

# 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. 11). If the applicant meets the required criteria for acceptance, the applicant is admitted to Luther Rice until completion of the program or becomes inactive (see "Readmission Policies" on Pg. 13).

## APPLICATION PROCESS

1. Apply online at [www.LutherRice.edu/apply](http://www.LutherRice.edu/apply) or submit the application found at the back of this catalog with appropriate fee.
2. Have official transcripts sent directly to Luther Rice. An official transcript request form is found online and in the back of this catalog. Transcripts from foreign institutions will be evaluated by Luther Rice. Evaluations may require the applicant to submit their transcript to a third party agency for a determination of U.S. Equivalency. Agencies will charge a fee for their services that is payable by the applicant.
3. Have the completed Christian character reference form sent to Luther Rice. The form will be emailed to the reference once the application is submitted.
4. Doctoral students have additional requirements for admission (see p. 11).
5. Not-for-credit certificate students have fewer requirements for admission (see pg. 10).

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

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

## ADMISSIONS REQUIREMENTS

### General

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

### 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 84.

#### *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 com-

plete 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 5-page research paper adhering to the guidelines set forth by the Program Coordinator for the Doctor of Philosophy in Organizational Leadership (available in the Office of Admissions and Records or online at [www.LutherRice.edu](http://www.LutherRice.edu)).

#### *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](mailto: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
9. Nine semester hours of graduate-level biblical Greek

### **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. 62).
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. 62).
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. 62) 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 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 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 39).

## **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).



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