

# **LUTHER RICE COLLEGE & SEMINARY**



## **Student Handbook 2022-2023**

Approved by the Board of Trustees on May 13, 2022  
(Subsequent Revisions will be submitted to the Board of Trustees for Approval)

## Table of Contents

|   |     |
|---|-----|
| Proper Use of This Handbook.....                                      | 6   |
| The President’s Welcome.....  | 7   |
| A Word from the Director of Student Affairs .....                     | 8   |
| Luther Rice Mission Statement.....                                    | 9   |
| Luther Rice Doctrinal Statement.....                                  | 9   |
| 100. Student Rights and Responsibilities .....                        | 11  |
| 100.1 Standards of Conduct .....                                      | 11  |
| 100.2 Standards of Conduct Student Affidavit .....                    | 11  |
| 100.3 Academic Integrity .....  | 12  |
| 100.4 ADA Accommodations.....   | 13  |
| 100.5 Drug Policy and Alcohol Abuse Prevention Policy.....            | 13  |
| 100.6 Harassment.....   | 15  |
| 100.7 Image Use and Solicitation.....                                 | 15  |
| 100.8 Procedures for Investigating Suspicion of Violations .....      | 16  |
| 100.8.1 On-Campus Students.....                                       | 16  |
| 100.8.2 Distance Education Students.....                              | 17  |
| 100.8.3 Violation of any Criminal or Civil Code.....                  | 17  |
| 100.8.4 Record Amendment.....   | 17  |
| 100.9 Consequences of Violations .....                                | 18  |
| 100.9.1 First offense .....   | 18  |
| 100.9.2 Second offense .....  | 18  |
| 100.9.3 Third offense .....   | 18  |
| 100.10 Student Academic Grievance Policy and Appeals Process .....    | 18  |
| 100.11 Student Grievance Policy and Non-Academic Appeals Process..... | 19  |
| 100.12 Student Records.....   | 20  |
| 100.13 Technology and Computer Use.....                               | 222 |
| 100.13.1 Computer Access.....   | 22  |
| 100.13.2 Online Student Center.....                                   | 22  |
| 100.13.3 Telephone Usage .....  | 23  |

|   |    |
|---|----|
| 200. Student Services.....                                | 24 |
| 200.1 Admissions Policy.....                              | 24 |
| 200.1.1 Application Process.....                          | 25 |
| 200.1.2 Readmission.....                                  | 25 |
| 200.1.3 Military Service Member Readmission.....          | 25 |
| 200.2 Business Services.....                              | 27 |
| 200.2.1 Administrative Offices.....                       | 27 |
| 200.2.2 Student Accounts.....                             | 27 |
| 200.2.3 Financial Aid.....                                | 27 |
| 200.3 New Student Orientation.....                        | 28 |
| 200.4 Academic Advising.....                              | 28 |
| 200.5 Registrar Services.....                             | 28 |
| 200.5.1 Course Registration.....                          | 28 |
| 200.5.2 Add/Drop Procedures.....                          | 29 |
| 200.5.3 Repeating a Course.....                           | 29 |
| 200.5.4 Grading Scale.....                                | 29 |
| 200.5.5 Grades, Grade Points, & Grade Point Average.....  | 29 |
| 200.5.6 Withdrawal from the Institution.....              | 30 |
| 200.5.7 Hardship Withdrawal.....                          | 30 |
| 200.6 Book Services.....                                  | 31 |
| 200.7 Learning Support.....                               | 31 |
| 200.8 Counseling.....                                     | 32 |
| 200.9 Prayer Support.....                                 | 32 |
| 200.10 Career Services.....                               | 32 |
| 200.11 Food Services.....                                 | 33 |
| 200.12 Housing Services.....                              | 33 |
| 200.13 The Pioneer & Student Course Schedule Planner..... | 33 |
| 200.14 Health Insurance.....                              | 34 |
| 200.15 Student Government Association.....                | 34 |
| 200.15.1 Purpose.....                                     | 34 |
| 200.15.2 Appointment to Office.....                       | 35 |
| 200.15.3 Student Government Officers.....                 | 35 |
| 200.15.4 Requirements to Hold Office.....                 | 35 |

|   |    |
|---|----|
| 200.15.5 Student Government Association Committees..... | 35 |
| 200.15.6 Order of Business.....                         | 35 |
| 300. Student and Ministry.....                          | 36 |
| 300.1 Chapel.....                                       | 36 |
| 300.2 Prayer.....                                       | 36 |
| 300.3 Gender and Ministry.....                          | 36 |
| 300.4 Marriage and Sexual Behavior.....                 | 36 |
| 300.5 Ministry Opportunities.....                       | 37 |
| 400. Library Services.....                              | 38 |
| 400.1 About the Library.....                            | 38 |
| 400.1.1 Purpose.....                                    | 38 |
| 400.1.2 Regular Hours.....                              | 38 |
| 400.2 Library Collection:.....                          | 38 |
| 400.3 Library Services.....                             | 38 |
| 400.3.1 Online Catalog:.....                            | 38 |
| 400.3.2 Borrowing Materials:.....                       | 38 |
| 400.3.3 Books by Mail Service:.....                     | 38 |
| 400.3.4. Loan Periods and overdue fines:.....           | 39 |
| 400.3.5. Photocopy and Printing Costs.....              | 39 |
| 400.3.6. Computer Use:.....                             | 39 |
| 400.4 Research Help.....                                | 39 |
| 400.4.1. Personal Assistance.....                       | 39 |
| 400.4.2. Library Chat:.....                             | 40 |
| 400.4.3. FAQ:.....                                      | 40 |
| 400.4.4. Email Assistance:.....                         | 40 |
| 400.4.5. Online Manuals &Tutorials:.....                | 40 |
| 400.4.6. LibGuides:.....                                | 40 |
| 400.5 Borrowing Resources from Other Libraries.....     | 40 |
| 400.5.1. Interlibrary Loan (ILL) Services.....          | 40 |
| 400.5.2. Reciprocal Borrowing Agreements.....           | 40 |
| 400.6 Additional Library Information.....               | 40 |
| 500. Emergency Operations Policy and Safety Plan.....   | 41 |
| 500.1 Personal Safety.....                              | 41 |

|  |    |
|--|----|
| 500.2 Campus Security.....   | 42 |
| 500.3 Bomb Threats.....  | 42 |
| 500.4 Civil Disturbance.....   | 43 |
| 500.5 Fire Safety.....   | 43 |
| 500.6 Medical Emergencies.....   | 44 |
| 500.7 Natural Disasters.....   | 44 |
| 500.7.1 Tornado Watch.....   | 45 |
| 500.7.2 Tornado Warning.....   | 45 |
| 500.7.3 Flood Watch.....   | 45 |
| 500.7.4 Flood Warning.....   | 46 |
| 500.8 Evacuation Policy and Procedure.....                                       | 46 |
| 500.9 Emergency Plan for Persons with Disabilities.....                          | 47 |
| 500.10 Emergency Notification Plan.....  | 47 |
| 500.11 Intruder Alert/Active Shooter.....  | 47 |
| 600. Organization of the Institution.....  | 47 |
| 600.1 Organizational Chart.....  | 49 |
| 600.2 Academic Calendar.....   | 49 |
| 600.3 Board of Trustees.....   | 49 |
| 600.4 Administrative Officers.....   | 49 |
| 600.4.1 President.....   | 50 |
| 600.4.2 Executive Vice President.....  | 50 |
| 600.4.3 Vice President for Information Technology.....                           | 50 |
| 600.4.4 Vice President for Financial Affairs.....                                | 50 |
| 600.5 Organizational Chart.....  | 51 |
| Appendix A: Site Plan and Assembly Area Designations.....                        | 52 |
| Appendix B: How to Access Blackboard for Online Classes and Student Webmail..... | 53 |

## **Proper Use of This Handbook**

---

The Student Handbook provides detailed information that was deemed incommensurate to the purposes of the Institution's Catalog. However, the student handbook should be used in conjunction with the catalog; because both documents represent the whole body of policies and procedures by which a student at Luther Rice shall abide.

## The President's Welcome

---

Welcome to Luther Rice!

It is my privilege to welcome you to our school. We are honored God has directed you to be here, and we hope that your experience will be enjoyable and enlightening.

The mission of Luther Rice College and Seminary is to serve the church and community by providing biblically based on-campus and distance education to Christian men and women for ministry and the marketplace with an end to granting undergraduate and graduate degrees. Our desire is that this student handbook place you one step forward as you commence toward graduation and service for God's kingdom.



As a faculty, staff, and administration, we recognize that we are the custodians of the faith and vocation of our students – a great responsibility. Therefore, we are praying that you will be used by God to affect spiritual transformation in your local church as well as around the world. We ask that you pray for our institution as we commit ourselves anew each day to the work God has set before us.

Serving Christ Together,

Steven Steinhilber, D.Min.  
President

## A Word from the Director of Student Affairs

---



On behalf of the faculty, staff, administration and current student body, I welcome you to Luther Rice College and Seminary.

Luther Rice has a great purpose, and you are a key ingredient. Without a functioning student body, Luther Rice is empty and can do nothing to achieve that purpose. That's why we are so grateful that you have been led to attend Luther Rice to further your Christian education.

The Luther Rice model of education is explicitly biblical and thoroughly practical. While having a commitment to the full authority and integrity of Scripture, Luther Rice also strives to formulate guiding biblical values for a lifetime of ministry. A lofty goal is to see an understanding of and a genuine commitment to the lordship of Christ in one's life as well as the development of social and interpersonal skills.

While you are a student here, we want to make sure you are nurtured and encouraged. This handbook will provide you with the pertinent information, policies, procedures, and services of this institution. It is intended to be used in conjunction with our school catalog. I recommend you keep it close for ready reference.

Our prayer is that your experience here at Luther Rice will be a time of spiritual, intellectual, and social development as God works in and through us all for His glory.

If you have questions that are not answered in this handbook, please let me know.

By His Grace and for His Glory,

*Margie Miller*

Margie Miller, D.Min.  
Director of Student Affairs  
Luther Rice College and Seminary



## **Luther Rice Mission Statement**

---

The mission of Luther Rice College and Seminary is to serve the church and community by providing biblically based on-campus and distance education to Christian men and women for ministry and the marketplace with an end to granting undergraduate and graduate degrees.

## **Luther Rice Doctrinal Statement**

---

### **I. The Scriptures**

We believe that the books of the Old and New Testaments were written by men, verbally inspired by God, inerrant in the original autographs, and are the supreme and final authority in faith and life. We believe in the full historicity of the biblical record.

### **II. God**

We believe that God is one in nature and three in Person--Father, Son, and Holy Spirit. We believe that all three persons, though distinct, share in the divine nature and thereby possess the same attributes and perfections. We believe in the providence of God, but not that he approves sin or destroys human responsibility. We believe the triune God created the universe apart from pre-existing materials.

### **III. Jesus Christ**

We believe that Jesus Christ is the incarnate Son of God, born of a virgin; that He is true God and true man, having two distinct natures co-joined in one Person; that He died for our sins, was buried, was bodily raised on the third day, and has ascended to the right hand of the Father.

### **IV. Holy Spirit**

We believe that the Holy Spirit convicts the world of sin, righteousness, and judgment, and that He regenerates, seals, and baptizes believers into the body of Christ.

### **V. Humanity**

We believe that humanity was created in the image of God. Adam and Eve, the first humans, fell as a result of sin thereby incurring death for all and a curse on the created order.

### **VI. Salvation**

We believe that salvation is by grace through faith in Christ alone and not of works, and that all who believe are eternally secure in Him.

### **VII. Return of Christ**

We believe in the literal, visible, and personal return of Jesus Christ. We believe in the final judgment of the unsaved, who will be sent away into eternal punishment with Satan in

Hell, and the final justification of the saved, who will enter into eternal life with the Lord in Heaven.

### **VIII. The Church**

We believe that the New Testament church is a local body of baptized believers with Christ as its head and the Holy Spirit as its guide. New Testament churches promote God's work by cooperating for missions and many other joint efforts. Churches celebrate two ordinances, believer's baptism by immersion and the Lord's Table. We believe in the priesthood of all believers so that every Christian has direct access to God in prayer through Jesus Christ, our great High Priest.

### **Position Statements**

Based upon the Institution's interpretation of Scripture, the following specific issues are affirmed further.

#### *Creation*

We affirm that the universe, visible and invisible, is a result of God's special creative work. He sustains all things through His power and providence.

#### *Last Things*

We affirm the premillennial view that the Lord will return prior to the establishment of his 1000-year earthly reign.

#### *Marriage*

We affirm marriage is a covenant relationship between a male and female. Sexual relations outside of marriage are contrary to biblical principles.

#### *Affiliation*

Where consistent with the previous doctrinal and position statements, Luther Rice is committed to the Baptist Faith and Message. However, the right of each student to affiliate with another evangelical denomination is respected.

## 100. Student Rights and Responsibilities

---

Students have a right to expect an educational experience that seeks to balance rights and responsibilities in the support of the values expressed in the institution's mission and have a responsibility to conduct themselves in a manner consistent with these values. Student rights and responsibilities include:

- The right to an educational experience that is free from harassment and discrimination.
- The right to request Luther Rice College and Seminary to make reasonable accommodation to meet the needs of any student with a disability.
- The right to file a formal complaint or grievance regarding any aspect of their experience at the institution.
- The rights afforded to students through the Family Educational Rights and Privacy Act (FERPA) concerning their educational records
- The responsibility to uphold and maintain an honest academic environment. Integrity should guide conduct and decisions related to academic work and all credit-bearing classes, including on-campus and online classes.
- The responsibility to adhere to the Standards of Conduct

### 100.1 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.

### 100.2 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, envying, murders, drunkenness, reveling, 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.

### **100.3 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*, 8<sup>th</sup> 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, 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.

### **100.4 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](mailto:StudentServices@LutherRice.edu).

### **100.5 Drug Policy and Alcohol Abuse Prevention Policy**

Luther Rice requires that its campus, employees, and students be drug free. The institution, including all departments and affiliated institutions within it, expressly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on the campus and premises. Violation of this policy will result in the immediate dismissal from Luther Rice of any student involved in these activities. Any student using alcohol or participating in the unlawful possession, use, or distribution of drugs while on the properties owned or used by Luther Rice will be immediately dismissed. In addition, faculty, staff, or students involved in such illegal activities are subject to legal prosecution under federal, state, and local law and may be liable for personal injuries or property damage that occur when participating in the above activities. You may [click here](#) to view information pertaining to federal drug penalties. Luther Rice also considers tobacco to be habit-forming and addictive and strictly prohibits smoking (including electronic cigarettes) or the usage of other tobacco substances while on campus or while attending other institution related activities.

Drug abuse may cause physical changes within the body and can lead to cancer, mental problems, death, etc. (<https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse>). Listed below are a few signs that may indicate drug abuse:

- Lack of interest in things you used to love
- Change your friends a lot
- Stop taking care of yourself
- Spend more time alone than you used to
- Eat more or less than normal
- Sleep at odd hours
- Have problems at work or with family
- Switch quickly from feeling good and bad
- Crave or strongly desire to use the substance

*The above list was taken directly from <https://www.webmd.com/mental-health/addiction/substance-abuse#2>*

Luther Rice recommends that any student or employee seek immediate help regarding drug and/or alcohol abuse. Below is a list of treatment facilities for anyone struggling with drug use/alcohol abuse.

|                               |   |
|-------------------------------|---|
| Penfield Addiction Ministries | 1061 Mercer Circle<br>Union Point, GA 30669<br>706.453.7929     |
| No Longer Bound               | 2725 Pine Gove Road<br>Cumming, GA 30041<br>770.886.7873        |
| Alcoholics Anonymous          | 270 Peachtree Street #1060<br>Atlanta, GA 30303<br>404.525.3178 |
| Ridgeview Institute           | 3995 South Cobb Drive SE<br>Smyrna, GA 30080<br>844.350.8800    |
| Peachford Hospital            | 2151 Peachford Road<br>Atlanta, GA 30338<br>770.455.3200        |

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

## **100.6 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>

## **100.7 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.

## **100.8 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*:

### **100.8.1 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.



### **100.8.2 Distance Education Students**

1. The Executive Vice President and Provost 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 and Provost.
3. The Executive Vice President and Provost will consult with other faculty, staff members, or students involved with or aware of the incident.
4. The Executive Vice President and Provost 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.

### **100.8.3 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.

### **100.8.4 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.

## **100.9 Consequences of Violations**

### **100.9.1 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 and Provost 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.

### **100.9.2 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.

### **100.9.3 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.

## **100.10 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](mailto: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](mailto: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.

### **100.11 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](mailto: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 Executive 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 President will assume the responsibilities of the Executive Vice President.

Files containing grievance issues are maintained in either 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:

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

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)

Luther Rice College and Seminary is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 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 SACSCOC's website ([www.sacscoc.org](http://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](mailto:info@tracs.org) ([www.tracs.org](http://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).

## **100.12 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

## **100.13 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/>

### **100.13.1 Computer Access**

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

### **100.13.2 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](http://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.

### **100.13.3 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.

## 200. Student Services

---

Student Services encompasses many departments across the institution. The following is a list of resources for current students.

| Department   | Email  |
|--|--|
| <a href="#">Academic Advising</a>                    | <a href="mailto:AAO@LutherRice.edu">AAO@LutherRice.edu</a>                         |
| <a href="#">Book Services</a>                        | <a href="mailto:BookService@LutherRice.edu">BookService@LutherRice.edu</a>         |
| <a href="#">Campus Safety</a>                        | <a href="mailto:StudentServices@LutherRice.edu">StudentServices@LutherRice.edu</a> |
| <a href="#">Financial Aid</a>                        | <a href="mailto:FinancialAid@LutherRice.edu">FinancialAid@LutherRice.edu</a>       |
| <a href="#">Health Care</a>                          | <a href="mailto:StudentServices@LutherRice.edu">StudentServices@LutherRice.edu</a> |
| <a href="#">Housing/Dining</a>                       | <a href="mailto:StudentServices@LutherRice.edu">StudentServices@LutherRice.edu</a> |
| <a href="#">Library</a>                              | <a href="mailto:Library@LutherRice.edu">Library@LutherRice.edu</a>                 |
| <a href="#">Registrar's Office</a>                   | <a href="mailto:Registrar@LutherRice.edu">Registrar@LutherRice.edu</a>             |
| <a href="#">Spiritual Life</a>                       | <a href="mailto:StudentServices@LutherRice.edu">StudentServices@LutherRice.edu</a> |
| <a href="#">Student Accounts</a>                     | <a href="mailto:StudentAccounts@LutherRice.edu">StudentAccounts@LutherRice.edu</a> |
| <a href="#">Student Organizations and Activities</a> | <a href="mailto:SGA@LutherRice.edu">SGA@LutherRice.edu</a>                         |
| <a href="#">Student Support Services</a>             | <a href="mailto:StudentServices@LutherRice.edu">StudentServices@LutherRice.edu</a> |

We are here to serve you, so please do not hesitate to call us at 1-800-442-1577 or 770-484-1204 or email us at [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu) if you need assistance or just a friendly voice of encouragement.

*Admissions and Academics information contained in the following pages of the Student Services section are detailed in the Luther Rice Catalog.*

### 200.1 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. In considering applications, the Office of Admissions reviews the prospective student's complete academic record, character reference, and personal information (e.g., social media). 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. The Office of Admissions also advises students regarding the transfer of credits into or out of Luther Rice and the use of CLEP credits.

### **200.1.1 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. The application includes an Applicant's Agreement section pertaining to Standards of Conduct, Financial Policy, Doctrinal Statement, and Purpose, Philosophy and Objectives.
2. Have official transcripts\*sent directly to Luther Rice. An official transcript request form is found in the back of the Luther Rice catalog and online. 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.
4. Doctoral students have additional requirements for admission.

### **200.1.2 Readmission**

A student enters into an inactive status and is required to complete a readmission application for readmission:

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.
3. Any student who voluntarily withdraws.
4. Any student suspended for academic or disciplinary reasons.
5. Student who graduates.

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 readmission.

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

### **200.1.3 Military Service Member Readmission**

Per the provision stated in Chapter 3 of Volume 2 of the Federal Student Aid Handbook, the following readmission verbiage pertains to U.S. Armed Forces members and their families.

Luther Rice will promptly readmit a service member with the same academic status as he had when last attended the school or accepted for admission to the school. This requirement applies to any student who cannot attend school due to military service. The student must notify the school of his military service and intention to return to school as follows:

- *Notification of military service.* The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such

service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.

- *Notification of intent to return to school.* The student must also give oral or written notice of her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.

Luther Rice will promptly readmit the student into the next class or classes in the program beginning after he provides notice of intent to reenroll, unless he requests a later date or unusual circumstances require the school to admit him at a later date. This requirement supersedes state law—for example, a school must readmit a qualifying service member to the next class even if that class is at the maximum enrollment level set by the state.

Luther Rice will admit the student with the same academic status, which means:

- to the same program to which the student was last admitted or, if that exact program is no longer offered, the program that is most similar to that program, unless she chooses a different program;
- at the same enrollment status, unless the student wants to enroll at a different enrollment status;
- with the same number of credit hours previously completed, unless the student is readmitted to a different program to which the completed credit hours are not transferable, and
- with the same academic standing (e.g., with the same satisfactory academic progress status) the student previously had.

If the student is readmitted to the same program, for the first academic year in which he returns, Luther Rice will assess the tuition and fee charges that he was or would have been assessed for the academic year during which he left the school. However, if his veterans education benefits or other service member education benefits will pay the higher tuition and fee charges that other students in the program are paying for the year, Luther Rice may assess those charges to the student as well.

If the student is admitted to a different program, and for subsequent academic years for a student admitted to the same program, Luther Rice will assess no more than the tuition and fee charges that other students in the program are assessed for that academic year.

The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted.

Luther Rice will refund 100% of all tuition and fees for military personnel who receive orders calling them into active duty and must discontinue studies during the academic semester. Please contact the Student Accounts Office and submit a copy of your official notification.

## **200.2 Business Services**

### **200.2.1 Administrative Offices**

Administrative offices are open from 9:00am until 4:00pm, Monday – Friday. Students are requested to inquire about the location of particular offices when they need to speak with individual members of the faculty or administration. Please note that the Student Accounts and Financial Aid Offices are closed during the regular fall and spring semesters on select days between the hours of 10:00am and 11:00am for Chapel services.

### **200.2.2 Student Accounts**

Many questions about a student account can be answered online at the Luther Rice website / MyCampus student portal / Accounts. Please review the *My Account* section in the MyCampus student portal for balance information and to pay on your account.

Student accounts must be paid in full in order to register for courses each semester. The current fee schedule is printed in the Catalog. Partial payment billing is available to students paying by credit/debit card or ACH check draft. Tuition payments can be split into four convenient monthly installments using the NelNet payment plan. A \$25 fee will be assessed for all returned checks or refused credit/debit cards.

Students who have an existing credit balance may request a refund via the *My Account* section on the MyCampus student portal. Refunds are processed weekly. Refunds are dispersed via debit card, direct deposit, or paper check.

The Student Accounts Office can be reached at [studentaccounts@LutherRice.edu](mailto:studentaccounts@LutherRice.edu) , 800-442-1577, or 770-484-1204. The fax number is 678-990-5388. When leaving a voice mail please include your name, student number, call back number, and a brief message.

### **200.2.3 Financial Aid**

Students attending Luther Rice have access to federal student financial aid programs. See the section marked “Financial Aid” in the catalog. Financial Aid refunds will be deposited into the student’s Luther Rice account approximately within the first three weeks of the semester and will be refunded in compliance with Title IV of Higher Education Act. The student can view his/her personal account transactions (deposits & charges) online in the MyCampus student portal under *My Account*.

## **200.3 New Student Orientation**

Upon making application to Luther Rice, 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 initial email sent after an application is received. Students may also access the orientation on the Luther Rice website and via the student portal MyCampus. The orientation will remain available to all students as a reference guide throughout their career at Luther Rice.

All incoming students are welcome to attend our annual Student Orientation held on campus prior to the first day of classes in August. New students receive an invitation with a reservation request.

The purpose of the Student Orientation is to cover a full array of student related services and commonly asked questions in order to lend a hand in making campus life and the online experience at Luther Rice a rewarding one for each new student. During student orientation, students have the chance to interact with representatives from each department of the institution. Students receive guidance on academic advisement, registration, financial aid, student accounts, library, distance education (online), purchasing books, and other matters. The orientation concludes with a complimentary tour of the entire campus.

All online and on-campus students are provided with a copy of the Luther Rice Student Orientation Slide Show, videos, and Quick Start Orientation Guide via email. All students are encouraged to review the items prior to the first day of class. You can access the [Quick Start Guide online](#).

## **200.4 Academic Advising**

All Bachelors and Masters students may contact advisors in the Academic Advising Office (AAO) for assistance. Doctoral students are assigned a specific faculty member as an advisor. The advisors are available to guide and counsel students throughout their academic program. It is the student's responsibility to fulfill the requirements of the degree program.

The AAO can assist students in choosing the appropriate classes in any mode to meet their academic goals and counseling students in case of academic problems. AAO is available by phone at 770-484-1204 or 800-442-1577, Monday through Friday, between the hours of 9:00 a.m. and 4:00 p.m. EST. The student may also email the AAO at [AAO@LutherRice.edu](mailto:AAO@LutherRice.edu). The AAO is responsible for monitoring students enrolled in the Academic Success Program (ASP). (See Bachelor's Program in current catalog). AAO is also responsible for receiving and forwarding Independent Study requests (See Independent Studies in current catalog).

## **200.5 Registrar Services**

### **200.5.1 Course Registration**

Students can register for classes by accessing the MyCampus student portal through the Luther Rice website. Click on the *Register* option in the MyCampus student portal to register. After

selecting your courses, you will need to enter payment information. If problems arise, contact us at 770-484-1204 or 800-442-1577, Monday through Friday during regular operating hours. Computers are available at Luther Rice for local students who do not have access to one.

### **200.5.1a On-Campus and Online Courses**

Prior to the beginning of each semester, on-campus students and students taking online courses are required to complete the registration process in the MyCampus student portal at our website [www.LutherRice.edu](http://www.LutherRice.edu). No person is registered until all tuition and appropriate fees are paid. Specific dates are assigned for registration each semester. Students registering for classes after the deadline may be required to pay a Late Registration Fee per course. No student may register for classes after the first week of class unless approved by the Registrar.

### **200.5.1b Extended Module (Hybrid) Courses**

Students taking extended modules are required to register on the MyCampus student portal at our website: [www.LutherRice.edu](http://www.LutherRice.edu). Students must register no later than 30 days prior to the start of each extended module. No late registration is available for module courses.

### **200.5.2 Add/Drop Procedures**

When a student drops a course, Luther Rice will follow the refund policy stated under *Refund Policy* in the Luther Rice Catalog.

### **200.5.3 Repeating a Course**

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. The course repeated will have the original grade replaced with an "R" and a new course entry will be placed on the transcript showing the second grade.

### **200.5.4 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 |

### **200.5.5 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 Registrar's Office. 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.

- 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 Failing                             | 0                                    |
| W            | Withdrew                                     | -                                    |
| WC           | Withdrawal due to course Cancellation        |                                      |
| SC           | Successful Completion of a non-credit course |                                      |
| NC           | Non Completion of a non-credit course        |                                      |

### **200.5.6 Withdrawal from the Institution**

If a student finds it necessary to withdraw from Luther Rice, the student must notify the Registrar's Office in writing or via email at [Registrar@LutherRice.edu](mailto:Registrar@LutherRice.edu). In order to withdraw from Luther Rice, the student must have made satisfactory financial arrangements with the Business Office. No withdrawal becomes official until each of the requirements listed above has been satisfied. Failure to make official withdrawal may disqualify the student for readmission at a later time.

### **200.5.7 Hardship Withdrawal**

If a student encounters an extenuating circumstance during the course of a term, they may apply for a Hardship Withdrawal. An application can be obtained from the Office of Student Affairs. If approved, the student will be withdrawn from all of their courses with the grade of a "WH." The student will be eligible to take the courses again when offered and at the published tuition and fee rate.

\*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

Students receiving a Hardship Withdrawal will be subject to all relevant refund and financial aid policies including a possible return of federal and/or institutional aid.

\*The Director of Student Affairs will determine the validity of the hardship request. Appeals can be made to the Executive Vice President. The decision of the Executive Vice President is final.

## **200.6 Book Services**

Luther Rice utilizes an online bookstore operated by Akademos, also known as TextbookX, for all textbook services. The online bookstore is available 24 hours, 7 days a week. Required textbooks are available through the bookstore website 40 days prior to the semester start date.

To access the bookstore, visit the MyCampus student portal, click the *Register* tab, select *Order Books*, and click *Log In*. You will automatically be signed into the bookstore through Luther Rice's Single Sign On feature. If you have completed registration, the required textbooks for your course will automatically be displayed in the *MyCourses* section. You may also search for textbooks using the *Find Your Course* option.

Ordering online is easy and secure. You may purchase new, used, or electronic books. A marketplace option is also available where you may buy books from other students or sellers. Rental options are offered in some instances.

Financial Aid recipients may use book vouchers for purchases through our online bookstore. If using this option, you will enter the voucher information supplied to you by our Financial Aid Office during the checkout process.

When you no longer need your textbooks, you may resell them through the Marketplace. More information regarding this service can be found on the bookstore website at [www.LutherRiceBooks.com](http://www.LutherRiceBooks.com).

If you have questions regarding your textbook purchase, please contact Akademos at 1-855-740-0866.

## **200.7 Learning Support**

Luther Rice offers tutoring for all students who need to augment their learning experience. Tutoring is offered in several ways. First, on-campus and online undergraduate students in Math and English courses have access to online tutoring via Tutorme.com. Second, students may ask their professor to recommend a potential tutor for any course offered at Luther Rice. If the

student is uncomfortable asking the professor or does not wish for him or her to know of the struggles in the course, the student should contact a trusted faculty member or friend and ask him or her to handle the request anonymously. The Director of Student Affairs and Academic Advisors are more than willing to help seek ways to support learning. Please contact the Director of Student Affairs for more information.

Students in need of a disability accommodation plan in accordance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973 are encouraged to contact The Director of Student Affairs for a Disability Accommodation Request Form.

## **200.8 Counseling**

A student's life is often filled with stress. Luther Rice offers access to various counseling resources in the form of a referral list of counselors and treatment centers. In addition, all students have access to national counselor search engines that aid in locating nearby counselors regardless of student residence.

## **200.9 Prayer Support**

Students, faculty, and staff share prayer requests and pray for one another. Requests may be submitted to the Director of Student Affairs or via [prayforme@LutherRice.edu](mailto:prayforme@LutherRice.edu). Personal information is kept strictly confidential, and the content of the requests are shared only with appropriate groups.

## **200.10 Career Services**

Luther Rice offers career services to assist students in selecting, preparing for, and engaging in a vocation related to their degree program. Career services are offered to the student body through several offices. A student who desires career counseling should contact the Director of Student Affairs who will arrange for appropriate guidance. For example, a student in Biblical Counseling may be referred to the head of that program who maintains relationships with professionals and organizations within that discipline. In the case of ministry, Luther Rice administration, faculty, and staff are experienced and actively engaged in a variety of ministry venues and are willing to assist students in facilitating contacts with active and respected practitioners. Various instruments for identifying personal strengths and skills may also be used by the Director of Student Affairs on an individual basis and as deemed necessary.

Career counseling and job placement is available via a partnership with the Georgia Baptist Convention (GBC). In addition, Luther Rice is partnered with College Central Network Services to offer our students and alumni a variety of tools and resources to assist them in the job search process. Additional information is posted on the College Central Network Services website, <https://www.collegecentral.com/lutherrice/Student.cfm>

The Luther Rice College Central Network Services career website offers such features as:

- Access to employment opportunities
- Resume Builder



- Resume posting
- Portfolio Builder
- Career Video Trainings and Advice Resource Library
- Mentor Network
- Easy access to national job boards and internship boards and much more.

Register today at <https://www.collegecentral.com/lutherrice/Student.cfm> to take advantage of these services. If you need assistance with the website, contact Luther Rice Career Services at [studentservices@lutherrice.edu](mailto:studentservices@lutherrice.edu).

### **200.11 Food Services**

- Numerous casual dining and fast food restaurants, including the Food Court at Stonecrest Mall, are located within three miles of the campus. See [www.LutherRice.edu](http://www.LutherRice.edu) for a complete listing. (1) Go to [www.LutherRice.edu](http://www.LutherRice.edu) (2) Click on Students (3) Student Life (4) Click on Local Guide (5) Click on The Luther Rice Navigator Brochure.
- Students who wish to bring their lunches may utilize two refrigerators on campus for temporary storage. Old items will be discarded. Please do not leave items overnight.
- Microwave ovens are available in the designated eating areas on campus.
- Students are welcome to use the picnic tables on campus for eating meals or snacks.
- A student snack area is available on campus for students who wish to purchase snack items.
- Please do not take food or drink into the chapel or classrooms.

### **200.12 Housing Services**

Luther Rice is a non-residential campus located in an area with many housing options. The housing services provided by Luther Rice aid the student in identifying appropriate and affordable housing in the local area.

Students seeking housing should scan the bulletin boards located in Burris Hall for postings of available rooms, apartments, and roommates wanted in the local area. The Director of Student Affairs' office maintains the listings and the bulletin boards. Please do not post an announcement to any bulletin board without prior permission from the Director.

Housing information is available via the Luther Rice website, [www.LutherRice.edu](http://www.LutherRice.edu). To view information on housing: (1) Go to [www.LutherRice.edu](http://www.LutherRice.edu) (2) Click on Students (3) Click on Local Guide (4) Click on The Luther Rice Navigator Brochure.

### **200.13 The Pioneer & Student Course Schedule Planner**

The Pioneer is a bi-annual publication distributed in print and electronic format to students, graduates, and friends of the institution and includes needs of the institution, information about students and alumni, and plans for the future. The Student Course Schedule Planner is published three times per year for students; it includes course schedules and other academic information.

The Student Course Schedule Planner is available to all students at [www.LutherRice.edu](http://www.LutherRice.edu) within the MyCampus student portal by selecting the *Register* tab.

## **200.14 Health Insurance**

Students who are enrolled in at least 9 hours per semester are eligible to participate in a *Personal Security Program* offered by the GuideStone Financial Services of the Southern Baptist Convention.

To qualify for open enrollment in this health insurance plan, the following criteria must be met:

1. You must apply within 30 days of enrollment (this is considered open enrollment). If a student applies after this time period they are subject to insurance underwriting, which would include a physical exam, blood test, and extensive medical information.
2. You must not have previously applied for participation in the *Personal Security Program* and been rejected for yourself or a family member.
3. You must not have previously enrolled in *Personal Security Program* plans. Those students who fulfill criteria 2 and 3 above, but are no longer eligible for open enrollment must provide evidence of good health for the student and all family members requesting coverage.

The cost of coverage in the *Personal Security Program* is determined by the student's geographical area of residence and age. Applications may be obtained from Luther Rice by calling 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 8:30 to 4:00 EST or email [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu). For questions regarding this program, students should call the GuideStone Financial Services at 1-800-262-0511.

## **200.15 Student Government Association**

The Luther Rice Student Government Association (SGA) is comprised of online and on-campus representatives of the student body. They function as representatives to the faculty and administration. The structure of the Student Government Association shall consist of an executive council and student committees. Members of the executive council shall include the Student Government officers and the Director of Student Affairs as sponsor and ex-officio member.

### **200.15.1 Purpose**

The Student Government Association is designed to meet five basic objectives:

1. To cooperate with the officials of Luther Rice in promoting the best interests of the institution;
2. To promote the general welfare of all Luther Rice students;
3. To encourage students to honor the Lord Jesus Christ in all activities;
4. To promote fellowship among all students.
5. To engage the surrounding community.

### **200.15.2 Appointment to Office**

Student Government Association officers are appointed by the Luther Rice administration. The officers appointed include: President, Vice President, and Secretary. The terms of office are annual, but officers may be appointed to the same office more than once.

### **200.15.3 Student Government Officers**

1. **President** - The President shall preside at all executive council meetings, shall serve as ex-officio member of all committees, and shall serve as student representative on select institutional committees.
2. **Vice President** - The VP shall preside at the executive council meetings in the absence of the President, shall act as parliamentarian, shall assume the duties of the President for the remainder of the school year if the President vacates the office or leaves school, and shall oversee all Student Government Association committees.
3. **Secretary** - The Secretary shall record the minutes for all council meetings and maintain files of all Student Government Association records and reports.

### **200.15.4 Requirements to Hold Office**

- The President must be a graduate student or an undergraduate student with at least thirty semester hours completed. The President must have attended Luther Rice classes for at least one semester of the previous calendar year.
- The Vice President must be a graduate student or an undergraduate student and must have attended Luther Rice classes for at least one semester of the previous calendar year.
- The Secretary must be an undergraduate or graduate student and must have attended Luther Rice classes for at least one semester of the previous calendar year.

The President of Luther Rice has the right to act in student affairs as is stated in the Bylaws of the institution.

### **200.15.5 Student Government Association Committees**

The officers of the Luther Rice SGA shall create any and all necessary student committees and shall appoint committee chairs and members from the student body. All committee chairs and members must be currently enrolled students of Luther Rice.

### **200.15.6 Order of Business**

*Robert's Rules of Order* shall be the framework for conducting Student Government Association executive council and committee meetings and business.

## **300. Student and Ministry**

---

### **300.1 Chapel**

The student body meets on select dates and times during the Fall and Spring semesters for a brief chapel service. Each chapel service is carefully planned to provide the elements of a meaningful worship experience. Speakers are chosen from the faculty, students, alumni, and visiting guests. Students whose classes are held on days when chapel is offered are expected to attend. No classes are held during the chapel time, and the library and student services offices are closed. Please turn off all mobile phones upon entering classrooms or the chapel. Students whose classes meet at other times during the week are invited to attend chapel services. Distance education students may listen to audio files from chapel located at [www.LutherRice.edu](http://www.LutherRice.edu) (Click on —Students, Click on - Student Life, Click on —Spiritual Life, Click on —Chapel Audio).

### **300.2 Prayer**

Prayer requests or praise reports can be emailed to [prayforme@LutherRice.edu](mailto:prayforme@LutherRice.edu) or communicated to the Luther Rice Student Government Association.

### **300.3 Gender and Ministry**

Luther Rice recognizes that throughout church history God has been pleased to use both men and women in marvelous ways for the advancement of the gospel. We also recognize that the Christian community has long held diverse opinions regarding the roles of women in ministry. Sincere and godly people hold varying positions on this subject.

While recognizing and respecting this diversity, as an institution and faculty, Luther Rice believes and teaches that the role of church pastor can be fulfilled biblically only by a man (1 Tim 2.12; 3.1-7; Heb 13.7, 17). Christian women, however, are gifted and are called to a broad array of other ministries.

The recognition of scriptural gender distinctions neither disparages one sex nor exalts the other. It is simply the proper response to God's revelation regarding His creation (Gen 2.18; 3.16; 1 Cor 11.8, 9; 1 Tim 2.13-14), His children (Gal 3.28; Eph 5.22-33), and His church (1 Tim 2.12; 3.1-7, Tit 1.5-9).

We affirm the call of God and the ministry gifts that He graciously bestows upon both sexes for effective Christian service within the parameters of His Word.

No student is excluded from pursuing any degree because of gender. In all classes every student is given the respect befitting a fellow servant and brother or sister in Christ (1 Jn 4.7-8).

### **300.4 Marriage and Sexual Behavior**

Based on the Institution's interpretation of Scripture, the following is believed: We affirm marriage is a covenant relationship between a male and female. Sexual relations outside of marriage are contrary to biblical principles.

### **300.5 Ministry Opportunities**

Opportunities for ministry and social outreach are offered through the Luther Rice Student Government Association. These include involvement in local church activities and various community outreach opportunities. Internships in churches and ministries are often available. Career information/data is also available upon request from Career Services.

Ministry preparation classes are required for all undergraduate students; these are based upon at least ten hours of Christian service. Graduate students may participate in a practicum which will provide ministry opportunity.

## 400. Library Services

---

### 400.1 About the Library

<https://library.lutherrice.edu/>

800-442-1577, ext. 5756

770-484- 1204, ext. 5756

#### 400.1.1 Purpose

The purpose of Smith Library is to provide adequate and accessible educational resources and services in support of the curricular and developmental needs of members of the Luther Rice community involved in the various academic programs to facilitate theological education.

#### 400.1.2 Regular Hours

|                   |                    |
|-------------------|--------------------|
| Monday-Friday     | 9:00 AM to 4:00 PM |
| Saturday & Sunday | Closed             |

### 400.2 Library Collection

The library maintains a collection of approximately 60,000 print volumes, 500,000 eBooks, and more than 30,000 full-text electronic journals. The library also offers access to over 100 electronic databases through the Georgia Library Learning Online (GALILEO) statewide consortium—including numerous EBSCO and ProQuest collections. In addition, the library provides access to ATLA(S) Religion Database, Theological Journal Library, Credo Reference, Oxford English Dictionary, and TREN (Theological Research Exchange Network) databases. All library digital resources can be accessed from the library website: <https://library.lutherrice.edu/>

### 400.3 Library Services

#### 400.3.1 Online Print Catalog

The Koha online catalog (<https://koha.lutherrice.edu>) contains entries for all materials in the Smith Library print book collection and allows patrons to locate, reserve, and request library materials at any time. Print book requests will be processed within one business day.

#### 400.3.2 Borrowing Materials

Most library print resources may be checked out by students. Undergraduate and graduate students may check out up to 25 items at a time; and Doctor of Ministry students may check out a maximum of 35 items at one time.

#### 400.3.3 Books by Mail Service

The Luther Rice Library will mail print books to online students free of charge. Students may request materials from the [Koha catalog](#) through the cart system. The Koha catalog

can also be found on the library website under Find Books. The materials requested are sent to students domestically, by U.S. mail, at no charge. Students are responsible for returning the library materials.

#### **400.3.4 Loan Periods and overdue fines**

Loan periods are based upon item type:

| <b>Type of Material</b> | <b>Loan Period</b>         | <b>Renewals</b> | <b>Overdue Fines</b> |
|-------------------------|----------------------------|-----------------|----------------------|
| Circulation Books       | 45 days                    | 1 (15 days)     | \$0.20 per day       |
| CDs & DVDs              | 15 days                    | 1 (7 days)      | \$0.50 per day       |
| Reserve Books           | On-Campus only             | NA              |                      |
| Interlibrary Loan       | Decided by lending library |                 | \$1.00 per day       |

#### **400.3.5 Book Requests**

Providing the resources required and requested by students is a top priority for Smith Library. If there is a book needed for student research or for a Luther Rice course, please send the details of the request to [library@lutherrice.edu](mailto:library@lutherrice.edu). If it is within the scope of the collection and within budget, the library will obtain the resource. Requested eBooks are often obtained on the same day of request.

#### **400.3.6 Photocopy and Printing Costs**

The library provides black and white self-serve photocopying and printing services for a fee of \$0.10 per page.

#### **400.3.7 Computer Use**

There are 9 computers available for student use in the library. Each computer offers word-processing programs and internet access. Library staff is available to provide basic assistance in the use of computers and software. Wireless access is provided for users with laptops or mobile devices.

### **400.4 Research Help**

#### **400.4.1 Personal Assistance**

Students can receive personal assistance with any library-related questions from a library staff member in person, by letter, phone (770) 484-1204, ext. 5756 or toll free at (800) 442-1577, ext. 5756), email, or live chat (see below). If requests for personal assistance are made outside of business hours, they will be met during the following business day.

#### **400.4.2 Library Chat**

During business hours, students can chat with one of the library staff members using the “Live Chat & Talk” feature on the bottom right of the library website at <https://library.lutherrice.edu/>.

#### **400.4.3 FAQ**

Answers to many questions can be found in the FAQ page of the library website.

#### **400.4.4 Email Assistance**

Students can email requests for information and support to [library@LutherRice.edu](mailto:library@LutherRice.edu). Every effort will be made to respond to emails within one business day.

#### **400.4.5 Online Manuals & Tutorials**

Please check out the Manuals and Tutorials page of the library website for manuals and video tutorials that will help you to efficiently use the library resources and services.

#### **400.4.6 LibGuides**

The library has created several online guides to assist students. These include a Bible Commentaries Guide providing links to digital commentaries by book of the Bible, a Turabian Style Formatting guide (with a step-by-step demonstration video), and guides pointing students to specific resources related to their courses. Visit our LibGuides home page to see the complete list of guides.

### **400.5 Borrowing Resources from Other Libraries**

#### **400.5.1 Interlibrary Loan (ILL) Services**

Students can request books, articles, and other materials that are not found in Luther Rice library collections through Interlibrary Loan service. Requests can be made in person or through library e-mail: [library@LutherRice.edu](mailto:library@LutherRice.edu). Print books must be picked up in person.

#### **400.5.2 Reciprocal Borrowing Agreements**

Smith Library has borrowing partnerships with many other college and university libraries around Georgia, the United States, and a few in Canada. These institutions have agreed to extend borrowing privileges to Luther Rice students. For a complete list, please see our [Cooperative Library Agreements](#) guide.

### **400.6 Additional Library Information**

For additional information about the Smith Library and its services, including the use of online databases and online catalog searches, please call the library at 770-484-1204 (ext.5756) or contact a staff member through email at [library@lutherrice.edu](mailto:library@lutherrice.edu).



## **500. Emergency Operations Policy and Safety Plan**

---

Luther Rice College and Seminary considers the health and safety of any individual on our campus to be a priority. We strive to provide a healthy and safe work environment for our employees and students. Our approach to achieving this goal is to work in collaboration with state and local entities who provide valuable resources and guidance toward providing and maintaining health and safety in the workplace. However, despite our reasonable and good faith efforts, it is not always possible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or emergency situations will ever occur. Therefore, all employees are expected to be familiar with and participate in any mandatory training exercises set forth by the administration of the institution.

For security purposes, Luther Rice utilizes a video surveillance system installed on-campus. The system includes 32+ cameras that monitor the campus both internally and externally. All cameras are high definition and automatically switch to infrared when dark. Additionally, all cameras are motion activated so that a camera only records video when there is motion in that zone. The video system can be monitored remotely by Luther Rice security personnel and administrators' cell phones, iPads, and home computers.

The Executive Vice President shall oversee the emergency response process. All policies and procedures pertaining to the institution's health and safety procedures must be submitted to the Executive Vice President for approval along with any recommendations or proposed changes. Recommendations and concerns should be addressed through the designated department committee's which serve to facilitate ideas and new emerging information.

To the extent each situation permits, emergency response decisions shall be made under the guidance of the Executive Vice President. Emergency situations that would necessitate an immediate response should be handled by those individuals available to respond in accordance with the appropriate action reflecting the policies and procedures set forth by the institution. The Executive Vice President must be informed immediately of any emergency or incident. All emergencies or incidents occurring on the campus, involving an employee or visitor must be documented on the approved Incident form and submitted to the Human Resource Representative as soon as possible.

For further information or explanation regarding the Emergency Operations Policy and Safety Plan, please contact the following employees.

- Ms. Vanessa Nealey: Executive Assistant to the President
- Mr. Casey Kuffrey: Vice President for Financial Affairs
- Dr. Evan Posey: Executive Vice President and Provost

### **500.1 Personal Safety**

Luther Rice College and Seminary strives to provide a safe and secure work environment and a safe and secure student life environment. Providing measures to keep employees and students safe while on campus is a priority. Luther rice believes that all employees should be prepared to notify trained internal and community emergency responders in the event of an emergency.

This is achieved by the implementation of proven safety measures on campus and by providing initial and ongoing emergency preparedness training for our employees.

Some suggestions that an individual may take to protect himself and/or his property include:

- Be aware of your surroundings.
- Walk only in well-lit areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available campus security personnel or dial 911.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact campus security personnel or dial 911 as soon as you get to a secure location.

## **500.2 Campus Security**

Campus security personnel are former Georgia State Patrol officers (having arrest authority) who are present on campus during normal business hours. The schedules of campus security are based on needs and availability.

## **500.3 Bomb Threats**

Bomb threats should be always taken seriously. Employees must be ready to respond to the caller calmly and follow the procedures below when a bomb threat is received via the telephone.

1. Remain calm, listen, and take notes of what the caller is saying.
2. Record the displayed number if caller ID is provided.
3. Try to inform someone else to notify another individual that you are handling a bomb threat call.
4. Get as much information as possible by asking the caller some of the following questions.
  - a. Where is the bomb? Which building, location, etc.?
  - b. When is it scheduled to go off?
  - c. What does the bomb look like?
  - d. Why is this bomb located at the institution?
5. Record a description of the caller's voice
  - a. Is the caller a male or female?
  - b. Does the caller sound like a juvenile or an adult?
  - c. Is the caller calm, angry, loud, soft, crying, or laughing?
6. Listen and record any background noises, such as railroads, streets, aircraft, voices, etc.
7. Follow the Emergency Notification Plan (200.1).

Once the institution has received a bomb threat, all buildings should be evacuated (200.1). All doors should be left open, and individuals should not use switches, cellular phones, or any other

electronic devices. Any suspicious objects should be reported to emergency personnel immediately. All individuals should remain in an Assembly Area (appendix A) until they receive further instruction from personnel handling the emergency.

#### **500.4 Civil Disturbance**

A civil disturbance/disorder is a term that generally refers to groups of people purposely choosing not to observe a law, regulation, or rule, usually for the purpose of bringing attention to their cause, concern, or agenda. Any civil disturbance/disorder occurring on the Luther Rice campus should be reported to campus security on duty and/or local law enforcement.

#### **500.5 Fire Safety**

Employees, students, and visitors who identify or suspect a fire on campus should follow the steps below.

1. If the fire has not triggered the fire alarm, activate the nearest fire alarm if possible and/or yell FIRE.
2. When the alarm sounds do not panic and proceed to the nearest exit and go to the Assembly Area.
3. Inform supervisor or emergency team of the location of the fire.
4. Inform supervisor or emergency team of anyone missing during evacuation.
5. Remain in the Assembly Area until the authorities permit to return to the buildings.

#### *Fire Protection*

1. Fire alarms and exit lights are located throughout campus buildings and will be maintained in accordance with local and state regulations.
2. Elevators will be prohibited during a fire or suspected fire.
3. Use the stairway and ask for assistance if needed.
4. If your clothes catch on fire, stop, drop, and roll until the fire is extinguished. Running will make the fire burn faster.
5. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
6. If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route.
7. If your escape route is blocked, shut the door immediately and use an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise, so the air is clearer and cooler near the floor.
8. If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window. Alerting firefighters of your presence.
9. Unless necessary, do not attempt to jump from windows above the ground level. This can lead to serious injury or death.

10. Fire extinguishers are marked and maintained in accordance with local and state regulations and can be found in the following locations:

- Williams Hall
  - Lobby
  - Executive Suite
  - Mail Room
  - Break Room
- Woodlawn Hall
  - Library
  - Classroom 202
  - Classroom 203
  - Second Floor – Main Hallway
- Burris Building
  - Classroom 101
  - Student Break Area
  - Second Floor – Main Hallway

### **500.6 Medical Emergencies**

In the event of a medical emergency on campus, the following steps should be followed giving priority in the following order:

To report a life-threatening illness or injury

1. 1st priority – Life-threatening illness or injury - call 911. Employees, students, or visitors who arrive upon the scene of a medical emergency shall assess the situation and safety of their surroundings before rendering aid. If there is an immediate danger for you and the victim or imminent death, call 911 immediately.
2. 2nd priority – Call for campus assistance by following the steps below.
  - Call the information desk by dialing 5519 (using an internal phone system) or dial 770-484-1204 (mainline).
  - Report the medical emergency and location of the victim.
  - Stay with the victim until assistance arrives.

If transport to a medical facility is required, EMS will be called to transport the victim to the nearest medical facility. If a victim refuses EMS transportation, family members or close contacts must be notified to assist in the transportation of an ill or injured person.

### **500.7 Natural Disasters**

During adverse weather, individuals should access information on a regular basis from radio, television, the internet, or other electronic means. A decision to dismiss classes or close a campus will be made by the President, or in his or her the Executive Vice President, when

weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using local radio/television stations and the internet. WSB TV (channel 2) and WSB Radio (AM 750/FM 95.5) and WSB online <http://www.wsbradio.com/weather/> serve as the principal source of information when a potential widespread emergency condition is present. Text messages/voice messages may be sent from the institution to employees and students who are signed up to receive such messages.

When adverse weather is present, individuals should consider their own personal safety when making decisions regarding their commute to and from campus.

### **500.7.1 Tornado Watch**

A tornado watch is issued by the National Weather Service when conditions favor the formation of tornadoes. Luther Rice has a weather alert radio onsite. When a tornado watch is issued and communication is necessary, members of the institution will be notified through the intercom system. During a tornado watch, the following steps should be followed.

1. Monitor radio/television stations and internet.
2. Watch for tornado danger signs:
  - Dark, often green sky
  - Large hail
  - A large, dark, low-lying cloud (particularly if rotating)
  - Loud roar (similar sound to a freight train)
  - Funnel-shaped clouds
3. If any of the danger signs are present:
  - Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
  - Step away from windows and doors.
  - Get under a sturdy table or desk and use your arms to protect your head and neck.
  - Remain in a secure location until the supervisor has provided further instruction.

### **500.7.2 Tornado Warning**

A tornado warning is issued by the National Weather Service when a tornado funnel is sighted or indicated by the weather radar. Luther Rice has a weather alert radio onsite. When a tornado warning is issued and communication is necessary, members of the institution will be notified through the intercom system. During a tornado warning, the following steps should be followed.

1. Go to an interior room on the lowest level of the building. Put as many walls as possible between you and the outside of the building.
2. Step away from windows and doors.
3. Get under a sturdy table or desk and use your arms to protect your head and neck.
4. Remain in a secure location until the warning has expired and a supervisor has provided further instruction.

### **500.7.3 Flood Watch**

A flood watch is issued by the National Weather Service when flooding is possible in an indicated area. Individuals should be prepared to move to the top floor of each building or higher ground if it becomes necessary. A flood can occur in a brief period without warning and in these circumstances, a flash flood watch is issued.

### **500.7.4 Flood Warning**

A flood warning is issued by the National Weather Service when flooding will occur in an indicated area. At times a flood can occur without warning and in these circumstances, a flash flood warning is issued by the National Weather Service. If a warning is issued, individuals should take the following steps and/or precautions.

1. If standing water occurs within a campus building, move to a higher level, or relocate to another building at a higher elevation when possible.
2. Do not walk in moving water. If you must walk in a flooded area, walk where the water is not moving.
3. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car, and move to higher ground if you can do so safely.

If standing water occurs within a campus building, the faculty or staff member should advise individuals as to where they should relocate (i.e., higher floor in same building, another building on higher ground, higher ground).

## **500.8 Evacuation Policy and Procedure**

If a situation arises and a campus evacuation is warranted, employees, students, and visitors are to evacuate to the designated Assembly Area 1 (Appendix A) as posted on the evacuation maps. Assembly Area 1 is marked and located in the field to the left of the Williams Hall main entrance.

Once the need for an evacuation is identified and an evacuation has been called for, the campus Emergency Evacuation Team (EET) will assist with moving employees, students, and visitors to Assembly Area 1. EET team members will be responsible for checking offices, bathrooms, and other spaces before being the last person to exit their assigned area. Visitors who may be on campus should also be accounted for and may need additional assistance when exiting. A log of visitors on campus will be retrieved from the information desk staff member to ensure that all individuals are evacuated and accounted for in the Assembly Area.

Considerations will be made for employees, students, or visitors with disclosed disabilities who require extra assistance during an evacuation. Evacuation plans will reflect accommodations for those who require extra assistance, and the plan will be communicated to the Emergency Evacuation Team.

Evacuation maps and exits along with security/information desk numbers are posted on doors/exits throughout the Luther Rice campus.

The primary source of notification for an evacuation will be the fire alarm system (in the event of a fire) or the telephone intercom system. If the fire alarm or intercom system is unavailable, the Executive Vice President and/or emergency team will inform and direct individuals to evacuate.

### **500.9 Emergency Plan for Persons with Disabilities**

Employees, students, or visitors with disabilities who require extra assistance during an evacuation should inform their supervisor or instructor. Upon notice of this information, supervisors and instructors are to inform the Executive Vice President who will work in collaboration with the Health and Wellness Coordinator to formulate an appropriate evacuation plan according to the disability. The plan will take into consideration the type of disability, the building, and the classroom or work location. The plan will then be communicated by the Executive Vice President and the Health and Wellness Coordinator to the EET.

Assistance will be provided to communicate and guide visually impaired individuals to safety. Individuals who are visually impaired will be acclimated to their surroundings and paired with another individual who is willing to stay with them until the emergency has been resolved.

Assistance will be provided to communicate and guide hearing-impaired individuals to safety. Individuals who are hearing impaired will be alerted to a campus emergency in writing or through attention actions such as turning lights off and on. The hearing impaired will be acclimated to their surroundings and paired with another individual who is willing to stay with them until the emergency has been resolved.

Assistance will be provided for those who are physically unable to travel stairs if the elevator is not optional. Wheelchair-bound and/or handicap individuals can be safely carried downstairs using the Lift Chair (with a safety harness) located at the top of the stairwell in the Williams building.

### **500.10 Emergency Notification Plan**

In the event of an emergency and campus notification is appropriate, the Executive Vice President will initiate the Emergency Notification Plan. The Executive Vice President will create the content of the message and will initiate the system to disseminate the message. On-campus notification consists of personal relay of information, email, mass texting, and if needed, the telephone intercom system. When appropriate off-campus parties will be notified by telephone. If the Executive Vice President is unavailable, the Vice President of Finance will fulfill all duties as outlined in the Emergency Notification Plan.

In the event of a life-threatening medical emergency, fire, intruder/active shooter, or life-threatening weather event, employees, students and/or visitors should dial 911 and consider their personal safety a priority and act accordingly. Once the initial call for emergency personnel has been made, the Executive Vice President should be notified along with the Luther Rice information desk staff member at 5519 or 770-484-1204.

The Emergency Notification Plan is publicized to the on-campus and off-campus community annually via the Luther Rice website and Consumer Disclosure document.

Periodically throughout the year, Luther Rice may test the Emergency Plan (announced or unannounced), evaluate the results with all parties involved, and document any results in the minutes of the Student Services Committee.

### **500.11 Intruder Alert/Active Shooter**

In the event of an intruder or active shooter on-campus, employees, students, and visitors are to retreat to designated safe rooms on-campus or flee off-campus if possible. On-campus notification consists of a personal relay and the telephone intercom system. Employees, students, and visitors are to remain in safe rooms until notified by authorized police personnel or campus security. Intruder/Active shooter drills are performed each semester by Luther Rice's security personnel for all employees and students on campus.



## **600. Organization of the Institution**

---

### **600.1 Organizational Chart**

The organizational chart for Luther Rice is found at the end of this section. A review of this chart and the list of officers that precedes it will help one determine to whom he should go with various issues that arise at Luther Rice.

### **600.2 Academic Calendar**

The academic calendar is printed in the Luther Rice annual catalog. The Registrar's Office and the Executive Vice President and Provost publish dates and deadlines in the calendar applicable to students, such as registration for courses, drop dates, examination periods. The academic year includes a fall semester that begins in September and ends in December, a spring semester that begins in January and ends in May and a summer semester that begins in June and ends in August. Fall and spring semesters are each 15 weeks in length, and the summer semester is 11 weeks. Modules are taught between regular semesters. The budget year (fiscal year) begins July 1st and ends June 30th.

### **600.3 Board of Trustees**

Luther Rice College and Seminary's Board of Trustees shall be a policy-making board, and shall delegate the responsibility of Administration and implementation of policy to the Administration and Faculty.

The roles and responsibilities of the Board of Trustees are clearly defined in the Board of Trustees Manual. The Board of Trustees is responsible for governance of the College and Seminary, which it can effectively perform only by policy control. The Board of Trustees works with the President on specific and detailed plans designed to achieve the primary objectives and goals set by the Board. It is the basic responsibility of the Trustees to see that these plans specify clear objectives and goals and are in effect for all elements of the College and Seminary. The Trustees should ensure that these plans are feasible, that they are properly executed, and that they furnish guidelines for the development of all aspects of the College and Seminary. The Trustees should have a consistent method for evaluating the effectiveness of the College and Seminary's planning efforts. It is through insistence on good planning that the Trustees make their most significant contribution to the College and Seminary.

The Board meets three times per year: January, May, and September. The President of Luther Rice is a non-voting ex officio member of the Board and all Committees.

### **600.4 Administrative Officers**

The roles and responsibilities of the Administration are clearly defined in the *Administrative Manual* and include the administration and implementation of policies approved by the Board of Trustees. Proposed policies and policy revisions are presented to the Board of Trustees for approval by the Administration and only implemented upon approval by the Board of Trustees.

The roles and responsibilities of the Faculty are clearly defined in the *Faculty Handbook and Policy Manual* and include the administration and implementation of policies approved by the Board of Trustees. Proposed policies and policy revisions are presented to the Board of Trustees by the Executive Vice President on behalf of the Faculty. Policies are only implemented upon approval by the Board of Trustees.

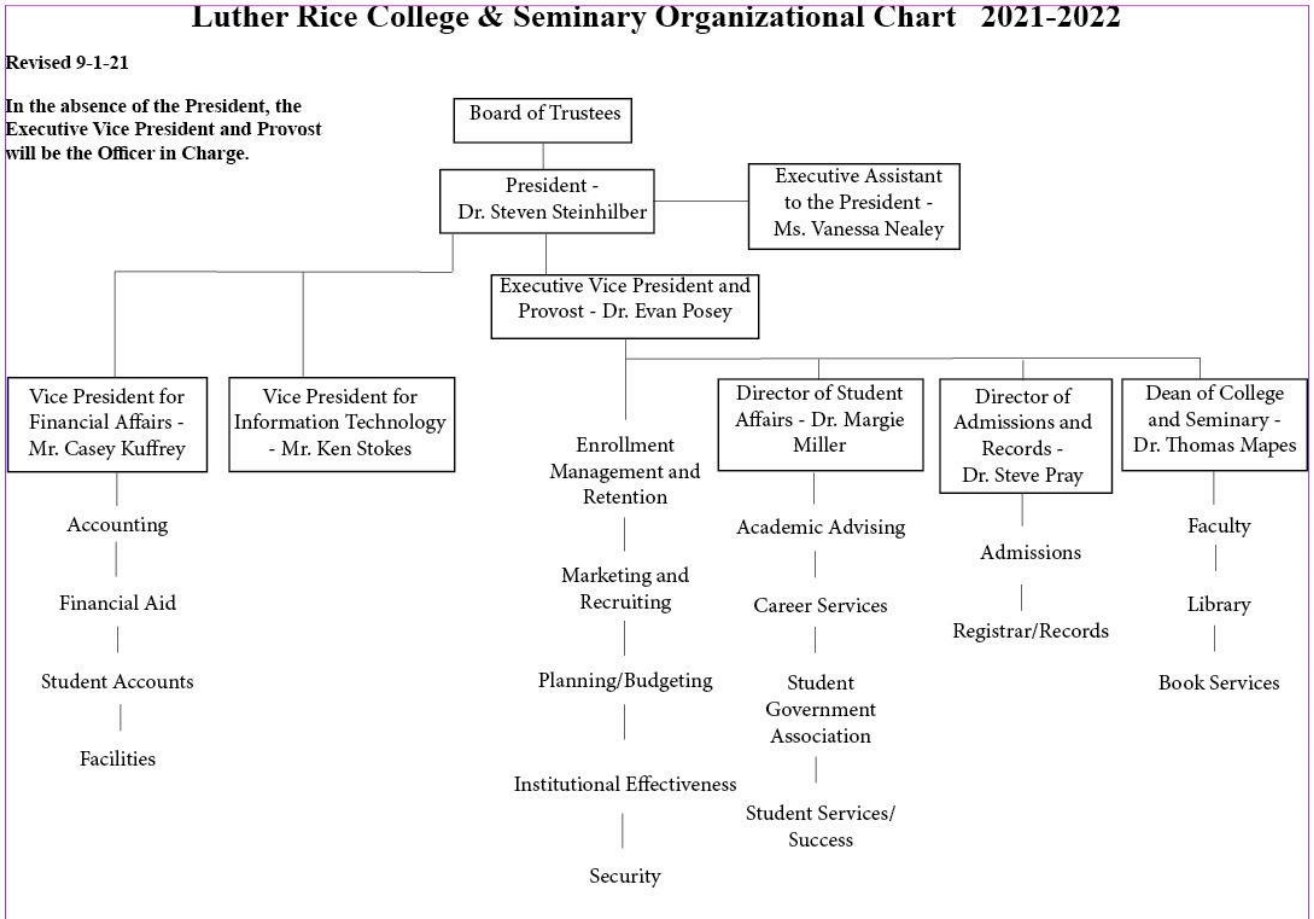
**600.4.1 President/CEO** – As Chief Executive Officer of the Institution, the President is responsible to the Board of Trustees for the Institution and for interpreting the policies of the Board. The President implements all policies and procedures approved by the Board and he is responsible for the management of the institution.

**600.4.2 Executive Vice President** – The Executive Vice President is responsible to the President and provides management and leadership for all administrative functions of the institution (excluding Financial Affairs). This person directs planning and budgeting for all departments of the institution. Duties of this position also include department oversight for marketing, admissions, student services, retention, financial aid, IT and the enrollment management process of the institution.

**600.4.3 Vice President for Information Technology** – The Vice President for Information Technology serves as the Chief Information Officer and reports to the President and is responsible for managing the technology and information infrastructure of the Institution.

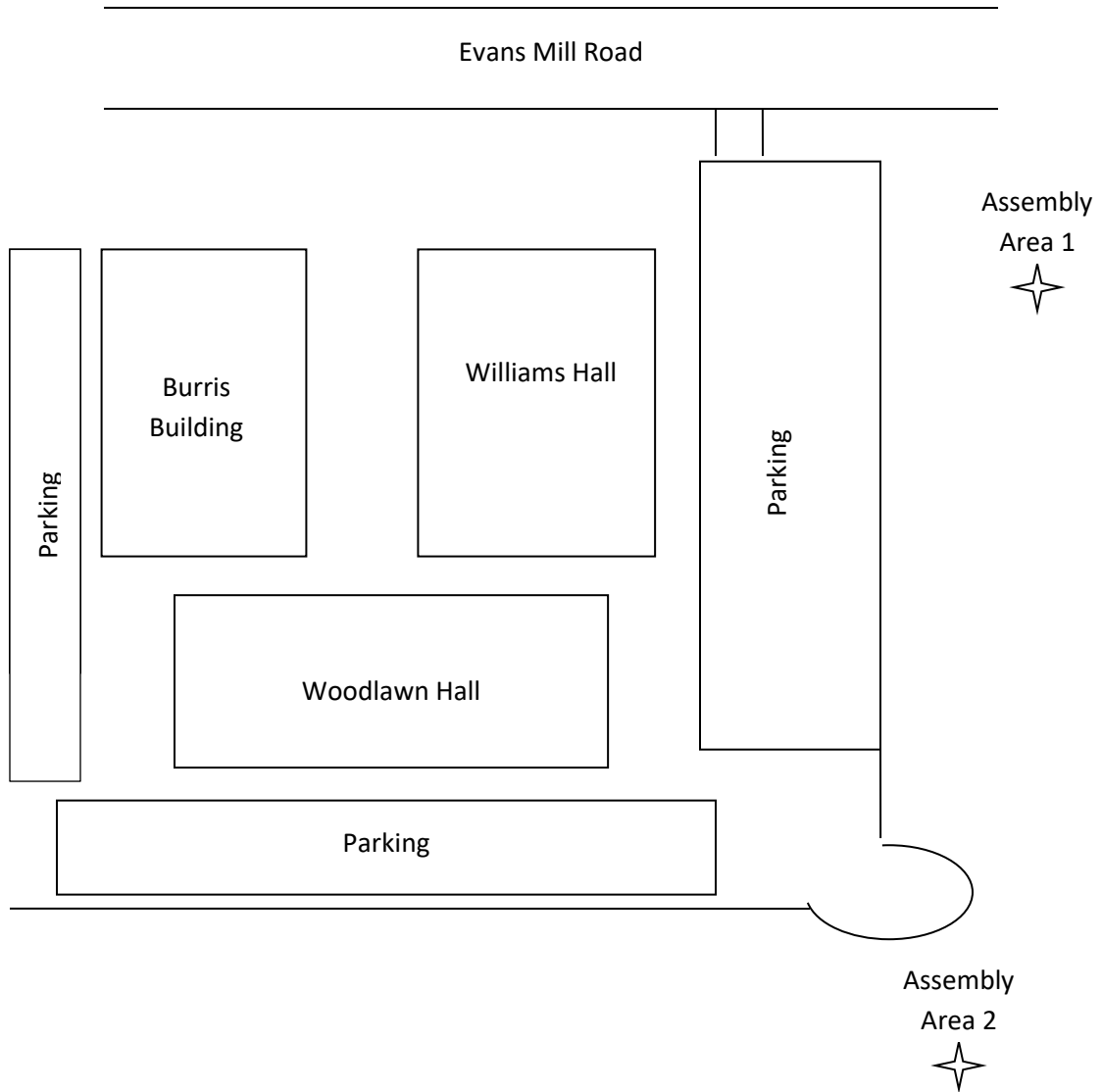
**600.4.4 Vice President for Financial Affairs** – The Vice President for Financial Affairs reports to the President and is responsible for managing the business and financial affairs of the Institution including student accounts and payroll related matters.

## 600.5 Organizational Chart



# Appendix A: Site Plan and Assembly Area Designations

---



## Appendix B: How to Access Blackboard for Online Classes and Student Webmail

---

### Blackboard

1. Go to [www.LutherRice.edu](http://www.LutherRice.edu) in your web browser
2. Click on the MyCampus link at top right of the homepage.
3. Enter Username (Your Student email address). The username is located in your acceptance email/packet (Password Summary Sheet).
4. Enter Password (password is an 8 character minimum password created by student)

### Student Email

Students are highly encouraged to check their Luther Rice email on a regular basis. Official academic information will be distributed via the student email system. Students are accountable for academic information sent to their Luther Rice email account.

To access student email:

1. Go to [www.LutherRice.edu](http://www.LutherRice.edu) in your web browser
2. Click on the MyCampus link at top right of the homepage.
3. Enter Username (Your Student email address). The username is located in your acceptance email/packet (Password Summary Sheet).
4. Enter Password (password is an 8 character minimum password created by student)

The Luther Rice email address is generally in the following format:

[firstname.lastname@student.lutherrice.edu](mailto:firstname.lastname@student.lutherrice.edu). You will be notified of your password when you are accepted to Luther Rice (Password Summary Sheet).