

**THE CATALOG OF  
LUTHER RICE COLLEGE AND SEMINARY  
2021 - 2022**

**Luther Rice College and Seminary**  
3038 Evans Mill Road  
Lithonia, Georgia 30038  
Web Site: [www.LutherRice.edu](http://www.LutherRice.edu)

**1-770-484-1204**  
1-800-442-1577  
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**An application form is found at the back of this catalog.  
Information on the application process is found on page 9.  
You may also apply online at [www.LutherRice.edu](http://www.LutherRice.edu).**

#### **NOTE**

Luther Rice College and Seminary has been incorporated in the State of Florida as a private, independent, non-profit 501 (c) (3) since June 13, 1962. Luther Rice is registered as a corporation with the State of Georgia. Luther Rice is registered as a degree-granting institution by Georgia Nonpublic Postsecondary Education Commission (GNPEC). Luther Rice College and Seminary is required to complete and submit the Annual Membership Renewal under the provisions of the Georgia Nonpublic Postsecondary Act, O.C.G.A. 20-3-250.3 (a) (10).

Current information, including the calendar, admissions, program and degree requirements, tuition and fees, student rights and responsibilities, policies and procedures, and course offerings, is contained in this catalog. The policy of Luther Rice is to give appropriate advance notice of change, whenever possible, to permit adjustment. However, the Board of Trustees and the Administration reserve the right to modify, revoke, or add policies or procedures at any time. If students drop out of Luther Rice or become inactive and later return, they fall under the jurisdiction of the policies and procedures of the catalog in effect at the time of their return. Finally, failure to read the catalog does not exempt students from the stated regulations and requirements.

Luther Rice College and Seminary is an Equal Opportunity higher education institution open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. This non-discriminatory policy includes admission policies, scholarship and loan programs, and other institution administered programs, except where required by specific religious tenets held by the institution.





**Steven Steinhilber, D.Min.  
President**

## **Welcome from the President**

Luther Rice continues to operate on the cutting edge in offering a theologically sound, biblically based, technologically advanced education to students around the world.

### **Luther Rice Advantages**

- All degrees may be earned entirely online or by a combination of both online and on-campus classes, except for the D.Min. degree which requires four, one-week modules on-campus.
- Luther Rice is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), The Transnational Association of Christian Colleges and Schools (TRACS), and the Association of Biblical Higher Education (ABHE).
- Federal financial aid, grants, loans, and scholarships are available to eligible students.
- Academic credit can be transferred, up to set limits, from any approved institution.
- Our tuition costs are ranked in the lowest 10% of all private, non-profit, four-year schools according to the U.S. Department of Education College Affordability and Transparency Center.
- Online course content is engaging, fresh, flexible and designed for the online learning environment.

Most importantly, our entire faculty and staff believe the Scriptures are the inspired, inerrant, and authoritative Word of God. That's what we believe and that's what we teach! Luther Rice provides students with the tools they need to mature spiritually and realize their ministry goals.

I invite you to Luther Rice. We would love to personally meet you, learn about God's call on your life, and discuss how we can be of service to you.

A handwritten signature in black ink, appearing to read 'SR Steinhilber'.

Steven Steinhilber, D.Min.  
President



For specific information or questions you might have, please use our phone and email contacts below.

**Luther Rice College and Seminary**  
**3038 Evans Mill Road**  
**Lithonia, GA 30038**

**Phone/Fax**

General Information	770-484-1204	Local
	1-800-442-1577	Toll Free
General Fax	770-484-1155	
Finance Office Fax	678-990-5388	

**Email**

Academic Advising	AAO@LutherRice.edu
Admissions Office	admissions@LutherRice.edu
Registrar's Office	registrar@LutherRice.edu
Student Accounts	studentaccounts@LutherRice.edu
Financial Aid	financialaid@LutherRice.edu
Library	library@LutherRice.edu
Student Services	studentservices@LutherRice.edu
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**Luther Rice College & Seminary)**





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# GENERAL INFORMATION

## A BRIEF HISTORY

In 1961, Dr. Robert Witty, Pastor of Central Baptist Church, presented the need for a seminary in Jacksonville, Florida to several Southern Baptist pastors. In May 1962, Dr. Witty secured pastors who signed the charter application. On June 13, 1962, the State of Florida granted the charter. Central Baptist Church agreed to provide space and office assistance for the new institution.

Business of the Seminary was conducted until 1968 by the Board of Trustees, with Dr. Witty as Chairman. In 1970, Dr. Witty became the first full-time President. In May 1982, Dr. Gene Williams, an evangelist and former seminary professor, was appointed the second President.

In August 1988, a church building and property in Lithonia, Georgia (a suburb of Atlanta) were donated to the Seminary. In June 1991, construction of new facilities began. In August 1991, the Seminary moved its main campus to this location.

In May 1992, Dr. James Bryant, a former pastor, was appointed the third President.

Dr. James Flanagan joined the institution in 1982, serving as a faculty member and later as Vice President for Academic Affairs. He served as the interim President from April 1, 1993 until May 13, 1994 at which time he was then appointed the fourth President.

Dr. Steven Steinhilber joined the Luther Rice staff in 2012, graduated with his M.Div. in 2015, and served as the Executive Vice President since 2016. Dr. Steinhilber was appointed as the fifth President in July 2021.

## HISTORICAL EXAMPLE

The man Luther Rice (1783-1836) is known in Baptist history for his contributions to missionary endeavor, for his desire to foster cooperation among Baptists, and for his untiring effort to educate ministers. A better name could not have been chosen by the founders. Luther Rice's beliefs provided the philosophical basis on which Luther Rice College and Seminary is built.

*Luther Rice believed in missions.* He was a missionary who felt that every Christian had both the responsibility and the privilege of sharing in the work of world-wide evangelism.

*Luther Rice believed in cooperation between churches.* He devoted his life to traveling from church to church uniting Christians to support missions. His efforts resulted in the formation of the Triennial Baptist Convention (1814).

*Luther Rice believed in Christian education.* He established Columbian College (now George Washington University) in Washington, DC for the single purpose of training Christians to serve Christ effectively. At the time of his death, he was in South Carolina raising funds for the college.

*Luther Rice believed in the authority of the Bible.* While en route to Burma as a missionary volunteer with Adoniram Judson, Rice became convinced, through his study of the Bible, of the necessity of changing his doctrinal position on baptism.

*Luther Rice believed in the power of the Holy Spirit.* He believed that the Holy Spirit is the supreme teacher, the interpreter of Scripture, and the impartor of spiritual gifts to Christians.

*Luther Rice believed in Bible preaching.* He was an eloquent preacher who traveled the eastern and southern states preaching the Bible.

*Luther Rice believed in being a Baptist.* He held to the great distinctive Baptist doctrines concerning the church, its ordinances, its autonomy, and its basis for cooperation.

## **MISSION STATEMENT**

The mission of Luther Rice College and Seminary is to serve the church and community by providing biblically based on-campus and distance education to Christian men and women for ministry and the marketplace with an end to granting undergraduate and graduate degrees.

## **PHILOSOPHY OF EDUCATION**

Luther Rice holds that learning occurs through various means including observation, instruction, and research. Because all truth has God as its source, the entire body of knowledge is consistent with, and not contrary to, God's revelation. Research and study in all disciplines are possible because of (1) the inherent logical structure of the created order, (2) the absolute nature of truth, and (3) humanity's creation in the image of God with the potential to relate to Him by faith and with the ability to engage the mind in academic pursuits.

## **INSTITUTIONAL LEARNING OUTCOMES**

In pursuit of our purpose, we seek to cultivate an institutional environment of Christian excellence through which vital core competencies and values are inculcated in each student. The Luther Rice educational experience is designed to transfer to the student all the vital competencies required of twenty-first century Christian leaders. Upon completion of a degree program at Luther Rice, students will demonstrate the following:

- Exegetical/Expositional Competence - the ability to accurately interpret and effectively communicate the Word of God in a variety of contexts
- Theological/Apologetical Competence - the ability to present a reasoned explanation of the doctrines that are integral to Scripture and to defend the historic Christian faith
- Pastoral/Leadership Competence - the ability to shepherd and to lead others in ecclesiastical and workplace contexts
- Evangelical/Devotional Competence - the ability to present the gospel to unbelievers in a clear and winsome way and to disciple believers for spiritual formation in the image of Christ

- Academic/Discipleship Competence - the ability to research and study new subjects for oneself and to cultivate a lifestyle of lifelong learning
- Communication Competence - the ability to communicate effectively and accurately through both the written and spoken word

## DOCTRINAL STATEMENT

### *I. The Scriptures*

We believe that the books of the Old and New Testaments were written by men, verbally inspired by God, inerrant in the original autographs, and are the supreme and final authority in faith and life. We believe in the full historicity of the biblical record.

### *II. God*

We believe that God is one in nature and three in Person--Father, Son, and Holy Spirit. We believe that all three persons, though distinct, share in the divine nature and thereby possess the same attributes and perfections. We believe in the providence of God, but not that he approves sin or destroys human responsibility. We believe the triune God created the universe apart from pre-existing materials.

### *III. Jesus Christ*

We believe that Jesus Christ is the incarnate Son of God, born of a virgin; that He is true God and true man, having two distinct natures co-joined in one Person; that He died for our sins, was buried, was bodily raised on the third day, and has ascended to the right hand of the Father.

### *IV. Holy Spirit*

We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment, and that He regenerates, seals, and baptizes believers into the body of Christ.

### *V. Humanity*

We believe that humanity was created in the image of God. Adam and Eve, the first humans, fell as a result of sin thereby incurring death for all and a curse on the created order.

### *VI. Salvation*

We believe that salvation is by grace through faith in Christ alone and not of works, and that all who believe are eternally secure in Him.

### *VII. Return of Christ*

We believe in the literal, visible, and personal return of Jesus Christ. We believe in the final judgment of the unsaved, who will be sent away into eternal punishment with Satan in Hell, and the final justification of the saved, who will enter into eternal life with the Lord in Heaven.

### *VIII. The 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 for missions and many other joint efforts. Churches celebrate two ordinances, believer's baptism by immersion and the Lord's Table. 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.

## POSITION STATEMENTS

Based upon the Institution's interpretation of Scripture, the following specific issues are affirmed further.

### *Creation*

We affirm that the universe, visible and invisible, is a result of God's special creative work. He sustains all things through His power and providence.

### *Last Things*

We affirm the premillennial view that the Lord will return prior to the establishment of his 1000-year earthly reign.

### *Marriage*

We affirm marriage is a covenant relationship between a male and female. Sexual relations outside of marriage are contrary to biblical principles.

### *Affiliation*

Where consistent with the previous doctrinal and position statements, Luther Rice is committed to the Baptist Faith and Message. However, the right of each student to affiliate with another evangelical denomination is respected.

## ACCREDITATION AND RECOGNITION

1. Luther Rice College and Seminary is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctorate degrees. Questions about the accreditation of Luther Rice College and Seminary may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).
2. 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](mailto:info@tracs.org) ([www.tracs.org](http://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).
3. 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. Reaffirmation of accreditation was granted on March 6, 2019, 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).

4. Luther Rice College and Seminary has been incorporated in the State of Florida as a private, independent, non-profit 501 (c) (3) since June 13, 1962. Luther Rice is registered as a corporation with the State of Georgia. Luther Rice is registered as a degree-granting institution by Georgia Nonpublic Postsecondary Education Commission (GNPEC). Luther Rice College and Seminary is required to complete and submit the Annual Membership Renewal under the provisions of the Georgia Nonpublic Postsecondary Act, O.C.G.A. 20-3-250.3 (a)(10) which states: "Subject to the requirements of subsection (c) of Code Section 20-3-250.6, any nonpublic, nonprofit college or university granting baccalaureate degrees whose principal office and campus are located in this state and its related graduate and professional programs, which have been in existence ten or more years as a nonpublic, nonprofit college or university and is accredited by a national or regional accrediting agency recognized by the United States Department of Education; provided, however, that such nonpublic, nonprofit college or university shall be subject to the provisions of Code Section 20-3-250.14 for the purposes of satisfying the requirements of 34 C.F.R. Section 668.43(b) and shall designate the commission as the recipient of complaints from students of such nonpublic, nonprofit college or university as a prerequisite for such nonpublic, nonprofit college's and university's acceptance of federal student financial aid funds; and provided, further, that the designation provided for under this paragraph shall be provided solely to the extent necessary for institutional compliance of such nonpublic, nonprofit college or university with the laws and regulations governing federal student financial aid and shall not affect, rescind, or supersede any preexisting authorizations, charters, or recognition."
5. Student complaints should be addressed to the Georgia Nonpublic Postsecondary Education Commission, 2100 East Exchange Place, Suite 2013, Tucker, GA 30084-5313, (770) 414-3300.
6. Luther Rice College and Seminary has met the requirements to offer distance education in all states plus the District of Columbia. The requirements vary state by state, and in some states there are no requirements.
7. Luther Rice College and Seminary has been approved by Georgia to participate in the National Council for State Authorization Reciprocity Agreement. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.
8. Luther Rice is a member of AACRAO, The American Association of Collegiate Registrars and Admission Officers.

Documents of accreditation and recognition may be viewed at the Office of the President.

## **LUTHER RICE GRADUATION RATE**

The current graduation rate for Luther Rice undergraduate students can be obtained through the following website: <http://nces.ed.gov/> and at [www.LutherRice.edu](http://www.LutherRice.edu): Quick Facts.

## PRIVACY POLICY

Luther Rice College & Seminary recognizes the importance of protecting the privacy of personal information. Luther Rice does not disclose or sell any nonpublic personal information about students or prospects to anyone, unless given specific permission by the student or compelled to do so by law.

Luther Rice collects and maintains personal information from individuals who have agreed to provide it to the Institution. The personal information is securely maintained at Luther Rice in accordance with Institution's record retention policies and procedures. Approved personal information provided by an individual will only be used for regular business purposes of the Institution and periodic contact concerning upcoming events, recruitment, admission, registration, and other Luther Rice related items. Should an individual have any questions about record retention policies and procedures, use of personal information, like to "opt-out" of future communication, or pursue their "Right to be Forgotten" in accordance with the E.U. GDPR, the individual must contact Luther Rice at [contact@LutherRice.edu](mailto:contact@LutherRice.edu).

To ensure you the customer that we take seriously the security of our data, we carefully monitor our compliance with GLBA and GDPR. For more information concerning Luther Rice's compliance, please visit the Privacy Policy at the bottom of our website [www.LutherRice.edu](http://www.LutherRice.edu) or contact us at [contact@LutherRice.edu](mailto:contact@LutherRice.edu) or the GDPR compliance page on our website.



*Williams Hall, named in honor of Dr. Gene Williams, the institution's second president. This building serves as faculty and administrative offices.*



# Academic Calendar

## 2021-2022

### SUMMER 2021

April	29	Spring Semester On-Campus Classes End
May	2	Spring Semester Online Full Term and Mini-Term II Classes End
		Recommended Date by Which to Apply for Financial Aid for Summer Semester
	24	Summer Semester Online Full Term Classes Begin
		Late Registration Period for Semester Classes (Late Fees Apply 5/24-5/30)
	30	Last Day to Drop Full Term with "WD"
	31	Memorial Day (Offices Closed)
June	7-11	Doctoral Modules (6/7-6/11)
	13	Last Day to Drop the Doctoral Module with "WD"
July	1	2021-2022 Academic Year Begins
	5	Independence Day Holiday -- Offices Closed
	11	Last Day to Drop Summer Classes with "WP"
August	2	Graduation Application Available Online
	8	Recommended Date by Which to Apply for Financial Aid for Fall Semester
		Summer Semester Online Full Term Classes End
	23-27	Doctoral Module (8/23-8/27)
	29	Last Day to Drop the Doctoral Module with "WD"
	30-31	Doctoral Module (8/30-9/3)

### FALL 2021

September	1-3	Doctoral Module (8/30-9/3)
	5	Last Day to Drop the Doctoral Module with "WD"
	6	Fall Semester Online Full Term Classes Begin
		Late Registration for Full Term Classes (Late Fees Apply 9/6-9/12)
		Labor Day Holiday -- Offices Closed
	7	Fall Semester On-campus Classes Begin
	12	Last Day to Drop Full Term Classes with "WD"
	26	Recommended Date by Which to Apply for Financial Aid for Fall Mini-Term II Classes
October	25	Fall Semester Online Mini-Term II Classes Begin
	31	Last Day to Drop Mini-Term II Classes with "WD"
November	5	Graduation Application Deadline for May 2022
	14	Last Day to Drop Fall Classes with "WP"
	24-26	Thanksgiving Holidays - Offices Closed

December	16	Fall Semester On-campus Classes End
	19	Fall Semester Online Full Term and Mini-Term II Classes End
		Recommended Date by Which to Apply for Financial Aid for Spring Semester
	22-28	Christmas Holidays—Offices Closed
	31	New Year's Day Holiday -- Offices Closed

### **SPRING 2022**

January	10-14	Doctoral Modules (1/10-1/14)
	16	Last Day to Drop the Doctoral Module with "WD"
	17	Spring Semester Online Full Term Classes Begin
		Late Registration for Full Term Classes (Late Fees Apply 1/17-1/23)
		Martin Luther King, Jr. Holiday -- Offices Closed
	18	Spring Semester On-Campus Classes Begin
	23	Last Day to Drop Full Term Classes with "WD"
February	4	Late Graduation Application Deadline for May 2022
	7	Recommended Date by Which to Apply for Financial Aid for Spring Mini-Term II Classes
March	7	Spring Semester Online Mini-Term II Classes Begin
	13	Last Day to Drop Mini-Term II Classes with "WD"
	22	Luther Rice Day (Luther Rice, b. 1783)
	25	Luther Rice College & Seminary Preview Day
	27	Last day to drop Spring Classes with "WP"
April	15	Good Friday Holiday -- Offices Closed
	28	Spring Semester On-campus Classes End
May	1	Spring Semester Online and Mini-Term II Classes End
		Recommended Date by Which to Apply for Financial Aid for Summer Semester
	12	Graduation Banquet
	13	Commencement Exercises

### **SUMMER 2022**

May	23	Summer Semester Online Full Term Classes Begin
		Late Registration for Full Term Classes (Late Fees Apply 5/23-5/29)
	29	Last Day to Drop Full Term Classes with "WD"
	30	Memorial Day Holiday -- Offices Closed
June	6-10	Doctoral Modules (6/6-6/10)
	12	Last day to drop Doctoral Module with "WD"
July	1	2022-2023 Academic Year Begins
	4	Independence Day Holiday -- Offices Closed
	10	Last day to drop Summer Classes with "WP"
August	7	Summer Semester Online Full Term Classes End

# ADMISSIONS INFORMATION

## ADMISSIONS POLICY

Individuals looking to enroll at Luther Rice must first apply with the Office of Admissions and Records. Individuals are encouraged to apply online via the Luther Rice website [www.LutherRice.edu/apply](http://www.LutherRice.edu/apply). Applications can also be submitted via the paper application found at the back of this catalog. When the required admissions documents are received from the applicant, including the application fee, the Office of Admissions and Records will begin the final acceptance process. The applicant will then be notified of a decision in a timely manner by email and/or standard mail.

When considering an application, the Office of Admissions and Records reviews and assesses the applicant's academic record, personal testimony for Jesus Christ, and character reference. Luther Rice reserves the right to consider other personal information if made available (e.g., social media). An applicant's academic record must satisfy the respective degree requirements. The testimony and character reference must provide evidence of the Christian faith and Christian character. Doctor of Ministry applicants have additional requirements for admission (see pg. 11). If the applicant meets the required criteria for acceptance, the applicant is admitted to Luther Rice until completion of the program or becomes inactive (see "Readmission Policies" on Pg. 12).

## APPLICATION PROCESS

1. Apply online at [www.LutherRice.edu/apply](http://www.LutherRice.edu/apply) or submit the application found at the back of this catalog with appropriate fee.
2. Have official transcripts\* sent directly to Luther Rice. An official transcript request form is found online and in the back of this catalog. 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. The form will be emailed to the reference once the application is submitted.
4. Doctoral students have additional requirements for admission (see p. 11).
5. Not-for-credit certificate students have lesser requirements for admission (see pg. 10).

All required admissions documents must be received before a transcript review and course recommendations are possible.

**The online application is found at [LutherRice.edu/apply](http://LutherRice.edu/apply). A paper application form is found at the back of this catalog.**

## ADMISSIONS REQUIREMENTS

### General

Acceptance to a degree program at Luther Rice will be granted only after evaluation of the application, reference form, personal testimony, and official transcripts. The application must be accompanied by the appropriate fee (see Tuition and Fees Pg. 19).

The applicant must also acknowledge that all of the application information is true and that they will adhere to the Standards of Conduct for as long as they are a student of Luther Rice. They must affirm their belief in the Luther Rice College and Seminary Doctrinal Statement. Further, the applicant must indicate that they have read and will abide by the financial and privacy policies of Luther Rice. Finally, the applicant must indicate that they have read and will respect the institution's mission, philosophy, and outcomes. Information proven to be false on the application may result in dismissal.

### Certificate Programs

Luther Rice College and Seminary offers for-credit and not-for-credit certificates.

#### *Not-for-credit Certificates*

Applicants desiring entrance to the not-for-credit certificate program are to follow the entrance requirements of a non-degree student on page 12. Requirements include an application and fee, most recent transcript, and brief testimony. Apply by visiting [www.LutherRice.edu/apply](http://www.LutherRice.edu/apply).

For more information regarding the not-for-credit certificate program curriculum and course offerings, please refer to page 75.

#### *For-credit Certificates*

##### Undergraduate Certificates

Applicants desiring entrance into the undergraduate certificate program must have completed the requirements for a high school diploma with a minimum GPA of 2.0 (on a 4.0 scale). Applicants who wish to enter with a high school GPA less than 2.0 or with a GED will enter by probation and be automatically enrolled in the Academic Success Program (ASP) for a minimum period of 3 semester hours. Students enrolled in the ASP will receive mandatory Academic Advising and must maintain a minimum 2.0 GPA while completing a maximum of 3 hours per semester. Students must maintain a minimum GPA of 2.0 to continue their studies with Luther Rice.

##### Graduate Certificates

Applicants desiring entrance into the graduate certificate program must demonstrate satisfactory completion of a bachelor's degree or its equivalent with a cumulative GPA of at least 2.0 (on a 4.0 point scale).

Bachelor's degree equivalency is understood in the sense that the applicant has satisfactorily completed 120 semester hours of recognized college-level work in which the applicant received at least a 2.0 cumulative GPA (on a 4.0 scale).

### **Bachelor's Program**

Applicants desiring entrance into the Bachelor degree program must have completed the requirements for a high school diploma with a minimum GPA of 2.0 (on a 4.0 scale).

Applicants who wish to enter with a high school GPA less than 2.0 or with a GED will enter by probation and be automatically enrolled in the Academic Success Program (ASP) for a minimum period of 12 semester hours. Students enrolled in the ASP will receive mandatory Academic Advising and must maintain a minimum 2.0 GPA while completing a maximum of 6 hours per semester. Students must maintain a minimum GPA of 2.0 in order to continue their studies with Luther Rice.

### **Master's Programs**

All master's programs require satisfactory completion of a bachelor's degree or its equivalent with a cumulative GPA of at least 2.0 (on a 4.0 point scale).

Bachelor's degree equivalency is understood in the sense that the applicant has satisfactorily completed 120 semester hours of recognized college-level work in which the applicant received at least a 2.0 cumulative GPA (on a 4.0 scale). No bachelor's degree will be awarded to an applicant entering a master's program by equivalency.

Applicants who desire to enter the Master of Divinity with Languages track must have obtained an undergraduate GPA minimum of 3.0 (on a 4.0 scale).

### **Doctoral Program**

The following admissions requirements will be evaluated on a cumulative basis for those who apply to the Doctor of Ministry degree program.

1. A Master of Divinity degree from an institution with accreditation recognized the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education. Applicants who have not earned a Master of Divinity degree but hold a Master of Arts degree in Bible or theology may take additional course work in Bible and theology totaling 90 hours in order to be evaluated for academic equivalency. Masters degrees other than those in biblically or theologically related subjects will not be considered for academic equivalency.
2. A two page paper detailing an acceptable, verifiable employment experience in a specific area of ministry (e.g., pastor, church staff, missionary, parachurch ministry leader or staff); an acceptable, verifiable two-year history of active Christian ministry showing good professional standing, adherence to the fundamentals of the Christian faith, and good Christian character and conduct; an acceptable, verifiable ministry laboratory in which the applicant can pursue the required project (e.g., church, mission field, or parachurch field of ministry); and how the Doctor of Ministry Program will benefit the student in his/her ministry.

3. A cumulative grade point average of 3.0 (on a 4.0 scale) in approved graduate-level work.
4. Submission of a research paper adhering to the Graduate Committee guidelines (available in the Admissions Office and Records or online at [www.LutherRice.edu](http://www.LutherRice.edu)).

### **Non-Degree Student**

A non-degree student is one desiring to take only a limited number of courses for credit, without enrolling in an official degree program. Students wanting to use Luther Rice course credits to transfer to another institution would fall into this category. A non-degree student is coded as a *Special Student* in the Luther Rice computer database. Non-degree students may complete undergraduate and graduate courses, not doctoral.

The process for acceptance as a non-degree student is as follows:

1. Submit a completed Application, along with the application fee, to the Admissions and Records Office. Select Special Student/Non-Degree as the degree program.
2. Submit an official letter from your current institution's Registrar stating that you are a student in good standing and what program of study you are enrolled, or a copy of the transcript of the highest degree earned. If the student is not currently enrolled in another institution, the most recent post-secondary transcript must be submitted.
3. Submit a statement describing your conversion experience, including what a person must do to receive eternal life and when you personally took that step.
4. When all the required documents are received by Luther Rice, the application file will be reviewed. You will be notified by mail of your admissions status.

A non-degree student is subject to all current institutional policies, including but not limited to financial, academic, and behavioral requirements.

### **Readmission Policies**

The following students are dropped from active status and are required to complete a readmission application for readmission:

#### *Certificate Students*

1. Any student who does not attempt at least one course within 12 months of acceptance.
2. Any student who voluntarily withdraws.
3. Any student suspended for academic or disciplinary reasons.
4. Students who graduate.

Any previous balance owed to Luther Rice must be paid at the time of readmission. A former student who applies for readmission, if accepted, will reenter his or her program at the tuition rate, degree requirements, and policies in effect at the time of the readmission.

If a student had been sponsored, any documentation from a former sponsor is considered void. It is the student's responsibility to request that the sponsor furnish new documentation.

### ***Bachelor and Master level Students***

1. Any student who does not attempt at least one course in a 12-month time period.
2. Any student who does not complete his program within the specified length of time (see Program Time Limitations - Pg. 58).
3. Any student who voluntarily withdraws.
4. Any student suspended for academic or disciplinary reasons.
5. Students who graduate.

Any previous balance owed to Luther Rice must be paid at the time of readmission.

A former student who submits an application for readmission, if accepted, will reenter his or her program at the tuition rate, degree requirements, and policies in effect at the time of the readmission.

If a student had been sponsored, any documentation from a former sponsor is considered void. It is the student's responsibility to request that the sponsor furnish new documentation.

### ***Doctoral Students***

1. Any student who does not complete his program within the specified length of time (see Program Time Limitations, pg. 58).
2. Any student who voluntarily withdraws.
3. Any student suspended for academic or disciplinary reasons.

In order for any earlier work and/or payments to be credited at the time of readmission:

1. Any previous balance owed to Luther Rice must be paid upon readmission.
2. If accepted, the student will reenter at the then current tuition rates and degree requirements.
3. Completed academic work in the D.Min. program that is older than the maximum program time limitations (see Program Time Limitations, pg. 58) may not be counted toward degree requirements at readmission.

If all the requirements listed above cannot be met at the time of readmission, the student must apply to enter the doctoral program as a new student. No earlier academic work or financial payments will be credited toward the degree.

### **Change of Degree**

Students may be enrolled in only one degree program at a time unless prior approval is given by Luther Rice Administration. To change a degree program, please submit a readmission application, select change of degree and pay the appropriate fee. Students wishing to complete both a Master of Arts degree and a Master of Divinity degree must complete the Master of Arts degree first. Students who complete the Master of Divinity degree will only be allowed to enroll in a Master of Arts degree that have six (6) or less credit hours in common with the student's completed Master of Divinity.

Students who have completed a Master of Arts degree and desire to complete a second Master of Arts degree, will not be eligible for application if the second Master of Arts degree has more than six (6) credit hours in common with the previous degree.

### **Transfer of Credit**

The Transfer of Academic Credit Policy and Procedures explains how Luther Rice College and Seminary evaluates, awards, and accepts academic credit not originating from the institution.

The following provides guidance of how Luther Rice College and Seminary transfers academic credit not originating from the institution.

Evaluating, awarding, and accepting academic credit not originating from Luther Rice is conducted in accordance with institutional policies and procedures informed by the Joint Statement on Transfer and Award of Credits. The Luther Rice Transfer of Academic Credit Policies and Procedures are developed and approved by the Luther Rice Office of Admissions and Records and Faculty and disseminated in various forms to Luther Rice constituents via the Luther Rice Catalog, Student Handbook, Admissions Policies and Procedures Manual, and website.

Students enrolling in bachelor's or master's programs may transfer approved courses of the same degree level for which they received a grade of "C" or better from an institution external to Luther Rice with accreditation recognized by the Council of Higher Education (CHEA) or the U.S. Department of Education.

Luther Rice aims to provide consideration for students requesting transfer of credit. Luther Rice considers transfer of credit for academic work completed at another institution for both on-campus and distance learning education courses. The following reflects the maximum number of transfer credits possible in each degree program:

Certificate	0 Hours
Bachelor of Arts in Religion	90 Hours
Master of Arts	6 Hours
Master of Divinity	45 Hours
Doctor of Ministry	0 Hours

If necessary, Luther Rice reserves the right to request information from the institution in question to assess comparability of transfer credits. Information requested may include catalogues, syllabi, program learning outcomes, course descriptions, and direct contact with faculty and/or staff at institutions in questions.

Luther Rice will make every reasonable effort to award transfer credits toward the specific requirements of each degree. Credits reflected on a transcript from another institution may or may not be awarded by Luther Rice bearing the same nature as those awarded by the transferring institution. Previous work, because of its nature and not necessarily its inherent quality, may be considered for elective credit only based on the specific degree requirements pursued by the student at Luther Rice.



In addition to institutional credits, students may receive credit for other completed educational accomplishments. Luther Rice acceptance of non-instructional credit is limited to the military (Joint Service Transcript), CPE (Continuing Practical Education), and CLEP (College Level Examination Program). All other forms of experiential learning, prior learning assessments, credit by examination, or conversion of prior noncredit experiences are not eligible for transfer. Luther Rice does not offer transfer of credit for advanced placement or remedial courses and does not maintain any articulation agreements with other institutions.

Luther Rice accepts CLEP (College Level Examination Program) scores that meet the American Council on Education recommendations for undergraduate credit. The tests require a fee and can be taken at various locations (see [www.collegeboard.com/clep](http://www.collegeboard.com/clep)). The scores must be sent directly to Luther Rice to be accepted and must be comparable to the Luther Rice degree requirements. For more information on what CLEP tests could be accepted at Luther Rice, contact the Office of Admissions and Records. Luther Rice recommends that all CLEP tests be taken at least one year prior to the student's anticipated graduation date.

Clinical Pastoral Education (CPE) credits are evaluated using the same criteria listed above. In addition, the Vice President for Academic Affairs, in conjunction with the appropriate Program Coordinator, evaluates the clinical clock hours accrued, learning outcomes, and assessment procedures to determine proficiency and awarding credit. Students who desire to enroll in a Clinical Pastor Education program may be awarded credit towards their program of study. Each application is evaluated on a case-by-case basis. Students must submit a written request to the Vice President for Academic Affairs for approval.

Transcripts from foreign institutions will be evaluated by Luther Rice. In the event the transcript cannot be evaluated by Luther Rice, the applicant will be required to submit their transcript to a third party agency for a determination of U.S. equivalency. The agency used must be approved/certified by either The National Association of Credential Evaluation Services (NACES) or The Association of Credential Evaluators (AICE). Agencies will charge a fee for their services and is payable by the applicant.

Luther Rice requires official transcripts for admission. Students who need an official transcript sent to Luther Rice may send it electronically to [Transcripts@LutherRice.edu](mailto:Transcripts@LutherRice.edu) or by mail to Luther Rice College & Seminary, Attn: Admissions, 3038 Evans Mill Rd., Lithonia, GA 30038. Transcripts must be received directly from an institution to be considered official.

Students who have questions regarding the transfer of credit to Luther Rice should contact the Office of Admissions and Records at 770-484-1204. Transfer of credit appeals are to be submitted in writing to the Vice President for Academic Affairs, who may refer the matter to the appropriate faculty committee. The Vice President's decision is final.

## **Appealing Admission Denials**

When applicants do not meet the regular admission, readmission, or change of degree requirements for entrance into an academic program, they will be notified of denial by the Office of Admissions and Records. Such decisions may be appealed by applicants who believe that extenuating circumstances are responsible for their failure to meet the requirements for admission. Appeals are to be submitted in writing to the Vice President for Academic Affairs, who may refer the matter to the appropriate faculty committee. The Vice President's decision is final.

Students who enter an academic program through the appeals process, without meeting the regular admissions requirements, may, at the discretion of the Vice President for Academic Affairs, be admitted on condition of satisfactory performance in the first year of study. Such students will be notified of the probation or other conditions that apply when notified of their acceptance. Failure to fulfill such conditions may result in prolonged probation or dismissal.

## **OTHER ADMISSIONS ITEMS**

### **Applicant File Retention**

Applicant file documents will be retained in the Office of Admissions and Records for a period of twelve months. If the prospective student's admission is not finalized in twelve months, the applicant documents will be destroyed.

### **Audits**

An auditor is one desiring to take a limited number of courses for which credit is not received. Auditors pay only a \$100.00 attendance fee per course. Audited courses cannot be converted to courses for academic credit, no exceptions. The auditing form is available from the Office of Admissions and Records. Online courses cannot be audited.

### **Felony Convictions**

Admission will be denied for any applicant that reports a felony in current adjudication or a past felony conviction.

### **Online Orientation**

Upon acceptance, all new students will be given access to an Online Orientation that serves as a guide to being successful at Luther Rice. The orientation is accessible via a link provided in the acceptance email. Students may also access the orientation on the Luther Rice website and via the Student Portal MyCampus.

## **Registration Clearance**

All first-time students and transfer students with a cumulative GPA of 2.3 or lower must receive clearance from an academic advisor prior to course registration. To obtain registration clearance, these students must contact the Academic Advising Office for assistance. An advisor is available by email or telephone during regular office hours. Please send your message to [AAO@LutherRice.edu](mailto:AAO@LutherRice.edu) or call (770) 484-1204 or (800) 442-1577, extension 5754. (See Academic Advisement Services, Pg 37).

## **Transcript Submissions Requirements**

The following official transcripts (based on applicants requested degree level) must be submitted by mail or email directly to Luther Rice from previous schools:

- Undergraduate Applicants: High School or GED and transcripts of all college coursework completed.
- Graduate/Seminary Applicants: Transcripts required from completed undergraduate degree and any prior graduate coursework or degree. NOTE: A high school transcript is only required for undergraduate applicants.
- Doctoral Applicants: Transcript from a completed graduate degree in theology.

Mail official transcripts directly to: Luther Rice College & Seminary, ATTN: Admissions, 3038 Evans Mill Road, Lithonia, GA 30038. Official transcripts can also be emailed directly from previous schools to the Office of Admissions and Records at [transcripts@lutherrice.edu](mailto:transcripts@lutherrice.edu).



*"My experience at Luther Rice has truly been rewarding. My understanding of the Bible and Christian theology has matured and been strengthened upon a firmer foundation. The Luther Rice administration, faculty, and staff have nurtured my role as a student and my role in the local church."*

***Ryan Greene, Student Government Association President, Master of Arts in Christian Studies Graduate and Master of Divinity Student***

# FINANCIAL SERVICES INFORMATION

## FINANCIAL POLICY

The generosity of individual donors and churches helps Luther Rice students receive a quality education at a cost less than that charged by many institutions.

## TUITION AND FEES

### **Bachelor Program**

Tuition Charge - On-campus (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	327.00
Technology Fee (per course)	155.00

### **Master Programs**

Tuition Charge - On-campus (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	316.00
Technology Fee (per course)	155.00

### **Doctoral Program**

Tuition Charge (per credit hour)	\$ 377.00
Technology Fee (per course)	155.00

### **Certificate Program (credit bearing)**

Undergraduate Certificate Tuition Charge (per credit hour)	\$ 327.00
Graduate Certificate Tuition Charge (per credit hour)	\$ 316.00
Technology Fee (per course)	\$ 155.00

*All courses in the above programs are 3 credit hours.*

### **Certificate Program (non-credit bearing)**

Tuition Charge (per course)	\$ 174.00
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### **Miscellaneous Fees**

Application Fee	\$ 50.00
Auditor Fee (per course) (Only on-campus courses and modules may be audited.)	100.00
Change of Program Fee	50.00
Document Copy Fee (for student and subpoena requests for student records)	10.00
Drop Fee (per course)	10.00
Graduation Fee	
Undergraduate	175.00
Master programs	215.00
Doctor of Ministry	245.00
Late Graduation Application Fee	100.00
Late Registration Fee (per course)	30.00
Payment Plan Processing Fee	30.00
Processing Fee (for processing forms generated by entities other than Luther Rice)	75.00
Readmission Fee	50.00
Replacement Diploma Fee	35.00
Returned check Fee	25.00

Check stop-payment Fee	35.00
Electronic Transcript	9.00
Paper Transcript	11.50
Electronic Letter of Certification	9.00
Paper Letter of Certification	11.50

***All fees are non-refundable***

## **METHODS OF PAYMENT**

All balances are due at the time of registration for classes. Registration is not complete until payment arrangements are made or payment is received. Payments received after the start of late registration are considered late and subject to the late registration fee. Classes added during the late registration period are subject to late fees.

If an account remains unpaid, Luther Rice reserves the right to inform credit bureaus of the past due account and to authorize collection agencies to collect on said account. When an account exceeds 90 days outstanding, the student will receive a letter from the Vice President for Financial Affairs, which serves as a notice that once the past due account exceeds 120 days, it will be turned over to a collection agency and future enrollment will be delayed until the account is settled. Collection services is not a desirable process but is necessary for the institution to remain good stewards of the resources given by God. The student will be responsible for any additional costs incurred during the collection process. Students with outstanding balances will not be allowed to enroll in future terms or receive transcripts.

Since tuition is due at the time of registration, the online pre-registration confirmation may be used for billing purposes. All payments will be processed by the Student Accounts Office prior to approval of classes. The student's name and institutional ID should accompany all payments.

### **NelNet Payment Plan**

Students desiring to make partial tuition payments may authorize up to four monthly partial payments. Luther Rice has contracted *NelNet Business Solutions* to offer multiple payment plans. All payments and terms will be agreed upon by the student at the time the student selects a payment option. A non-refundable fee will be charged for a payment plan at the time of registration. The following options will be available for payment plans.

- Monthly ACH deductions from 2-4 months.
- Monthly Debit/Credit Card payments from 2-4 months.

*If a down payment is required, it is due at the time at which the student establishes an agreement with NelNet.*

Luther Rice reserves the right to automatically add current or past due balances of \$100 or less to NelNet payment plans.

If a student's NelNet payment declines, the student should submit the payment amount to NelNet or directly to Luther Rice in order to avoid the possibility of being

withdrawal, the Student Accounts Office will process any course refund based upon the current institutional Refund Policy.

The following is an example based on a student registering for one class and selecting a partial payment plan as his method of payment. This example does not include the non-refundable payment plan fee.

Tuition per class: \$981.00\*  
 Technology Fee (per class): \$155.00 *Tech fee is non-refundable on or after the first day of class*

	<u>Down Payment</u>	<u>1st Payment</u>	<u>2nd Payment</u>
2 Months	50% (\$568)	\$284	\$284
3 Months	25% (\$284)	\$284	\$284
4 Months	0%	\$284	\$284
	<u>3rd Payment</u>	<u>4th Payment</u>	
	-	-	
	\$284	-	
	\$284	\$284	

\*The tuition rate for an undergraduate online course is used in this example.

***Note:** Potential financial aid students who do not complete the financial aid process but enroll in a NelNet payment plan are responsible for their agreed-upon NelNet payments. Financial aid students may contact the Student Accounts Office to adjust their NelNet payment plans after any financial aid has been packaged.*

**Federal Aid** (see *Federal Financial Aid* in the Financial Aid section of the catalog)

### **Sponsorship**

A student’s church, employer, friends, relatives, etc. may desire to contribute to the student’s education. Payments will be applied to the student’s account and may be used for tuition, fees, books, etc. For sponsorships from individuals, the funds must be collected in full prior to acceptance into classes. Such designated funds are not tax deductible.

A student receiving a sponsorship from a church or company may enroll in classes before the sponsor’s payment is received as long as Luther Rice has on file a completed “Sponsorship Authorization” form. This form can be obtained at [www.LutherRice.edu](http://www.LutherRice.edu) or from the Student Accounts Office and must be signed by an officer of the sponsoring organization who is not receiving any part of the sponsorship.

Any payment made toward the student’s account should be accompanied with a note indicating the student’s name and ID to ensure that it is applied to the correct student. Sponsorship funds placed onto the student’s account become the property of the student, and any refund desired by the sponsor must be arranged solely between the student and sponsor.

The student is responsible for any balance due should the sponsor fail to pay. If the balance is not made current, the student may be administratively withdrawn from classes and not allowed to enroll in courses. Also, Luther Rice may authorize collection agencies to collect on any unpaid account.

**Scholarship** (see *Tuition Assistance Program* in the Financial Aid section of the catalog)

### **Military Sponsorship**

Luther Rice participates with each branch of the United States Armed Forces. However, each branch processes tuition assistance differently. The eligible service member is encouraged to speak with an Education Services Officer (ESO) or counselor within their respective Military Service prior to pursuing enrollment. Luther Rice does not condone or tolerate any fraudulent and/or aggressive recruitment of students (including Military Service members).

See *Military Benefits* in the Financial Aid section of the catalog.

### **Cash/Check**

Students who wish to make a cash payment toward their account must do so in person. Students should not send cash through the mail. Students who wish to make a payment by check should include a note indicating the student's name and ID to ensure that it is applied to the correct student.

A charge of \$25 will be assessed for all returned checks.

### **Credit Card**

Luther Rice accepts MasterCard, Visa, Discover Card, and American Express. Credit Card payments can be made online, by telephone, by mail, or with the Student Accounts Office on campus. Luther Rice meets the requirements of Payment Card Industry Data Security Standards.

## **REFUND POLICY**

Students who withdraw or are withdrawn from class may be entitled to a tuition refund. After the student has withdrawn or been withdrawn from class, any refund minus a drop fee will be returned to the student's Luther Rice account within 30 days of the date of the drop. See *Refund Methods* for information on requesting a refund from the student's Luther Rice account to be sent directly to the student.

Classes registered for online must be dropped online. Classes registered for in writing must be dropped in writing. If a class is cancelled by Luther Rice, all of the tuition and technology fee will be reimbursed and no drop fee will be assessed.

### **15 Week On-Campus, Online, Modular, and Independent Study Classes**

1. If a student withdraws from class before the first day of the class, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.



2. If a student withdraws from class within the first 7 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 8th and 14th calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 15th and 21st calendar days of the class, the student will receive a refund of 65% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class between the 22nd and 28th calendar days of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
6. If a student withdraws from class on or after the 29th calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

### **11 Week Summer and 8 Week Mini-Term Classes**

1. If a student withdraws from class before the first day of class, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class within the first 7 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 8th and 14th calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 15th and 21st calendar days of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class on or after the 22nd calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

### **4 Week Certificate Non-Credit Bearing Classes**

1. If a student withdraws from class before the first day of class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class on or after the first day of class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

### **REFUND METHODS**

Luther Rice utilizes the services of BankMobile to process refunds directly to students. Upon first enrolling in courses, a student should receive a letter from BankMobile, and the student should follow the instructions in the letter to choose a method of refund in case a refund is ever processed.

The student may choose one of the following refund methods with BankMobile.

<u>Method</u>	<u>Delivery Time</u>
ACH (Direct Deposit)	2-3 business days after processing
BankMobile Vibe Account	1 business day after processing
Paper Check	5-7 business days after processing

A student with a surplus (credit) on his Luther Rice account may request a refund within Account in MyCampus (the Luther Rice Student Portal). Refund requests are typically processed weekly. A surplus (credit) created by federal aid funds will be automatically refunded to the student and does not require a request from the student.

## MISCELLANEOUS ADMINISTRATIVE ITEMS

### Financial Appeals

Any student desiring to appeal a financial decision should follow the *Student Grievance Policy and Non-Academic Appeals Process* in the *Student Life* section of the catalog.

### Donation Policy

Monies donated to Luther Rice by corporations, foundations, churches, or individuals will be used for the approved purposes for which they were designated.



*Luther Rice is committed to the inspired, inerrant, and authoritative Word of God — and that's what we teach.*

# FINANCIAL AID

Students attending Luther Rice have access to financial aid for on-campus, on-line, modular, and independent study courses. This aid may be Federal Financial Aid, Tuition Assistance Program (institutional scholarship), Military Benefits, or a combination thereof.

## FEDERAL FINANCIAL AID

As directed by the U.S. Department of Education, federal funds are allotted to the lowest income families first, but funds are also available for middle and upper-income families.

Federal aid is available for bachelor, master, and doctoral-level students enrolled in courses that apply to their current degree program. Enrolling in courses for which transfer credit/advanced standing are granted do not apply toward enrollment status.

Federal aid can come in the form of grants, work study, and/or loans.

Students applying for federal aid are ultimately responsible for their student account regardless of the outcome of their financial aid application. Students should regularly check their student email for communications from the Financial Aid Office.

### Grants

The grants listed below are available to bachelor students only. Grant recipients can take as few as one course, but this is not recommended because of time limitations for the degree program.

*Pell Grant* – The Free Application for Federal Student Aid (FAFSA) is used to determine a student's eligibility and amount of grant available. The amount awarded depends upon the number of courses taken (up to a maximum of four classes per semester).

*Federal Supplemental Education Opportunity Grant (FSEOG)* – FSEOG is awarded to an undergraduate student with a low Estimated Family Contribution (EFC), which is provided by the U.S. Department of Education. The smallest award is \$100 per year. Funds are first awarded, depending upon availability, to Pell recipients with a 0 EFC.

The group of eligible students is identified after the last WD period of the first term of the award year (summer), and each student is awarded \$100 per term (summer, fall, and spring) depending upon availability of FSEOG funds. This same practice will occur after the WD period for the next term (fall) resulting in eligible students awarded \$100 per term for the remainder of the year (fall and spring) depending upon the availability of FSEOG funds. Likewise, the same practice occurs in the spring term depending upon the availability of FSEOG funds. If in any term the group size is too large for each eligible student to receive \$100 per term for the remaining terms in the financial aid year, a random sample is determined from the group that is small enough to allow \$100 for each remaining term for each student in the sample.

If excess FSEOG funds remain in the spring term after all spring Pell recipients with an EFC of 0 have been awarded, funds will next be awarded to spring Pell recipients based upon the next lowest EFC to the highest EFC. Each award from any excess funds will be for the spring semester only and will be \$100.

### **Federal Work Study**

Financial aid applicants may apply for Federal Work Study (FWS), which entails a student being employed by the school/outside entity in a field relevant to their education. Student applicants must complete a financial aid application, a Luther Rice job application, and be enrolled or confirm enrollment for the near future. There is no maximum number of FWS recipients, but the school must employ at least one, and at least one of the work-study students must be employed in a community service position. Applications must be submitted to the Luther Rice Human Resources Representative. A FWS employee submits a timesheet signed by his supervisor to the Vice President for Financial Affairs to receive full payment from Luther Rice funds. Payments occur twice per month (on the first and fifteenth unless those days fall on a weekend and then the payment day is on the preceding Friday).

### **Loans**

Students may receive Federal Direct Loans each semester that they are enrolled at least half-time (2 classes for Bachelor or Master students; 1 class for Doctoral students). Federal Direct Loans allow for repayment after the student graduates or drops below half-time enrollment. These loans include:

*Subsidized Loans* -Interest will be paid by the federal government while the student is enrolled at least half-time and until the student graduates. These loans are available for Bachelor students only who demonstrate financial need.

*Unsubsidized Stafford Loans* - Interest will be paid by the student. The student can pay the interest while in school (recommended) or allow the interest to capitalize into the loan, which the student will pay once the repayment period begins. These loans are available for all students.

Loan funds will be disbursed to Luther Rice, forwarded to the loan recipient's student account, and then refunded to the student if excess funds are available.

### **Application Process**

Students are encouraged to complete their financial aid application as soon as possible. Aid applicants must be accepted into Luther Rice before their aid application will be processed. Please contact the Financial Aid Department or consult the Financial Aid Calendar [www.LutherRice.edu](http://www.LutherRice.edu) for recommended completion dates.

To apply for federal aid, applicants should click on Tuition and Aid at [www.LutherRice.edu](http://www.LutherRice.edu) and then select Federal Financial Aid. Students must then complete the Free Application for Federal Student Aid (FAFSA) for the appropriate year.

Students will be notified via their school email for information needed and tentative award amounts. Students who have not accepted their financial aid package at the time of registration will assume personal responsibility for payment.

### **Verification and/or Other Financial Aid Issues Procedures**

Some financial aid applicants will be selected for Verification and/or explanation of other issues, which means they must supply additional documentation to verify data from their financial aid application and/or substantiate aid eligibility. The following requirements apply toward those selected.

1) Those students selected for Verification by the U. S. Department of Education or Luther Rice will be required to submit supporting documentation (e.g., IRS Tax Return Transcript, W-2, Verification Worksheet, etc.). Those required to submit additional information separate from Verification to verify aid eligibility will be required to submit documentation (e.g., transcripts, citizenship confirmation, etc.)

2) All students selected for Verification and/or other financial aid issues will be notified by email in a timely manner and told what supporting documentation is required. All documentation must be satisfactorily completed and submitted by one week prior to the start of the upcoming term or processing of the aid application may be delayed. All documentation must be satisfactorily completed and submitted by two weeks prior to the end of the current term or the student may lose eligibility for aid for that term. The student will receive notice via email of any other documentation needed. The institution will assist the student in correcting any information that is inaccurate. For those selected for Verification, the institution will use as its reference the applicable Verification Guide supplied by the U. S. Department of Education.

3) No federal financial aid will be disbursed prior to the resolution of Verification and/or other financial aid issues.

4) If the student receives an overpayment due to inaccurate or conflicting information on any application and refuses to correct the information or repay the federal funds, the institution will refer the case to the U. S. Department of Education for resolution. Unless required by the U. S. Department of Education, no federal financial aid will be disbursed to the student.

### **Entrance/Exit Loan Counseling**

*Entrance Counseling* - Every student loan applicant must complete student loan entrance counseling, which serves to educate the borrower on his responsibilities and rights as a loan recipient. If a student has, or has had, a federal loan (from enrollment at Luther Rice or any other institution), he has already completed entrance counseling and does not need to do it again. If a student needs to complete entrance counseling, he can do so at <https://studentaid.gov/>.

*Exit Counseling* – If a loan recipient drops below half-time enrollment or graduates, he should complete exit counseling, which serves as a reminder to the loan applicant of his financial obligations. Exit counseling can be completed online at <https://studentaid.gov/> or on campus.

## **Consortium Agreement**

Luther Rice does not engage in any consortium agreements with other institutions so a student could not count current enrollment at another institution toward current enrollment at Luther Rice for financial aid purposes.

## **Loan Repayment**

Once a student graduates or drops below half-time enrollment, a six-month grace period typically begins. At the conclusion of this grace period, repayment of a student loan commences. If the student returns to a minimum half-time enrollment before the grace period ends, the loan may go into deferment.

## **Withdrawal From All Courses (See *Return of Title IV Funds (R2T4)* on Page 33)**

When a federal aid recipient receives loan or grant monies and withdraws or is withdrawn from all of his classes, a portion of those funds may need to be returned to the Department of Education. Luther Rice will send the unearned financial aid to the Department of Education and apply the balance onto the student's account. If the student withdraws before aid has been disbursed, a post-withdrawal calculation may be performed. For a Post-Withdrawal Disbursement, the Financial Aid Office notifies the student of the aid amount, the responsibility of repaying a loan, and requests an acceptance from the student before any loan funds are disbursed.

## **TUITION ASSISTANCE PROGRAM (TAP)**

Because of its low tuition rate, Luther Rice believes that all students are enjoying financial assistance to some extent. In addition, faithful stewards underwrite the expense of ministerial education by providing scholarship aid, which is applied toward tuition assistance.

Luther Rice believes that it must exercise good stewardship and wise administration to ensure proper disposition of tuition assistance funds in order to provide maximum benefits to deserving students. Students desiring tuition assistance, therefore, must submit an application packet to the Financial Aid Office. The application requirements and forms may be obtained through the Financial Aid page of the Luther Rice website. Each student approved for tuition assistance will be required to reapply for TAP annually. See the Financial Aid Calendar on the Luther Rice website for application deadline dates. Luther Rice reserves the right to reject or review this assistance at any time. The decision of the TAP application will be sent via student email within 10-15 business days after receipt of the TAP application and all required documentation.

Students applying for tuition assistance are ultimately responsible for their student account regardless of the outcome of their TAP application.

## **SATISFACTORY ACADEMIC PROGRESS**

All students receiving federal and/or institutional aid must make Satisfactory Academic Progress (SAP) in their degree program. SAP entails both qualitative and quantitative elements, which must be met in order for the student to remain eligible for aid. The Financial Aid Office (for federal aid and TAP recipients) and Student Accounts Office (for other institutional scholarship recipients) evaluate SAP before every term for those students enrolling in that upcoming term.

The qualitative element is measured by the cumulative grade point average (GPA) for the student. Bachelor and master-level students must maintain a cumulative GPA of 2.00 or higher and doctoral students must maintain a minimum GPA of at least 3.00. Grades that impact GPA are A, B, C, D, F, and WF. Courses with zero-tuition hours and transferred courses from another institution are not considered in the qualitative evaluation. Academic requirements for degree programs periodically change, so the specific degree program (including the year) in which the student is enrolled (e.g., 2016-17 BARC) will be the program used to calculate the qualitative element for SAP.

The quantitative element is measured by the course completion rate for the student (courses completed ÷ courses attempted). The student must maintain a course completion rate that allows him to finish his degree program within the Maximum Time Frame, which is 150% of the published time of his degree program. For example, an undergraduate student should finish his 120-hour degree program without attempting more than 180 hours, which is 150% of 120 hours (see the various degree programs in the Luther Rice Catalog for the required credit hours for each degree). In order to accomplish this, a student must successfully complete at least 67% of his classes. This completion rate must be attained every term and cumulatively for all classes included in the measurement. For Bachelor and Master-level students, the grades of F, R, W, WF, WH, and WP negatively affect the completion rate. For 2019-20 and later Master of Arts students, the grades of D, F, R, W, WF, WH, and WP negatively affect the completion rate. For Doctor of Ministry students, the grades of C, D, F, R, W, WF, WH, and WP negatively affect the completion rate. Courses with zero-tuition hours are not considered in the quantitative evaluation.

Note: An Incomplete Grade (I) is considered as an F in the measurements of both the qualitative and quantitative elements until it changes to a permanent grade. The permanent grade is then used for the measurements of both the qualitative and quantitative elements.

### **Repeated Coursework**

#### **Bachelor and Master-Level Students\***

Bachelor and Master-Level courses in which the student originally received a grade of D\* or F are repeatable and are included in the calculation for SAP (repeat course included in qualitative calculation; original and repeat courses included in quantitative calculation). Repeated courses in which the original grade was C or higher earn zero hours and are not included in the student's GPA, so they are not included in the SAP calculation and are not eligible for financial aid.

## Doctor of Ministry Students

Doctor of Ministry courses in which the student originally received a grade of C\*, D\* or F are repeatable and are included in the calculation for SAP (repeat course included in qualitative calculation; original and repeat courses included in quantitative calculation). Repeated courses in which the original grade was B or higher earn zero hours and are not included in the student's GPA, so they are not included in the SAP calculation and are not eligible for financial aid.

\* Federal financial aid regulations allow students to receive federal financial aid only one time for retaking (repeating) a previously passed course. For federal financial aid purposes, a grade of D or higher is considered passing, regardless of institutional policy or program of study. The second repeat of the previously passed course is NOT federal financial aid eligible.

Please note: Federal financial aid awards will be adjusted when repeated coursework is determined to be non-aid eligible. Affected students will be notified via their Luther Rice email account when adjustments are made. Students will be responsible for payment on all coursework that is not aid eligible.

## Change of Degree\*\*

If a student changes degree programs laterally (i.e., bachelor to bachelor, master to master, or doctoral to doctoral) within Luther Rice without graduating or completing the required classes within a degree program, all classes of the previous program(s) are included in the quantitative element of SAP measurement. Only those classes transferred into the new degree program are included in the qualitative element of SAP measurement.

If the student graduated or has completed all of the courses necessary for his degree program and is moving laterally or vertically (i.e., bachelor to master, master to doctoral) to another degree within Luther Rice, the GPA and completion rate of the classes in the completed degree program, and any courses taken prior to the completed degree program, are not calculated in the student's eligibility for financial aid except for those transferred into the new program.

\*\* Note: In an effort not to negatively affect students because of changes contained within this current SAP policy, all students (active and inactive) were reset as of May 4, 2015. This means that the current degree program as of that date, and all future programs, will be the programs measured for SAP. A student inactive on the reset date is not considered in a degree, so the program into which he reactivates (if reactivation occurs after May 4, 2015) will be the degree used to calculate SAP.

If a student is not making SAP immediately upon reactivation from inactivity after the May 4, 2015 reset or fails to make SAP in the first term after reset or reactivation from inactivity after the May 4, 2015 reset, though, the prior program(s) will be used in the determination of eligibility for a Financial Aid Warning and/or aid eligibility. The student may regain financial aid eligibility via one of the methods addressed below (see Regaining Eligibility below). After the reset of May 4, 2015, a change of degree and/or reactivation will be subject to the conditions contained in the SAP policy.



## **Transfer Grades from Another Institution**

Transfer grades from another institution are not factored (positively or negatively) into a student's GPA, but the transferred classes are considered with regard to the student's completion rate. Courses transferred into the student's Luther Rice degree program count as courses attempted and completed.

If a student that was ineligible for financial aid because of his completion rate returns to Luther Rice after a time of non-enrollment at Luther Rice, he remains ineligible for aid unless he is moving to a higher degree or the transfer credits enable him to regain eligibility (i.e., he successfully completed at least 67% of his classes in the last term at the prior institution and his cumulative completion rate at Luther Rice is now at least 67%).

## **Financial Aid Warning**

If a student fails to make SAP for one term (but has made SAP in the previous term or the term in consideration was his first term at Luther Rice or in a higher degree/new degree after completing a degree at Luther Rice), he will be issued a Financial Aid Warning for his next term and he will remain eligible for aid. At the conclusion of the term for which he received a Warning, he must be making SAP (i.e., have at least the minimum cumulative GPA, completed at least 67% of that term's classes, and have an overall completion rate of at least 67%) in order to remain eligible. If he is not making SAP at the conclusion of the Warning term, the student becomes ineligible for aid and must regain eligibility either academically or through a successful appeal (see *Regaining Eligibility* below).

One exception to the issuance of a Financial Aid Warning is for a student for whom it is mathematically impossible to complete his degree within the Maximum Time Frame, which is 150% of the hours required for the respective degree program. A student who meets this condition is ineligible for aid and must be granted an appeal to regain financial aid eligibility. For example, a student who has attempted 180 hours in a 120-hour degree program, or a student who has attempted 150 hours in a 120-hour program but has 36 hours remaining will not be issued a Financial Aid Warning and must be granted an appeal to become eligible for aid.

## **Regaining Eligibility**

### **Academically**

A student that lost eligibility because of a low GPA must raise his cumulative GPA to at least the minimum mark for his respective degree level. A student that lost eligibility because of his completion rate must successfully complete at least 67% of his classes in his next term and also have a cumulative completion rate of at least 67% for all courses included in the calculation at the completion of that next term.

Payment must be from means other than financial aid until the student regains eligibility.

If the student regains eligibility, he will be eligible for aid in the following term.

## Appeal

The student may appeal the denial of aid in writing (email is acceptable) to the Financial Aid Office (for federal aid) or the Student Accounts Office (for institutional aid) explaining why he failed to make SAP and what has changed that will now enable him to make SAP. Conditions for an appeal can include personal injury, death of a relative, or other special circumstances. The student should include any third-party documentation (e.g., signed letter from physician, obituary, etc.) to support his appeal. A group within the respective office will evaluate the appeal (majority vote carries) and if the appropriate office grants the appeal, the student will be eligible for aid, be placed on financial aid probation for one term, and may also be placed into an academic plan determined by the respective office and agreed to by the student. The office that granted the appeal will review his progress after the completion of the next term to see if he made SAP or met his academic plan. If he did not succeed in making SAP or meet his academic plan, he will be ineligible for future aid until he regains eligibility by the normal academic procedures described above. The results of the appeal will be sent via student email within 10-15 business days after receipt of the appeal and all required documentation. A student may only be granted one successful appeal per degree level (i.e., only one appeal granted for bachelor level, one for master level, and one for doctoral level).\*\*\*

If the respective office denies the appeal, the student may then appeal either to the Director of Financial Aid (for financial aid appeals) or to the Vice President for Financial Affairs (for Institutional Aid appeals) for another evaluation of the appeal. The decision of the Director is final.

The student's appeal must be granted before the last date of the term in order for the student to be eligible for aid in that same term.

If a student's appeal is granted but the student does not enroll during the same financial aid year or prescribed time period(s) communicated to him via the Luther Rice office that granted the appeal, the student must submit a new appeal.

If a student has a prior year balance due on his student account, the balance must be paid in full before an appeal will be evaluated.

\*\*\*Note: The reset addressed in the change of degree section will also apply to the condition of only one successful appeal allowed per degree level (i.e., bachelor, master, or doctoral). A student that previously received an SAP appeal before May 4, 2015 will be eligible to apply for another appeal within that same degree level if he becomes ineligible due to a failure to make SAP.

## Communication of Failure to Make SAP

If a student pre-registers for courses using Federal Aid or scholarship funds, the Financial Aid Office or Student Accounts Office will measure the student's SAP. If he failed to make SAP, the respective office will send an email to the student issuing a Financial Aid Warning or denial of aid. The denial email contains information on how the student may regain eligibility.

## **Return of Title IV Funds (R2T4)**

If a financial aid recipient withdraws from all classes or is administratively withdrawn before the completion of a term, a Return of Title IV (R2T4) calculation is performed. Luther Rice uses a payment period in an R2T4 calculation and the withdrawal date used in the calculation is the date of the student's last academic attendance. The date that the school determined that the student withdrew may differ depending upon the withdrawal type (Official or Unofficial). Dates used in an R2T4 calculation may differ from withdrawal dates posted on Luther Rice records because an R2T4 calculation uses the last date of academic attendance whereas the institution may use an official or unofficial withdrawal date as the final grade date.

If a student withdraws and does not earn the funds that were already disbursed, Luther Rice returns the funds on the student's behalf for the appropriate governmental aid program. The order of funds returned is unsubsidized loans, subsidized loans, Pell Grant, FSEOG. Luther Rice applies the balance of the returned aid onto the student's account and uses any refunded tuition on the student's account to pay toward a balance due. The student may view his account and any corresponding balance/credit online. The Financial Aid Office emails Exit Counseling to the student's personal email address.

## **Title IV Funds Earned**

To determine the percentage of Title IV financial aid earned for the payment period, the number of days attended is divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term).

A full-term student has earned 100% of the Title IV financial aid disbursed if the student attended greater than 60% of the payment period or term.

Effective July 1, 2021, if a student's enrollment includes a mini-term class, the student is not considered withdrawn for R2T4 purposes:

- If the student completes 49% or more of the number of days in the payment period of the mini-term class, OR
- If the student provides a written confirmation at the time of withdrawal of the full-term class, that the student will attend a mini-term class that begins later in the same term.

## **Official Withdrawal**

If a student officially withdraws from all of his courses, the date the school determined that the student withdrew is the date the student officially dropped the course or 14 days following his last day of academic activity, whichever occurs first.

## **Unofficial Withdrawal**

If a student does not officially withdraw from his courses but ceases attendance, he is administratively withdrawn per the Luther Rice Class Attendance policy (see the *Class Attendance policy* of the Academics section of the Luther Rice catalog). The withdrawal date is the student's last date of academic attendance, but the date

that the school determined that the student withdrew (for R2T4 purposes) is 14 days after the student's last academic attendance.

After the conclusion of a semester, the Financial Aid Office determines if any students failed to earn any passing grades for that term. If a student fails to earn any academic credit, the Financial Aid Office communicates with the Vice President for Academic Affairs to determine via attendance records:

1. If the student did not meet the course objectives, in which case the F or F's are earned, OR
2. If the student failed to complete the class due to an unofficial withdrawal, which would result in an R2T4 calculation.

If the F or F's are unearned and changed to withdrawals, the Financial Aid Office also updates the student's enrollment level with the National Student Clearinghouse.

## **HARDSHIP WITHDRAWAL**

See the *Hardship Withdrawal Policy* in the Academics section of the catalog.

Students receiving a Hardship Withdrawal will be subject to all relevant refund and financial aid policies including a possible return of federal and/or institutional aid.

## **MILITARY BENEFITS**

Luther Rice is approved to receive both veteran and active military tuition assistance.

### **Veterans Benefits**

Luther Rice is approved by the State Approving Agency for veterans and their dependents. Veterans benefits are available for all degree programs. Questions should be addressed to the VA ([www.GIbill.va.gov](http://www.GIbill.va.gov)) or to the Veteran Benefits Representative at Luther Rice.

All Chapter 30, 35, 1606, and 1607 recipients must pay their class costs before courses are approved. All Chapter 31 and 33 recipients can choose "Military Sponsorship" as their method of payment, and their classes will be approved as long as the VA is paying 100% of the students' costs. If the VA does not cover all costs, the student will be responsible for paying the difference before the classes are approved. All VA recipients must submit to the school certifying official (SCO) a copy of their Certificate of Eligibility, a copy of their DD-214, and a copy of either a 22-1990, if VA funds have never been used before, or a 22-1995, if the veteran has used VA benefits before. Both applications can be found on Luther Rice's website under Military Ed Benefits.

### **Military Tuition Assistance (MTA)**

Luther Rice does participate with each branch of the United States Armed Forces. However, each branch processes tuition assistance differently. The eligible service member is encouraged to speak with an Education Services Officer (ESO) or counselor within their respective Military Service prior to pursuing enrollment. Luther

Rice does not condone or tolerate any fraudulent and/or aggressive recruitment of students (including Military Service members).

The active military student can always contact the School Certifying Official at Luther Rice (SCO) regarding steps involved and documents needed. Documents vary by military branch.

### **VA Pending Payment Compliance**

Facility Name / Address: Luther Rice College and Seminary, 3038 Evans Mill Road, Lithonia, GA 30038

DVA Facility Code: 30114011

Person / Title Completing Addendum: Randolph Roach, Academic Advisor

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veteran Affairs (VA) Post 9/11 Veterans Education Benefits (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the student's enrollment;
- Assess a late penalty fee;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.

### **Full Refund if Called to Active Duty**

Luther Rice will refund 100% of ALL tuition and fees for military personnel who receive orders calling them into active duty and must discontinue studies during the academic semester. Please contact the Student Accounts Office and submit a copy of your official notification. Military personnel are eligible to be readmitted to their respective program upon return. See the Student Handbook for more information.



*“I truly believe that the education I received at Luther Rice will help me with my newly added responsibility of children’s ministry director. Plus, in a world where true leadership is lacking no matter where we turn, I know that Dr. Flanagan and the Board of Trustees lead this institution with God’s hand firmly on them. I am thankful for the day that I crossed the stage and shook Dr. Flanagan’s hand as I received my bachelor’s degree from Luther Rice.”*

***Tracy Stokes, Bachelor of Arts in Religion Graduate***

# STUDENT SERVICES

## STUDENT PORTAL

The MyCampus student portal is the student's one-stop-shop access to student resources at Luther Rice.

MyCampus provides access to:

- Register for classes
- Manage current and pending classes
- View personalized Status Sheet
- Manage student account
- Order textbooks
- Access Blackboard, online library, student email
- Receive announcements and campus news
- ...and much more

Simply log in with a Luther Rice student email address and password to access MyCampus at <https://mycampus.lutherrice.edu>.

## ACADEMIC ADVISEMENT SERVICES

All Bachelor and Master students may contact advisors in the Academic Advising Office (AAO) for assistance. Doctoral students are assigned a specific faculty member as an advisor. The mission of the Academic Advising Office is to provide services to assist students in achieving academic goals and personal success. It is the student's responsibility to fulfill the requirements of the degree program.

The AAO can assist students in the area of choosing the appropriate classes to meet their academic goals and counseling students in case of academic challenges. AAO is available by phone at 770-484-1204 or 800-442-1577, Monday through Friday, between the hours of 9:00 a.m. and 4:00 p.m. EST. The student may also email the AAO at [AAO@LutherRice.edu](mailto:AAO@LutherRice.edu).

The AAO is responsible for monitoring students enrolled in the Academic Success Program (ASP). (See Bachelor's Program on Pg. 11). AAO is also responsible for receiving and forwarding Independent Study requests (see Independent Studies Pg. 57).

## REGISTRAR SERVICES

### Class Registration

Class registration for each semester is completed in the MyCampus student portal. Log in to MyCampus, click on Register, and select available classes. Once classes are selected, payment information must be provided. If problems arise, contact the Office of Admissions and Records at 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 9:00 a.m. to 4:00 p.m. EST. Computers are available on the Luther Rice campus for students who do not have access to a computer.

### *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 via the student portal MyCampus. No student 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 may be subject to a Late Registration Fee per course. No student may register for classes after the first week of class without approval.

### *Module Courses*

Students taking module courses are required to register via the student portal on MyCampus. Students should register no later than 30 days prior to the start of each module. No late registration is available for modules.

### **Add/Drop Procedures**

Official course drops are executed by the student in the *My Classes* section of MyCampus under the *Academics* section header.

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

### **Comprehensive Withdrawal Policy:**

#### **Withdrawal from the Institution:**

If a student finds it necessary to withdraw from Luther Rice, the student must notify the Office of Admissions and Records in writing and make satisfactory financial arrangements with the Business Office. No withdrawal becomes official until both of these requirements have been satisfied. Failure to make official withdrawal may disqualify the student from readmission at a later time. In this event, the registrar will post a grade of “W” on the student’s transcript. This grade is not calculated as a part of the student’s GPA (See Pages 60-61).

#### ***Withdrawal Due to Cancellation:***

From time to time it may be necessary to cancel a class because of insufficient enrollment or other extenuating circumstances. The decision for such a cancellation is ultimately that of the Vice President for Academic Affairs in consultation with the President. Every effort will be made to provide notice of the cancellation at least two weeks prior to the first scheduled meeting of the class. The Office of Admissions and Records will advise the student of the cancellation and any other options including the possible rescheduling of the class. Luther Rice does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such class cancellations. All tuition and course-related fees will be refunded. In addition, no late fee will be charged to replace the dropped class with another class. Textbook refunds are the student’s sole responsibility. In this event, the registrar will post a grade of “WC” on the student’s transcript. This grade is not calculated as a part of the student’s GPA (See Pages 60-61).



## ***Withdrawal from Courses:***

### ***Student Initiated Withdrawals-***

A student may withdraw or be withdrawn from a course at any point during a given semester. If a student drops a full term course during the first week, 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. If a student drops a mini-term course during the first half of the first week, 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.

**Full term** courses dropped after the first week but before the eleventh week will be recorded as “WP” (Withdrawal Passing). Courses dropped after the eleventh week will be recorded as “WF” (Withdrawal Failing).

**Mini-term** courses dropped after the first half of the first week but before the second half of the fifth week will be recorded as “WP” (Withdrawal Passing). Courses dropped after the first half of the fifth week will be recorded as “WF” (Withdrawal Failing).

**All courses** dropped after two-thirds of the courses will be recorded as a “WF” except in extreme circumstances subject to the approval of the professor and the Vice President for Academic Affairs. 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.

### ***Administrative Withdrawals-***

If a student attending on-campus and/or online classes does not meet the attendance requirements for each course in which he is enrolled, the student may be administratively withdrawn. If a student is administratively withdrawn, he will receive a “W,” “WP,” or “WF,” depending on when the withdrawal occurs.

**For More Information, refer to the following sections of the 2021-2022 Catalog:**

***Withdrawal from all Courses (See Page 28)***

***Official Class Attendance (See Pages 58-59)***

***Refund Policy (See Page 22)***

### **Course Cancellations**

For on-campus and online courses, Luther Rice will notify students within one week after classes begin if the course is to be cancelled. All tuition and course-related fees will be refunded. In addition, no late fee will be charged to replace the dropped class with another class. Textbook refunds are the student’s sole responsibility.

## **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.

## **Online Orientation**

Upon acceptance, all new students will be given access to an Online Orientation that serves as a guide to being successful at Luther Rice. The orientation is accessible via a link provided in the acceptance email. Students may also access the orientation on the Luther Rice website and via the student portal MyCampus.

## **Registration Clearance**

First time (having no previous college experience) and transfer students with a cumulative GPA of 2.3 or below must contact the AAO for registration approval prior to actual course registration. The AAO will guide the student to define and develop realistic course schedules. In an effort to ensure student success, first-time undergraduate students may not register for more than 9 semester hours. The AAO will monitor the students during the first year for satisfactory academic progress.

## **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.

Students within a Master of Arts degree program must earn a letter grade of “C” or higher. A student who receives a “D” or “F” must repeat the course. Students within the Doctor of Ministry degree program must earn a letter grade of “B” or higher. A student who receives a “C,” “D,” or “F” must repeat the course.

## **Status Sheets**

The individual degree program *Status Sheet* is an important tool. A Status Sheet specifically expresses the requirements for graduation for each degree program. Understanding its usefulness is basic in planning and fulfilling an ordered process of studies.

After acceptance, the student receives the appropriate Status Sheet. It reflects the total hours required for the degree as well as the credits needed in each appropriate subject area, including the required courses.

If transfer credits have been accepted, they are recorded in given subject areas with the number of hours for each course. Some adjustments, such as quarter hours being assigned their equivalent in semester hours, may be made.

It is the student's responsibility to fulfill the requirements of the Status Sheet; the advisor only provides guidance. The course work selected (other than the required courses) must fulfill the academic requirements and should be in accordance with the student's own needs.

The student's status sheet is available online via the student portal MyCampus, under *Academics*.

Students are unable to change any information listed on their online status sheet. If students have any questions or concerns email [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).

### **Textbook Services**

Luther Rice utilizes a company named Akademos for all textbook services for students. Books are available 40 days prior to the semester start date. You can access Luther Rice's Akademos website at [www.LutherRiceBooks.com](http://www.LutherRiceBooks.com) or via the student portal MyCampus. If you need to contact Akademos regarding your text book purchases you may call 1-800-887-6459. Books may also be ordered by phone at the number above.

### **Transcripts**

1. The student's unofficial transcript is available online via the student portal MyCampus and clicking on *Academics*. The student may order transcripts by using the *Transcript Request* online form located at [www.LutherRice.edu](http://www.LutherRice.edu) under the *Students* tab.
2. Students may request two types of transcripts, official and unofficial. Transcripts will be provided for a fee of \$5 for each address to which a transcript is sent. There is no fee for active students who print unofficial transcripts by logging into their web-based student resources.
3. Transcripts are released only to the student or to another institution at the student's written request. Transcripts released to any other entity require the written permission of the student. Official transcripts must remain sealed in the envelope to be considered official and can typically only be sent to other institutions.
4. There is a 3-5 day turn-around time after transcripts are requested. During peak times of the year, the turn-around time could be 5-10 days. For an expedited transcript, the fee is \$25.00 and will be processed within one hour of request.
5. Transcripts will not be released until all balances are paid in full.

For any further questions regarding transcripts, email [Admissions.Records@LutherRice.edu](mailto:Admissions.Records@LutherRice.edu).

### **THE SMITH LIBRARY**

Smith Library is named in honor of Miss Bertha Smith (1888-1988), an outstanding Christian missionary to China. The purpose/mission of the 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 biblical education.

This is accomplished by providing effective access to high-quality library services and resources in a variety of formats to our on-campus as well as online students.

In keeping with this mission, the Library provides reliable virtual and physical environments needed for study and research. The physical library is housed in an adequate, well-lighted, and easy-to-access facility on campus. Study spaces and wireless internet connection are provided for students. Computers and other equipment, such as a multifunction copier, are supplied as well. The Library has the IT infrastructure to collect, organize, preserve, and provide access to print and digital collections.

Smith Library offers a comprehensive collection of resources to support the institution's curricular needs. The library's physical collection includes over 60,000 physical books, print periodicals, as well as an audio-visual collection. The electronic access collection consists of over 500,000 eBooks and access to over 100 databases through GALILEO (Georgia Library Learning Online) statewide consortium, covering over 40,000 full-text electronic periodical titles in a variety of disciplines. Licensed research databases include ATLA Religion Database with ATLA Serials, EBSCO's Religion and Philosophy Collection, ProQuest Religion, Theological Journal Library, Academic Search Complete, and ABI Inform Complete, among others. These resources are available to all students and can easily be accessed on or off campus. The Library's website at <https://library.lutherrice.edu> gives access to resources and services and provides a full listing of electronic resources.

Library services include circulation of books and multimedia materials, in-person and online research assistance, reserves services, document delivery service, Koha online library catalog, access to electronic resources, interlibrary loans, and other services designed to meet the needs of the 21st-century student. Our Books by Mail service allows distance students to request print books through the mail. Qualified staff members with education, experience, and training are available to assist library users.

Smith Library provides interlibrary loan services through cooperative arrangements and agreements with library consortia and academic institutions. Through these arrangements and agreements, students have access to millions of resources for their research needs. Visit [https://libguides.lutherrice.edu/Cooperative\\_Agreements](https://libguides.lutherrice.edu/Cooperative_Agreements) for more information on Borrowing from Other Libraries.

Library staff members are available to provide assistance to students when questions arise regarding anything from academic research to database access. During business hours, staff may be contacted by phone, email, or live chat. Assistance is also available through an assortment of manuals, video tutorials, and library guides available from the library website.

Please consult the library's website or contact [Library@LutherRice.edu](mailto:Library@LutherRice.edu) for additional information.

## STUDENT GOVERNMENT ASSOCIATION

The Luther Rice Student Government Association (SGA) is comprised of online and on-campus students who serve as study body representatives to the faculty and administration. All students have the opportunity to participate in student government. For a more comprehensive review of the Student Government Association, refer to the Luther Rice Student Handbook.

## OTHER STUDENT SERVICES

### Campus Safety

Luther Rice provides a safe and secure working and learning environment for all students and employees. Campus security personnel are former Georgia State Patrol Officers and communicate with local and state police when needed. Prospective students may access a list of criminal offenses and the occurrence of incidents that have occurred at the campus from the previous three academic years by visiting the Students tab of our website [www.LutherRice.edu](http://www.LutherRice.edu) and clicking on the Campus Safety link. The Luther Rice main campus security report is available in hard copy format upon electronic request to [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu).

### Career Services

Luther Rice offers career services to assist students in selecting, preparing for, and engaging in a vocation related to their degree program. Career services are offered to the student body through several offices. A student who desires career counseling should contact the Director of Student Affairs 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. Career counseling is available via a partnership with the Georgia Baptist Convention (GBC).

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

Register today at [www.collegecentral.com/lutherrice/Student.cfm](http://www.collegecentral.com/lutherrice/Student.cfm) to take advantage of these services. If you need assistance with the career website, you may contact a Luther Rice representative directly at 678-990-5281 or [Careers@LutherRice.edu](mailto:Careers@LutherRice.edu).

## Center for Research and Writing

In an effort to provide guidance to the student body in the area of research and writing, each student has access to the Center for Research and Writing from acceptance to graduation. The Center for Research and Writing provides tutorials, guides, examples, and templates that guide the student in academic research, composition, formatting, grammar, style, and syntax. The Center for Research and Writing can be accessed at the following URL: [crw.LutherRice.edu](http://crw.LutherRice.edu) or via the student portal MyCampus.

## 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 on 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 emailing [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu) or by calling 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 9:00 a.m. to 4:00 p.m. EST. For questions regarding this program, students should call the GuideStone Financial Services at 1-800-262-0511.

## The Pioneer

*The Pioneer* is Luther Rice's publication. It is distributed to students, graduates, and friends of the institution. It includes needs of the Institution, information about students and alumni, and plans for the future.

## FACILITIES

The Luther Rice campus is located at 3038 Evans Mill Road, Lithonia, GA, 30038.

1. *Library*: Luther Rice's Smith Library, named in honor of an outstanding missionary, is housed in a facility that provides a well-lighted, quiet, comfortable area for research and study. Woodlawn Hall, which houses the library on the first floor and classrooms on the second floor, is adjacent to other buildings.
2. *Parking*: Luther Rice provides ample student parking.

3. *Student Housing*: Luther Rice does not own or provide dormitories or other living quarters for students and their families. Students are responsible for securing their own living quarters. Assistance is available to new students, however, through the Office of Student Affairs via email at [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).

4. *Food Services*: Numerous eating establishments are near the campus. Vending machines with drinks and snacks are available in the student activity area.

## **Facilities for the Disabled**

Luther Rice supports the tenets and spirit of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Accommodations include special parking facilities, ramped entrances, elevator services, and accessible water fountains and restroom facilities. It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Luther Rice will make reasonable accommodation to meet the needs of any student with a disability. Please contact the Director of Student Affairs for a Disability Accommodation Form at [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).

## **LOCATION** (See map in back of catalog)

The Luther Rice campus has a strategic location on the east side of Metro Atlanta, providing numerous advantages.

*Accessibility*: The Hartsfield-Jackson International Airport provides air service to all major cities in the United States. Interstate Highways 20, 75, and 85 feed traffic into the area ([www.atlanta-airport.com](http://www.atlanta-airport.com)).

*Public Transportation*: The Metro Atlanta Rapid Transit Authority (MARTA) provides excellent bus service nearby to the institution from virtually every area of Metro Atlanta ([www.itsmarta.com](http://www.itsmarta.com)).

*Housing*: Houses and apartments in all price ranges are readily available. For short-term lodging, several quality hotels are conveniently located nearby. Since Luther Rice is a commuter campus there is no resident housing on campus.

*Recreation*: Atlanta is well known for its recreational opportunities. Many sporting events are held in the city. A number of cultural attractions are also available.

*Employment*: The city of Atlanta is a major center for education, banking, insurance, medicine, wholesaling, tourism, and transportation. Atlanta has the capacity to absorb many students into the work force.

*Educational Resources*: Atlanta has several outstanding institutions of higher education which provide ample opportunities for students of Luther Rice to take courses and earn degrees in fields other than religion and ministry.

*Church Stronghold*: Atlanta is a leading evangelical center. It is served by many strong churches which provide numerous opportunities for Christian service. There are also many Christian parachurch organizations in Atlanta.

*Other Amenities:* The Mall at Stonecrest includes numerous eating establishments, cinemas, and shopping opportunities ([www.mallatstonecrest.com](http://www.mallatstonecrest.com)).

Atlanta is the location of several Baptist organizations and institutions. Among them are the North American Mission Board, SBC; Georgia Baptist Mission Board; Georgia Baptist Healthcare Ministries Foundation; as well as other denominational agencies.



*"Luther Rice has been such a blessing in my life and ministry. Luther Rice gave me an opportunity to go to seminary without uprooting my family or putting full-time ministry on hold. I found Luther Rice to be a Christ-centered, Bible-believing, and historically Baptist school where every professor cared for me and my family, as well as the local church.*

*I would highly recommend Luther Rice to anyone looking for a school where you will be challenged to grow in both your personal faith and your skill for ministry."*

***Bradley T. Hall, Master of Arts in Biblical Counseling and  
Master of Divinity Graduate***



# STUDENT LIFE

## BASIC ASSUMPTIONS

The administration and faculty make several basic assumptions about students at Luther Rice. The assumptions dictate the nature of both student life and Christian service.

*Student Maturity:* The Institution assumes that its students have a measure of maturity and a degree of motivation which enable them to comply with the “Standards of Conduct.”

*Active Student Ministry:* The Institution assumes that students will be involved in some aspect of Christian ministry. A student may be a pastor, deacon, church staff member, church musician, Sunday School worker, missionary evangelist, or a Christian witness.

*Student Worship:* The Institution assumes that students desire to worship God in fellowship with their peers. Therefore, Luther Rice conducts chapel services on-campus for all students. Chapel services are made available on the Luther Rice website for all online and on-campus students to view.

*Student Counseling:* The institution assumes that students desire opportunities for counsel. The Academic Advising Office and Director of Student Affairs are available, by appointment, to assist students with personal counseling issues or career counseling. Students may also contact the Biblical Counseling Department for counseling referrals.

*Student Participation:* Luther Rice assumes that students are a vital part of the institution and that their individual and collective voices need to be heard by the faculty and administration of the Institution. Every student, therefore, has the right and responsibility to participate in the student government.

*Alumni Support:* Luther Rice assumes that students will desire to continue to support the Institution after they graduate. Therefore, alumni related resources have been established to allow graduates and former students opportunity for fellowship, prayer, financial support, and promotion of Luther Rice.

## RESIDENCY REQUIREMENTS

No residency requirements for bachelor's and master's degrees. Doctoral students are required to attend four, one-week modules on-campus. These may be taken at various times throughout the 3-5 years of the program. However, they must be completed prior to the Doctoral Research Project.

## STUDENT RIGHTS AND RESPONSIBILITIES

The mission of Luther Rice College and Seminary is to serve the church and community by providing biblically based on-campus and distance education to Christian men and women for ministry and the marketplace with an end to granting undergraduate and graduate degrees.

In pursuit of our purpose, we seek to cultivate an institutional environment of Christian excellence through which vital core competencies and values are inculcated in each student. The Luther Rice educational experience is designed to transfer to the student all the vital competencies required of twenty-first-century Christian leaders.

Students have a right to expect an educational experience that seeks to balance rights and responsibilities in the support of the values expressed in the institution's mission and have a responsibility to conduct themselves in a manner consistent with these values. Student rights and responsibilities include:

- The right to an educational experience that is free from harassment and discrimination.
- The right to request Luther Rice College and Seminary to make reasonable accommodation to meet the needs of any student with a disability.
- The right to file a formal complaint or grievance regarding any aspect of their experience at the institution.
- The rights afforded to students through the Family Educational Rights and Privacy Act (FERPA) concerning their educational records
- The responsibility to uphold and maintain an honest academic environment. Integrity should guide conduct and decisions related to academic work and all credit-bearing classes, including on-campus and online classes.
- The responsibility to adhere to the Standards of Conduct

The policies and procedures of Luther Rice College and Seminary are designed to support these principles in practice.

The Student Handbook is meant to help explain the rights and responsibilities intended to help support the educational experience at Luther Rice College and Seminary. Students enrolled are responsible for being aware of the policies and procedures outlined within the Student Handbook and Catalog.

The Catalog and Student Handbook are reviewed each academic year and updated versions including any necessary changes are made available to students and the entire Luther Rice community. Policies, procedures, and practices may change at any time. If changes are made during the academic year, students will be informed of changes in writing.

Student Rights and Responsibilities are designed to meet the Luther Rice mission and the needs of all Luther Rice students, regardless of degree level, location, or mode of delivery (online or on-campus). Student Rights and Responsibilities are widely disseminated to the Luther Rice community via this catalog, the Luther Rice Student Handbook, and the Luther Rice website. For a comprehensive review of Student Rights and Responsibilities, refer to the Luther Rice Student Handbook. Students with questions concerning Student Rights and Responsibilities are encouraged to contact the Director of Student Affairs at [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu).

## 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.

### Standards of Conduct 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, 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.

### **Academic Integrity**

All Luther Rice students have a responsibility to uphold and maintain an honest academic environment. Integrity should guide conduct and decisions related to academic work and all credit bearing classes, including on-campus and online classes. See page 66 for details, definitions, and violation consequences.

### **ADA Accommodations**

Luther Rice supports the tenets and spirit of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Luther Rice will make reasonable accommodation to meet the needs of any student with a disability. Please contact the Director of Student Affairs for a Disability Accommodation Form at [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu).

### **Drug Use**

Luther Rice requires that its campus, employees, 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 campus or while attending other institution related activities.

### **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.

Subject to the Luther Rice Title IX Policies and Procedures, any student who feels they have been subjected to such treatment should immediately report it to the Luther Rice Title IX Coordinator. For more information concerning the Luther Rice Title IX Policies and Procedures and coordinator (including a Title IX training video), please visit the Luther Rice website <https://www.lutherrice.edu/students/campus-safety.cms>.

## **Image Use and Solicitation**

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. 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. 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 Affairs.

## **Student Discipline**

The breaking of institutional policies, including the Standards of Conduct, can result in disciplinary action taken against the student. For more details and procedures,

refer to the Luther Rice Student Handbook. Violations of the criminal and civil codes of the United States and of state laws can also result in disciplinary action. Disciplinary action can range from temporary probation to permanent expulsion from Luther Rice. The Director of Student Affairs, or an appropriate representative, will be responsible for recommending the discipline to be taken after consultation with the student and other Luther Rice faculty/staff who may be involved in or aware of the incident. The student may appeal in accordance to the "Student Grievance Policy and Non-Academic Appeals" if he is dissatisfied with the disciplinary actions taken.

### **Student Grievance Policy and Non-Academic Appeals Process**

Luther Rice students who have a complaint or grievance regarding any aspect 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](mailto:studentservices@LutherRice.edu) or mail it to Luther Rice Student Affairs, 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 Director of Student Affairs 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 Director of Student Affairs.
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 Director of Student Affairs. The Director of Student Affairs will review the complaint and send a determination to the student within 7 business days. The decision of the Director of Student Affairs is final. If the complaint concerns the Director of Student Affairs, the Vice President for Academic Affairs will assume the responsibilities of the Director of Student Affairs.

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 the procedure detailed under the Academic Appeal section of this catalog. Files containing grievance issues are maintained in either the office of the Vice President for Academic Affairs or the office of the Director of Student Affairs.

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

Southern Association of Colleges and Schools Commission on Colleges  
(SACSCOC)  
1866 Southern Lane, Decatur, GA 30033-4097  
404-679-4500  
[www.sacscoc.org](http://www.sacscoc.org)

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

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

## **Student Records**

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 Office of Admissions and Records, head of the academic department, 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 the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is 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 State University 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

## **Technology and Computer Use**

Technology plays a significant role in the life of a Luther Rice student. To ensure the most efficient delivery of educational content, privacy of students, and protection of Luther Rice resources, all Luther Rice students (online and on-campus) are responsible for adhering to the Luther Rice Computer and Technology Use Policies and Procedures. For a more comprehensive review of Technology and Computer Use and related policies and procedures, refer to the Luther Rice Student Handbook or the Office of Information Technology website <https://oit.lutherrice.edu>.

## **Additional Disclosures**

1. Any person interested in obtaining a Florida teaching certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301 for requirements.
2. Any person interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency in the field of interest for requirements.
3. Information regarding the institution may be obtained by contacting the Georgia Nonpublic Postsecondary Education Commission, 2100 East Exchange Place, Suite 203, Tucker, Georgia, 30084-5313, (770) 414-3300.
4. Students pursuing a degree with a goal of being licensed or authorized in any profession should contact the licensing or regulatory agency of his state in order to determine whether courses or degrees from Luther Rice will qualify him for licensure or authorization. It will be important to inform that agency that Luther Rice is accredited by The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Transnational Association of Christian Colleges and Schools (TRACS), and Association of Biblical Higher Education (ABHE), all three are accrediting agencies recognized by the US Department of Education and members of the Council on Higher Education Accreditation.
5. A degree from Luther Rice is not an indication that Luther Rice is recommending the student for licensing or ordination. Each ecclesiastical denominational organization has its own set of guidelines for licensing and ordaining its ministers.
6. Credits and degrees earned at Luther Rice are not automatically transferable to all other colleges, universities, or seminaries. Any person interested in the transferability of credit from Luther Rice to another institution should contact the Admissions Office of that institution.
7. If the Institution proposes to have a physical presence in a state, proper permission will be sought in advance from the state's educational authority governing private educational institutions.
8. Degree program(s) of study offered by Luther Rice have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education...Exemption from licensure is not based upon any assessment of program quality under established licensing standards.



## ACADEMICS

Luther Rice College and Seminary offers undergraduate, graduate, and seminary degree programs. Students may earn academic credit through classes offered on-campus, online, and in module format (on-campus/online). Three terms or semesters make up each academic year: fall, spring, and summer.

### BEGINNING A DEGREE PROGRAM AT LUTHER RICE

The following procedures provide the general steps a student takes to begin work at Luther Rice.

1. After acceptance, the student will receive a letter and email of acceptance and a Status Sheet with all transfer hours noted on it. The student should register for only those courses which will satisfy the requirements of that Status Sheet. Courses designated as prerequisites to other required courses should be taken as soon as possible.
2. The student should keep in touch with an academic advisor, especially if any problems develop (AAO@LutherRice.edu or 770-484-1204).
3. For questions concerning finances, the student should contact the Student Accounts Office or the Financial Aid Office (StudentAccounts@LutherRice.edu, FinancialAid@LutherRice.edu, or 770-484-1204)
4. For questions concerning text books, the student should contact the Office of Student Affairs at StudentServices@LutherRice.edu or 770-484-1204 or the Luther Rice third-party book servicer AKADEMOS at www.LutherRiceBooks.com.
5. For questions concerning acceptance, the student should contact the Office of Admissions and Records by email at Admissions@LutherRice.edu or by phone (770-484-1204).
6. For questions concerning academic status, the student should contact the Office of Admissions and Records (770-484-1204) or by email at Registrar@LutherRice.edu.

### RECOMMENDED COURSE SEQUENCING

Students are encouraged to follow a progressive sequence of courses to complete their degree programs. Sequencing recognizes that upper level coursework is based on survey and introductory level knowledge and ensures a better learning experience and student progress. Students should begin by completing foundational courses such as surveys and introductions. These courses provide a foundation for later study.

Following the foundational courses, the student should then select various courses which build upon those broad studies in more specific areas. These will then sharpen the focus of what has been learned from the foundational coursework. Assignments in upper-level courses often assume skills that are practiced in the survey and introductory courses.

Courses taken by undergraduate students have course numbers that begin in the 1100s and progress to the 4000s, whereas Master's programs have courses that begin in the 5000s and progress to the 7000s. As a general rule for the Master of Divinity degree, students in the first year of study should complete 5000 level courses, second

year students 6000 level courses, and third year students 7000 level courses. Courses at the 6000 level assume skills and knowledge acquired from 5000 level courses.

Courses at the 7000 level assume preparation at both 5000 and 6000 levels. The Doctor of Ministry courses are 8000 and 9000 level. While a course number does not determine course rigor and difficulty, course numbers do reflect the level of the course (e.g., 1100 level courses should be taken the first year, etc.) Students are encouraged to take foundational courses early in their program.

Each program of study offers some variety and flexibility in the fulfillment of elective credit. Specific questions about course planning should be addressed to the student's advisor.

## **COMPLETING A DEGREE PROGRAM AT LUTHER RICE**

For each degree program offered at Luther Rice College and Seminary, 100% of the credit hours required to satisfy the degree requirements for the program are offered through Luther Rice College and Seminary.

For students who wish to transfer academic credit from another institution, please refer to the Transfer of Credit Policy on pages 14 through 15.

## **MODES OF CREDIT**

Students may earn credit toward a degree completely online (excluding D.Min.), or through any combination of the following:

### **On-Campus Courses (-I)**

On-campus semester courses normally meet in three-hour sessions. Each course meets once weekly for 15 weeks in the fall and spring.

### **Online Courses (-W)**

Online studies are offered at the same time as on-campus studies, lasting 8 or 15 weeks each term. Summer courses are 11 weeks in duration. Throughout the term, students interact with faculty and with other students via email and various platforms including discussion boards and video conferencing. The online coursework is accomplished via the Internet through Blackboard. The courses are asynchronous, meaning students do not have to be online at the same time as their professor or their classmates. Attendance is verified by weekly online activity.

### **Modular Courses (-C)**

Modular studies provide students an opportunity to complete courses through a combination of classroom and online work. The typical module consists of one week in the classroom along with pre-classroom and post-classroom academic work submitted online during the regular 15 week semester. Modules coincide with the on-campus schedule.

## **Independent Studies (-Y)**

Independent study requests are generally discouraged, and will primarily be approved in the spring semester for those students who need the course to graduate.

Independent Studies may be defined as study (being pursued for course credit) which is under the direct supervision of an appropriate faculty member and is completed in the same time frame of a normal semester. The following guidelines apply:

- A. Independent Study must be requested in advance, using the proper request form provided by the Academic Advising Office.
- B. Independent Study requests must be approved in advance by the supervising professor in conjunction with the Vice President for Academic Affairs.
- C. Independent Study requests will generally be approved only if the course is required for graduation and is not going to be offered on a regular schedule prior to graduation.
- D. Independent Study requests must be made prior to the beginning of a regular semester and the student must register for the class (once approved) during normal registration periods.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

Luther Rice accepts CLEP (College Level Examination Program) scores that meet the American Council on Education recommendations for undergraduate credit. The tests require a fee and can be taken at various locations (see [www.collegeboard.com/clep](http://www.collegeboard.com/clep)). The scores must be sent directly to Luther Rice to be accepted and must be comparable to the Luther Rice degree requirements. For more information on what CLEP tests could be accepted at Luther Rice, contact the Office of Admissions. Luther Rice recommends that all CLEP tests be taken at least one year prior to the student's anticipated graduation date.

## **COURSE TIME LIMITATIONS**

### **1. On-Campus and Online Courses**

The student is to complete all assigned work within the semester.

When a student receives an Incomplete for a semester grade, the "I" will change to the earned grade after 30 days unless a change of grade has been submitted by the professor.

### **2. Modular Courses and Independent Studies**

- a. Module courses are full-term courses that require one week of on-campus attendance. Assignments for module courses are due at the scheduled time posted in the syllabus for the course.
- b. Independent Study courses are full-term courses offered through electronic means that require weekly interaction and academic activity.

## PROGRAM TIME LIMITATIONS

The minimum and maximum time limitations for the following degrees are effective upon acceptance by Luther Rice into the particular degree program.

For-credit Certificates (9 hours)	1 semester - 1 year
BA degree (120 hours)	2-10 years
MA degrees (36 hours)	1-3 years
M.Div. degree (90 hours)	2-7 years
D.Min. (30 hours)	3-5 years

Any student exceeding these program time limitations must reapply and will be required to complete the degree program under the published guidelines set forth in the catalog in effect when readmission into the program occurs. Appeals are to be directed to the Vice President for Academic Affairs. The decision of the Vice President is final. For more information, see Readmission Policies on pg. 12. All D.Min. students will be under the current policies on the date of readmission.

## COMPREHENSIVE ATTENDANCE POLICY

### Registration and Attendance

Students must be on the official class roll to be counted as present in a class. To be registered for a course, the student must be cleared through the Student Accounts Office. Pre-registration is not official until payment for the course is made, or an approved third party payment arrangement is completed. If registration is approved after the actual start of the course, the class session the student attended prior to registration finalization will be counted as absent. These absences will be counted in the semester total and will be subject to the current attendance policy.

### On-Campus Course Attendance

For on-campus courses, attendance is recognized by the student's physical presence in the class meeting. For on-campus courses, a student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive class meetings will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

A professor may report to the Office of Admissions and Records any student who habitually comes in tardy or leaves early. Only tardiness of less than 15 minutes may be counted as a tardy. Three instances of tardiness count as one absence. Tardiness of more than 15 minutes counts as one hour of absence.

### Modular Course Attendance

For module courses, attendance is recognized by the student's physical presence in the class meeting. For module courses, the student is allowed one absence during the week. Any student who misses more than one class meeting will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

### **Online Course Attendance**

For online courses, attendance is recognized by a student's submission of weekly academic assignments (e.g., quizzes, exams, discussion board posts, or a written paper or project). Academic assignments must be submitted no later than Sunday at 11:59 pm EST of the corresponding academic workweek. An academic workweek is defined as Monday through Sunday.

### **15-Week Courses**

For 15-week online courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

### **11-Week Courses**

For 11-week online courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

### **8-Week Courses**

For 8-week online courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

### **Independent Study Course Attendance**

For independent study, attendance is recognized by a student's submission of weekly academic assignments (e.g., quizzes, exams, discussion board posts, or a written paper or project). Academic assignments must be submitted no later than Sunday at 11:59 pm EST of the corresponding academic workweek. An academic workweek is defined as Monday through Sunday.

### **15-Week Courses**

For 15-week independent study courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

### **11-Week Courses**

For 11-week independent study courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

### **8-Week Courses**

Luther Rice does not offer 8-week independent study courses.

## GRADING SCALE

<u>Undergraduate</u>		<u>Graduate</u>	
90-100	A	92-100	A
80-89	B	84-91	B
70-79	C	76-83	C
60-69	D	68-75	D
Below 60	F	Below 68	F

## 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 Office of Admissions and Records. 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. Grades are posted online within 30 days after the completion of the semester.
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	-
WD	Withdrawal Drop	-
WH	Hardship Withdrawal	-
WP	Withdrew Passing	-
WF	Withdrew Failure	0
W	Withdrew	-
WC	Withdrawal due to course cancellation	-
SC	Successful completion of a non-credit course	-
NSC	Non-successful completion of a non-credit course	-

R--Indicates the course was repeated.

U--Indicates additional work must be done to receive a passing grade on a non-credit course. This grade has no bearing on the student's GPA.

N--Grade is assigned only to those who audit a class. No arrangements may be made at a later date to change the grade to one allowing course credit.

I--Grade may be assigned only if the student has been unable to complete the course because of unavoidable circumstances. The reason for an "In complete" must be approved by the professor of the course and shall be noted on all grade reports. A course in which the student received a grade of "I" must be completed within 30 days after the end of a semester unless special permission is granted by the instructor and the Vice President for Academic Affairs. Failure to complete the work within those time limits will result in the grade earned by the student at that time. Merely failing to complete the work on time is not a legitimate justification for the use of "I."

WH—Grade is a Hardship Withdrawal assigned to a student who is unable to continue in his course due to an approved hardship. The student must apply for a Hardship Withdrawal prior to the conclusion of a term from the Director of Student Affairs, and if approved, the student will be withdrawn from the course. Supporting third party documentation should accompany the request. See Hardship Withdrawal Policy.

WD--During the first week of a class, a student may drop a course without academic penalty. These courses will show a grade of "WD" on the institution's internal database but will not be printed on outgoing transcripts. These courses will not be calculated on the cumulative grade point average.

WP--Indicates that the student is withdrawing as passing. This grade has no bearing on the student's GPA.

WF--Indicates that the student is withdrawing as failing. The grade of "WF" will be calculated as part of the student's GPA.

W--Indicates that the student has officially withdrawn from the institution. A "W" is not calculated as part of the student's GPA.

SC--Indicates that a student has successfully completed the academic requirements for a non-credit course.

NSC--Indicates that a student has not successfully completed the academic requirements for a non-credit course.

3. The faculty may record a plus or minus after each passing grade where appropriate. This recording will be placed on the student's permanent record but will in no way affect the student's GPA.
4. Only courses taken at Luther Rice are used in computing a student's GPA.
5. A change in a recorded grade (other than the grade of "I") may be made by an instructor only with the approval of the Vice President for Academic Affairs. The Vice President for Academic Affairs will recognize as justification for a change of grade only the fact that the professor made a grade calculation or recording error. A request for such change must be made in writing.
6. Students within a Master of Arts degree program, 2019-2020 and later, must earn a letter grade of "C" or higher. A student who receives a "D" or "F" must repeat the course. Students within the Doctor of Ministry degree program must earn a letter grade of "B" or higher. A student who receives a "C," "D," or "F" must repeat the course.

## **CREDIT HOUR DEFINITION**

### **Federal Credit Hour Definition**

“A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

### **Luther Rice Credit Hour Definition**

Luther Rice operates on the semester system. The unit for granting credit is semester hour. One-hour of semester credit is granted for classes that meet equivalent to a 50-minute class period for 15-weeks with an assumption of two hours of outside preparation for each semester hour. The definition applies to residential or on-campus classes and online classes. All courses at Luther Rice are three credit hours. Three credit hours are awarded for the successful completion of 37.5 hours of in-class instruction plus at least 75 hours of course work to be completed outside of class. This amounts to a minimum of 112.5 hours of learning experiences completed for each three-hour course.

### **On-Campus Courses**

On-campus courses are defined as courses in which the instruction is offered in a face to face setting. Luther Rice offers two distinct types of on-campus courses:

**Residential Courses and Modular Courses.** Residential courses meet for one three-hour session per week for fifteen weeks, and expect a minimum of six hours of out of class work per week for fifteen weeks. Modular courses offer instruction on-campus during the first week of the semester, which is equivalent to the face to face instruction in a residential course. Modular courses expect an amount of out of class work per week that is equivalent to a residential course.

### **Distance Education Courses**

Distance education courses are defined as courses in which the instruction is delivered by distance technology. While distance education courses offer instruction by distance technology, they are expected to offer equivalent instruction time as a residential course. This instruction time is represented by video and audio lectures, discussion board interaction, and web conferences using Blackboard Collaborate. Distance education courses also expect a minimum of six hours of out of class work per week for fifteen weeks. In addition to and equivalent instruction time, distance education courses must address the same learning outcomes as on-campus courses.



### **Faculty Interaction**

Regular and substantive contact is required for all course sections taught using Distance Education (DE) at Luther Rice College and Seminary, that is, any course section where “seat time” is replaced by other forms of contact with students, including completely online and hybrid course sections.

### **Term Lengths**

Luther Rice offers courses within three specific term lengths: 15-week; 11-week; and 8-week terms. The fall and spring terms are 15-weeks. Luther Rice offers one 8-week term within each fall and spring term. The summer term is an 11-week term. Regardless of term length, each course must meet the same credit hour requirements and address the same learning outcomes as a 15-week term.

### **Modular Courses**

Each semester Luther Rice offers modular courses which consist of a full week of face-to-face instruction (37.5 hours), and 14 weeks of out of class work (at least 75 hours).

## **COURSE LOAD**

### **Full-time Students**

A student must carry at least 12 hours per semester to be considered a full-time undergraduate student. A full-time graduate student must carry at least 9 hours per semester. A semester load of more than 15 hours at the undergraduate level or 12 hours at the graduate level requires permission of the Vice President for Academic Affairs.

### **Students on Financial Assistance**

For purposes of Financial Aid, course load status will be computed as follows:

**Bachelor students:**

- 1 class = 1/4 time (Quarter-time)
- 2 classes = 1/2 time (Half-time)
- 3 classes = 3/4 time (Half-time)
- 4 classes = Full-time

**Master students:**

- 1 class = Less than half-time, but greater than quarter-time
- 2 classes = 1/2 time (Half-time)
- \*\*Exception: The military considers 2 classes as 3/4's time.
- 3 classes = Full-time

**Doctoral students:** For doctoral (post-graduate) students, one three-hour course shall constitute Half-time status and two three-hour courses shall constitute Full-time status. Students taking more than two courses in a semester will require administrative approval.

### **Students on Probation**

No student (undergraduate or graduate) on probation may take more than 12 hours of course work in a semester.

### **Online Learning Students**

Online learning takes place through online, modular, and independent-study courses. The online education student may take courses through one or a combination of these modes or on-campus courses. Like the on-campus student, the online learner must carry at least 12 hours per semester to be considered a full-time undergraduate student. A full-time graduate student must carry at least 9 hours per semester. A semester load of more than 15 hours at the undergraduate level, 12 hours at the graduate level, or 6 hours at the doctoral level requires the approval of the Vice President for Academic Affairs.

### **THE CENTER FOR RESEARCH AND WRITING**

In an effort to provide guidance to the student body in the area of research and writing, each student has access to the Center for Research and Writing from acceptance to graduation. The Center for Research and Writing provides tutorials, guides, examples, and templates that guide the student in academic research, composition, formatting, grammar, style, and syntax. The Center for Research and Writing can be accessed at the following URL: [crw.LutherRice.edu](http://crw.LutherRice.edu).

### **HARDSHIP WITHDRAWAL**

If a student encounters an extenuating circumstance during the course of a term, they may apply for a Hardship Withdrawal. An application can be obtained from the Office of Student Affairs. If approved, the student will be withdrawn from all of their courses with the grade of a "WH." The student will be eligible to take the courses again when offered and at the published tuition and fee rate.

Examples of eligible hardship include, but are not limited to the following:

- Extended Hospitalization
- Extreme Change in Living Condition Arrangements (ex: loss of home)
- Military Deployment
- Natural Disaster

Examples of ineligible hardships include, but are not limited to the following:

- Course too Difficult
- Loss of Internet
- Stress
- Workload

Students receiving a Hardship Withdrawal will be subject to all relevant refund and financial aid policies including a possible return of federal and/or institutional aid.

The Director of Student Affairs will determine the validity of the hardship request. Appeals can be made to the Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs is final.

## **WORK IN OTHER INSTITUTIONS**

Students are not permitted to transfer credit from work completed at other institutions when the work is done concurrently with the work done at Luther Rice unless permission is granted in advance by the Vice President for Academic Affairs.

## **CLINICAL PASTORAL EDUCATION (CPE)**

Students who desire to enroll in a Clinical Pastor Education program may be awarded credit towards their program of study. Each application is evaluated on a case-by-case basis. Students must submit a written request to the Vice President for Academic Affairs for approval.

## **ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL**

The GPA for online students will be calculated at the same time that it is calculated for on-campus students. The summer term will be counted as part of the spring semester. The student will be notified in writing by the Office of Admissions and Records of any action involving probation, suspension, or dismissal.

### **1. Bachelor and Master Degree Programs**

#### *Probation:*

If a student fails to maintain a 2.0 cumulative GPA for two consecutive semesters, he will be placed on academic probation.

A student will be allowed to continue on a semester-by-semester basis under the condition that he maintain a 2.0 GPA each semester. When the student's cumulative GPA reaches 2.0 or better, he will be removed from academic probation.

#### *Suspension:*

While on probation, if a student fails to maintain a 2.0 GPA in any semester, he will be suspended for 1 semester.

After the period of suspension, a student may re-enroll on probation. The above probation procedures will be followed.

#### *Dismissal:*

Upon reaching the point of being suspended the second time, the student will be dismissed from the institution.

A student who has been dismissed may not make application to be readmitted for at least one year. Readmission is not guaranteed.

## 2. D.Min. Degree Programs

### *Probation:*

A Doctor of Ministry student whose GPA falls below 3.0 will be placed on academic probation. No credit will be awarded for courses that receive a grade lower than B.

A student on academic probation will be allowed to continue on a course-by-course basis under the condition that he earns at least a "B" for each course. When the student's cumulative GPA reaches 3.0 or better, he will be removed from academic probation.

### *Suspension:*

While on probation, if a student fails to maintain a 3.0 GPA in any semester, he will be suspended for one semester.

After the period of suspension, a student may resume his coursework on probation. The above probation procedures will be followed.

### *Dismissal:*

Upon reaching the point of being suspended the second time, the student will be dismissed from the institution.

A student who has been dismissed may not make application to be readmitted for at least one year. Readmission is not guaranteed.

## 3. Academic Integrity

- a. *Plagiarism:* According to the *New Oxford American Dictionary*, plagiarism is the "practice of taking someone else's work or ideas and passing them off as one's own."  
Plagiarism includes, but is not limited to:
  - \* Failing to use quotation marks to identify quoted material.
  - \* Failing to properly cite quoted material.
  - \* Paraphrasing material without citing the source.
  - \* Paraphrasing material too closely (For helpful clarification and discussion see *Turabian*, 9th ed., section 7.9, "Guard against Inadvertent Plagiarism.")
  - \* Allowing another to compose or rewrite an assignment.
  - \* Submitting for course credit material submitted for credit in another course (double submission).
- b. *Falsifying Information:*
  - \* Forging an instructor's name.
  - \* Submitting another's work as one's own.
  - \* Providing false or misleading documentation.

c. *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.
- \* Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination.

Any student proven to have committed any of the above may, at the discretion of the Vice President for Academic Affairs, receive an “F” for the course and will receive an academic warning. A student proven to have been guilty a second time is subject to dismissal from Luther Rice.

The institution utilizes Respondus Monitor and LockDown Browser on major examinations in each course. Respondus Monitor utilizes the student’s web camera to verify that the student completing the examination is the student registered for the course. LockDown Browser serves to deter the use of outside materials when the use of outside materials is prohibited by the professor of the course.

#### **ACADEMIC APPEALS**

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](mailto: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](mailto: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. 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 days. The decision of the Vice President for Academic Affairs is final. If the complaint concerns the Vice President for Academic Affairs, the President will assume the responsibilities of the Vice President for Academic Affairs.

## STUDENT COMPLAINTS

Files containing grievance issues are maintained in either the office of the Vice President for Academic Affairs or the office of the Director of Student Affairs.

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

Southern Association of Colleges and Schools Commission on Colleges  
(SACSCOC)  
1866 Southern Lane  
Decatur, GA 30033-4097  
404-679-4500  
[www.sacscoc.org](http://www.sacscoc.org)

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

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

## GRADUATION

### Graduation Requirements

1. Certificate, Bachelor, Master of Arts, and Master of Divinity Degree Programs
  - a. Satisfactory completion of the semester hour and course distribution requirements of the degree program.
  - b. A minimum cumulative GPA of 2.0.
2. D.Min. Program
  - a. Satisfactory completion of the semester hour and course distribution requirements of the degree program.
  - b. A minimum cumulative GPA of 3.0.

### Graduation Procedures

Students planning to graduate within 12 months must follow the procedures listed below:

1. **It is the student's responsibility to request an Application for Graduation.**

Application for graduation is required in order for the student to complete a degree. If a student fails to apply for graduation, becomes inactive, and later returns, they fall under the jurisdiction of the policies and procedures of the catalog in effect at the time of their return.
2. All graduation fees are non-refundable and non-transferable.
3. Along with the Application for Graduation, the student must submit the appropriate graduation fee.

4. To avoid a late charge, the deadline for submitting an Application for Graduation and appropriate fee is November 5th (7 months prior to graduation). A late fee of \$100 will be charged on all applications submitted after November 5th. No applications will be processed after February 4th (4 months prior to graduation). Appeals are to be directed to the Director of Admissions and Records. The Director's decision is final. Delivery of graduation regalia and diplomas in time for the commencement exercises is guaranteed only if applications are received by February 4th.
5. A student may receive a Letter of Completion before the May commencement exercises if the student has submitted an Application for Graduation and the graduation fee has been paid by the deadlines stated above. The diploma itself will be dated May, and will be awarded only in May.
6. Any exit exams or other assessments administered to the graduating class must be completed by the student prior to the award of his degree. All financial obligations must be settled prior to final graduation approval.

### **Graduation Week**

Commencement exercises are held only in May, typically on the Friday following Mother's Day.

### **COMMENCEMENT ATTENDANCE**

Attendance at Commencement is highly recommended for every student. The opportunity to meet classmates from various states and foreign countries is an enriching experience. A diploma cannot be received until the graduation exercises are completed. If a student has completed all the requirements for his degree program, but has not graduated, a Letter of Completion may be obtained from the Office of Admissions and Records.



*“WOW! Words cannot explain what a great experience I had attending Luther Rice. Everywhere I go and mention that I am a graduate from Luther Rice, the response is always the same, ‘I know you have had the best seminary education in the country.’*

*“Luther Rice has prepared me to meet the challenge of rightly dividing the Word of truth. My training helps me apply the truth of God in a way that today’s urban hip-hop culture can understand and surrender their life to Christ.”*

***Danny Wilson, Master of Divinity Graduate***



# ONLINE TECHNOLOGY REQUIREMENTS

Students taking online classes must have access to the following technology resources:

## **Computer / Operating System:**

- Desktop or Laptop computer with either Windows 10 or Mac OS X 10 or greater.
- Windows based computers should be updated at least once per month.
- Both Windows and Mac users should install Mozilla Firefox and Google Chrome internet browsers.
- Mac Users: Safari Browser: In order to use Safari internet browser, you will need to enable “All Cookies” in the SAFARI browser settings.
- Chrome OS / Chromebook Computers: We cannot support and we do not recommend using a Google Chromebook. At this time, there are elements of the online course that cannot be completed using a Chromebook.

## **Hardware:**

- 8 GB RAM or more
- Hard Drive with at least 50% free available disk space.
- Functional Web Cam (We recommend that web cams are no older than 2016)

## **Internet Connection:**

A Broadband Internet Connection (10 Mbs or faster) is required.

## **Software:**

- Microsoft Office 2013 or later (Office 365, Office 2016, or Office2019)  
[www.microsoftstore.com](http://www.microsoftstore.com)
- Adobe Acrobat Reader - [www.adobe.com](http://www.adobe.com)
- Mozilla Firefox browser - [www.mozilla.org](http://www.mozilla.org)
- Lockdown Browser - [www.mozilla.org](http://www.mozilla.org)
- Google Chrome browser - [www.google.com/chrome](http://www.google.com/chrome)
- Anti-virus/Anti-Spyware Software

Our Office of Information Technology recommends:

- Webroot Security Suite – Subscription Based
- PC Matic ([www.pematic.com](http://www.pematic.com)) – Subscription Based

Free Antivirus is NOT recommended. It will not protect your computer.

**NOTE:** Luther Rice College & Seminary does not provide or sell any software to students.

**DO NOT USE:** Microsoft Internet Explorer should not be used under any circumstances.

## **Email Account**

A valid email address is required for all of our students. Therefore, Luther Rice provides a student email account for active students. Students should check their student email account at least once per week. (e.g., `firstname.lastname@student.lutherrice.edu` )

## **Your Data Retention**

Student email accounts will be deleted or disabled immediately when any of the following occur:

- Student graduates from their program.
- Student becomes inactive.

Therefore, students should make arrangements to backup or archive their student email (and other data) prior to graduating or becoming inactive.

## **Technology Assistance**

Students should access <https://oit.lutherrice.edu> to resolve their technology related questions 24/7. Students can communicate live via phone or LiveChat with an IT representative during regular business hours (9:00 AM – 4:00 PM) EST.

## CERTIFICATE PROGRAM

Luther Rice College and Seminary's mission is to serve the church by providing biblically-based on-campus and distance education to Christian men and women for ministry with an end to granting undergraduate and graduate degrees. While many are called to pursue an entire degree, we recognize that many still do not have the time or resources to complete a bachelor's or master's degree.

Luther Rice College and Seminary's certificate program is a great opportunity for those interested in a biblically-based education but do not want to commit multiple years to a longer degree. Luther Rice's certificate program provides not-for-credit certificates and for-credit certificates. Not-for-credit certificates are shorter and more affordable certificates which end with the award of a certificate of completion. For-credit certificates consist of college-level credit-bearing courses which end with the award of an undergraduate or graduate certificate. For-credit certificate courses are also transferable to higher degree programs.

**For-credit Undergraduate Certificate in Biblical Studies**  
**9 Hours\***

BI 1200-Survey of Biblical Interpretation	3 credit hours
OT 1200-Survey of the Old Testament	3 credit hours
NT 1200-Survey of the New Testament	3 credit hours

\* Upon successful completion of this certificate, the student will receive an undergraduate certificate in biblical studies from Luther Rice College and Seminary. All credit hours are transferable to the Bachelor of Arts in Religion degree program.

**Program Learning Outcomes:**

Those who complete the undergraduate certificate in biblical studies will have:

- Been introduced to the knowledge of the Bible, Christian theology, and Church history with the purpose of ministry application.
- Practiced foundational skills for ministry and service in a local church.

**For-credit Graduate Certificate in Biblical Studies**  
**9 Hours\***

BI 5201-Introduction to Biblical Interpretation	3 credit hours
OT 5200-Introduction to the Old Testament	3 credit hours
NT 5200-Introduction to the New Testament	3 credit hours

\* Upon successful completion of this certificate, the student will receive a graduate certificate in biblical studies from Luther Rice College and Seminary. All credit hours are transferable to applicable Master of Arts degree programs and the Master of Divinity degree program.

**Program Learning Outcomes:**

Those who complete the graduate certificate in biblical studies will have:

- Been introduced to interpreting the Bible in light of its historical-grammatical context.
- Practiced communicating biblical and theological truths in writing.

## Not-for-credit Certificates

Luther Rice College and Seminary currently offers a not-for-credit certificate in biblical studies. This certificate consists of three courses that aid the Christian in developing the foundational skills to answer the call of 2 Timothy 2:15 to “study to show yourself approved unto God...rightly dividing the word of truth.”

### Program Learning Outcomes:

Those who complete the not-for-credit certificate in biblical studies will have:

- Been introduced to foundation skills for bible study.
- Been introduced to the historical-grammatical, cultural, and theological context of the Old Testament.
- Been introduced to the historical-grammatical, cultural, and theological context of the New Testament.

### Not-for-credit Certificate in Biblical Studies (Three Courses)\*

Course 1: How to Study and Interpret Your Bible	4 week online study
Course 2: Understanding the Old Testament	4 week online study
Course 3: Understanding the New Testament	4 week online study

\* Upon successful completion of this certificate, the student will receive a certificate of completion from Luther Rice College and Seminary.



*James Flanagan, Ph.D.  
President of Luther Rice College and Seminary  
1994-2021*

## UNDERGRADUATE PROGRAM

The Bachelor of Arts in Religion (BAR) at Luther Rice offers a balanced curriculum of general education foundations, biblical and theological studies, and ministry applications. The BAR may be earned entirely online or by a combination of both online and on-campus classes.

With a major in biblical studies and three minors designed for ministry application, the BAR prepares students for ministry venues of all types and in all places. Because our graduates know God's Word, they can be ready for any adventure life brings.

Having students around the globe, a rich tradition of solid commitment to the Scriptures, and courses that get students grounded in truth, the Luther Rice undergraduate program is an excellent choice for first-time freshmen or adult learners.

### **Christian Ministry Preparation Program**

The Christian Ministry Preparation Program collaborates with students to chart a ministry direction for their lives that aligns with their God-given gifts, calling, goals, and academic interests. The program further seeks to develop students into effective witnesses and servants in the church and the world at large by involving them in real-life ministry experiences.

The Christian Service Preparation program begins with a for credit course entitled MP 1401-Preparing for Christian Ministry that students are expected to take in their first year at Luther Rice. In their final semester prior to graduation, students are to complete MP 4303-Christian Ministry Practicum for three hours of credit.

### **Florida Students and General Education Requirements**

Students residing in the State of Florida are required to complete 45 hours of General Education coursework. To meet this state requirement, Florida students enrolled in the BAR with the Biblical Counseling Minor or the BAR with the Ministry Minor must complete the 36 hours of General Education specific to their program of study plus an additional 9 hours of general education coursework. Options are listed along with the "additional" general education courses listed for their program of study on the following pages. Status sheets for Florida students in these programs reflect these special requirements. As a result, open electives are reduced from 18 hours to 9 hours to keep the program of study at 120 hours total. These changes do not apply to Florida students in the Christian Worldview Minor since that course of study already includes enough general education hours to satisfy the state requirement.

### **General Education**

A well rounded foundation of knowledge is essential in meeting the overall aim of the Bachelor of Arts in Religion. Consequently, the Bachelor of Arts in Religion (BAR) requires the successful completion 36 credit hours of general education at the collegiate level as a part of the 120 credit hour degree program.

General education is an integral component of the Bachelor of Arts in Religion, through which students encounter the basic content and methodology of the principle areas of knowledge. In order to promote intellectual inquiry, general education courses present a breadth of knowledge: humanities and fine arts, social and behavioral sciences, and natural sciences. Courses in each of these areas introduce a breadth of knowledge and reinforce cognitive skills and effective learning opportunities for each student.

The following table includes the courses that make up the general education component of the Bachelor of Arts in Religion along with the corresponding general education category.

<u>General Education Course</u>	<u>General Education Category</u>	<u>Credit Hours</u>
<b>Required General Education:</b>		
EN 1101—English Composition I	Communication	3
EN 1102—English Composition II	Communication	3
EN 2103—Public Speech	Communication	3
EN 2104—World Literature	Fine Arts/Humanities	3
HI 1101—World Civilization I	Fine Arts/Humanities	3
HI 1102—World Civilization II	Fine Arts/Humanities	3
SC 1501—Physical Science	Science/Mathematics	3
PH 1900—Philosophy and Critical Thinking	Critical Thinking	3
PH 1901—Principles of Philosophy	Fine Arts/Humanities	3
PH 2901—Contemporary Moral Philosophy	Fine Arts/Humanities	3
PY 2703—Principles of Psychology	Social/Behavioral Sciences	3
<b>Required General Education Elective:</b>		
Students Choose One of the Following:		
MA 1600—College Algebra	Natural Sciences/Mathematics	3
EN 2105—British Literature	Fine Arts/Humanities	3
<b>Total General Education:</b>		<b>36</b>

### General Education Learning Outcomes

Upon completing the BAR, students will be able to:

- Demonstrate a proposition clearly and persuasively in written and oral form.
- Interpret the meaning of a literary work, as well as discuss its genre, themes, and relationships to other works.
- Critically and constructively evaluate styles of argumentation, recognized assumptions, and draw valid and sound conclusions based upon evidence.
- Demonstrate awareness of the forces that shape matter, and quantify these forces using standards scientific formulas.



**Bachelor of Arts in Religion  
Major in Biblical Studies  
Minor in Biblical Counseling**

The Bachelor of Arts in Religion, major in Biblical Studies, minor in Biblical Counseling, introduces students to the essentials of biblical counseling. Students who complete this coursework will be equipped to serve as biblical counselors in local churches or biblical counseling centers. This degree is not intended nor is it adequate to prepare individuals for a professional counseling career or for state licensure.

**Bachelor of Arts in Religion  
Major in Biblical Studies  
Minor in Christian Worldview**

The Bachelor of Arts in Religion, major in Biblical Studies, minor in Christian Worldview, prepares students to serve in local churches or other forms of Christian ministry with a special focus on interpreting culture and advancing the Christian faith.

**Bachelor of Arts in Religion  
Major in Biblical Studies  
Minor in Ministry**

The Bachelor of Arts in Religion, major in Biblical Studies, minor in Ministry, prepares students to serve in local churches or other forms of Christian ministry.

**Program Learning Outcomes**

Graduates of this program will be able to:

- Demonstrate effectiveness in oral and written communication.
- Articulate the ideas, events, and factors that have contributed to the development of world civilizations, and modern society and culture.
- Critically and constructively apply a Christian worldview as it relates to various disciplines.
- Demonstrate knowledge of the Bible, Christian theology, and church history with the purpose of ministry application.
- Develop foundational skills for ministry and service in a local church.

**Bachelor of Arts in Religion**  
**Major in Biblical Studies**  
**120 hours**

**General Education (33 hours)**

EN 1101—English Composition I  
EN 1102—English Composition II  
EN 2103—Public Speech  
EN 2104—World Literature  
HI 1101—World Civilization I  
HI 1102—World Civilization II  
SC 1501—Physical Science  
PH 1900—Philosophy and Critical Thinking  
PH 1901—Principles of Philosophy  
PH 2901—Contemporary Moral Philosophy  
PY 2703—Principles of Psychology

**General Education Elective (3 hours)**

*Choose one of the following:*

EN 2105—British Literature, or  
MA 1600—College Algebra

**Ministry Preparation (9 hours)**

MP 1401—Preparing for Christian Ministry  
EV 3402—Personal Evangelism  
MP 4403—Christian Ministry Practicum

**Major in Biblical Studies (42 hours)**

BI 1200—Survey of Biblical Interpretation  
NT 1200—Survey of the New Testament  
NT 2201—Life of Christ  
NT 2205—Acts of the Apostles  
NT 3206—Romans  
NT 4227—Revelation  
OT 1200—Survey of the Old Testament  
OT 2201—Genesis  
OT 2206—Joshua-Judges  
OT 3228—Minor Prophets (Hosea-Malachi)  
OT 4214—Chronicles  
HI 2300—Survey of Church History  
TH 3301—Survey of Theology I  
TH 3302—Survey of Theology II

**Students will choose one of the following minors:**

**Minor in Biblical Counseling (15 hours)**

CO 2700—Principles of Counseling  
CO 2701—Theories of Counseling  
CO 3702—Methodology in Counseling  
CO 4703—Marriage and Family Counseling  
CO 4704—Vocational Counseling

**Minor in Christian Worldview (15 hours)**

AP 3904—Principles of Apologetics  
 AP 3905—Survey of Apologetic Methods  
 AP 4900—Apologetics and God’s Existence  
 AP 4903—Apologetics and the Resurrection  
 AP 4905—Cultural Apologetics

**Minor in Ministry (15 hours)**

PM 3400—Principles of Ministerial Leadership  
 MI 2400—Survey of Christian Missions  
 PM 3401—Foundations of Pastoral Ministry  
 PM 4402—Principles of Biblical Exposition  
 PM 4403—Principles of Administration in Ministry

**Open Electives (18)****Suggested Sequencing for the Bachelor of Arts in Religion**

		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>Fall</b>	Course 1	<i>EN 1101*</i>	<i>SC 1501</i>	<i>NT 2205</i>	<i>NT 4227</i>
	Course 2	<i>BH 1200</i>	<i>NT 2201</i>	<i>Minor Course</i>	<i>Minor Course</i>
	Course 3	<i>HI 1101</i>	<i>EN 2103</i>	<i>TH 3301</i>	<i>OT 4214</i>
	Course 4	<i>NT 1200</i>	<i>OT 2201</i>	<i>Minor Course</i>	Elective
	Course 5	<i>PH 1900**</i>	<i>PH 1901</i>	<i>OT 3228</i>	Elective
<b>Spring</b>	Course 1	<i>EN 1102***</i>	<i>EN 2104</i>	<i>TH 3302</i>	Elective
	Course 2	<i>OT 1200</i>	<i>HI 2300</i>	<i>Minor Course</i>	Elective
	Course 3	<i>HI 1102</i>	<i>PY 2703</i>	<i>EV 3402</i>	Elective
	Course 4	<i>MP 1401****</i>	<i>OT 2206</i>	<i>NT 3206</i>	Elective
	Course 5	<i>EN 2105/MA 1600</i>	<i>PH 2901</i>	<i>Minor Course</i>	<i>MP 4403*****</i>

\* EN 1101 is required in the first semester for all incoming bachelor students who do not have transferable credit.

\*\* PH 1900 is recommended in the first year for all incoming bachelor students who do not have transferable credit.

\*\*\* EN 1102 is required in the second semester for all incoming bachelor students who do not have transferable credit.

\*\*\*\* MP 1401 is required in the first year for all incoming bachelor students.

\*\*\*\*\* MP 4403 must be taken in a student’s last semester.

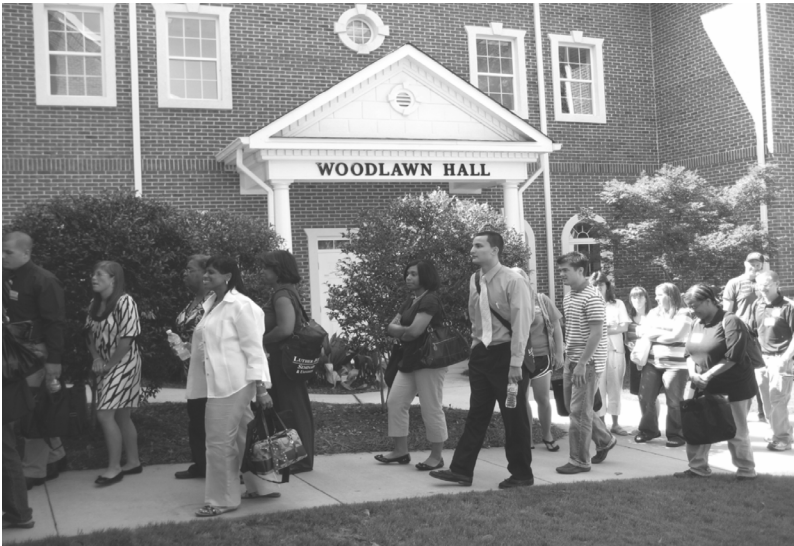


*“Luther Rice gave me a different perspective of ministry and helped me appreciate diversity. Most importantly, Luther Rice taught me to stay biblical and make God’s Word the standard in all I do, whether it’s preaching, ministry, or worldview.”*

***Dr. Kerwin Lee,  
Pastor, Berean Christian Church, Stone Mountain, GA  
Doctor of Ministry Graduate***



*Luther Rice students on a trip to the Holy Land stand overlooking the Temple Mount with Professor Scott Henderson.*



*New Student Welcome and Orientation, held on campus each fall, is attended by new students and their family members.*



*Chaplain Jimmy Bellamy, 2010 and 2014 graduate, is active military. He presented a flag to Luther Rice that was flown over a U.S. military base in Afghanistan. It is being accepted by Dr. Dennis Dieringer.*



*“The value of my Luther Rice Seminary education, and its role in my life and ministry, cannot be overstated. I found their uncompromising devotion to the inerrant scripture, the passion for equipping people for ministry, and the highly competent professors to be an experience beyond my expectations.”*

***Dr. Bill Purvis, Doctor of Ministry Graduate***



*“At Luther Rice I found the professors to be solidly grounded in the Word of God as it is written in the Bible. I am very confident that what I have learned here has equipped me to do the work in ministry that God has call me do.”*

***Willie Hart, Masters of Arts in Biblical Counseling Graduate***



*The dedicated faculty are committed to the gospel and have ministry experience in a church or volunteer organizations.*



*Luther Rice is committed to pursuing technological innovation in all aspects of the Institution. Online courses contain video lectures created by Luther Rice professors in our custom video studio on-campus.*



*Doctor of Ministry module class meeting on campus in Woodlawn Hall.*



## GRADUATE PROGRAMS

Luther Rice offers five Master of Arts programs of study: The Master of Arts in Apologetics, the Master of Arts in Christian Studies, the Master of Arts in Biblical Counseling, the Master of Arts in Leadership, and the Master of Arts in Ministry. These 36-hour Master's degrees are designed to equip students in a limited field of study based on the students' interests or needs. All of the degrees may be earned entirely online or by a combination of both online and on-campus classes.

Students enrolling in a Master-level degree program will experience a different kind of educational approach than what is typically found in an undergraduate program. Undergraduate programs provide a broad foundation of general knowledge. Although no particular undergraduate major is required for entrance into a graduate program, graduate studies build upon the undergraduate foundation by providing a higher level of knowledge, understanding, skills, and application. Such education is developed by challenging the student's intellectual and emotional capabilities in analysis, synthesis, evaluation, and judgment.

These Master of Arts programs are limited in their development of students preparing for ministry as a pastor. Pastoral candidates are encouraged to enroll in the Master of Divinity program, which is described in the section entitled "Seminary Programs." Those who are considering pastoral ministry may benefit from earning one of these specialized degrees prior to entry into the M.Div. Transfer of the credits is possible, subject to the limitations for the program of study.



*A graduate receiving his diploma during commencement ceremonies, held annually at First Baptist Church, Conyers, Georgia.*

## **Master of Arts in Apologetics**

The purpose of the Master of Arts in Apologetics degree (MAA) is to equip students with knowledge in issues related to the rational and biblical defense of the truth of the Christian faith.

Apologetics is an interdisciplinary field of study that engages biblical studies, philosophy, and theology in the pursuit of defending the veracity of the Christian faith. Students enrolled in the program will become familiar with the essentials from these disciplines necessary for proclaiming and defending the historic doctrines of Christianity.

The MAA program faculty is committed to cutting-edge and biblically-grounded teaching that combines theoretical and practical learning through accessible, student-centered coursework. The program of study promotes excellence in scholarship and equips graduates academically and professionally to advance discourse in apologetics through research, teaching, and service. Graduates are prepared for a variety of careers including church ministries, college ministries, missions, as well as teaching or research appointments in academic settings. The degree includes an apologetic capstone which serves as the culminating academic, intellectual, and ministerial experience for the student.

### **Program Learning Outcomes**

Graduates of the Master of Arts in Apologetics will be able to:

- Interpret the Bible in light of its historical-grammatical context.
- Relate the Church's theological heritage to current apologetical issues.
- Articulate a rational and biblical case for the truth of Christianity.
- Articulate a defense to major objections to Christianity.

**Master of Arts in Apologetics**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

BI 5201—Introduction to Biblical Interpretation

AP 5901—Foundations of Apologetics

AP 5904—Apologetic Methods

*Semester 2*

AP 5905—Biblical Apologetics

AP 5906—Theological Apologetics

TH 6301—Systematic Theology I

**Second Year**

*Semester 1*

TH 6302—Systematic Theology II

AP 6907—Apologetics and Miracles

AP 6908—Apologetics and the Problem of Evil

*Semester 2*

TH 6303—Systematic Theology III

AP 6909—Apologetics and Worldviews

AP 6911—Apologetics Capstone

## **Master of Arts in Biblical Counseling**

The purpose of the Master of Arts in Biblical Counseling (MABC) program is to equip students to serve as counselors in local churches and other ministry settings.

The MABC program is grounded in Scripture and the application of practical ministry skills to a variety of settings. Students engaged in this program will be equipped with the necessary skills to assist those in need of Christ-centered counseling and/or pastoral care. The program features an evaluation of the most commonly accepted theories of counseling and principles of psychology from a biblical worldview perspective.

The course of study, while not designed to equip students with the required coursework for state licensure, will prepare students to serve as non-licensed counselors in a variety of contexts. Graduates are equipped for service as pastoral counselors, non-licensed community counselors, chaplains, and an assortment of church staff positions.

### **Program Learning Outcomes**

Graduates of the MA in Biblical Counseling will be able to:

- Articulate a biblical philosophy of counseling.
- Communicate biblical and theological truths through counseling.
- Exemplify empathetic pastoral care or referral.
- Convey principles of ethically and legally informed counseling practices.
- Employ interpersonal skills in counseling.

**Master of Arts in Biblical Counseling**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

- OT 5200—Introduction to the Old Testament
- CO 5701—Introduction to Counseling Theories
- CO 5702—Foundations in Counseling

*Semester 2*

- NT 5200—Introduction to the New Testament
- BI 5201—Introduction to Biblical Interpretation
- CO 5703—Helping Skills

**Second Year**

*Semester 1*

- TH 5300—Applied Theology for Spiritual Development
- CO 5704—Marriage and Family Counseling
- CO 6705—Issues, Ethics, and Legal Concerns for Counselors

*Semester 2*

- CO 6706—Crisis Counseling
- CO 6707—Methodology in Counseling
- CO 6708—Counseling Practicum

## **Master of Arts in Christian Studies**

The Master of Arts in Christian Studies equips students to interpret Scripture in its historical context and to discern its theological application. The knowledge of God through his word is the essential foundation for all faithful Christian ministry. By focusing exclusively on developing skills in accurate biblical interpretation and sound theological reflection, the MACS curriculum grounds students in critical disciplines for informed ministry application. As preparation for further study, all MACS credits can be applied toward the Master of Divinity degree.

Graduates of this program will be prepared to serve the Church in a variety of contexts such as missions, pastoral support staff, Christian education, writing, and lay ministry.

### **Program Learning Outcomes**

Graduates of the MA in Christian Studies will be able to:

- Interpret the Bible in light of its historical-grammatical context.
- Demonstrate an understanding of Christian theology.
- Communicate biblical and theological truths in writing.

**Master of Arts in Christian Studies**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

OT 5200—Introduction to the Old Testament  
BI 5201—Introduction to Biblical Interpretation  
OT—[Select an OT Book Course]

*Semester 2*

NT 5200—Introduction to the New Testament  
TH 6301—Systematic Theology I  
NT—[Select a NT Book Course]

**Second Year**

*Semester 1*

TH 6302—Systematic Theology II  
NT—[Select a NT Book Course]  
OT—[Select an OT Book Course]

*Semester 2*

TH 6303—Systematic Theology III  
NT—[Select a NT Book Course]  
NT—[Select a NT Book Course]

## **Master of Arts in Leadership**

The Master of Arts in Leadership (MAL) equips students with the knowledge and skills necessary to effectively address the most important dynamic in any organization, the relational challenges of working with others within various organizational contexts.

The MAL provides a curriculum that combines the most current theoretical thinking with biblically-grounded teaching and practical application. Students will learn key leadership concepts and skills such as team development, coaching and mentoring, assessing organizations, working within organizational cultures, and conflict resolution.

The degree promotes excellence in academics and provides graduates with the skills to influence those around them through research, writing, teaching, and service. Graduates will attain a greater capacity to work in and with churches and other organizations in order to advance professional and personal goals.

### **Program Learning Outcomes**

Graduates of the MA in Leadership will be able to:

- Employ research methods for organizational analysis and problem solving.
- Articulate a biblical philosophy of leading and following consistent with their vocation.
- Apply Christian leader and follower principles.
- Utilize leadership theories to diagnose and/or design organizations.



**Master of Arts in Leadership**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

LD 5801—Theories of Organizational Leadership

LD 5802—Organizational Communication

LD 5803—Foundations of Leadership

*Semester 2*

LD 5804—Organizational Culture

LD 5805—Leadership Development

LD 5806—Assessing Organizations

**Second Year**

*Semester 1*

LD 6807—Organizational Strategic Planning

LD 6808—Conflict Resolution for Organizational Leaders

LD 6809—Leadership Team Development

*Semester 2*

LD 6810—Leadership Coaching and Mentoring

LD 6811—Leading in Global Contexts

LD 6812—Leadership Practicum

## **Master of Arts in Ministry\***

The Master of Arts in Ministry\* (MAM) equips students with a wide-ranging knowledge of biblical and theological studies along with exposure to a variety of church-related ministries. Persons serving in a role as a senior pastor or in support role are provided with practical skills on how to function in a local church or support ministry role. This degree program provides a foundational study to the more extensive M.Div. program.

### **Program Learning Outcomes**

All graduates of the Master of Arts in Ministry program will be prepared to:

- Interpret the Bible in light of its historical-grammatical context.
- Utilize the Church's theological heritage as an important resource in their personal spiritual development and ministry.
- Evaluate ministries in light of the Great Commission and the Great Commandment.
- Lead in developing, designing, and implementing ministry programs.
- Communicate biblical and theological truths through preaching, teaching, writing, or such other ways as may be appropriate.

\* This degree is titled Master of Ministry in North Carolina.

**Master of Arts in Ministry**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

OT 5200—Introduction to the Old Testament  
BI 5201—Introduction to Biblical Interpretation  
TH 5300—Applied Theology for Spiritual Development

*Semester 2*

NT 5200—Introduction to the New Testament  
TH 6301—Systematic Theology I  
EV 7401—Personal and Church Evangelism

**Second Year**

*Semester 1*

TH 6302—Systematic Theology II  
BE 7404—Preparing an Expository Message  
CM 7402—The Work of Ministry

*Semester 2*

TH 6303—Systematic Theology III  
BE 7405—Delivering an Expository Message  
CM 7406—Church Administration



*"God's providence directed me to Luther Rice while I was still supporting my family through full-time employment. Immediately I was immersed in their flexible online training with professors who would not compromise in education quality or biblical integrity. Luther Rice is an affordable and unmatched educational conduit of God's unchanging Word."*

***Lyndon Akins, Master of Divinity Graduate***



*Full-time professors at Luther Rice teach both on-campus and online courses.*

## SEMINARY PROGRAMS

Luther Rice offers two seminary degrees to prepare Christian ministers for excellence in service to the local church and denominational entities. The Master of Divinity (M.Div.) degree is designed to provide a broad base of knowledge to fit the needs of students preparing for a lifetime of ministry. The M.Div. may be earned entirely online or by a combination of both online and on-campus classes.

The seminary curriculum represents those areas considered essential for effective Christian service in a range of contexts. The Doctor of Ministry (D.Min.) degree builds upon and extends the knowledge and ministry preparation acquired by M.Div. graduates. Specialized studies focus attention on advanced competencies within a field of ministry. A majority of the D.Min. may be earned online - with only four, 1-week modules required on-campus at Luther Rice.



*“The education I received at Luther Rice prepared me for what has been 20 years of effective ministry for the Lord Jesus Christ. As a Senior Pastor, I regularly use what was invested in me at Luther Rice to now invest in other lives by preaching the Word of God, counseling, evangelizing and watching Community Bible Church grow and impact our city for eternity. Thank you Luther Rice for training me to be a Christ-like leader of others. To God be the glory.”*

***Joe Esarey, Master of Divinity graduate, Lead Pastor***

## Master of Divinity

The Master of Divinity (M.Div.) degree is designed to provide a broad base of knowledge to fit the needs of students preparing for a lifetime of ministry. The curriculum is representative of those areas considered essential for effective Christian service in a range of contexts. These areas include studies in Bible, Church History, Theology, Preaching, Pastoral Ministry, Counseling, and Missions.

### Program Options

Students may choose to complete the M.Div. with open electives or with biblical languages. The open electives track allows students to customize their course of study with twenty-four hours of electives which may be drawn from courses offered for the Master of Arts programs in Apologetics, Biblical Counseling, and Leadership. Students also have the option to follow a plan that includes the biblical languages of Greek and Hebrew. The track with biblical languages provides additional preparation needed for those who will serve in contexts where they regularly proclaim or teach the Bible. Students wishing to continue to post-graduate study may also need the biblical languages as pre-requisites for their chosen fields of research. Students who wish to enroll in the Biblical Languages Track must have a minimum undergraduate GPA of 3.0 on a 4.0 scale.

### Course Sequencing

As a general rule, students in their first year of study should complete 5000 level courses, second year students 6000 level courses, and third year students 7000 courses. Courses at the 6000 level assume skills and knowledge acquired from 5000 level courses. Courses at the 7000 level assume preparation at both 5000 and 6000 levels.

### Program Learning Outcomes

Graduates of the Master of Divinity program will be prepared to:

- Interpret the Bible in light of its historical-grammatical context.
- Utilize the Church's historical and theological heritage as an important resource in their personal spiritual development and ministry.
- Articulate a biblical philosophy of ministry consistent with their vocation.
- Communicate biblical and theological truths through preaching, teaching, writing, or in such other ways as may be appropriate.
- Evaluate and develop ministries in light of the Great Commission and the Great Commandment.
- Accurately and empathetically evaluate people and their personal circumstances and provide appropriate pastoral care or referral.
- Lead in developing goals and designing and implementing ministry.
- Serve with Christian character in their personal and professional lives.

**Master of Divinity  
Open Elective Track  
90 hours**

**Biblical Studies (21 hours)**

BI 5201—Introduction to Biblical Interpretation  
OT 5200—Introduction to the Old Testament  
NT 5200—Introduction to the New Testament  
OT—[Select an OT Book Course]  
OT—[Select an OT Book Course]  
NT—[Select a NT Book Course]  
NT—[Select a NT Book Course]

**Historical Studies (6 hours)**

HI 5311—Church History I  
HI 5312—Church History II

**Theological Studies (12 hours)**

TH 5300—Applied Theology for Spiritual Development  
TH 6301—Systematic I  
TH 6302—Systematic II  
TH 6303—Systematic III

**Ministerial Studies (27 hours)**

EV 7401—Personal and Church Evangelism  
CM 7402—The Work of Ministry  
CO 5702—Foundations of Counseling  
MI 7403—Christian Missions  
CO 5704—Marriage and Family Counseling  
BE 7404—Preparing an Expository Message  
BE 7405—Delivering an Expository Message  
CM 7406—Church Administration  
CM 7407—Ministry Practicum

**Open Electives (24 hours\*)**

\* All Master's level courses are available as electives with the exception of MA capstone courses (i.e., practica).

**Master of Divinity**  
**Biblical Language Track**  
**90 hours**

**Biblical Studies (21 hours)**

BI 5201—Introduction to Biblical Interpretation  
OT 5200—Introduction to the Old Testament  
NT 5200—Introduction to the New Testament  
OT—[Select an OT Book Course]  
OT—[Select an OT Book Course]  
NT—[Select a NT Book Course]  
NT—[Select a NT Book Course]

**Historical Studies (6 hours)**

HI 5311—Church History I  
HI 5312—Church History II

**Theological Studies (12 hours)**

TH 5300—Applied Theology for Spiritual Development  
TH 6301—Systematic I  
TH 6302—Systematic II  
TH 6303—Systematic III

**Ministerial Studies (27 hours)**

EV 7401—Personal and Church Evangelism  
CM 7402—The Work of Ministry  
CO 5702—Foundations of Counseling  
MI 7403—Christian Missions  
CO 5704—Marriage and Family Counseling  
BE 7404—Preparing an Expository Message  
BE 7405—Delivering an Expository Message  
CM 7406—Church Administration  
CM 7407—Ministry Practicum

**Biblical Languages (24 hours)**

GR 5201—New Testament Greek Grammar I  
GR 5202—New Testament Greek Grammar II  
GR 6203—Intermediate New Testament Greek  
GR 6204—New Testament Greek Exegesis  
  
HE 5201—Old Testament Hebrew Grammar I  
HE 5202—Old Testament Hebrew Grammar II  
HE 6203—Intermediate Old Testament Hebrew  
HE 6204—Old Testament Hebrew Exegesis



## Doctor of Ministry

The quality and success of the Christian ministry are very often determined by the minister's ability to think critically, biblically, and theologically; to communicate that thinking in oral and written fashion; and to apply that thinking in real-life ministry. The purpose of the Doctor of Ministry program is to provide advanced competencies and biblical insights into the practice of ministry for those actively involved in vocational Christian ministry.

### Program Learning Outcomes

Graduates of the Doctor of Ministry program will be prepared to:

- Articulate and apply a biblical philosophy of ministry.
- Evaluate ministry efforts for biblical veracity and effective ministry outcomes.
- Design and implement effective strategies for ministry settings.
- Communicate researched conclusions with competence and purpose.

### Master of Divinity Prerequisite

The Doctor of Ministry degree presumes a level of theological knowledge and competence in ministry skills. An applicant should have completed graduate-level studies in Bible, theology, evangelism, homiletics, pastoral ministry, and Christian education which culminated in the Master of Divinity degree or its equivalent. Such an educational background is necessary since the Doctor of Ministry program provides an educational opportunity, in the context of the student's own ministry laboratory, to develop and enhance specific advanced competencies related to the practice of Christian ministry. Applicants who have not earned a Master of Divinity degree but hold a Master of Arts degree in Bible or theology may take additional course work in Bible and theology totaling 90 hours in order to be evaluated for academic equivalency. Master's degrees other than those in biblically or theologically related subjects will not be considered for academic equivalency.

### Continuous Enrollment and Time Limits

The doctoral program requires continuous enrollment until all doctoral study is completed and all graduation requirements are fulfilled. Students may complete the program at their own pace, but they must take at least two courses per academic year and must complete all program requirements within the time limits. Failure to meet these guidelines will result in the student being administratively withdrawn from the program.

The Doctor of Ministry program must be completed within five years of the start date. Should extenuating circumstances force a student to suspend his or her studies for a prolonged period of time, the Registrar must be notified in writing of the student's intention to withdraw from the program. Upon withdrawal, the student may be on a leave of absence for a period not to exceed twelve months from the withdrawal date. This leave of absence will not count against the program's time limits. Only one leave of absence is allowed during the course of study. When the student is ready to resume studies, he or she must complete a Readmission Application available from the Admissions Office or accessed online at [www.LutherRice.edu](http://www.LutherRice.edu). For additional information, see "Readmission Policies" and "Withdrawal from the Institution."

A student desiring to graduate in May of 2022 must adhere to the following dates:

- The Project Proposal must be approved by a faculty committee no later than September 30, 2021.
- The first draft of the Doctoral Ministry Project must be submitted by January 14, 2022 for participation in a projected May 2021 graduation.
- The final draft of the Doctoral ministry Project must be submitted by March 1, 2022 of the graduation year.
- Final approval and defense of the Doctoral Ministry Project by the student's faculty advisor must be achieved no later than April 29, 2022 prior to May 2022 graduation.

### **Grading Policy**

The Doctor of Ministry student must earn a minimum grade of "B" in each course. Failure to achieve a grade of "B" will necessitate repeating the course or taking an approved substitute course. For information on dropping below a 3.0 grade point average, see the section on "Academic Probation, Suspension, and Dismissal."

### **Lifelong Learning Offer**

To encourage the students in lifelong learning, all graduates of the Luther Rice Doctor of Ministry degree are invited to audit future doctoral modules on a space-available basis without incurring tuition or an audit fee. Online courses are not included in this offer.

### **Curricular Requirements**

The Doctor of Ministry program requires the completion of 30 semester-hours of coursework. The curriculum is comprised of a total of ten courses. Four of the courses must be completed in a modular format (on-campus and online), four are completely online, and two are devoted to the Ministry Project (see below) which may be completed online as well. The four, 1-week on-campus modules focus on Research and Writing, Communication, Ministry, and Evangelism. These modules provide helpful dialogue and interaction with credentialed scholars in various fields of Christian service as well as important times of personal reflection and peer review. Each modular course includes one week of in-class instruction and group work followed by fourteen weeks of online instruction and assignments. The remaining courses may be taken completely online. Each doctoral course requires approximately 1,500 pages of reading, and the online portions of courses run concurrent with the regular semester schedules. Online courses are available only when offered, not every semester, so students should be aware of the course schedule and plan accordingly.

### **Doctoral Ministry Project**

The Bible stresses the importance of applying in ministry what has been learned from the Word of God (John 13.17; Jas 1.22). The climax of the Doctor of Ministry program is a "hands-on" implementation of acquired knowledge and skill in a Ministry Project. This supervised project addresses a specific concern in the student's present ministry context. The project must have measurable objectives, be biblically and theologically informed, be transferable to other ministries in similar contexts, and reflect knowledge and skills gained through the Doctor of Ministry studies. The project requirements are divided over two courses which are offered every semester:

1. DM 8500 – Doctoral Ministry Proposal Design (3 hours credit). The Ministry Proposal Design course explains in detail the process for creating an acceptable Ministry Project Proposal. The goal for this course is to mentor the student in the development of a Ministry Project Proposal that may be approved by a committee of three faculty members. This committee will be chaired by the student’s Ministry Project Mentor, who will be assigned prior to the student’s enrollment in the course. The other two faculty members will serve as readers. After the student’s proposal has received official approval, the student may then implement the ministry project in his or her place of ministry. **Prerequisite: DM 8000 – Research and Writing for Ministry.**
2. DM9500–Doctoral Ministry Project(3 hours credit). The Doctoral Ministry Project course awards credit to the doctoral candidate who successfully completes and defends the entire Ministry Project. After the candidate’s mentor has approved the Ministry Project, the oral defense may be scheduled in conjunction with the Coordinator of the Doctor of Ministry Program. The date of the oral defense will be at least two weeks after the date of final project’s approval. This delay is to allow time for the defense date to be adequately posted. The defense will be conducted either in person or by conference call (whichever is more feasible for the doctoral candidate). Candidates are encouraged to contact their mentors for instructions on how to prepare for the defense. The defense will be conducted with an audience of at least three (3) members of the faculty. **Prerequisite: DM 8500 – Doctoral Ministry Proposal Design.**

### **Doctoral Ministry Project Mentors**

Mentors are a critical part of the development of students at the doctoral level. They provide specific personal guidance throughout the Ministry Project process – from the development of a Ministry Proposal, through its implementation and writing, to the oral defense and graduation. Students are encouraged to work closely with their mentors throughout the process. Academic administration may assign students to their mentors any time between the student’s completion of DM 8000 and his or her enrollment in DM 8500. The mentor’s responsibility rests primarily with the Doctoral Ministry Project. Questions or concerns about other aspects of the program, as well as the student’s progress through the program, should be directed to the Coordinator of the Doctor of Ministry Program.

**Doctor of Ministry**  
**30 hours**

**On-campus Modules (12 hours)**

- DM 8000—Research and Writing for Ministry (Offered in August)
- DM 8100—Evangelism in Contemporary Culture (Offered in August)
- DM 8300—Contemporary Preaching (Offered in January)
- DM 9000—Critical Issues in Ministry (Offered in June)

**Online Courses (12 hours)**

- DM 8200—Issues in Counseling (Offered in the Summer Semester)
- DM 8400—Contemporary Leadership Development (Offered in the Spring Semester)
- DM 9200—Relationships in Ministry (Offered in the Fall Semester)
- DM 9300—Innovative Pastoral Ministry (Offered in the Spring Semester)

**Doctoral Ministry Project (6 hours)**

- DM 8500—Doctoral Ministry Proposal Design (Offered in the Fall and Spring Semesters)
- DM 9500—Doctoral Ministry Project (Offered Every Semester)



*“I was introduced to Luther Rice through a pastoral recommendation. After doing my own research, and hearing numerous testimonies about the institution, I can truly say that I am excited and ready to pursue what God has for me at Luther Rice!”*

*I am confident that the Master of Arts in Ministry program will equip me to be an effective 21st century leader. The tools I expect to acquire at Luther Rice will be used to strengthen and enhance the ministry in which God has already called me.”*

***Patrick W. Toney, Master of Arts in Ministry Student***

## BACHELOR-LEVEL COURSE DESCRIPTIONS

Unless otherwise noted, all courses are calculated at three (3) credit hours.

### **AP: Apologetics**

#### AP 3904—Principles of Apologetics

This course introduces the student to the intellectual underpinnings for the defense of the Christian worldview. It provides the student with the necessary categories for developing a personal apologetic, and tools for responding to common objections to the Christian faith.

#### AP 3905—Survey of Apologetic Methods

This course provides a survey of the principles of apologetic methods. Students will examine various Christian apologetic methods including classical, evidential, presuppositional, reformed, and cumulative case.

#### AP 4900—Apologetics and God's Existence

This course introduces the student to the various arguments for God's existence including transcendental, cosmological, teleological, moral, and ontological arguments for God's existence. In addition, the student will respond to common objections to God's existence.

#### AP 4903—Apologetics and the Resurrection

This course introduces the student to the historical evidences surrounding the resurrection of Jesus of Nazareth. The course addresses worldview issues such as a priori basis and the use of abductive argumentation to demonstrate truth of the resurrection.

#### AP 4905—Cultural Apologetics

This course serves as an introduction to the relationship between the Christian worldview and contemporary society, with a primary emphasis on providing students the theoretical foundation for integrating their faith into every sphere of their lives, with a view toward exploring the various apologetic implications.

### **BI: Biblical Interpretation**

#### BI 1200—Survey of Biblical Interpretation

This course examines the basic principles and specific guidelines of biblical interpretation with a focus on the historical-grammatical interpretation and application of the Scriptures. General principles, such as reliance on the Holy Spirit; paying attention to context; knowing the ancient culture; and recognizing the different types of literary genre, are covered. Specific rules regarding the interpretation of types, symbols, poetry, proverbs, parables, and prophecy are also given.

### **CO: Counseling**

#### CO 2700—Principles of Counseling

This course introduces students to basic concepts and premises of counseling including (1) the role, identity, and character of the counselor; (2) possible professions in the counseling field (3) the relationship of counseling to the local church; and (4) provides foundational knowledge for lay counseling.

#### CO 2701—Theories of Counseling

This course consists of a study of the key concepts that form a basis for a counseling model applicable to a ministry setting along with an exploration of basic human motivations. Students will learn to understand the relationship between essential human needs and the common problems that clients will bring to counseling.

#### CO 3702—Methodology in Counseling

This course outlines a counseling process model. Course distinctive include: (1) initiating a counseling relationship; (2) gathering and interpreting data; (3) exploring how life change occurs; and (4) maintaining lasting life change.

#### CO 4703—Marriage and Family Counseling

This course examines the relationship dynamics inherent in the premarital couple, the married couple, and the functioning family unit. Course distinctions include: premarital counseling, the biblical basis of marriage, the roles of husband and wife, parent and child relationships, and communication and conflict resolution in marriage.

#### CO 4704—Vocational Counseling

This course provides an overview of common counseling issues that arise when working with children, adolescents, and adults. Specific skills and techniques essential to helping individuals and families in the context of church, community, and society will be evaluated. This course is designed to provide practical information for the counselor working with people in a variety of age groups in a church or community ministry setting.

### **EN: English**

#### EN 1101—English Composition I

Required in first semester for all incoming bachelor students who have no transfer credit. This course involves the use of English for written communication, including exposition, analysis, and argumentation. Topics include grammar, proper sentence structure, paragraph development, word usage, and essay preparation.

#### EN 1102—English Composition II

*Prerequisite: EN 1101*

Required in second semester for all incoming bachelor students who have no transfer credit. This course emphasizes effective writing in a variety of contexts with attention to critical analysis, interpretation, evaluation, and research. Literature such as novels, short stories, and poetry will be used.

#### EN 2103—Public Speech

This course is a study of the requirements for effective oral communication. Topics will include selecting a speech topic, researching the topic, outlining, and organizing the speech, use of visual aids, persuasion, analyzing the audience, and critiquing the speech.

#### EN 2104—World Literature

This course is a study of the foundations of world literature.

#### EN 2105—British Literature

This course introduces the major periods, genres, and works of British literature, and initiates students in literary interpretation and scholarship. This course will also encourage students to consider the overlap of literature and faith, specifically the ways that Church history and the Christian worldview have shaped English literature.

#### **EV: Evangelism**

##### EV 3402—Personal Evangelism

This course introduces students to theological and practical issues related to the Great Commission. Special attention is given in this course to understanding: 1) the nature of the gospel and the Great Commission; 2) effective means of sharing the gospel in contemporary cultural contexts; and 3) effective responses to challenges to the gospel.

#### **HI: History**

##### HI 1101—World Civilizations I

This course is a study of the development of civilization from the beginning of recorded history to the Reformation. Emphasis will be placed on the historical contributions from Egypt, Babylonia, China, India, Persia, Palestine, Greece, and Rome.

##### HI 1102—World Civilizations II

This course is a study of the economic, cultural, and political developments of world civilization from the Renaissance to the present day. Secondary emphasis is placed upon the role of belief systems and their effects on civilization.

##### HI 2300—Survey of Church History

This course consists of an overview of the history of the Church from the first century AD to the present.

#### **MA: Mathematics**

##### MA 1600—College Algebra

This course is an introductory course in algebra. The course introduces fundamental topics in algebra such as linear and quadratic equations, inequalities, polynomials, and functions.

#### **MI: Missions**

##### MI 2400—Survey of Christian Missions

This course is an introductory study dealing with the philosophy of world evangelism. Special emphasis is given to introducing the biblical, theological, historical, and methodological issues related to Christian missions.

## **MP: Ministry Preparation**

### **MP 1401—Preparing for Christian Ministry**

All bachelor students are required to take MP 1401 in their first year. This course helps students identify where their area of interest in Christian service intersects with their area of giftedness. Special emphasis is giving to the practical and biblical study of the theology of life in the image of Christ. This course will include biblical directions for faithful Christian living and service. Active involvement in a ministry setting, whether paid or volunteer, is expected.

### **MP 4403—Christian Ministry Practicum**

*Prerequisites for the Counseling Minor: MP 1401; CO 2700; CO 2701; CO 3702; CO 4703; CO 4704*  
*Prerequisites for the Worldview Minor: MP 1401; AP 3904; AP 3905; AP 4900; AP 4903; AP 4905*

*Prerequisites for the Ministry Minor: MP 1401; PM 3400; MI 2400; PM 3401; PM 4402; PM 4403*

This ministry practicum involves the practical application of ministry goals and skills through ministry assignments overseen by a field supervisor. Please note: Students are encouraged to begin their research for a practicum location prior to enrolling in this course, so that, when the semester begins, they will be able to start their practicum/internship immediately.

## **NT: New Testament**

### **NT 1200—Survey of the New Testament**

This course provides an introductory survey of the historical setting and contents of the New Testament.

### **NT 2201—Life of Christ**

This course is an examination of the life and teachings of Jesus Christ as presented in the Gospels of Matthew, Mark, Luke, and John.

### **NT 2204—Gospel of John**

This course is a careful examination of the contents of the New Testament Gospel of John. John presents Jesus as Son of God and describes God's plan of salvation.

### **NT 2205—Acts of the Apostles**

This course is a careful examination of the contents of the New Testament book of Acts. Acts records the formation and expansion of the early church.

### **NT 3206—Romans**

This course is a careful examination of the contents of the New Testament epistle to the Romans. Romans comprises Paul's fullest theological treatment of the salvation-historical implications of the gospel of Jesus Christ.

### **NT 3207—Corinthian Epistles**

This is a careful examination of the contents of the New Testament epistles of Paul to the Corinthians and the problems faced by the first century church.



NT 3215—Pastoral Epistles

This course is a careful examination of the contents of the New Testament epistles to Timothy and Titus. First and Second Timothy and Titus address doctrinal issues concerning church leadership, administration, and ministry.

NT 4219—Hebrews

This is a careful examination of the contents of the New Testament epistle of Hebrews. Hebrews presents Jesus Christ as the believer's high priest who is superior to angels, Moses, the Levitical priesthood, and the sacrificial system of the Old Testament.

NT 4227—Revelation

This is a careful examination of the contents of the New Testament book of Revelation. Revelation unveils Jesus Christ as the central figure in the culmination of God's redemptive program.

**OT: Old Testament**

OT 1200—Survey of the Old Testament

This is an examination of the contents of the Old Testament with attention given to background, general analysis, and brief exposition of each book. Each book will be examined in its relation to the other canonical writings.

OT 2201—Genesis

This course is a study of the first book of the Bible, giving attention to introductory matters, teaching, and development of the book. Special emphasis is given to Genesis 1-11 and the Abrahamic Covenant.

OT 2206—Joshua-Judges

This course examines the backgrounds of and interprets selected passages in the Old Testament books of Joshua and Judges. Special attention is given to the development of themes within the books.

OT 3228—Minor Prophets (Hosea-Malachi)

This course provides the background and analysis of the twelve Minor Prophets.

OT 4214—Chronicles

This course is a study of selected passages from First and Second Chronicles. As the last word of the entire Hebrew Bible, attention will be devoted to the historical, theological, and literary aspects of the books.

## **PH: Philosophy**

### **PH 1900—Philosophy and Critical Thinking**

It is recommended that all incoming bachelor students without transfer credit enroll in PH 1900 in their first year. This course is an introduction to the principles of good reasoning and effective argumentation, with an emphasis on their relationship to the Christian faith and their relevance for higher education. Specific attention will also be given to the historical and cultural trends that discourage the use of critical thinking skills today, with a view to equipping the student to resist those trends.

### **PH 1901—Principles of Philosophy**

This course is a study of the contribution, from antiquity to the 21st Century, from writers in philosophy. Topics include reality, knowledge, science, ethics, politics, art, and the mind.

### **PH 2901—Contemporary Moral Philosophy**

This is a study of the complex moral issues faced by contemporary society with emphasis on relevant theories and their application to ethical dilemmas. Topics include war, euthanasia, divorce, capital punishment, ethical decision-making by leaders, and civil disobedience.

## **PM: Pastoral**

### **PM 3400—Principles of Ministerial Leadership**

This is a study of the leadership and service of the minister with emphasis on the personal, family, and professional life of the pastor.

### **PM 3401—Foundations of Pastoral Ministry**

This course is an introduction to the theological and practical foundations of Christian ministry. Special attention is given in this course to discussing the servant-like nature of Christian ministry, the qualifications of a Christian minister, and the various services and ordinances performed by a Christian minister.

### **PM 4402—Principles of Biblical Exposition**

This is a study of the nature of biblical exposition and principles of message construction. Attention is given to the basic materials of the message, methods of preparation, and delivery, and problems of exposition.

### **PM 4403—Principles of Administration in Ministry**

This course is an introduction to the processes by which a pastor should utilize the human, physical, and financial resources of a local church in order to meet the church's specific objectives and goals. Attention is given to how a pastor should steward a local church's: 1) staff and lay leaders; 2) property, plan, and equipment; and 3) financial holdings and investments towards the successful accomplishment of its mission.

**PY: Psychology**

## PY 2703—Principles of Psychology

This is a study of the major elements of psychology, including theories and applications. Topics include human development, emotions, learning, perception, memory, personality, and behavior. The course also considers the integration of biblical counseling and psychology.

**SC: Science**

## SC 1501—Physical Science

This course entails the study of the inorganic world, which includes chemistry and other related subjects such as atoms and periodic properties, chemical bonds and reactions, water and solutions, and nuclear reactions.

**TH: Theology**

## TH 3301—Survey of Theology I

This is a general survey of Bible doctrine dealing with five of the ten major areas of systematic theology including bibliology, theology proper, christology, pneumatology, and angelology. The course also includes an introduction to and the value of the study of systematic theology.

## TH 3302—Survey of Theology II

This is a general survey of Bible doctrine dealing with five of the ten major areas of systematic theology including anthropology, hamartiology, soteriology, ecclesiology, and eschatology. This course, although a logical extension of TH 3301, does not require TH 3301 as a prerequisite.

## TH 4303—Christology

This is a study concentrating on the Person and work of the Lord Jesus Christ. Particular consideration is given to the deity and the humanity of Christ, messianic prophecy, His work in the Old Testament, His salvific work on the cross, His literal resurrection, His ascension and present work in Heaven, and His future coming again. Attention also is given to modern assaults on the biblical portrayal of Christ.

## TH 4305—The Doctrine of Creation

This course critically examines different models and aspects of the Christian doctrine of creation. This includes study of biblical texts such as Genesis 1-3, other Old Testament texts, the Letter to the Ephesians and Colossians, the Prologue of John's Gospel, and Revelation. Specific topics addressed will include creation ex-nihilo, the goodness of creation and the problem of evil, the image of God, and the idea of stewardship.

## MASTER-LEVEL COURSE DESCRIPTIONS

Unless otherwise noted, all courses are calculated at three (3) credit hours.

### **AP: Apologetics**

#### AP 5901—Foundations of Apologetics

This course consists of laying a foundation for a systematic and rational defense of the Christian faith. Various strategies, tactics, and issues are surveyed with the goal of providing an overall argument for the basic elements of the Christian Faith.

#### AP 5904—Apologetic Methods

This course examines, in detail, a variety of Christian apologetic methods used to provide a defense of the Christian faith. Each method will be evaluated and the student will analyze, synthesize, and apply a personalized apologetic method.

#### AP 5905—Biblical Apologetics

This course provides a study and defense of the veracity of the Bible. Archaeological, historical, geographical, linguistic, and cultural issues are examined with the goal of answering specific claims of critics and skeptics of the Bible.

#### AP 5906—Theological Apologetics

This course focuses on specific challenges to traditional conservative theology from within and outside of Christianity. The nature of the triune God, the dual nature of Christ, and the relation of God to the world are some of the topics explored in defense of classic orthodoxy.

#### AP 6907—Apologetics and Miracles

This course examines the Christian claims of the reality of miracles through the lens of apologetics. Arguments for and against miracles will be examined, with special emphasis on the reported resurrection of Jesus.

#### AP 6908—Apologetics and the Problem of Evil

This course provides an in-depth analysis of the challenges posed by evil, pain, and suffering, including responses, both classic and contemporary.

#### AP 6909—Apologetics and Worldviews

This course examines the origins, practices, and teachings of the major world religions including Judaism, Christianity, Islam, Hinduism, and Buddhism.

#### AP 6911—Apologetics Capstone

This course serves as the culminating academic, intellectual, and ministerial experience for students in the graduate apologetics program. Students shall create a product demonstrating their learning acquisition of the program outcomes during their final semester of their degree program. Capstone projects are generally the result of activity performed in a ministry setting. Students should contact the program coordinator to discuss options prior to the final semester of study. The capstone course should not be taken with more than two additional courses.

## **BE: Biblical Exposition**

### **BE 7404—Preparing an Expository Message**

This is a study of the nature of biblical exposition and principles of message construction. Attention is given to the basic materials of the message, methods of preparation, effective delivery, and problems of exposition. Emphasis is upon the accurate interpretation of the text and its relevant application to a contemporary audience.

### **BE 7405—Delivering an Expository Message**

*Prerequisite: BE 7404*

This course examines the basic principles of voice, articulation, oral interpretation of Scripture, and expositional delivery. Opportunity for practice is given in each of these areas and constitutes the basis for additional study in content, structure, and delivery. The online version of this course requires the student to have access to a digital recording device and a high-speed internet connection to submit preaching videos via the Internet.

## **BI: Biblical Interpretation**

### **BI 5201—Introduction to Biblical Interpretation**

This course introduces students to interpretive philosophies and systematic methods of analysis for the study of the Bible. Students will consider the different aims and assumptions of biblical interpretation, familiarize themselves with the most significant scholarly resources in the field, and demonstrate proficiency in interpreting various biblical texts from both testaments while paying close attention to the social, cultural, and theological contexts of the biblical world and the contemporary reader.

## **CM: Church Ministry**

### **CM 7402—The Work of Ministry**

This course examines the various administrative, pastoral, and ministerial roles of those who provide spiritual leadership to a local congregation. Practical methodologies of those serving in such roles, whether as senior pastors or staff ministers, will be explored. This study also looks at practical matters of the servant's day-to-day personal, social, and professional life, how a declining moral culture can adversely affect these, and how such negative influence can be countered.

### **CM 7406—Church Administration**

This course examines the specific duties of the officers of the church—both staff and lay personnel. The concept of team ministries is studied along with a view of the role of individual responsibilities within the team. The role of the pastor in relationship to other members of the staff as well as to lay workers in the church is examined. The place of church doctrine within the church administration and ministry is also emphasized.

### **CM 7407—Ministry Practicum**

The Intern Practicum is a practical application of ministry goals and skills through ministry assignments overseen by a field supervisor.

## **CO: Counseling**

### **CO 5701—Introduction to Counseling Theories**

This course introduces the student to commonly accepted principles of psychology and counseling. Topics include the biology of the mind, life-span development, learning, memory, personality, and psychological disorders.

### **CO 5702—Foundations in Counseling**

This course introduces the student to the foundational principles and goals of counseling. The counseling models studied will be applicable to church or ministry settings.

### **CO 5703—Helping Skills**

This course equips students with the interpersonal skills necessary for effectiveness in the counseling process. Student interactions actively apply people helping skills to real-life situations.

### **CO 5704—Marriage and Family Counseling**

In this course, students investigate the critical dynamics of marriage and family counseling from a Christ-Centered perspective. Roles in marriage and family are applied from a complementarian viewpoint.

### **CO 6705—Issues, Ethics, and Legal Concerns for Counselors**

This course trains students in professional, ethical, and legal issues related to the practice of individual, marital, and family counseling. Topics covered include ethical decision making, multiculturalism, informed consent, confidentiality, multiple relationships, boundaries, and codes of ethics.

### **CO 6706—Crisis Counseling**

Counselors need to be prepared for crisis situations that significantly impact individuals and families. This course empowers students with intervention techniques that will assist recovery from trauma.

### **CO 6707—Methodology for Counseling**

The stages of the counseling process are the subject of this course. Students learn to assess the counsellee's presenting problem, how to take a personal history, how to identify and diagram living patterns, how to conduct active counseling, and how to facilitate a forgiveness exercise.

### **CO 6708—Counseling Practicum**

The practicum is designed to be the capstone experience for the Master of Arts in Biblical Counseling degree program. Students should consult with the program coordinator one year prior to their anticipated graduation date for information regarding practicum requirements. Students must obtain approval of the practicum site before the semester officially starts.

## **EV: Evangelism**

### EV 7401—Personal and Church Evangelism

This course studies the supreme task of evangelism. The theology of evangelism, methods of evangelism for personal witnessing and for church outreach, and contemporary challenges to evangelism are discussed. A practical component of the course contributes to the cultivation of an evangelistic mindset and lifestyle, moving the study from theology to praxis.

## **GR: Greek**

### GR 5201—New Testament Greek Grammar I

This course introduces the student to basic Greek grammar, vocabulary, and translation. GR 5201 and GR 5202 together provide a full introduction to the elements of New Testament Greek grammar.

### GR 5202—New Testament Greek Grammar II

*Prerequisite: GR 5201*

This course builds upon Greek Grammar I (GR 5201) as an introduction to basic Greek grammar, vocabulary, and translation. GR 5201 and GR 5202 together provide a full introduction to the elements of New Testament Greek grammar.

### GR 6203—Intermediate New Testament Greek

*Prerequisite: GR 5202*

This course introduces the student to Greek syntax and exegesis by analyzing selected passages from the Greek New Testament.

### GR 6204—New Testament Greek Exegesis

*Prerequisite: GR 6203*

This course trains the student to apply a complete cycle of exegetical procedures to selected portions of the Greek New Testament.

## **HE: Hebrew**

### HE 5201—Old Testament Hebrew Grammar I

This course is an introduction to the fundamentals of Hebrew grammar and syntax. In this course, the student will develop basic skills in translation and will assimilate a vocabulary of the most common biblical Hebrew words.

### HE 5202—Old Testament Hebrew Grammar II

*Prerequisite: HE 5201*

This course is a continuation of Hebrew Grammar I with an increased emphasis upon efficiency in the use of lexical and exegetical tools.

### HE 6203—Intermediate Old Testament Hebrew

*Prerequisite: HE 5202*

This course studies advanced grammar and syntax in order to increase the student's ability in the translation and analysis of the Old Testament Hebrew text.

HE 6204—Old Testament Hebrew Exegesis

*Prerequisite: HE 6203*

This course trains the student to apply a complete cycle of exegetical procedures to selected portions of the Hebrew Old Testament.

### **HI: History**

HI 5311—Church History I: Early church era through the Renaissance Era

This course provides an overview of church history from the Apostolic Age through the Renaissance (1517), noting doctrinal developments, major movements, and key figures in the history of the church.

HI 5312—Church History II: Reformation through the Contemporary Era

This course provides an overview of church history from the Reformation Period to the present, noting doctrinal developments, major movements, and key figures in the history of the church.

### **LD: Leadership**

LD 5801—Theories of Organizational Leadership

This course examines various definitions of leadership and the historical development of leadership theories from the early 1900's to the present. Understanding leadership as a process between leaders and followers, the course highlights how these definitions and theories apply within church organizations, as well as, how Christians might influence others within business organizations.

LD 5802—Organizational Communication

A major cause of conflict within churches and businesses is the breakdown of communication within the organization. This course explores the theoretical concepts of organizational communication and how applying them creates open lines of communication within various organizational contexts.

LD 5803—Foundations of Leadership

The foundation of Christian leadership is the person of Jesus Christ. This course examines the foundational underpinnings of the processes of leading within an organization. Guided by a biblical worldview, the course investigates the biblical, ethical, and practical dimensions of leadership that must be present in churches and can influence others in various organizational contexts.

LD 5804—Organizational Culture

All organizations, including the church, have an organizational culture. Understanding how organizational cultures develop and how to embed a new organizational culture enables the leader to facilitate change with minimal conflict.

LD 5805—Leadership Development

This course examines the various developmental processes available for those who wish to lead within an organizational context. The course emphasizes developing an organizational structure that encourages human resource development and lifelong learning in the church and values-based businesses.



#### LD 5806—Assessing Organizations

One mean by which church organizations, and others, can facilitate change is by assessing the current state of the organization. By developing a research design and understanding the processes of collecting quantitative and qualitative data and then analyzing that data with basic statistical analysis, organizations can discover their strengths, weaknesses, opportunities, and threats.

#### LD 6807—Organizational Strategic Planning

Once the organization has been assessed, (It is recommended that LD 5806 be taken prior to this course.) it can begin the process of creating a strategic plan. Unfortunately, this process is rarely implemented in the church. By understanding strategic thinking and the critical elements of planning, particularly as they relate to the mission of the organization, leaders will be able to develop specific processes that will help achieve the organizational mission.

#### LD 6808—Conflict Resolution for Organizational Leaders

Leaders need to be prepared to handle conflict. This course equips students with biblical principles to resolve personal, group, and organizational conflict. Attention is given to identifying the sources of conflict, the stages of conflict, and applying the biblically based processes necessary to resolve conflict.

#### LD 6809—Leadership Team Development

The Bible refers to the church as a body with individual parts functioning together as a whole. By understanding the theory of team development and the processes of team work, churches and other organizations can create a synergy that accomplishes more as a whole than as individual members.

#### LD 6810—Leadership Coaching and Mentoring

The Great Commission states that Christians should “make disciples.” This process can be accomplished by understanding how to coach or mentor others. This course focuses on equipping ministers in specific coaching and mentoring skills in order to be able to influence others.

#### LD 6811—Leading in Global Contexts

The church has a global responsibility. This course investigates the process and personal development necessary to lead in both cross-cultural and global environments. Addressing the complexity of leading within these dynamic contexts will enable the student to gain an understanding of and build their capacities for leading in cross-cultural and global contexts.

#### LD 6812—Leadership Practicum

This is the capstone learning experience for the Master of Arts in Leadership program. Employing the knowledge and skills acquired in previous courses, students will investigate and analyze leadership processes within the context of selected church and/or work environments. Students will also conduct research within an organization and develop creative, practical, processes that address the needs uncovered through the research to help develop processes and persons within the organization. For a detailed explanation view the Practicum Preview video and syllabus on the Luther Rice website: <https://www.lutherrice.edu/degree-programs/ma-in-leadership.cms>.

## **MI: Missions**

### MI 7403—Christian Missions

This course surveys the theology, history, challenges, and strategies of the Christian missionary movement.

## **NT: New Testament**

### NT 5200—Introduction to the New Testament

This course is a comprehensive overview of the historical background, introductory issues (author, provenance, date, destination, and purpose), literary structures, major themes, and select critical issues relevant to the study of New Testament documents.

### NT 6202—Gospel of Mark

This course is an in-depth analysis of the background and a careful exegesis of the contents of the Gospel of Mark. This course also offers a critique of contemporary Jesus studies.

### NT 6204—Gospel of John

This course is an in-depth analysis of the background and a careful exegesis of the contents of the Gospel of John. John presents God's plan of salvation and demonstrates the identity of Jesus as Son of God.

### NT 6205—Acts of the Apostles

This course is an in-depth analysis of the background and a careful exegesis of the contents of the New Testament book of Acts. Acts records the formation and expansion of the early church.

### NT 6206—Romans

This course is an in-depth analysis of the background and a careful exegesis of the contents of the New Testament epistle to the Romans. Romans comprises Paul's fullest theological treatment of the salvation-historical implications of the gospel of Jesus Christ.

### NT 6207—1 Corinthians

This course is an in-depth analysis of the background and a careful exegesis of the contents of the New Testament epistle of 1 Corinthians. First Corinthians identifies the kinds of problems faced by the first century church and the Apostle Paul's solutions to them.

### NT 6227—Revelation

This course is an in-depth analysis of the background and a careful exegesis of the contents of the prophetic and apocalyptic epistle of Revelation. Revelation unveils Jesus Christ as the central figure in the culmination of God's redemptive program.

## **OT: Old Testament**

### OT 5200—Introduction to the Old Testament

This course is a comprehensive overview of the historical background, introductory issues, literary structures, major themes, and select critical issues relevant to the study of the Old Testament. The course also offers an assessment of various critical approaches to Old Testament studies and how the Old Testament relates to the New Testament.

#### OT 6201—Genesis

This course is an in-depth analysis of the background and a careful exegesis of selected texts from the book of Genesis. The book of Genesis provides foundational material for understanding the character of God and his direction for humanity.

#### OT 6218—Job

This course is an in-depth analysis of the background and a careful exegesis of selected texts from the book of Job. The book of Job explores how God governs the world and how one should rely on his wisdom in the midst of life's difficulties.

#### OT 6219—Psalms

This course is an in-depth analysis of the background and a careful exegesis of selected texts from the book of Psalms. The book of Psalms offers a theological perspective on the history of the Davidic Covenant and the kingship of the Lord.

#### OT 6223—Isaiah

This course is an in-depth analysis of the background and a careful exegesis of selected texts from the book of Isaiah. The book of Isaiah demonstrates the trustworthiness of God and the coming restoration of his people through his Messiah.

#### OT 6227—Daniel

This course is an in-depth analysis of the background and a careful exegesis of selected texts from the book of Daniel. The book of Daniel concerns the work of God in preserving his people throughout the course of human history.

### **TH: Theology**

#### TH 5300—Applied Theology for Spiritual Development

This course is a practical study of the theology of life in the image of Christ and some biblical principles that guide the development and maintenance of that Christ-like life, in the lives of Christians. The study will include consideration of the biblical directions for appropriating the spirituality and victory that Jesus Christ gives for faithful Christian living.

#### TH 6301—Systematic Theology I

This course covers theology proper, bibliology, and angelology. Within theology proper, the course addresses the existence of God, His attributes, and the Trinity. Within bibliology, the course encompasses such topics as general and special revelation, inspiration, and inerrancy. The discussion on the Trinity also includes an explanation of the incarnation.

#### TH 6302—Systematic Theology II

This course covers creation, anthropology (man), hamartiology (sin), soteriology (salvation), and aspects of pneumatology (Holy Spirit). The main focus of the course is on the doctrine of salvation especially what God has done through Christ to provide salvation for humankind.

TH 6303—Systematic Theology III

This course examines ecclesiology (church) and eschatology (last things) within a biblical theology framework. The biblical theology framework will be constructed from Scripture's teaching on the Kingdom of God and covenants. Ecclesiology and eschatology will be subsumed under this framework and be presented as God's unfolding work in His kingdom.



*“I simply love Luther Rice College and Seminary! President Flanagan, the professors and the entire staff are very caring, encouraging and supportive of students. While rigorous and intensive, the courses were so very insightful, educational, inspiring and rewarding.*

*When the Holy Spirit led me to this wonderful seminary, I had no idea what immense blessings God had in store for me! Luther Rice provided so many tools to equip me in the ministry of spreading the Gospel of Jesus Christ. Working with my husband in our busy restaurants, as well as my freelance writing, the seminary helped me understand what is expected of me as a Christian in my daily walk with Him.”*

***Leslie E. Royal, Master of Arts in Christian Studies and  
Master of Divinity Graduate***

## DOCTORAL-LEVEL COURSE DESCRIPTIONS

Unless otherwise noted, all courses are calculated at three (3) credit hours.

### **On-campus Modules (12 hours)**

**DM 8000 — Research and Writing for Ministry (Offered in August)**

This course examines the methods of theological research and academic writing, with special reference to the fields of ministry. Topics include: thinking logically and theologically, writing a problem and purpose statement, researching biblical and theological topics and writing style.

**DM 8100—Evangelism in Contemporary Culture (Offered in August)**

This course investigates the various methodologies and philosophies being espoused throughout the world by which churches mobilize for evangelistic purposes. Strengths and weaknesses are discussed with a view to developing a church evangelistic methodology within the student's ministry culture and context.

**DM 8300—Contemporary Preaching (Offered in January)**

This course is an intensive investigation into trends and debates in homiletical theory as it relates to modern views of the church and expressions of worship. Various techniques of exposition and delivery are analyzed. An analysis of historical preaching theory is conducted as a means to assess contemporary approaches to homiletics and modern preaching theory.

**DM 9000—Critical Issues in Ministry (Offered in June)**

This course examines the theological and ministerial challenges pastors and church leaders face in their contemporary context. Students will research problems and seek solutions for application to the ministry of the church. Emphasis will be placed on how church leaders can articulate a defensible biblical position and how they may lead their congregations into deeper knowledge of biblical truth.

### **Online Courses (15 hours)**

**DM 8200—Issues in Counseling (Offered in the Summer Semester)**

This course teaches the student advanced principles of biblical counseling. Subjects such as counseling processes, the impact of spiritual identity on sanctification, assessing human sinfulness, achieving victory over defeating behavior patterns, and living in the freedom of spiritual abundance are incorporated into the course.

**DM 8400—Contemporary Leadership Development (Offered in the Spring Semester)**

This course explores the biblical basis for leadership and the interdependent relationships between leaders and followers in the context of the local church. Emphasis is placed on the leadership challenges ministers face in the contemporary church including new developments in the culture, philosophy, and models of ministry, as well as the student's personal challenges and character development.

**DM 9200—Relationships in Ministry (Offered in the Fall Semester)**

This course examines the dynamics of building relationships in the church with the goal of precluding conflicts. Leader style, personality traits, and relational skills are given special consideration. Causes of conflict are examined and processes are developed to help moderate the potential harm that conflict poses to the health of the church.

DM 9300—Innovative Pastoral Ministry (Offered in the Spring Semester)

This course is designed to help the twenty-first century church leader navigate the challenges of contemporary pastoral ministry while remaining biblically faithful and culturally relevant. Topics explored include: pastoral care, equipping believers for spiritual growth, stewardship, ministry management, apologetics for diverse faiths, using the media and technology for ministry, and a biblical theology of worship.

**Doctoral Ministry Project (6 hours)**

DM 8500—Doctoral Ministry Proposal Design (Offered in the Fall and Spring Semesters)

*Prerequisite: DM 8000 – Research and Writing for Ministry*

This course prepares the student to design an acceptable Doctoral Ministry Project Proposal. The goal for this course is to mentor the student in the development of a Doctoral Ministry Project Proposal that may be approved by a committee of three faculty members.

DM 9500—Doctoral Ministry Project (Offered Every Semester)

*Prerequisite: DM 8500 – Doctoral Ministry Project Design*

This is a supervised project addressing a specific concern in the student's present ministry context. The project must have measurable objectives, be biblically and theologically informed, be transferable to other ministries in similar contexts, and reflect knowledge and skills gained through the Doctor of Ministry studies.



*“I chose Luther Rice because I was looking for a seminary that would combine flexibility with a quality education. The ease of the online format allows me to stay on task while the instructors challenge me each week. The greatest asset while studying for my Master of Divinity is that I feel like a part of the campus, even though I am studying online.”*

***Ron E. Barefoot, Master of Divinity Graduate***

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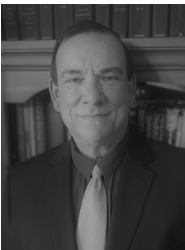
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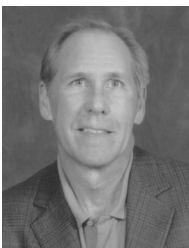
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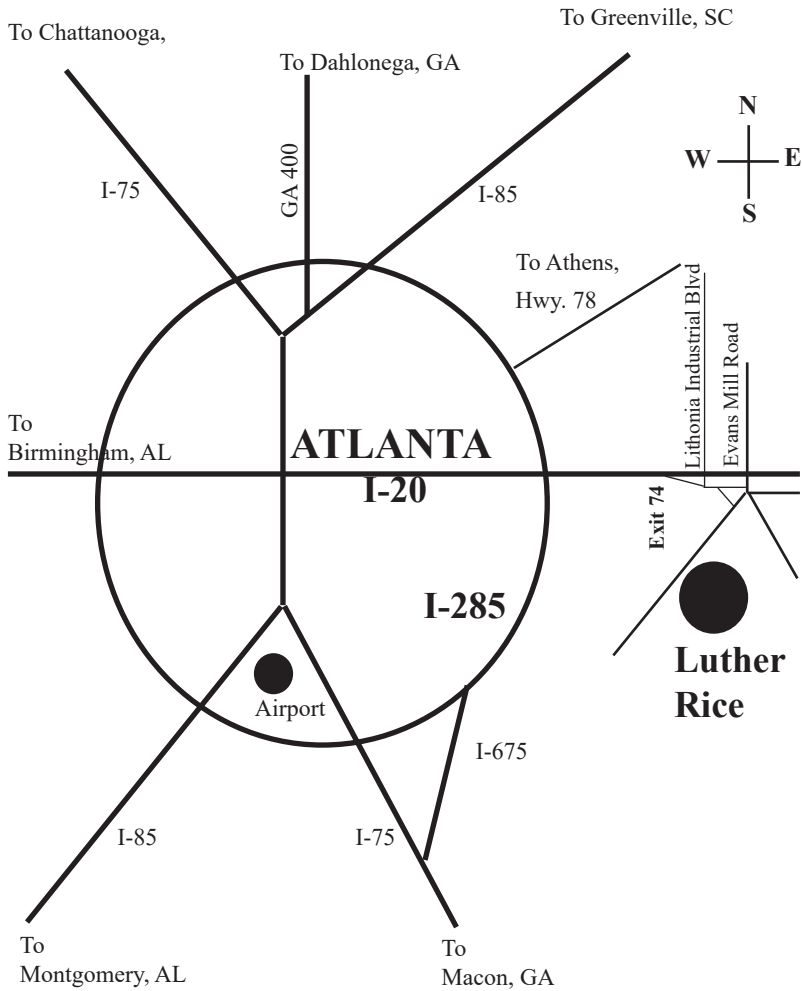
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3038 Evans Mill Road  
Lithonia, GA 30038  
(770) 484-1204  
(800) 442-1577  
(770) 484-1155 Fax

**21 FOR OFFICE USE ONLY 22**

F.O. \_\_\_\_\_  
A.O. \_\_\_\_\_ [ ] CR  
PROG. \_\_\_\_\_  
HRS. REQ. \_\_\_\_\_  
HRS. TRANS. \_\_\_\_\_  
HRS. THROUGH LR \_\_\_\_\_  
E-TEST SCORE \_\_\_\_\_  
ADVISOR \_\_\_\_\_

**DATE** \_\_\_\_\_

**S.S.#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PLEASE CHECK ONE:**

New Applicant

Readmission

Please check one:

Reapply into the same degree

Change to a different degree

Enter a higher degree

**NAME OF APPLICANT** Dr. \_\_\_\_\_  
Rev. \_\_\_\_\_  
Mr. \_\_\_\_\_  
Mrs. Last First Middle Maiden  
Miss \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_  
Street or P.O. Box

City State US Zip Code Country

1. **Tel. #** [cell] ( \_\_\_\_\_ )

[home] ( \_\_\_\_\_ )

I give permission to Luther Rice to send me important updates via text and voice messaging. (Standard messaging charges apply).

2. **E-mail Address** \_\_\_\_\_  
(Required for all new students)

3. **Date of Birth** \_\_\_\_\_

4. **Marital Status**  single  married  divorced

5. **Sex**  Male  Female

6. **Denomination**    \_\_\_ Baptist    \_\_\_ Methodist    \_\_\_ Presbyterian  
                              \_\_\_ Pentecostal/Charismatic    \_\_\_ Nondenominational  
                              \_\_\_ Other (please write in) \_\_\_\_\_

7. **Ethnic Origin** (Check one of the following)

[    ] American Indian, Alaska Native    [    ] Hispanic    [    ] Black, non-Hispanic  
 [    ] White, non-Hispanic    [    ] Asian, Pacific Islander    [    ] Non-Resident Alien

8. **Permanent Residence**    State \_\_\_\_\_    Country \_\_\_\_\_

9. **Are you an F-1 Visa student?**    [    ] Yes    [    ] No

10. **Veteran**    [    ] Yes    [    ] No

11. **Have you ever been convicted of a felony?**    [    ] Yes    [    ] No  
 (If yes, please include an explanation with this application.)

12. **Institutions Attended** (list school, city, state)

	Name	Major	Dates Attended	Degree Received	Office Use Only
High School	_____				
College	_____				
Seminary	_____				
Other	_____				

(High School transcript is not necessary for those applying to the Master or Doctoral programs.)



**13. Check the degree program for which you are applying**

- |   |         |   |
|---|---------|---|
| <input type="checkbox"/> For-credit Certificate |         | <input type="checkbox"/> Not-for-credit Certificate |
| <input type="checkbox"/> B.A.R.                 | 120 hrs | <input type="checkbox"/> M.A.L. 36 hrs              |
| <input type="checkbox"/> M.A.A.                 | 36 hrs  | <input type="checkbox"/> M.A.M. 36 hrs              |
| <input type="checkbox"/> M.A.B.C.               | 36 hrs  | <input type="checkbox"/> M.Div. 90 hrs              |
| <input type="checkbox"/> M.A.C.S.               | 36 hrs  | <input type="checkbox"/> D.Min. 30 hrs              |

**14. Bachelor Applicants Only** (Choose one of the following minors)

- Ministry       Biblical Counseling       Christian Worldview

**15. M.Div. Applicants Only** (Choose one of the following tracks)

- Open Elective Track       Biblical Language Track

**16. Church Membership**

Name of Church \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Web Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Phone \_\_\_\_\_  
\_\_\_\_\_

**17. Occupation** (check all that apply)

- Church or ministry position       full time       part time  
Not a church or ministry position       full time       part time

**18. How did you learn of Luther Rice College and Seminary?**

- Pastor Referral       Internet  
 Conference       Radio/Magazine  
 Alumni Referral       Other  
Please Specify \_\_\_\_\_

19. Do you understand what it means to receive eternal life? \_\_\_\_ Yes \_\_\_\_ No

20. Have you trusted Jesus Christ as your personal Savior? \_\_\_\_ Yes \_\_\_\_ No

**Please attach a short statement describing your conversion experience. Include what a person must believe and do to receive eternal life and when you took that step.**

**PAYMENT**--If you desire to charge the \$50 application fee on your MasterCard, Visa, or Discover card, please complete the following information.

Account Number \_\_\_\_\_

3-digit CVV code \_\_\_\_\_

Exp. date \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

### APPLICANT'S AGREEMENT

**(Circle your answers)**

**YES NO** I have carefully read the "Standards of Conduct," and I agree to adhere to these completely as long as I am an active student at Luther Rice College and Seminary.

**YES NO** I have carefully read the "Financial Policy," and I agree to abide by all the policies set forth therein.

**YES NO** I have carefully read Luther Rice's "Doctrinal Statement," and I affirm my belief in each of the articles and agree to respect the entire doctrinal statement.

**YES NO** I have carefully read the mission, philosophy, and outcomes, and I understand and will respect the Institution's mission, philosophy, and outcomes.

**YES NO** I have carefully read the Luther Rice College and Seminary Privacy Policy, and I understand and will respect the School's policies and procedures associated with handling sensitive personal information and data.

**YES NO** I certify that to the best of my knowledge, all of the answers and statements in this application are true and give an accurate and adequate account of my background and beliefs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Admission to Luther Rice College and Seminary will not be granted unless the applicant can answer "Yes" to all six affirmations, the "Applicant's Agreement" is signed, the Application fee is included, all application documents are submitted, and is approved by the Office of Admissions and Records.

## APPLICATION PROCESS

1. Apply online at [www.LutherRice.edu/apply](http://www.LutherRice.edu/apply) or submit the application found at the back of this catalog with appropriate fee.
2. Transcripts from foreign institutions will be evaluated by Luther Rice. In the event the transcript cannot be evaluated by Luther Rice, the applicant will be required to submit their transcript to a third party agency for a determination of U.S. equivalency. The agency used must be approved/certified by either The National Association of Credential Evaluation Services (NA-CES) or The Association of Credential Evaluators (AICE). Agencies will charge a fee for their services and is payable by the applicant.

Luther Rice requires official transcripts for admission. Students who need an official transcript sent to Luther Rice may send it electronically to [Transcripts@LutherRice.edu](mailto:Transcripts@LutherRice.edu) or by mail to Luther Rice College & Seminary, Attn: Admissions, 3038 Evans Mill Rd., Lithonia, GA 30038. Transcripts must be received directly from an institution to be considered official. \*

3. Have the completed Christian character reference form sent to Luther Rice.
4. Doctoral students have additional requirements for admission (see p. 11).

All required admissions documents must be received before a transcript review and course recommendations are possible.



**LUTHER RICE COLLEGE AND SEMINARY**

3038 Evans Mill Road  
Lithonia, Georgia 30038  
(770) 484-1204  
www.LutherRice.edu

**CHRISTIAN CHARACTER REFERENCE**

**TO THE APPLICANT:**

This questionnaire is to be completed by a pastor or church leader who is not a relative.

<b>APPLICANT INFORMATION</b>			
<b>Name of Applicant:</b>	Dr.		
	Rev.		
	Mr.	_____	_____
	Miss	Last	First
	Mrs.		M.I.
<b>Address of Applicant:</b>	_____		
	_____		

**TO THE REFERENCE PROVIDER:**

Your comments will be given serious attention and will be regarded as confidential. **Please mail this form directly to the Office of Admissions and Records, Luther Rice College and Seminary, 3038 Evans Mill Road, Lithonia, Georgia 30038. It can also be sent by FAX to 770-484-1155 or by email to Admissions@LutherRice.edu.**

**DO NOT GIVE FORM BACK TO THE STUDENT.  
SUBMIT IT DIRECTLY TO THE LUTHERRICE ADMISSIONS OFFICE.**

1. How well do you know the applicant? [ ] casually [ ] fairly well  
[ ] quite well How long? \_\_\_\_\_ years.
2. To the best of your knowledge, has the applicant made a personal profession of faith in Jesus Christ? [ ] Yes [ ] No [ ] Unknown
3. To what extent has the applicant participated in the activities of the church?  
\_\_\_\_\_  
\_\_\_\_\_
4. In your estimation, does the applicant exert a good influence on his/her peers?  
[ ] Yes [ ] No If not, please explain.

5. Are you aware of any personality traits which hinder the applicant in relationships with others? [ ] Yes [ ] No  
If yes, please explain.

6. Please comment on any special circumstances, home conditions, etc., which might prove helpful in considering the applicant's admission to Luther Rice.

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7. Please circle your recommendation of the applicant for admission to Luther Rice College and Seminary:

Highly recommended

Recommended

\* Recommended with reservations

\* Not Recommended

\* Please indicate the reason(s) for this recommendation on a separate sheet.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Church: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Street or P.O. Box

\_\_\_\_\_

City

State

Zip

Web Address: \_\_\_\_\_

Phone number where you can be reached from 9 AM - 4 PM :

( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**DO NOT GIVE THIS FORM BACK TO THE STUDENT. SEND IT DIRECTLY TO THE LUTHER RICE ADMISSIONS OFFICE.**

**Applicant:** Please photocopy this form, complete it (including signature), and send it to your high school and to each college, university, seminary, or institutions of higher learning you have attended.

## Official Transcript Request

To: **Office of Admissions and Records**

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Name of High School, College, or Seminary

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City

State

Zip

Please forward one (1) official copy of my transcript to:

**Office of Admissions and Records**  
Luther Rice College and Seminary  
3038 Evans Mill Road  
Lithonia, GA 30038

Student's name \_\_\_\_\_

Maiden or previous name(s) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Branch or campus attended \_\_\_\_\_

Date first attended \_\_\_\_\_ Date last attended \_\_\_\_\_

Degree(s) Received \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ for cost of transcript.

---

Signature of Student

Date

---

Street Address

---

City

State

Zip

**Luther Rice College and Seminary \* Office of Admissions and Records  
3038 Evans Mill Road \* Lithonia, GA 30038 \* 1-800-442-1577**





For specific information or questions you might have, please use our phone and email contacts below.

**Luther Rice College and Seminary**  
**3038 Evans Mill Road**  
**Lithonia, GA 30038**

**Phone/Fax**

General Information	770-484-1204	Local
	1-800-442-1577	Toll Free
General Fax	770-484-1155	
Finance Office Fax	678-990-5388	

**Email**

Academic Advising	AAO@LutherRice.edu
Admissions Office	admissions@LutherRice.edu
Registrar's Office	registrar@LutherRice.edu
Student Accounts	studentaccounts@LutherRice.edu
Financial Aid	financialaid@LutherRice.edu
Library	library@LutherRice.edu
Student Services	studentservices@LutherRice.edu
Development/Gifts	Casey.Kuffrey@LutherRice.edu
Alumni	alumni@LutherRice.edu
Information Technology	infotech@LutherRice.edu

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**[www.twitter.com/Luther\\_Rice](http://www.twitter.com/Luther_Rice)**

**[www.linkedin.com](http://www.linkedin.com) (Join us at the group**

**Luther Rice College & Seminary)**

**Contact the Office of Admissions  
and Records for enrollment  
information at  
1-800-442-1577 or  
Admissions@LutherRice.edu.**

**Are you juggling life, work, family,  
and ministry?**

**We'll meet you right where you are!**