

## 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 or 770-484-1204).
3. For questions concerning finances, the student should contact the Student Accounts Office or the Financial Aid Office (StudentAccounts@LutherRice.edu, FinancialAid@LutherRice.edu, or 770-484-1204)
4. For questions concerning text books, the student should contact the Office of Student Affairs at StudentServices@LutherRice.edu or 770-484-1204 or the Luther Rice third-party book servicer AKADEMOS at www.LutherRiceBooks.com.
5. For questions concerning acceptance, the student should contact the Office of Admissions and Records by email at Admissions@LutherRice.edu or by phone (770-484-1204).
6. For questions concerning academic status, the student should contact the Office of Admissions and Records (770-484-1204) or by email at Registrar@LutherRice.edu.

### RECOMMENDED COURSE SEQUENCING

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

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

Courses taken by undergraduate students have course numbers that begin in the 1100s and progress to the 4000s, whereas Master's programs have courses that begin in the 5000s and progress to the 7000s. As a general rule for the Master of Divinity degree, students in the first year of study should complete 5000 level courses, second year students 6000 level courses, and third year students 7000 level courses. Courses at the 6000 level assume skills and knowledge acquired from 5000 level courses.

Courses at the 7000 level assume preparation at both 5000 and 6000 levels. The 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 pages 14 through 15.

## **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. 13.

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

### **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	92-100	A
80-89	B	84-91	B
70-79	C	76-83	C
60-69	D	68-75	D
Below 60	F	Below 68	F

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

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

<u>GRADE</u>	<u>MEANING</u>	<u>GRADE POINT PER SEMESTER HOUR</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
R	Repeat	-
S	Satisfactory	-
U	Unsatisfactory	-
N	Audit	-
I	Incomplete	-
WD	Withdrawal Drop	-
WH	Hardship Withdrawal	-
WP	Withdrew Passing	-
WF	Withdrew Failure	0
W	Withdrew	-
WC	Withdrawal due to course cancellation	-
SC	Successful completion of a 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 "In complete" must be approved by the professor of the course and shall be noted on all grade reports. A course in which the student received a grade of "I" must be completed within 30 days after the end of a semester unless special permission is granted by the instructor and the 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 Director of Student Affairs, and if approved, the student will be withdrawn from the course. Supporting third party documentation should accompany the request. See Hardship Withdrawal Policy.

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

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

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

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

SC--Indicates that a student has successfully completed the academic requirements for a 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 Director of Student Affairs.

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. 49).

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 Director of Student Affairs 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).”

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.

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

#### **ACADEMIC APPEALS**

Any student who wishes to appeal a grade that has been recorded to his or her transcript may, within 30 days of the grade being posted, follow this procedure:

1. The student shall make an appointment with the professor of the class to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email to his or her school assigned email address. The email will detail the professor’s decision regarding the grade. A copy of the correspondence shall also be sent to [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 or the office of the Director of Student Affairs.

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

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)

## 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 November 5th (7 months prior to graduation). A late fee of \$100 will be charged on all applications submitted after November 5th. No applications will be processed after February 3rd (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 3rd.
5. A student may receive a Letter of Completion before the May commencement exercises if the student has submitted an Application for Graduation and the graduation fee has been paid by the deadlines stated above. The diploma itself will be dated May, and will be awarded only in May.
6. Any exit exams or other assessments administered to the graduating class must be completed by the student prior to the award of his degree. All financial obligations must be settled prior to final graduation approval.

### **Graduation Week**

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

### **COMMENCEMENT ATTENDANCE**

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



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

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



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

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