

**THE CATALOG OF  
LUTHER RICE COLLEGE AND SEMINARY  
2019 - 2020**

**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  
Fax: 1-770-484-1155



**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, 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.





**James Flanagan, Ph.D.**  
**President**

## **Welcome from the President**

Luther Rice continues to operate on the cutting edge in offering 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.
- Federal financial aid, grants, loans, and scholarships are available to eligible students.
- Typically, there is no specific time of day that you must be logged into an online class.
- Academic credit can be transferred, up to set limits, from any approved institution.
- Assignments and coursework for online classes are delivered using our secure academic website.
- **Online course content is engaging, fresh,** and designed for the online learning environment.

Our entire faculty believes the Scriptures are the inspired, inerrant, and authoritative Word of God. 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 and facilitate your life-changing experience at Luther Rice!

A handwritten signature in cursive script that reads "James Flanagan". The ink is dark and the signature is fluid and legible.

James Flanagan, Ph.D.  
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**

Main Address	information@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	Louis.Hardcastle@LutherRice.edu
Alumni	alumni@LutherRice.edu
Information Technology	infotech@LutherRice.edu

**Follow us:**

**[www.facebook.com/SeminaryOnline](http://www.facebook.com/SeminaryOnline)**

**[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)**





# TABLE OF CONTENTS

ABOUT LUTHER RICE . . . . .	1
ACADEMIC CALENDAR . . . . .	7
ADMISSIONS . . . . .	9
FINANCIAL SERVICES . . . . .	15
FINANCIAL AID. . . . .	21
STUDENT SERVICES . . . . .	31
STUDENT LIFE . . . . .	41
ACADEMICS . . . . .	49
UNDERGRADUATE PROGRAM . . . . .	65
GRADUATE PROGRAMS. . . . .	75
SEMINARY PROGRAMS . . . . .	87
COURSE DESCRIPTIONS . . . . .	95
DIRECTORY . . . . .	113



## 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.

### 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 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.

## **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 is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551, Telephone: 434-525-9539, email: info@tracs.org (www.tracs.org)], having been awarded Reaffirmed status as a Category IV institution by the TRACS Accreditation Commission on April 21, 2015; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
2. 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).
3. 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."

4. Student complaints should be addressed to the Georgia Nonpublic Postsecondary Education Commission, 2100 East Exchange Place, Suite 2013, Tucker, Georgia 30084-5313, (770) 414-3300.
5. 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.
6. 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.
7. Luther Rice is a member of AACRAO, The American Association of Collegiate Registrars and Admission Officers.
8. Luther Rice is a member of ECFA, Evangelical Council for Financial Accountability.

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 are 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

## 2019-2020

### SUMMER 2019

April	28	Spring Semester Online Full term and Mini-Term II classes end
	29	Spring Semester On-Campus Classes End Recommended Date by Which to Apply for Financial Aid for Summer
May	16	Graduation Banquet
	17	Commencement Exercises
	27	Summer Semester Online Full Term Classes Begin Late Registration Period for Semester Classes (Late Fees Apply 5/27-6/2) Memorial Day (Offices Closed)
	31	Last Day to Drop Full Term with "WD"
June	3-7	Doctoral Modules
	7	Last Day to Drop the Doctoral Module with "WD"
July	1	2019-2020 Academic Year Begins
	4	Independence Day Holiday -- Offices Closed
	14	Last Day to Drop Summer Classes with "WP"
August	1	Graduation Application Available Online
	5	Recommended Date by Which to Apply for Financial Aid for Fall Semester
	11	Summer Semester Online Full Term Classes End
	19-23	Doctoral Module
	24	Student Welcome and Orientation
	26-30	Doctoral Module

### FALL 2019

September	2	Fall Semester Online Full Term Classes Begin Late Registration for Full Term Classes (Late Fees Apply 9/2-9/8) Labor Day Holiday -- Offices Closed
	3	Fall Semester On-campus Classes Begin
	8	Last Day to Drop Full Term Classes with "WD"
	23	Recommended Date by Which to Apply for Financial Aid for Fall Mini-Term II Classes
October	21	Fall Semester Online Mini-Term II Classes Begin
	27	Last Day to Drop Mini-Term II Classes with "WD"
November	4	Graduation Application Deadline for May 2020
	10	Last Day to Drop Fall Classes with "WP"
	27-29	Thanksgiving Holidays - Offices Closed

December	15	Fall Semester Online Full Term and Mini Term II Classes End
	16	Fall Semester On-campus Classes End Recommended Date by Which to Apply for Financial Aid for Spring Semester
	23-27	Christmas Holidays—Offices Closed
<b><u>SPRING 2020</u></b>		
January	1	New Year's Day Holiday -- Offices Closed
	6-10	Doctoral Modules
	13	Spring Semester Online Classes Begin
	14	Spring Semester On-Campus Classes Begin Late Registration for Full Term Classes (Late Fees Apply 1/13-1/19)
	19	Last Day to Drop Full Term Classes with "WD"
	20	Martin Luther King, Jr. Holiday -- Offices Closed
February	3	Recommended Date by Which to Apply for Financial Aid for Spring Mini-Term II Classes
March	2	Spring Semester Online Mini-Term II Classes Begin
	8	Last Day to Drop Mini-Term II Classes with "WD"
	20	Luther Rice College & Seminary Preview Day
	22	Luther Rice Day (Luther Rice, b. 1783)
	29	Last day to drop Spring Classes with "WP"
April	10	Good Friday Holiday -- Offices Closed
	26	Spring Semester Online Full Term and Mini-Term II Classes End
	27	Spring Semester On-campus Classes End Recommended Date by Which to Apply for Financial Aid for Summer Semester
May	14	Graduation Banquet
	15	Commencement Exercises
<b><u>SUMMER 2020</u></b>		
May	25	Summer Semester Online Full Term Classes Begin Late Registration for Full Term Classes (Late Fees Apply 5/25-5/31) Memorial Day Holiday -- Offices Closed
	31	Last Day to Drop Full Term Classes with "WD"
June	1-5	Doctoral Modules
	7	Last day to drop Doctoral Module with "WD"
July	1	2020-2021 Academic Year Begins
	4	Independence Day Holiday -- Offices Closed
	12	Last day to drop Summer Classes with "WP"
August	9	Summer Semester Online Full Term Classes End

# ADMISSIONS INFORMATION

## ADMISSIONS POLICY

Persons wishing to enroll in Luther Rice must apply on the official form or website page furnished by the Office of Admissions. When the necessary information and fee have been received, action will be taken on the application. The applicant will be notified of the decision in a timely manner by email and standard mail.

In considering applications, the Office of Admissions reviews the prospective student's complete academic record, character reference, and other personal information (e.g., social media). The prospective student is assessed according to his academic background, personal testimony for the Lord Jesus Christ, and evidence of his Christian faith. If the prospective student meets the required criteria for acceptance, he is admitted to Luther Rice until he completes his program or becomes inactive (see "Readmission Policies" on Pg. 12).

## APPLICATION PROCESS

1. Apply online at [www.LutherRice.edu](http://www.LutherRice.edu) 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. Complete the Bible content test online. This diagnostic test is part of the admissions process but does not determine eligibility to enter Luther Rice.
5. Doctoral students have additional requirements for admission (see p. 11).

\*Transcripts from unaccredited institutions will be evaluated according to the criteria outlined on page 13 (Transfer of Credit).

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

## Applicant File Retention

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

**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, Bible knowledge exam, and official transcripts. The application must be accompanied by the appropriate fee (see Tuition and Fees Pg. 15).

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

### **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. 35).

### **Prior Non-Accredited Degree Policy**

In the event an applicant has completed a degree from an accredited or approved institution subsequent to completing a degree from an unaccredited or unapproved institution, acceptance to Luther Rice is at the discretion of the Admissions Office and the non-accredited evaluation policy.

### **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, or its academic equivalent, from an institution with accreditation recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education. Unaccredited graduate degrees may be considered but will be evaluated according to the criteria outlined on page 13 (Transfer of Credit). Applicants who have not earned a Master of Divinity degree but hold a master's degree will be evaluated to determine 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 or online at [www.LutherRice.edu](http://www.LutherRice.edu)).

## NON-DEGREE STUDENTS

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 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.

## **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 Registrar.

## **FELONY CONVICTIONS POLICY**

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

## **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 Admissions Office. 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 (i.e., the undergraduate or graduate 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 appeals committee, 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.

## **READMISSION POLICIES**

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

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

1. Any student who does not complete 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. 51).
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. 51).
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. 51) 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 are advised to complete the Master of Arts degree first.

Students who have completed a graduate degree and desire to complete a second Master of Arts degree, will not be eligible for application if they have more than six transferable credit hours.

## **TRANSFER OF CREDIT**

Students enrolling in bachelor's or master's programs may transfer comparable courses of the same degree level for which they received a grade of "C" or better from an institution external to LRCS with accreditation recognized by the Council

of Higher Education Accreditation (CHEA) or the U.S. Department of Education. Luther Rice may also recognize transferable credits from non-accredited institutions based on an evaluation of their academic catalog, faculty credentials, course offerings, and degree requirements. Transcripts are evaluated under guidelines agreed upon by the VP for Academic Affairs. Life experience, CEU's, remedial courses, workshops, and seminars are not transferable. Luther Rice does not maintain any articulation agreements with other institutions. The following reflects the maximum number of transfer credits possible in each degree program:

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

Luther Rice evaluates non-accredited institutions based upon the following criteria:

- Acceptable tuition and fee schedule.
- Adequate catalog/website information on institution.
- Appropriate quantity of required general education credits for bachelors programs.
- Coursework equivalent to degree level.
- Satisfactory faculty credentials.
- Standard course and degree length requirements.

Students who need an official transcript sent should use the Official Transcript Request form supplied in the back of this catalog or print the form available online at [www.LutherRice.edu](http://www.LutherRice.edu). Students who have questions regarding the transfer of credit to Luther Rice should contact the Admissions Office at 1-800-442-1577.

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.

## 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 Admissions Office at [transcripts@lutherice.edu](mailto:transcripts@lutherice.edu).



# FINANCIAL SERVICES INFORMATION

## FINANCIAL POLICY

The generosity of individual donors and churches helps students receive quality, professional education at a cost less than that charged by many institutions. Luther Rice strives to help every student receive the education he desires.

## TUITION AND FEES

### **Bachelor Program**

Tuition Charge - On-campus (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	295.00
Technology Fee (per course)	115.00

### **Master Programs**

Tuition Charge - On-campus (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	285.00
Technology Fee (per course)	115.00

### **Doctoral Program**

Tuition Charge (per credit hour)	\$ 340.00
Technology Fee (per course)	115.00

*All courses are 3 credit hours*

### **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
Letter of Certification Fee	5.00
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	25.00
Returned check or declined credit card fee	25.00
Stop-check Fee	30.00
Transcript Fee (each academic or financial aid transcript)	5.00
Expedited Transcript Fee (processed within one hour)	25.00

*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 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 God has given. 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 semesters 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 number 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 Credit Card payments from 2-4 months.

*Any down payments are 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 administratively withdrawn from class(es). In the event of an administrative 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: \$885.00\*  
 Technology Fee (per class): \$115.00 *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% (\$500)	\$250	\$250
3 Months	25% (250)	\$250	\$250
4 Months	0%	\$250	\$250
	<u>3rd Payment</u>	<u>4th Payment</u>	
	-	-	
	\$250	-	
	\$250	\$250	

\*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 are let into class under a specified payment plan are responsible for payment of 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 page 21 for Federal Financial Aid)**

#### **Sponsorship**

A student’s church, corporation, friends, or relatives 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.

A student receiving a sponsorship from a church or corporation 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. For sponsorships from individuals, the funds must be collected in full prior to acceptance into classes. **Such designated funds are not tax deductible.**

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 page 24 for Tuition Assistance Program)**

## **Military Sponsorship (see page 28 for Military Benefits)**

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).

### **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 online, by telephone, 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. A student can request a refund by following the steps below:

- Go to [www.lutherrice.edu](http://www.lutherrice.edu)
- Login to the Luther Rice Student Portal - **MyCampus**
- Click on *Account* - Select My Account from the drop-down menu
- Click on Request a refund

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.

## **REFUND METHODS**

A student with a surplus/credit on his account may request a refund within *Account* in the Luther Rice Student Portal (MyCampus). Refund requests are processed weekly and disbursed by BankMobile. Once the student receives the letter from BankMobile, he should follow the instructions in the letter to choose a method of refund.

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 surplus/credit created by federal aid funds will be automatically refunded and does not require a request from the student.

## **MISCELLANEOUS ADMINISTRATIVE ITEMS**

### **Financial Appeals**

Any student desiring to appeal a financial decision may do so within 30 days of the decision and in accordance to the *Student Grievance Policy and Non-Academic Appeals Process* in the Student Life section of the catalog.

## Donation Policy

Monies given 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. Luther Rice provides 25% of the award in the form of a scholarship and federal funding supplies the remaining 75%. 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 with an EFC 1-100, followed by spring Pell recipients with an EFC between 101-200, 201-300, etc. who are enrolled in the spring term. Each award from any excess funds will be for the spring semester only and will be \$100. If funds remain after these groups are exhausted, the next selection group will begin again with spring enrollees who have an EFC of 0 with the exception being the award will then go to those who did not receive Pell Grant funds. If a group size is too large for each eligible student to receive \$100, a random sample small enough to allow \$100 for each eligible student will be determined from the group.

### **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 Office. A FWS employee submits a timesheet signed by his supervisor to the Vice President of Finance 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 date is the closest weekday to the first or fifteenth that the Luther Rice Finance Office is open).

### **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 [www.StudentLoans.gov](http://www.StudentLoans.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 [www.StudentLoans.gov](http://www.StudentLoans.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**

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.

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 (retake course included in qualitative calculation; original and retake courses included in quantitative calculation). Certain conditions exist to be eligible for financial aid for a retake of a course in which the original grade was a D. Contact the Financial Aid Office for details. 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.

\* Courses taken by 2019-2020 and later Master of Arts students in which the student originally received a grade of D or F are repeatable and are included in the calculation for SAP (retake course included in qualitative calculation; original and retake 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 (retake course included in qualitative calculation; original and retake 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.

### **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. 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 Director of Student Accounts (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.

## **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.

### **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.



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



*"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 SERVICES

## STUDENT PORTAL - MyCampus

The **MyCampus** student portal is your one-stop-shop for everything that you the student will need access to at Luther Rice.

**MyCampus** allows you access to the following:

- Register for classes
- Manage your current and pending classes
- View your Status Sheet
- Manage your Student Account
- Order books
- Access Blackboard, library, student email
- Receive announcements and campus news
- And much, much more

Simply login with your Luther Rice student email address and password to access your **MyCampus** student portal today. <https://mycampus.lutherrice.edu>

## REGISTRAR SERVICES

### Class Registration

Registering for classes is completed in the student portal MyCampus. Simply login, click on *Register*, and select your classes. After selecting your classes, you will need to enter payment information. If problems arise, contact us at 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 8:30 a.m. to 4:00 p.m. EST. Computers are available at Luther Rice for local students who do not have access to one.

### *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 at our website [www.LutherRice.edu](http://www.LutherRice.edu). No person is registered until all tuition and appropriate fees are paid.

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

### *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 done through My Classes, under *Academics*, in the student portal MyCampus.

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 Registrar's Office 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 54-55).

### ***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 Registrar's Office 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 54-55).

### ***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 2019-2020 Catalog:**

***Withdrawal from all Courses (See Page 24)***

***Official Class Attendance (See Pages 52-53)***

***Refund Policy (See Page 18)***

#### **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.

#### **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. Options may be available as to where a particular course could be placed on the Status Sheet. To discuss these options, the student should contact an academic advisor and discuss the options. This will also ensure that the student and the advisor have identical course placements.

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 [Registrar@LutherRice.edu](mailto:Registrar@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. 10). AAO is also responsible for receiving and forwarding Independent Study requests (see Independent Studies Pg. 50-51).

### **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.

### **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.

### **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.

## **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 college’s curricular needs. The library collection includes over 60,000 physical books, 500,000 eBooks, 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, as well as over 100 print periodical subscriptions, and an audio-visual collection. Licensed research databases include ATLA Religion Index with ATLA Serials, EBSCO’s Religion and Philosophy Collection, ProQuest Religion, Theological Journal Library, Academic Search Complete, and ABI Inform Complete. These resources are available to all students and can easily be accessed on or off campus. The Library’s web site 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. Qualified staff members with education, experience, and training are available to assist library users.

Materials may be checked out by on-campus as well as online students. Online students may receive these materials by simply requesting them by email, fax, telephone, or live chat. The Library sends materials to the student within 24 hours of the request, if received on a normal business day.

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 [http://libguides.lutherrice.edu/Cooperative\\_Agreements](http://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.

## **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.

## **OTHER STUDENT SERVICES**

### **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 8:30 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 Center for Research and Writing**

In efforts 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 tutorial, 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.

## CAREER WEBSITE

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 678-990-5695 or [careers@LutherRice.edu](mailto:careers@LutherRice.edu).

## 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 and the International Mission Board. Among them are the North American Mission Board, SBC; Georgia Baptist Convention; Atlanta Medical Center; as well as other denominational agencies.

## Annual Security Report

Prospective students may access a list of various criminal offenses and the occurrence of incidents that have occurred at the Luther Rice main 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).



*"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***

# 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 for the on-campus program. Chapel services are made available on our website for all students.

*Student Counseling:* 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. Officers are selected each year. The officers elected include the president, vice-president, and secretary/treasurer.

The Student Government is designed to meet four basic objectives:

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

*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 bachelors and masters 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.

## STANDARDS OF CONDUCT AND STUDENT POLICIES

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.

### 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.

### **Student Discipline**

The breaking of the *Standards of Conduct* code can result in disciplinary action being taken against the student. For specific details, please refer to the 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 Executive Vice President, 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.

## **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 Steven Steinhilber, Executive Vice President. For more information concerning the Luther Rice Title IX Policies and Procedures (including a Title IX training video), please visit the Luther Rice website. <https://www.lutherrice.edu/students/campus-safety.cms>.

## **Drug Free Policy**

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

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

## **Image Policy**

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

## **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 Executive Vice President 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 Executive Vice President.

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 Executive Vice President. The Executive Vice President will review the complaint and send a determination to the student within 7 business days. The decision of the Executive Vice President is final. If the complaint concerns the Executive Vice President, the Vice President for Academic Affairs will assume the responsibilities of the Executive Vice President.

### **Student Complaints**

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

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

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar, Dean, 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

## **DISCLOSURE POLICY**

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 Transnational Association of Christian Colleges and Schools (TRACS) and Association of Biblical Higher Education (ABHE), both 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.



*“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***

## ACADEMICS

Luther Rice College and Seminary offers undergraduate, graduate, and seminary degree programs. Students may learn 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 show 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 (1-800-442-1577).
3. For questions concerning finances, the student should contact the Student Accounts Office (1-800-442-1577).
4. For questions concerning course materials, the student should contact the Book Service (1-800-442-1577) or AKADEMOS at [www.LutherRiceBooks.com](http://www.LutherRiceBooks.com).
5. For questions concerning acceptance, the student should contact the Office of Admissions by email at [Admissions@LutherRice.edu](mailto:Admissions@LutherRice.edu) or by phone (1-800-442-1577).
6. For questions concerning academic status, the student should contact the Registrar's Office (1-800-442-1577) or by email at [Registrar@LutherRice.edu](mailto: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.

## **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)**

Extended Modular studies provide students an opportunity to complete courses through a combination of classroom and online work. The typical extended modular 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 Academic Advising Office. All CLEP tests must 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.

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 Registrar 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>	
91-100	A	95-100	A
81-90	B	88-94	B
71-80	C	78-87	C
60-70	D	70-77	D
Below 60	F	Below 70	F

## GRADES, GRADE POINTS, & GRADE POINT AVERAGE

1. In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the Registrar's Office. Instructors verify their class rosters during the first week of a semester. A student who remains on an official class roster must be given a grade even if he never attended. A student cannot receive a grade even if the work was completed successfully if he is not properly registered. 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 Failing	0
W	Withdrew	-
WC	Withdrawal due to course cancellation	-

*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 "Incomplete" 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.

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 (Part-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:      1 class = Full-time

### **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, extended 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 efforts 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 tutorial, 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 Executive Vice President. The decision of the Executive Vice President 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.

## **ONLINE TECHNOLOGY REQUIREMENTS**

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

### **Operating System:**

- Windows 10 (Fully updated)
- Mac OS X 10 or greater

NOTE: We can only offer limited support for the Mac OS platform. Mac users should install Mozilla Firefox and Google Chrome internet browsers. Furthermore, Mac users must enable All cookies in the SAFARI browser settings.

**Hardware:**

- 8 GB RAM or more
- 240 GB Hard Drive (Must have at least 60% available/free disk space)
- Functional Web Cam

**Software:**

- *Microsoft Office 2013 or later* (Office 365 or 2016 preferred)  
[www.microsoftstore.com](http://www.microsoftstore.com)
- *Adobe Acrobat Reader* (must use most recent version at all times)  
[www.adobe.com](http://www.adobe.com)
- *Mozilla Firefox* browser (Version 70 or later) [www.mozilla.org](http://www.mozilla.org)
- *Google Chrome* browser (Version 78 or later) [www.google.com/chrome](http://www.google.com/chrome)
- *Windows Media Player* or comparable media player [www.microsoft.com](http://www.microsoft.com)
- *Anti-virus/Anti-Spyware Software*

Although there are a number of free products—none of which are recommended.

- We do recommend the following products:
  - Webroot Security Suite -- Subscription Required
  - PC Matic ([www.pcmatic.com](http://www.pcmatic.com)) -- Subscription Required

**DO NOT USE:** Internet Explorer with Blackboard LMS (online classroom).

**Internet Connection:**

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

**Email Account**

A valid email address is required for all Luther Rice students. Therefore, Luther Rice provides a student email account for active students. Students should check their student email account at least once per week. Student email accounts will be deleted or disabled immediately when any of the following occur:

- Student graduates from their program.
- Student becomes inactive for any reason.

Therefore, students should make arrangements to backup or archive their student email prior to graduating or becoming inactive.

**Technology Assistance**

Students can access <https://oit.lutherrice.edu> to resolve many of their technology related questions 24/7. Students can talk live via phone or chat with an IT representative during regular business hours (EST).

**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 Registrar's Office 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 (Undergraduate, Graduate or Seminary). The Chairman will review the complaint and send a determination to the student within 7 business days.
4. If the issue is still not resolved to the student's satisfaction, he or she shall address a written appeal via email or mail to the Vice President for Academic Affairs. The Vice President will review the complaint and send a determination to the student within 7 days. The decision of the Vice President for Academic Affairs is final. If the complaint concerns the Vice President for Academic Affairs, the Executive Vice 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 Executive Vice President.

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

Association of Biblical Higher Education (ABHE)  
 5850 T. G. Lee Blvd., Suite 130  
 Orlando, FL 32822  
 407-207-0808 -- [info@abhe.org](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. 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 1** (7 months prior to graduation). A late fee of \$100 will be charged on all applications submitted after November 1. No applications will be processed after February 1 (4 months prior to graduation). Appeals are to be directed to the Executive Vice President. The Vice President's decision is final. Delivery of graduation regalia and diplomas in time for the commencement exercises is guaranteed only if applications are received by November 1.
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 Registrar's Office.



*“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***

## 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 Service Preparation Program**

The Christian Service 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 Service 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 Service 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**

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. The general education component of the BAR provides students with the education necessary to demonstrate various General Learning Education Outcomes in the following areas:

- Communication
- Literature/Fine Arts
- Natural Science

- Critical Thinking
- Natural Science
- Mathematics

### 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.
- Demonstrate the ability to solve problems using algebraic mathematics, interpret information presented in mathematical form, and construct arguments supported by quantitative evidence.



*"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 Current Student***

**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—Critical Thinking  
PH 1901—Principles of Philosophy  
PH 2901—Contemporary Ethics  
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 Service  
EV 3402—Personal Evangelism  
MP 4403—Christian Service Practicum

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

BH 1200—Biblical Interpretation  
NT 1200—New Testament Survey  
NT 2201—Life of Christ  
NT 2205—Acts of the Apostles  
NT 3206—Romans  
NT 4227—Revelation  
OT 1200—Old Testament Survey  
OT 2201—Genesis  
OT 2206—Joshua-Judges  
OT 3228—Minor Prophets (Hosea-Malachi)  
OT 4214—Chronicles  
HI 2300—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—Introduction to Counseling  
CO 2701—Foundations in Counseling  
CO 3702—Methodology in Counseling  
CO 4703—Marriage and Family Counseling  
CO 4704—Counseling in Ministry

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

- AP 3901—Worldviews  
 AP 3902—Introduction to Christian Thought  
 AP 3903—Apologetic Methods  
 AP 4904—Defending the Christian Faith  
 AP 4905—Christianity and Culture

**Minor in Ministry (15 hours)**

- CO 2700—Introduction to Counseling  
 MI 2400—Survey of Christian Missions  
 PA 3401—Foundations of Pastoral Ministry  
 PA 4402—Principles of Biblical Exposition  
 PA 4403—Principles of Church Administration

**Open Electives (18 hours)****SUGGESTED SEQUENCING FOR THE BACHELOR OF ARTS IN RELIGION****Bachelor of Arts in Religions, Major in Biblical Studies, Minor in Ministry**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<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>CO 2700</i>	<i>PA 4403</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>MI 2400</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>PA 3401</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>PA 4402</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.

**Bachelor of Arts in Religions, Major in Biblical Studies, Minor in Biblical Counseling**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<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>CO 2700</i>	<i>CO 4704</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>CO 2701</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>CO 3702</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>CO 4703</i>	<i>MP 4403</i> *****

**Bachelor of Arts in Religions, Major in Biblical Studies, Minor in Christian Worldview**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<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>AP 3901</i>	<i>AP 4905</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>AP 3902</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>AP 3903</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>AP 4904</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.

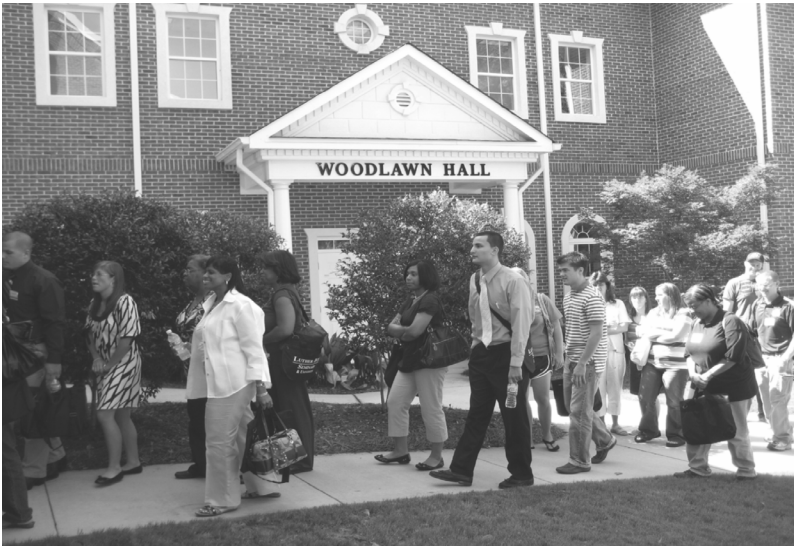
\*\*\*\* MP 1401 is required in the first year for all incoming bachelor students.

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





*Luther Rice 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, theology, science, law, and culture 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 cultural and 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*

BH 5201—Introduction to Biblical Hermeneutics  
AP 5901—Foundations of Apologetics  
AP 5902—Faith and Reason

*Semester 2*

AP 5903—Science and Faith  
PH 5904—Foundations of Ethics  
AP 5905—Biblical Apologetics

**Second Year**

*Semester 3*

AP 5906—Theological Apologetics  
PH 6907—Issues in Ethics  
AP 6908—God, Evil, and Miracles

*Semester 4*

AP 6909—Major World Religions  
AP 6910—Modern Religious Sects  
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 Psychology and Counseling Theories

CO 5702—Foundations in Counseling

*Semester 2*

NT 5200—Introduction to the New Testament

BH 5201—Introduction to Biblical Hermeneutics

CO 5703—Helping Skills

**Second Year**

*Semester 3*

TH 5300—Spiritual Formation

CO 5704—Marriage and Family Counseling

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

*Semester 4*

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.

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
- Articulate a coherent theology of the major doctrines of the Christian faith
- 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

BH 5201—Introduction to Biblical Hermeneutics

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 3*

TH 6302—Systematic Theology II

NT—[Select a NT Book Course]

OT—[Select an OT Book Course]

*Semester 4*

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 3*

LD 6807—Strategic Planning

LD 6808—Conflict Resolution

LD 6809—Teams Development

*Semester 4*

LD 6810—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

\* 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  
BH 5201—Introduction to Biblical Hermeneutics  
TH 5300—Spiritual Formation

*Semester 2*

NT 5200—Introduction to the New Testament  
TH 6301—Systematic Theology I  
AP 5901—Foundations of Apologetics

**Second Year**

*Semester 3*

TH 6302—Systematic Theology II  
CO 5704—Marriage and Family Counseling  
LD 5803—Foundations of Leadership

*Semester 4*

EV 7401—Personal and Church Evangelism  
CM 7402—The Work of Ministry  
BE 7404—Preparing an Expository Message



*Full-time professors at Luther Rice teach both on-campus and online courses. Here, Dr. Rusty Ricketson, works in his office on campus.*



*Dr. Coril Warmington and Ms. Marian Stewart, Luther Rice graduate and current D.Min. student, started a missions sending agency out of Jamaica, providing healthcare to the needy in Liberia, with Dr. Ron Long.*



## 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

All 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)**

OT 5200—Introduction to the Old Testament  
NT 5200—Introduction to the New Testament  
BH 5201—Introduction to Biblical Hermeneutics  
Old Testament Book Studies (two courses)  
New Testament Book Studies (two courses)

**Historical Studies (6 hours)**

HI 5311—Church History I: Early and Medieval  
HI 5312—Church History II: Reformation and Modern

**Theological Studies (12 hours)**

TH 5300—Spiritual Formation  
TH 6301—Systematic Theology I  
TH 6302—Systematic Theology II  
TH 6303—Systematic Theology III

**Ministerial Studies (27 hours)**

EV 7401—Personal and Church Evangelism  
CM 7402—The Work of Ministry  
PH 5904—Foundations of Ethics  
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)**

OT 5200—Introduction to the Old Testament  
NT 5200—Introduction to the New Testament  
BH 5201—Introduction to Biblical Hermeneutics  
Old Testament Book Studies (two courses)  
New Testament Book Studies (two courses)

**Historical Studies (6 hours)**

HI 5311—Church History I: Early and Medieval  
HI 5312—Church History II: Reformation and Modern

**Theological Studies (12 hours)**

TH 5300—Spiritual Formation  
TH 6301—Systematic Theology I  
TH 6302—Systematic Theology II  
TH 6303—Systematic Theology III

**Ministerial Studies (27 hours)**

EV 7401—Personal and Church Evangelism  
CM 7402—The Work of Ministry  
PH 5904—Foundations of Ethics  
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—Greek Grammar I  
GR 5202—Greek Grammar II  
GR 6203—Intermediate Greek  
GR 6204—Greek Exegesis  
HE 5201—Hebrew Grammar I  
HE 5202—Hebrew Grammar II  
HE 6203—Intermediate Hebrew  
HE 6204—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.

An applicant whose Master's degree is not equivalent to the M.Div. but who has completed at least 60 semester hours of coursework in graduate-level biblical, theological, and ministerial studies may enroll as a non-degree seeking special student and complete graduate-level courses to make up the deficit between their degree and the 90 hour M.Div. In this case, no degree will be awarded; students desiring to obtain the degree should enroll in the M.Div. program. Neither the completion of the deficit credit nor the earning of an M.Div. degree guarantees acceptance into the Doctor of Ministry program. Once the M.Div. or its equivalency has been completed, the student should begin normal application procedures for the Doctor of Ministry program.

### 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. Normally the program is completed in three years. 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 2020 must adhere to the following dates:

- The Project Proposal must be approved by a faculty committee no later than September 30, 2019.
- The first draft of the Doctoral Ministry Project must be submitted by January 15, 2020 for participation in a projected May 2020 graduation.
- The final draft of the Doctoral ministry Project must be submitted by March 1, 2020 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 30, 2020 prior to May 2020 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 seminars 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 an extended 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 extended 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 Biblical Counseling (Offered in the Summer Semester)

DM 8400—Contemporary Leadership Development (Offered in the Spring Semester)

DM 9100—Ethics in Ministry (Offered in the Spring Semester)

DM 9200—Relationships in Ministry (Offered in the Fall 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)



## BACHELOR-LEVEL COURSE DESCRIPTIONS

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

### **AP: Apologetics**

#### AP 3901—World Views

This is an introduction to the major world views including theism, deism, atheism, pantheism, panentheism, finite godism, and polytheism.

#### AP 3902—Introduction to Christian Thought

This course is an introduction to the intellectual underpinnings of Western Christian thought, with an emphasis on Hebraic, Roman, and Greek influences, and how certain cultural trends are eroding those foundations.

#### AP 3903—Apologetic Methods

This course examines various Christian apologetic methods including classical, evidential, presuppositional, reformed, and cumulative case with the goal of providing a comparative analysis for determining each method's merits and demerits.

#### AP 4904—Defending the Christian Faith

This course is a study of the rational defense of the Christian faith, in response to various contemporary objections, with an emphasis on the biblical justification for defending the faith.

#### AP 4905—Christianity and Culture

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.

### **BH: Biblical Hermeneutics**

#### BH 1200—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—Introduction to 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—Foundations in 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—Counseling in Ministry

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—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 Service**

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 Service 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 3901; AP 3902; AP 3903*

*Prerequisites for the Ministry Minor: MP 1401; PA 3401; PA 4402; PA 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—New Testament Survey**

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—Old Testament Survey

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.

## **PA: Pastoral**

### **PA 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.

### **PA 3404—Leadership**

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

### **PA 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.

### **PA 4403—Principles of Church Administration**

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.

## **PH: Philosophy**

### **PH 1900—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 Ethics**

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.

**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 5902—Faith and Reason

This course examines the relation of faith and reason from a classical Christian perspective, with a focus on the role of reason in Christian apologetics.

#### AP 5903—Science and Faith

This course examines the relation of science and faith and consists of a defense of the Christian faith in view of several of the current challenges to it expressed in contemporary science.

#### 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 6908—God, Evil, and Miracles

This course provides an in-depth analysis of the challenges posed by evil and the nature of miracles to classical Christianity, including responses, both classic and contemporary.

#### AP 6909—Major World Religions

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

#### AP 6910—Modern Religious Sects

This course examines the histories, teachings, and influence of modern religious sects, including Mormonism, Jehovah's Witness, Scientology, Baha'i, and Christian Science.

#### 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 camcorder and a high-speed internet connection to submit preaching videos via the Internet.

### **BH: Biblical Hermeneutics**

#### BH 5201—Introduction to Biblical Hermeneutics

This course introduces the student to principles and guidelines for interpreting the Old and New Testaments.

### **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 Psychology and Counseling

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 counslee'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—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—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 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—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—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—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 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—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 and Medieval

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

HI 5312—Church History II: Reformation and Modern

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 – 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

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 – Teams 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 – 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.

### **PH: Philosophy**

#### PH 5904—Foundations of Ethics

This course studies the foundational issues in ethics by examining the various ethical theories and methods that have provided the framework for understanding and interpreting what is moral and immoral, as well as addressing various applied ethical issues facing the church specifically and society in general.

#### PH 6907—Issues in Ethics

This course carefully analyzes specific issues and figures relevant to contemporary ethics, such as matters related to the beginning and end of life.

### **TH: Theology**

#### TH 5300—Spiritual Formation

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 (12 hours)**

**DM 8200—Issues in Biblical Counseling (Offered in the Summer Semester)**

This course teaches the student the advanced principles of biblical counseling. Included is a study of advanced counseling processes, the impact of spiritual identity on the sanctification process, assessing human sinfulness, achieving victory over defeating behavior patterns, living in the freedom of spiritual abundance.

**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 9100—Ethics in Ministry (Offered in the Spring Semester)**

This course is a study of Christian values from a biblical perspective. This course addresses selected moral issues in which the student researches the competing views within the issue and discerns Bible-based solutions to the ethical dilemmas.

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.

**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***

LUTHER RICE COLLEGE AND SEMINARY  
BOARD OF TRUSTEES



*Dr. Gary  
Colboch*  
Pompano Beach,  
FL



*Mr. Jimmy Cox*  
Andalusia, AL



*Mr. Daryl  
Edwards*  
Surrency, GA



*Mrs. Donna  
Jenkins*  
Peachtree City,  
GA



*Dr. Tom Powell*  
Tacoma, WA



*Dr. Harold  
Rawlings*  
Florence, KY



*Dr. Mark Riser*  
Jackson, SC



*Dr. Pete Rockett*  
Woodstock, GA

LUTHER RICE COLLEGE AND SEMINARY  
BOARD OF TRUSTEES - Continued



*Mrs. Lou Souders*  
Marietta, GA



*Dr. Jim Waddle*  
Kennesaw, GA



*Mr. Darrell  
Whiddon*  
Social Circle, GA



*Dr. Robert  
Williams*  
Augusta, GA



*Mrs. Deborah  
Wilson*  
Loganville, GA

## LUTHER RICE COLLEGE AND SEMINARY ADMINISTRATION



**James L. Flanagan**, President

B.S., Southern Illinois University; M.Div., Liberty University; M.Div., Ph.D, Southwestern Baptist Theological Seminary.



**Steven Steinhilber**, Executive Vice President

B.A., Ohio Wesleyan University; M.A.A., M.Div., Luther Rice College and Seminary; D.Min., Clump Divinity School at Anderson University.



**Louis Hardcastle**, Vice President for Financial Affairs

B.B.A., University of Memphis; Certified Public Accountant; Certified Financial Planner.



**Evan Posey**, Vice President for Academic Affairs

B.B.A., Georgia State University; M.A.A., M.Div., Luther Rice College and Seminary; Ph.D., Liberty University School of Divinity.



**Ken Stokes**, Chief Information Officer

B.A.R., M.A.A., M.A.C.S. Student, Luther Rice College and Seminary; MScISM Student, University of Liverpool; A+ Certification; Network+ Certification.

## FACULTY



**Brad Arnett**, Professor of New Testament and Greek

B.A., William Carey College; M.Div., Th.M., Ph.D., New Orleans Baptist Theological Seminary.



**Alisha Blevins**, Director of Library Services and Administration

B.S.Ed., University of Georgia; M.L.I.S., Valdosta State University; M.A. Student, Luther Rice College and Seminary.



**David Casas**, Assistant Professor of Old Testament Literature; Bachelor of Arts in Religion Program Coordinator

B.A., Georgia State University; M.A., M.Div., Luther Rice College and Seminary; Ph.D., Southern Baptist Theological Seminary.



**Ronald E. Cobb**, Professor of Pastoral Ministry and Biblical Counseling; Doctor of Ministry Program Coordinator

B.S., Columbia Bible College; M.A.S., University of Alabama Huntsville; M.Div., New Orleans Baptist Theological Seminary; M.A.C.C., Luther Rice Seminary; D.Min., Southern Baptist Theological Seminary; Ph.D., Northcentral University



**James L. Flanagan**, President; Professor of New Testament and Greek

B.S., Southern Illinois University; M.Div., Liberty University; M.Div., Ph.D., Southwestern Baptist Theological Seminary.



**William E. Gordon, Jr.**, Assistant Professor of Theology

B.S., Louisiana State University in Shreveport; M.Div., Th.D., New Orleans Baptist Theological Seminary



**Hal Haller, Jr.**, Director of Collection Development and Analysis

A.A. Miami-Dade Community College; B.A., Florida Bible College; B.D., Luther Rice College and Seminary; Th.M., Dallas Theological Seminary; MLS, Emory University.



**D. Scott Henderson**, Associate Professor of Philosophy and Apologetics; Master of Arts in Apologetics Program Coordinator

B.A., Florida Bible College; M.A.A., Southern Evangelical Seminary; M.A., Franciscan University of Steubenville; Ph.D., Duquesne University.



**Ann Kerlin**, Associate Professor of Biblical Counseling; Master of Arts in Biblical Counseling Program Coordinator

B.B.A., University of West Georgia, M.Div., Luther Rice College and Seminary; M.A., Ph.D., Liberty University; L.P.C.



**James M. Kinnebrew**, Professor of Theology; Master of Arts in Ministry Program Coordinator

A.A., Central Florida Junior College; B.S., M.Div., Liberty University; Ph.D., Mid-America Baptist Theological Seminary.



**David L. Mapes**, Professor of Theology

A.A.S., State University of New York at Cobleskill; B.S., Cornell University; M.S., Oklahoma State University; M.Div., Ph.D., Mid-America Baptist Theological Seminary.



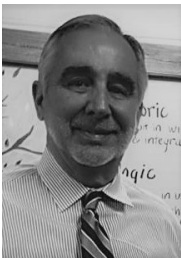
**Thomas Mapes**, Associate Professor of English; General Education Coordinator

B.A., Rhodes Colleges; M.Ed., Ph.D., Georgia State University.



**William Scott Moody**, Assistant Professor of Preaching

B.A., McNeese State University; M.Div., Southwestern Baptist Theological Seminary; D.Min., Luther Rice College and Seminary; Ph.D., Southwestern Baptist Theological Seminary.



**David Alan Posey**, Assistant Professor of Pastoral Ministry; Theology and Apologetics

B.A., West Georgia College; M.Div., Southwestern Baptist Theological Seminary; D.Min., Columbia Theological Seminary; Ph.D. Liberty University School of Divinity



**Evan Posey**, Vice President for Academic Affairs; Assistant Professor of Theology and Apologetics

B.B.A., Georgia State University; M.A.A., M.Div., Luther Rice College and Seminary; Ph.D., Liberty University School of Divinity.





**Rushton Ricketson**, Professor of Leadership; Master of Arts in Leadership Program Coordinator

B.S.Ed., University of Georgia; M.Div., Southwestern Baptist Theological Seminary; D.Min., Reformed Theological Seminary; Ph.D., Regent University.



**Timothy M. Skinner**, Assistant Professor of Bible, Theology, and Apologetics

B.S., Baptist University of America; Th.M., Dallas Theological Seminary; Ph.D. Student, Liberty University.



**Joshua Stewart**, Associate Professor of Old Testament and Hebrew; Master of Divinity Program Coordinator

B.A.R., Luther Rice College and Seminary; M.Div., Th.M., Ph.D., New Orleans Baptist Theological Seminary.



**William Wilson**, Associate Professor of New Testament and Greek; Master of Arts in Christian Studies Coordinator

B.A., Wingate University; M.Div., Ph.D., Southwestern Baptist Theological Seminary.

## DIRECTORS



**Alisha Blevins**, Director of Library Services and Administration

B.S.Ed., University of Georgia; M.L.I.S., Valdosta State University.



**Hal Haller, Jr.**, Director of Collection Development and Analysis

A.A. Miami-Dade Community College; B.A., Florida Bible College; B.D., Luther Rice College and Seminary; Th.M., Dallas Theological Seminary; MLS, Emory University.



**Casey Kuffrey**, Director of Student Accounts

B.S., Oglethorpe University; M.A., Luther Rice College and Seminary; M.S., Liberty University.



**Steve Pray**, Director of Student Affairs

B.A., New England Bible College; M.Div., Luther Rice College and Seminary; Ed.S., Liberty University; Ed.D. Student, Liberty University.



**Padma Sajja**, Director of Financial Aid

B.S., VKR College, M.S., Andhra University.

### **Adjunct Faculty:**

**Michael Brooks**, B.A. Samford University; M.A., Auburn University; M.Div., D.Min., Southern Baptist Theological Seminary.

**William Coleman**, B.S., Wingate University; M.Div., Southeastern Baptist Theological Seminary; D.Min., Southern Baptist Theological Seminary.

**Dennis Dieringer**, B.A., Cedarville University; M.Div., Grace College and Seminary; D.Min., Luther Rice College and Seminary.

**Nicolette A. Gordon**, B.A., St. Lawrence University; M.A. Liberty University.

**Jonathan F. Henderson**, B.S., Toccoa Falls College; M.A., University of Central Florida; Ed.S., Valdosta State University.

**William Jaggard**, B.A., Mississippi College; M.Div., Ph.D., Southwestern Baptist Theological Seminary.

**Steven A. Knox**, B.A., Southern California Seminary; M.Div., Luther Rice College and Seminary; Ph.D., Capella University.

**Marissa May**, B.S., University of Mary Hardin-Baylor; M.A., Sam Houston State University.

**Jeff Meyers**, B.A., Baylor University; M.Div., Ph.D., Southwestern Baptist Theological Seminary.

**Max Mills**, B.A., Catawba College; B.A., Florida Bible College; M.Div., Grace Theological Seminary; Ph.D., Liberty University.

**Howard Owens**, B.S., Georgia Institute of Technology; M.Div., Columbia International University; Th.M., Ph.D., New Orleans Baptist Theological Seminary.

**Brian L. Papke**, B.S., Oregon State University; M.S., Northwestern University; Ph.D., Northwestern University.

**David Phillips**, B.S., University of Arkansas; Th.M., Ph.D., Mid-America Baptist Theological Seminary.

**Michael Redman**, B.S., Liberty University; Th.M., Dallas Theological Seminary.

**Angela T. Scruggs**, B.S., Middle Tennessee State University; M.A., Th.M., Ph.D., New Orleans Baptist Theological

**Matthew S. Solomon**, B.A., University of Central Florida; M.A., Th.M., Ph.D., New Orleans Baptist Theological Seminary

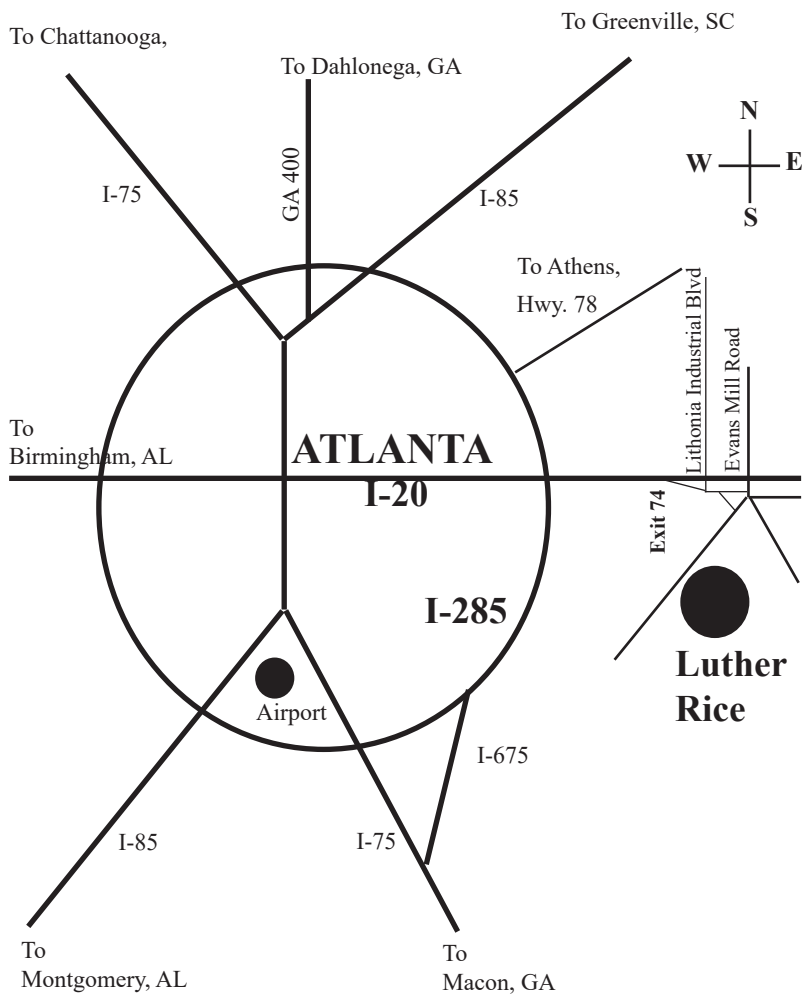
**James E. Swalm, Jr.**, B.S., University of Delaware; M.Div., Westminster Theological Seminary; Ph.D., Regent University.

**Obbie T. Todd**, B.A., University of Kentucky; M.Div., Th.M., The Southern Baptist Theological Seminary; Ph.D., New Orleans Baptist Theological Seminary

## INDEX

Academic Advisement Services . . .	35	Directors . . . . .	120
Academic Information . . . . .	49	Discipline, Student . . . . .	43
Academic Probation, Suspension and Dismissal . . . . .	59	Disclosure Policy . . . . .	47
Academic Integrity . . . . .	61	Doctrinal Statement . . . . .	3
Accreditation . . . . .	4	Donation Policy . . . . .	20
Add/Drop . . . . .	32	Drug Free Policy . . . . .	45
Adjunct Faculty . . . . .	121	Facilities . . . . .	38
Administration . . . . .	115	Facilities for the Disabled . . . . .	39
Admissions Information . . . . .	9	Faculty . . . . .	116
Admissions Policy . . . . .	9	Federal Financial Aid . . . . .	21
Admissions Requirements . . . . .	10	Federal Work Study . . . . .	22
General . . . . .	10	Felony Convictions Policy . . . . .	12
Online Orientation . . . . .	10	FERPA . . . . .	46
Registration Clearance . . . . .	10	Financial Aid . . . . .	21
Prior Non-Accredited Degree Policy	10	Financial Aid Satisfactory Academic Progress Policy . . . . .	24
Bachelor . . . . .	10	Financial Aid Entrance/Exit Loan Counseling . . . . .	23
Master . . . . .	11	Financial Appeals . . . . .	19
Doctoral . . . . .	11	Financial Services . . . . .	15
Non-degree . . . . .	11	Financial Policy . . . . .	15
Annual Security Report . . . . .	40	Grades . . . . .	54
Appealing Admission Denials . . . . .	12	Grading Scale . . . . .	53
Appeals, Academic . . . . .	61	Graduate Programs . . . . .	75
Appeals, Non-Academic . . . . .	45	Master of Arts Programs . . . . .	76
Applicant File Retention . . . . .	9	Apologetics . . . . .	76
Application Process . . . . .	9	Biblical Counseling . . . . .	78
Attendance Policy . . . . .	52	Christian Studies . . . . .	80
Audits . . . . .	12	Leadership . . . . .	82
Basic Assumptions . . . . .	41	Ministry . . . . .	84
Beginning a Degree Program at Luther Rice . . . . .	49	Graduation . . . . .	62
Board of Trustees . . . . .	113	Graduation Rate . . . . .	5
Calendar . . . . .	7	Grants . . . . .	21
Career Website . . . . .	38	Harassment . . . . .	44
Center for Research and Writing . . . . .	37	Sexual Harassment . . . . .	44
Change of Degree . . . . .	13	Racial Harassment . . . . .	44
Class Attendance . . . . .	52	Hazing . . . . .	44
Clinical Pastoral Education . . . . .	58	Sexual Discrimination . . . . .	44
College Level Examination Program	51	Hardship Withdrawal . . . . .	58
Commencement Attendance . . . . .	63	Health Insurance . . . . .	37
Course Cancellations . . . . .	33	Historical Example . . . . .	1
Course Descriptions . . . . .	95	History . . . . .	1
Bachelor . . . . .	95	Image Policy . . . . .	45
Master . . . . .	102	Independent Studies . . . . .	50
Doctoral . . . . .	111	Institutional Learning Outcomes . . . . .	2
Course Load . . . . .	57	Library . . . . .	36
Credit Hour Definition . . . . .	55	Loans . . . . .	22
		Location . . . . .	39

Map . . . . .	124	Undergraduate Programs. . . . .	65
Methods of Payment . . . . .	16	Christian Service Preparation	
Military Benefits . . . . .	29	Program . . . . .	65
Mission Statement . . . . .	2	Florida Students . . . . .	65
Modes of Credit . . . . .	50	General Education . . . . .	65
Modular Courses . . . . .	50	General Education Learning	
MyCampus . . . . .	31	Outcomes . . . . .	66
		Bachelor of Arts Degree . . . . .	67
Non-Degree Students . . . . .	11	Suggested Sequencing . . . . .	69
		Verification Procedures for Federal	
On-Campus Courses . . . . .	50	Financial Aid . . . . .	23
Online Courses . . . . .	50	Veterans Benefits . . . . .	29
Online Technology Requirements. . . . .	58	Withdrawal from Courses . . . . .	24
		Withdrawal Policy . . . . .	32
Payment Plans . . . . .	16	Work in Other Institutions . . . . .	58
Philosophy of Education . . . . .	2		
<i>Pioneer</i> . . . . .	37		
Position Statements. . . . .	4		
Privacy Policy . . . . .	5		
Readmission Policies . . . . .	12		
Recommended Course Sequencing . . . . .	49		
Refund Policy . . . . .	18		
Refund Methods. . . . .	19		
Registrar Services . . . . .	31		
Registration . . . . .	31		
Residency Requirements. . . . .	42		
Seminary Programs . . . . .	87		
Master of Divinity . . . . .	88		
Doctor of Ministry . . . . .	91		
Sponsorship . . . . .	17		
Standards of Conduct . . . . .	42		
Status Sheet . . . . .	33		
Student Affidavit . . . . .	42		
Student Complaints . . . . .	46		
Student Grievance Policy . . . . .	45		
Student Discipline . . . . .	43		
Student Life . . . . .	41		
Student Loans . . . . .	22		
Student Portal . . . . .	31		
Student Services. . . . .	31		
Textbooks. . . . .	34		
Time Limitations . . . . .	51		
Course . . . . .	51		
Program . . . . .	51		
Transcripts. . . . .	34		
Transfer of Credit . . . . .	13		
Transcript Submissions Requirements	14		
Tuition Assistance Program . . . . .	24		
Tuition and Fees. . . . .	15		



**Luther Rice College and Seminary**  
 3038 Evans Mill Road  
 Lithonia, GA 30038  
 770-484-1204  
 1-800-442-1577  
[www.LutherRice.edu](http://www.LutherRice.edu)

**APPLY FASTER ONLINE AT WWW.LUTHERRICE.EDU**

**LUTHER RICE COLLEGE AND SEMINARY**

3038 Evans Mill Road  
Lithonia, GA 30038  
(770) 484-1204  
(800) 442-1577  
(770) 484-1155 Fax

**19 FOR OFFICE USE ONLY 20**

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"/> 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 Admissions Department.

## **APPLICATION PROCESS**

1. Apply online at [www.LutherRice.edu](http://www.LutherRice.edu) 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.
4. Complete the Bible content test online. This diagnostic test is part of the admissions process but does not determine eligibility to enter Luther Rice.
5. Doctoral students have additional requirements for admission (see p. 11).

\*Transcripts from unaccredited institutions will be evaluated to the criteria outlined on page 13 (Transfer of Credit).

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 Mrs.	_____	_____
		Last	First 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, 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 LUTHER RICE 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.

---

---

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**

---

Name of High School, College, or Seminary

---

City

State

Zip

Please forward one (1) official copy of my transcript to:

**Office of Admissions**  
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**  
**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**

Main Address	information@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	Louis.Hardcastle@LutherRice.edu
Alumni	alumni@LutherRice.edu
Information Technology	infotech@LutherRice.edu

**Follow us:**

**[www.facebook.com/SeminaryOnline](http://www.facebook.com/SeminaryOnline)**

**[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 Admissions Office  
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!**