deposits a significant amount of information in the

hands of its users that carry with it a commensurate amount of responsibility. Therefore, the following policy for computer usage by students of Luther Rice has been adopted:

- The use of computers provided by Luther Rice is subject to the normal requirements of legal and ethical behavior.
- Student access to the internet is intended for Institution business and educationally related purposes.
- Computers provided by Luther Rice should not be used to copy or transmit copyrighted software or other material protected by copyright laws.
- Computers provided by Luther Rice should not be used to support any type of fundraising.
- Computers provided by Luther Rice should not be used to create, transmit, or store harassing, obscene, or abusive messages, images, or materials.
- Luther Rice does not manage the internet and, therefore, is not responsible for offensive material that may be encountered.

Any student found engaging in any activity that violates the Computer Usage Policy may result in the immediate suspension of the student's computer usage privileges as well as other disciplinary/legal action.

300.16.1 Computer Access

Students have access to computer terminals in the computer lab located in the Smith Library.

300.16.2 Online Student Center

All students (on-campus, online, and module) are encouraged to participate in the Online Student Center (OSC). The OSC is located within the Blackboard system, is managed by the Luther Rice Student Government, and is accessible to students, faculty, and staff who are enrolled in it via the Blackboard link on the institution's webpage (www.LutherRice.edu). In the OSC, students may find useful information, several means of interacting with other students (discussion boards, email, and chat), opportunities to participate in student-led groups and tutoring assistance provided by fellow students. One discussion board, entitled "—The Gathering Place", provides a means for students to post questions, comments, and/or grievances.

The Director of Student Development and SGA sponsor the OSC. To enroll in the OSC:

1. Online students should login to Blackboard and select the —Courses tab. Search for —Online Student Center. When the course is listed, click the —Enroll button, and you will be automatically enrolled.
2. Students who are not actively enrolled in online courses should contact the Director of Student Development or the SGA. You will be given a login ID, password, and instructions for access.

300.17 Telephone Usage

All telephones are for Luther Rice business use. Students may use the telephone located in the lobby of Williams Hall for local calls only. Please limit calls to three minutes. Incoming calls from family or friends should be for emergency purposes only.

300.18 Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

- 1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2) The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3) The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate education interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Luther Rice to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202-4605

300.19 Drug Free Policy Addendum

Because Luther Rice participates in Federal Student Aid, the Institution must provide information to students, faculty, and employees to prevent drug and alcohol abuse. In Galatians 5:20, the Apostle Paul lists “—witchcraft” (translated from *pharmakeia*, from which we get the words “—pharmacy” and “—pharmaceutical”) and “—drunkenness” as acts of the flesh. Believers should not, therefore, engage in these acts. The Institution, including all departments and affiliated institutions within it, expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, illegal drug, or alcohol on the campus or properties owned or used by the Institution. Violation of this policy will result in the immediate dismissal from Luther Rice of any faculty, staff, or student involved in these activities. In addition, faculty, staff, or students involved in such illegal activities are subject to legal prosecution under federal, state, and local law. Federal trafficking penalties can be found at the U.S. Department of Justice website.

Violations of laws involving alcohol may result in fines, imprisonment, community service, or loss of license. Any person engaged in these illicit activities may also be liable for personal injuries or property damage that occurs.

Drug or alcohol abuse may cause various physical problems, such as liver failure, cancer, paranoia, or death. Listed below are a few signs that may indicate drug or alcohol abuse:

- Giving up past hobbies and activities
- Aggressiveness and irritability
- Forgetfulness
- Disappearing money or valuables
- Feeling rundown, hopeless, depressed, or even suicidal
- Sounding selfish and not caring about others
- Getting in trouble with the law

The above information was adapted, or taken directly, from <http://www.webmd.com/mental-health/substance-abuse>.

Below is a list of treatment facilities for anyone struggling with drug use/alcohol abuse:

Penfield Christian Home
1061 Mercer Circle
Union Point, GA 30669
(706) 453-7929

No Longer Bound
2725 Pine Grove Road
Cumming, GA 30041 (770) 886-7873

Alcoholics Anonymous
127 Peachtree St. NE
Atlanta, GA 30303

(404) 525-3178

Ridgeview Institute
3995 South Cobb Drive
Smyrna, Georgia 30080 (770) 434-4567

Peachford Hospital
2151 Peachford Road
Atlanta, Georgia 30338
(770) 455-3200

Luther Rice is neither associated with nor does it endorse any of these facilities/programs.

400. Student Life

400.1 Chapel

The student body meets on scheduled dates and times during the Fall and Spring semesters for a brief chapel service. Each chapel service is carefully planned to provide the elements of a meaningful worship experience. Speakers are chosen from the faculty, students, alumni, and visiting guests. Students whose classes are held on when chapel is offered are expected to attend. No classes are held during the chapel time, and the library and student services offices are closed. Students whose classes meet at other times during the week are invited to attend chapel services.

Distance education students may listen to audio files from chapel located at www.LutherRice.edu (Click on —Students, click on —Spiritual Life, click on —Chapel Audio).

400.2 Prayer

Prayer requests or praise reports can be emailed to prayforme@LutherRice.edu or communicated to the Luther Rice Student Government Association.

400.3 Gender and Ministry

Luther Rice recognizes that throughout church history God has been pleased to use both men and women in marvelous ways for the advancement of the gospel. We also recognize that the Christian community has long held diverse opinions regarding the roles of women in ministry. Sincere and godly people hold varying positions on this subject.

While recognizing and respecting this diversity, as an institution and faculty, Luther Rice believes and teaches that the role of church pastor can be fulfilled biblically only by a man (1 Tim 2.12; 3.1-7; Heb 13.7, 17). Christian women, however, are gifted and are called to a broad array of other ministries.

The recognition of scriptural gender distinctions neither disparages one sex nor exalts the other. It is simply the proper response to God's revelation regarding His creation (Gen 2.18; 3.16; 1 Cor 11.8, 9; 1 Tim 2.13-14), His children (Gal 3.28; Eph 5.22-33), and His church (1 Tim 2.12; 3.1-7, Tit 1.5-9).

We affirm the call of God and the ministry gifts that He graciously bestows upon both sexes for effective Christian service within the parameters of His Word.

No student is excluded from pursuing any degree because of gender. In all classes every student is given the respect befitting a fellow servant and brother or sister in Christ (1 Jn 4.7-8).

400.4 Personal Mobile Phones and Pagers

Please turn off all mobile phones upon entering classrooms or the chapel.

400.5 Solicitation and Selling

Unauthorized solicitation and/or selling on campus property are explicitly prohibited. Students wanting to use classroom space during non-classroom hours or to post any signs on walls or bulletin boards must obtain permission from the Director of Student Development.

400.6 Use of Institution's Name

No student may use the name of Luther Rice in the solicitation of gifts from persons or agencies off campus without the written permission of Luther Rice administration.

400.7 Use of Student's Image

Your attendance at Luther Rice implies permission for Luther Rice and personnel or agencies authorized by them to reproduce your image, likeness, or voice in connection with any recorded display or reproduction of Luther Rice events and in post event publicity, Luther Rice publicity, and publicity for other such events as sponsored by Luther Rice.

400.8 Facilities

Controls for air conditioning, heating, and lighting are to be operated only by the professors, their assistants, or other institution officials. Students are expected to help keep classrooms, the Student Center, and other student areas neat and orderly. Please discard unwanted items in the nearest available receptacle.

400.9 Ministry Opportunities

Opportunities for ministry and social outreach are offered through the Luther Rice Student Government Association. These include involvement in local church activities and various community outreach opportunities. Internships in churches and ministries are often available. Career information/data is also available upon request from Career Services.

Ministry preparation classes are required for all undergraduate students; these are based upon at least ten hours of Christian service. Graduate students may participate in a practicum which will provide ministry opportunity.

500. Library Services

500.1 About the Library

500.1.1 Purpose

The purpose of Smith Library is to provide adequate and accessible educational resources and services in support of the curricular and developmental needs of members of the Luther Rice community involved in the various academic programs to facilitate theological education.

500.1.2 Library History

The library was begun in 1966 in Jacksonville, Florida. It was named after Bertha Smith on December 7, 1972. Bertha Smith (1888-1988) was a Southern Baptist missionary who spent 40 years of faithful and effective ministry in China. Her heartthrob was for revival in the hearts of God's people. The collection contains a portion of her personal collection of Christian literature. Dr. John Burns, an early faculty member, used his bibliographical knowledge to hand pick works of importance for the Library. Dr. David Rhew directed and developed the Library during most of the years of Luther Rice's existence and was responsible for implementing the first phase of the installation of library technology. After his retirement in the summer of 2000 Rev. Hal Haller took over and he was director at the Luther Rice library until June of 2013. Daryl Fletcher took over as library director in July 2013. Prasada Saja became the new Library Director in January 2016.

500.1.3 Special Note

The library endeavors to fulfill the research needs of students and faculty. In its efforts to do so, it sometimes includes materials that do not agree with the doctrinal beliefs of Luther Rice. Discernment is recommended when using these materials.

500.2 General Regulations

The Smith Library is provided to students to be the primary means of finding access to materials for research and informational needs. Therefore, there are certain regulations students are requested to adhere to at all times.

- 1.** Please maintain an atmosphere conducive to study by being as QUIET as possible. Set your cell phones on vibrate mode and conduct cell phone conversations outside of the library entrance.
- 2.** Please do not bring food or drink into the library or the computer lab. Water bottles are allowed in the library at the study tables only, but they must be closed and kept on the floor at all times.
- 3.** After browsing through books, DO NOT re-shelve them. Leave them on tables or on the circulation desk so they can be counted for internal statistics.

500.3 Library Services

The Smith Library offers a variety of onsite and online services to its patrons to meet their research and informational needs. This section will review those services. Online students have access to the same services as on-campus students.

500.4 Access and Borrowing from the library

1. Availability of Collection: The Luther Rice library has a growing collection of information resources that now include over 62,000 print books, 300 audio-visuals, 100 databases through the Georgia Library Learning Online ([GALILEO](#)) statewide consortium covering about 10,000 [electronic periodical titles](#), an [EBSCO collection](#) of over 130,000 electronic books on a wide variety of subject areas, and an impressive collection of over 10,000 theological thesis/[dissertation titles through TREN](#) (Theological Research Exchange Network). The library added Axis 360 database from Baker & Taylor to further enhance the availability of relevant eBooks.

2. Arrangement of the collection: Most of the Smith Library collection is arranged according to the Library of Congress Classification System. Single or double letters are initially used to categorize all areas of human knowledge. Labels are affixed to book spines displaying call numbers. A numerical system is employed to arrange audio-visuals on the shelf such as DVD 101. Journals are shelved alphabetically by the first word in the title.

3. Limits to Availability: While the majority of these resources are available for check out, included in the library resources are some items that are not to be removed from the library premises, such as: the [reference collection](#), [Print Periodical collection](#), [hard copies of Doctor of Ministry major writing projects](#) and [course reserves](#). Course reserves are placed at the Circulation Desk; they must be checked out for in-house usage and returned to the circulation desk. Due to licensing and copyright restrictions, access to licensed library databases, course reserve materials, and Interlibrary Loan service is limited to current Luther Rice faculty, students, and staff only.

4. Borrowing Materials: Students may check out any item not limited by library policy. Up to 12 items may be checked out at one time by undergrad and grad students with a limit of seven on any one subject. Doctor of Ministry students may check out a maximum of 25 items. A valid library card is required to borrow in person. After checked out, materials will be desensitized to permit them to pass through the security gates.

5. Requesting Materials: The Luther Rice library will mail library items to online students free of charge. Students must pay for the return shipment. It is easier for online students to request library materials directly using the [online catalog](#), rather than having to call, send an email or fax to library staff. To request materials, simply locate the items using the library catalog, add the items to the cart and email the cart contents to library@LutherRice.edu. Online catalog is available 24 hours a day via the Web. Returns may be addressed to: Smith Library, Luther Rice, 3038 Evans Mill Road, Lithonia, GA 30038. Please view this tutorial

6. Loan Periods and overdue fines: Loan periods are based upon borrower type and the kind of items checked out.

Type of Material	Loan Period	Renewals	Overdue Fines
Circulation Books	30 days (on-campus students) 45 days (online students)	1 (15 days)	\$.20 per day
CDs & DVDs	15 days (all students)	1 (7 days)	\$.50 per day
Reserve Books	2 hours (On-Campus only)	No Renewal	\$1.00 per each late hour
Inter Library Loan	Decided by lending library (On-campus only)		\$1.00 per day

7. Returning Materials: Materials may be returned to the charging desk and deposited in the book return slot or given personally to one of the library staff. When the library is not open, they may be deposited in a drop box in front of the library. If items are returned by mail, please use a form of mail that allows tracking and delivery confirmation. Books returned by mail will not be removed from the patron's record until the date they are actually received. Please address all returns to: Smith Library, Luther Rice College and Seminary, 3038 Evans Mill Road, Lithonia, GA 30038.

8. End of Semester Returns: All returns are expected to be accomplished by the end of the courses in which the student is enrolled. Additionally, all materials are due by the beginning of exam week.

9. Refusal of Service: A student may be refused check-out privileges if he or she has materials more than 30 days overdue or unpaid balances that exceed \$5.

10. Overdue, lost or damaged materials: Library patrons are responsible for returning or renewing items by their due date. Library borrowing privileges are suspended for patrons who have materials more than 30 days overdue or unpaid balances that exceed \$5.

Library patrons are assessed replacement charges when materials are damaged beyond repair, when materials are declared lost by the borrower, or when materials are considered by the library to be lost. An item is considered "lost" at 30 days overdue.

For each lost or damaged item, the patron will be billed for the replacement cost of the item (including shipping charges), the accrued overdue fine, and a \$10 processing fee. The maximum overdue fine is \$10.00 per item.

If a lost item is subsequently returned to the library in good condition within a reasonable period after paying the replacement cost, the replacement fee will be waived, but the patron will be responsible for the overdue fine and the processing fee.

Library patrons will be assessed a fee for repair of damaged materials they have checked out.

When a patron claims to have returned an item that is still on record as being checked out to the patron, the library will designate a "claims returned" status on the item for a period of 30 days. During this time period the library and the patron share the responsibility of locating the library item. Library staff will search the library collection and the patron, in turn, is expected to search his/her room, home, office, etc. for the item. At the end of the 30 days search process, if the item remains unfound, the patron will be billed for the replacement cost plus a processing fee and the accrued overdue fines.

11. Fines and overdue notices: The library usually issues notices to students regarding fines and over dues. However, these notices are sent as a courtesy and should not be considered a right of the student nor an excuse for non-payment or late returns. At the end of each semester, all outstanding fines are added to the patron's Luther Rice account.

500.5 Printing and Copying

1. Photocopy Cost: The library provides black & white self-serve photocopying. The fee is \$.10 per page impression.

2. Copyright Compliance: Photocopies and other reproductions of copyrighted works are governed by “fair use” (Title 17 U.S. Code) guidelines. Patrons exceeding the “fair use” guidelines may be liable for copyright infringement. For information on copyright law, see the following link:

http://www.elac.edu/collegeservices/doc/PC-029-08-06-CopyrightQA_v3.pdf

500.6 Computer Use

The Computer Lab located in the library is available to all faculty, staff, and currently enrolled students of Luther Rice. The Computer Lab contains 9 computers, each with word-processing programs and internet access. Library staff is available to provide basic help in the use of computers and software, and answer questions about this policy. Wireless access is provided for users with laptops or devices capable of receiving wireless signals.

500.7 Interlibrary Loan (ILL) Services

1. Students can request books, articles, and other materials that are not found in Luther Rice library collections through Interlibrary Loan service. Library staff will search for these materials and borrow them from other libraries.

2. Students can submit the request in person at the circulation desk or e-mail it to library@LutherRice.edu or fax the information to the Luther Rice (fax number: 770-484-1155). Interlibrary Loan requests can also be submitted online at <https://www.LutherRice.edu/Forms/InterLibraryLoan.aspx>

3. Due to general interlibrary loan practices used by libraries across the country, **Smith Library cannot obtain book loans for online students.** Online students are encouraged to use the ILL services of their local public library. However, any article not available in full text through Luther Rice library's databases may be requested by online students via interlibrary loan.

4. Cost of ILL: While the Library will make every effort to obtain materials for free, at times the lending library will assess a fee. Students are required to include with the ILL request the maximum amount willing to be paid for the material.

5. Returning ILL Material: Students are responsible for returning to Smith Library any ILL material borrowed with sufficient time for those materials to be returned to the lending library (typically one week prior to the due date).

500.8 Online Catalog

The Luther Rice [Koha online catalog](#) contains entries for all materials in the Smith Library collection. The catalog is available 24 hours a day, every day. The online catalog lets patrons locate, reserve and request library materials in the Smith Library collection. Learn about the library catalog's capabilities and how to use it through this online tutorial at

<http://www.LutherRice.edu/UserFiles/Documents/Library/Help%20files/KohaSearchHelp.pdf>.

500.9 Electronic Journals

The Luther Rice library provides access to a host of electronic journal titles to students through various databases such as [ATLA\(S\) Religion](#), [EBSCO Religion and Philosophy Collection](#), [Theological Journal Library](#) and [ProQuest Religion](#).

Students may access these and [other journal databases](#) from the [library's homepage](#) by logging in with their student email address and the password. Students may follow these steps to log into the databases:

1. Establish an internet connection.
2. Launch internet browser.
3. Go to the [library home page](#)
4. Click on any database link you wish to search
5. Login with your student email address and password.
6. A search screen of the selected database should appear.

500.10 eBook Services

1. eBooks are electronic versions of printed books. They often have added features such as built in dictionaries, indexes, footnotes, and fully searchable texts. eBooks can be read anywhere a student has an internet connection. Students of Luther Rice have access to over 130,000 eBooks covering a wide variety of subjects. Most of the books can be downloaded to a personal computer, an eBook Reader, tablet, or smartphone.

2. Students can search and view the collection of eBooks using the [EBSCO eBooks](#) and [Axis 360 eBooks](#) links on the [library homepage](#) (authentication required with your student email address and password).

3. EBSCO eBooks are available for check-out & downloading. Check-out is available for most of the items up to two weeks. The file will not open after two weeks and the book will be "returned" to the collection for others to access. Printing is limited to 60 pages. For downloading eBooks and reading them off-line to a computer or portable device, [Adobe Digital Editions](#) software (free download) is required.

5. For further help, watch the EBSCO eBook tutorial at <http://www.youtube.com/user/BerthaSmithLibrary/videos>.

6. Axis 360 eBooks are available for check-out & downloading. Check-out is available for all items up to three weeks. The file will not open after three weeks and the book will be "returned" to the collection for others to access. Users are permitted to checkout up to five resources at a time. No

printing is permitted. For downloading eBooks and reading them off-line to a computer or portable device, [eReader](#) software (free download) is required.

7. For further help, watch the Axis 360 eBooks tutorial at <http://www.youtube.com/watch?v=yZNbw2bMKsk>.

For Android or iOS devices, the library recommends Axis Reader, which is compatible with EPUB and PDF eBook downloads from both EBSCO and Axis 360.

500.11 Research Help

1. Personal Assistance: Students can receive personal help with any questions from a library staff member in person, by letter, phone (770) 484-1204, ext. 5756 or toll free at (800) 442-1577, ext. 5756), [email](#), or [live chat](#) (see below). If requests for personal assistance are made during non-business hours, they will be met during the following business day. The normal schedule is as follows:

Sunday	Closed
Mon., Tue. & Thu.	8:30 AM to 5:00 PM
Wednesday	8:30 AM to 4:30 PM
Friday	8:30 AM to 4:00 PM
Hours are subject to change when the institution is not in session.	

2. Library Chat: During business hours students can chat with one of the library staff members using the "Chat Live" on the left-hand side menu of the Library website at <http://www.LutherRice.edu/Content.aspx?page=library&tool=library>

3. FAQ: Answers to most questions asked by students can be found in the [FAQ page](#) of the library website. If students can't find what they are looking for, email the library at library@LutherRice.edu

3. Email Assistance: Students can email requests for information and support to library@LutherRice.edu. Every effort will be made to respond on the same day to emails received before 4:00 PM. Emails received after 4:00 PM will be answered the following business day.

4. Online Manuals & Tutorials: Please check out the [Manuals and Tutorials page](#) of the library website for manuals, short [YouTube videos](#), and in-depth online tutorials that will help you to efficiently use the library resources and services.

500.12 Additional Library Information

For additional information about the Smith Library and its services, including the use of online databases and online catalog searches, please call the library at 770-484-1204 (ext.5756).

600. Student Government Association

600.1 Introduction

The Luther Rice Student Government Association (SGA) is comprised of online and on-campus representatives of the student body. They function as representatives to the faculty and administration. The structure of the Student Government Association shall consist of an executive council and student committees. Members of the executive council shall include the Student Government officers and the Director of Student Development as sponsor and ex-officio member.

600.2 Purpose

The Student Government Association is designed to meet five basic objectives:

1. To cooperate with the officials of Luther Rice in promoting the best interests of the institution;
2. To promote the general welfare of all Luther Rice students;
3. To encourage students to honor the Lord Jesus Christ in all activities;
4. To promote fellowship among all students.
5. To engage the surrounding community.

600.3 Appointment to Office

Student Government Association officers are appointed by the Luther Rice administration. The officers appointed include: President, Vice President, and Secretary. The terms of office are annual, but officers may be appointed to the same office more than once.

600.4 Student Government Officers

1. **President** - The President shall preside at all executive council meetings, shall serve as ex-officio member of all committees, and shall serve as student representative on select institutional committees.
2. **Vice President** - The VP shall preside at the executive council meetings in the absence of the President, shall act as parliamentarian, shall assume the duties of the President for the remainder of the school year if the President vacates the office or leaves school, and shall oversee all Student Government Association committees.
3. **Secretary** - The Secretary shall record the minutes for all council meetings and maintain files of all Student Government Association records and reports.

600.5 Requirements to Hold Office

- The President must be a graduate student or an undergraduate student with at least thirty semester hours completed. The President must have attended Luther Rice campus classes for at least one semester of the previous calendar year.
- The Vice President must be a graduate student or an undergraduate student and must have attended Luther Rice campus classes for at least one semester of the previous calendar year.
- The Secretary must be an undergraduate or graduate student and must have attended

Luther Rice campus classes for at least one semester of the previous calendar year.

The President of Luther Rice has the right to act in student affairs as is stated in the Bylaws of the institution.

600.6 Student Government Association Committees

The officers of the Luther Rice SGA shall create any and all necessary student committees and shall appoint committee chairs and members from the student body. All committee chairs and members must be currently enrolled students of Luther Rice.

600.7 Order of Business

Robert's Rules of Order shall be the framework for conducting Student Government Association executive council and committee meetings and business.

700. Emergency Operations Policy and Safety Plan

Luther Rice takes reasonable steps to protect the lives and health of all individuals on the Luther Rice campus. Staff, equipment and information resources are provided to encourage behaviors and environments which prevent dangerous situations and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations will ever occur. It is the responsibility of each individual to report dangerous circumstances to any Luther Rice Staff or Faculty member and to take appropriate and reasonable actions to protect life, limb, and then property.

To the extent each situation permits, emergency response decisions shall be made by the Vice President for Administration (daytime) and Luther Rice Security (nighttime). If this arrangement is not permissible and the situation requires an immediate response, a decision should be made by the individuals most readily available and equipped to respond to the situation. In all situations, each individual should take reasonable steps to protect themselves and their property.

700.1 Personal Safety

Luther Rice encourages all individuals to take an active role in campus safety. While the institution strives to provide a safe and secure environment, it is each individual's responsibility to be aware of his or her surroundings and exercise his or her own best judgment to maintain personal safety and well-being. Everyone should call attention to conditions or situations which threaten the safety and security of others by contacting a faculty, staff or security member.

Some suggestions that an individual may take to protect himself and/or his property include:

- Be aware of your surroundings.
- Walk only in well-lit areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available security personnel, faculty, or staff member or dial 911.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact 911 as soon as you can get to a secure location.
- Luther Rice security # 678-551-5715
- Students are cautioned not to leave exposed valuables in automobiles or to exit night classes alone.

700.2 Campus Security

Campus security personnel are current or former Georgia State Patrol officers and have arrest authority. In addition, they will communicate with local and state police when needed.

700.3 Bomb Threats

Bomb threats should be taken seriously at all times. The individuals most readily available and equipped to respond to the situation should follow the procedures below when a bomb threat is received via the telephone.

1. Remain calm, listen, and take notes of what the caller is saying.
2. Record the displayed number if caller ID is provided.
3. Try to inform someone else to notify another individual that you are handling a bomb threat call.
4. Get as much information as possible through asking some of the following questions:
 - a. Where is the bomb? Which building? Location?
 - b. When is it scheduled to go off?
 - c. What does the bomb look like?
 - d. Why is the bomb located at this institution?
5. Record a description of the caller's voice.
 - a. Is the caller male or female?
 - b. Does the caller sound like a juvenile or an adult?
 - c. Is the caller calm, angry, loud, soft, crying, or laughing?
6. Listen and record any background noises, such as railroads, streets, aircraft, voices, etc.
7. Follow policy **700.10 Emergency Notification Plan**.

Once the institution has received a bomb threat, all buildings should be evacuated. All doors should be left open and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. Evacuations will be ordered by Institution officials and according to the **700.8 Evacuation Policy and Procedure**. All individuals should remain in an Assembly Area (appendix A) until they receive further instruction from personnel handling the emergency.

700.4 Civil Disturbance

A civil disturbance is any incident that is disruptive to the educational experience or work environment. All individuals should remain focused on their personal safety and notifying emergency personnel. Individuals should follow **700.10 Emergency Notification Plan**. If necessary, evacuate according to **700.8 Evacuation Policy and Procedure**.

700.5 Fire Safety

Fire prevention and safety guidelines are for the protection of students of Luther Rice. If a fire has been identified or suspected the nearest faculty or staff member should be notified. Follow the instruction that they provide and /or relocate to a safe location.

All students should be familiar with the location and operation of fire extinguishers and fire alarms. Fire extinguishers are marked and maintained in accordance with local and state regulations and can be found in the following locations:

1. Williams Hall Lobby
2. Woodlawn Hall
 - Library
 - Classroom 202

- Classroom 203
 - Second Floor – Main Hallway
3. Burris Building
- Classroom 101
 - Student Break Area
 - Second Floor – Main Hallway

In the event of a fire, some suggested steps to follow are listed below.

1. If the fire alarms have not sounded, activate the nearest fire alarm when possible or verbally yell “fire”.
2. Use water or a fire extinguisher to put out small fires. Do not try to put out a fire that is getting out of control. If you are not sure if you can control it, evacuate the building immediately using **700.8 Evacuation Policy and Procedure** and contact 911 from a safe location.
3. If your clothes catch on fire, stop, drop, and roll until the fire is extinguished. Running only makes the fire burn faster.
4. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
 - a. If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise, so the air is clearer and cooler near the floor.
 - b. If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window. Alerting fire fighters of your presence.
 - c. Unless necessary, do not attempt to jump from windows above the ground level. This can lead to serious injury or death.
5. Remain at an assembly point away from the building until emergency personnel extinguish the fire and provide further instruction.

700.6 Medical Emergencies

In the event of a medical emergency, the following guidelines shall be followed:

1. Any student, faculty, or staff member who first arrives upon the scene of an emergency shall make an individual assessment of the emergency situation and their personal ability to render and or call for assistance by following **700.10 Emergency Notification Plan**.
2. All on campus first aid certified Luther Rice personnel will immediately travel to the identified "Location" to render assistance.
3. The victim may be transported to formal medical sites by EMS or ONLY after authorization has been given by Luther Rice Administration.

700.7 Inclement Weather

The following policy has been adopted by Luther Rice to respond to inclement weather conditions, or impending inclement conditions that necessitate closing Luther Rice.

The institution's goal is to keep the campus open whenever possible. In the event of inclement weather, institution officials will make every attempt to provide a prompt decision regarding reduction of classes and activities. Decisions will be based on weather forecasts, campus conditions, and the conditions surrounding the campus.

Once a decision to reduce operations has been made, the information will be disseminated to the media and will indicate whether classes are cancelled or if they have been delayed. Every effort will be made to make morning announcements by 6:00 AM. Announcements regarding delays or cancellations will be made on WSB (Channel 2) or listen to WSB-Radio (AM-750/FM-95.5) for school closings and/or opening times. Information will also be posted on Luther Rice's website.

When watching or listening to the stations mentioned above, students must be sure to note whether the announcement is for staff only or for students. Luther Rice will also communicate closings via text messaging. Sign-up for text messaging alerts on the Luther Rice website (MyCampus student portal- Text Alerts).

Luther Rice recognizes that commuting students come from a wide geographic area and that conditions vary greatly throughout metropolitan Atlanta. Common sense and good judgment should act as a guide as to whether or not students can get to the campus, or if a departure from campus earlier than closing time is required.

700.7.1 Natural Disasters

During adverse weather, individuals should access information on a regular basis from commercial radio or television stations. A decision to dismiss classes or close the campus will be made by the President, or in his or her absence a designee, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using local radio and television stations and text messaging.

700.7.2 Tornado Watch

During a tornado watch, the following steps should be followed.

1. Monitor radio and television stations.
2. Watch for tornado danger signs:
 - Dark, often green sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar (similar to a freight train)
 - Funnel-shaped clouds
3. Report any of the danger signs to a faculty or staff member when possible and take shelter immediately.
 - Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.

- Step away from windows and doors.
- Get under a sturdy table or desk and use your arms to protect your head and neck.
- Remain in a secure location until the faculty or staff member has provided further instruction.

700.7.3 Tornado Warning

During a tornado warning, the following steps should be followed.

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
2. Step away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.
4. Remain in a secure location until the warning has expired and a faculty or staff member has provided further instruction.

700.7.4 Flood Watch

Individuals should be prepared to move to higher ground if it becomes necessary. A flood can occur in a brief period without warning and in these circumstances a flash flood watch is issued.

700.7.5 Flood Warning

When flooding is possible or imminent, individuals should take the following steps and/or precautions.

1. If standing water occurs within a campus building, move to a higher level or relocate to another building at a higher elevation when possible.
2. Do not walk through moving water. If you must walk in a flooded area, walk where the water is not moving.
3. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely.

If standing water occurs within a campus building, a faculty or staff member will advise individuals as to where they should relocate.

700.8 Evacuation Policy and Procedure

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should locate the nearest exits, which are identified by exit signs above the door, and evacuate to the assembly points identified in Appendix A.

When possible the fire alarm will be used as the primary source of notifying building occupants. If the fire alarm is unavailable, all supervisors and faculty members will direct students and guests to evacuate the building.

The following steps should serve as a guide to all individuals for the evacuation process:

1. Once notified of the situation, proceed to the nearest exit and assembly point.
2. All doors should be closed after the room has been completely evacuated, unless the evacuation is due to a bomb threat. Doors should be left open when a bomb threat has occurred.

3. All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

700.9 Emergency Plan for Persons with Disabilities

If there is a faculty, staff member, student or guest with a disability, the instructor or supervisor should have a plan of response prepared. The plan should take into consideration the building, the classroom/work location, type of disability, assistance needed, and the availability of assistance.

700.10 Emergency Notification Plan

In the event of an emergency, it is important that the campus community, along with surrounding areas, be notified of the situation. Luther Rice will, without delay, determine the content of a notification and initiate a notification system to the community apprising them of the emergency unless notification will endanger a person or compromise efforts to assist a victim or resolve the situation. Below is the emergency notification plan developed by Luther Rice.

The closest Luther Rice security personnel, faculty, or staff member to the situation will determine if the incident is a significant emergency. If he determines a significant emergency exists, he will notify the Vice President for Administration during daytime operational hours or Luther Rice security if the incident occurs in the evening. After daytime operational hours, Luther Rice security would notify the Vice President for Administration. If the Vice President for Administration is unavailable, the Vice President of Finance will fulfill all duties of the Vice President for Administration as outlined in this Emergency Notification Plan.

The Vice President for Administration will determine the content of the notification and initiate the system to disseminate the message. On-campus notification consists of personal relay of information along with an amplification system. The appropriate off-campus parties will be notified by telephone. All on-campus personnel will evacuate to the field located in front of Williams Hall unless otherwise indicated in the emergency notification.

The persons filling the above-mentioned roles for 2015-2016 are as follows:

1. Vice President for Administration – Mr. Steven Steinhilber
2. Vice President of Finance – Mr. Louis Hardcastle
3. Luther Rice Security Personnel – Georgia State Trooper on campus at time of event

The Emergency Notification Plan will be publicized to the on-campus community annually. An annual test, which may be either announced or unannounced, will be performed and documented in the minutes of the Student Services Committee.

800. Organization of the Institution

800.1 Organizational Chart

The organizational chart for Luther Rice is found at the end of this section. A review of this chart and the list of officers that precedes it will help one determine to whom he should go with various issues that arise at Luther Rice.

800.2 Academic Calendar

The academic calendar is printed in the Luther Rice annual catalog. The Registrar's Office and the Vice President for Academic Affairs publish dates and deadlines in the calendar applicable to students, such as registration for courses, drop dates, examination periods. The academic year includes a fall semester that begins in September and ends in December, a spring semester that begins in January and ends in May and a summer semester that begins in June and ends in August. Fall and spring semesters are each 15 weeks in length, and the summer semester is 11 weeks. Modules are taught between regular semesters. The budget year (fiscal year) begins July 1st and ends June 30th.

800.3 Board of Trustees

The Board of Trustees is the governing body of the institution and it has full authority and responsibility for Luther Rice. The Board meets three times per year: in January, May, and September. The Executive Committee generally exercises the power of the Board between regular Board meetings. The President is a member, *ex officio*, of all Committees. The President and the administrative officers of the institution are appointed by the Board of Trustees. Administrative officers may be removed by action of the President. For the list of the most recent Board members, please see the *Directory* in the school's catalog.

800.4 Administrative Officers

800.4.1 President – As Chief Executive Officer of the Institution, the President is responsible to the Board of Trustees for the Institution and for interpreting the policies of the Board. The President implements all policies and procedures approved by the Board and he is responsible for the management of the institution

800.4.2 Vice President for Academic Affairs – The Vice President for Academic Affairs is responsible to the President and serves as the chief academic officer for the Institution. The Vice President for Academic Affairs is responsible to the President for all academic matters, including recommending to the President short and long range plans for academic development and formulating policies to implement approved plans. The Vice President for Academic Affairs gives direction and guidance to all faculty in the development and operation of academic programs and counsels them concerning faculty evaluation. The Vice President for Academic Affairs recommends to the President actions pertaining to faculty recruitment, appointments, reappointments, promotion, termination, and dismissal.

800.4.3 Vice President for Financial Affairs – The Vice President for Financial Affairs reports to the President and is responsible for managing the business and financial affairs of the Institution including student accounts and payroll related matters.

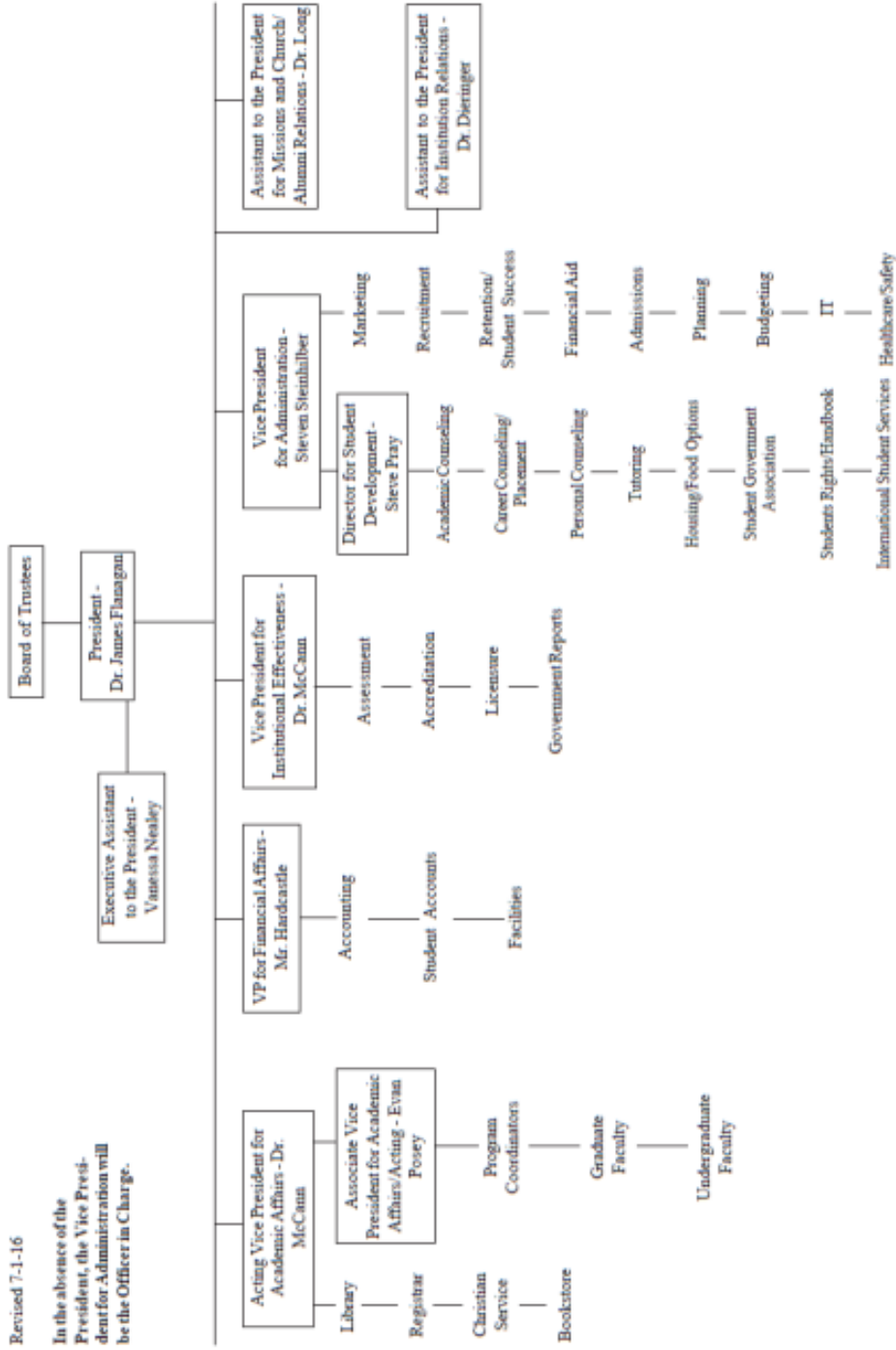
800.4.4 Vice President for Institutional Effectiveness – The Vice President for Institutional Effectiveness is responsible to the President for overseeing the day-to-day operations of the institution’s Institutional Effectiveness effort. This person leads the institution in promoting and supporting efforts to advance the institution’s effectiveness through qualitative and quantitative assessment and related action plans. The duties of this position include collecting and interpreting data and distributing both the data and an interpretation of its significance to the appropriate offices for use in planning and improvement, at all levels.

800.4.5 Director of Student Development – The Director of Student Development is responsible to the Vice President for Administration for directing and coordinating the student programs of the institution. This person serves as liaison between students and administration and serves on policy recommending committees.

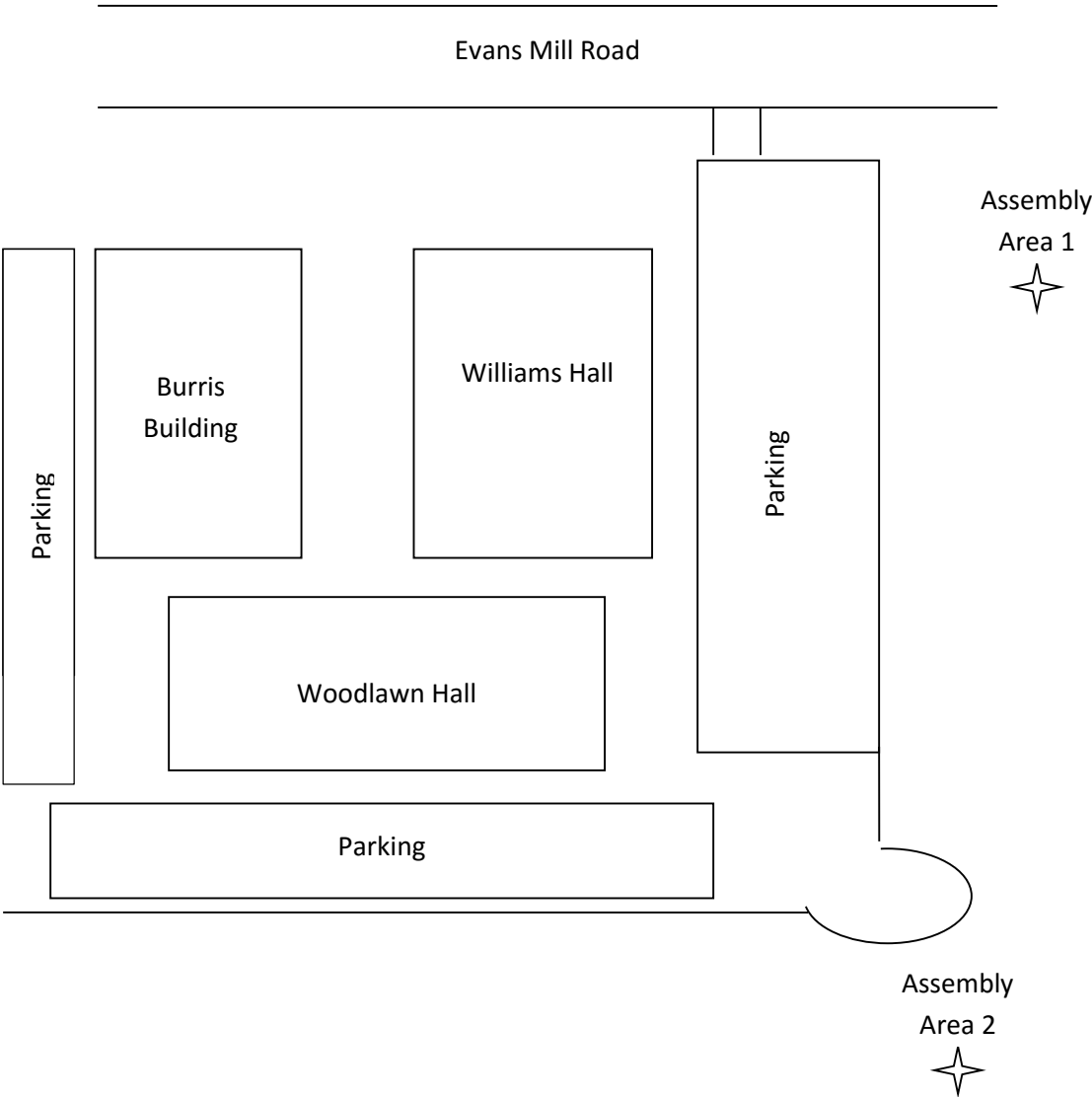
800.4.6 Vice President for Administration – The Vice President for Administration is responsible to the President and provides management and leadership for administrative functions of the institution. This person directs planning, administration, and budgeting for support services and budgeting for academic services. Duties of this position also include department oversight for marketing, admissions, student services, retention, financial aid, IT and the enrollment management process of the institution.

900.5 Organizational Chart

LUTHER RICE COLLEGE AND SEMINARY ORGANIZATIONAL CHART 2016-2017



Appendix A: Site Plan and Assembly Area Designations



Appendix B: How to Access Blackboard for Online Classes and Student Webmail

Blackboard

1. Go to www.LutherRice.edu in your web browser
2. Click on the MyCampus link at top right of the homepage.
3. Enter Username (Your Student email address). The username is located in your acceptance email/packet (Password Summary Sheet).
4. Enter Password (password is an 8 character minimum password created by student)

Student MyMail

Students are required to check their Luther Rice email on a regular basis. Official academic information will be distributed via the student email system. Students are accountable for academic information sent to their Luther Rice email account.

To access student email:

1. Go to www.LutherRice.edu in your web browser
2. Click on the MyCampus link at top right of the homepage.
3. Enter Username (Your Student email address). The username is located in your acceptance email/packet (Password Summary Sheet).
4. Enter Password (password is an 8 character minimum password created by student)

The Luther Rice email address is general in the following format:

firstname.lastname@student.lutherrice.edu. You will be notified of your password when you are accepted to Luther Rice (Password Summary Sheet).