

Luther Rice College and Seminary

Policy and Procedure

Title: Student Rights and Responsibilities

Type: Student Affairs

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Owner: Office of Student Affairs

Contact: Steve Pray, Director of Student Affairs

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Policy Purpose

The following policies and procedures exist to provide guidance to Luther Rice College and Seminary students and the public concerning student rights and responsibilities.

Policy Statement

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 the catalog, the *Luther Rice Student Handbook*, and the Luther Rice website. Students with questions concerning Student Rights and Responsibilities are encouraged to contact the Director of Student Affairs 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, discrimination, 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 below for details, definitions, and violation consequences.

Plagiarism

According to the *New Oxford American Dictionary*, plagiarism is defined as 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*, 8th 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).

Falsifying Information

- Forging an instructor's name.
- Submitting another's work as one's own.
- Providing false or misleading documentation.

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 or any examination.

Any student proven to have committed any of the above may 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.

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 Director of Student Affairs for a Disability Accommodation Form at StudentServices@LutherRice.edu.

Drug Use

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

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.

Because Luther Rice participates in Federal Student Aid, the Institution must provide information to students, faculty, and employees to prevent drug and alcohol abuse. In Galatians 5:20, the Apostle Paul lists “—witchcraft” (translated from *pharmakeia*, from which we get the

words “—pharmacy” and “—pharmaceutical”) and “—drunkenness” as acts of the flesh. Believers should not, therefore, engage in these acts.

Drug or alcohol abuse may cause various physical problems, such as liver failure, cancer, paranoia, or death. Listed below are a few signs that may indicate drug or alcohol abuse:

Giving up past hobbies and activities

Aggressiveness and irritability

Forgetfulness

Disappearing money or valuables

Feeling rundown, hopeless, depressed, or even suicidal

Sounding selfish and not caring about others

Getting in trouble with the law

The above information was adapted, or taken directly, from <http://www.webmd.com/mental-health/substance-abuse>.

Below is a list of treatment facilities for anyone struggling with drug use/alcohol abuse:

Penfield Christian Home

1061 Mercer Circle

Union Point, GA 30669

(706) 453-7929

No Longer Bound

2725 Pine Grove Road

Cumming, GA 30041 (770) 886-7873

Alcoholics Anonymous

127 Peachtree St. NE

Atlanta, GA 30303 (404) 525-3178

Ridgeview Institute

3995 South Cobb Drive

Smyrna, Georgia 30080 (770) 434-4567

Peachford Hospital

2151 Peachford Road

Atlanta, Georgia 30338

(770) 455-3200

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

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 Director of Student Affairs.

Procedures for Investigating Suspicion of Violations

The breaking of institutional policies, including the *Standards of Conduct*, can result in disciplinary action being taken against a student.

Violations of the criminal and civil codes of the United States and of state laws can also result in disciplinary action.

Disciplinary action can range from temporary probation to permanent expulsion from Luther Rice.

The Executive Vice President, or an appropriate representative, will be responsible for recommending the discipline to be taken after consultation with the student and other Luther Rice faculty/staff who may be involved in or aware of the incident. The student may appeal in accordance to the "Student Grievance Policy and Non-Academic Appeals" if he is dissatisfied with the disciplinary action taken.

These procedures will be followed concerning a student who is suspected of violating an institutional policy, including the *Standards of Conduct*:

On-Campus Students

1. The Executive Vice President will request a meeting with the student and one other individual from the faculty or administration. This meeting will be to discuss the issue in question.
2. Student failure to attend the requested meeting will result in immediate suspension until the meeting is held.
3. The Executive Vice President will consult with other faculty, staff members, or students involved with or aware of the incident.
4. The Executive Vice President will then decide the discipline to be taken.
5. The student will be notified in writing of the decision.
6. The student has the right to appeal the decision in writing. See "Student Grievance Policy and Non-Academic Appeals Process" in the Institution's Catalog.
7. A second violation will result in immediate suspension. Procedures 1-6 will again be followed prior to a final decision.
8. A third violation will result in permanent expulsion. However, Procedures 1-6 will again be followed before a final decision is made.

Distance Education Students

1. The Executive Vice President will request in writing from the student an explanation of the issue in question. The student will be asked to respond in writing within 30 days.
2. Student failure to respond within 30 days will result in immediate suspension until the student has responded in writing to the Executive Vice President.
3. The Executive Vice President will consult with other faculty, staff members, or students involved with or aware of the incident.
4. The Executive Vice President will then decide the discipline to be taken.
5. The student will be notified in writing of the decision.
6. The student has the right to appeal the decision in writing. See "Student Grievance Policy and Non-Academic Appeals Process" in the Institution's Catalog.
7. A second violation will result in immediate suspension. Procedures 1-6 will again be followed prior to a final decision.
8. A third violation will result in permanent expulsion. However, Procedures 1-6 will again be followed before a final decision is made.

Violation of any Criminal or Civil Code

A student who violates any criminal or civil codes of the United States or of State laws will be immediately suspended upon Luther Rice learning of the student's arrest. If the student is found guilty, he or she will be expelled. The student has the right to appeal the decision in writing. See "Student Grievance Policy and Non-Academic Appeals Process" in the Institution's Catalog and Student Handbook. After a period of three years, the student may re-apply. Along with re-application, the student must also provide the following:

- A statement of repentance of the student's actions which led to the arrest and conviction.
- A letter of recommendation from the student's pastor.
- A letter of recommendation from the chaplain of the institution where the student was or is an inmate, if applicable.
- A letter of recommendation from an individual not related to the student.

Record Amendment

Each student has the right to request the Institution amend a record that they believe is inaccurate or misleading. They should write the Institution officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, Luther Rice 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.

Consequences of Violations

First offense

Procedures for investigating suspicion of violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:

- The Executive Vice President will give a personal reprimand.
- A written record of the violation will be placed in the student's permanent file.
- The student will be advised of the consequences of a second offense.
- Luther Rice reserves the right to expel any student for an offense deemed severe enough to merit such action.

Second offense

Procedures for investigating suspicion of violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him/her, the following will result:

- The student will be dismissed from the school for the period of one year.
- Documentation concerning both violations (first and second offenses) will be placed in the student's permanent file on an indefinite basis.
- If after the one-year dismissal the student wishes to re-enter the school, he or she will be required to re-apply for admission to the school.
- To be re-admitted, the student will be required to submit in writing to the Executive Vice President a statement of repentance of his or her actions which brought about the disciplinary actions.
- Luther Rice reserves the right to expel any student for an offense deemed severe enough to merit such action.

Third offense

Procedures for investigating suspicion of violations will be followed. If the accused student is found to be guilty of the charges that have been brought against him or her, the following will result:

- Permanent expulsion from the Institution.

Student Academic Grievance Policy and Appeals Process

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

1. The student shall make an appointment with the professor of the class to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email to his or her school assigned email address. The email will detail the professor's decision regarding the grade. A copy of the correspondence shall also be sent to academics@LutherRice.edu for record keeping.
3. If the issue is not resolved to the student's satisfaction, he or she shall address a written appeal via email to academics@LutherRice.edu or via mail to Luther Rice, Academic Affairs, 3038 Evans Mill Road, Lithonia, Georgia 30038. The appeal will be considered by the Chairman of the appropriate academic committee (Undergraduate, Graduate or Seminary). The Chairman will review the complaint and send a determination to the student within 7 business days.
4. If the issue is still not resolved to the student's satisfaction, he or she shall address a written appeal via email or mail to the Vice President for Academic Affairs. The Vice President will review the complaint and send a determination to the student within 7 business days. The decision of the Vice President for Academic Affairs is final.

Student Grievance Policy and Non-Academic Appeals Process

Luther Rice students who have a complaint or grievance regarding a non-academic issue 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 Services, 3038 Evans Mill Road, Lithonia, Georgia 30038. The complaint must include detailed information, including specific dates, times, and the people involved. The complaint must also include an account of how the student has sought to resolve the issue up to this point (including copies of all correspondence to and from the parties involved).
3. The complaint will be addressed by a panel of 3 Luther Rice representatives. The panel is assigned by the Executive Vice President and may include 1 student representative.

The panel will review the complaint and send a determination to the student within 7 business days. For matters of confidentiality, the student may request to bypass the panel and appeal directly to the Executive Vice President.

4. If the issue is still not resolved to the student's satisfaction following the panel's decision, he or she shall address a written appeal via email or mail to the Executive Vice President. The Vice President will review the complaint and send a determination to the student within 7 business days. The decision of the Executive Vice President is final. If the complaint concerns the Executive Vice President, the Vice President for Academic Affairs will assume the responsibilities of the Executive Vice President.

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

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

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

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

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

Luther Rice is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551, Telephone: 434-525-9539, email: info@tracs.org (www.tracs.org)], having been awarded Reaffirmed status as a Category IV institution by the TRACS Accreditation Commission on April 21, 2015; this status is effective for

a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

Student Records

Luther Rice adheres to The Family Educational Rights and Privacy Act (FERPA) which affords students certain rights with respect to their student records.

1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate education interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Luther Rice 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*.

Luther Rice provides an opportunity for students to enhance their educational experiences and expand their academic knowledge by making available student access to computer resources and the internet. Today's computer technology deposits a significant amount of information in the hands of its users that carry with it a commensurate amount of responsibility. Therefore, the following policy for computer usage by students of Luther Rice has been adopted:

- The use of computers provided by Luther Rice is subject to the normal requirements of legal and ethical behavior.
- Student access to the internet is intended for Institution business and educationally related purposes.
- Computers provided by Luther Rice should not be used to copy or transmit copyrighted software or other material protected by copyright laws.
- Computers provided by Luther Rice should not be used to support any type of fundraising.
- Computers provided by Luther Rice should not be used to create, transmit, or store harassing, obscene, or abusive messages, images, or materials.
- Luther Rice does not manage the internet and, therefore, is not responsible for offensive material that may be encountered.

Any student found engaging in any activity that violates the Computer Usage Policy may result in the immediate suspension of the student's computer usage privileges as well as other disciplinary/legal action.

All Luther Rice students, online or on-campus, are responsible for adhering to the Luther Rice Computer Use Policies & Procedures available on MyCampus and the Office of Information Technology website <http://oit.lutherrice.edu/oit-policies/>

Computer Access

Students have access to computer terminals in the computer lab located in the Smith Library.

Online Student Center

All students (on-campus, online, and module) are encouraged to participate in the Online Student Center (OSC). The OSC is located within the Blackboard system, is managed by the Luther Rice Student Government, and is accessible to students, faculty, and staff who are enrolled in it via the Blackboard link on the institution's webpage (www.LutherRice.edu). In the OSC, students may find useful information, several means of interacting with other students (discussion boards, email, and chat), opportunities to participate in student-led groups and tutoring assistance provided by fellow students. One discussion board, entitled "—The Gathering Place", provides a means for students to post questions, comments, and/or grievances.

The Director of Student Affairs and SGA sponsor the OSC. To enroll in the OSC:

1. Online students should login to Blackboard and select the —Courses tab. Search for —Online Student Center. When the course is listed, click the —Enroll button, and you will be automatically enrolled.
2. Students who are not actively enrolled in online courses should contact the Director of Student Affairs or the SGA. You will be given a login ID, password, and instructions for access.

Telephone Usage

All telephones are for Luther Rice business use. Students may use the telephone located in the lobby of Williams Hall for local calls only. Please limit calls to three minutes. Incoming calls from family or friends should be for emergency purposes only.

Roles and Responsibilities

1. Board of Trustees and Faculty: Approval
2. Director of Student Affairs: Oversight and execution of policy and procedures
3. Enrollment Advisor: Execution of policy and procedures
4. Executive Vice President: Make approved revisions to the policy document

Distribution

1. Luther Rice *Student Handbook*
2. Luther Rice Catalog
3. Luther Rice Website

Revision Date	Author of Revision	Description of Revision
February 2020	Dr. Steven Steinhilber	New Policy Format