

**THE CATALOG OF  
LUTHER RICE COLLEGE AND SEMINARY  
2025 - 2026**

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

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



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

## **Welcome from the President**

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

### **Luther Rice Advantages**

- All degrees may be completed 100% online or in combination with on-campus classes.
- Luther Rice is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), The Transnational Association of Christian Colleges and Schools (TRACS), and the Association of Biblical Higher Education (ABHE).
- Federal financial aid, grants, loans, and scholarships are available to eligible students.
- Academic credit can be transferred, up to set limits, from any approved institution.
- Our tuition costs are ranked in the lowest 10% of all private, non-profit, four-year schools according to the U.S. Department of Education College Affordability and Transparency Center.
- Online course content is engaging, fresh, flexible and designed for the online learning environment.

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

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

A handwritten signature in black ink, appearing to read "S. Steinhilber".

Steven Steinhilber, D.Min.  
President

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

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

**Phone/Fax**

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

**Email**

Academic Advising	AAO@LutherRice.edu
Admissions Office	Admissions@LutherRice.edu
Registrar's Office	Registrar@LutherRice.edu
Student Accounts	Studentaccounts@LutherRice.edu
Financial Aid	Financialaid@LutherRice.edu
Library	Library@LutherRice.edu
Student Services	Studentservices@LutherRice.edu
Development/Gifts	KC.Kuffrey@LutherRice.edu
Alumni	Alumni@LutherRice.edu
Information Technology	Infotech@LutherRice.edu

**Follow us:**

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

**[www.twitter.com/Luther\\_Rice](https://www.twitter.com/Luther_Rice)**

**[www.linkedin.com \(Join us at the group](https://www.linkedin.com/groups/1000000000000000000)**

**Luther Rice College & Seminary)**

## TABLE OF CONTENTS

<b>ABOUT LUTHER RICE</b>	1
<b>ACADEMIC CALENDAR</b>	7
<b>ADMISSIONS</b>	9
<b>FINANCIAL SERVICES</b>	21
<b>FINANCIAL AID</b>	29
<b>STUDENT SERVICES</b>	43
<b>STUDENT LIFE</b>	53
<b>ACADEMICS</b>	65
<b>ONLINE TECHNOLOGY REQUIREMENTS</b>	81
<b>DUAL ENROLLMENT</b>	83
<b>CERTIFICATE PROGRAMS</b>	89
<b>UNDERGRADUATE PROGRAMS</b>	97
<b>GRADUATE PROGRAMS</b>	109
<b>DOCTORAL PROGRAMS</b>	125
<b>COURSE DESCRIPTIONS</b>	135
<b>DIRECTORY</b>	161



## GENERAL INFORMATION

### A BRIEF HISTORY

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

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

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

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

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

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

### HISTORICAL EXAMPLE

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

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

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

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

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

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

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

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

## **MISSION STATEMENT**

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

## **PHILOSOPHY OF EDUCATION**

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

## **INSTITUTIONAL LEARNING OUTCOMES**

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

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

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

## **DOCTRINAL STATEMENT**

### *I. The Scriptures*

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

### *II. God*

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

### *III. Jesus Christ*

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

### *IV. Holy Spirit*

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

### *V. Humanity*

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

### *VI. Salvation*

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

### *VII. Return of Christ*

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

### *VIII. The Church*

We believe that the New Testament church is a local body of baptized believers with Christ as its head and the Holy Spirit as its guide. New Testament churches promote God's work by cooperating for missions and many other joint efforts. Churches celebrate two ordinances, believer's baptism by immersion and the Lord's Table. We believe in the priesthood of all believers so that every Christian has direct access to God in prayer through Jesus Christ, our great High Priest.

## **POSITION STATEMENTS**

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

### *Creation*

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

### *Last Things*

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

### *Sexuality*

We believe that God wonderfully and immutably creates each person as either male or female and that these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

### *Marriage*

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrine statements of Luther Rice College and Seminary.

### *Sanctity of Life*

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

### *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.

### *Final Authority*

The preceding doctrine and position statements do not exhaust the extent of our beliefs. The Bible itself, as the inspired and inerrant Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Luther Rice College and Seminary's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the Institution's final interpretive authority on the Bible's application.

## **ACCREDITATION AND RECOGNITION**

1. Luther Rice College and Seminary is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Luther Rice College and Seminary also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Luther Rice College and Seminary may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website ([www.sacs coc.org](http://www.sacs coc.org)).
2. Luther Rice is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551, Telephone: 434-525-9539, email: [info@tracs.org](mailto:info@tracs.org) ([www.tracs.org](http://www.tracs.org))], having been awarded Reaffirmed status as a Category IV institution by the TRACS Accreditation Commission on April 21, 2015; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).
3. Luther Rice College and Seminary is accredited by the Association for Biblical Higher Education Commission on Accreditation (5850 T. G. Lee Blvd., Ste. 130, Orlando, FL 32822, 407.207.0808) to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels. The ABHE Commission on Accreditation's recognition with the Council on Higher Education Accreditation (CHEA) includes certificates, diplomas, associate, baccalaureate, and graduate degrees, including doctoral degrees. The Commission's scope of recognition with the U.S. Department of Education does not include doctoral education.
4. Luther Rice College and Seminary has been incorporated in the State of Florida as a private, independent, non-profit 501 (c) (3) since June 13, 1962. Luther Rice is registered as a corporation with the State of Georgia. Luther Rice is registered as a degree-granting institution by Georgia Nonpublic Postsecondary Education Commission (GNPEC). Luther Rice College and Seminary is required to complete and submit the Annual Membership Renewal under the provisions of the Georgia Nonpublic Postsecondary Act, O.C.G.A. 20-3-250.3(a)(10) which states: "Subject to the requirements of subsection (c) of Code Section 20-3-250.6, any nonpublic, nonprofit college or university granting baccalaureate degrees whose principal office and campus are located in this state and its related graduate and professional programs, which have been in existence ten or more years as a non-public, 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, non-

profit 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, non-profit college or university with the laws and regulations governing federal student financial aid and shall not affect, rescind, or supersede any preexisting authorizations, charters, or recognition."

5. Student complaints should be addressed to the Georgia Nonpublic Postsecondary Education Commission, 2082 E. Exchange Place, Tucker, GA 30084, (770) 414-3300.
6. Luther Rice College and Seminary has met the requirements to offer distance education in all states plus the District of Columbia. The requirements vary state by state, and in some states there are no requirements.
7. Luther Rice College and Seminary has been approved by Georgia to participate in the National Council for State Authorization Reciprocity Agreement. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.
8. Luther Rice is a member of AACRAO, The American Association of Collegiate Registrars and Admission Officers.

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

## **LUTHER RICE GRADUATION RATE**

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

## **PRIVACY POLICY**

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

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

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

# Academic Calendar

## 2025-2026

### SUMMER 2025

April	28	Recommended Date by Which to Apply for Financial Aid for Summer Semester
May	15	Graduation Banquet
	16	Commencement Exercises
	26	Summer Semester Online Full Term Classes Begin Late Registration Period for Semester Classes (Late Fees Apply 5/26-6/1) Memorial Day (Offices Closed)
June	1	Last Day to Drop Full Term Classes "WD"
	2-6	Doctor of Ministry Module
	8	Last Day to Drop the Doctoral Module with "WD"
July	1	2025-2026 Academic Year Begins
	4	Independence Day Holiday -- Offices Closed
	13	Last Day to Drop Summer Classes with "WP"
August	1	Graduation Application Available Online
	4	Luther Rice College & Seminary Preview Day
	10	Recommended Date by Which to Apply for Financial Aid for Fall Semester
	18-22	Summer Semester Online Full Term Classes End
	25-29	Doctor of Ministry Module
		Doctor of Ministry Module

### FALL 2025

September	1	Fall Semester Online Full Term Classes Begin Fall Semester Online Mini-Term I Classes Begin Late Registration for Full Term Classes (Late Fees Apply 9/1-9/7)
	2	Labor Day Holiday -- Offices Closed
	2-5	Fall Semester On-campus Classes Begin
	7	Ph.D. in Organizational Leadership Module
	8-12	Last Day to Drop Full Term Classes with "WD"
	22	Ph.D. in Christian Scripture Module
	28	Recommended Date by Which to Apply for Financial Aid for Fall Mini-Term II Classes
		Last Day to Drop Mini-Term I Classes with "WD"
October	20	Fall Semester Online Mini-Term II Classes Begin
	26	Last Day to Drop Mini-Term II Classes with "WD"
	31	Fall Semester Online Mini-Term I Classes End Graduation Application Deadline for May 2026
November	16	Last Day to Drop Fall Classes with "WP"
	26-28	Thanksgiving Holidays - Offices Closed

December	11	Fall Semester On-campus Classes End
	14	Fall Semester Online Full Term and Mini-Term II Classes End
	15	Recommended Date by Which to Apply for Financial Aid for Spring Semester
	22-26	Christmas Holidays—Offices Closed

#### **SPRING 2026**

January	1	New Year's Day Holiday -- Offices Closed
	12-16	Doctor of Ministry Module
	19	Spring Semester Online Full Term Classes Begin
		Spring Semester online Mini-Term I Classes Begin
		Late Registration for Full Term Classes (Late Fees Apply 1/19-1/25)
	20	Martin Luther King, Jr. Holiday -- Offices Closed
		Spring Semester On-Campus Classes Begin
	20-23	Ph.D. in Organizational Leadership Module
	25	Last Day to Drop Full Term Classes with "WD"
	26-30	Ph.D. in Christian Scripture Module
February	2	Late Graduation Application Deadline for May 2026
	9	Recommended Date by Which to Apply for Financial Aid for Spring Mini-Term II Classes
March	9	Spring Semester Online Mini-Term II Classes Begin
	15	Spring Semester Online Mini-Term I Classes End
	22	Last Day to Drop Mini-Term II Classes with "WD"
	29	Luther Rice Day (Luther Rice, b. 1783)
		Luther Rice College & Seminary Preview Day
April	3	Good Friday Holiday -- Offices Closed
	5	Last day to drop Spring Classes with "WP"
	27	Recommended Date by Which to Apply for Financial Aid for Summer Semester
	30	Spring Semester On-campus Classes End
May	3	Spring Semester Online and Mini-Term II Classes End
	14	Graduation Banquet
	15	Commencement Exercises

#### **SUMMER 2026**

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	Doctor of Ministry Module
	7	Last day to drop Doctoral Module with "WD"
July	1	2026-2027 Academic Year Begins
	3	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

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

When considering an application, the Office of Admissions and Records reviews and assesses the applicant's academic record, personal testimony for Jesus Christ, and character reference. Luther Rice reserves the right to consider other personal information if made available (e.g., social media). An applicant's academic record must satisfy the respective degree requirements. The testimony and character reference must provide evidence of the Christian faith and Christian character. Doctoral applicants have additional requirements for admission (see pg. 12). If the applicant meets the required criteria for acceptance, the applicant is admitted to Luther Rice until completion of the program or becomes inactive (see "Readmission Policies" on Pg. 14).

### APPLICATION PROCESS

1. Apply online at [www.LutherRice.edu/apply](http://www.LutherRice.edu/apply) or submit the application found at the back of this catalog with appropriate fee.
2. Have official transcripts sent directly to Luther Rice. An official transcript request form is found online and in the back of this catalog. Transcripts from foreign institutions will be evaluated by Luther Rice. Evaluations may require the applicant to submit their transcript to a third party agency for a determination of U.S. Equivalency. Agencies will charge a fee for their services that is payable by the applicant.
3. Have the completed Christian character reference form sent to Luther Rice. The form will be emailed to the reference once the application is submitted.
4. Doctoral students have additional requirements for admission (see p. 121).
5. Not-for-credit certificate students have fewer requirements for admission (see pg. 11).

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

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

## ADMISSIONS REQUIREMENTS

### General

Acceptance to a degree program at Luther Rice will be granted only after evaluation of the application, reference form, personal testimony, and official transcripts. The application must be accompanied by the appropriate fee (see Tuition and Fees Pg. 21).

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

### Dual Enrollment (see page 83)

Luther Rice College and Seminary offers enrollment to eligible high school students. Students are afford the opportunity to earn college credit while still enrolled in high school. Eligible Georgia residents can receive state funding as well.

Georgia residents desiring to apply as a Dual Enrollment Student must possess the following eligibility requirements:

State Georgia residency as defined by the Georgia Student Finance Commission (<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/eligibility/>)

- Enrolled in the eleventh (11th) or twelfth (12th) grade of a private, public, or home study program which approves dual enrollment courses from Luther Rice College and Seminary as a part of the student's high school curriculum.
- Tenth (10th) grade students may also be eligible but must submit either ACT or SAT test scores. Minimum scores for acceptance:
  - ACT: Composite Score of 26, or
  - SAT: 1200

Non-Georgia residents desiring to apply as a Dual Enrollment Student must possess the following eligibility requirements:

- Enrolled in the eleventh (11th) or twelfth (12th) grade of a private, public, or home study program which approves dual enrollment courses from Luther Rice College and Seminary as a part of the student's high school curriculum.
- Tenth (10th) grade students may also be eligible but must submit either ACT or SAT test scores. Minimum scores for acceptance:
  - ACT: Composite Score of 26, or
  - SAT: 1200

In addition to meeting eligibility requirements, applicants must submit a Dual Enrollment Application, transcripts, and a Christian Character Reference.

## **Certificate Programs**

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

### *Not-for-credit Certificates*

Applicants desiring entrance to the not-for-credit certificate program are to follow the entrance requirements of a non-degree student on page 13. Requirements include an application and fee, most recent transcript, and brief testimony. Apply by visiting [www.LutherRice.edu/apply](http://www.LutherRice.edu/apply).

For more information regarding the not-for-credit certificate program curriculum and course offerings, please refer to page 96.

### *For-credit Certificates*

#### Undergraduate Certificates

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

#### Graduate Certificates

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

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

Applicants who desire to enter the Graduate Certificates in Biblical Hebrew and Greek must have obtained an undergraduate or graduate GPA minimum of 3.0 (on a 4.0 scale).

## **Undergraduate Programs**

Applicants desiring entrance into an undergraduate 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 from an institution with accreditation recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education 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 Programs**

### *Doctor of Ministry*

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

1. A Master of Divinity degree from an institution with accreditation recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education. Applicants who have not earned a Master of Divinity degree but hold a Master of Arts degree in biblical studies, theology, or ministry, will be required to take 18 credit hours of graduate-level preparatory course work. Applicants who hold master's degrees other than those in biblical studies, theology, or ministry will be required to complete the Master of Arts in Ministry before final acceptance to the Doctor of Ministry degree program is granted. Students who wish to use Title IV Federal Financial Aid must complete their preparatory course work within twelve consecutive months. For detailed information, please contact [Admissions@LutherRice.edu](mailto:Admissions@LutherRice.edu).
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. Provisional acceptance to the Doctor of Ministry Program may be granted while the applicant completes the course leveling process.
3. A cumulative grade point average of 3.0 (on a 4.0 scale) in approved graduate-level work. Applicants who do not have a grade point average of 3.0 will be reviewed by the Program Coordinator on a case-by-case basis. Provisional acceptance to the Doctor of Ministry Program may be granted while the applicant completes the course leveling process.
4. Submission of a research paper adhering to the Graduate Committee guidelines (available in the Admissions Office and Records or online at [www.LutherRice.edu](http://www.LutherRice.edu)).

*Doctor of Philosophy in Organizational Leadership*

1. A Master's degree of at least thirty credit hours from an institution with accreditation recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education.
2. A cumulative grade point average of 3.0 (on a 4.0 scale) in approved graduate-level work. Applicants who do not have a grade point average of 3.0 will be reviewed by the Program Coordinator on a case-by-case basis.
3. Submission of a research paper from the applicant's previously completed Master's program. The paper should be an example of the student's best work and is not limited to the subject of leadership. The paper will be reviewed and approved by the Ph.D. in Organizational Leadership Program Committee.

*Doctor of Philosophy in Christian Scripture*

1. Applicants must have earned a graduate degree (30 or more credit hours) from an institution with accreditation recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education. Applicants who have an earned graduate degree, but do not have the graduate-level courses listed in six through nine below, will be required to complete 27 credit hours of graduate-level preparatory coursework before final acceptance to the Ph.D. in Christian Scripture is granted. For detailed information, please contact Admissions@LutherRice.edu
2. A cumulative grade point average of 3.0 (on a 4.0 scale) in approved graduate-level work. The Program Coordinator will review applicants who do not have a grade point average of 3.0 on a case-by-case basis.
3. An original language exposition of either an Old or New Testament text. The applicant will be provided with a guide for the writing sample.
4. Entrance Interview with the Program Coordinator
5. Three semester hours of graduate-level work equivalent to an introduction to biblical hermeneutics/interpretation (e.g., BI 5201-Introduction to Biblical Interpretation).
6. Three semester hours of graduate-level work equivalent to an introduction to the Old Testament (e.g., OT 5200-Introduction to the Old Testament)
7. Three semester hours of graduate-level work equivalent to an introduction to the New Testament (e.g., NT 5200-Introduction to the New Testament)
8. Nine semester hours of graduate-level biblical Hebrew (see page 132 for exceptions)
9. Nine semester hours of graduate-level biblical Greek (see page 132 for exceptions)

**Non-Degree Student**

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

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

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

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

## **Readmission Policies**

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

### ***Certificate Students***

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

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

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

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

### ***Associate, Bachelor, and Masters level Students***

1. Any student who does not attempt at least one course in a 12-month time period.
2. Any student who does not complete his program within the specified length of time (see Program Time Limitations - Pg. 68).
3. Any student who voluntarily withdraws.
4. Any student suspended for academic or disciplinary reasons.
5. Students who graduate.

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. 68).
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 a doctoral program that is older than the maximum program time limitations (see Program Time Limitations, pg. 68) 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.

### ***Military Service Member Readmission***

Per the provision stated in Chapter 3 of Volume 2 of the Federal Student Aid Handbook, the following readmission verbiage pertains to U.S. Armed Forces members and their families.

Luther Rice will promptly readmit a service member with the same academic status as he had when last attended the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service. The student must notify the school of his/her military service and intention to return to school as follows:

- Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- Notification of intent to return to school. The student must also give oral or written notice of her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods

does not forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.

Luther Rice will promptly readmit the student into the next class or classes in the program beginning after he provides notice of intent to reenroll, unless he requests a later date or unusual circumstances require the school to admit him at a later date. This requirement supersedes state law—for example, a school must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state.

Luther Rice will admit the student with the same academic status, which means:

- to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless she chooses a different program;
- at the same enrollment status, unless the student wants to enroll at a different enrollment status;
- with the same number of credit hours previously completed, unless the student is readmitted to a different program to which the completed credit hours are not transferable, and
- with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

If the student is readmitted to the same program, for the first academic year in which he returns, Luther Rice will assess the tuition and fee charges that he was or would have been assessed for the academic year during which he left the school. However, if his veterans education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, Luther Rice may assess those charges to the student as well.

If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, Luther Rice will assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted.

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.

### **Change of Degree**

Students may be enrolled in only one degree program at a time unless prior approval is given by Luther Rice Administration. To change a degree program, please submit a readmission application, select change of degree and pay the appropriate fee. Students wishing to complete both a Master of Arts degree and a Master of Divinity degree must complete the Master of Arts degree first. Students who complete the

Master of Divinity degree will only be allowed to enroll in a Master of Arts degree that have six (6) or less credit hours in common with the student's completed Master of Divinity.

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

### **Transfer of Credit**

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

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

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

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

Institutions that are either not accredited or are accredited by an agency that is not recognized by the Council of Higher Education (CHEA) or the U.S. Department of Education, will be evaluated for possible acceptance on a case-by-case basis (completed degrees and transfer of credits). The evaluation will be conducted by the Executive Vice President and Provost and will include a variety of items such as faculty credentials, course length, degree length, degree requirements, and tuition and fees.

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

Certificate	0 Hours
Associate of Arts in General Studies	45 Hours
Bachelor of Arts in Business Administration	90 Hours
Bachelor of Arts in Psychology	90 Hours
Bachelor of Arts in Religion	90 Hours

Master of Arts	6 Hours
Master of Divinity (81 credits)	54 Hours
Master of Divinity (90 credits)	60 Hours
Doctor of Ministry	0 Hours
Doctor of Philosophy in Organizational Leadership	9 Hours
Doctor of Philosophy in Christian Scripture	0 Hours

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

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

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

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

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

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

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

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

### **Appealing Admission Denials**

When applicants do not meet the regular admission, readmission, or change of degree requirements for entrance into an academic program, they will be notified of denial by the Office of Admissions and Records. Such decisions may be appealed by applicants who believe that extenuating circumstances are responsible for their failure to meet the requirements for admission. Appeals are to be submitted in writing to the Executive Vice President and Provost, who may refer the matter to the appropriate faculty committee. The Executive Vice President and Provost'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 Executive Vice President and Provost, be admitted on condition of satisfactory performance in the first year of study. Such students will be notified of the probation or other conditions that apply when notified of their acceptance. Failure to fulfill such conditions may result in prolonged probation or dismissal.

## **OTHER ADMISSIONS ITEMS**

### **Applicant File Retention**

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

### **Audits**

An auditor is one desiring to take a limited number of courses for which credit is not received. Auditors pay only a \$100.00 attendance fee per course. Audited courses cannot be converted to courses for academic credit, no exceptions. Auditors must have an active student account.

### **Felony Convictions**

Admission will be denied for any applicant that reports a felony in current adjudication. Admissions will be considered on a case-by-case basis for an applicant who reports a past felony conviction.

## **Online Orientation**

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

## **Registration Clearance**

All first-time students and transfer students with a cumulative GPA of 2.3 or lower must receive clearance from an academic advisor prior to course registration. To obtain registration clearance, these students must contact the Academic Advising Office for assistance. An advisor is available by email or telephone during regular office hours. Please send your message to [AAO@LutherRice.edu](mailto:AAO@LutherRice.edu) or call (770) 484-1204 or (800) 442-1577, extension 5754. (See Academic Advisement Services, Pg. 43).

## **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 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.

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



## FINANCIAL SERVICES INFORMATION

### FINANCIAL POLICY

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

**TUITION AND FEES** - All for-credit courses are 3 credit hours except for Doctor of Philosophy programs. Doctor of Philosophy program courses may range from 1-3 credit hours.

#### Dual Enrollment (High School Students)

Tuition Charge (per course)	\$ 750.00
Books are included for qualifying residents of Georgia	

#### Undergraduate Certificate

Tuition Charge-Online (per credit hour)	\$ 439.00
Technology Fee	\$ 190.00

#### Graduate Certificate

Tuition Charge-Online (per credit hour)	\$ 391.00
Technology Fee	\$ 190.00

#### Associate and Bachelor Programs

Tuition Charge-On-campus (per credit hour)	\$ 238.00
Tuition Charge-Online (per credit hour)	\$ 439.00
Technology Fee	\$ 190.00

#### Masters Programs

Tuition Charge - On-campus (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	\$ 391.00
Technology Fee (per course)	\$ 190.00

#### Doctor of Ministry Bridge Program

Tuition Charge (per credit hour)	\$ 238.00
Tuition Charge - Online (per credit hour)	\$ 391.00
Technology Fee (per course)	\$ 190.00

#### Doctor of Ministry Program

Tuition Charge (per credit hour)	\$ 453.00
Technology Fee (per course)	\$ 190.00

#### Doctor of Philosophy in Organizational Leadership

Tuition Charge (per credit hour)	\$ 640.00
Technology Fee (per course)	\$ 190.00

#### Doctor of Philosophy in Christian Scripture

Tuition Charge (per credit hour)	\$ 459.00
Technology Fee (per course)	\$ 190.00

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

Tuition Charge (per course)	\$ 174.00
-----------------------------	-----------

**Miscellaneous Fees - Fees are non-refundable**

Application	\$ 50.00
Audit (per course) (Only on-campus courses and modules may be audited.)	100.00
Change of Program	50.00
Document Copy (for student and subpoena requests for student records)	10.00
Drop Course (per course)	10.00
Graduation Application	
Certificates	100.00
Undergraduate programs	175.00
Master programs	215.00
Doctoral Programs	245.00
Late Graduation Application	100.00
Payment Plan Processing	35.00
Processing Fee (for processing forms generated by entities other than Luther Rice)	75.00
Readmission	50.00
Replacement Diploma	35.00
Returned check	25.00
Check stop-payment	35.00
Electronic Transcript	9.00
Paper Transcript	11.50
Expedited Transcript	30.00
Electronic Enrollment Verification Letter	9.00
Paper Enrollment Verification Letter	11.50
Expedited Enrollment Verification Letter	30.00
Electronic Graduation Verification Letter	9.00
Paper Graduation Verification Letter	11.50
Expedited Graduation Verification Letter	30.00

**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.

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

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

## NelNet Payment Plan

Students desiring to make partial tuition payments may authorize up to five 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 2-5 months.
- Monthly Debit/Credit Card payments from 2-5 months.

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

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

If a student's NelNet payment declines, the student should submit the payment amount to NelNet or directly to Luther Rice in order to avoid the possibility of being 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: \$1,317.00\*  
Technology Fee (per class): \$190.00 *Technology 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% (\$753.50)	\$376.75	\$376.75
3 Months	25% (\$376.75)	\$376.75	\$376.75
4 Months	0%	\$376.75	\$376.75
5 Months	0%	\$301.40	\$301.40

	<u>3rd Payment</u>	<u>4th Payment</u>	<u>5th Payment</u>
	-	-	-
	\$376.75	-	-
	\$376.75	\$376.75	-
	\$301.40	\$301.40	\$301.40

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

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

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

**Georgia State Aid** (see *Georgia State Aid* in the Financial Aid section of the catalog)

## **Sponsorship**

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

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

In the case of a sponsor requiring certain conditions, the Student Accounts Manager will contact the student to advise them of the conditions and obtain a FERPA Release Form if needed. If the student does not agree to the terms, the payment may be returned to the issuing party.

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. Unless the student has agreed to certain conditions from the sponsor as mentioned above, sponsorship funds applied to the student's account become the property of the student. Consequently, any refund desired by the sponsor must be arranged 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 class(es) and not allowed to enroll in future courses. Also, Luther Rice may authorize collection agencies to collect on any unpaid account.

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

## **Military Sponsorship**

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

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

## **Cash/Check**

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

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

## **Credit Card**

Luther Rice accepts MasterCard, Visa, Discover Card, and American Express. Credit Card payments can be made online, by telephone, 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 and Technology Fee refund. After the student has withdrawn or been withdrawn from class, any refund will be returned to the student's Luther Rice account within 30 days of the date of the drop. See *Refund Methods* for information on requesting a refund from the student's Luther Rice account to be sent directly to the student.

Classes registered for online must be dropped online prior to the end of the official drop period. Students who wish to drop a course after the official drop period, must do so through written request to the registrar.

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

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

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

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

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

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

## **REFUND METHODS**

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

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

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

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

## **MISCELLANEOUS ADMINISTRATIVE ITEMS**

### **Financial Appeals**

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

### **Donation Policy**

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



*James Flanagan, Ph.D.  
President Emeritus of Luther Rice College and Seminary*



*The first class of Ph.D. in Organizational Leadership students at Luther Rice graduated in May 2025.*

## FINANCIAL AID

Students attending Luther Rice have access to financial aid for on-campus, online, modular, and independent study courses. This aid may be Federal Financial Aid, Georgia State Aid, 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 associate, bachelor, master, and doctoral-level students enrolled in courses that apply to their current degree program. Enrolling in courses for which transfer credit is granted does not apply toward enrollment status.

Preparatory coursework for the Doctor of Ministry program is eligible for federal aid for the calendar year. Any preparatory coursework completed beyond the 12-month period will not be eligible for federal aid.

Certificate or non-degree seeking programs are not eligible for federal financial aid.

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 only to associate and first-time bachelor students. 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 term).

*Federal Supplemental Education Opportunity Grant (FSEOG)* – FSEOG is awarded to an undergraduate student with a low Student Aid Index (SAI), which is provided by the U.S. Department of Education. The minimum award is \$100 per year. Funds are first allocated, depending on availability, to Pell Grant recipients with an SAI ranging from -1500 to zero.

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 a low SAI have received \$100 FESOG, the remaining funds will next be offered to spring Pell recipients based upon the next lowest SAI to the highest SAI. Funds may then be offered to students with the lowest SAI's who are not receiving a Pell Grant. Each offer from any excess funds will be for the spring term only and will be \$100. This is known as the "FSEOG second selection 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 Representative. A FWS employee should submit a record of hours worked to his supervisor and also to the Vice President for Financial Affairs, who will process payment from Luther Rice funds. Payments occur twice per month (on the first and fifteenth unless those days fall on a weekend and then the payment day is typically on the preceding Friday).

## **Loans**

Students may receive Federal Direct Loans each term that they are enrolled at least half-time (2 classes for associate, bachelor, master or those enrolled in preparatory courses; 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 students that demonstrate financial need. Only associate, bachelor, and students enrolled in preparatory courses are eligible for these loans.

*Unsubsidized 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 degree seeking students and those enrolled in preparatory courses.

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 on Luther Rice's website ([www.LutherRice.edu](http://www.LutherRice.edu)) for recommended completion dates.

To apply for federal aid, applicants should visit the Financial Aid page within the Luther Rice student portal, MyCampus. Students must complete the Free Application for Federal Student Aid (FAFSA; [studentaid.gov](http://studentaid.gov)) for the appropriate year.

Students will be notified via their school email of information needed and tentative aid 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, etc.) along with the Verification Worksheet. 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 at least 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 at least 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.

## **Cost of Attendance (COA)**

The Cost of Attendance (COA) is an estimate of the total amount of the students' educational expenses during the Award Year. Sometimes it is referred to as a student budget and is used in the preparation of the total financial aid offer.

COA is made up of costs such as tuition, fees, books, supplies and equipment, housing and food, transportation, personal expenses, and loan origination fee. Visit <https://www.lutherrice.edu/tuition-and-aid/cost-of-attendance> for more information on COA.

## **Professional Judgment (PJ)**

The Financial Aid Office facilitates a Professional Judgment (PJ) application for a student if the situation (e.g., dependency override, income reduction, medical expenses, etc.) dictates that an adjustment should be made to the student's financial aid information. The application requirements can be obtained through the Financial Aid FAQ page on the Luther Rice website. If the PJ applicant is selected for verification, that verification process must be completed before a PJ is issued. Please allow 2-3 weeks for our response after all documentation has been received.

## **Entrance/Exit Loan Counseling**

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

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

## **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.

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

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

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

## **Title IV Funds Earned**

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

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

## **R2T4 Withdrawal Exemptions**

- A student is not considered withdrawn if the student completes all the requirements for graduation in their program before the end of the scheduled days in the payment period.
- A student is not considered withdrawn if the student successfully completes one mini-term, or a combination of mini-term classes, that comprises 49% or more of the days in the payment period, excluding scheduled breaks of five or more consecutive days.
- A student is not considered withdrawn if the student successfully completes coursework equal to or exceeding the amount required to be considered a half-time student for the payment period, as defined by the institution.
- A student is not considered withdrawn if, at the time of withdrawal from a full-term class, the student provides written confirmation of their intent to attend a mini-term class that begins later in the same term.

## **Official Withdrawal**

If a student officially withdraws (either by dropping classes online, contacting the relevant LR official to drop, or being granted a Hardship Withdrawal) from all of his courses, the date the school determined that the student withdrew is the date the student officially dropped the course or 14 days following his last day of academic activity, whichever occurs first.

## **Unofficial Withdrawal**

If a student does not officially withdraw from his courses but ceases attendance, he is administratively withdrawn per the Luther Rice Class Attendance policy (see the *Class Attendance policy* of the Academics section of the Luther Rice catalog). The withdrawal date is the student's last date of academic activity, but the date that the school determined that the student withdrew (for R2T4 purposes) is 14 days after the student's last academic activity.

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

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

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

## **Post Withdrawal Disbursement**

If, as a result of the R2T4 calculation, the student is eligible for Title IV funds that they have earned but have not yet been disbursed, the student qualifies for a Post Withdrawal Disbursement (PWD). The PWD accepted by the student will first be used to pay the balance owed to the school for tuition and fee, and any excess amount will be refunded in accordance with the refund policy.

The school is not required to obtain written confirmation from the student to accept a post-withdrawal disbursement of grant funds. However, the school is required to obtain written confirmation from the student to accept a post-withdrawal disbursement of loan funds.

## **GEORGIA STATE AID**

Beginning in fall 2025, eligible students may receive Georgia's HOPE Scholarship, Zell Miller Scholarship, Tuition Equalization Grant, and other Georgia state aid.

To apply for Georgia aid, applicants should visit the Financial Aid page within the Luther Rice student portal, MyCampus. Student should complete both a Georgia State Financial Application (GSFAPP; [www.gafutures.org](http://www.gafutures.org)) and a Free Application for Federal Student Aid (FAFSA; [studentaid.gov](http://studentaid.gov)).

## **INSTITUTIONAL SCHOLARSHIP**

### **Tuition Assistance Program (TAP)**

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 at the Financial Aid page within the Luther Rice student portal, MyCampus. Each student approved for tuition assistance will be required to reapply for TAP annually. See the Financial Aid Calendar on the Luther Rice website for application deadline dates. Luther Rice reserves the right to reject or review this assistance at any time. The decision of the TAP application will be sent via student email within 10-15 business days after receipt of the TAP application and all required documentation.

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

### **Other Institutional Scholarships**

Additional institutional scholarship programs may be available. Contact the Student Accounts Office for information.

## **SATISFACTORY ACADEMIC PROGRESS**

All students receiving federal, state, and/or institutional aid must make Satisfactory Academic Progress (SAP) in their program of study. 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 and state 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. Associate, bachelor, master, and students enrolled in preparatory courses 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., 2022-2023 BAPY) will be the program used to calculate the qualitative elements 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 program of study 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 (for associate, bachelor, master,

and students enrolled in preparatory courses) and cumulatively (for all programs) for all classes included in the measurement. For associate, bachelor, master, and students enrolled in preparatory courses, 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 doctoral students, the grades of C, D, F, R, NC, 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**

#### **Undergraduate and Master-Level Courses**

Undergraduate and master-level courses in which the student originally received a grade of D\*, F, W, WF, WH, or WP are repeatable and are included in the calculation for SAP (repeat courses are included in the qualitative calculation; original and repeat courses are included in the 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.

#### **Doctoral Courses**

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

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

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

#### **Change of Degree\*\***

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

transferred into the new degree program are included in the qualitative element of SAP measurement.

If the student graduated or has completed all of the courses necessary for his degree program and is moving laterally or vertically (i.e., associate to bachelor, 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.

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

If a non-degree student is moving to a degree program (i.e., associate, bachelor, master, or doctoral), the GPA and completion rate of the non-degree classes are not calculated in the student's eligibility for financial aid except for those transferred into the new degree 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). 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 transfer credits enable him to regain eligibility.

## **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), the student will be issued a Financial Aid Warning for the next term and will remain eligible for aid. At the conclusion of the term for which the student received a Warning, he must be making SAP (i.e., have at least the minimum cumulative GPA, cumulative completion rate of 67%, and completed at least 67% of that term's classes (for associate, bachelor, master, and students enrolled in preparatory courses) in order to remain eligible for aid. 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 program of study. 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 more than 180 hours in a 120-hour degree program, or a student who has attempted 150 hours in a 120-hour program but has 33 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 (for associate, bachelor, master, and students enrolled in preparatory courses) 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 or state aid and TAP recipients) or the Student Accounts Office (for other institutional scholarship recipients) 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 comprised of at least one representative from the respective office plus other Luther Rice personnel 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 the student's progress prior to course approval of the subsequent term for which the student registers to see if he made SAP or met his academic plan. If he did not succeed in making SAP or meet his academic plan, he will be ineligible for future aid until he regains eligibility by the normal academic procedures described above. The results of the appeal will be sent via student email within 10-15 business days after receipt of the appeal and all required documentation. A student may only be granted one successful appeal per degree level (i.e., only one appeal granted for associate level, one for bachelor level, one for master level, one for preparatory course work, 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 federal or state aid and TAP appeals) or to the Vice President for Financial Affairs (for other institutional scholarship appeals) for another evaluation of the appeal. The decision of the Director of Financial Aid or the Vice President for Financial Affairs 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 the student 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, State 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, state, and/or institutional aid.

## **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.

## **MILITARY BENEFITS**

Luther Rice is approved to receive both veteran benefits 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. Certificate programs or non-degree seeking programs are not eligible for veteran benefits. Questions should be addressed to the VA ([www.GIBill.va.gov](http://www.GIBill.va.gov)) or to the School Certifying Official (SCO) 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 should submit to the SCO a copy of their Certificate of Eligibility and may be asked to submit a copy of their DD-214.

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

Luther Rice participates with each branch of the United States Armed Forces. However, each branch may process tuition assistance differently. The eligible service member is encouraged to speak with an Education Services Officer (ESO) or counselor within their respective military branch 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 SCO at Luther Rice regarding steps involved and documents needed. Documents vary by military branch.

### **VA Pending Payment Compliance**

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

DVA Facility Code: 31004011

Person / Title Completing Addendum: Heather Futch, School Certifying Official

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

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

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

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

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

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

Luther Rice will refund 100% of ALL tuition and fees for military personnel who receive orders calling them into active duty and must discontinue studies during the academic term. 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.



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



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

## STUDENT SERVICES

### STUDENT PORTAL

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

MyCampus provides access to:

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

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

### ACADEMIC ADVISEMENT SERVICES

All Associate, 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) or schedule an advising appointment.

The AAO is responsible for monitoring students enrolled in the Academic Success Program (ASP). (See Undergraduate Programs on Pg. 11). AAO is also responsible for receiving and forwarding Independent Study requests (see Independent Studies Pg. 67).

### REGISTRAR SERVICES

#### Class Registration

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

### *On-Campus and Online Courses*

Prior to the beginning of each semester, on-campus students and students taking online courses are required to complete the registration process via the student portal MyCampus. No student is registered until all tuition and appropriate fees are paid.

Specific dates are assigned for registration each semester. Students registering for classes after the deadline may be subject to a Late Registration Fee per course. No student may register for classes after the first week of class without approval.

### *Module Courses*

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

### **Add/Drop Procedures**

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

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

### **Comprehensive Withdrawal Policy:**

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

If a student finds it necessary to withdraw from Luther Rice, the student must notify the Office of Admissions and Records in writing and make satisfactory financial arrangements with the Business Office. No withdrawal becomes official until both of these requirements have been satisfied. Failure to make official withdrawal may disqualify the student from readmission at a later time. In this event, the registrar will post a grade of "W" on the student's transcript. This grade is not calculated as a part of the student's GPA (See Pages 70).

#### **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 Executive Vice President and Provost in consultation with the President. Every effort will be made to provide notice of the cancellation at least two weeks prior to the first scheduled meeting of the class. The Office of Admissions and Records will advise the student of the cancellation and any other options including the possible rescheduling of the class. Luther Rice does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such class cancellations. All tuition and course-related fees will be refunded. In addition, no late fee will be charged to replace the dropped class with another class. Textbook refunds are the student's sole responsibility. In this event, the registrar will post a grade of "WC" on the student's transcript. This grade is not calculated as a part of the student's GPA (See Pages 70).

***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 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 week but before the fifth week will be recorded as “WP” (Withdrawal Passing). Courses dropped after 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 Executive Vice President and Provost. 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 2025-2026 Catalog:**

***Withdrawal from all Courses (See Page 32)***

***Official Class Attendance (See Page 68)***

***Refund Policy (See Page 25)***

***Course Cancellations***

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

## **English as a Second Language**

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

## **Online Orientation**

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

## **Registration Clearance**

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

## **Repeating a Course**

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

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

## **Status Sheets**

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

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

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

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

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

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

### **Textbook Services**

Luther Rice utilizes a third party vendor known as Akademos, TextbookX, and Vital Source for most textbook services. Books are available through the bookstore website 40 days prior to the semester start date. Students can access Luther Rice's bookstore website at <https://books.lutherrice.edu> or via the student portal MyCampus. If you need to contact Akademos regarding your text book purchases you may call 1-855-740-0866.

### **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.

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

## **THE SMITH LIBRARY**

### **Mission**

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

## **Facilities**

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.

## **Resources**

Smith Library offers a comprehensive collection of resources to support the institution's curricular needs. The collection includes over 60,000 print books, 650,000 eBooks, and access to over 100 databases through GALILEO (Georgia Library Learning Online) statewide consortium, covering over 40,000 full-text electronic periodical titles in a variety of disciplines. Licensed research databases include ATLA Religion Database with ATLA Serials, EBSCO's Religion and Philosophy Collection, ProQuest Religion, Theological Journal Library, and Academic Search Complete, among others. These resources are available to all students and can easily be accessed on or off campus. The Library's website at <https://library.lutherrice.edu> provides access to resources and services and a full listing of electronic resources.

## **Services**

Library services include circulation of books and multimedia materials, in-person and online research assistance, course reserves, document delivery service, Koha online library catalog, access to electronic resources, interlibrary loans, and other services designed to meet the needs of the 21st-century student. Our Books by Mail service allows distance students to request print books through the mail. Smith Library provides interlibrary loan services through cooperative agreements with library consortia and academic institutions to provide students access to millions of additional resources. Visit [https://libguides.lutherrice.edu/Cooperative\\_Agreements](https://libguides.lutherrice.edu/Cooperative_Agreements) for more information on Borrowing from Other Libraries.

## **Assistance**

Qualified staff members are available to assist students when questions arise regarding anything from academic research to database access. During business hours, staff may be contacted by phone, email, or in person. Assistance is also available on the library website under the Help menu through an online manual, video tutorials, and guides. Please consult the library's website or contact [Library@LutherRice.edu](mailto:Library@LutherRice.edu) for additional information.

## **STUDENT GOVERNMENT ASSOCIATION**

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

## **OTHER STUDENT SERVICES**

### **Campus Safety**

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

### **Career Services**

Luther Rice offers career services to assist students in selecting, preparing for, and engaging in a vocation related to their degree program. Career services are offered to the student body through several offices. A student who desires career counseling should contact the Executive Vice President and Provost who will arrange for appropriate guidance. For example, a student in Biblical Counseling may be referred to the head of that program who maintains relationships with professionals and organizations within that discipline. In the case of ministry, Luther Rice administration, faculty, and staff are experienced and actively engaged in a variety of ministry venues and are willing to assist students in facilitating contacts with active and respected practitioners. Career counseling is available via a partnership with the Georgia Baptist Convention (GBC).

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

The Luther Rice career website offers such features as:

- Access to employment opportunities available only to Luther Rice students and alumni
- Resume Builder
- Resume posting
- Portfolio Builder
- Career Video Trainings and Advice Resource Library
- Easy access to national job boards and internship boards and much more.

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

## **Center for Research and Writing**

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

## **Insurance**

Health Insurance - in limited situations, students may be eligible for health insurance through their employer. Students may add dependents to an existing policy with a special enrollment event. Contact Human Resources at Luther Rice for eligibility criteria.

Other insurance - certain students (and their dependents) may be eligible for term life, dental, vision, and accident insurance through Guidestone. Timely application for these products is important, so contact Human Resources immediately at Luther Rice for eligibility criteria.

## ***The Pioneer***

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

## **FACILITIES**

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

1. *Library*: Luther Rice's Smith Library, named in honor of an outstanding missionary, is housed in a facility that provides a well-lighted, quiet, comfortable area for research and study. Woodlawn Hall, which houses the library on the first floor and classrooms on the second floor, is adjacent to other buildings.
2. *Parking*: Luther Rice provides ample student parking.
3. *Student Housing*: Luther Rice does not own or provide dormitories or other living quarters for students and their families. Students are responsible for securing their own living quarters. Assistance is available to new students, however, through the Office of Student Affairs via email at [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).
4. *Food Services*: Numerous eating establishments are near the campus. Vending machines with drinks and snacks are available in the student activity area.

## **Facilities for the Disabled**

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

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

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

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

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

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

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

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

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

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

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

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



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

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

## STUDENT LIFE

### BASIC ASSUMPTIONS

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

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

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

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

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

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

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

### RESIDENCY REQUIREMENTS

No residency requirements for bachelor's and master's degrees. Doctoral programs have residency requirements that include one-week modules on-campus. Exceptions to this requirement can be made by allowing students who cannot attend in person to attend via video conferencing.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

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

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

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

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

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

## **Standards of Conduct**

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

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

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

### **Standards of Conduct Student Affidavit**

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

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

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

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

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

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

### **Academic Integrity**

All Luther Rice students have a responsibility to uphold and maintain an honest academic environment. Integrity should guide conduct and decisions related to academic work and all credit bearing classes, including on-campus and online classes. See page 76 for details, definitions, and violation consequences.

### **Netiquette when Communicating with Fellow Students, Professors, or Staff**

Whether the student is sending an email or writing on the discussion board, the student is expected to communicate in a professional manner as befitting one who represents our Lord and Savior, Jesus Christ. The student who is writing the email or discussion post should recognize that because emails lack tone of voice, facial expressions, or body language; emails and discussion posts are more easily misinterpreted than face-to-face conversation. Therefore, the writer of the email should add needed written cues to their emails/discussion posts to replace the loss of positive body language in normal face-to-face conversation. The person reading the email or discussion post should give the writer of the email/post the benefit of the doubt consistent with Christian charity. Any emails or discussion posts should be courteous and well-thought out to avoid being interpreted as rude, inflammatory, or sarcastic. The use of offensive language should be avoided. May Paul's admonition to do all to the glory of God (1 Cor 10:31) be reflected in our communication with each other.

### **ADA Accommodations**

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

### **Drug Policy and Alcohol Abuse Prevention Policy**

Luther Rice requires that its campus, employees, and students be drug free. The institution, including all departments and affiliated institutions within it, expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus and premises. Violation of this policy will result in the immediate dismissal from Luther Rice of any student involved in these activities. Any student using alcohol or participating

in the unlawful possession, use, or distribution of drugs while on the properties owned or used by Luther Rice will be immediately dismissed. In addition, faculty, staff, or 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.

Drug abuse may cause physical changes within the body and can lead to cancer, mental problems, death, etc. (<https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse>). Listed below are a few signs that may indicate drug abuse:

- Lack of interest in things you used to love
- Sleep at odd hours
- Change your friends a lot
- Have problems at work or with family
- Stop taking care of yourself
- Switch quickly from feeling good and bad
- Spend more time alone than you used to
- Crave or strongly desire to use the substance
- Eat more or less than normal

The above list was taken directly from <https://www.webmd.com/mental-health/addiction/substance-abuse#2>.

Luther Rice recommends that any student or employee seek immediate help regarding drug and/or alcohol abuse. Below is a list of treatment facilities for anyone struggling with drug use/alcohol abuse.

Penfield Addiction Ministries  
1061 Mercer Circle  
Union Point, GA 30669  
706.453.7929

Ridgeview Institute  
3995 South Cobb Drive SE  
Smyrna, GA 30080  
844.350.8800

No Longer Bound  
2725 Pine Grove Road  
Cumming, GA 30041  
770.886.7873

Peachford Hospital  
2151 Peachford Road  
Atlanta, GA 30338  
770.455.3200

Alcoholics Anonymous  
270 Peachtree Street #1060  
Atlanta, GA 30303  
404.525.3178

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

The Student Handbook also contains information pertaining to drug and alcohol abuse.

## **Harassment**

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

### *Sexual Harassment*

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

### *Racial Harassment*

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

### *Hazing*

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

### *Sexual Discrimination*

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

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

## **Image Use and Solicitation**

Your attendance at Luther Rice implies permission for Luther Rice and personnel or agencies authorized by them to reproduce your image, likeness, or voice in connection with any recorded display or reproduction of Luther Rice events and in post event publicity, Luther Rice publicity, and publicity for other such events as sponsored by Luther Rice. No student may use the name of Luther Rice in the solicitation of gifts from persons or agencies off campus without the written permission of Luther Rice administration. Unauthorized solicitation and/or selling on campus property are explicitly prohibited. Students wanting to use classroom space during non-classroom hours or to post any signs on walls or bulletin boards must obtain permission from the Executive Vice President and Provost.

## **Student Discipline**

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

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

Luther Rice students who have a complaint or grievance regarding any aspect of their experience at the institution should follow the steps below. All requests will be handled confidentially.

1. In accordance with the teaching of Jesus (Matthew 18), the student who has a grievance should first try to resolve the issue with the party or parties involved. This may be done through written correspondence, by phone, or in a face-to-face meeting. If the issue is satisfactorily resolved by such a process, no other action is required.
2. If the issue is not resolved to the student's satisfaction, the student shall submit the complaint in writing to [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu) or mail it to Luther Rice Student Affairs, 3038 Evans Mill Road, Lithonia, Georgia 30038. The complaint must include detailed information, including specific dates, times, and the people involved. The complaint must also include an account of how the student has sought to resolve the issue up to this point (including copies of all correspondence to and from the parties involved).
3. The complaint will be addressed by a panel of 3 Luther Rice representatives. The panel is assigned by the Executive Vice President and Provost 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 and Provost.
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 and Provost. The Executive Vice President and Provost will review the complaint and send a determination to the student within 7 business days. The decision of the Executive Vice President and Provost is final. If the complaint concerns the Executive Vice President and Provost, the President will assume the responsibilities of the Executive Vice President and Provost.

Any student who wishes to appeal a grade that has been recorded to his or her transcript may, within 30 days of the grade being posted, follow the procedure detailed under the Academic Appeal section of this catalog. Files containing grievance issues are maintained in the office of the Executive Vice President and Provost.

Students not satisfied with the decisions of the Luther Rice administration have the freedom to contact the following agencies:

Georgia Nonpublic Postsecondary Education Commission  
2082 E. Exchange Place, Tucker, Georgia, 30084  
770-414-3300  
<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

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

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

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

## **Student Records**

Annually, Luther Rice College & Seminary informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

If you would like to give Luther Rice personnel permission to discuss your information with a third party, please complete a FERPA release form and submit it to the Registrar's Office.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College 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 College 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 College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Students have the right to see everything in their "education record," except:

- Information about other students,
- Financial records of parents,
- Confidential letters of recommendation if they waived their right of access (which cannot be required).

2. There is no record retention policy under FERPA. It does not state what records you must make or how long you must keep them. Those are institutional decisions. Students cannot destroy records once they are requested. Luther Rice College & Seminary reserves the right to charge students a reasonable fee.
3. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College 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 College decides not to amend the record as requested by the student, the College 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.
4. The right to consent to 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 school officials with legitimate educational interests. A school official is a person employed by the College 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 College 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 school official in performing his or her tasks; or parents/legal guardians of dependent students. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The following is considered "Directory Information" at Luther Rice College & Seminary and will be made available to the general public unless the student notifies the Office of Student Records in person or in writing before the last day to add classes: Student's name, telephone numbers, all addresses, e-mail address, photo, place of birth, college, major, honors, awards, enrollment status, classification, dates of enrollment, degrees conferred, dates of conferral, graduation distinctions and the institution attended immediately prior to admission.
5. Institutions may disclose education records or components thereof without written consent of students to:
  - authorized representatives of the following for audit and evaluations of federal and/or state programs - Comptroller General of the United States, The Attorney General of the United States, the Secretary of the Department of Education, state and local educational authorities (state and local officials to whom disclosure is specifically required by state statute adopted prior to November 19, 1974).
  - Veterans Administration officials
  - officials of other institutions at which a student seeks or intends to enroll, on the condition that the issuing institution makes a reasonable attempt to inform the student of the disclosure, unless the student initiates the transfer
  - persons or organizations providing financial aid to students or determining financial aid decisions, on the condition that the information is necessary to (1) determine eligibility for the aid, (2) determine the amount of the aid, (3) determine the conditions for the aid, or (4) enforce the terms and conditions of the aid.

- accrediting organizations carrying out their accrediting functions
- persons in compliance with a judicial order or a lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance. NOTE: the institution is not required to, and should not; notify the student if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the institution not to disclose the existence or contents of the subpoena.
- organizations conducting studies for, or on behalf of, education agencies or institutions to develop, validate and administer predictive tests, to administer student aid programs, or to improve instructions. Those organizations may not disclose personally identifiable information on students, and information secured must be destroyed when no longer need for their projects.

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

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

### **Technology and Computer Use**

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

### **Additional Disclosures**

1. Any person interested in obtaining a Florida teaching certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301 for requirements.
2. Any person interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency in the field of interest for requirements.
3. Information regarding the institution may be obtained by contacting the Georgia Nonpublic Postsecondary Education Commission, 2100 East Exchange Place, Suite 203, Tucker, Georgia, 30084-5313, (770) 414-3300.
4. Students pursuing a degree with a goal of being licensed or authorized in any profession should contact the licensing or regulatory agency of his state in order to determine whether courses or degrees from Luther Rice will qualify him for licensure or authorization. It will be important to inform that agency that Luther Rice is accredited by The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Transnational Association of Christian Colleges and Schools

(TRACS), and Association of Biblical Higher Education (ABHE), all three are accrediting agencies recognized by the US Department of Education and members of the Council on Higher Education Accreditation.

5. A degree from Luther Rice is not an indication that Luther Rice is recommending the student for licensing or ordination. Each ecclesiastical denominational organization has its own set of guidelines for licensing and ordaining its ministers.
6. Credits and degrees earned at Luther Rice are not automatically transferable to all other colleges, universities, or seminaries. Any person interested in the transferability of credit from Luther Rice to another institution should contact the Admissions Office of that institution.
7. If the Institution proposes to have a physical presence in a state, proper permission will be sought in advance from the state's educational authority governing private educational institutions.
8. Degree program(s) of study offered by Luther Rice have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education...Exemption from licensure is not based upon any assessment of program quality under established licensing standards.



*“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**



## ACADEMICS

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

### BEGINNING A DEGREE PROGRAM AT LUTHER RICE

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

1. After acceptance, the student will receive a letter and email of acceptance and a Status Sheet with all transfer hours noted on it. The student should register for only those courses which will satisfy the requirements of that Status Sheet. Courses designated as prerequisites to other required courses should be taken as soon as possible.
2. The student should keep in touch with an academic advisor, especially if any problems develop ([AAO@LutherRice.edu](mailto:AAO@LutherRice.edu) or 770-484-1204).
3. For questions concerning finances, the student should contact the Student Accounts Office or the Financial Aid Office ([StudentAccounts@LutherRice.edu](mailto:StudentAccounts@LutherRice.edu), [FinancialAid@LutherRice.edu](mailto:FinancialAid@LutherRice.edu), or 770-484-1204)
4. For questions concerning text books, the student should contact the Office of Student Affairs at [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu) or 770-484-1204 or the Luther Rice third-party book servicer AKADEMOS at [www.LutherRiceBooks.com](http://www.LutherRiceBooks.com).
5. For questions concerning acceptance, the student should contact the Office of Admissions and Records by email at [Admissions@LutherRice.edu](mailto:Admissions@LutherRice.edu) or by phone (770-484-1204).
6. For questions concerning academic status, the student should contact the Office of Admissions and Records (770-484-1204) or by email at [Registrar@LutherRice.edu](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 Doctoral courses are 8000 and 9000 level. While a course number does not determine course rigor and difficulty, course numbers do reflect the level of the course (e.g., 1100 level courses should be taken the first year, etc.) Students are encouraged to take foundational courses early in their program.

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

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

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

For students who wish to transfer academic credit from another institution, please refer to the Transfer of Credit Policy on page 17.

## **MODES OF CREDIT**

Students may earn credit toward a degree completely online 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 Moodle. The courses are asynchronous, meaning students do not have to be online at the same time as their professor or their classmates. Attendance is verified by weekly online activity.

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

Modular studies provide students an opportunity to complete courses through a combination of classroom and online work. The typical module consists of one week in the classroom (or via video conference) 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 Executive Vice President and Provost.
- C. Independent Study requests will generally be approved only if the course is required for graduation and is not going to be offered on a regular schedule prior to graduation.
- D. Independent Study requests must be made prior to the beginning of a regular semester and the student must register for the class (once approved) during normal registration periods.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

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

## **COURSE TIME LIMITATIONS**

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

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

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

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

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

## **PROGRAM TIME LIMITATIONS**

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

For-credit Certificates (9 hours)	1 semester - 1 year
AA degree (60 hours)	1-5 years
BA degree (120 hours)	2-10 years
MA degrees (36 hours)	1-3 years
M.Div. degree (81 hours)	2-7 years
M.Div. degree (90 hours)	2-7 years
D.Min. (30 hours)	3-5 years
Ph.D. in Christian Scripture (58 hours)	5-8 years
Ph.D. in Organizational Leadership (48 hours)	4-7 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 Executive Vice President and Provost. The decision of the Executive Vice President and Provost is final. For more information, see Readmission Policies on pg. 14.

Doctoral students must register for their respective capstone course each semester until their final project/dissertation defense is scheduled. The doctoral student will be required to pay tuition and technology fees each semester up to and including their defense.

Each semester's registration preceding the defense will receive a grade of "NC." If the doctoral student passes his defense, the preceding course grades will change to "SC," and the final grade for the defense will be assigned a letter grade of "A" or "B." If the doctoral student does not pass his defense, the preceding course grades will remain "NC," and the final grade for the defense will be assigned a letter grade of "C," "D," or "F."

## **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 Executive Vice President and Provost.

A professor may report to the Office of Admissions and Records any student who habitually comes in tardy or leaves early. Only tardiness of less than 15 minutes may

be counted as a tardy. Three instances of tardiness count as one absence. Tardiness of more than 15 minutes counts as one hour of absence.

### **Modular Course Attendance**

For module courses, attendance during and after the class meeting portion of the module is determined by the student's physical or virtual presence in the class meetings. 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 Executive Vice President and Provost. If class meetings occur after the first week of the semester, attendance for any weeks prior to the class meetings will be recognized by the student's submission of weekly academic assignments, as outlined in the Online Course Attendance policy.

### **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 Executive Vice President and Provost.

### **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 Executive Vice President and Provost.

### **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 Executive Vice President and Provost.

### **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 Executive Vice President and Provost.

## **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 Executive Vice President and Provost.

## **8-Week Courses**

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

## **GRADING SCALE**

<u>Undergraduate</u>	<u>Graduate</u>
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F
	Below 68

## **GRADES, GRADE POINTS, & GRADE POINT AVERAGE**

1. In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the Office of Admissions and Records. Instructors verify their class rosters during the first week of a semester. A student who remains on an official class roster must be given a grade even if he never attended. A student cannot receive a grade even if the work was completed successfully if he is not properly registered. Grades are posted online within 30 days after the completion of the semester.
2. All work is graded by letters which are interpreted as follows (including grade points for each semester hour):

<u>GRADE</u>	<u>MEANING</u>	<u>GRADE POINT PER SEMESTER HOUR</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
R	Repeat	-
S	Satisfactory	-
U	Unsatisfactory	-
N	Audit	-
I	Incomplete	-
WD	Withdrawal Drop	-
WH	Hardship Withdrawal	-
WP	Withdrew Passing	-

WF	Withdrew Failure	0
W	Withdrew	-
WC	Withdrawal due to course cancellation	
SC	Successful completion of a course	
NC	Non-successful completion of a course	

R--Indicates the course was repeated.

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

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

I--Grade may be assigned only if the student has been unable to complete the course because of unavoidable circumstances. The reason for an "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 Executive Vice President and Provost. 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 Dean of the College and Seminary and if approved, the student will be withdrawn from the course. Supporting third party documentation should accompany the request. See Hardship Withdrawal Policy.

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

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

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

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

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

NC--Indicates that a student has not successfully completed the academic requirements for a course.

3. The faculty may record a plus or minus after each passing grade where appropriate. This recording will be placed on the student's permanent record but will in no way affect the student's GPA.
4. Only courses taken at Luther Rice are used in computing a student's GPA.
5. A change in a recorded grade (other than the grade of "I") may be made by an instructor only with the approval of the Executive Vice President and Provost. The Executive Vice President and Provost 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 (or via video conference) 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. 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 Executive Vice President and Provost.

### **Students on Financial Assistance**

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

#### **Undergraduate students:**

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

#### **Master students:** 1 class = Less than half-time, but greater than quarter-time

2 classes = 1/2 time (Half-time)

\*\*Exception: The military considers 2 classes as 3/4's time.

3 classes = Full-time

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

### **Students on Probation**

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

### **Online Learning Students**

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

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

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

## **HARDSHIP WITHDRAWAL**

If a student is unable to successfully complete a semester due to an extenuating circumstance, he or she may request a Hardship Withdrawal through the Dean of the College and Seminary.

Before requesting a Hardship Withdrawal, students need to understand the following:

- Hardship withdrawals can only be requested after the “Last Day to Drop Semester Classes with “WP”.
- If approved, the student will be withdrawn from all semester courses with the grade of “WH.”
- The student will not be eligible for a refund with the grade of “WH.”
- The “WH” has no bearing on the student’s GPA.
- If the student receives financial aid, WH grades may negatively impact the student’s financial aid eligibility when he or she enrolls for their next semester.
- Based on the student’s last day of attendance, the student’s financial aid amount may be recalculated by the Financial Aid Office for that semester.
- The student will be eligible to take the courses again when offered at the published tuition and fee rate.
- A student who files, or attempts to file a fraudulent application for a medical withdrawal to avoid a failing grade or disciplinary action will be considered in violation of the Luther Rice College and Seminary Standards of Conduct (Pg. 55).

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

- Extended Hospitalization
- Extreme Change in Living Condition Arrangements, i.e., 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

The Dean of the College and Seminary will determine the validity of the hardship request. Appeals can be made to the Executive Vice President and Provost. The decision of the Executive Vice President and Provost 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 Executive Vice President and Provost.

## **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 Executive Vice President and Provost for approval.

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

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

### **1. Associate, 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. Doctoral Degree Programs**

*Probation:*

A doctoral 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.
- Academic dishonesty shall include submitting for course credit material written by artificial intelligence (AI).
- Academic Dishonesty shall also include using Artificial Intelligence (AI) to compose, rewrite, or proofread one's assignment.

Any student proven to have committed any of the above may, at the discretion of the Executive Vice President and Provost, 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.

## 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 [AAO@LutherRice.edu](mailto:AAO@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 [AAO@LutherRice.edu](mailto:AAO@LutherRice.edu) or via mail to Luther Rice Academic Affairs, 3038 Evans Mill Road, Lithonia, Georgia 30038. The appeal will be considered by the Chairman of the appropriate academic committee. The Chairman will review the complaint and send a determination to the student within 7 business days.
4. If the issue is still not resolved to the student's satisfaction, he or she shall address a written appeal via email or mail to the Dean of the College and Seminary. The Dean will review the complaint and send a determination to the student within 7 days. The decision of the Dean is final. If the complaint concerns the Dean of the College and Seminary, the Executive Vice President and Provost will assume the responsibilities of the Dean of the College and Seminary.

## STUDENT COMPLAINTS

Files containing grievance issues are maintained in either the office of the Executive Vice President and Provost.

Students not satisfied with the decisions of the Luther Rice administration have the freedom to contact the following agencies:

\*Residential Students

Georgia Nonpublic Postsecondary Education Commission  
2100 East Exchange Place, Suite 203, Tucker, Georgia 30084-5313  
(770) 414-3300

\*Distance Education Students

GA-SARA  
2082 East Exchange Place, Suite 220, Tucker, GA 30083

<https://gnpec.georgia.gov/student-resources/student-complaints/ga-sara-online-student-compliant-form>

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

1866 Southern Lane, Decatur, GA 30033-4097  
404-679-4500

[www.sacscoc.org](http://www.sacscoc.org)

Association of Biblical Higher Education (ABHE)

5850 T. G. Lee Blvd., Suite 130, Orlando, FL 32822  
407-207-0808

[info@abhe.org](mailto:info@abhe.org)

Transnational Association of Christian Colleges and Schools (TRACS)

15935 Forest Road, Forest, VA 24551  
434-525-9539

[info@tracs.org](mailto:info@tracs.org)

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

Luther Rice is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), to grant certificates and degrees at the Associate, Baccalaureate, Master's, and Doctoral levels. Initial accreditation was granted on February 19, 2014, in light of the commission's judgment that the institution complies with ABHE's Standards, including documentation of the appropriateness, rigor, and achievement of its stated student learning outcomes and all other Title IV eligibility requirements. ABHE may be contacted at 5850 T.G. Lee Blvd, Suite #130, Orlando, FL, 32822, or by phone at 407-207-0808. ABHE is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA).

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).

#### **\* SARA Student Complaint Process**

1. Follow the complaint procedure for the institution. GA-SARA instructions/flow chart: <https://nc-sara.org/sara-student-complaints-0>
2. If the complaint was not resolved the student has a right to file a complaint with the state:  
File a complaint with the institution's home state SARA State Portal Entity (SPE)
  - i. Georgia Nonpublic Postsecondary Education Commission (GNPEC)  
2082 E Exchange Pl, Suite 220  
Tucker, GA 30084
  - ii. Online complaint form: [GNPEC Complaint Form | Georgia Nonpublic Postsecondary Education Commission](https://gnpec.org/complaint-form)
3. The institutions home state SARA SPE has final authority in SARA complaints.
4. The institutions home state SARA SPE notifies your locations SARA SPE.
5. The process is concluded.
6. Quarterly, SARA SPEs report the status of complaints to NC-SARA. Complaint reports are listed on the NC-SARA website, <https://nc-sara.org/>.

## **GRADUATION**

### **Graduation Requirements**

1. Certificate, Associate, 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. Doctoral Programs
  - 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 October 31st (7 months prior to graduation). A late fee of \$100 will be charged on all applications submitted after October 31st. No applications will be processed after February 2nd (4 months prior to graduation). Appeals are to be directed to the Director of Admissions and Records. The Director's decision is final. Delivery of graduation regalia and diplomas in time for the commencement exercises is guaranteed only if applications are received by February 2nd.
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.

### **Graduation Honors and Distinctions**

Undergraduate students with who complete their program with a GPA of 3.50 to 3.89 will graduate with honors and receive a red cord with their regalia. Undergraduate students with who complete their program with a GPA of 3.90 to 4.00 will graduate with high honors and receive a red and gold cord with their regalia.

Graduate students with who complete their program with a GPA of 3.70 to 3.89 will graduate with honors and receive a red cord with their regalia. Graduate students with who complete their program with a GPA of 3.90 to 4.00 will graduate with high honors and receive a red and gold cord with their regalia.

### **COMMENCEMENT ATTENDANCE**

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

## ONLINE TECHNOLOGY REQUIREMENTS

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

### **Computer / Operating System:**

- Desktop or Laptop computer with either Windows 10, Windows 11 or Mac OS X 10 or greater.
- Windows computers should be updated at least once per month.
- Both Windows and Mac users should install Google Chrome internet browser. Please do not use Firefox or Internet Explorer (deprecated).
- Mac Users: Safari Browser: In order to use Safari internet browser, you will need to enable “All Cookies” in the SAFARI browser settings.
- Chrome OS / Chromebook Computers: We do not support or recommend using a Google Chromebook. At this time, there are elements of the online course that cannot be completed using a Chromebook.

### **Hardware:**

- 8 GB RAM or more (16GB is recommended for performance)
- Hard Drive with at least 50% free available disk space.
- Functional Web Cam (Less than 4 years old) - Test yours before the course begins.

### **Internet Connection:**

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

### **Software:**

- Microsoft Office 365 is free to download for active students. Your subscription is only valid while you are an active student. You may download Microsoft Office365 through the student portal, “MyCampus” (<https://mycampus.luther.edu>).
- Adobe Acrobat Reader - [www.adobe.com](http://www.adobe.com)
- Google Chrome browser - [www.google.com/chrome](http://www.google.com/chrome)
- Anti-virus/Anti-Spyware Software  
The Office of Information Technology recommends either of these products:
  - Webroot Security Suite – Subscription Based
  - PC Matic ([www.pcmetic.com](http://www.pcmetic.com)) – Subscription BasedFree Antivirus is NOT recommended. It will not protect your computer.

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

## Email Account

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

## Your Data Retention

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

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

It is the student's responsibility to backup or archive any student email, files, or other data, as Luther Rice does not backup student email or data.

## Technology Assistance

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



*“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*

## DUAL ENROLLMENT

Luther Rice College and Seminary's Dual Enrollment Program allows eligible high school students to earn both high school and college credit simultaneously by enrolling in approved college-level courses. This program provides a head start on college education, promotes academic advancement, and can reduce the overall cost and time required to earn a college degree. Students must meet admissions criteria and receive approval from their high school and the Luther Rice College and Seminary. Eligibility (\*Eligibility Requirements that Do Not Apply to Non-Residents of the State of Georgia)

### **Student Eligibility**

- A student must be enrolled in and physically attending a participating eligible public or private high school in Georgia or an eligible participating home study program in Georgia.\*
- A student must be approved, by the participating high school or home study program at which he or she is enrolled, to participate in dual enrollment.
- Prior to participating in Dual Enrollment, as part of the application process, the student and student's parent/guardian must complete the Student Participation Agreement (SPA).\*
- A student must have completed the admission process and been accepted and approved by Luther Rice College and Seminary.
- A student must maintain Satisfactory Academic Progress (SAP) as defined by the college or university they are attending.
- All Luther Rice coursework must be completed prior to high school graduation or home study completion in order to receive Dual Enrollment credit and funding.\*
- Meet federal Selective Service registration requirements, per Georgia state law. The requirement to register applies to males who were born on or after January 1, 1960, are at least 18, are citizens or eligible non-citizens who came to the United States prior to age 26.\*

### **Grade Level Eligibility**

#### 11th and 12th Graders

Eligible students may take any approved Dual Enrollment courses listed in Luther Rice College and Seminary's Dual Enrollment Course Offerings.

#### 10th Graders

Eligible students who have a minimum SAT score of 1200 or minimum ACT composite score of 26 in a single national test administration, may enroll in any Dual Enrollment Course Offerings.

#### 9th Graders

Students in ninth (9th) grade are not eligible to participate in the Dual Enrollment funding program.\*

## **Age Limit Eligibility**

Students must be less than twenty-two (22) years of age on the start date of the semester of enrollment for which funding is sought.

Students who reach twenty-two (22) years of age during the semester, may complete the semester.

## **Length of Eligibility**

A student's length of eligibility concludes at the end of the semester in which one of the following has occurred. The student has:

- Reached the age limit or
- Reached the Funding Cap or\*
- Received a high school diploma, General Education Development (GED) diploma, or completed a Home Study program.

A student may not receive funding to repeat or retake a course. A student is no longer eligible to continue to receive program funding, for future semesters of enrollment, after withdrawing from Dual Enrollment course(s) two (2) times.\*

## **Funding and Award Amounts**

### **For Residents of the State of Georgia**

#### ***Funding Cap***

- The Dual Enrollment Funding Cap is 30 semester hours.
- The Funding Cap is a hard cap based on hours paid by the Dual Enrollment funding program for semesters of enrollment (as invoiced by the Luther Rice).
- Luther Rice credit hours taken while pursuing an Accelerated Career Diploma (ACD), for which Accelerated Career Education (ACE) Grant funds were received by a student are subtracted from the student's Dual Enrollment Program Funding Cap.
- Georgia public high school students enrolled in CTAE courses in an eligible career Grant certificate or diploma program at a TCSG institution, may utilize HOPE Grant and Career Grant funding prior to reaching the Funding cap.
  - o HOPE Grant assists with the tuition. Students may have some tuition, fee and book costs. Check with the institution.

#### ***Reaching the Funding Cap***

Once a Dual Enrollment student reaches the Funding Cap, a student may:

- Self-Pay for college courses
  - o The college may charge the student tuition, fees and books based on credit hours of enrollment not covered by Dual Enrollment funding.
- If the student is enrolled in an eligible Career Grant certificate or diploma program at a TCSG institution, may qualify for HOPE Grant with Career Grant funding.
  - o HOPE Grant assists with the tuition. Students may have some tuition, fee and book costs. Check with the institution.

- Upon reaching the Funding Cap, Luther Rice may charge Tuition and a prorated portion of the Mandatory Fees and book costs, based on credit hours not covered by Dual Enrollment funding.

Dual Enrollment funding is available up to the student's high school graduation or home study completion date or the Funding Cap, whichever occurs first.

- Dual Enrollment funding is not available for Georgia public high school students pursuing an Accelerated Career Diploma. The ACE Grant is available to Georgia public high school students pursuing high school graduation through Accelerated Career Diploma.

### ***Other Options***

- Students choosing to enroll in a course(s) not on the Dual Enrollment Directory or not eligible for Dual Enrollment funding may self-pay.
  - o The college may charge the student tuition, fees and books based on credit hours of enrollment as other students would be charged.

### ***Award Amounts***

- Please review the Dual Enrollment Award Amounts to determine your award amount and contact your college's financial aid office for details.
- The specific Dual Enrollment award amount will vary based on the postsecondary institution and the number of credit hours in which a student is enrolled in approved Dual Enrollment courses.

### ***Dual Enrollment Funding Awards***

- The approved award rates to be paid for Tuition, Mandatory Fees and Book costs are annually published and subject to change each year.
- The award is available for the per semester maximum of 15 semester hours and a maximum of three semesters per award year depending upon the student's eligibility.
- Luther Rice will waive all mandatory and non-course related fees and cannot charge eligible high school students participating in the Dual Enrollment program additional tuition, mandatory fees or book costs for courses approved for Dual Enrollment funding.
- Institutions must provide required textbooks at no cost to participating students for courses approved for Dual Enrollment funding. If the course textbook and/or course homework delivery method is provided online or online materials are used in lieu of a physical textbook, the institution must provide the access code at no cost to the student for courses approved for Dual Enrollment funding.

#### **Student Responsibility**

- Luther Rice may charge a Dual Enrollment recipient a fine for a lost or damaged book which was loaned to the student, up to \$75 or the cost of the book minus the book allowance, whichever is less.
- If the student chooses to enroll in courses not covered by Dual Enrollment funding, Luther Rice may charge the student for tuition, books and fees as other students are charged.
- Upon reaching the Funding Cap, the Luther Rice may charge Tuition and a prorated portion of the Mandatory Fees and book costs, based on credit hours not covered by Dual Enrollment funding.

### **For Non-Residents of the State of Georgia**

There is no Dual Enrollment cap for non-residents of the state of Georgia.

The cost per Dual Enrollment course for non-residents of the state of Georgia is \$750 per course. Students will be responsible for the cost of textbooks.

### **Luther Rice College and Seminary Course Offerings**

Luther Rice College and Seminary offers the following courses for dual enrollment:

<b><u>Course ID</u></b>	<b><u>Course Title</u></b>	<b><u>Credit Hours</u></b>
EN 1101	English Composition I	3
EN 1102	English Composition II	3
EN 2103	Public Speech	3
EN 2104	World Literature	3
EN 2105	British Literature	3
EN 2106	American Literature	3
HI 1101	World Civilization I	3
HI 1102	World Civilization II	3
HI 2101	United States History I to 1865	3
HI 2102	United States History II since 1865	3
PH 1900	Philosophy and Critical Thinking	3
PH 1901	Principles of Philosophy	3
MA 1600	College Algebra	3
MA 1601	Statistics	3
SC 1501	Physical Science	3
PS 1101	American Government	3
PY 2703	Principles of Psychology	3
NT 1200	Survey of the New Testament	3
OT 1200	Survey of the Old Testament	3

Syllabi for the courses above are available upon request by emailing Registrar@LutherRice.edu. For course descriptions for each dual enrollment course, please refer to page 135 of the Catalog.

**Application Procedure** (\*Application Procedures that Do Not Apply to Non-Residents of the State of Georgia)

### **Admissions Application to Luther Rice College and Seminary**

Students must apply for admission to Luther Rice College and Seminary's Dual Enrollment program before completing the Dual Enrollment funding application.

### **Dual Enrollment Funding Application\***

To apply for Georgia's Dual Enrollment funding program, after selecting "Apply Now," select the application based on the year you plan to participate.

Each academic year's application is valid for the Summer semester, Fall semester, and Spring semester.

In February, the upcoming academic year application is released for semesters beginning with the Summer.

Students attending a Georgia eligible participating public or private high school must complete the online Dual Enrollment funding application.

Students attending a home study program must have their Georgia home study parent/guardian official create a GAfutures Education Professional account to create their home study program name. The Georgia Home Study Program parent/guardian will receive an assigned HSP#, to provide to the student prior to them completing the annual online Dual Enrollment funding application. Please refer to the Home Study Programs section on page 87 for more information.

### **Application Steps**

- Once you have completed your portion of the application, your parent/guardian must electronically complete the Parent Participation Agreement section of your application.\*
  - Provide your parent/guardian's email address.
  - Parent receives an email to complete the online acknowledgement, or Parent/guardian may visit DE Parent Agreement to electronically sign the agreement.
- Your eligible participating high school counselor/home study program official must initiate the application process and select the approved courses from the Directory.\*
- The eligible participating college must select the approved equivalent Dual Enrollment courses from the Directory. (You must be accepted by Luther Rice College and Seminary.)\*

**Be advised:** You must complete an admissions application and be accepted by Luther Rice College and Seminary to register for approved Dual Enrollment courses.

### **Application Deadline**

Students should complete the Dual Enrollment funding Application prior to enrolling in Dual Enrollment courses for the new school year.

The funding application for Dual Enrollment must be completed by the high school and Luther Rice College and Seminary no later than the last day of the semester or the student's withdrawal date whichever occurs first.

### **Home Study Programs** (Home Study Program Procedures Do Not Apply to Non-Residents of the State of Georgia)

The Dual Enrollment Funding Program Application for students and Home Study Parents is available online at [www.gafutures.org](http://www.gafutures.org). To create a Georgia Home Study Program in GAfutures, the student should complete the annual application, the parent should complete the approved courses for each semester of participation in Dual Enrollment. Details and tutorials for completing the steps below can be found at: (<https://www.gafutures.org/hope-state-aid-programs/scholarships-grants/dual-enrollment/home-study-programs/>)

1. Creating a GAfutures Account for your GA Home Study Program
2. Student Application & Parent Participation Agreement
3. High School Functions Single View to Add and Approve Courses per semester
4. Dual Enrollment Application Statuses

## CERTIFICATE PROGRAMS

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

Luther Rice College and Seminary's certificate programs provide the opportunity for those interested in biblically-based education without the 4-5 year commitment associate with a longer degree. Luther Rice's certificate program provides not-for-credit certificates and for-credit certificates. Not-for-credit certificates are shorter and more affordable certificates which end with the award of a certificate of completion. For-credit certificates consist of college-level credit-bearing courses which end with the award of an undergraduate or graduate certificate. For-credit certificate courses are also transferable to higher degree programs.

### **For-credit Undergraduate Certificate in Apologetics 9 Hours\***

AP 3904-Principles of Apologetics	3 credit hours
AP 4900-Apologetics and God's Existence	3 credit hours
AP 4903-Apologetics and the Resurrection	3 credit hours

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

#### **Program Learning Outcomes:**

Those who complete the undergraduate certificate in apologetics will have:

- Been introduced to a rational and biblical case for the truth of Christianity
- Been introduced to a defense to major objections to Christianity

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

CO 2700-Principles of Counseling	3 credit hours
CO 3702-Methodology in Counseling	3 credit hours
CO 4703-Marriage and Family Counseling	3 credit hours

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

**Program Learning Outcomes:**

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

- Been introduced to primary components of biblical counseling
- Practiced foundational skills for ministry and service in a local church

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

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

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

**Program Learning Outcomes:**

Those who complete the undergraduate certificate in biblical studies will:

- Use hermeneutical principles for biblical interpretation.
- Exound on the historical background and content of the Old Testament books.
- Exound on the historical background and content of the New Testament books.

**For-credit Undergraduate Certificate in Pastoral Ministry  
9 Hours\***

PM 3400-Principles of Ministerial Leadership	3 credit hours
PM 3401-Foundations of Pastoral Ministry	3 credit hours
PM 4403-Principles of Administration in Ministry	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the undergraduate certificate in pastoral ministry will have:

- Understand the nature and mission of the local church
- Develop an administrative plan for a church or ministry within a church

**For-credit Undergraduate Certificate in Theology  
9 Hours\***

TH 3301-Survey of Theology I	3 credit hours
TH 3301-Survey of Theology II	3 credit hours
TH 4303-Christology	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the undergraduate certificate in theology will:

- State the orthodox doctrines of traditional systematic theology.
- Defend the traditional doctrine of the Person and Work of Christ.

**For-credit Graduate Certificate in Apologetics  
9 Hours\***

AP 5901-Foundations of Apologetics	3 credit hours
AP 6907-Apologetics and Miracles	3 credit hours
AP 6908-Apologetics and the Problem of Evil	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the graduate certificate in apologetics will have:

- Demonstrates an understanding of Apologetics in relation to the Bible and Theology
- Demonstrates effectiveness in writing responses to objections to Christianity

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

CO 5702-Foundations in Counseling	3 credit hours
CO 5704-Marriage and Family Counseling	3 credit hours
CO 6706-Crisis Counseling	3 credit hours

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

**Program Learning Outcomes:**

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

- Been introduced to a biblical philosophy of counseling
- Been introduced to empathetic and pastoral care or referral

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

GR 5201-New Testament Greek Grammar I	3 credit hours
GR 5202-New Testament Greek Grammar II	3 credit hours
GR 6203-Intermediate New Testament Greek	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the graduate certificate in biblical Greek will:

- Demonstrate knowledge of New Testament Greek Vocabulary, Morphology, Grammar, and syntactical functions
- Demonstrate the ability to translate sentences from the Greek New Testament
- Analyze syntactical relationships in select texts from the Greek New Testament

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

HE 5201-Old Testament Hebrew Grammar I	3 credit hours
HE 5202-Old Testament Hebrew Grammar II	3 credit hours
HE 6203-Intermediate Old Testament Hebrew	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the graduate certificate in biblical Hebrew will:

- Demonstrate an understanding of Hebrew grammar and translate Hebrew sentences
- Demonstrate proficiency in the use of lexical and exegetical resources
- Explain and understand the process of Hebrew textual criticism and the development of Hebrew critical editions

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

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

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

**Program Learning Outcomes:**

Those who complete the graduate certificate in biblical studies will:

- Interpret the Bible in the light of its historical-grammatical context
- Communicate biblical truths in writing
- Demonstrate an awareness of the introductory matters associated with the Old Testament books.
- Demonstrate an awareness of the introductory matters associated with the New Testament books.

**For-credit Graduate Certificate in Church Revitalization**  
**9 Hours\***

CM 6401-Introduction to Church Revitalization	3 credit hours
CM 6402-Principles of Church Revitalization	3 credit hours
CM 6403-Practice of Church Revitalization	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the graduate certificate in church revitalization will:

- Have been introduced to biblical and philosophical principles in church revitalization.
- Have practiced assessing church health and communicating those findings.
- Have practiced implementing strategies for revitalizing a local church.

**For-credit Graduate Certificate in Leadership**  
**9 Hours\***

LD 5803-Foundations of Leadership	3 credit hours
LD 5804-Organizational Culture	3 credit hours
LD 6808-Conflict Resolution for Organizational Leaders	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the graduate certificate in leadership will have:

- Been introduced to research methods for organizational analysis and problem solving
- Been introduced to a philosophy of leading and following consistent with their vocation

**For-credit Graduate Certificate in Pastoral Ministry**  
**9 Hours\***

EV 7401-Personal and Church Evangelism	3 credit hours
CM 7402-The Work of Ministry	3 credit hours
CM 7406-Church Administration	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the graduate certificate in pastoral ministry will have:

- Been introduced to evaluating ministries in light of the Great Commission and the Great Commandment.
- Been introduced to developing, designing, and implementing ministry programs.

**For-credit Graduate Certificate in Theology**  
**9 Hours\***

TH 6301-Systematic Theology I	3 credit hours
TH 6302-Systematic Theology II	3 credit hours
TH 6303-Systematic Theology III	3 credit hours

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

**Program Learning Outcomes:**

Those who complete the graduate certificate in theology will:

- Interpret the bible in light of its historical-grammatical context
- Demonstrate a understanding of Christian theology

**Not-for-credit Certificates**

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

**Not-for-credit Certificate in Apologetics**  
**(Three Courses)\***

Course 1: Just What is Apologetics Again?	4 week online study
Course 2: The Existence of God	4 week online study
Course 3: The Truth About Jesus' Resurrection	4 week online study

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

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

**Not-for-credit Certificate in Theology**  
**(Three Courses)\***

Course 1: God and His Word	4 week online study
Course 2: God's Plan and Purpose for the World	4 week online study
Course 3: God Will Bring All Things to a Conclusion	4 week online study

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

## UNDERGRADUATE PROGRAMS

Luther Rice College and Seminary's undergraduate programs offer a balanced curriculum of general education foundations from a biblical worldview with the application for ministry and the marketplace. Luther Rice's undergraduate programs may be earned entirely online or by combining both online and on-campus classes.

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 programs are an excellent choice for first-time freshmen or adult learners.

### **Christian Ministry Preparation Program**

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

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

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

Students residing in the State of Florida are required to complete 45 hours of General Education coursework. To meet this state requirement, Florida students enrolled in an undergraduate program must complete 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 to keep the program of study at 120 hours total.

### **General Education**

A well-rounded foundation of knowledge is essential in meeting the overall aim of an undergraduate degree program. Consequently, Luther Rice College and Seminary's associate of arts and bachelor of arts programs require the successful completion of at least 36 credit hours of general education at the collegiate level.

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

The following table includes the courses that make up the general education component of Luther Rice College and Seminary's associate of arts and bachelor of arts degree programs and the corresponding general education category.

General Education Course	General Education Category	Credit Hours
<b>Required General Education:</b>		
PY 2703—Principles of Psychology	Behavioral Sciences	3
EN 1101—English Composition I	Communication	3
EN 1102—English Composition II	Communication	3
EN 2103—Public Speech	Communication	3
EN 2104—World Literature	Fine Arts/Humanities	3
EN 2105—British Literature	Fine Arts/Humanities	3
EN 2106—American Literature	Fine Arts/Humanities	3
HI 1101—World Civilization I	Fine Arts/Humanities	3
HI 1102—World Civilization II	Fine Arts/Humanities	3
HI 2101—United States History I to 1865	Fine Arts/Humanities	3
HI 2102—United States History II since 1865	Fine Arts/Humanities	3
PH 1900—Philosophy and Critical Thinking	Critical Thinking	3
PH 1901—Principles of Philosophy	Fine Arts/Humanities	3
PH 2901—Contemporary Moral Philosophy	Fine Arts/Humanities	3
MA 1600—College Algebra	Science/Mathematics	3
MA 1601—Statistics	Science/Mathematics	3
SC 1501—Physical Science	Science/Mathematics	3
EC 2101—Macroeconomics	Social Science	3
EC 2102—Microeconomics	Social Science	3
PS 1101—American Government	Social Science	3
<b>Total Available General Education:</b>		<b>60</b>

\*Each undergraduate program requires general education courses that are unique. To see these requirements, please refer to the corresponding program within the catalog.

### General Education Learning Outcomes

Upon completing an undergraduate program, students will be able to:

- Demonstrate a proposition clearly and persuasively in written and oral form.
- Demonstrate effective critical thinking skills through the presentation, interpretation, and evaluation of ideas.
- Evaluate the role of the humanities in the human experience.
- Apply scientific methods of inquiry to explain natural phenomena and/or analyze mathematical principles and techniques to solve applied problems.
- Analyze the behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

## **Associate of Arts in General Studies**

The Associate of Arts in General Studies is designed to provide students with a broad foundation of knowledge and skills across various disciplines. The program includes humanities, social sciences, behavioral sciences, natural sciences, mathematics, and communication courses, allowing students to explore their interests and build a strong academic foundation. The degree program is ideal for students who are undecided on a specific major or want to transfer to a four-year program to complete their bachelor's degree.

### **Program Learning Outcomes**

Graduates of this program will be able to:

- Demonstrate a proposition clearly and persuasively in written and oral form.
- Demonstrate effective critical thinking skills through the presentation, interpretation, and evaluation of ideas.
- Evaluate the role of the humanities in the human experience.
- Apply scientific methods of inquiry to explain natural phenomena and analyze mathematical principles and techniques to solve applied problems.
- Analyze the behavior and interactions among individuals, groups, institutions, and events, examining their impact on the individual, society, and culture.

**Associate of Arts in General Studies**  
**60 Hours**

**General Education (60 hours)**

PY 2703-Principles of Psychology  
EN 1101-English Composition I  
EN 1102-English Composition II  
EN 2103-Public Speech  
EN 2104-World Literature  
EN 2105-British Literature  
EN 2106-American Literature  
HI 1101-World Civilization I  
HI 1102-World Civilization II  
HI 2101-United States History I to 1865  
HI 2102-United States History II since 1865  
PH 1900-Philosophy and Critical Thinking  
PH 1901-Principles of Philosophy  
PH 2901-Contemporary Moral Philosophy  
MA 1600-College Algebra  
MA 1601-Statistics  
SC 1501-Physical Science  
EC 2101-Macroeconomics  
EC 2102-Microeconomics  
PS 1101-American Government

**Suggested Sequencing for the Associate of Arts in General Studies**

		<b>Year 1</b>	<b>Year 2</b>
<b>Fall</b>	Course 1	<i>EN 1101*</i>	<i>EN 2103</i>
	Course 2	<i>HI 1101</i>	<i>EN 2104</i>
	Course 3	<i>PH 1900**</i>	<i>HI 2101</i>
	Course 4	<i>MA 1600</i>	<i>PH 2901</i>
	Course 5	<i>PS 1101</i>	<i>EC 2102</i>

		<b>Year 1</b>	<b>Year 2</b>
<b>Spring</b>	Course 1	<i>EN 1102 ***</i>	<i>EN 2105</i>
	Course 2	<i>SC 1501</i>	<i>EN 2106</i>
	Course 3	<i>PH 1901</i>	<i>HI 2102</i>
	Course 4	<i>HI 1102</i>	<i>PY 2703</i>
	Course 5	<i>MA 1601</i>	<i>EC 2102</i>

- \* EN 1101 is required in the first semester for all incoming associate students who do not have transferable credit.
- \*\* PH 1900 is recommended in the first year for all incoming associate students who do not have transferable credit.
- \*\*\* EN 1102 is required in the second semester for all incoming associate students who do not have transferable credit.

## **Bachelor of Arts in Business Administration**

### **Major in Business Administration**

The Bachelor of Arts in Business Administration exists to equip students with the knowledge and skills necessary to lead and serve effectively in both marketplace and ministry contexts under the authority of Scripture. Students will be trained to integrate biblical principles with sound business practices to address the financial, organizational, relational, and ethical needs of today's world. Colossians 3:23—"Whatever you do, work heartily, as for the Lord and not for men"—guides the program's emphasis on stewardship, integrity, and excellence in all areas of business leadership.

Luther Rice College and Seminary's Bachelor of Arts in Business Administration provides the undergraduate student with a strong foundation in general education, biblical and theological studies, and business core disciplines such as accounting, management, marketing, and finance. This program may be earned entirely online or through a combination of online and on-campus classes.

A major in Business Administration will prepare students for career callings in both ministry and marketplace environments. Ministry careers may include church administration, nonprofit leadership, missions strategy, or stewardship ministries. Marketplace options may consist of careers in management, entrepreneurship, accounting, marketing, finance, human resources, or consulting.

### **Program Learning Outcomes**

Graduates of this Program will be able to:

- Analyze information from various sources to solve problems and make informed decisions.
- Communicate effectively through writing, speaking, and other forms of expression, demonstrating the ability to express themselves in a clear, organized, and persuasive manner.
- Use mathematical concepts and quantitative methods to interpret and analyze data, solve problems, and make informed decisions.
- Apply business management principles from a biblical perspective.
- Formulate and communicate business alternatives and solutions based upon appropriate technology, data, research, and analysis.
- Analyze business situations using current, ethical, and legal industry best practices.

**Bachelor of Arts in Business Administration**  
**Major in Business Administration**  
**120 hours**

**General Education (36 credit hours)**

EN 1101-English Composition I  
EN 1102-English Composition II  
EN 2103-Public Speech  
EN 2104-World Literature  
HI 1101-World Civilization I  
HI 1102-World Civilization II  
SC 1501-Physical Science  
PH 1900-Philosophy and Critical Thinking  
PH 1901-Principles of Philosophy  
PH 2901-Contemporary Moral Philosophy  
PY 2703-Principles of Psychology  
MA 1600-College Algebra

**Bible and Theology Core (18 credit hours)**

MP 1401-Preparing for Christian Ministry  
BI 1200-Survey of Biblical Interpretation  
NT 1200-Survey of the New Testament  
OT 1200-Survey of the Old Testament  
AP 3904-Principles of Apologetics  
MP 4403-Christian Ministry Practicum

**Major in Business Administration (54 credit hours)**

MA 1601-Statistics  
IT 2101-Information Technology and Systems  
AC 2101-Introductory Financial Accounting  
AC 2102-Introductory Managerial Accounting  
AC 2103-Financial Statement Analysis  
LD 2101-Foundations of Leadership  
LD 2102-Organizational Behavior  
EC 2101-Principles of Macroeconomics  
EC 2102-Principles of Microeconomics  
BS 3101-Principles of Management  
BS 3102-Principles of Marketing  
BS 3103-Principles of Finance  
BS 4101-Human Resource Management  
BS 4102-Operations Management  
BS 4103-Project Management  
BS 4104-Ethical, Legal, and Regulatory Issues in Business  
BS 4105-Entrepreneurship  
BS 4106-Business Law

**Open Electives (12 credit hours)**

## Suggested Sequencing for the Bachelor of Arts in Business Administration

		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b><u>Fall</u></b>	Course 1	<i>EN 1101*</i>	<i>SC 1501</i>	<i>Major Course</i>	<i>Major Course</i>
	Course 2	<i>Major Course</i>	<i>Major Course</i>	<i>Minor Course</i>	<i>Minor Course</i>
	Course 3	<i>HI 1101</i>	<i>EN 2103</i>	<i>Major Course</i>	<i>Major Course</i>
	Course 4	<i>Major Course</i>	<i>Major Course</i>	<i>Minor Course</i>	<i>Elective</i>
	Course 5	<i>PH 1900**</i>	<i>PH 1901</i>	<i>Major Course</i>	<i>Elective</i>
<b><u>Spring</u></b>	Course 1	<i>EN 1102***</i>	<i>EN 2104</i>	<i>Major Course</i>	<i>Elective</i>
	Course 2	<i>Major Course</i>	<i>HI 2300</i>	<i>Minor Course</i>	<i>Elective</i>
	Course 3	<i>HI 1102</i>	<i>PY 2703</i>	<i>EV 3402</i>	<i>Elective</i>
	Course 4	<i>MP 1401****</i>	<i>Major Course</i>	<i>Major Course</i>	<i>Elective</i>
	Course 5	<i>EN 2105/MA 1600</i>	<i>PH 2901</i>	<i>Minor Course</i>	<i>MP 4403*****</i>

- \* EN 1101 is required in the first semester for all incoming bachelor students who do not have transferable credit.
- \*\* PH 1900 is recommended in the first year for all incoming bachelor students who do not have transferable credit.
- \*\*\* EN 1102 is required in the second semester for all incoming bachelor students who do not have transferable credit.
- \*\*\*\* MP 1401 is required in the first year for all incoming bachelor students.
- \*\*\*\*\* MP 4403 must be taken in a student's last semester.

## **Bachelor of Arts in Religion Major in Biblical Studies**

The Bachelor of Arts in Religion degree program provides students with a broad educational foundation in the humanities, critical thinking, and communication. Specialized coursework in Bible, theology, and ministry prepares students to serve in local churches and other avenues of Christian vocation. The curriculum balances theory with practical application designed for well-rounded intellectual development.

Students within the Bachelor of Arts in Religion can select one of three minors offered with the program: Biblical Counseling, Christian Worldview, or Ministry. Each minor consists of fifteen (15) credit hours within the respective field of practical ministry.

### **Program Learning Outcomes**

Graduates of this program will be able to:

- Demonstrate a knowledge of the Bible, interpret Scripture's original meaning, and apply Scripture to contemporary situations.
- Examine Christian theology and history with the purpose of ministry application.
- Articulate a Christian worldview and discuss its implications to daily life.
- Apply foundational skills for ministry and service in a church and community.

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

**General Education (33 hours)**

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

**General Education Elective (3 hours)**

Choose one of the following:

- MA 1600-College Algebra
- EN 2105-British Literature

**Ministry Preparation (9 hours)**

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

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

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

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

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

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

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

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

**Minor in Ministry (15 hours)**

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

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

		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b><u>Fall</u></b>	Course 1	<i>EN 1101*</i>	<i>SC 1501</i>	<i>Major Course</i>	<i>Major Course</i>
	Course 2	<i>Major Course</i>	<i>Major Course</i>	<i>Minor Course</i>	<i>Minor Course</i>
	Course 3	<i>HI 1101</i>	<i>EN 2103</i>	<i>Major Course</i>	<i>Major Course</i>
	Course 4	<i>Major Course</i>	<i>Major Course</i>	<i>Minor Course</i>	<i>Elective</i>
	Course 5	<i>PH 1900**</i>	<i>PH 1901</i>	<i>Major Course</i>	<i>Elective</i>
<b><u>Spring</u></b>	Course 1	<i>EN 1102***</i>	<i>EN 2104</i>	<i>Major Course</i>	<i>Elective</i>
	Course 2	<i>Major Course</i>	<i>HI 2300</i>	<i>Minor Course</i>	<i>Elective</i>
	Course 3	<i>HI 1102</i>	<i>PY 2703</i>	<i>EV 3402</i>	<i>Elective</i>
	Course 4	<i>MP 1401****</i>	<i>Major Course</i>	<i>Major Course</i>	<i>Elective</i>
	Course 5	<i>EN 2105/MA 1600</i>	<i>PH 2901</i>	<i>Minor Course</i>	<i>MP 4403*****</i>

- \* EN 1101 is required in the first semester for all incoming bachelor students who do not have transferable credit.
- \*\* PH 1900 is recommended in the first year for all incoming bachelor students who do not have transferable credit.
- \*\*\* EN 1102 is required in the second semester for all incoming bachelor students who do not have transferable credit.
- \*\*\*\* MP 1401 is required in the first year for all incoming bachelor students.
- \*\*\*\*\* MP 4403 must be taken in a student's last semester.

**Bachelor of Arts in Psychology**  
**Major in Psychology**  
**Minor in Biblical Counseling**

The Bachelor of Arts in Psychology with a minor in Biblical Counseling exists to lead students in applying psychological knowledge under the authority of Scripture to the mental, physical/emotional, spiritual, and relational needs of people in the marketplace and church/missional settings.

Luke 2:52—"And Jesus kept increasing in wisdom (mental), and stature (physical/emotional), and in favor with God (spiritual) and men (relational)."

The Luther Rice Bachelor of Arts in Psychology offers the undergraduate student a psychology major supported by general education foundations, biblical and theological studies, and applications to the marketplace and ministry. The BAP may be earned entirely online or by a combination of online and on-campus classes.

A major in psychology will prepare the student for a career calling in either a ministry or marketplace setting. Ministry careers might include options for children's ministry, youth ministry, family ministry, or pastoral Counseling. Marketplace options could consist of careers in Counseling, sales, public relations, casework, and human resources.

**Program Learning Outcomes**

Graduates of this program will be able to:

- Demonstrate effectiveness in oral and written communication.
- Compare and contrast psychological theories with Scripture, identifying areas where they conflict and areas where psychology may inform those implementing psychology from a Christian viewpoint
- Compare and contrast the findings of psychological research to the authority of the Bible.
- Develop a fundamental knowledge of the physiological, psychological, social, and spiritual foundations of human life in the context of a consistent biblical/Christian worldview
- Build/practice essential skills for a career in clinical, academic, or church/missional settings

**Bachelor of Arts in Psychology  
Major in Psychology  
120 hours**

**General Education (39 hours)**

- EN 1101-English Composition I
- EN 1102-English Composition II
- EN 2103-Public Speech
- EN 2104-World Literature
- HI 1101-World Civilization I
- HI 1102-World Civilization II
- SC 1501-Physical Science
- PH 1900-Philosophy and Critical Thinking
- PH 1901-Principles of Philosophy
- PH 2901-Contemporary Moral Philosophy
- PY 2703-Principles of Psychology
- MA 1600-College Algebra
- EN 2105-British Literature

**Ministry Preparation (9 hours)**

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

**Major in Psychology (39 hours)**

- PY 1701-Social Psychology
- PY 1702-Lifespan Development
- PY 2700-Theories of Personality
- PY 2701-The Integration of Christianity and Psychology
- PY 2702-Introduction to Psychological Theories and Therapies
- PY 2704-Human Sexuality
- PY 3700-Introduction to Multicultural Counseling and Diverse Populations
- PY 3701-Research Methods and Statistics
- PY 3702-The Physiological Bases of Behavior
- PY 4700-The History and Systems of Psychology
- PY 4701-Learning and Cognition
- PY 4702-Abnormal Psychology
- PY 4703-Ethics in the Helping Professions

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

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

**Open Electives (18 hours)**

## **Suggested Sequencing for the Bachelor of Arts in Psychology**

		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b><u>Fall</u></b>	Course 1	<i>EN 1101*</i>	<i>SC 1501</i>	<i>Major Course</i>	<i>Major Course</i>
	Course 2	<i>Major Course</i>	<i>Major Course</i>	<i>Minor Course</i>	<i>Minor Course</i>
	Course 3	<i>HI 1101</i>	<i>EN 2103</i>	<i>Major Course</i>	<i>Major Course</i>
	Course 4	<i>Major Course</i>	<i>Major Course</i>	<i>Minor Course</i>	<i>Elective</i>
	Course 5	<i>PH 1900**</i>	<i>PH 1901</i>	<i>Major Course</i>	<i>Elective</i>
<b><u>Spring</u></b>	Course 1	<i>EN 1102***</i>	<i>EN 2104</i>	<i>Major Course</i>	<i>Elective</i>
	Course 2	<i>Major Course</i>	<i>HI 2300</i>	<i>Minor Course</i>	<i>Elective</i>
	Course 3	<i>HI 1102</i>	<i>PY 2703</i>	<i>EV 3402</i>	<i>Elective</i>
	Course 4	<i>MP 1401****</i>	<i>Major Course</i>	<i>Major Course</i>	<i>Elective</i>
	Course 5	<i>EN 2105/MA 1600</i>	<i>PH 2901</i>	<i>Minor Course</i>	<i>MP 4403*****</i>

- \* EN 1101 is required in the first semester for all incoming bachelor students who do not have transferable credit.
- \*\* PH 1900 is recommended in the first year for all incoming bachelor students who do not have transferable credit.
- \*\*\* EN 1102 is required in the second semester for all incoming bachelor students who do not have transferable credit.
- \*\*\*\* MP 1401 is required in the first year for all incoming bachelor students.
- \*\*\*\*\* MP 4403 must be taken in a student's last semester.



*“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***



*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.*



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

## GRADUATE PROGRAMS

Luther Rice offers six graduate programs of study: The Master of Arts in Apologetics, the Master of Arts in Biblical Counseling, the Master of Arts in Christian Studies, the Master of Arts in Leadership, the Master of Arts in Ministry, and the Master of Divinity. 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 graduate 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. 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. The Master of Divinity 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.



*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, and historical theology in the pursuit of defending the veracity of the Christian faith. Students enrolled in the program will become familiar with the essentials from these disciplines necessary for proclaiming and defending the historic doctrines of Christianity.

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

### **Program Learning Outcomes**

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

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

**Master of Arts in Apologetics  
36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

- BI 5201—Introduction to Biblical Interpretation
- AP 5901—Foundations of Apologetics
- AP 5904—Apologetic Methods

*Semester 2*

- AP 5905—Biblical Apologetics
- AP 5906—Theological Apologetics
- TH 6301—Systematic Theology I

**Second Year**

*Semester 1*

- TH 6302—Systematic Theology II
- AP 6907—Apologetics and Miracles
- AP 6908—Apologetics and the Problem of Evil

*Semester 2*

- TH 6303—Systematic Theology III
- AP 6909—Apologetics and Worldviews
- AP 6911—Apologetics Capstone

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

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

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

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

### **Program Learning Outcomes**

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

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

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

Sequence of Coursework

**First Year**

*Semester 1*

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

*Semester 2*

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

**Second Year**

*Semester 1*

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

*Semester 2*

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

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

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

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

### **Program Learning Outcomes**

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

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

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

Sequence of Coursework

**First Year**

*Semester 1*

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

*Semester 2*

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

**Second Year**

*Semester 1*

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

*Semester 2*

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

## **Master of Arts in Leadership**

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

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

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

### **Program Learning Outcomes**

Graduates of the MA in Leadership will be able to:

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

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

Sequence of Coursework

**First Year**

*Semester 1*

- LD 5801—Theories of Organizational Leadership
- LD 5802—Organizational Communication
- LD 5803—Foundations of Leadership

*Semester 2*

- LD 5804—Organizational Culture
- LD 5805—Leadership Development
- LD 5806—Assessing Organizations

**Second Year**

*Semester 1*

- LD 6807—Organizational Strategic Planning
- LD 6808—Conflict Resolution for Organizational Leaders
- LD 6809—Leadership Team Development

*Semester 2*

- LD 6810—Leadership Coaching and Mentoring
- LD 6811—Leading in Global Contexts
- LD 6812—Leadership Practicum

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

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

### **Program Learning Outcomes**

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

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

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

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

Sequence of Coursework

**First Year**

*Semester 1*

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

*Semester 2*

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

**Second Year**

*Semester 1*

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

*Semester 2*

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

## **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. Luther Rice College and Seminary offers a 81 credit-hour M.Div. and an 90 credit-hour M.Div., both of which offer an option for biblical languages.

### **Program Options**

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

### **Course Sequencing**

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

### **Program Learning Outcomes**

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

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

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

**Biblical Studies (27 hours)**

- BI 5201-Introduction to Biblical Interpretation
- OT 5200-Introduction to the Old Testament
- NT 5200-Introduction to the New Testament
- OT 6300-Intertestamental History and Literature
- OT-[Select an OT Book Course]
- OT-[Select an OT Book Course]
- NT 6300-New Testament Theology
- NT-[Select an NT Book Course]
- NT-[Select and NT Book Course]

**Historical Studies (6 hours)**

- HI 5311-Church History I
- HI 5312-Church History II

**Theological Studies (12 hours)**

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

**Ministerial Studies (30 hours)**

- AP 5901-Foundations of Apologetics
- BE 7404-Preparing an Expository Message
- BE 7405-Delivering an Expository Message
- CO 5704-Marriage and Family Counseling
- CM 7402-Work of Ministry
- CM 7407-Ministry Practicum
- EV 7401-Personal & Church Evangelism
- LD 5803-Foundations of Leadership
- MI 7403-Christian Missions
- PH 5905-Foundations of Healthcare Ethics

**Open Electives (6 hours\*)**

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

**Master of Divinity**  
**Biblical Languages Track**  
**81 hours**

**Biblical Studies (33 hours)**

- BI 5201-Introduction to Biblical Interpretation
- OT 5200-Introduction to the Old Testament
- NT 5200-Introduction to the New Testament
- GR 5201-New Testament Greek Grammar I
- GR 5202-New Testament Greek Grammar II
- GR 6203-Intermediate New Testament Greek
- GR 6204-New Testament Greek Exegesis
- HE 5201-Old Testament Hebrew Grammar I
- HE 5202-Old Testament Hebrew Grammar II
- HE 6203-Intermediate Old Testament Hebrew
- HE 6204-Old Testament Hebrew Exegesis

**Historical Studies (6 hours)**

- HI 5311-Church History I
- HI 5312-Church History II

**Theological Studies (12 hours)**

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

**Ministerial Studies (30 hours)**

- AP 5901-Foundations of Apologetics
- BE 7404-Preparing an Expository Message
- BE 7405-Delivering an Expository Message
- CO 5704-Marriage and Family Counseling
- CM 7402-Work of Ministry
- CM 7407-Ministry Practicum
- EV 7401-Personal & Church Evangelism
- LD 5803-Foundations of Leadership
- MI 7403-Christian Missions
- PH 5905-Foundations of Healthcare Ethics

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

**Biblical Studies (21 hours)**

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

**Historical Studies (6 hours)**

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

**Theological Studies (12 hours)**

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

**Ministerial Studies (27 hours)**

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

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

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

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

**Biblical Studies (21 hours)**

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

**Historical Studies (6 hours)**

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

**Theological Studies (12 hours)**

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

**Ministerial Studies (27 hours)**

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

**Biblical Languages (24 hours)**

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

## DOCTORAL PROGRAMS

Luther Rice offers three doctoral programs of study: The Doctor of Ministry, the Doctor of Philosophy in Organizational Leadership, and the Doctor of of Philosophy in Christian Scripture

The Doctor of Ministry (D.Min.) curriculum represents those areas considered essential for effective Christian service in a range of contexts. The Doctor of Ministry 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. The entirety of the D.Min. may be earned online.

The Doctor of Philosophy (Ph.D.) in Organizational Leadership curriculum represents those areas considered essential for effective leadership within the ministry and the marketplace. The Ph.D. in Organizational Leadership degree builds upon and extends the knowledge and professional preparation acquired by graduate students. The Ph.D. in Organizational Leadership is designed to provide a comprehensive biblically-based curriculum with the purpose of serving both the church and the community for Christian men and women in ministry and the marketplace. The degree program can be completed entirely online or in combination with on-campus classes.

The Doctor of Philosophy (Ph.D.) in Christian Scripture is designed to train students in the rigor and skills necessary to become competent scholars in the areas of the Old Testament, New Testament, and Biblical Theology. The program is designed to equip an individual with the highest levels of scholarship and performance in a broad range of contexts including but not limited to pastoral ministry, teaching, research, and writing. The program may be completed 100% online with both asynchronous and synchronous elements.



## 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.

### Academic Prerequisites

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. Such an educational background is necessary since the Doctor of Ministry program provides an educational opportunity, in the context of the student's own ministry laboratory, to develop and enhance specific advanced competencies related to the practice of Christian ministry. Applicants who have not earned a Master of Divinity degree but hold a Master of Arts degree in Bible or theology must complete 18 additional credit hours of graduate-level preparatory course work totaling 54 hours in order to be evaluated for academic equivalency. Master's degrees other than those in biblically or theologically related subjects must complete the Master of Arts in Ministry to be considered for academic equivalency. For detailed information, please contact [Admissions@LutherRice.edu](mailto:Admissions@LutherRice.edu).

### Continuous Enrollment and Time Limits

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

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

A student desiring to graduate in May of 2026 must adhere to the following dates:

- The Project Proposal must be approved by a faculty committee no later than September 26, 2025.
- The first draft of the Doctoral Ministry Project must be submitted by January 9, 2026 for participation in a projected May 2025 graduation.
- The final draft of the Doctoral ministry Project must be submitted by March 6, 2026 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 24, 2026 prior to May 2026 graduation.

### **Grading Policy**

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

### **Lifelong Learning Offer**

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

### **Curricular Requirements**

The Doctor of Ministry program requires the completion of 30 semester-hours of coursework and can be completed 100% online. The curriculum is comprised of a total of ten courses. Four of the courses must be completed in a modular format (on-campus or via video conference), four are completely online, and two are devoted to the Ministry Project (see below) which may be completed online as well. The four, 1-week on-campus modules focus on Research and Writing, Communication, Ministry, and Evangelism. These modules provide helpful dialogue and interaction with credentialed scholars in various fields of Christian service as well as important times of personal reflection and peer review. Each modular course includes one week of in-class instruction and group work followed by fourteen weeks of online instruction and assignments. The remaining courses may be taken completely online. Each doctoral course requires approximately 1,500 pages of reading, and the online portions of courses run concurrent with the regular semester schedules. Online courses are available only when offered, not every semester, so students should be aware of the course schedule and plan accordingly.

### **Doctoral Ministry Project**

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

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 guide 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 faculty advisor, who will be assigned upon the successful completion of DM 8500. The other two faculty members will serve as readers. After the student's proposal has received official approval, the student may then enroll in DM 9500 and implement the ministry project in his or her place of ministry. **Prerequisite: DM 8000 – Research and Writing for Ministry plus six additional courses/modules.**
2. DM 9500 – 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 faculty advisor has approved the Ministry Project, and it has been edited/proofread by an approved person, 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. Ideally, the defense will be conducted on-campus, though it can be held via video conference if necessary. Candidates are encouraged to contact their faculty advisor 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.**

Doctor of Ministry students must register for DM 9500 each semester until their final project defense is scheduled. The doctoral student will be required to pay tuition and technology fees each semester up to and including their defense.

Each semester's registration preceding the defense will receive a grade of "NC." If the student passes his defense, the preceding course grades will change to "R," and the final grade for the defense will be assigned a letter grade of "A" or "B." If the student does not pass his defense, the preceding course grades will remain "NC," and the final grade for the defense will be assigned a letter grade of "C," "D," or "F."

### **Doctoral Ministry Faculty Advisors**

Faculty advisors 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 project implementation and writing to the oral defense and graduation. Students are encouraged to work closely with their faculty advisors throughout the process. Students are assigned a faculty advisor upon the successful completion of DM8500. The faculty advisor'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**

**Modules (12 hours)**

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

**Online Courses (12 hours)**

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

**Doctoral Ministry Project (6 hours)**

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



*"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*

## **Doctor of Philosophy in Organizational Leadership**

The Doctor of Philosophy in Organizational Leadership degree program is grounded in Luther Rice College and Seminary's mission statement, which is to serve the church and community by providing biblically based on-campus and distance education to Christian men and women for ministry and the marketplace with an end to granting undergraduate and graduate degrees.

The Doctor of Philosophy in Organizational Leadership degree program is designed for Christian men and women to serve both the church and community in ministry and in the marketplace. Graduates of the program will be qualified to serve within the church as pastors and within the marketplace as business executives or corporate strategists. The degree program is biblically based and can be completed 100% online or in combination with on-campus classes.

### **Program Learning Outcomes**

Graduates of the Doctor of Philosophy in Organizational Leadership will have:

- Demonstrated the ability to develop a philosophy of leadership consistent with a biblical worldview.
- Demonstrated the ability to apply leadership theories, principles, and practices to improve personal and organizational performance.
- Demonstrated the ability to analyze the cause(s) of organizational challenges and develop leadership recommendations to meet these challenges.
- Demonstrated the ability to synthesize and evaluate current theory and apply appropriate methodologies to conduct meaningful research in the field of leadership.

### **Graduate Degree Prerequisite**

The Doctor of Philosophy in Organizational Leadership presumes a graduate-level knowledge and competence. An applicant should have completed a Master's degree of thirty (30) credit hours or more. Such an educational background is necessary since the Doctor of Philosophy in Organizational Leadership provides an educational opportunity to develop and enhance specific advanced competencies related to organizational leadership within ministry and the marketplace.

### **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 Philosophy in Organizational Leadership must be completed within eight years of the start date. Should extenuating circumstances force a student to suspend his or her studies for a prolonged period of time, the Registrar must be notified in writing of the student's intention to withdraw from the program. Upon withdrawal, the student may be on a leave of absence for a period not to exceed twelve months from the withdrawal date. This leave of absence will not count against the program's time limits. Only one leave of absence is allowed during the course of study. When the student is ready to resume studies, he or she must complete a Readmission Application available from the Admissions Office or accessed online

at [www.LutherRice.edu](http://www.LutherRice.edu). For additional information, see “Readmission Policies” and “Withdrawal from the Institution.”

Students in the Ph.D. in Organizational Leadership must register for LD 9803 each semester until they receive approval from their chair to register for their defense (i.e., LD 9804). The doctoral student will be required to pay tuition and technology fees each semester up to and including their registration for LD 9804.

Each semester’s registration for LD 9803 will receive a grade of “NC.” If the student is approved to register for his defense (LD 9804), the preceding course grades for LD 9803 will change to “R,” and the final grade for LD 9803 will be assigned a letter grade of “A” or “B.” If the student is not approved to register for his defense (LD 9804), the preceding course grades for LD 9803 will remain “NC,” and the final grade for LD 9803 will be assigned a letter grade of “C,” “D,” or “F.”

### **Grading Policy**

The Doctor of Philosophy in Organizational Leadership 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 Philosophy in Organizational Leadership are invited to audit future doctoral modules on a space-available basis without incurring tuition or an audit fee.

## **Doctor of Philosophy in Organizational Leadership 48 hours**

LD 8800—A History of Leadership and Introduction to Academic Writing (3 credit hours)

LD 8802—Leadership Theory and Research Design (3 credit hours)

LD 8804—Organizational Theory and Diagnosis (3 credit hours)

LD 8806—Leaders and Followers (3 credit hours)

LD 8808—Leadership Values and Communication (3 credit hours)

LD 8810—The Leader as Servant (3 credit hours)

LD 8812—Research and Data Analysis (3 credit hours)

LD 8814—Leading in Human Services (3 credit hours)

LD 8816—The Leader as Researcher and Teacher (3 credit hours)

LD 8818—Leadership Coaching (3 credit hours)

LD 8820—Leadership Team Building (3 credit hours)

LD 8822—The Leader and Conflict Resolution (3 credit hours)

LD 9800—Dissertation Problem Statement Identified (1 credit hour)

LD 9806—Dissertation Prospectus (3 credit hour)

LD 9807—Dissertation Literature Review and Methodology (3 credit hours)

LD 9808—Dissertation Writing and Research (3 credit hour)

LD 9809—Dissertation Reviews, Edits, and Defense (2 credit hours)

## Doctor of Philosophy in Christian Scripture

The Doctor of Philosophy in Christian Scripture degree program is compatible with the Luther Rice mission statement. The mission of Luther Rice College and Seminary is “to serve the church and community by providing biblically based on-campus and distance education to Christian men and women for ministry and the marketplace with an end to granting undergraduate and graduate degrees.”

The Doctor of Philosophy in Christian Scripture is designed to train students in the rigor and skills necessary to become competent scholars in the areas of the Old Testament, New Testament, and Biblical Theology. The program is designed to equip an individual with the highest levels of scholarship and performance in a broad range of contexts including but not limited to pastoral ministry, teaching, research, and writing. The program may be completed 100% online with both asynchronous and synchronous elements.

This program is designed to prepare individuals with the skills necessary to be better readers and teachers of the Christian Scripture. These skills include advanced exegetical skills related to the Hebrew and Greek canons of both the Old and New Testaments. The program also includes an emphasis on methodologies related to biblical interpretation and biblical theology. These elements are meant to introduce the individual to the variety of approaches of moving from exegesis to theology. This interdisciplinary program provides students with opportunities to engage in scholarship, to conduct research, and to develop professional competencies.

### Program Learning Outcomes

Graduates of the Doctor of Philosophy in Christian Scripture will be prepared to:

- Develop Hebrew and Greek exegetical skills necessary for advanced engagement with the Christian Scripture.
- Synthesize, evaluate, and apply various methods of biblical interpretation and biblical theology to any text of the Christian Scripture.
- Understand the value of the biblical backgrounds and the history of interpretation of the Christian Scripture.
- Develop theories and methods of education as applied to teaching the Christian Scripture.
- Produce a well-researched and well-written dissertation related to the Christian Scripture.

### Graduate Degree Prerequisite

The Doctor of Philosophy in Christian Scripture presumes a graduate-level knowledge and competence. An applicant should have completed an earned graduate degree in biblical studies, divinity, theology, or related discipline of 30 credit hours or more. In addition, an applicant should have completed at least nine hours of graduate level biblical Hebrew and nine hours of graduate level biblical Greek. Such an educational background is necessary since the Doctor of Philosophy in Christian Scripture provides an educational opportunity to develop and enhance specific advanced competencies related to biblical and theological studies.

Prospects for the Doctor of Philosophy in Christian Scripture may apply to the program with 6 hours of Hebrew and 6 hours of Greek. Acceptance into the program with these hours would be on a probationary basis. During the probationary period, students will only be able to take the following courses: OT 8204, OT 8205, NT

8204, NT 8205, BI 8202, BI 8201, RW 8100 and TC 8101. After the completion of the final 3 hours of Hebrew and final 3 hours of Greek, the student will be removed from probationary status.

### **Continuous Enrollment and Time Limits**

Students who have not enrolled in RW 8100 are allowed to take only one seminary and one reading colloquium.

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

### **Grading Policy**

The Doctor of Philosophy in Christian Scripture 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 Philosophy in Christian Scripture are invited to audit future doctoral courses on a space-available basis without incurring tuition or an audit fee.

## **Doctor of Philosophy in Christian Scripture**

### **58 hours**

OT 8206—Old Testament Theology (3 credit hours)

OT 8201—Readings in the Pentateuch (3 credit hours)

OT 8202—Readings in Hebrew Poetry (3 credit hours)

OT 8203—Readings in the Prophets (3 credit hours)

NT 8200—New Testament Theology (3 credit hours)

NT 8201—Readings in the Gospels and Acts (3 credit hours)

NT 8202—Readings in the Pauline Epistles (3 credit hours)

NT 8203—Readings in the General Epistles (3 credit hours)

BI 8201—Advanced Biblical Interpretation (3 credit hours)

TH 8601—Methods in Biblical Theology (3 credit hours)

OT 8204—Old Testament Backgrounds (3 credit hours)  
OT 8205—Old Testament Studies (3 credit hours)  
NT 8204—New Testament Backgrounds (3 credit hours)  
NT 8205—New Testament Studies (3 credit hours)  
BI 8202—Biblical Interpretation Studies (3 credit hours)  
RW 8100—Academic Research and Writing (2 credit hours)  
TC 8101—Teaching in Higher Education (3 credit hours)  
CS 8203—Competency Exams (2 credit hours)  
CS 8204—Oral Defense of Competency Exams (1 credit hours)  
CS 9200—Dissertation Prospectus Development (1 credit hours)  
CS 9201—Dissertation Research and Writing (3 credit hours)  
CS 9202—Dissertation Oral Defense (1 credit hours)



*"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***

## ASSOCIATE AND BACHELOR-LEVEL COURSE DESCRIPTIONS

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

### AC 2101 - Introductory Financial Accounting

An introduction to the principles and procedures of financial accounting. Topics include the accounting cycle, preparation of financial statements, and the treatment of assets, liabilities, equity, revenues, and expenses.

### AC 2102 - Introductory Managerial Accounting

Focuses on the use of accounting information for internal decision-making. Topics include budgeting, cost behavior, performance evaluation, and product costing. Emphasis is placed on analysis and planning for managerial purposes.

### AC 2103 - Financial Statement Analysis

Focuses on interpreting and analyzing financial statements to assess an organization's performance and financial health. Topics include ratio analysis, cash flow analysis, and understanding the implications of financial reporting choices.

### AP 3904—Principles of Apologetics

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

### AP 3905—Survey of Apologetic Methods

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

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

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

### AP 4903—Apologetics and the Resurrection

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

### AP 4905—Cultural Apologetics

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

### **BI 1200—Survey of Biblical Interpretation**

This course is 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.

### **BS 3101 - Principles of Management**

Introduces fundamental management functions: planning, organizing, leading, and controlling. Topics include decision-making, organizational design, strategy, and managing people and resources in a dynamic environment.

### **BS 3102 - Principles of Marketing**

Provides an overview of marketing principles including product development, pricing strategies, distribution channels, promotion, consumer behavior, and market research. Emphasizes customer value and strategic planning.

### **BS 3103 - Principles of Finance**

Covers the foundational concepts of financial management including time value of money, risk and return, capital budgeting, financial markets, and the analysis of financial performance and planning.

### **BS 4101 - Human Resource Management**

Covers the principles and practices of effective HR management including recruitment, selection, training, performance management, compensation, labor relations, and legal compliance. Emphasizes strategic HR alignment with business objectives.

### **BS 4102 - Operations Management**

Introduces concepts and tools used in the design and management of production and service operations. Topics include supply chain management, quality control, capacity planning, scheduling, and lean operations.

### **BS 4103 - Project Management**

Covers project management methodologies and tools including project planning, scheduling, budgeting, risk management, and performance evaluation. Students learn to manage projects from initiation to closure within scope, time, and cost constraints.

### **BS 4104 - Ethical, Legal, and Regulatory Issues in Business**

Examines the intersection of ethics, law, and regulation in a business context. Topics include corporate social responsibility, compliance, stakeholder management, and legal frameworks governing business conduct. The course emphasizes critical thinking and ethical decision-making.

### **BS 4105 - Entrepreneurship**

This course explores the fundamentals of starting and managing a new business venture. Topics include identifying business opportunities, business planning, funding strategies, marketing, operations, and the entrepreneurial mindset. Students may work on a business plan or feasibility study.

### **BS 4106 - Business Law**

An introduction to the legal environment of business, including contracts, torts, agency, sales, and commercial paper. Students will explore how legal principles affect business operations and decision-making, with an emphasis on U.S. law and ethical considerations.

### **CO 2700—Principles of Counseling**

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

### **CO 2701—Theories of Counseling**

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

### **CO 3702—Methodology in Counseling**

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

### **CO 4703—Marriage and Family Counseling**

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

### **CO 4704—Vocational Counseling**

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

### **EC 2101-Macroeconomics**

The goal of this course is to show how decisions at the national level affect the economy. Topics will be drawn from real life and have immediate practical applications: unemployment, inflation, economic growth, the national debt, financial markets, money and the banking system, and international trade.

### **EC 2102-Microeconomics**

The goal of this course is to show how decisions at the individual level affect the economy. Toward this end, students will be introduced to the “theory of markets,” the understanding that choices made by consumers and producers determine the price of goods and services. Topics will be drawn from real life and have immediate practical application: prices, price controls, production, market structures, environmental economics, governmental regulation of the economy, labor and capital markets, and international exchange.

### EN 1101—English Composition I

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. Students will identify grammar rules and other conventions; apply grammar rules to his/her own writing; apply the writing process to his/her own writing through drafting, revising and editing; apply elements of essay format to his/her writing; interpret texts (including visuals) and explain techniques used to communicate; and apply documentation and formatting conventions of Turabian.

### EN 1102—English Composition II

*Prerequisite: EN 1101*

This is a course in English Composition with an emphasis on writing about literature. Students will read a variety of literature from the colonial and revolutionary periods of American life to recover the era’s “structure of feeling” about faith, freedom, and the emerging American identity. Toward this end, everyday genres of literature such as diaries, letters, newspapers, and sermons will be read in concert with more formal genres of lyric poetry, rhetoric, and prose fiction. Compositions will include informal exercises and formal research and literary analysis essays.

### 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 surveys World Literature across cultures and historical epochs. Its purpose is to introduce students to the literary genres and great works that have shaped and reflected human societies past and present. Cultural, political, and religious contexts will be discussed to recover the perspective of the original audience, with the understanding that literary works challenge these contexts and transform them socially and ethically. In this course, students will practice a method of interpretation known as close reading. The goal of this method is to enable students to understand the literary works they read and to appreciate the author's skill in writing them.

### EN 2105—British Literature

This course introduces the major periods, genres, authors, and works of British literature, and initiates students in literary interpretation and scholarship. Through close reading and discussion, students will analyze how British literature reflects and shapes cultural and historical contexts. The course emphasizes argumentative, analytical, and expository writing, with a strong focus on thesis development, textual evidence, and clarity of expression.

### EN 2106—American Literature

This course is a survey of American literature from its origins to the present, with a focus on the literary, cultural, and historical movements that have shaped American identity. Students will engage with a diverse range of texts—poetry, short stories, letters, novels, and speeches—written by authors from various cultural backgrounds. Emphasis is placed on developing critical reading, analytical writing, and research skills. Through close reading, class discussion, and argumentative writing, students will explore themes such as freedom, the American Dream, identity, race, and democracy.

### **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 1101—World Civilizations I**

This course is a study of the development of civilization from the beginning of recorded history to the Reformation. Students will acquire a comprehensive knowledge of the major themes and events that have shaped civilization in the past and present. 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 development of civilization from the Reformation to present day. Students will acquire a comprehensive knowledge of the major themes and events that have shaped civilization in the past and present. Emphasis will include the development of Europe, the U.S., the World Wars, and the fall of Communism.

### **HI 2101—United States History I to 1865**

This course covers the main themes of United States History through 1877. Students will acquire an overview of history from pre-Columbian societies through Reconstruction and have a foundational understanding of the social, political, economic, and cultural developments in this period. In addition to learning the chronology of the US in this period, students will learn to evaluate historical information and contextualize the main currents of US History. Thus, it will extend beyond the mere memorization of facts and dates. Students will critically analyze primary and secondary sources and learn to craft original historical claims supported by evidence.

### **HI 2102—United States History II since 1865**

This course covers the main themes of United States History from 1877 to the present. Students will acquire an overview of the US from Reconstruction through the present and have a foundational understanding of the social, political, economic, and cultural developments in this period. In addition to learning the chronology of the US in this period, students will learn to evaluate historical information and contextualize the main currents of US History. Thus, it will extend beyond the mere memorization of facts and dates. Students will critically analyze primary and secondary sources and learn to craft original historical claims supported by evidence.

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

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

### **IT 2101 - Information Technology and Systems**

Introduces the role of information systems in business, including system components, databases, networking, cybersecurity, and enterprise systems. Students examine how IT supports decision-making, improves efficiency, and drives innovation

### **LD 2101 - Foundations of Leadership**

Explores fundamental leadership theories and practices. Emphasizes the development of leadership skills, ethical leadership, communication, team building, and the influence of personal values on leadership style.

### LD 2102 - Organizational Behavior

Examines individual and group behavior within organizations. Topics include motivation, leadership, team dynamics, organizational culture, and change management. The course focuses on applying behavioral science to improve organizational effectiveness.

### MA 1600—College Algebra

This course offers a comprehensive introduction to the fundamental principles of college algebra. Emphasis is placed on the analytical study and solution of linear and quadratic equations and inequalities, the manipulation and interpretation of polynomial, rational, and radical expressions, and the examination of functions, their properties, and graphs. The course is designed to develop algebraic proficiency and prepare students for advanced study in mathematics and related disciplines.

### MA 1601—Statistics

This course introduces students to the collection, analysis, and interpretation of statistical data. Students will learn various methods of sampling and reporting data, including calculation of means, proportions, distributions, and intervals. A particular emphasis of the course is to equip students to distinguish valid from invalid statistical claims.

### 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 1401—Preparing for Christian Ministry

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

### MP 4403—Christian Ministry Practicum

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

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

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

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

This course introduces students to the New Testament as a foundational document of history, a significant text of literature, and a collection of divinely inspired writings. Through readings and analysis, students will explore the genres, structures, themes, and teachings of the twenty-seven New Testament books, as well as the historical and cultural contexts in which they were written. The course will also guide students to consider the lasting influence of the New Testament on various aspects of Western thought and culture, including law, politics, literature, art, music, ethics, and social values.

#### 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 1200—Survey of the Old Testament

This course introduces students to the Old Testament as a foundational document of history, a significant text of literature, and a collection of divinely inspired writings. Through readings and analysis, students will explore the genres, structures, themes, and teachings of the thirty-nine Old Testament books, as well as the historical and cultural contexts in which they were written. The course will also guide students to consider the lasting influence of the Old Testament on various aspects of Western thought and culture, including law, politics, literature, art, music, ethics, and social values.

#### OT 2201—Genesis

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

#### OT 2206—Joshua-Judges

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

#### OT 3228—Minor Prophets (Hosea-Malachi)

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

#### OT 4214—Chronicles

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

#### PH 1900—Philosophy and Critical Thinking

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 across the curriculum. 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 contributions, from antiquity to the 21st Century, from writers in Western philosophy. Topics include logic, reality, knowledge, science, ethics, freedom, beauty, God, and the mind.

#### PH 2901—Contemporary Moral Philosophy

A study of the complex moral issues faced by contemporary society with emphasis on relevant theories and their application to ethical dilemmas. Students will become familiar with major figures, theories, and moral methods from the contributions of ancient and modern moral philosophers. Topics include war, euthanasia, capital punishment, reproductive technologies, genetics and cloning.

#### PM 3400—Principles of Ministerial Leadership

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

**PM 3401—Foundations of Pastoral Ministry**

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

**PM 4402—Principles of Biblical Exposition**

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

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

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

**PS 1101-American Government**

This course introduces students to the structures and institutions of American government, particularly the Constitution, three branches of government, system of checks and balances, and legislative process. The course will emphasize the rights and responsibilities of citizens – namely Christian citizens – to participate in government as members of a constitutional republic.

**PY 1701—Social Psychology**

This branch of psychology deals with social interactions, including their origins and their effects on the individual. Students will examine how people's thoughts, feelings, beliefs, intentions, and goals are constructed within a social context.

**PY 1702—Lifespan Development**

This course offers a general survey of human growth and developmental theory and science from physiological, cognitive, and social perspectives. Each stage of human life-cycle development is considered from birth and infancy to adulthood and the end of life.

**PY 2700—Theories of Personality**

The content of this course involves a study of the concepts that constitute the major theories of personality and how they explain human behavior. Theories that address personality development and implications for normal and abnormal development will be considered.

**PY 2701—The Integration of Christianity and Psychology**

This course examines the interface between the Christian faith and the academic discipline of psychology. Topics include levels-of-explanation, the integration of faith and praxis, and Christian psychology and biblical counseling viewpoints. A focus on the relationship between Christian theology and the science of psychology is foundational.

**PY 2702—Introduction to Psychological Theories and Therapies**

This course is designed to acquaint students with a basic knowledge of the major theoretical systems of counseling and psychotherapy. Therapies are analyzed and discussed for appropriateness in working with culturally diverse groups.

**PY 2703—Principles of Psychology**

This is a scientific study of the major theories and concepts related to the study of psychology, including theories, applications, the use of special measurements, and research methods. Topics include human development, emotions, cognition, motivation, learning, perception, memory, personality, and behavior. The course also briefly addresses the integration of biblical counseling and psychology.

**PY 2704—Human Sexuality**

An overview of the physiological, psychological, and sociological aspects of human sexuality encountered in counseling. Topics covered include sexual relationships, sexual behaviors, sexual orientation, contraception, abortion, sexual consent, and pornography. All subjects will be addressed from a biblical worldview.

**PY 3700—Introduction to Multicultural Counseling and Diverse Populations**

The purpose of this course is to provide the student with an overview of multiculturalism in psychology and how counselor and client identities impact the therapeutic process. Topics include culture, race, gender, sexual orientation, physical disability, and religious preference.

**PY 3701—Research Methods and Statistics**

Students in this course will be introduced to research methodology and statistical techniques for psychological research. Topics include basic statistical skills and practices, descriptive research, predictive research, experimental research, and ethics in research.

**PY 3702—The Physiological Bases of Behavior**

This course includes an explanation of the anatomical structures and physiological processes that determine behavior. Topics include neural conduction, the role of neurotransmitters, cortical functioning, the cellular bases of neuronal activities, and brain disorders.

**PY 4700—The History and Systems of Psychology**

The purpose of this course is to provide an overview of the history and systems of psychology. From its origins in philosophy and the natural sciences through the early schools of psychology into its current forms, the lives and work of the men and women who created psychology's foundation will be explored.

**PY 4701—Learning and Cognition**

The student will be provided with a framework of cognitive psychology in this course. Topics include perception, attention, consciousness, memory, knowledge representation, language, problem-solving, and decision making. The relationship between learning and the brain will be emphasized.

### **PY 4702—Abnormal Psychology**

This course will introduce the student to the scientific study of mental illness. Students will explore such topics as basic definitions and concepts of psychopathy, historical perspectives, theoretical models of psychopathology, assessments and diagnoses of mental illness, and research methods for studying mental disorders.

### **PY 4703—Ethics in the Helping Professions**

This course is designed to introduce the psychology student to the study of the values and principles of ethical decision-making. Topics include ethical dilemmas, critical thinking, professional codes of ethics, and common morality. All topics are evaluated from a Christian worldview.

### **SC 1501—Physical Science**

This course provides a broad, interdisciplinary introduction to the fundamental concepts of physical science, including physics, chemistry, astronomy, and Earth science. Designed for non-science majors, the course emphasizes scientific literacy and the role of the scientific method in exploring the natural world. Students will investigate the nature of matter and energy, atomic structure, chemical reactions, and the laws of motion. The course also explores the structure and behavior of Earth's systems and the universe, including plate tectonics, weather patterns, and celestial mechanics. Through observation, analysis, and practical application, students will develop an appreciation for how scientific principles influence every-day life and shape our understanding of the physical universe.

### **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 5901—Foundations of Apologetics**

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

### **AP 5904—Apologetic Methods**

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

### **AP 5905—Biblical Apologetics**

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

### **AP 5906—Theological Apologetics**

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

### **AP 6907—Apologetics and Miracles**

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

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

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

### **AP 6909—Apologetics and Worldviews**

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

### **AP 6911—Apologetics Capstone**

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

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

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

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

*Prerequisite: BE 7404*

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

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

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

#### **CM 6401-Introduction to Church Revitalization**

The foundation of church renewal is the transforming power of the gospel. This course examines the theory and philosophy of church revitalization and replanting. Guided by a biblical worldview, the course introduces the biblical and practical dimensions of church health, revitalization, and replanting.

#### **CM 6402-Principles of Church Revitalization**

The foundation of church renewal is the transforming power of the gospel. This course explores the principles and practices of church revitalization and replanting through analysis and case studies. Students will learn how to diagnose root causes of church decline and develop action plans for renewal.

#### **CM 6403-Practice of Church Revitalization**

The purpose of this class is to equip students with the knowledge and skills necessary to lead plateaued and declining churches in a variety of settings to greater spiritual and organizational vitality. This course provides the conceptual tools necessary to understand and work effectively in revitalizing churches.

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

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

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

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

### **CO 5703—Helping Skills**

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

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

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

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

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

### **CO 6706—Crisis Counseling**

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

#### CO 6707—Methodology for Counseling

The stages of the counseling process are the subject of this course. Students learn to assess the counselee'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 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 5201—New Testament Greek Grammar I

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

#### GR 5202—New Testament Greek Grammar II

*Prerequisite: GR 5201*

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

#### GR 6203—Intermediate New Testament Greek

*Prerequisite: GR 5202*

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

#### GR 6204—New Testament Greek Exegesis

*Prerequisite: GR 6203*

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

#### HE 5201—Old Testament Hebrew Grammar I

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

**HE 5202—Old Testament Hebrew Grammar II**

*Prerequisite: HE 5201*

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

**HE 6203—Intermediate Old Testament Hebrew**

*Prerequisite: HE 5202*

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

**HE 6204—Old Testament Hebrew Exegesis**

*Prerequisite: HE 6203*

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

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

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

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

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

**LD 5801—Theories of Organizational Leadership**

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

**LD 5802—Organizational Communication**

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

**LD 5803—Foundations of Leadership**

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

#### **LD 5804—Organizational Culture**

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

#### **LD 5805—Leadership Development**

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

#### **LD 5806—Assessing Organizations**

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

#### **LD 6807—Organizational Strategic Planning**

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

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

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

#### **LD 6809—Leadership Team Development**

The Bible refers to the church as a body with individual parts functioning together as a whole. By understanding the theory of team development and the processes of team work, churches and other organizations can create a synergy that accomplishes more as a whole than as individual members.

#### **LD 6810—Leadership Coaching and Mentoring**

The Great Commission states that Christians should “make disciples.” This process can be accomplished by understanding how to coach or mentor others. This course focuses on equipping ministers in specific coaching and mentoring skills in order to be able to influence others.

#### **LD 6811—Leading in Global Contexts**

The church has a global responsibility. This course investigates the process and personal development necessary to lead in both cross-cultural and global environments. Addressing the complexity of leading within these dynamic contexts will enable the student to gain an understanding of and build their capacities for leading in cross-cultural and global contexts.

### **LD 6812—Leadership Practicum**

This is the capstone learning experience for the Master of Arts in Leadership program. Employing the knowledge and skills acquired in previous courses, students will investigate and analyze leadership processes within the context of selected church and/or work environments. Students will also conduct research within an organization and develop creative, practical, processes that address the needs uncovered through the research to help develop processes and persons within the organization. For a detailed explanation view the Practicum Preview video and syllabus on the Luther Rice website: <https://www.lutherrice.edu/degree-programs/ma-in-leadership.cms>.

### **MI 7403—Christian Missions**

This course surveys the theology, history, challenges, and strategies of the Christian missionary movement.

### **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.

#### NT 6300—New Testament Theology

This course is a study of the theological perspectives of each of the New Testament authors through the analysis of their writings. The complementary contributions of each author contribute to a unified theology of the New Testament canon.

#### 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.

#### OT 6300—Intertestamental History and Literature

This course is a study of the period between the Old Testament and the New Testament. This history and literature during this period greatly influence and set the stage for the arrival of Jesus Christ. The course will cover the Dead Sea Scroll and related intertestamental literature with a focus on how these writing reflected much of the theology and ideology of the people leading into the New Testament period.

**PH 5905—Foundations of Healthcare Ethics**

This course lays the foundation for ethical decision-making at the margins of life and death. Ethical issues related to the beginning of life and the end of life are the focus of this course. Some of the issues covered involve the morality of abortion, the moral status of the human embryo, artificial reproduction, defining death, the futility of care, withholding and withdrawing treatment, and euthanasia.

**TH 5300—Applied Theology for Spiritual Development**

This course is a practical study of the theology of life in the image of Christ and some biblical principles that guide the development and maintenance of that Christ-like life, in the lives of Christians. The study will include consideration of the biblical directions for appropriating the spirituality and victory that Jesus Christ gives for faithful Christian living.

**TH 6301—Systematic Theology I**

This course covers theology proper, bibliology, and angelology. Within theology proper, the course addresses the existence of God, His attributes, and the Trinity. Within bibliology, the course encompasses such topics as general and special revelation, inspiration, and inerrancy. The discussion on the Trinity also includes an explanation of the incarnation.

**TH 6302—Systematic Theology II**

This course covers creation, anthropology (man), hamartiology (sin), soteriology (salvation), and aspects of pneumatology (Holy Spirit). The main focus of the course is on the doctrine of salvation especially what God has done through Christ to provide salvation for humankind.

**TH 6303—Systematic Theology III**

This course examines ecclesiology (church) and eschatology (last things) within a biblical theology framework. The biblical theology framework will be constructed from Scripture's teaching on the Kingdom of God and covenants. Ecclesiology and eschatology will be subsumed under this framework and be presented as God's unfolding work in His kingdom.

## DOCTORAL-LEVEL COURSE DESCRIPTIONS

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

### *Doctor of Ministry*

#### **Modules (12 hours)**

DM 8000 — Research and Writing for Ministry (Offered in August)

This course examines the methods of theological research and academic writing, with special reference to the fields of ministry. Topics include: thinking logically and theologically, writing a problem and purpose statement, researching biblical and theological topics and writing style.

DM 8100—Evangelism in Contemporary Culture (Offered in August)

This course investigates the various methodologies and philosophies being espoused throughout the world by which churches mobilize for evangelistic purposes. Strengths and weaknesses are discussed with a view to developing a church evangelistic methodology within the student's ministry culture and context.

DM 8300—Contemporary Preaching (Offered in January)

This course is an intensive investigation into trends and debates in homiletical theory as it relates to modern views of the church and expressions of worship. Various techniques of exposition and delivery are analyzed. An analysis of historical preaching theory is conducted as a means to assess contemporary approaches to homiletics and modern preaching theory.

DM 9000—Critical Issues in Ministry (Offered in June)

This course examines the theological and ministerial challenges pastors and church leaders face in their contemporary context. Students will research problems and seek solutions for application to the ministry of the church. Emphasis will be placed on how church leaders can articulate a defensible biblical position and how they may lead their congregations into deeper knowledge of biblical truth.

#### **Online Courses (15 hours)**

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

This course teaches the student advanced principles of biblical counseling. Subjects such as counseling processes, the impact of spiritual identity on sanctification, assessing human sinfulness, achieving victory over defeating behavior patterns, and living in the freedom of spiritual abundance are incorporated into the course.

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

This course explores the biblical basis for leadership and the interdependent relationships between leaders and followers in the context of the local church. Emphasis is placed on the leadership challenges ministers face in the contemporary church including new developments in the culture, philosophy, and models of ministry, as well as the student's personal challenges and character development.

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

This course examines the dynamics of building relationships in the church with the goal of precluding conflicts. Leader style, personality traits, and relational skills are given special consideration. Causes of conflict are examined and processes are developed to help moderate the potential harm that conflict poses to the health of the church.

**DM 9300—Innovative Pastoral Ministry (Offered in the Spring Semester)**

This course is designed to help the twenty-first century church leader navigate the challenges of contemporary pastoral ministry while remaining biblically faithful and culturally relevant. Topics explored include: pastoral care, equipping believers for spiritual growth, stewardship, ministry management, apologetics for diverse faiths, using the media and technology for ministry, and a biblical theology of worship.

**Doctoral Ministry Project (6 hours)**

**DM 8500—Doctoral Ministry Proposal Design (Offered in the Fall and Spring Semesters)**

*Prerequisite: DM 8000 – Research and Writing for Ministry*

This course prepares the student to design an acceptable Doctoral Ministry Project Proposal. The goal for this course is to mentor the student in the development of a Doctoral Ministry Project Proposal that may be approved by a committee of three faculty members.

**DM 9500—Doctoral Ministry Project (Offered Every Semester)**

*Prerequisite: DM 8500 – Doctoral Ministry Project Design*

This is a supervised project addressing a specific concern in the student's present ministry context. The project must have measurable objectives, be biblically and theologically informed, be transferable to other ministries in similar contexts, and reflect knowledge and skills gained through the Doctor of Ministry studies. Once approved to register for this course, doctoral students are required to register for this course each subsequent semester. Students will be required to pay tuition and technology fees each semester up to and including their defense.

***Doctor of Philosophy in Organizational Leadership Courses***

**LD 8800—A History of Leadership and Introduction to Academic Writing**

This orientation course for the PhD in leadership explores the historical development of leadership studies and introduces students to various leadership theories and models. Students will begin to develop a personal philosophy of leadership and how leadership principles, styles, and models may be utilized within organizations. Students are also introduced to the nuances of academic writing at the doctoral level.

**LD 8802—Leadership Theory and Research Design**

Students examine the theories and concepts of leadership through the filters of sociology, organizational theory, and public service leadership. This course examines the foundational underpinnings of the processes of leading within an organization. Guided by a biblical worldview the course investigates the ethical and practical dimensions of leadership. Additionally, students are introduced to the various aspects of research design when conducting academic research and begin the development of an academic Literature Review.

**LD 8804—Organizational Theory and Diagnosis**

Students examine current research on organizational models to diagnose and develop steps to help leaders enhance their organizations so that employees grow and advance toward their full potential. Students will explore organizational culture, leader-follower interaction, and develop a model from current research to explain behaviors within an organization.

#### **LD 8806—Leaders and Followers**

This course examines the history, as well as the growing body of research regarding the influential role of followers in the leadership process. Studies will focus on the understanding of leaders being followers and how this understanding impacts the leader's decision-making process and interpersonal relationships especially as it relates to a biblical worldview.

#### **LD 8808—Leadership Values and Communication**

Using various communication and values audits, students will examine organizations and how a leader's personal values and communication skills impact participants within an organization. These audits will be evaluated and interpreted based upon the literature regarding leader values and communication. Students will further their research skill by writing a research proposal that identifies a problem, the literature relating to the problem, and a possible research design to address the problem.

#### **LD 8810—The Leader as Servant**

This course explores the various constructs of Servant Leadership Theory. Students are challenged to incorporate a biblical perspective into the theory and develop a process for teaching this knowledge within an organization.

#### **LD 8812—Research and Data Analysis**

This course allows students to evaluate quantitative research data through the use of SPSS (Statistical Software for the Social Sciences). Methods for collecting data and choosing the correct method of analysis are emphasized. Developing precise research questions and hypotheses will be emphasized. In addition, students will be introduced to qualitative data collection and analysis.

#### **LD 8814—Leading in Human Services**

This course examines how leaders can develop a culture of problem solving at all levels of the organization. Students will learn how to employ methodologies, critical thinking skills and clear communication, both oral and written, to enhance the work experience of those within the organization.

#### **LD 8816—The Leader as Teacher**

Students explore the role of leaders as teachers. By understanding the basics of the social foundations of education and the skills necessary to teach, students gain an understanding of their role as communicators of knowledge within their organizations and possibly their role as doctors within an educational institution. Students will facilitate student dialogues with the guidance of Leadership professors to better understand the role of the doctor as teacher and mentor.

#### **LD 8818—Leadership Coaching**

This course allows students to review various leadership coaching models and techniques in the literature and how they may be implemented within organizations. Incorporating a biblical worldview into these practices allows the students develop their own preferred leadership coaching model. Students will utilize this model in a ten-week coaching experience.

#### **LD 8820—Leadership Team Building**

Building a team is crucial to the accomplishment of organizational goals. This course will allow the student to examine group dynamics and the principles of building a high-performance team and the various aspects required for teams to operate at their highest level.

#### **LD 8822—The Leader and Conflict Resolution**

Successfully addressing conflict within organizations requires knowledge, patience, and wisdom. This course explores biblical and sociological processes by which conflict can be addressed and resolved.

#### **LD 9800—Dissertation Problem Statement Identified (1 credit hour)**

Students who have completed 18 credit hours of course work and have taken or are currently enrolled in LD8812, have the option to begin taking LD9000 level courses. Working with a Faculty Mentor, students will create a problem statement for their dissertation. This problem statement will guide their research as they collect data and complete a dissertation.

#### **LD 9801—Dissertation Prospectus (1 credit hour)**

Students will conduct an exhaustive literature review of the material specific to their dissertation topic and problem statement.

#### **LD 9802—Dissertation Literature Review**

Students will conduct an exhaustive literature review of the material specific to their dissertation topic and problem statement.

#### **LD 9803—Dissertation Proposal Writing Defense (1 credit hour)**

Students will present and defend their dissertation proposal. Upon successful defense of the proposal and IRB approval, the student may conduct dissertation research. The student will then be considered Ph.D. candidate.

#### **LD 9804—Dissertation Writing and Research**

Ph.D. candidates will complete their research and submit chapters of their dissertation to their Dissertation Chair. Students will enroll in this class each semester until a completed dissertation is ready for submission and defense. Subsequent enrollments will be charged 3 credit hours per semester. Once approved for this course, doctoral students are required to register for it each subsequent semester until their chair approves them to register for LD 9805. Students will be required to pay tuition and technology fees each semester up to and including their defense.

#### **LD 9805—Dissertation Defense**

Students will defend their dissertation and make their dissertation available for public access.

#### **LD 9806—Dissertation Prospectus**

Working with their Faculty Mentor, students will complete a Dissertation Prospectus. The Dissertation Prospectus includes the Problem Statement and a rational for the study, a proposed Research Methodology, and a short Literature Review supporting the need for the study. The Dissertation Prospectus will be defended by the student and approved by the PHDL Committee before enrolling in the next class. The Dissertation Prospectus will become Chapter One of the dissertation.

#### **LD 9807-Dissertation Literature Review and Methodology**

Working with their Faculty Mentor, students will conduct an exhaustive literature review of the material specific to their dissertation topic and problem statement supporting the need for the study and possible gaps in the literature. Students will also produce a rational for the research methodology to be implemented in the study, including population, sample size, data collection process, instruments utilized, and analysis procedures. Material produced in LD9806 will be combined to create a Dissertation Proposal. Students will defend their Dissertation Proposal, and upon successful defense and IRB approval, the students will be considered a Ph.D. Candidate and approved to conduct research. The Literature Review and Methodology will become Chapter Two and Chapter Three, respectively, of the Dissertation.

#### **LD 9808-Dissertation Writing and Research**

Faculty Mentors will now be considered Dissertation Chairs. Ph.D. Candidates will complete their research and submit Chapter Four (Findings) and Chapter Five (Implications) of their dissertation to their Dissertation Chair. Students will enroll in this class each semester until a completed dissertation is ready for submission and defense. Such a determination is the sole discretion of the Dissertation Chair. Subsequent enrollments will be charged 3 credit hours per semester. Once approved for this course, doctoral students are required to register for it each subsequent semester until their Dissertation Chair approves them to register for LD9804. Students will be required to pay tuition and technology fees each semester up to and including their defense.

#### **LD 9809-Dissertation Review, Edits, and Defense**

Working with their Dissertation Chair and Committee, students will make revisions and edits to the Dissertation. Students will defend their dissertation before the Dissertation Committee and, upon approval, make their dissertation available for public access.

### ***Doctor of Philosophy in Christian Scripture Courses***

#### **OT 8206 – Old Testament Theology**

This seminar focuses on the broad field of Old Testament Theology. Attention will be given to the historical and methodological advances in the field. Additionally, students will explore the various theologies found in the Hebrew Old Testament.

#### **OT 8201 – Readings in the Pentateuch**

This seminar is a Hebrew exegesis of selected texts from the Pentateuch emphasizing matters such as textual criticism, lexical semantics, syntax, and structural analysis. The original language exegesis considers matters such as the background of selected texts with an aim toward the teaching and theology of the text(s). As appropriate, students will examine and apply critical methodologies normally associated with this genre(s) of literature.

#### **OT 8202 – Readings in Hebrew Poetry**

This seminar is a Hebrew exegesis of selected Hebrew poetry texts with consideration given to matters such as textual criticism, lexical semantics, syntax, and structural analysis. The original language exegesis considers matters such as the background of selected texts with an aim toward the teaching and theology of the text(s). As appropriate, students will examine and apply critical methodologies normally associated with this genre(s) of literature.

#### **OT 8203 – Readings in the Prophets**

This seminar is a Hebrew exegesis of selected texts of the Prophets with consideration given to matters such as textual criticism, lexical semantics, syntax, and structural analysis. The original language exegesis considers matters such as the background of selected texts with an aim toward the teaching and theology of the text(s). As appropriate, students will examine and apply critical methodologies normally associated with this genre(s) of literature.

#### **NT 8200 – New Testament Theology**

This seminar examines the nature, history, methods, and issues of the field of New Testament theology. Major theological concepts in the Greek New Testament will be treated and examined.

#### **NT 8201 – Readings in the Gospels and Acts**

This seminar is a Greek exegesis of selected texts of the canonical Gospels and the Acts of the Apostles with consideration given to matters such as textual criticism, lexical semantics, syntax, and structural analysis. The original language exegesis considers matters such as the background of selected texts with an aim toward the teaching and theology of the text(s). As appropriate, students will examine and apply the critical methodologies normally associated with this genre(s) of literature.

#### **NT 8202 – Readings in the Pauline Epistles**

This seminar is a Greek exegesis of selected Pauline texts with consideration given to matters such as textual criticism, lexical semantics, syntax, and structural analysis. The original language exegesis considers matters such as the background of selected texts with an aim toward the teaching and theology of the text(s). As appropriate, students will examine and apply the critical methodologies normally associated with this genre(s) of literature.

### **NT 8203 – Readings in the General Epistles**

This seminar is a Greek exegesis of selected General Epistle texts with consideration given to matters such as textual criticism, lexical semantics, syntax, and structural analysis. The original language exegesis considers matters such as the background of selected texts with an aim toward the teaching and theology of the text(s). As appropriate, students will examine and apply the critical methodologies normally associated with this genre(s) of literature.

### **BI 8201 – Advanced Biblical Interpretation**

This seminar consists of an advanced study of the history, methodologies, philosophies, linguistics, and major figures related to the field of biblical interpretation. Students will critique theoretical works, interpretative methodologies, and philosophical approaches to language.

### **TH 8601 – Methods in Biblical Theology**

This seminar analyzes recent methods and definitions of biblical theology. The students will evaluate significant literature and proponents of various methods with an aim in determining the best possible approach to biblical theology, one in which best explains Scripture's internal contours and shape. In doing so, the student will take into account the literary, historical, and theological dimensions of the various corpora in the Christian Scripture.

### **OT 8204 – Old Testament Backgrounds**

In this guided reading colloquium, students will read, examine, and review selected primary sources and seminal studies on the social, political, religious, and literary backgrounds related to the ancient Near East and Old Testament studies. Engagement with these materials is foundational to the area of study as a whole and supplements the student's overall research abilities.

### **OT 8205 – Old Testament Studies**

In this guided reading colloquium, students will read, examine, and review selected seminal works and current literature related to Old Testament studies. Engagement with these materials is foundational to the area of study as a whole and supplements the student's overall research abilities.

### **NT 8204 – New Testament Backgrounds**

In this guided reading colloquium, students will read, examine, and review selected primary sources and seminal studies on the social, political, religious, and literary backgrounds related to New Testament studies. Engagement with these materials is foundational to the area of study as a whole and supplements the student's overall research abilities.

### **NT 8205 – New Testament Studies**

In this guided reading colloquium, students will read, examine, and review selected seminal works and current literature related to New Testament studies. Engagement with these materials is foundational to the area of study as a whole and supplements the student's overall research abilities.

### **BI 8202 – Biblical Interpretation Studies**

In this guided reading colloquium, students will read, examine, and review selected seminal works and current literature related to biblical interpretation studies. Engagement with these materials is foundational to the area of study as a whole and supplements the student's overall research abilities.

### **RW 8100 – Academic Research and Writing (2 credit hours)**

In this course the student will develop research skills necessary for academic research and writing. The student will be guided in proper use of and expectations related to Turabian and the Society of Biblical Literature Style guide. The student will also be guided in the best practices of academic research and writing,

### **TC 8101 – Teaching in Higher Education**

In this seminar, students will be introduced to critical educational topics and research on learning. Upon completion of this course, students will provide analysis, synthesis, and evaluation of a range of teaching styles and learning strategies appropriate for higher education. Particular emphasis will be given to curriculum development, improvement models, and assessment skills that promote learning across various modalities.

### **CS 8203 – Competency Exams (2 credit hours)**

Upon completion of the ten core seminars and five reading colloquia, the student will take six hours of written competency exams. The exam will be administered two hours a day over a three-day period. The first day exam will include questions regarding the Old Testament and Hebrew. The second exam day will include questions regarding the New Testament and Greek. The final exam day will include questions regarding biblical interpretation and biblical theology. Students must pass this element to move to dissertation phase.

### **CS 8204 – Oral Defense of Competency Exams (1 credit hour)**

The student will appear before the professors in the Doctor of Philosophy in Christian Scripture and defend material covered in the competency exams. Students must pass this element to move to dissertation phase.

### **CS 9200 – Dissertation Prospectus Development (1 credit hour)**

Working with their Dissertation Chair, students will develop and complete a dissertation prospectus. The Doctor of Philosophy in Christian Scripture committee will evaluate the prospectus and student may be asked to defend the prospectus. Students must pass this element to move to dissertation research and writing.

### **CS 9201 – Dissertation Research and Writing**

Doctor of Philosophy in Christian Scripture Candidates will initiate, conduct, and complete their research. They will begin to submit chapters to their Dissertation Chair. Students will enroll in this class each semester until a completed dissertation is ready for submission and defense.

### **CS 9202 – Dissertation Oral Defense (1 credit hour)**

Students will successfully defend their dissertation. Pending a successful defense and changes required by the student's committee, the dissertation will be made available for public access.

## LUTHER RICE COLLEGE AND SEMINARY BOARD OF TRUSTEES



*Ms. Vicki  
Chesney*  
Conyers, GA



*Dr. Randy  
Dorcey*  
Fort Myers, FL



*Mr. David Fanta*  
Sugar Land, TX



*Dr. William  
Houck*  
Bluff City, TN



*Mrs. Yolanda  
Lee*  
Lawrenceville,  
GA



*Dr. Mark Riser*  
Jackson, SC



*Dr. Pete Rockett*  
Woodstock, GA



*Mrs. Lou  
Souders*  
Marietta, GA



*Dr. Robert  
Williams*  
Augusta, GA

## LUTHER RICE COLLEGE AND SEMINARY ADMINISTRATION



**Steven Steinhilber**, President

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



**Evan Posey**, Executive Vice President and Provost

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



**K. C. Kuffrey**, Vice President for Financial Affairs

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



**Ken Stokes**, Vice President for Information Technology

B.A.R., M.A.A., Luther Rice College and Seminary; MSc.ISM, University of Liverpool.

## DIRECTORS



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

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



**Heather Futch**, Director of Financial Aid

A. A., Tarrant County College; B.S., Liberty University.



**J. Marcus Merritt**, Director of Church Relations; Doctor of Ministry Program Coordinator

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



**Thomas Mapes**, Dean of College and Seminary

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



**Margie Miller**, Director of Student Affairs

B.L.S., Mercer University; M.A.C.S., M.Div., D.Min.,  
Luther Rice College and Seminary;



**Steve Pray**, Director of Admissions and Records

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

## FACULTY

### *Full-time Faculty*



**Brad Arnett**, Professor of New Testament and Greek; Bachelor of Arts in Religion Program Coordinator

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.



**David Casas**, Associate Professor of Old Testament Literature

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 Psychology; Bachelor of Arts in Psychology 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., National University.



**William Coleman**, Assistant Professor of Pastoral Ministry

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



**D. Scott Henderson**, Professor of Philosophy; Associate of Arts in General Studies Program Coordinator

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



**Casey Hough**, Assistant Professor of Biblical Interpretation; Master of Divinity Program Coordinator

B.G.S., Louisiana Tech; M.Div., Th.M., Ph.D., New Orleans Baptist Theological Seminary.



**William Jaggar**, Assistant Professor of Church History

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



**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.



**David L. Mapes**, Professor of Theology; Certificate Program Coordinator

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**, Dean of College and Seminary; Associate Professor of English; General Education Coordinator

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



**Jenny Medlin**, Instructor of Literature

B.A., M.A., University of Georgia.



**J. Marcus Merritt**, Assistant Professor of Pastoral Ministry; Doctor of Ministry Program Coordinator; Director of Church Relations

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



**David Alan Posey**, Assistant Professor of Pastoral Ministry; Theology and Apologetics; Master of Arts in Ministry Program Coordinator

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**, Executive Vice President and Provost; 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; Doctor of Philosophy in Organizational 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**, Associate Professor of Bible, Theology and Apologetics

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



**Matthew S. Solomon**, Assistant Professor of New Testament

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



**Joshua Stewart**, Professor of Old Testament and Hebrew; Doctor of Philosophy in Christian Scripture Program Coordinator

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



**Doug Taylor**, Assistant Professor of Theology and Apologetics; Master of Arts in Apologetics Program Coordinator

B.S., Covenant College; M.A.C.S, M.A.L., M.Div., Luther Rice College and Seminary; Ph.D., Liberty University School of Divinity.



**Jared Thompson**, Assistant Professor of Leadership; Master of Arts in Leadership Program Coordinator

B.S., Dalton State College; M.A., New Orleans Baptist Theological Seminary, Ph.D., Anderson University.



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

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

*Adjunct Faculty*



**Mark Atwood**, Adjunct Professor of Economics

B.S., Liberty University; M.B.A., University of Phoenix; Ph.D., Capella University.



**Jeff Audirsch**, Adjunct Professor of Old Testament

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



**Grace Bailey**, Adjunct Professor of History

B.A., Geneva College; M.A., Liberty University; Ph.D. Student, Liberty University.



**Michael Brooks**, Adjunct Professor of Speech and Communication

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



**Archie England**, Adjunct Professor of Biblical Theology

B.B.A., University of Mississippi; M.Div., Gateway Seminary; Ph.D., Mid-America Baptist Theological Seminary.



**Daniel Dieringer**, Adjunct Professor of Psychology

B.A., Cedarville University; M.A., Richmont Graduate University; Ph.D., Florida State University.



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

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



**David Hammons**, Adjunct Professor of Finance

B.A., Samford University; M.S., M.B.A., Georgia State University; M.A. Student, Southeastern Baptist Theological Seminary.



**Jonathan F. Henderson**, Adjunct Professor of History

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



**Jacqueline Johnson**, Adjunct Professor of Physical Science

B.S., Tuskegee University; M.S., North Carolina State University; M.A.M., Luther Rice College and Seminary; V.M.D., University of Pennsylvania.



**James Kerr**, Adjunct Professor of Missions

B.A., Baptist University of Florida; M.Div., D.Miss., Southern Baptist Theological Seminary.



**Steven A. Knox**, Adjunct Professor of Organizational Leadership

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



**Timothy Mann**, Adjunct Professor of Pastoral Ministry and Preaching

B.A., M.A., M.Div., Luther Rice College and Seminary; D.Min., Anderson University.



**Marisa May**, Adjunct Professor of Mathematics

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



**Russ Meek**, Adjunct Professor of Old Testament and Hebrew

B.A., Henderson State University; M.A.; Ph.D., Midwestern Baptist Theological Seminary.



**Jeff Meyers**, Adjunct Professor of Evangelism

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



**William Scott Moody**, Adjunct 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.



**Javan Payne**, Adjunct Professor of Biblical Counseling

B.S., Lincoln University; M.A., The Southern Baptist Theological Seminary; M.Div., Southeastern Baptist Theological Seminary; Ph.D. Student, Midwestern Baptist Theological Seminary



**Tony Samples**, Adjunct Professor of Theology

B.A., University of West Georgia; M.A., Truett McConnell University; Ph.D. (Student) Midwestern Baptist Theological Seminary.



**Melissa Smith**, Adjunct Professor of Statistics

B.S., M.S., University of Illinois Chicago.



**James E. Swalm, Jr.**, Adjunct Professor of Organizational Leadership

B.S., University of Delaware; M.Div., Westminster Theological Seminary; Ph.D., Regent University.



**Obbie T. Todd**, Adjunct Professor of Theology

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



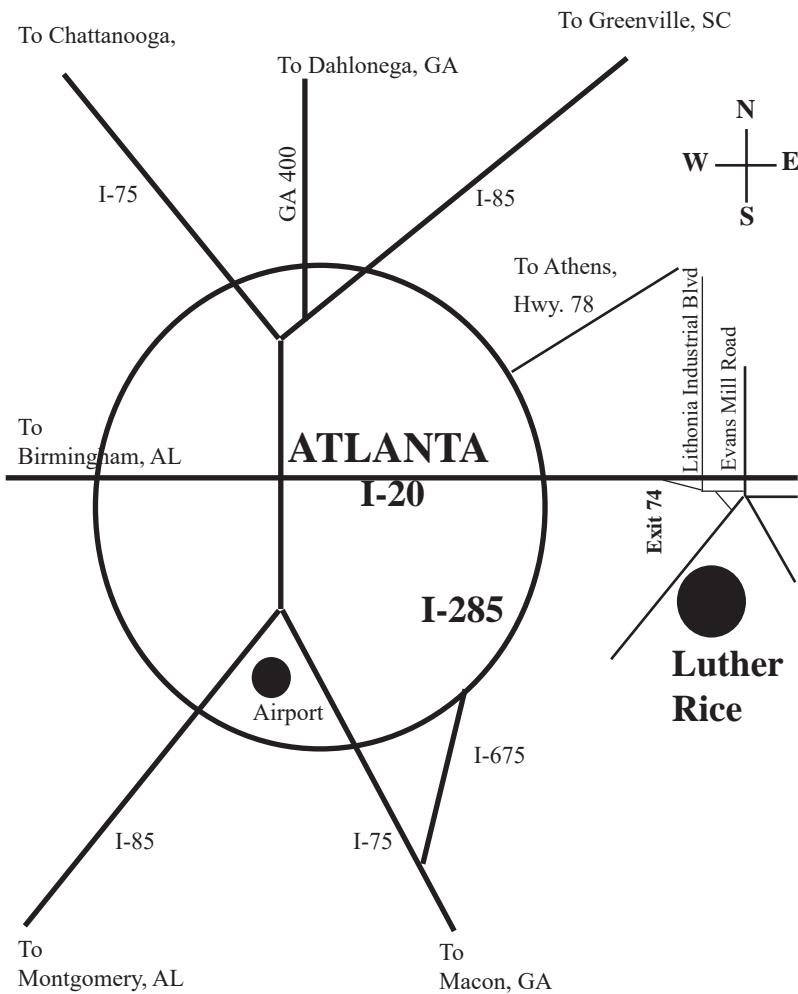
**Jesse Welliver**, Adjunct Professor of Preaching

B.A., North Greenville University; M.Div., Ph.D., South-eastern Baptist Theological Seminary.

## INDEX

Academic Advisement Services . . . . .	43	Directors . . . . .	167
Academic Information . . . . .	65	Discipline, Student . . . . .	59
Academic Probation, Suspension and Dismissal . . . . .	75	Doctoral Programs . . . . .	127
Academic Integrity . . . . .	76	Doctor of Ministry . . . . .	128
Accreditation . . . . .	5	Ph.D. in Organizational Leadership	132
ADA Accommodations . . . . .	56	Ph.D. in Christian Scripture . . . . .	134
Add/Drop . . . . .	44	Doctrinal Statement . . . . .	3
Additional Disclosures . . . . .	62	Donation Policy . . . . .	27
Administration . . . . .	166	Drug Use . . . . .	56
Admissions Information . . . . .	9	Dual Enrollment . . . . .	83
Admissions Policy . . . . .	9	Eligibility . . . . .	83
Admissions Requirements . . . . .	10	State of Georgia Residents . . . . .	84
General . . . . .	10	Non Residents of Georgia . . . . .	86
Dual Enrollment . . . . .	10	Course Offerings . . . . .	86
Certificate . . . . .	11	Facilities . . . . .	50
Undergraduate . . . . .	11	Facilities for the Disabled . . . . .	51
Master . . . . .	12	Faculty . . . . .	169
Doctoral . . . . .	12	Full-Time . . . . .	169
Non-degree . . . . .	13	Adjunct . . . . .	174
Appealing Admission Denials . . . . .	19	Federal Financial Aid . . . . .	29
Appeals, Academic . . . . .	77	Federal Work Study . . . . .	30
Appeals, Non-Academic . . . . .	59	Felony Convictions . . . . .	19
Applicant File Retention . . . . .	19	FERPA . . . . .	60
Application Process . . . . .	9	Financial Aid . . . . .	29
Attendance Policy . . . . .	68	Financial Aid Satisfactory Academic Progress Policy . . . . .	35
Audits . . . . .	19	Financial Aid Entrance/Exit Loan Counseling . . . . .	32
Basic Assumptions . . . . .	53	Financial Appeals . . . . .	27
Beginning a Degree Program at Luther Rice . . . . .	65	Financial Services . . . . .	21
Board of Trustees . . . . .	165	Financial Policy . . . . .	21
Calendar . . . . .	7	Grades . . . . .	70
Campus Safety . . . . .	49	Grading Scale . . . . .	70
Career Services . . . . .	49	Graduate Programs . . . . .	111
Center for Research and Writing . .	50	Master of Arts Programs . . . . .	112
Certificate Programs . . . . .	89	Apologetics . . . . .	112
For Credit . . . . .	89	Biblical Counseling . . . . .	114
Not-for-Credit . . . . .	96	Christian Studies . . . . .	116
Change of Degree . . . . .	16	Leadership . . . . .	118
Class Attendance . . . . .	68	Ministry . . . . .	120
Clinical Pastoral Education . . . . .	75	Master of Divinity . . . . .	122
College Level Examination Program	67	Graduation . . . . .	79
Commencement Attendance . . . . .	80	Graduation Honors and Distinctions .	80
Completing a Degree Program . . . .	66	Graduation Rate . . . . .	6
Computer Technology Requirements	81	Grants . . . . .	29
Course Cancellations . . . . .	45	Harassment . . . . .	58
Course Descriptions . . . . .	137	Sexual Harassment . . . . .	58
Associate and Bachelor . . . . .	137	Racial Harassment . . . . .	58
Master . . . . .	148	Hazing . . . . .	58
Doctoral . . . . .	157	Sexual Discrimination . . . . .	58
Course Load . . . . .	73	Hardship Withdrawal . . . . .	74
Credit Hour Definition . . . . .	72	Health Insurance . . . . .	50
		Historical Example . . . . .	1
		History . . . . .	1

Image Use and Solicitation . . . . .	58	Technology and Computer Use . . . . .	62
Independent Studies . . . . .	67	Technology Requirements . . . . .	81
Institutional Learning Outcomes . . . . .	2	Textbooks . . . . .	47
Library . . . . .	47	Time Limitations . . . . .	67
Loans . . . . .	30	Course . . . . .	67
Location . . . . .	51	Program . . . . .	68
Map . . . . .	181	Transcripts. . . . .	47
Methods of Payment . . . . .	22	Transfer of Credit . . . . .	17
Military Benefits . . . . .	40	Transcript Submissions Requirements	20
Mission Statement . . . . .	2	Tuition Assistance Program. . . . .	35
Modes of Credit . . . . .	66	Tuition and Fees. . . . .	21
Modular Courses . . . . .	66	Undergraduate Programs. . . . .	97
MyCampus . . . . .	43	Christian Ministry Preparation Program . . . . .	97
Non-Degree Students . . . . .	13	Florida Students. . . . .	97
On-Campus Courses . . . . .	66	General Education . . . . .	97
Online Courses . . . . .	66	General Education Learning Outcomes . . . . .	98
Online Orientation . . . . .	20	Associate of Arts in General Studies	99
Online Technology Requirements. . .	81	Bachelor of Arts Degrees . . . . .	101
Payment Plans . . . . .	23	Business . . . . .	101
Philosophy of Education . . . . .	2	Religion . . . . .	104
<i>Pioneer</i> . . . . .	50	Psychology . . . . .	107
Position Statements. . . . .	4	Verification and/or Other Financial Aid Issues Procedures. . . . .	31
Privacy Policy . . . . .	6	Veterans Benefits . . . . .	40
Readmission Policies . . . . .	14	Withdrawal from Courses . . . . .	32
Recommended Course Sequencing .	65	Withdrawal Policy . . . . .	44
Refund Policy . . . . .	25	Work in Other Institutions . . . . .	75
Refund Methods. . . . .	26		
Registration Clearance . . . . .	20		
Registrar Services . . . . .	43		
Registration . . . . .	43		
Residency Requirements. . . . .	53		
Return of Title IV Funds . . . . .	33		
Sponsorship . . . . .	24		
Standards of Conduct . . . . .	55		
Status Sheet . . . . .	46		
Student Affidavit . . . . .	55		
Student Complaints . . . . .	78		
Student Government Association .	49		
Student Grievance Policy . . . . .	59		
Student Discipline . . . . .	59		
Student Life . . . . .	53		
Student Loans . . . . .	30		
Student Portal . . . . .	43		
Student Records. . . . .	60		
Student Rights and Responsibilities .	54		
Student Services. . . . .	43		



**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)

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

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

**Phone/Fax**

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

**Email**

Academic Advising	AAO@LutherRice.edu
Admissions Office	Admissions@LutherRice.edu
Registrar's Office	Registrar@LutherRice.edu
Student Accounts	Studentaccounts@LutherRice.edu
Financial Aid	Financialaid@LutherRice.edu
Library	Library@LutherRice.edu
Student Services	Studentservices@LutherRice.edu
Development/Gifts	KC.Kuffrey@LutherRice.edu
Alumni	Alumni@LutherRice.edu
Information Technology	Infotech@LutherRice.edu

**Follow us:**

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

**[www.twitter.com/Luther\\_Rice](https://www.twitter.com/Luther_Rice)**

**[www.linkedin.com \(Join us at the group\)](https://www.linkedin.com/groups/1013313/)**

**Luther Rice College & Seminary**

**Contact the Office of Admissions  
and Records for enrollment  
information at  
1-800-442-1577 or  
Admissions@LutherRice.edu.**

**Are you juggling life, work, family,  
and ministry?**

**We'll meet you right where you are!**