

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 Dean of the College and Seminary. The Dean will review the complaint and send a determination to the student within 7 business days. The decision of the Dean of the College and Seminary 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 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.

Files containing grievance issues are maintained in 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 following agencies:

Residential Students

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

Distance Education Students

GA-SARA
2082 East Exchange Place, Suite 220
Tucker, GA 30083
<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

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

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

Luther Rice is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE), to grant certificates and degrees at the Associate, Baccalaureate,

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

Luther Rice is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551, Telephone: 434-525-9539, email: info@tracs.org (www.tracs.org)], having been awarded Reaffirmed status as a Category IV institution by the TRACS Accreditation Commission on April 21, 2015; this status is effective for a period of ten years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).