

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.

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.

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 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

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

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

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

