

# ADMISSIONS INFORMATION

## ADMISSIONS POLICY

Persons wishing to enroll in Luther Rice must apply on the official form or website page furnished by the Office of Admissions. When the necessary information and fee have been received, action will be taken on the application. The applicant will be notified of the decision in a timely manner by email and standard mail.

In considering applications, the Office of Admissions reviews the prospective student's complete academic record, character reference, and personal information. The prospective student is assessed according to his academic background, personal testimony for the Lord Jesus Christ, and evidence of his Christian faith. If the prospective student meets the required criteria for acceptance, he is admitted to Luther Rice until he completes his program or becomes inactive (see "Readmission Policies" on Pg. 12).

## APPLICATION PROCESS

1. Apply online at [www.LutherRice.edu](http://www.LutherRice.edu) or submit the application found at the back of this catalog with appropriate fee.
2. Have official transcripts\* sent directly to Luther Rice. An official transcript request form is found online and in the back of this catalog. Transcripts from foreign institutions will be evaluated by Luther Rice. Evaluations may require the applicant to submit their transcript to a third party agency for a determination of U.S. Equivalency. Agencies will charge a fee for their services that is payable by the applicant.
3. Have the completed Christian character reference form sent to Luther Rice. The form will be emailed to the reference once the application is submitted.
4. Complete the Bible content test online. This diagnostic test is part of the admissions process but does not determine eligibility to enter Luther Rice except at the doctoral level.
5. Doctoral students have additional requirements for admission (see p. 11).

\*Transcripts from unaccredited institutions will be evaluated according to the criteria outlined on page 13 (Transfer of Credit).

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

## Applicant File Retention

Applicant file documents will be retained in the Admissions Office for a period of twenty-four months. If the prospective student's admission is not finalized in twenty-four months, the applicant documents will be destroyed.

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

## **ADMISSIONS REQUIREMENTS**

### **General**

Acceptance to a degree program at Luther Rice will be granted only after evaluation of the application, reference form, Bible knowledge exam, and official transcripts. The application must be accompanied by the appropriate fee (see Tuition and Fees Pg. 15).

The applicant must also have signed that all of the information given is true and that he will adhere to the Standards of Conduct for as long as he is a student of Luther Rice. He must affirm his belief in the Luther Rice College and Seminary Doctrinal Statement. Further, he must indicate that he has read and will abide by the financial and privacy policies of Luther Rice. Finally, he must indicate that he has read and will respect the institution's mission, philosophy, and outcomes. Information proven to be false on the application may result in dismissal.

### **Online Orientation**

Upon acceptance, all new students will be given access to an Online Orientation that serves as a guide to being successful at Luther Rice. The orientation is accessible via a link provided in the acceptance email. Students may also access the orientation on the Luther Rice website and via the Student Portal MyCampus.

### **Registration Clearance**

All first-time students and transfer students with a cumulative GPA of 2.3 or lower must receive clearance from an academic advisor prior to course registration. To obtain registration clearance, these students must contact the Academic Advising Office for assistance. An advisor is available by email or telephone during regular office hours. Please send your message to [aao@LutherRice.edu](mailto:aao@LutherRice.edu) or call (770) 484-1204 or (800) 442-1577, extension 5754. (See Academic Advisement Services, pg. 35).

### **Prior Non-Accredited Degree Policy**

In the event an applicant has completed a degree from an accredited or approved institution subsequent to completing a degree from an unaccredited or unapproved institution, acceptance to Luther Rice is at the discretion of the Admissions Office and the non-accredited evaluation policy.

### **Bachelor's Program**

Applicants desiring entrance into the Bachelor degree program must have completed the requirements for a high school diploma with a minimum GPA of 2.0 (on a 4.0 scale).

Students who wish to enter with a high school GPA less than 2.0 or with a GED will enter by probation and be automatically enrolled in the Academic Success Program (ASP) for a minimum period of 12 semester hours. Students enrolled in the ASP will receive mandatory Academic Advising and must maintain a minimum 2.0 GPA while completing a maximum of 6 hours per semester. Students must maintain a minimum GPA of 2.0 in order to continue their studies with Luther Rice.

## Master's Programs

All master's programs require satisfactory completion of a bachelor's degree or its equivalent with a cumulative GPA of at least 2.0 (on a 4.0 point scale).

Bachelor's degree equivalency is understood in the sense that the applicant has satisfactorily completed 120 semester hours of recognized college-level work in which the applicant received at least a 2.0 cumulative GPA (on a 4.0 scale). No bachelor's degree will be awarded to an applicant entering a master's program by equivalency.

Students who desire to enter the Master of Divinity with Languages track must have obtained an undergraduate GPA minimum of 3.0 (on a 4.0 scale).

## Doctoral Program

1. A Master of Divinity degree is required from an institution with accreditation recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education. Unaccredited graduate degrees may be considered but will be evaluated according to the criteria outlined on page 15 (Transfer of Credit). Applicants who have not earned an M.Div. degree but hold a master's degree and ninety (90) semester hours of accredited, graduate-level course-work in theology and/or ministry may be considered eligible.
2. An acceptable, verifiable employment experience in a specific area of ministry (e.g., pastor, church staff, missionary, parachurch ministry leader or staff).
3. An acceptable, verifiable two-year history of active Christian ministry showing good professional standing, adherence to the fundamentals of the Christian faith, and good Christian character and conduct.
4. A cumulative grade point average of 3.0 (on a 4.0 scale) in approved graduate-level work.
5. An acceptable, verifiable ministry laboratory in which the applicant can pursue the required projects (e.g., church, mission field, or parachurch field of ministry).
6. Submission of a research paper adhering to the Graduate Committee guidelines (available in the Admissions Office or online at [www.LutherRice.edu](http://www.LutherRice.edu)).

## NON-DEGREE STUDENTS

A non-degree student is one desiring to take only a limited number of courses for credit, without enrolling in an official degree program. Students wanting to use Luther Rice course credits to transfer to another institution would fall into this category. A non-degree student is coded as a *Special Student* in the Luther Rice computer database. Non-degree students may complete undergraduate and graduate courses, not doctoral.

The process for acceptance as a non-degree student is as follows:

1. Submit a completed Application, along with the application fee, to the Admissions Office. Select Special Student/Non-Degree as the degree program.
2. Submit an official letter from your current institution's Registrar stating that you are a student in good standing and what program of study you are enrolled, or a copy of the transcript of the highest degree earned. If the student is not currently enrolled in another institution, the most recent post-secondary transcript must be submitted.

3. Submit a statement describing your conversion experience, including what a person must do to receive eternal life and when you personally took that step.
4. When all the required documents are received by Luther Rice, the application file will be reviewed. You will be notified by mail of your admissions status.

A non-degree student is subject to all current institutional policies, including but not limited to financial, academic, and behavioral requirements.

## **AUDITS**

An auditor is one desiring to take a limited number of on-campus courses for which credit is not received. Online coursework may not be audited. Auditors pay only a \$100.00 attendance fee per course. Audited courses cannot be converted to courses for academic credits, no exceptions. The auditing form is available from the Registrar.

## **FELONY CONVICTIONS POLICY**

Admission will be denied for any applicant that reports a felony in current adjudication or a past felony conviction.

## **APPEALING ADMISSION DENIALS**

When applicants do not meet the regular admission, readmission, or change of degree requirements for entrance into an academic program, they will be notified of denial by the Admissions Office. Such decisions may be appealed by applicants who believe that extenuating circumstances are responsible for their failure to meet the requirements for admission. Appeals are to be submitted in writing to the Vice President for Academic Affairs, who may refer the matter to the appropriate faculty committee (i.e., the undergraduate or graduate committee). The Vice President's decision is final.

Students who enter an academic program through the appeals process, without meeting the regular admissions requirements, may, at the discretion of the appeals committee, be admitted on condition of satisfactory performance in the first year of study. Such students will be notified of the probation or other conditions that apply when notified of their acceptance. Failure to fulfill such conditions may result in prolonged probation or dismissal.

## **READMISSION POLICIES**

The following students are dropped from active status and are required to complete a readmission application for readmission:

### ***Bachelor and Master level Students***

1. Any student who does not complete at least one course in a 12-month time period.
2. Any student who does not complete his program within the specified length of time (see Program Time Limitations - Pg. 51).
3. Any student who voluntarily withdraws.

4. Any student suspended for academic or disciplinary reasons.
5. Students who graduate.

Any previous balance owed to Luther Rice must be paid at the time of readmission.

**A former student who submits an application for readmission, if accepted, will reenter his or her program at the tuition rate, degree requirements, and policies in effect at the time of the readmission.**

If a student had been sponsored, any documentation from a former sponsor is considered void. It is the student's responsibility to request that the sponsor furnish new documentation.

### *Doctoral Students*

1. Any student who does not complete his program within the specified length of time (see Program Time Limitations, pg. 51).
2. Any student who voluntarily withdraws.
3. Any student suspended for academic or disciplinary reasons.

In order for any earlier work and/or payments to be credited at the time of readmission:

1. Any previous balance owed to Luther Rice must be paid upon readmission.
2. If accepted, the student will reenter at the then current tuition rates and degree requirements.
3. Completed academic work in the D.Min. program that is older than the maximum program time limitations (see Program Time Limitations, pg. 51) may not be counted toward degree requirements at readmission.

If all the requirements listed above cannot be met at the time of readmission, the student must apply to enter the doctoral program as a new student. No earlier academic work or financial payments will be credited toward the degree.

### **CHANGE OF DEGREE**

Students may be enrolled in only one degree program at a time unless prior approval is given by Luther Rice administration. To change a degree program, please submit a readmission application, select change of degree and pay the appropriate fee. Students wishing to complete both a Master of Arts degree and a Master of Divinity degree are advised to complete the Master of Arts degree first.

Students who have completed a graduate degree and desire to complete a second Master of Arts degree, will not be eligible for application if they have more than six transferable credit hours.

### **TRANSFER OF CREDIT**

Students enrolling in bachelor's or master's programs may transfer comparable courses of the same degree level for which they received a grade of "C" or better from an institution with accreditation recognized by the Council of Higher Education Accreditation (CHEA) or the U.S. Department of Education. Luther Rice may also recognize transferable credits from non-accredited institutions based on an evaluation of their academic catalog, faculty credentials, course

offerings, and degree requirements. Transcripts are evaluated under guidelines agreed upon by the VP for Academic Affairs. Life experience, CEU's, remedial courses, workshops, and seminars are not transferable. Luther Rice does not maintain any articulation agreements with other institutions. The following reflects the maximum number of transfer credits possible in each degree program:

Bachelor of Arts in Religion	90	Hours
Master of Arts	6	Hours
Master of Divinity	45	Hours
Doctor of Ministry	0	Hours

Luther Rice evaluates non-accredited institutions based upon the following criteria:

- Acceptable tuition and fee schedule.
- Adequate catalog/website information on institution.
- Appropriate quantity of required general education credits for bachelors programs.
- Coursework equivalent to degree level.
- Satisfactory faculty credentials.
- Standard course and degree length requirements.

Students who need an official transcript sent should use the Official Transcript Request form supplied in the back of this catalog or print the form available online at [www.LutherRice.edu](http://www.LutherRice.edu). Students who have questions regarding the transfer of credit to Luther Rice should contact the Admissions Office at 1-800-442-1577.

Transcripts from foreign institutions will be evaluated by Luther Rice. Evaluations may require the applicant to submit their transcript to a third party agency for a determination of U.S. Equivalency. Agencies will charge a fee for their services that is payable by the applicant.

## **TRANSCRIPT SUBMISSIONS REQUIREMENTS**

The following official transcripts (based on applicants requested degree level) must be submitted by mail or email directly to Luther Rice from previous schools:

- Undergraduate Applicants: High School or GED and transcripts of all college coursework completed.
- Graduate/Seminary Applicants: Transcripts required from completed undergraduate degree and any prior graduate coursework or degree. NOTE: A high school transcript is only required for undergraduate applicants.
- Doctoral Applicants: Transcript from a completed graduate degree in theology.

Mail official transcripts directly to: Luther Rice College & Seminary, ATTN: Admissions, 3038 Evans Mill Road, Lithonia, GA 30038. Official transcripts can also be emailed directly from previous schools to the Admissions Office at [transcripts@lutherrice.edu](mailto:transcripts@lutherrice.edu).