

**THE CATALOG OF  
LUTHER RICE COLLEGE AND SEMINARY  
2015 - 2016**

**Luther Rice College and Seminary**  
3038 Evans Mill Road  
Lithonia, Georgia 30038  
Web Site: [www.LutherRice.edu](http://www.LutherRice.edu)

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**An application form is found at the back of this catalog.**  
**Information on the application process is found on page 11.**  
**You may also apply online at [www.LutherRice.edu](http://www.LutherRice.edu).**

#### **NOTE**

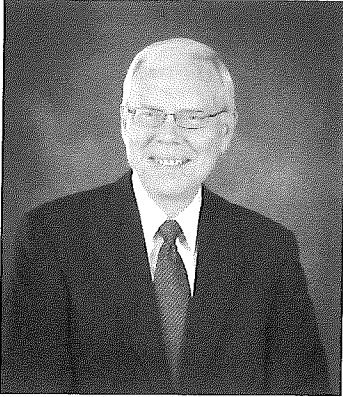
The institution is a private, independent, not-for-profit institution incorporated in the State of Florida as Luther Rice University, Inc., and operates as Luther Rice College and Seminary. The institution is registered as a corporation with the State of Georgia, and it meets the requirements of the Nonpublic Postsecondary Education Commission of the State of Georgia.

Current information, including the calendar, admissions, program and degree requirements, tuition and fees, policies and procedures, and course offerings, is contained in this catalog. The policy of Luther Rice is to give appropriate advance notice of change, whenever possible, to permit adjustment. However, the Board of Trustees and the Administration reserve the right to modify, revoke, or add policies or procedures at any time. If students drop out of Luther Rice or become inactive and later return, they fall under the jurisdiction of the policies and procedures of the catalog in effect at the time of their return. Finally, failure to read the catalog does not exempt students from the stated regulations and requirements.

Luther Rice College and Seminary is an Equal Opportunity higher education institution open to any qualified individual without regard to race, religion, sex, age, color, national or ethnic origin, or disability. This non-discriminatory policy includes admission policies, scholarship and loan programs, and other institution administered programs, except where required by specific religious tenets held by the institution.







**James Flanagan, Ph.D.**  
**President**

## **Welcome from the President**

Luther Rice continues to operate on the cutting edge in offering theologically sound, biblically based, technologically advanced education to students around the world.

### **Luther Rice Advantages**

- All degrees can be achieved through 24/7 online studies exclusively, except for the D.Min. degree which requires four, one-week intensives on campus.
- Federal financial aid, grants, loans, and scholarships are available to eligible students.
- Typically, there is no specific time of day that you must be logged into an online class.
- Academic credit can be transferred, up to set limits, from any approved institution.
- Assignments and coursework for online classes are delivered using our secure academic website.
- **Online course content is always fresh, new, cutting-edge**, and specifically designed for the online learning environment.

Our entire faculty believes the Scriptures are the inspired, infallible, inerrant Word of God. That's what we teach! Luther Rice provides students with the tools they need to help shape their destiny, mature spiritually, and realize their ministry goals.

I invite you to Luther Rice. It will be an experience that you will never forget. We would love to personally meet you and facilitate your life-changing experience at Luther Rice!

A handwritten signature in cursive script that reads "James Flanagan". The signature is written in black ink on a white background.

President



For specific information or questions you might have, please use our phone and email contacts below.

**Luther Rice College and Seminary**  
**3038 Evans Mill Road**  
**Lithonia, GA 30038**

**Phone/Fax**

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Registrar's Office	registrar@LutherRice.edu
Student Accounts	studentaccounts@LutherRice.edu
Financial Aid	financialaid@LutherRice.edu
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**at Luther Rice**

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## GENERAL INFORMATION

### A BRIEF HISTORY

In 1961, Dr. Robert Gee Witty, Pastor of the Central Baptist Church, presented the need for a seminary in Jacksonville, Florida to several Southern Baptist pastors. In May, 1962, Dr. Witty secured five pastors who signed the charter application which he had prepared. On June 14, 1962, the State of Florida granted the charter. The Central Baptist Church agreed to provide space and office assistance for the new institution.

The first classes met in facilities provided by the church on September 11, 1962. All faculty were Southern Baptist pastors who served Luther Rice Seminary without pay.

Business of the Seminary was conducted until 1968 by the Board of Trustees with Dr. Witty as Chairman. Frequently the faculty was invited to participate. Dr. Clyde Jones, Dr. Pat Wimberly, and Dr. Kenneth Umphrey served as part-time presidents until 1968. In that year, Dr. Fred Williams was elected as Chairman of the Trustees, and Dr. Witty became president. In 1970, Dr. Witty became the first full-time president.

By 1964, 94 students had registered, and 16 pastors served as part-time faculty. At that time the curriculum prepared by Dr. Witty for the external program was adopted by the Board of Trustees and offered to the public. This innovative, nontraditional system attracted thousands of students in the United States and such international interest that by 1978, students from 52 countries were registered. A faculty of full-time professors has served the institution since 1976.

In 1968, Luther Rice Seminary purchased property from the Central Baptist Church and returned the same property to the church as a gift when the Administrative Building at 1050 Hendricks Avenue was purchased in 1970. Later, classrooms were established in the Instructional Building located on Prudential Drive. The Bertha Smith Library, constructed on Home Street, was opened for use in the Spring of 1982. All were purchased and constructed debt free.

May 1982 marked another change for the seminary. Dr. Witty relinquished his position as the President. The vacated office of the President was filled by Dr. Gene Williams, who held an earned Doctor of Theology degree (Th.D.) from New Orleans Baptist Seminary, and who was an internationally known evangelist. Dr. Witty left the office of President to become the Seminary's first Chancellor, an office which he held until May 1987. Dr. Witty served his generation well and on June 20, 2007, he went home to be with the Lord.

A significant event occurred in the history of the Seminary when a church in Lithonia, GA (a suburb of Atlanta) donated its building and property to the Seminary in August 1988. By June of 1991 construction of new facilities began on the Lithonia property and the Seminary moved from Jacksonville, Florida to its new location in August 1991.

More changes came at a Trustees' meeting in September 1991. Dr. Williams became Chancellor an office he held until 2005 when he became Chancellor Emeritus. At the same Trustees' meeting in 1991, Dr. James Bryant, who was currently serving as the Executive Vice President, was approved to become the next president. Dr. Bryant also had a broad ministry background. He had earned an academic doctorate (Th.D.) from Southwestern Baptist Theological Seminary and had served as pastor of several Southern Baptist churches. His experience also included serving as a church staff member and on the Board of Trustees of two Southern Baptist seminaries. Dr. Bryant was inaugurated on May 6, 1992 and served until his resignation on April 1, 1993.

Dr. James L. Flanagan was elected Interim President on April 1, 1993. Dr. Flanagan joined the institution in 1982, serving as a faculty member and later as Vice President for Academic Affairs. He served as the interim President from April 1, 1993, until May 13, 1994, when he was inaugurated as President. Dr. Flanagan was elected Chancellor and CEO, effective September 30, 2005. Dr. Flanagan holds an earned doctorate (Ph.D.) from Southwestern Baptist Theological Seminary.

Dr. John M. Borek, Jr. joined the institution in 2004 as Provost and COO and then in September of 2005, he was elected President and COO. Prior to joining Luther Rice, he served, from 1997 until 2004, as the President of Liberty University. Prior to that time, he served a major university for 30 years as a faculty member and as a senior administrator. Dr. Borek earned a doctorate (Ph.D.) from Georgia State University and is an ordained Baptist minister. Dr. Borek resigned in May 2006 which enabled him to return to consulting. Dr. Flanagan moved back into the office of President from his position as Chancellor.

The name of Luther Rice Seminary was changed in 2005 by the action of the Trustees to Luther Rice University. The legal corporate name is now Luther Rice University, Inc., operating as Luther Rice College and Seminary.

## **HISTORICAL EXAMPLE**

The man Luther Rice (1783-1836) is known in Baptist history for his contributions to missionary endeavor, for his desire to foster cooperation among Baptists, and for his untiring effort to educate ministers. A better name could not have been chosen by the founders. Luther Rice's beliefs provided the philosophical basis on which Luther Rice College and Seminary is built.

*Luther Rice believed in missions.* He was a missionary who felt that every Christian had both the responsibility and the privilege of sharing in the work of world-wide evangelism.

*Luther Rice believed in cooperation between churches.* He devoted his life to traveling from church to church uniting Christians to support missions. His efforts resulted in the formation of the Triennial Baptist Convention (1814).

*Luther Rice believed in Christian education.* He established Columbian College (now George Washington University) in Washington, DC for the single purpose of training Christians to serve Christ effectively. At the time of his death, he was in South Carolina raising funds for the college.



*Luther Rice believed in the authority of the Bible.* While en route to Burma as a missionary volunteer with Adoniram Judson, Rice became convinced, through his study of the Bible, of the necessity of changing his doctrinal position on baptism.

*Luther Rice believed in the power of the Holy Spirit.* He believed that the Holy Spirit is the supreme teacher, the interpreter of Scripture, and the imparter of spiritual gifts to Christians.

*Luther Rice believed in Bible preaching.* He was an eloquent preacher who traveled the eastern and southern states preaching the Bible.

*Luther Rice believed in being a Baptist.* He held to the great distinctive Baptist doctrines concerning the church, its ordinances, its autonomy, and its basis for cooperation.

## **MISSION (PURPOSE) STATEMENT**

The purpose of Luther Rice College and Seminary is to provide biblical education for Christian ministers and leaders around the world with an end to granting undergraduate and graduate degrees.

## **CORE VALUES**

- We value theological education that is grounded in sound biblical interpretation (2 Tim. 2.15).
- We value the witness of Christ among all people (Acts 1:8).
- We value the declaration of the infallible Word of God among all people (2 Tim. 3.16-17; Col. 1.28).
- We value instruction that combines theory and practice with relevant ministry needs (Eph. 4.11-13).
- We value an environment that promotes spiritual growth and transformation (Eph. 3.16-19).
- We value personal integrity in our students, faculty, staff, and business practices (1 Thess. 2.10-12).
- We value globally accessible theological education (Matt. 28.19-20).
- We value our relationship with God and His church as providers of our spiritual strength and resources as we endeavor to bring glory to Him (Eph. 3.20-21).
- We value on-going institutional quality and improvement (Col. 3.23-24).
- We value a community of faith and learning that embraces men and women who are diverse in ethnic, economic, social, and national backgrounds (Gal. 3.27-28).

## **PHILOSOPHY**

Luther Rice affirms the Bible as the inerrant and infallible Word of God and teaches all programs from a biblical worldview. Luther Rice maintains that providing a theological foundation consistent with its doctrinal statement will equip the student to carry out ministry around the world.

Luther Rice desires to inculcate a Christian ethic into its students so that they exemplify excellence in every area of life. The faculty members are committed to modeling Christian character for the students as an essential part of the learning process. The faculty does not merely impart knowledge but seeks to develop disciples of the Lord Jesus who will impact their world for His sake.

Luther Rice holds that learning occurs through various means including observation, instruction, and research. Because all truth has God as its source, the entire body of knowledge is consistent with, and not contrary to, God's revelation. Research and study in all disciplines are possible because of (1) the inherent logical structure of the created order, (2) the absolute nature of truth, and (3) humanity's creation in the image of God with the potential to relate to Him by faith and with the ability to engage the mind in academic pursuits.

## **INSTITUTIONAL LEARNING OUTCOMES**

In pursuit of our purpose, we seek to cultivate an institutional environment of Christian excellence through which vital core competencies and values are inculcated in each student. The Luther Rice educational experience is designed to transfer to the student all the vital competencies required of twenty-first century Christian leaders. Upon completion of a degree program at Luther Rice, students will demonstrate the following:

- Exegetical/Expositional Competence - the ability to accurately interpret and effectively communicate the Word of God in a variety of contexts
- Theological/Apologetical Competence - the ability to present a reasoned explanation of the doctrines that are integral to Scripture and to defend the historic Christian faith
- Pastoral/Leadership Competence - the ability to shepherd and to lead others in ecclesiastical and workplace contexts
- Evangelical/Devotional Competence - the ability to present the gospel to unbelievers in a clear and winsome way and to disciple believers for spiritual formation in the image of Christ
- Academic/Discipleship Competence - the ability to research and study new subjects for oneself and to cultivate a lifestyle of lifelong learning
- Communication Competence - the ability to communicate effectively and accurately through both the written and spoken word

## **DOCTRINAL STATEMENT**

As stated on the application for admission, an applicant must affirm belief in Articles I through XI of this Doctrinal Statement. Article VII has been modified for students. See page 6.

- I. *THE SCRIPTURES.* We believe that both the Old and New Testaments are verbally inspired by God and are inerrant in the original writings. Through the providence of God, the Scriptures have been preserved and are the supreme and final and adequate authority in faith and life (Ps 19.7; 2 Tim 3.16; 2 Pet 1.21).

- II. *GOD*. We believe that there is only one true and living God existing in three Persons--Father, Son, and Holy Spirit--each a distinct Person, but all of one essence and all having the same nature, perfections, and attributes, and each is worthy of precisely the same worship, confidence, and obedience (Gen 1.26; Jer 10.10; Matt 3.16-17; 28.19).
- III. *JESUS CHRIST*. We believe that Jesus Christ is the Son of God, begotten by the Holy Spirit, born of the virgin Mary, that He shed His blood on Calvary as a vicarious substitute, was buried, rose again bodily, and ascended to the Father according to the Scriptures (Isa 7.14; Matt 1.18-25; 1 Cor 15.3; Heb 4.15).
- IV. *HOLY SPIRIT*. We believe that the Holy Spirit is the third Person of the Trinity, very God, co-existent with the Father and the Son. The Holy Spirit is the chief agent in regeneration, the chief convictor of sin, and the chief comforter of the believer. Simultaneous with regeneration, the Holy Spirit baptizes the believer into the body of Christ (Matt 28.19; John 16.7-11; Acts 5.3-4; Rom 8.9; 1 Cor 12.12-14).
- V. *MAN*. We believe that man is the direct creation of God--body, soul, and spirit--and is not in any sense the result of evolution but is made in the image of God. Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind and incurred both physical and spiritual death for all (Gen 1.26-27; Rom 3.10,23; 5.12).
- VI. *SALVATION*. We believe that all who, in faith, receive the Lord Jesus Christ as Savior are born again by the Holy Spirit and thus become the children of God. Salvation involves redemption, regeneration, justification, sanctification, and glorification (John 1.12; 3.3; 17.17; Rom 8.29-30; Eph 2.8-9; 4.30; Tit 3.5).
- \*VII. *SECOND COMING*. We believe in the literal, visible, personal, pre-millennial, pre-tribulational return of Jesus Christ for His Church. At this event the dead in Christ and living believers will be translated to meet Him in the air. At the end of the seven year tribulation, Christ will visibly descend with the saints to establish His earthly millennial kingdom (Acts 1.11; 1 Thes 4.13-18; Rev 20.1-6).
- VIII. *SATAN*. We believe that Satan was originally created a perfect being. He rebelled against God. As a result, he became depraved, the Devil, an adversary of God and His people, and leader of a host of angels who fell with him. Satan has been judged and defeated at the cross and awaits his ultimate doom at the Second Advent of Jesus Christ (Isa 14.13-14; Ezek 28.13-17; John 16.11; 1 Tim 3.7; Rev 20.10).
- IX. *HEAVEN*. We believe in the eternal abode of God and the holy angels, where Jesus intercedes for His people on earth and where the spirits of departed saints await their resurrected, glorified bodies. Heaven is a literal place of conscious bliss to which all saints go upon death and from which the Lord Jesus Christ will come to receive those saints who are alive at His coming. To depart and be in heaven is to be "present with the Lord" and so is "far better" than to remain alive on earth, but the eternal blessedness of heaven is only for those who possess eternal life through faith in the atoning work of Christ (Heb 12.22-24; John 14.1-3; 2 Cor 5.1-10; Phil 1.23, 3.20-21; Thes 4.16-18; Rev 21.1-22.5; John 14.6).

- X. *HELL*. We believe that hell is a literal place of judgment created for the devil and those angels who followed him in his rebellion against God. In the final state, the devil and his demons will spend eternity banished from the presence of God in the Lake of Fire. This same final punishment also awaits all unredeemed people who refuse to believe on the name of the Lord Jesus Christ. The Scriptures declare that the torment of all the inhabitants in the Lake of Fire lasts forever. Prior to the final state, the soul of the unjust at death is condemned to Hades in a state of conscious torment until the resurrection of the unjust. At this resurrection, the disembodied soul is reunited with the resurrected body and cast into the Lake of Fire (Rev 20.10; Matt 25.41; Mark 9.43-48; Rev 14.11; 20.10, 15; Luke 16.19-31; Jn 5.29; Rev 20.11-15).
- XI. *THE PRIESTHOOD OF THE BELIEVER*. 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, and that there is no mediator between God and man other than Jesus Christ (Heb 4.16; 1 Tim 2.5; Rev 1.6).
- XII. *SECURITY OF THE BELIEVER*. We believe that salvation is not only a gift from God but also is sustained by the Lord. The Holy Spirit permanently indwells the believer and seals him in salvation for all eternity. Therefore, since salvation is wholly of the Lord, apart from the works of man, we hold that the believer shall be kept by the power of God through faith unto eternal salvation (John 10.28; 14.16-17,26; 1 Cor 2.9-14; Eph 1.13; 2.8-9; 1 Pet 1.5; Jude 24-25).
- XIII. *PROVIDENCE*. We believe in the providence of God, but not that He is the author or approver of sin nor the destroyer of the free will and responsibility of man (John 3.16; Rom 8.28-30).
- XIV. *THE LORD'S DAY*. We believe that Sunday is the Lord's Day and is a Christian institution for regular observance of worship and spiritual devotion, both public and private (1 Cor 16.2; Rev 1.10).
- XV. *CREATION*. We believe the triune God created the universe apart from pre-existing materials and without any evolutionary process. We believe in the historicity of the first eleven chapters of Genesis (Gen 1.1; Matt 19.4; John 1.1-3; Rom 1.20; Col 1.16-17; Heb 11.3).
- XVI. *THE LOCAL 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 together for missions and many other joint efforts. The local church is to be governed independently of outside persons, bodies, groups, or authorities (Matt 28.16-20; Acts 1.6-8; 6.3; 1 Cor 12.12-14; Eph 1.3-6,22-23; 1 Thes 4.16-18).
- XVII. *ORDINANCES*. We believe that the local church observes two ordinances--baptism and the Lord's Supper. We believe that all who have received Christ as Savior and Lord should be baptized in the Name of the Father, the Son, and the Holy Spirit; that baptism is by immersion in the likeness of the death, burial, and resurrection of Christ; and that the Lord's Supper should be observed in remembrance of Him to show forth His death for our sins until He comes again (Matt 26.26-30; 28.19-20; Rom 6.3-6; 1 Cor 11.23-26).

\* For students, Article VII reads as follows: *We believe in the literal, visible, personal return of Jesus Christ.*

## **DENOMINATIONAL AFFILIATION**

Luther Rice is committed to the faith and practice of the Southern Baptist Convention.

However, the right of each student to affiliate with another evangelical denomination is respected.

Luther Rice is a non-profit religious institution of higher education chartered by the State of Florida, is located in the State of Georgia where it operates as a foreign corporation, and is governed by a Board of Trustees.

## **ACCREDITATION AND RECOGNITION**

1. 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).
2. 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).
3. Luther Rice operates under the authorization of the Georgia Nonpublic Postsecondary Education Commission, 2100 East Exchange Place, Suite 203, Tucker, Georgia, 30084-5313, (770) 414-3300.
4. Luther Rice is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684.
5. Luther Rice is a member of ACCESS.
6. Luther Rice is a member of AACRAO, The American Association of Collegiate Registrars and Admission Officers.
7. Luther Rice is a member of ECFA, Evangelical Council for Financial Accountability.

Documents of accreditation and recognition may be viewed at the Office of the President.

## **LUTHER RICE GRADUATION RATE**

The current graduation rate for Luther Rice undergraduate students can be obtained through the following website: <http://nces.ed.gov/> and at [www.LutherRice.edu](http://www.LutherRice.edu): Quick Facts.



*Williams Hall, named in honor of Dr. Gene Williams, the institution's second president. This building serves as faculty and administrative offices.*



*Graduates and their families enjoy all the festivities during Commencement Week.*

# Academic Calendar

## 2015-2016

### SUMMER 2015

May	4	Recommended Date by Which to Apply for Financial Aid for Summer
	25*	Memorial Day (Offices Closed)
June	1	Summer Semester Online Full Term Classes Begin
	1-7	Deadline to Register for Summer Semester Late Registration Period for Semester Classes (Late Fees Apply)
		Doctoral Modules (6/1 - 6/5)
	7	Last Day to drop Summer classes with "WD"
July	1	2015-2016 Academic Year Begins
	3	Independence Day Holiday -- Offices Closed
	6	Independence Day Holiday -- Offices Closed
	19	Last Day to Drop Summer Classes with "WP" or "WF"
August	1	Graduation Packet Available Online
	3	Recommended Date by Which to Apply for Financial Aid for Fall Semester
	16	Summer Semester Online Full Term Classes End
	24-28	Doctoral Modules
	29	New Student Orientation
	31	Doctoral Module (8/31 - 9/4)

### FALL 2015

September	1-4	Doctoral Module
	3	Fall Semester On-campus Classes Begin
	7	Fall Semester Online Full Term and Mini-Term I Classes Begin
	7*	Labor Day Holiday -- Offices Closed
	21	Recommended Date by Which to Apply for Financial Aid for Fall Mini-Term II Classes
October	19	Fall Semester Online Mini-Term II Classes Begin
November	1	Graduation application deadline for May 2016 Fall Semester Online Mini-Term I Classes End
	15	Last Day to Drop Fall Classes with "WP" or "WF"
	25-27*	Thanksgiving Holidays - Offices Closed
December	7	Recommended Date by Which to Apply for Financial Aid for Spring Semester
	13	Fall Semester Online Full Term and Mini-Term II Classes End
	14	Fall Semester On-campus Classes End
	21-25*	Christmas Holidays—Offices Closed

**SPRING 2016**

January	1	New Year's Day Holiday -- Offices Closed
	9	New Student Orientation
	11-15	Doctoral Modules
	14	Spring Semester On-campus Classes Begin
	18	Spring Semester Online Full Term and Mini-Term I Classes Begin
	18*	Martin Luther King, Jr., Holiday—Offices Closed
February	1	Recommended Date by Which to Apply for Financial Aid for Fall Mini-Term II Classes
	15*	President's Day Holiday -- Offices Closed
	29	Spring Semester Online Mini-Term II Classes Begin
March	13	Spring Semester Online Mini-Term I Classes End
	22	Luther Rice Day (Luther Rice, b. 1783)
	25*	Good Friday Holiday - Offices Closed
April	3	Last Day to Drop Spring Classes with "WP" or "WF"
	4-8	Spring Break - On-campus classes do not meet
	24	Spring Semester Online Full Term and Mini-Term II Classes End
May	2	Spring Semester On-campus Classes End Recommended Date by Which to Apply for Financial Aid for Summer Semester
	12	Graduation Banquet
	13	Commencement Exercises

**SUMMER 2016**

May	30	Summer Semester Online Full Term Classes Begin
	30	Memorial Day Holiday -- Offices Closed
June	6-10	Doctoral Modules
July	1	2016-2017 Academic Year Begins
	4-5	Independence Day Holiday -- Offices Closed
	17	Last Day to Drop Summer Classes with "WP" or "WF"
August	1	Recommended Date by Which to Apply for Financial Aid for Fall Semester
	14	Summer Semester Online Full Term Classes End

\* No Classes



# ADMISSIONS INFORMATION

## ADMISSIONS POLICY

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

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

## APPLICATION PROCESS

1. Apply online at [www.LutherRice.edu](http://www.LutherRice.edu) or submit the application found at the back of this catalog with appropriate fee.
2. Have official transcripts from each institution attended sent directly to Luther Rice. An official transcript request form is found online and in the back of this catalog.
3. Have the completed Christian character reference form sent to Luther Rice.
4. Complete the Bible content test online. This diagnostic test is part of the admissions process but does not determine eligibility to enter Luther Rice except at the doctoral level.
5. Doctoral students have additional requirements for admission (see p. 12-13).
6. International students have additional requirements for admission (see p. 13).

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

### Applicant File Retention

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

## ADMISSIONS REQUIREMENTS

### General

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

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

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

### **Online Orientation: "First Steps"**

Upon acceptance, all new students in the bachelor's and master's programs are automatically enrolled in the Luther Rice online orientation called "First Steps." This series of tutorials prepares students for success in their programs of study and should be completed prior to registering for their first semester. (See Academic Advisement Services, pg. 37, for additional information).

### **Registration Clearance**

All first-time students and transfer students with a cumulative GPA of 2.3 or lower must receive clearance from an academic advisor prior to registration. To obtain registration clearance, these students must contact the Academic Advising Office for assistance. An advisor is available by email or telephone during regular office hours. Please send your message to [aao@LutherRice.edu](mailto:aao@LutherRice.edu) or call (770)484-1204 or (800)442-1577, extension 5754. (See Academic Advisement Services, pg. 37).

### **Bachelor's Program**

Applicants desiring entrance into the Bachelor degree program must have completed the requirements for a high school diploma with a minimum GPA of 2.0 (on a 4.0 scale). Students who wish to enter with a high school GPA less than 2.0, or with a GED may enter by probation for 12 semester hours. Students must maintain a minimum 2.0 GPA during the probationary period and complete a maximum of 6 hours per semester. Students must maintain the minimum GPA of 2.0 in order to continue their studies with Luther Rice.

### **Master's Programs**

All master's programs require satisfactory completion of a bachelor's degree or its equivalent with a cumulative GPA of at least 2.0 (on a 4.0 point scale). All students are required to complete a standardized Bible knowledge test.

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

### **Doctoral Program**

1. A Master of Divinity degree from an institution with accreditation recognized by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education. Applicants who have not earned a M.Div. degree

- but hold a master's degree and ninety (90) semester hours of accredited, graduate-level coursework in theology and/or ministry may be considered eligible. Unaccredited graduate degrees may be considered on a probationary basis.
2. An acceptable, verifiable employment experience in a specific area of career ministry.
  3. An acceptable, verifiable two-year history showing good professional standing, adherence to the fundamentals of the Christian faith, and good Christian character and conduct.
  4. A cumulative grade point average of 3.0 (on a 4.0 scale) in recognized graduate-level work.
  5. An acceptable, verifiable ministry laboratory in which the applicant can pursue the required projects.
  6. Minimum age of 25 years.
  7. A score of 100 or better on the standardized Bible content test online.
  8. Submission of a research paper adhering to the Graduate Committee guidelines (available in the Admissions Office or online at [www.LutherRice.edu](http://www.LutherRice.edu)).
  9. Signed handbook agreeing that the applicant understands and will follow stated Doctoral Candidate policies

### **International Admissions**

Luther Rice is authorized under federal law to enroll non-immigrant students. Any person desiring international admission should allow 3-6 months to complete the admissions process. All applicants from non-English speaking schools must supply official transcripts from the school with a certified English translation. Students who have a primary language other than English must certify that they are proficient in the English language.

International students in need of F-1 status must reach final acceptance by completing the initial admissions process and submit the following documentation prior to receiving the I-20:

- \* Student Visa (I-20) Application
- \* Affidavit of Support (notarized) or Letter of Sponsorship
- \* Verification of Funds from Student or Sponsor  
(Note: We cannot accept faxes or unofficial photocopies of financial letters or bank statements. All financial information must be statements with dates no older than 2 months prior to the I-20 application date.)
- \* Copy of Valid Passport
- \* Copy of Current Student Visa (if applicable)
- \* Copy of I-94 Card (if available)
- \* Official TOEFL Scores
- \* I-901 fee processed
- \* \$4,500 (USD) deposit to student account. (The first year of tuition and fees will be debited from this account. Any remaining balance owed must be paid before the start of classes).

Only Cash, Certified Bank Check (USD), or money order will be accepted for this payment.

## English Language Competency Requirements

Proof of English proficiency is required to enter Luther Rice for students whose primary language is not English\*. All applicants who will be studying in the U.S. on an F-1 student visa and have a primary language other than English must verify English language competence. This requirement is a United States Citizen and Immigration Services (USCIS) regulation. Students may verify English competency by providing evidence of completion of either:

- Completing an authorized English as a Second Language (ESL) program.
- Completion of the Test of English as a Foreign Language (TOEFL).

The TOEFL is the accepted industry standard for English aptitude certification. Each TOEFL exam mode has a separate scoring range, thus the need for three minimum score requirements. The minimum scores for admission are:

TOEFL	Bachelor	Graduate
Paper Based Test	500	550
Computer Based Test	173	213
Internet Based Test	61	79

Prospective students must provide Luther Rice with an official copy of their test results. **The TOEFL institution code for Luther Rice is 8489.** When the code number is entered on the exam, official test results will be automatically forwarded to Luther Rice. Information on the TOEFL examination can be obtained at [www.toefl.org](http://www.toefl.org) or by writing TOEFL, P. O. Box 6155, Princeton, NJ 08451-6155, USA.

### IMPORTANT INFORMATION FOR STUDENTS IN F-1 STATUS

\* All F-1 students should be enrolled as full-time students each semester throughout their entire program. Students in the bachelor program must maintain four classes each semester (12 hours), and students in the master program must be enrolled in three classes each semester (9 hours). These hours must be maintained and verified to avoid being out of USCIS status.

\* On campus Courses: Students are required to take a minimum of 9 hours on campus (BAR); graduate students must complete 6 hours on campus (MA, M.Div.). Three (3) additional hours are required and may be completed online or on campus.

\* Online Courses: Students are not limited to one online course, but no matter how many he takes, only one course counts toward maintaining a full course of study. Students must remain active in the online course and complete all course assignments. Attendance is determined by weekly activity and completion of weekly course requirements. Any four week occurrence of inactivity will automatically result in a course grade of "F." This will count as an unauthorized drop below a full course of study in the SEVIS/USCIS system, which may be grounds for termination.

\* Students are responsible for notifying the International Student Office of any change in their personal information no later than 10 days after the change is implemented. (Example: address, telephone, etc.) The student must also submit US Government form AR-11 to report the change.

\* A student may be recommended for off campus employment after the student has completed one year in his program of study and proves a financial need. Students in F-1 status with a work permit may work twenty hours per week while classes are in session and forty hours per week during vacation periods. Immigration laws prohibit dependents from securing employment.

**Note:** If you are currently a student at another institution and already have an F-1 visa, you need a new I-20 issued by Luther Rice. Therefore, you must submit the I-20 application packet, transfer clearance form, a copy of current visa, I-20, passport, and I-94, along with all other admissions requirements.

**Caution:** Prospective students are cautioned not to come to the United States on a Visitor's Visa and then attempt to get this changed to a Student Visa once they arrive in this country. The U.S. Immigration Service considers this as coming to the U.S. on false pretenses and may not approve such a request. The only exception is if individuals indicate to the U.S. Consulate in their country in writing that the purpose of a visit to the U.S. is to select a college.

**The D.Min. program is not an optional degree program for F-1 visa students.** This conclusion is based on the specific criteria of the D.Min. degree program requirements and the D.Min. academic structure. The D.Min. degree program does not provide the kind of full-time on campus classes that would be required to maintain a student F-1 visa status.

## NON-DEGREE STUDENTS

A non-degree student is one desiring to take only a limited number of courses for credit, without enrolling in an official degree program. Students wanting to use Luther Rice course credits to transfer to another institution would fall into this category. A non-degree student is coded as a *Special Student* in the Luther Rice computer database.

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

1. Submit a completed Special Student Application, along with the application fee, to the Admissions Office.
2. Submit an official letter from your current institution's Registrar stating that you are a student in good standing and what program of study you are enrolled, or a copy of the transcript of the highest degree earned. If the student is not currently enrolled in another institution, the most recent post-secondary transcript must be submitted.
3. Submit a statement describing your conversion experience, including what a person must do to receive eternal life and when you personally took that step.
4. When all the required documents are received by Luther Rice, the application file will be reviewed. You will be notified by mail of your admissions status.

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

## AUDITS

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

## APPEALING ADMISSION DENIALS

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

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

## READMISSION POLICIES

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

### *Bachelor and Master level Students*

1. Any student who does not complete at least one course in a 12 month time period.
  2. Any student who does not complete his program within the specified length of time (see "Program Time Limitations").
  3. Any student who voluntarily withdraws.
  4. Any student suspended for academic or disciplinary reasons.
  5. Students who graduate.
- Any previous balance owed to Luther Rice must be paid at the time of reactivation.

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

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

### *Doctoral Students*

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

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

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

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

## **CHANGE OF DEGREE**

Students may be enrolled in only one degree program at a time. To change a degree program, please submit a readmission application with appropriate fee. Students wishing to complete both a Master of Arts degree and a Master of Divinity degree are advised to complete the Master of Arts degree first.

## **TRANSFER OF CREDIT**

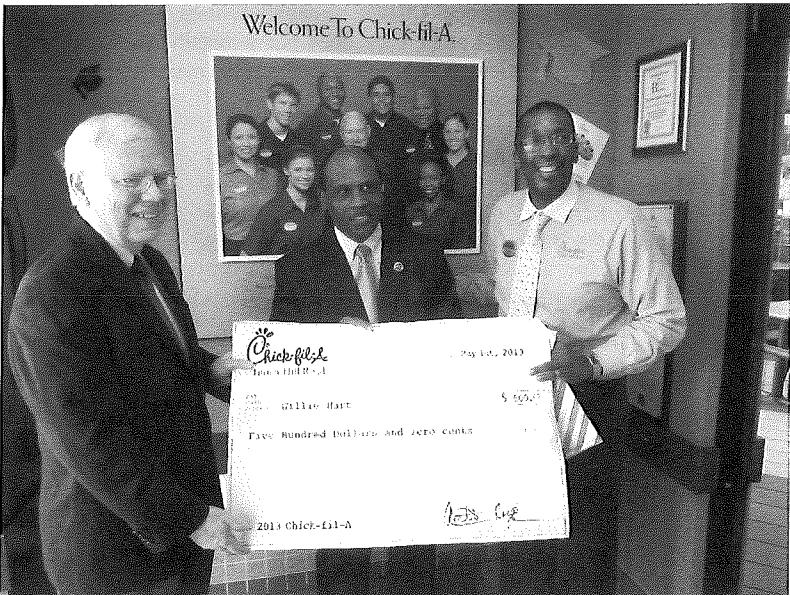
Students enrolling in bachelor's or master's programs may transfer comparable courses of the same degree level for which they received a grade of "C" or better from an institution with accreditation recognized by the Council of Higher Education Accreditation (CHEA) or the U.S. Department of Education. Luther Rice may also recognize transferable credits from non-accredited institutions based on an evaluation of their academic catalog, faculty credentials, course offerings, and degree requirements. Transcripts are evaluated under guidelines agreed upon by the VP for Academic Affairs. Life experience, CEU's, remedial courses, workshops, and seminars are not transferable. Luther Rice does not maintain any articulation agreements with other institutions. The following reflects the maximum number of transfer credits possible in each degree program:

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

Luther Rice's evaluation of non-accredited schools centers upon identifying the following:

- No Website or inadequate website content
- Little or no documentation related to faculty credentials, course offerings and degree requirements.
- Little or no coursework requirements
- Flat rate to complete a degree
- Inadequate required length of time to complete a degree or course
- Any other information, press or documentation that would provide the admissions office to investigate further.

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



*Student receives Chick-fil-A scholarship from local operators, Tony and Leslie Royal, along with Dr. James Flanagan, President.*



# FINANCIAL SERVICES INFORMATION

## FINANCIAL POLICY

The generosity of individual donors and churches helps students receive quality, professional training at a cost less than that charged by many institutions. Luther Rice strives to help every student receive the education he desires.

## TUITION AND FEES

### Bachelor Program

Tuition Charge - On-campus (per semester hour)	\$ 232.00
Tuition Charge - Online (per semester hour)	244.00
Technology Fee (per course)	60.00

### Master Programs

Tuition Charge - On-campus (per semester hour)	\$ 232.00
Tuition Charge - Online (per semester hour)	242.00
Technology Fee (per course)	60.00

### Doctoral Program

Tuition Charge (per semester hour)	\$ 289.00
Technology Fee (per course)	60.00

### Miscellaneous Fees

Application Fee	\$ 50.00
Auditor Fee (per course) (Only on-campus courses and modules may be audited.)	100.00
Change of Program Fee	50.00
Document Copy Fee (for student and subpoena requests for student records)	10.00
Drop Fee (per course)	10.00
Graduation Fee	
Undergraduate	175.00
Master programs	215.00
Doctor of Ministry	245.00
Late Graduation Application Fee	100.00
Late Registration Fee (per course)	30.00
Letter of Certification Fee	5.00
Payment Plan Processing Fee	25.00
Processing Fee (for processing forms generated by entities other than Luther Rice)	75.00
Readmission Fee	50.00
Replacement Diploma fee	25.00
Replacement Status Sheet Fee	50.00
Returned check or declined credit card fee	25.00
Stop-check Fee	30.00
Transcript Fee (each academic or financial aid transcript)	5.00
Expedited Transcript Fee (processed within one hour)	25.00

*All fees are non-refundable*

## METHODS OF PAYMENT

All balances are due at the time of registration for classes. Registration is not complete until payment arrangements are made or payment is received. Payments received after the start of late registration are considered late and subject to the late registration fee. Courses added during the late registration period are subject to late fees.

If an account remains unpaid, Luther Rice reserves the right to inform credit bureaus of past due account and to authorize collection agencies to collect on said account. Luther Rice has contracted with a third party vendor as their acting collection agency for selected past due balances. The student will be responsible for any additional costs incurred during the collection process.

Since tuition is due at the time of registration, the online pre-registration confirmation may be used for billing purposes. All payments will be processed by the Business Office prior to approval of classes. The student name and identification number should accompany all payments.

### Payment Plan

Students desiring to make partial tuition payments may authorize up to four monthly partial payments. Luther Rice has contracted *NelNet Business Solutions* to offer multiple payment plans. All payments and terms will be agreed upon by the student at the time the student selects a payment option. The following options will be available for payment plans.

- Monthly ACH deductions from 2-4 months. This option requires a \$25 fee to be paid at registration.
- Monthly Credit Card payments from 2-4 four months. This option requires a \$25 fee to be paid at registration.
- Down payments are due upon setting up agreement with *NelNet*.

Any student who does not pay his bill per the arrangements agreed upon with the partial payment will be withdrawn from all registered classes and will not be allowed to register the following semester until the balance is paid. Unused tuition will be refunded to the student's Luther Rice student account minus a \$10 drop fee.

The following is an example based on a student registering for one class and selecting a partial payment plan as his method of payment.

Tuition per class: \$732.00\*  
Technology Fee (per class): \$ 60.00 *Tech fee is non-refundable on or after the first day of class*  
Payment Plan Fee (per term): \$ 25.00 *Payment plan fee is non-refundable*

	<u>Down Payment</u>	<u>1st Payment</u>	<u>2nd Payment</u>
2 Months	50% or \$396.00	\$198.00	\$198.00
3 Months	25% or \$198.00	\$198.00	\$198.00
4 Months	0%	\$198.00	\$198.00

<u>3rd Payment</u>	<u>4th Payment</u>
-	-
\$198.00	-
\$198.00	\$198.00

\*The tuition rate for an undergraduate online course is used in this example.

***Note:** Potential Financial Aid students who do not complete the financial aid process but are let into class under a specified payment plan are responsible for payment for classes until financial aid funds arrive at the school. If a student selects a partial payment plan, payment will be issued to NelNet directly. The student will not issue payment to Luther Rice.*

## **Federal Aid (see page 25 for Federal Financial Aid)**

### **Sponsorship**

A student's church, corporation, friends, or relatives may desire to contribute to the student's education. Payments will be applied to the student's account and may be used for tuition, fees, books, etc.

A student receiving a sponsorship from a church or corporation may enroll in classes before the sponsor's payment is received as long as Luther Rice has on file a completed "Sponsorship Authorization" form. This form can be obtained at [www.LutherRice.edu](http://www.LutherRice.edu) or from the Student Accounts Office and must be signed by an officer of the sponsoring organization who is not receiving any part of the sponsorship. For sponsorships from individuals, the funds must be collected in full prior to acceptance into classes. **Such designated funds are not tax deductible.**

Any payment made toward the student's account should be accompanied with a note indicating the student's name and ID to ensure that it is applied to the correct student. Sponsorship funds placed onto the student's account become the property of the student, and any refund desired by the sponsor must be arranged solely between the student and sponsor.

The student is responsible for any balance due should the sponsor fail to pay. If the balance is not made current, the student may be suspended from classes and not allowed to enroll in any further courses. Also, Luther Rice may authorize collection agencies to collect on any unpaid account.

## **Scholarship (see page 28 for Tuition Assistance Program)**

### **Military Sponsorship (see page 31 for Military Benefits)**

Luther Rice does participate with each branch of the United States Armed Forces. However, each branch processes tuition assistance differently. The student is advised to consult the appropriate education officer for Tuition Assistance application procedures.

## **Cash/Check**

Students who wish to make a cash payment toward their account must do so in person. Students should not send cash through the mail. Students who wish to make a payment by check must include their student ID in the memo line of the check.

A charge of \$25 will be assessed for all returned checks.

## **Credit Card**

Luther Rice accepts MasterCard, Visa, Discover Card, and American Express. Credit Card payments can be made over the phone, online, or with a teller at the Student Accounts window on campus. Luther Rice meets the requirements of Payment Card Industry Data Security Standards.

## **REFUND POLICY**

Students who withdraw or are withdrawn from class may be entitled to partial/full tuition refund. After the student has withdrawn or been withdrawn from class, any refund minus a drop fee will be returned to the student's Luther Rice account within 30 days of the date of the drop. A student can request a refund from his account online at [www.LutherRice.edu](http://www.LutherRice.edu). (Login and go to "My Account"). Refunds will be disbursed in full.

Classes registered for online must be dropped online. Classes registered for in writing must be dropped in writing. If a class is cancelled by Luther Rice, all tuition and technology fees will be reimbursed and no drop fees will be assessed.

## **On-Campus, Online, Modular, and Independent Study Courses**

1. If a student withdraws from class before the first day of the class, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class within the first 7 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 8th and 24th calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 25th and 49th calendar days of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class on or after the 50th calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

## **Mini-Term Classes**

1. If a student withdraws from class before the first day of the mini term, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.

2. If a student withdraws from class within the first 3 calendar days of the class, the student will receive a refund of 100% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class between the 4<sup>th</sup> and 12<sup>th</sup> calendar days of the class, the student will receive a refund of 75% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class between the 13<sup>th</sup> and 24<sup>th</sup> calendar days of the class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
5. If a student withdraws from class after the 24<sup>th</sup> calendar day of the class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

### **Friday and Saturday Classes (that meet for 5 sessions)**

1. If a student withdraws from class before the first day of the class, the student will receive a refund of 100% tuition and technology fee minus a drop fee. All other fees are non-refundable.
2. If a student withdraws from class on or after the 1st day of class but prior to the 2nd day of class, the student will received a refund of 90% tuition minus a drop fee. All other fees are non-refundable.
3. If a student withdraws from class on or after the 2nd day of class but prior to the 3rd day of class, the student will receive a refund of 50% tuition minus a drop fee. All other fees are non-refundable.
4. If a student withdraws from class on or after the 3rd day of class, the student will receive no refund and will incur a drop fee. All other fees are non-refundable.

### **REFUND METHODS**

A student with a surplus/credit on his/her account may request a refund via the Luther Rice website by selecting "My Account" after student login. Refund requests are processed weekly and disbursed by Higher One. Once the student receives the MyOne Debit Card he/she should follow the instructions on the card to choose the method of refund. The student may choose one of the following refund methods.

<u>Method</u>	<u>Delivery Time</u>
MyOne Debit Card	Same day as processing
ACH	2-3 business days after processing
Paper Check	5-7 business days after processing

Financial Aid refunds that are not requested by the student within 14 days of the monies being placed on the student's account will automatically be disbursed to the student.

### **MISCELLANEOUS ADMINISTRATIVE ITEMS**

#### **Financial Appeals**

Any student desiring to appeal a financial decision may do so within 30 days of the decision and in accordance to the *Student Grievance Policy and Non-Academic Appeals Process* in the Student Life section of the catalog.

## **Donation Policy**

Monies given to Luther Rice by corporations, foundations, churches, or individuals will be used for the purposes for which they were designated.



*Students in front of Woodlawn Hall  
Woodlawn Hall houses the Smith Library, instructional classrooms, and the  
Student Lounge.*

# FINANCIAL AID

Students attending Luther Rice have access to financial aid for on-campus, online, modular, and independent study courses. This aid may be Federal Financial Aid, Tuition Assistance Program (institutional scholarship), Military Benefits, or a combination thereof.

## FEDERAL FINANCIAL AID

As directed by the U.S. Department of Education, federal funds are allotted to the lowest income families first, but funds are also available for middle and upper-income families.

Federal aid is available for bachelor, master, and doctoral-level students enrolled in courses that apply to their current degree program. Enrolling in courses for which transfer credit/advanced standing are granted do not apply toward enrollment status.

Federal aid can come in the form of grants, work study, and/or loans.

Students applying for federal aid are ultimately responsible for their student account regardless of the outcome of their financial aid application.

## Grants

The grants listed below are available to bachelor students only. Grant recipients can take as few as one course, but this is not recommended because of time limitations for the degree program.

*Pell Grant* – The Free Application for Federal Student Aid (FAFSA) is used to determine a student's eligibility and amount of grant available. The amount awarded depends upon the number of courses taken up to a maximum of four classes per semester. Availability per semester can depend upon the number of courses taken earlier during the same financial aid year.

*Federal Supplemental Education Opportunity Grant (FSEOG)* - FSEOG is awarded to an undergraduate student with a low Estimated Family Contribution (EFC). Luther Rice provides 25% of the award in the form of a scholarship and federal funding supplies the remaining 75%. The smallest annual award is \$100 for a student who attends both fall and spring semesters, and this amount will be prorated if the student attends only one of these terms. Funds are awarded on a graduated basis. That is, Pell recipients with a 0 EFC are in the first selection group. Next, are Pell recipients with an EFC 1-100, followed by Pell recipients with an EFC between 101-200, 201-300, etc. If funds remain after these groups are exhausted, the next selection group will begin again with those who have an EFC of 0 with the exception being the award will then go to those who did not receive Pell Grant funds.

If a student qualifies for a grant that does not completely pay for his semester costs, the student is responsible for paying the difference before the first official day of the term. A student can apply for a student loan if additional funds are needed.

## **Federal Work Study**

Financial aid applicants may apply for Federal Work Study (FWS), which entails a student being employed by the school/outside entity in a field relevant to their education. Student applicants must complete a financial aid application, a Luther Rice job application, and be enrolled. There is no maximum number of FWS recipients, but the school must employ at least one, and at least one of the work-study students must be employed in a community service position. Applications must be submitted to the Luther Rice Financial Aid Office. A FWS employee submits a timesheet signed by his supervisor to the Vice President of Finance to receive full payment from Luther Rice funds. Payments are done twice a month (on the first and fifteenth unless those days fall on a weekend and then the payment date is the closest weekday to the first or fifteenth that the Luther Rice Finance Office is open).

## **Loans**

Students may receive Federal Direct Loans each semester that they are enrolled at least half-time (2 classes for Bachelor or Master students; 1 class for Doctoral students). Federal Direct Loans allow for repayment after the student graduates or drops below half-time enrollment. These loans include:

*Subsidized Loans* - Interest on these loans will be paid by the government while the student is enrolled at least half-time and until the student graduates. These loans are available for Bachelor students only.

*Unsubsidized Stafford Loans* - Interest on these loans will be paid by the student. The student can pay the interest while in school (recommended) or allow the interest to capitalize into the loan, which the student will pay once the repayment period begins. These loans are available for all students.

Loan funds will be transmitted to Luther Rice, forwarded to the loan recipient's student account, and then refunded to the student if excess funds are available.

## **Application Process**

Students are encouraged to complete their financial aid application as soon as possible. Aid applicants must have applied to Luther Rice before their aid application will be processed. Please contact the Financial Aid Department for recommended completion dates.

To apply for federal aid, applicants must go to [www.LutherRice.edu](http://www.LutherRice.edu) and click the "Financial Aid Quicklinks" and then select Federal Financial Aid. Students must then complete the **two-step** application process listed on the Federal Financial Aid web page. This process entails the following two steps:

- 1) Free Application for Federal Student Aid (FAFSA)
- 2) Online Interview through the Virtual Financial Aid Office (VFAO)

The VFAO provides information to the students of their status in the financial aid process. Students will be contacted via the email they provided to the VFAO. The email will ask for needed information from the students and will provide an upload link and a



fax number to where the information can be sent. Processing time may vary depending upon the Financial Aid Office's workload and students' promptness.

Students who do not have their financial aid certified at the time of registration will assume personal responsibility for payment.

### **Verification Procedures**

Some financial aid applicants will be selected for verification, which means they must supply additional information to verify data from their financial aid application. The following requirements apply toward those selected for verification.

- 1) Those students selected for verification by the U. S. Department of Education or Luther Rice will be required to submit supporting documentation (e.g., IRS Tax Return Transcript, W-2, Verification Worksheet, etc.).
- 2) All students selected for verification will be notified by email in a timely manner and told what supporting documentation is required. At that time the student will be informed of the time parameters and the consequences of not completing the verification cycle. The student will receive notice via email of any other documentation needed. The institution will assist the student in correcting any information that is inaccurate. The institution will use as its reference the most recent Verification Guide supplied by the U. S. Department of Education.
- 3) No federal financial aid will be disbursed prior to the completion of verification.
- 4) If the student receives an overpayment due to inaccurate or conflicting information on any application and refuses to correct the information or repay the federal funds, the institution will refer the case to the U. S. Department of Education for resolution. Unless required by the U. S. Department of Education, no federal financial aid will be disbursed to the student.

### **Entrance/Exit Counseling**

Every student loan applicant must complete a student loan entrance counseling form, which will be completed during the Online Interview (step #2 of the application for federal financial aid). The purpose for the application is to educate the applicant on his responsibilities and rights as a loan recipient. If a loan recipient drops below half-time, the recipient will receive an exit counseling form, even if the loan recipient plans to return to Luther Rice in the future. The exit counseling form is a reminder to the loan applicant of his financial obligations.

### **Consortium Agreement**

Luther Rice does not engage in any consortium agreements with other institutions so a student could not count current enrollment at another institution toward current enrollment at Luther Rice for financial aid purposes.

### **Loan Repayment**

Once a student graduates or drops below half-time enrollment, a six-month grace period begins. At the conclusion of this grace period, repayment of a student loan begins. If

the student returns to a minimum half-time enrollment before the grace period ends, the loan may go into deferment.

## **WITHDRAWAL FROM ALL COURSES**

When a federal aid recipient receives loan or grant monies and withdraws or is withdrawn from all of his classes prior to 60% completion of the semester, a portion of those funds must be returned to the Department of Education. Luther Rice will send the unearned financial aid to the Department of Education and apply the balance onto the student's account.

## **TUITION ASSISTANCE PROGRAM**

Because of its low tuition rate, Luther Rice believes that all students are enjoying financial assistance to some extent. In addition, faithful stewards underwrite the expense of ministerial training by providing scholarship aid, which is applied toward tuition assistance.

Luther Rice believes that it must exercise good stewardship and wise administration to ensure proper disposition of tuition assistance funds in order to provide maximum benefits to deserving students. Students desiring tuition assistance, therefore, must submit an application packet to the Financial Aid Office. These forms may be obtained through the Financial Aid page of the Luther Rice website and should be submitted only after students receive acceptance into a Luther Rice degree program. Each student approved for tuition assistance will be required to reapply annually. See the Financial Aid Calendar on the Luther Rice website for application deadline dates. Luther Rice reserves the right to reject or review this assistance at any time.

Students applying for tuition assistance are ultimately responsible for their student account regardless of the outcome of their financial aid application.

## **SATISFACTORY ACADEMIC PROGRESS**

### **Elements**

All students receiving federal and institutional aid must make Satisfactory Academic Progress (SAP) in their degree program. SAP entails both qualitative and quantitative elements, which must be met in order for the student to remain eligible for aid. The Financial Aid Office (for federal aid recipients) and Student Accounts Office (for institutional scholarship recipients) evaluate SAP after every term.

The qualitative element is measured by the cumulative grade point average (GPA) for the student. Bachelor and master-level students must maintain a cumulative GPA of 2.00 or higher and doctoral students must maintain a minimum GPA of at least 3.00. Grades that impact GPA are A, B, C, D, F, and WF. Courses with zero-tuition hours and transferred courses from another institution are not considered in the qualitative evaluation.

The quantitative element is measured by the course completion rate for the student (courses completed ÷ courses attempted). The student must maintain a course completion rate that allows him to finish his degree program within 150% of the published time of his degree program. For example, an undergraduate student should

finish his 120-hour degree program without attempting more than 180 hours, which is 150% of 120 hours (see the various degree programs in the Luther Rice catalog for the required credit hours for each degree). In order to accomplish this, a student must successfully complete (no withdrawals or F's) at least 67% of his classes. This completion rate must be attained every term **and** cumulatively for all classes included in the measurement. For bachelor and master-level students, the grades of F, R, W, WP, and WF, negatively affect the completion rate. For doctoral-level students, the grades of C, D, F, R, W, WP, and WF, negatively affect the completion rate. Courses with zero-tuition hours are not considered in the quantitative evaluation.

### **Change of Degree\***

If a student changes degree programs horizontally (i.e., bachelor to bachelor, master to master, or doctoral to doctoral) within Luther Rice without graduating or completing the required classes within a degree program, all classes of the previous program(s) are included in SAP measurements. If the student graduated or has completed all of the courses necessary for his degree program and is moving horizontally or vertically (i.e., bachelor to master, master to doctoral) to another degree within Luther Rice, the GPA and completion rate of the classes in the completed degree program (except for those transferred into the new program) are not calculated in the student's eligibility for financial aid.

### **Transfer Grades from Another Institution**

Transfer grades from another institution are not factored (positively or negatively) into a student's GPA, but the transferred classes are considered with regard to the student's completion rate. Courses transferred into the student's Luther Rice degree program count as courses attempted and completed.

If a student that was ineligible for financial aid because of his completion rate returns to Luther Rice after a time of non-enrollment at Luther Rice, he remains ineligible for aid unless he is moving to a higher degree or the transfer credits enable him to regain eligibility (i.e., he successfully completed at least 67% of his classes in the last term at the prior institution **and** his cumulative completion rate at Luther Rice is now at least 67%).

### **Financial Aid Warning**

If a student fails to make SAP for one term (but has made SAP in the previous term or the term in consideration was his first term at Luther Rice), he will be issued a Financial Aid Warning for his next term and he will remain eligible for aid. At the conclusion of the term for which he received a Warning, he must be making SAP (i.e., have at least the minimum cumulative GPA, completed at least 67% of that term's classes, **and** have an overall completion rate of at least 67%) in order to remain eligible. If he is not making SAP at the conclusion of the Warning term, the student becomes ineligible for aid and must regain eligibility either academically or through a successful appeal (see *Regaining Eligibility* below).

One exception to the issuance of a Financial Aid Warning is for a student who has attempted 150% of the hours required for a degree program. A student who meets this condition is ineligible for aid and must be granted an appeal to regain financial aid eligibility. For example, a student who has attempted 180 hours in a 120-hour

degree program will not be issued a Financial Aid Warning and must be granted an appeal to become eligible for aid.

## **Regaining Eligibility**

### **A. Academically**

A student that lost eligibility because of a low GPA must raise his cumulative GPA to at least the minimum mark for his respective degree level. A student that lost eligibility because of his completion rate must successfully complete at least 67% of his classes in his next term and also have a cumulative completion rate of at least 67% for all courses included in the calculation at the completion of that next term.

If the student regains eligibility, he will be eligible for aid in the following term.

### **B. Appeal**

The student may appeal the denial of aid in writing (email is acceptable) to the Financial Aid Office (for federal aid) or the Student Accounts Office (for institutional aid) explaining why he failed to make SAP and what has changed that will now enable him to make SAP. The student should include any third-party documentation (e.g., signed letter from physician, obituary, etc.) to support his appeal. If the appropriate office grants the appeal, the student will be eligible for aid, be placed on financial aid probation for one term, and may also be placed into an academic plan determined by the respective office. The office that granted the appeal will review his progress after the completion of the next term to see if he made SAP or met his academic plan. If he did not succeed in making SAP or meet his academic plan, he will be ineligible for future aid until he regains eligibility by the normal academic procedures described above. A student may only be granted one successful appeal per degree level (i.e., only one appeal granted for bachelor level, one for master level, and one for doctoral level).\*

The student's appeal must be granted before the last date of the term in order for the student to be eligible for aid in that same term. Otherwise, the student granted an appeal becomes eligible for aid in the following term.

If a student's appeal is granted but the student does not enroll during the same financial aid year or prescribed time period(s) communicated to him via the Luther Rice office that granted the appeal, the student may be required to submit a new appeal.

## **Communication of Failure to Make SAP**

If a student pre-registers for courses using Federal Aid or scholarship funds, the Financial Aid Office or Student Accounts Office will measure the student's SAP. If he failed to make SAP, the respective office will send an email to the student using both his Luther Rice and personal emails on file issuing a Financial Aid Warning (if he has made SAP in the previous term or the term in consideration was his first term at Luther Rice) for his next term. If he pre-registers for classes after the Warning term and has still failed to make SAP, the respective office will submit an email describing how he may regain eligibility either academically or through a successful appeal.

### **\*Note**

In an effort not to negatively affect students because of changes contained within this new SAP policy, all students (active and inactive) will be reset as of May 4, 2015. This means that the current degree program as of that date will be the program measured for SAP. An inactive student will not be considered in a degree as of that date, so the program into which he reactivates (if reactivation occurs after May 4, 2015) will be the degree used to calculate SAP. After this reset, a change of degree and/or reactivation will be subject to the conditions contained in the SAP policy. This reset will also apply to the condition of only one successful appeal allowed per degree level (i.e., bachelor, master, or doctoral). A student that previously received an SAP appeal before May 4, 2015 will be eligible to apply for another appeal within that same degree level if he becomes ineligible due to a failure to make SAP.

### **LEAVE OF ABSENCE**

See the LEAVE OF ABSENCE POLICY in the Academics section of the catalog.

If a student that is on an approved Leave of Absence (LOA) does not return, he will be withdrawn from his course. A return of Title IV calculation will be performed and a portion of any Title IV funds received may have to be returned to the Department of Education. Luther Rice will return the monies and the student will then be responsible for any balance due to Luther Rice. In addition, any grace period for federal loans may have expired and the student may go into immediate repayment.

### **MILITARY BENEFITS**

Luther Rice is approved to receive both veteran and active military tuition assistance.

#### **Veteran's Benefits**

Luther Rice is approved by the State Approving Agency for veterans and their dependents. Veterans' benefits are available for all degree programs. Questions should be addressed to the VA ([www.GIbill.va.gov](http://www.GIbill.va.gov)) or to the Veteran Benefits Representative at Luther Rice.

All Chapter 30, 35, 1606, and 1607 recipients must pay their class costs before courses are approved. All Chapter 31 and 33 recipients can choose "Military Sponsorship" as their method of payment, and their classes will be approved as long as the VA is paying 100% of the students' costs. If the VA does not cover all costs, the student will be responsible for paying the difference before the classes are approved. All VA recipients must submit to the school certifying official (SCO) a copy of their Certificate of Eligibility, a copy of their DD-214, and a copy of either a 22-1990, if VA funds have never been used before, or a 22-1995, if the veteran has used VA benefits before. Both applications can be found on Luther Rice's website under Military Ed Benefits.

#### **Military Tuition Assistance (MTA)**

The active military student will need to contact the SCO regarding steps involved and documents needed. Documents vary by military branch.

### **Full Refund if Called to Active Duty**

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.



*“I love Luther Rice! Dr. Flanagan, the professors and entire staff are very caring, encouraging and supportive of students. The rigorous and intensive courses are so very insightful, educational and rewarding. When the Holy Spirit led me to this wonderful seminary, I had no idea what immense blessings God had in store for me! Luther Rice has given me so many tools to equip me in the ministry of spreading the Gospel of Jesus Christ in the workplace and help me understand what is expected of me as a Christian in my daily walk with Him.”*

*Leslie Royal, Master of Arts in Christian Studies graduate*

# STUDENT SERVICES

## REGISTRAR SERVICES

### Course Registration

After accessing our website at [www.LutherRice.edu](http://www.LutherRice.edu), click on Student Services tab and then click on Class Browser to see what classes are available. After viewing the schedule and deciding what courses you want to take, click Login. You will have to enter your Student ID# and a password. 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 between the hours of 8:30 a.m. to 4:00 p.m. EST. Computers are available at Luther Rice for local students who do not have access to one.

### *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 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 must pay a Late Registration Fee per course. No student may register for classes after the first week of class.

### *Extended Module (Hybrid) Courses*

Students taking extended modules are required to register 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.

### Add/Drop Procedures

Official course drops are done through the *My Classes Link* under the *Student Services* tab of Luther Rice's website [www.LutherRice.edu](http://www.LutherRice.edu).

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

### Comprehensive Withdrawal Policy:

#### **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 and make satisfactory financial arrangements with the Business Office. No withdrawal becomes official until both of these requirements have been satisfied. Failure to make official withdrawal may disqualify the student from reactivation at a later time. In this event, the registrar will post a grade of "W" on the student's transcript. This grade is not calculated as a part of the student's GPA (See Pages 55-56).

### ***Withdrawal Due to Cancellation:***

From time to time it may be necessary to cancel a class because of insufficient enrollment or other extenuating circumstances. The decision for such a cancellation is ultimately that of the Vice President for Academic Affairs in consultation with the President. Every effort will be made to provide notice of the cancellation at least two weeks prior to the first scheduled meeting of the class. The Registrar's Office will advise the student of the cancellation and any other options including the possible rescheduling of the class. Luther Rice does not assume responsibility for any delay in the anticipated graduation date of individual students that might result from such class cancellations. All tuition and course-related fees will be refunded. In addition, no late fee will be charged to replace the dropped class with another class. Textbook refunds are the student's sole responsibility. In this event, the registrar will post a grade of "WC" on the student's transcript. This grade is not calculated as a part of the student's GPA (See Pages 55-56).

### ***Withdrawal from Courses:***

#### ***Student Initiated Withdrawals-***

A student may withdraw or be withdrawn from a course at any point during a given semester. If a student drops a full term course (including Friday/Saturday courses) during the first week, the course will be recorded as a "WD" on the student's unofficial transcript, but will not be recorded on the student's outgoing transcript. If a student drops a mini-term course during the first half of the first week, the course will be recorded as a "WD" on the student's unofficial transcript, but will not be recorded on the student's outgoing transcript.

**Full term** courses dropped after the first week but before the eleventh week will be recorded as "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing), depending on the student's **grade at the time the course is dropped.**

**Mini-term** courses dropped after the first half of the first week but before the second half of the fifth week will be recorded as "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing), depending on the student's **grade at the time the course is dropped.**

**Friday/Saturday** courses dropped after the first week but before the second half of the twelfth week will be recorded as "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing), depending on the student's **grade at the time the course is dropped.**

**All courses** dropped after two-thirds of the courses will be recorded as a "WF" except in extreme circumstances subject to the approval of the professor and the Vice President for Academic Affairs. Students are required to officially drop a course to be withdrawn. Notifying the professor of the intended drop DOES NOT withdraw one from the course officially.

#### ***Administrative Withdrawals-***

If a student attending on-campus and/or online classes does not attend at least 80% of the class meetings for each course in which he is enrolled, the student may be



administratively withdrawn. The student will receive a “W,” “WP,” or “WF,” depending on the student’s grade at the time the student failed to meet the attendance requirements.

**For More Information, refer to the following sections of the 2015-2016 Catalog:**

*Withdrawal from all Courses (See Page 28)*

*Class Attendance (See Pages 54-55)*

*Refund Policy (See Pages 22-23)*

## **Course Cancellations**

For on-campus and online courses, Luther Rice will notify students within one week after classes begin if the course is to be cancelled. All tuition and course-related fees will be refunded. In addition, no late fee will be charged to replace the dropped class with another class. Textbook refunds are the student’s sole responsibility.

## **Status Sheets**

The individual degree program *Status Sheet* is an important tool. A Status Sheet specifically expresses the requirements for graduation for each degree program. Understanding its usefulness is basic in planning and fulfilling an ordered process of studies.

The student’s status sheet is available online at [www.LutherRice.edu](http://www.LutherRice.edu) and clicking on the Student Services tab. In order to log into the Online Student Center, you will be asked to enter your Student ID Number (WITHOUT spaces) and your password. The FIRST time you log in you will use the password provided to you by Luther Rice which was in the information sent to you when you were accepted. If you cannot remember your password please call Luther Rice at 770-484-1204 or 800-442-1577, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m. EST and we will help you correct the problem.

Students are unable to change any information listed on their online status sheet. If students have any questions or concerns email [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).

### *Paper Status Sheets*

Students who were accepted prior to October 22, 2008 will need to continue to use their paper status sheets as the online version will likely not reflect all of their hours.

Students are required to maintain an updated paper status sheet throughout their degree program. There is a replacement fee for a lost paper status sheet, so please retain the paper status sheet throughout the entire course of study.

After acceptance, the student receives the appropriate Status Sheet. It reflects the total hours required for the degree as well as the credits needed in each appropriate subject area, including the required courses.

If transfer credits have been accepted, they are recorded in given subject areas with the number of hours for each course. Some adjustments, such as quarter hours being assigned their equivalent in semester hours, may be made.

It is the student's responsibility to fulfill the requirements of the Status Sheet; the advisor only provides guidance. The course work selected (other than the required courses) must fulfill the academic requirements and should be in accordance with the student's own needs. Options may be available as to where a particular course could be placed on the Status Sheet. To discuss these options, the student should contact an academic advisor and discuss the options. This will also ensure that the student and the advisor have identical course placements. A copy of the completed paper Status Sheet must accompany an Application for Graduation. The Application for Graduation is considered incomplete without an accompanying completed Academic Status Sheet. In that case a Replacement Status Sheet fee will be added to the graduation fee.

### **Textbook Services**

Luther Rice utilizes a company named Akademos for all textbook services for students. Books are available 30 days prior to the semester start date. You can access Luther Rice's Akademos website at [www.LutherRiceBooks.com](http://www.LutherRiceBooks.com). If you need to contact Akademos regarding your text book purchases you may call 1-800-887-6459 or send an email to [institutions@akademos.com](mailto:institutions@akademos.com). Books may also be ordered by phone at the number above.

### *Luther Rice Book Trading Tool*

The book posting tool available under the Student Services tab on our website allows students to post books and contact other students about possible books for sale. This tool is a free service provided by Luther Rice, where students can post books for sale and/or purchase. Materials sold on the Book Trading site are to be textbooks from Luther Rice classes only.

### **Transcripts**

1. The student's unofficial transcript is available online at [www.LutherRice.edu](http://www.LutherRice.edu) and clicking on the Student Services tab. The student may order transcripts by using the *Transcript Request* online form located on the same page.
2. Students may request two types of transcripts, official and unofficial. Transcripts will be provided for a fee of \$5 for each address to which a transcript is sent. There is no fee for active students who print unofficial transcripts by logging into their web-based student resources.
3. Transcripts are released only to the student or to another institution at the student's written request. Transcripts released to any other entity require the written permission of the student. Official transcripts must remain sealed in the envelope to be considered official and can typically only be sent to other institutions.
4. There is a 3-5 day turn-around time after transcripts are requested. During peak times of the year, the turn-around time could be 5-10 days. For an expedited transcript, the fee is \$25.00 and will be processed within one hour of request.

For any further questions regarding transcripts, email [Registrar@LutherRice.edu](mailto:Registrar@LutherRice.edu).

## **ACADEMIC ADVISEMENT SERVICES**

All Bachelor and Master students may contact advisors in the Academic Advising Office (AAO) for assistance. Doctoral students are assigned a specific faculty member as an advisor. The mission of the Academic Advising Office is to provide services to assist students in achieving academic goals and personal success. It is the student's responsibility to fulfill the requirements of the degree program.

The AAO can assist students in these areas: choosing the appropriate classes to meet their academic goals and counseling students in case of academic challenges. 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).

### **First Steps**

First Steps modules serve as a guide to help undergraduate and graduate students understand basic steps in making a smooth transition to the Luther Rice system and Blackboard. While it is not comprehensive in scope, it serves as a resource that will help the student throughout their time at Luther Rice.

### **Registration Clearance**

First time (having no previous college experience) and transfer students with a cumulative GPA of 2.3 or below must contact the AAO for registration approval prior to actual course registration. The AAO will guide the student to define and develop realistic course schedules. The AAO will monitor the students during the first year for satisfactory academic progress.

### **English as a Second Language**

A student who practices English as a second language is required to pass the Test of English as a Foreign Language (TOEFL) as a part of his or her entrance requirements.

### **Repeating a Course**

Luther Rice follows a non-punitive course of remediation in which a student may repeat a course that was taken at Luther Rice and received a grade of "D" or "F" and have only the second grade calculated in the cumulative grade point average. 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.

## **THE SMITH LIBRARY**

The Smith Library is named in honor of an outstanding Christian missionary to China. 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.

This is accomplished by providing effective access to high quality library services and resources in a variety of formats to the physical as well as virtual participants.

In keeping with the mission, the library provides reliable virtual and physical environments needed for study and research. The physical library is housed in an adequate, well-lighted, and easy to access facility on campus. Study space and wireless internet connection is provided for students. Computers for completing class assignments and other equipment, such as multifunction copiers, are supplied as well. The Library has the IT infrastructure to collect, organize, preserve, and to provide access to digital collections.

The Smith Library offers a comprehensive collection to support the College and Seminary's curricular needs. The library collection includes over 60,000 physical books, 130,000 eBooks, print periodical subscriptions, multimedia materials, and access to 100 databases through the GALILEO (Georgia Library Learning Online) statewide consortium, covering about 10,000 full-text electronic periodical titles in a variety of disciplines including religion and theology. Licensed research databases include AXIS 360, ATLA Religion Index with ATLA Serials, Academic Search Complete, ABI Inform Complete, ProQuest Religion, Religion and Philosophy Collection, and Theological Journal Library. These resources are available to all students and can easily be accessed on or off campus. The library's web site at <http://library.LutherRice.edu> gives access to resources and services and provides a full listing of Luther Rice's electronic resources.

Library services include circulation of books and multimedia materials, in-person and live online research help, reserves services, Koha online library catalog, access to electronic resources, interlibrary loans, library manuals and tutorials and other services designed to meet the needs of the 21st century library user. Qualified staff with education, experience and training is available to assist library users.

Materials may be checked out by on-campus as well as online students. Online students may receive these materials by simply requesting them by email, fax, telephone, live chat or letter. The library seeks to send these materials to the student within 24 hours of the request if received on a normal business day.

The Smith Library provides interlibrary loan services through cooperative arrangements and agreements with different library consortia and academic institutions. Through these arrangements and agreements students have access to literally millions of materials for their research needs.

Online and on-campus students will find no shortage of help when questions arise regarding anything from research to database access. During business hours posted on the library website, personal help is available by phone, email, fax, or live chat available from the library website. Help is also available through an assortment of manuals, tutorials and search tips available from the library website.

## **THE PIONEER**

*The Pioneer* is Luther Rice's publication. It is distributed to students, graduates, and friends of the institution. It includes needs of the Institution, information about students and alumni, and plans for the future.

## **OTHER STUDENT SERVICES**

### **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 on 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 emailing [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu) or by calling 770-484-1204 or 800-442-1577, Monday through Friday between the hours of 8:30 a.m. to 4:00 p.m. EST. For questions regarding this program, students should call the GuideStone Financial Services at 1-800-262-0511.

### **The Center for Research and Writing**

In efforts to provide guidance to the student body in the area of research and writing, each student has access to the Center for Research and Writing from acceptance to graduation. The Center for Research and Writing provides tutorial, guides, examples, and templates that guide the student in academic research, composition, formatting, grammar, style, and syntax. The Center for Research and Writing can be accessed at the following URL: [crw.LutherRice.edu](http://crw.LutherRice.edu).

## **CAREER WEBSITE**

Luther Rice offers career counseling to assist students in selecting, preparing for, and engaging in a vocation related to their degree program. Career counseling is offered to the student body through several offices. A student who desires career counseling should contact the Vice President for Student Development 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.

Luther Rice has 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.

The Luther Rice career website offers such features as:

- Access to employment opportunities available only to Luther Rice students and alumni
- Resume Builder
- Resume posting
- Portfolio Builder
- Career Video Trainings and Advice Resource Library
- Easy access to national job boards and internship boards and much more.

Register today at [www.LutherRice.edu/careernetwork](http://www.LutherRice.edu/careernetwork) to take advantage of these services. If you need assistance with the website, contact Heather Futch at 678-990-5695 or [careers@LutherRice.edu](mailto:careers@LutherRice.edu).

## **FACILITIES**

The Luther Rice campus is located at 3038 Evans Mill Road, Lithonia, GA, 30038.

1. *Library:* Luther Rice's Smith Library, named in honor of an outstanding missionary, is housed in a state-of-the-art facility that provides a well-lighted, quiet, comfortable area for research and study. Woodlawn Hall, which houses the library on the first floor and classrooms on the second floor, is adjacent to other buildings.
2. *Parking:* Luther Rice provides ample student parking.
3. *Student Housing:* Luther Rice does not own or provide dormitories or other living quarters for students and their families. Students are responsible for securing their own living quarters. Assistance is available to new students, however, through the Office of Student Services via email at [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).
4. *Food Services:* Numerous eating establishments are near the campus. Vending machines with drinks and snacks are available in the student activity area.

### **Facilities for the Disabled**

Luther Rice supports the tenets and spirit of the Americans with Disabilities Act (ADA). Accommodations include special parking facilities, ramped entrances, elevator services, and accessible water fountains and restroom facilities. 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.

### **LOCATION (See map in back of catalog)**

The Luther Rice campus has a strategic location on the east side of Metro Atlanta, providing numerous advantages.

*Accessibility:* The Hartsfield-Jackson International Airport provides air service to all major cities in the United States. Interstate Highways 20, 75, and 85 feed traffic into the area ([www.atlanta-airport.com](http://www.atlanta-airport.com)).

*Public Transportation:* The Metro Atlanta Rapid Transit Authority (MARTA) provides excellent bus service nearby to the institution from virtually every area of Metro Atlanta ([www.itsmarta.com](http://www.itsmarta.com)).

*Housing:* Houses and apartments in all price ranges are readily available. For short-term lodging, several quality hotels are conveniently located nearby. Since Luther Rice is a commuter campus there is no resident housing on campus.

*Recreation:* Atlanta is well known for its recreational opportunities. Many sporting events are held in the city. A number of cultural attractions are also available.

*Employment:* The city of Atlanta is a major center for education, banking, insurance, medicine, wholesaling, tourism, and transportation. Atlanta has the capacity to absorb many students into the work force.

*Educational Resources:* Atlanta has several outstanding institutions of higher education which provide ample opportunities for students of Luther Rice to take courses and earn degrees in fields other than religion and ministry.

*Church Stronghold:* Atlanta is a leading evangelical center. It is served by many strong churches which provide numerous opportunities for Christian service. There are also many Christian parachurch organizations in Atlanta.

*Other Amenities:* The Mall at Stonecrest includes numerous eating establishments, cinemas, and shopping opportunities ([www.mallatstonecrest.com](http://www.mallatstonecrest.com)).

Atlanta is the location of several Baptist organizations and institutions and the International Mission Board. Among them are the North American Mission Board, SBC; Georgia Baptist Convention; Atlanta Medical Center; as well as other denominational agencies.

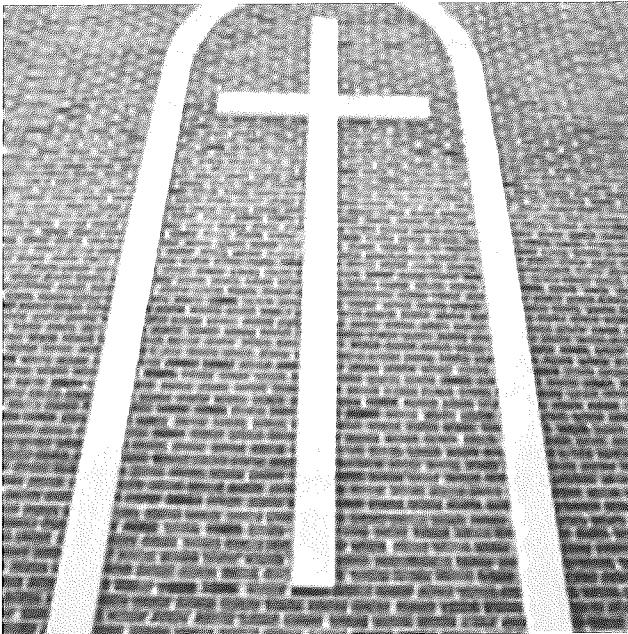
### **Annual Security Report**

Prospective students may access a list of various criminal offenses and the occurrence of incidents that have occurred at the Luther Rice main campus from the previous three academic years by visiting the Students Services tab and clicking on the Campus Safety link.

The Luther Rice main campus security report is available in hardcopy format upon electronic request to [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu).



*Online courses contain updated video lectures on key subject matter topics.  
Here a professor is recording a new video.*



*Luther Rice has always had an uncompromising commitment to the inerrant  
Word of God.*



# STUDENT LIFE

## BASIC ASSUMPTIONS

The administration and faculty make several basic assumptions about students at Luther Rice. The assumptions dictate the nature of both student life and Christian service.

*Student Maturity:* The Institution assumes that its students have a measure of maturity and a degree of motivation which enable them to comply with the "Standards of Conduct."

*Active Student Ministry:* The Institution assumes that students will be involved in some aspect of Christian ministry. A student may be a pastor, deacon, church staff member, church musician, Sunday School worker, missionary evangelist, or a Christian witness.

*Student Worship:* The Institution assumes that students desire to worship God in fellowship with their peers. Therefore, Luther Rice conducts chapel services for the on-campus program.

*Student Counseling:* The Academic Advising Office is available, by appointment, to assist students with personal counseling issues, career counseling, or career testing. Students may also contact the Biblical Counseling Department for counseling referrals.

*Student Participation:* Luther Rice assumes that students are a vital part of the institution and that their individual and collective voices need to be heard by the faculty and administration of the Institution. Every student, therefore, has the right and responsibility to participate in the student government. Officers are selected each year in the spring. The officers elected include the president, vice-president, and secretary/treasurer.

The Student Council is designed to meet four 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 the students;
3. To encourage students to honor the Lord Jesus Christ in all activities;
4. To promote fellowship among the on-campus students.

*Alumni Support:* Luther Rice assumes that students will desire to continue to support the Institution after they graduate. Therefore, the Alumni Association has been established to allow graduates and former students opportunity for fellowship, prayer, financial support, and promotion of Luther Rice.

## **RESIDENCY REQUIREMENTS**

No residency requirements for bachelors and masters degrees.

Doctoral students are required to attend four modular course weeks on campus. These may be taken at various times throughout the 3-5 years of the program. However, they must be completed prior to the Doctoral Research Project.

## **STANDARDS OF CONDUCT AND STUDENT POLICIES**

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. The Luther Rice "Standards of Conduct" are based upon the teachings and principles of Scripture, seeking to develop personal holiness and discipline exemplified in a lifestyle glorifying to God. Luther Rice offers educational excellence with a distinctive purpose: included in that purpose is a student's total growth and development in preparation for a Christian ministry. We are interested in imparting spiritual knowledge and teaching biblical values, both of which promote the tradition of evangelical and biblical local churches. We are also dedicated to nurturing an exemplary lifestyle for our students.

The Luther Rice Board of Trustees, administration, 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. A more detailed description of acceptable conduct is found in the Student Handbook. All Luther Rice students are required to adhere to the "Standards of Conduct" and to indicate so on the application for admission.

### **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 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. Strive for excellence in academics and in all that I do;
2. Submit to the authority of the Scriptures and the Holy Spirit's control in matters of faith and conduct;
3. 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;
4. Participate actively in promoting the cause of Christ, including endeavoring to win others to faith in Him;
5. Refrain from behavior that will bring reproach upon the Lord's name and offend others.

6. Avoid the deeds of the flesh: "Adultery, fornication, uncleanness, lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, envyings, murders, drunkenness, revelings, and such like" (Gal 5.19-21). The unlawful possession, use, or distribution of drugs and alcohol (on or off Luther Rice property) is strictly prohibited. Further, such possession, use, or distribution will result in disciplinary action taken by the Institution and may result in local, state, and federal legal sanctions.

7. Maintain a personal appearance and dress which will honor Christ. I understand that the "Standards of Conduct" are to guide my behavior both on and off campus for the time I am enrolled at Luther Rice.

**FAILURE TO ABIDE BY THE "STANDARDS OF CONDUCT" CAN LEAD TO DISMISSAL FROM THIS INSTITUTION AT THE ADMINISTRATION'S DISCRETION.**

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 a student's part is one of the ways the student can develop Christian discipline, exhibit Christian maturity, and demonstrate the love of Christ in concern, both for the integrity of the Institution and the welfare of other believers.

### **Student Discipline**

The breaking of the "Standards of Conduct" code can result in disciplinary action being taken against the 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 Vice President for Student Development, 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 actions taken.

### **Sexual Harassment**

Luther Rice is committed to providing a learning and working environment that is free of discrimination. 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. Any students who believe that they have been subjected to such treatment should immediately report such to the Vice President for Student Development.

## **Hazing Policy**

Luther Rice strictly complies with Georgia State Law (Code 1981, 16-5-61, enacted by G.A.L. 1988, p.694, 1.) prohibiting 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.

Some examples of hazing are: (1) acts that cause undue discomfort or bodily harm; (2) acts involving psychological mistreatment including acts of personal servitude or humiliation; (3) acts that endanger the life or health of students; and (4) acts that interfere with class schedules or academic pursuits. More specifically, hazing shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

## **Drug Free Policy**

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

Luther Rice also considers tobacco to be habit-forming and addictive and strictly prohibits smoking or the usage of other tobacco substances while on any of the campuses or while attending other institution related activities.

## **Marriage and Sexual Behavior**

Based on the institution's interpretation of Scripture, the following is believed:

1. Marriage is a covenant and legal relationship between a male and female.
2. Male and female are designated at birth by anatomy.
3. Sexual relations outside of marriage are contrary to biblical principles and a violation of the institution's Standards of Conduct.

## **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).

## **Image Policy**

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.

## **Student Grievance Policy and Non-Academic Appeals Process**

Luther Rice students who have a complaint or grievance regarding any aspect 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 Vice President for Student Development 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 Vice President for Student Development.

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 Vice President for Student Development. The Vice President will review the complaint and send a determination to the student within 7 business days. The decision of the Vice President for Student Development is final.

### **Student Complaints**

Files containing grievance issues are maintained in either the office of the VP for Academic Affairs or the office of the VP for Student Development.

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

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education 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, Dean, head of the academic department, 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 the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is 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 State University 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

## **DISCLOSURE POLICY**

1. Credits and degrees earned from colleges in the State of Florida which are licensed by the Commission for Independent Education do not automatically qualify the holder for a Florida teaching certificate. Any person interested in obtaining a Florida teaching certificate should contact the Office of Teacher Certification, Department of Education, Tallahassee, Florida 32301.
2. Credits and degrees earned from colleges in the state of Florida which are licensed by the Commission for Independent Education do not automatically qualify the holder to participate in professional licensing examinations in Florida. Any person interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency in the field of interest.
3. Information regarding the institution may be obtained by contacting the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (888) 224-6684, or the Georgia Nonpublic Postsecondary Education Commission, 2100 East Exchange Place, Suite 203, Tucker, Georgia, 30084-5313, (770) 414-3300.
4. Students pursuing a degree with a goal of being licensed or authorized in any profession should contact the licensing or regulatory agency of his state in order to determine whether courses or degrees from Luther Rice will qualify him for licensure or authorization. It will be important to inform that agency that Luther Rice is accredited by Transnational Association of Christian Colleges and Schools (TRACS) and Association of Biblical Higher Education (ABHE), both are accrediting agencies recognized by the US Department of Education and members of the Council on Higher Education Accreditation.

5. A degree from Luther Rice is not an indication that Luther Rice is recommending the student for licensing or ordination. Each ecclesiastical denominational organization has its own set of guidelines for licensing and ordaining its ministers.

6. Credits and degrees earned at Luther Rice are not automatically transferable to all other colleges, universities, or seminaries. Any person interested in the transferability of credit from Luther Rice to another institution should contact the Admissions Office of that institution.

7. If the Institution proposes to have a physical presence in a state, proper permission will be sought in advance from the state's educational authority governing private educational institutions.

8. Degree program(s) of study offered by Luther Rice have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education...Exemption from licensure is not based upon any assessment of program quality under established licensing standards.



*"I truly believe that the education I am receiving at Luther Rice will help me with my newly added responsibility of children's ministry director. Plus, in a world where true leadership is lacking no matter where we turn, I know that Dr. Flanagan and the Board of Trustees lead this institution with God's hand firmly on them. I am looking forward to the day that I cross the stage and shake Dr. Flanagan's hand as I receive my bachelor's degree from Luther Rice."*

*Tracy Stokes, Bachelor of Arts in Religion current student*



## ACADEMICS

Luther Rice College and Seminary offers undergraduate, graduate, and seminary degree programs. Students may learn through classes offered on-campus, online, and in hybrid format (on-campus/online). Three terms or semesters make up each academic year: fall, spring, and summer.

### BEGINNING A DEGREE PROGRAM AT LUTHER RICE

The following procedures show the general steps a student takes to begin work at Luther Rice.

1. After acceptance, the student will receive a letter of acceptance and a Status Sheet with all transfer hours noted on it. The student should register for only those courses which will satisfy the requirements of that Status Sheet. Courses designated as prerequisites to other required courses should be taken as soon as possible.
2. The student should keep in touch with an academic advisor, especially if any problems develop (1-770-484-1204).
3. For questions concerning finances, the student should contact the Business Office (1-800-442-1577).
4. For questions concerning course materials, the student should contact the Book Service (1-800-442-1577) or AKADEMOS at [www.LutherRiceBooks.com](http://www.LutherRiceBooks.com).
5. For questions concerning acceptance, the student should contact the Office of Admissions by email at [Admissions@LutherRice.edu](mailto:Admissions@LutherRice.edu) or by phone (1-800-442-1577).
6. For questions concerning academic status, the student should contact the Registrar's Office (1-770-484-1204) or by email at [Registrar@LutherRice.edu](mailto:Registrar@LutherRice.edu).

### RECOMMENDED COURSE SEQUENCING

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

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

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

Courses at the 6000 level assume skills and knowledge acquired from 5000 level courses. Courses at the 7000 level assume preparation at both 5000 and 6000 levels". The Doctor of Ministry courses are 800 and 900 level. While a course number does not determine course rigor and difficulty, course numbers do reflect the level of the course (e.g., 1100 level courses should be taken the first year, etc.) Students are encouraged to take foundational courses early in their program.

Each program of study offers some variety and flexibility in the fulfillment of elective credit. Specific questions about course planning should be addressed to the student's advisor.

## **MODES OF CREDIT**

Students may earn credit toward a degree completely online, completely on-campus, or through any combination of the following:

### **On-Campus Courses (-I)**

On-campus semester courses normally meet in three-hour sessions. Each course meets once weekly for 15 weeks in the fall, spring, or summer term. Other formats, such as semi-monthly and weekend classes are also provided to meet the needs of students unable to meet each week.

### **Online Courses (-W)**

Online studies are offered at the same time as on-campus studies, lasting 8 or 15 weeks each term. Summer courses are 12 weeks in duration. Throughout the term, students interact with faculty and with other students via email and Web bulletin boards. The online coursework is accomplished via the Internet through Blackboard. The courses are asynchronous, meaning students do not have to be online at the same time as their professor or their classmates. Attendance is verified by weekly online activity.

### **Extended Modular (Hybrid) Courses (-C)**

Extended Modular studies provide students an opportunity to complete courses through a combination of classroom and online work. The typical extended modular consists of one week in the classroom along with pre-classroom and post-classroom academic work submitted online during the regular 15 week semester. Modules coincide with the on-campus schedule.

### **Independent Studies (-Y)**

Luther Rice recognizes the importance of providing students with opportunities for working independently and accepting responsibility for their own learning. Such experiences help students develop the knowledge, skills, and attitudes necessary for lifelong learning. They also provide an avenue for them to demonstrate "the skills of doing independent research that reflects critical thinking and spiritual perception," an important objective of Luther Rice.

Independent Studies may be defined as study (being pursued for course credit) which is under the direct supervision of an appropriate faculty member but is not done in conjunction with a regularly scheduled class. The following guidelines apply:

- A. From 1-3 hours of credit may be granted per approved Independent Study.
- B. Cumulative credit through Independent Study is limited to 12 hours for the BAR program, 6 hours for the MA programs, 15 hours for the M.Div. program, and 6 hours (electives only) for the D.Min. program.
- C. Independent Study must be requested in advance, using the proper request form provided by the Registrar's Office.
- D. Independent Study should correspond to (be compatible with) existing institution curriculum, i.e., numbers and titles should normally correspond to particular courses (instead of general listings such as "Topical Studies").
- E. Independent Study must include appropriate objectives and means of assessment in order to ensure equivalency with work done in other modes.
- F. Independent Study includes mutually agreed upon meetings (in person, online, or via phone) between the student and the supervising faculty member. While the professor must offer enough guidance to set the student on a fruitful path of study, both the student and the professor must remember that the student is involved in independent course work.
- G. Independent Study requests must be approved in advance by the student's advisor, the supervising faculty member, and the appropriate Academic Dean.
- H. Independent Study requests will generally be approved only if the course is required for graduation and is not going to be offered on a regular schedule prior to graduation.
- I. Independent Study requests must be made prior to the beginning of a regular semester and the student must register for the class (once approved) during normal registration periods.

## **COLLEGE LEVEL EXAMINATION PROGRAM**

Luther Rice accepts CLEP (College Level Examination Program) scores that meet the American Council on Education recommendations for undergraduate credit. The tests require a fee and can be taken at various locations (see [www.collegeboard.com/clep](http://www.collegeboard.com/clep)). The scores must be sent directly to Luther Rice to be accepted and must be comparable to the Luther Rice degree requirements. For more information on what CLEP tests could be accepted at Luther Rice, contact the Academic Advising Office. All CLEP tests must be taken at least one year prior to the student's anticipated graduation date.

## **COURSE TIME LIMITATIONS**

### **1. On-Campus and Online Courses**

The student is to complete all assigned work within the semester.

When a student receives an Incomplete for a semester grade, the "I" will become an "F" after 30 days unless a change of grade has been submitted by the professor.

A student receiving a Leave of Absence (LA) may be allowed up to 180 days to complete the course requirements. Documentation from the appropriate source will be considered in the determination of time limits.

## 2. Extended Modularity and Independent Studies

- a. Post course assignments for modules are due at the close of the semester.
- b. Work done for independent study is due as agreed upon by the student and the supervising faculty member; however, under normal circumstances, independent study work must be completed within 15 weeks.
- c. For each of these modes, an extension of no more than 3 months may be given upon written request by the student. The request must include the reasons an extension has become necessary. Extensions will be granted only because of unavoidable circumstances. An extension fee will be charged if the request is granted. No more than one extension per course is allowed.

## PROGRAM TIME LIMITATIONS

The minimum and maximum time limitations for the following degrees are effective upon acceptance by Luther Rice into the particular degree program.

BA degree (120 hours)	2-10 years
MA degrees (36 hours)	1-3 years
M.Div. degree (90 hours)	2-7 years
D.Min. (30 hours)	3-5 years

Any student exceeding these program time limitations must reactivate and will be required to complete the degree program under the published guidelines set forth in the catalog in effect when reactivation into the program occurs. For more information, see "Readmission Policies." All D.Min. students will be under the current policies on the date of reactivation.

## CLASS ATTENDANCE

1. The student attending modules must attend all class meetings.
2. The student attending on-campus and/or online classes is required to attend at least 80% of the class meetings for each course in which he is enrolled. For semester-long on-campus or online courses, this means that a maximum of three class periods may be missed. Any student who misses more than 20% of the meetings will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the appropriate Academic Dean. To confirm that one is active in an online class, **the student must login to the course website at least once every week and complete assignments by their due dates.**
  - a. Absences should be taken only for important and necessary reasons.
  - b. The student is held responsible for absences due to late registration. Consequently, a student is not permitted to enroll for a course after the second full week of classes.
  - c. A professor will report to the Registrar any student who:
    - (1) Habitually comes in tardy or leaves early;
    - (2) Misses the whole class session three weeks in succession;
    - (3) Misses 20% or more of the classes for a particular course.

- d. Each professor will employ the following rules for determining absences:
  - (1) Only tardiness of less than 15 minutes may be counted as a tardy;
  - (2) Three tardies count as one absence;
  - (3) Tardiness of more than 15 minutes counts as one hour of absence.
- e. Excessive absences could affect the I-20 status of an international student. Such absences also result in one being required to repay any financial aid received as well as any additional charges incurred by Luther Rice.

## OFFICIAL CLASS ATTENDANCE

Students must be on the official class roll to be counted as present in a class. To be registered for a course, the student must be cleared through the student accounts office. Pre-registration on the website is not official until payment for the course is made or a third party paying the fee is approved. If a registration is approved after the actual start of the course, the class sessions the student attended prior to registration finalization will be counted as absent. These absences will be counted in the semester total and will be subject to the current institutional attendance policies.

## GRADING SCALE

<u>Undergraduate</u>		<u>Graduate</u>	
91-100	A	95-100	A
81-90	B	88-94	B
71-80	C	78-87	C
60-70	D	70-77	D
Below 60	F	Below 70	F

## GRADES, GRADE POINTS, & GRADE POINT AVERAGE

1. In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the 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. Grades are posted online within 30 days after the completion of the semester.
2. All work is graded by letters which are interpreted as follows (including grade points for each semester hour):

<u>GRADE</u>	<u>MEANING</u>	<u>GRADE POINT PER SEMESTER HOUR</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
R	Repeat	-
S	Satisfactory	-
U	Unsatisfactory	-
N	Audit	-
I	Incomplete	-
LA	Leave of Absence	-
WD	Withdrawal Drop	-

WP	Withdrew Passing	-
WF	Withdrew Failing	0
W	Withdrew	-
WC	Withdrawal due to course cancellation	

*R*--Indicates the course was repeated.

*U*--Indicates additional work must be done to receive a passing grade on a non-credit course. This grade has no bearing on the student's GPA.

*N*--Grade is assigned only to those who audit a class. No arrangements may be made at a later date to change the grade to one allowing course credit.

*I*--Grade may be assigned only if the student has been unable to complete the course because of unavoidable circumstances. The reason for an "Incomplete" must be approved by the professor of the course and shall be noted on all grade reports. A course in which the student received a grade of "I" must be completed within 30 days after the end of a semester unless special permission is granted by the instructor and the appropriate Academic Dean. Failure to complete the work within those time limits will result in a grade of "F." Merely failing to complete the work on time is not a legitimate justification for the use of "I." If the grade of "I" has not been officially changed within 30 days, the grade will automatically be changed to "F."

*LA*—Grade is a Leave of Absence assigned to a student who is unable to continue in his course for a period of time and is reasonably expected to return. The student must apply for a Leave of Absence from the Vice President for Student Development, and if approved, the leave may be granted for up to 180 days. If the student does not return from the Leave of Absence, the student will be withdrawn from the course. Supporting third-party documentation should accompany the request. See LEAVE OF ABSENCE policy.

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

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

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

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

3. The faculty may record a plus or minus after each passing grade where appropriate. This recording will be placed on the student's permanent record but will in no way affect the student's GPA.
4. Only courses taken at Luther Rice are used in computing a student's GPA.

5. A change in a recorded grade (other than the grade of "I" and "LA") may be made by an instructor only with the approval of the appropriate Academic Dean. The Academic Deans will recognize as justification for a change of grade only the fact that the professor made a grade calculation or recording error. A request for such change must be made in writing.

## **DEFINITION OF A CREDIT HOUR (RESIDENTIAL AND ONLINE)**

Luther Rice operates on the semester system. The unit for granting credit is semester hour. One-hour of semester credit is granted for classes that meet equivalent to a 50-minute class period for 15 weeks with an assumption of two hours outside preparation for each semester hour. This definition applies to both residential or on-campus classes and online classes. All courses at Luther Rice are three credit hours. Courses offered in shorter timeframes must have an equivalent number of hours to the semester length course.

Three credit hours are awarded for the successful completion of at least 37.5 hours of in-class instruction plus at least 75 hours of coursework to be completed outside of class. This amounts to a minimum of 112.5 hours of learning experiences completed for each three hour course.

Since courses delivered online do not provide the traditional "in-class" instruction, the 37.5 hours will be accounted for by learning experiences which may include video or audio lectures. For multiple reasons, these lectures will be shorter than the conventional time spent in class, and therefore additional learning experiences will be required.

The total time for available learning experiences for each three-hour course should exceed 140 hours to account for three allowed absences (or 20% of class time missed) and still provide 112.5 hours of completed work (112.5 is 80% of 141). Anything less will be considered failure.

Times for coursework are calculated by the weight of learning experiences according to the following formulas:

•	actual length of lecture
• Video or Audio Lecture	1 hour
• Twenty Pages of Regular Reading	1 hour
• Ten Pages of Heavy Reading	3 hours
• Each Page of a Completed Research Paper	1 hour
• Each Page of a Book Review/Worksheet/Reaction Paper	8 hours
• One Hour Exam (including study time)	1 hour
• Five Question Quiz	10 hours
• 100 Word Discussion Board Post	2 hours
• Annotated Bibliography of Five Resources	1 hour
• Bibliography/List of Thirty Resources (separate from paper)	3 hours
• Each Page of an Interview	2 hours
• Five Slide Slideshow (PowerPoint) Creation	1 hour
• Ten Minute Speech	3 hours
• Thirty Minute Sermon	10 hours
• Sermon Manuscript or Detailed Outline	8 hours
• Sermon Outline (basic)	4 hours
• Field Trip	actual length of visit

- Supervised Field Work (internship/practicum)      actual time engaged
- Group Meetings and Projects      actual time engaged

For example, a course may require the following assignments:

1. Read a 500 page textbook (heavy reading)	50 hours
2. Write a 15 page paper	45 hours
3. Complete a Midterm and Final (1 hours each)	16 hours
4. Complete 10 Quizzes (5 questions each)	10 hours
5. Watch/Listen to 20 hours of Lecture	20 hours
<b>Total</b>	<b>141 hours</b>

## **COURSE LOAD**

### **Full-time Students**

A student must carry at least 12 hours per semester to be considered a full-time undergraduate student. A full-time graduate student must carry at least 9 hours per semester. A semester load of more than 15 hours at the undergraduate level or 12 hours at the graduate level requires permission of the appropriate Academic Dean.

### **Students on Financial Assistance**

For purposes of Financial Aid, courseload status will be computed as follows:

Bachelor students:      1 class = 1/4 time (Quarter-time)  
                                   2 classes = 1/2 time (Half-time)  
                                   3 classes = 3/4 time (Part-time)  
                                   4 classes = Full-time

Master students:    1 class = Less than half-time, but greater than quarter-time  
                                   2 classes = 1/2 time (Half-time)  
                                   \*\*Exception: The military considers 2 classes as 3/4's time.  
                                   3 classes = Full-time

Doctoral students:      1 class = Full-time

### **Students on Probation**

No student (undergraduate or graduate) on probation may take more than 12 hours of course work in a semester.

### **Online Learning Students**

Online learning takes place through online, extended modular, and independent-study courses. The online education student may take courses through one or a combination of these modes or regular on-campus courses. Like the on-campus student, the online learner must carry at least 12 hours per semester to be considered a full-time undergraduate student. A full-time graduate student must carry at least 9 hours per semester. A semester load of more than 15 hours at the undergraduate level or 12 hours at the graduate level requires the permission of the appropriate Academic Dean.



## **THE CENTER FOR RESEARCH AND WRITING**

In efforts to provide guidance to the student body in the area of research and writing, each student has access to the Center for Research and Writing from acceptance to graduation. The Center for Research and Writing provides tutorial, guides, examples, and templates that guide the student in academic research, composition, formatting, grammar, style, and syntax. The Center for Research and Writing can be accessed at the following URL: [www.crw.LutherRice.edu](http://www.crw.LutherRice.edu).

## **LEAVE OF ABSENCE**

Luther Rice may approve a Leave of Absence (LOA) for a student who is unable to continue in his course(s) for a period of time and is reasonably expected to return. The student should submit a Leave of Absence Request Form, along with supporting third-party documentation (e.g., letter from physician, deployment orders), to the Vice President for Student Development for consideration of an LOA. The decision of the Vice President is final.

An approved LOA may only occur after the Drop/Add period of a term and may not be greater than 180 days within a 12-month period. A temporary grade of LA will be posted to the student's transcript and a student may not enroll in future courses until a permanent grade is posted. At the end of the prescribed time period the student must resume his studies at the point where the approved leave began. The student will not incur additional fees associated to the respective course(s) when he returns from the LOA. If the student does not return from the LOA within the specified time period, he will be withdrawn from his course(s).

An LOA may be granted if the student is unable to request it in advance due to unforeseen circumstances (e.g., medical emergency, etc.). If the LOA is granted without the student's advanced request, Luther Rice will document the reason for the LOA and will receive the written request from the student when he is able to provide it.

## **WORK IN OTHER INSTITUTIONS**

Students are not permitted to transfer credit from work completed at other institutions when the work is done concurrently with the work done at Luther Rice unless permission is granted in advance by the Vice President for Academic Affairs.

## **ONLINE TECHNOLOGY REQUIREMENTS**

Students taking online classes must have access to the following technology resources:

### **Hardware:**

- Dual Core (or faster) Processor
- 4 GB RAM or more
- 100 GB Hard Drive (Must have at least 60% available/free disk space)
- 128 MB of Video Memory

### **Operating System:**

- Windows 7 w/ Service Pack 1 (or later)  
or
- Windows 8

Some students use a MacBook, or Mac computer; however, we are unable to offer any support for the MAC OS platform.

### **Software:**

- *Microsoft Office 2010 or 2013*  
[www.microsoftstore.com](http://www.microsoftstore.com) (click on STUDENT link)
- *Adobe Acrobat Reader X (10) or later* (use most recent version at all times)  
[www.adobe.com](http://www.adobe.com)
- *Adobe Flash* (use most recent version at all times)  
[www.adobe.com](http://www.adobe.com)
- *Mozilla Firefox* browser (Version 27 or later)  
[www.mozilla.org](http://www.mozilla.org)
- *Java Run Time Environment Version 7* (use most recent version at all times)  
[www.java.com](http://www.java.com)
- *Windows Media Player* or comparable  
[www.microsoft.com](http://www.microsoft.com)
- *Anti-virus/Anti-Spyware Software*

There are a number of free products – some of which are not recommended.

- We do recommend the following product:
  - Webroot Security Suite – Subscription Required

### **Internet Connection:**

A Broadband Internet Connection (4mbs or faster) is highly recommended.

(Dial-Up internet access will work; however, today's Internet is designed for faster broadband connections.)

### **Email Account**

- A valid email address is required for all Luther Rice students. Luther Rice provides email accounts for current students. Luther Rice does not guarantee to maintain email accounts for students once they become inactive for more than one semester.

## **ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL**

The GPA for online students will be calculated at the same time that it is calculated for on-campus students. The summer term will be counted as part of the spring semester. The student will be notified in writing by the Registrar's Office of any action involving probation, suspension, or dismissal.

### **1. Bachelor and Master Degree Programs**

#### *Probation:*

If a student fails to maintain a 2.0 cumulative GPA for two consecutive semesters, he will be placed on academic probation.

A student will be allowed to continue on a semester-by-semester basis under the condition that he maintain a 2.0 GPA each semester. When the student's cumulative GPA reaches 2.0 or better, he will be removed from academic probation.

*Suspension:*

While on probation, if a student fails to maintain a 2.0 GPA in any semester, he will be suspended for 1 semester.

After the period of suspension, a student may re-enroll on probation. The above probation procedures will be followed.

*Dismissal:*

Upon reaching the point of being suspended the second time, the student will be dismissed from the institution.

A student who has been dismissed may not make application to reactivate for at least one year. Reactivation is not guaranteed.

## **2. D.Min. Degree Programs**

*Probation:*

A Doctor of Ministry student whose GPA falls below 3.0 will be placed on academic probation. No credit will be awarded for courses that receive a grade lower than B.

A student on academic probation will be allowed to continue on a course-by-course basis under the condition that he earns at least a "B" for each course. When the student's cumulative GPA reaches 3.0 or better, he will be removed from academic probation.

*Suspension:*

While on probation, if a student fails to maintain a 3.0 GPA in any semester, he will be suspended for one semester.

After the period of suspension, a student may resume his coursework on probation. The above probation procedures will be followed.

*Dismissal:*

Upon reaching the point of being suspended the second time, the student will be dismissed from the institution.

A student who has been dismissed may not make application to reactivate for at least one year. Reactivation is not guaranteed.

### 3. Academic Integrity

- a. *Plagiarism*: According to the *American Heritage Dictionary*, 2nd College Edition, plagiarism is defined as taking and using "as one's own the writings or ideas of another." Plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from another source. Plagiarism shall also include paraphrasing a specific passage from a source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's written assignment.
- b. *Falsifying Information*:
  - \* Forging an instructor's name.
  - \* Submitting another's work as one's own.
  - \* Providing false or misleading documentation.
- c. *Other Forms of Academic Dishonesty*:
  - \* During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor or syllabus. It shall further include receiving written or oral information from a fellow student.
  - \* Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination.

Any student proven to have committed any of the above may receive an "F" for the course and will receive an academic warning. A student proven to have been guilty a second time will be dismissed.

### ACADEMIC APPEALS

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

1. The student shall make an appointment with the professor of the class to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email to his or her school assigned email address. The email will detail the professor's decision regarding the grade. A copy of the correspondence shall also be sent to [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 appropriate Academic Dean. The Academic Dean will review the complaint and send a determination to the student within 7 business days. If the issue is still not resolved to the student's satisfaction, he or she shall address a written appeal via email or mail to the Vice President for Academic Affairs. The Vice President will review the complaint and send a determination to the student within 7 days. The decision of the Vice President for Academic Affairs is final.

## STUDENT COMPLAINTS

Files containing grievance issues are maintained in either the office of the VP for Academic Affairs or the office of the VP for Student Development.

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

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

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

## GRADUATION

### Graduation Requirements

1. Bachelor, Master of Arts, and Master of Divinity Degree Programs
  - a. Satisfactory completion of the semester hour and course distribution requirements of the degree program.
  - b. A minimum cumulative GPA of 2.0.
2. D.Min. Program
  - a. Satisfactory completion of the semester hour and course distribution requirements of the degree program.
  - b. A minimum cumulative GPA of 3.0.

### Graduation Procedures

Students planning to graduate within 12 months must follow the procedures listed below:

1. **It is the student's responsibility to request an Application for Graduation.**
2. All graduation fees are non-refundable and non-transferable.
3. Along with the Application for Graduation, the student must submit the appropriate graduation fee and a completed copy of his Status Sheet in order to graduate. This Status Sheet will be reviewed and verified by the Graduation Committee.
4. To avoid a late charge, the deadline for submitting an Application for Graduation and appropriate fee is **November 1** (7 months prior to graduation). A late fee of \$100 will be charged on all applications submitted after November 1. No applications will be processed after February 1 (4 months prior to graduation). Delivery of graduation regalia and diplomas in time for the commencement exercises is guaranteed only if applications are received by November 1.

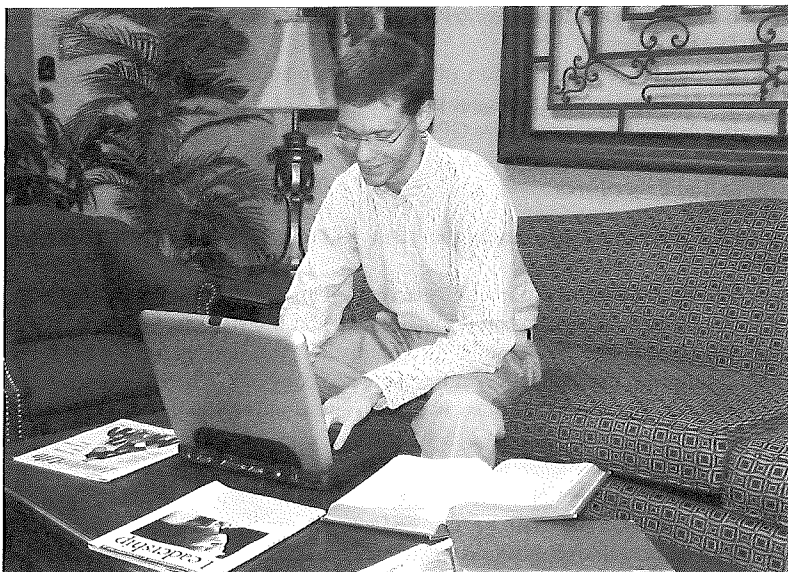
5. A student may receive a Letter of Completion before the May commencement exercises if the student has submitted an Application for Graduation and the graduation fee has been paid by the deadlines stated above. The diploma itself will be dated May, and will be awarded only in May.
6. Any exit exams or other assessments administered to the graduating class must be completed by the student prior to the award of his degree.

### **Graduation Week**

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

### **COMMENCEMENT ATTENDANCE**

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



*If you are juggling life, work, family, and ministry, earn your degree with our flexible 100% online degree programs.*

## UNDERGRADUATE PROGRAM

The Bachelor of Arts in Religion (BAR) at Luther Rice offers a balanced curriculum of general education foundations, biblical and theological studies, and ministry applications.

With a major in biblical studies and three minors designed for ministry application, the BAR prepares students for ministry venues of all types and in all places. Because our graduates know God's Word, they can be ready for any adventure life brings.

Having students around the globe, a rich tradition of solid commitment to the Scriptures, and courses that get students grounded in truth, the Luther Rice undergraduate program is an excellent choice for first-time freshmen or seasoned adult learners.

### **Christian Service Preparation Program**

The Christian Service Preparation Program collaborates with students to chart a ministry direction for their lives that aligns with their God-given gifts, calling, goals, and academic interests. The program further seeks to develop students into effective witnesses and servants in the church and the world at large by involving them in real-life ministry experiences.

The Christian Service Preparation program begins with a for credit course entitled MP 1401-Preparing for Christian Service that students are expected to take in their first year at Luther Rice. In their final semester prior to graduation, students are to complete the related practicum (either MP 4403 or MP 4404) for three hours of credit.

### **Florida Students and General Education Requirements**

Students residing in the State of Florida are required to complete 45 hours of General Education coursework. To meet this state requirement, Florida students enrolled in the BAR with the Biblical Counseling Minor or the BAR with the Ministry Minor must complete the 36 hours of General Education specific to their program of study plus an additional 9 hours of general education coursework. Options are listed along with the "additional" general education courses listed for their program of study on the following pages. Status sheets for Florida students in these programs reflect these special requirements. As a result, open electives are reduced from 18 hours to 9 hours to keep the program of study at 120 hours total. These changes do not apply to Florida students in the Christian Worldview Minor since that course of study already includes enough general education hours to satisfy the state requirement.

**Bachelor of Arts in Religion  
Major in Biblical Studies  
Minor in Biblical Counseling**

The Bachelor of Arts in Religion, major in Biblical Studies, minor in Biblical Counseling, introduces students to the essentials of biblical counseling. Students who complete this coursework will be equipped to serve as biblical counselors in local churches or biblical counseling centers. This degree is not intended nor is it adequate to prepare individuals for a professional counseling career or for state licensure.

**Bachelor of Arts in Religion  
Major in Biblical Studies  
Minor in Christian Worldview**

The Bachelor of Arts in Religion, major in Biblical Studies, minor in Christian Worldview, prepares students to serve in local churches or other forms of Christian ministry with a special focus on interpreting culture and advancing the Christian faith.

**Bachelor of Arts in Religion  
Major in Biblical Studies  
Minor in Ministry**

The Bachelor of Arts in Religion, major in Biblical Studies, minor in Ministry, prepares students to serve in local churches or other forms of Christian ministry.

**Program Learning Outcomes**

Graduates of this program will be able to:

- Demonstrate effectiveness in oral and written communication.
- Articulate the ideas, events, and factors that have contributed to the development of world civilizations, and modern society and culture.
- Critically and constructively apply a Christian worldview as it relates to various disciplines.
- Demonstrate knowledge of the Bible, Christian theology, and church history with the purpose of ministry application.
- Develop foundational skills for ministry and service in a local church.



**Bachelor of Arts in Religion**  
**Major in Biblical Studies**  
**120 hours**

**General Education (36 hours)**

EN 1101—English Composition I  
EN 1102—English Composition II  
EN 2103—Public Speech (or EN 2015 - British Literature)  
EN 2104—World Literature  
HI 1101—World Civilizations I  
HI 1102—World Civilizations II  
MA 1500—Applications of Fundamental Mathematics  
PH 1900—Critical Thinking  
SC 1501—General Physical Science  
PH 2901—Contemporary Ethics  
SO 2603—Principles of Sociology  
PY 2703—Principles of Psychology

**Christian Service Preparation (9 hours)**

MP 1401—Preparing for Christian Service  
EV 3402—Personal Evangelism  
MP 4403/4—Christian Service Practicum/Biblical Counseling

**Major in Biblical Studies (42 hours)**

BH 1200—Biblical Interpretation  
NT 1200—New Testament Survey  
NT 2201—Life of Christ  
NT 2205—Acts of the Apostles  
NT 3206—Romans  
NT 4227—Revelation  
OT 1200—Old Testament Survey  
OT 2201—Genesis  
OT 2206—Joshua-Judges  
OT 3228—Minor Prophets (Hosea-Malachi)  
OT 4219—Psalms  
HI 2300—Church History  
TH 3301—Survey of Theology I  
TH 3302—Survey of Theology II

**Students will choose one of the following minors:**

**Minor in Biblical Counseling (15 hours)**

CO 2700—Introduction to Biblical Counseling  
CO 2701—Theological Foundations in Biblical Counseling  
CO 3702—Methodology in Biblical Counseling  
CO 4703—Marriage and Family Counseling  
CO 4704—Biblical Counseling in Ministry

**Minor in Christian Worldview (15 hours)**

PH 3902—Principles of Philosophy

PH 3903—Philosophy of Religion

PH 3904—World Views

AP 4901—Defending the Christian Faith

AP 4902—Christianity and Culture

**Minor in Ministry (15 hours)**

CO 2700—Introduction to Biblical Counseling

MI 2400—Survey of Christian Missions

PA 3401—Foundations of Pastoral Ministry

PA 4402—Principles of Biblical Exposition

PA 4403—Principles of Church Administration

**Open Electives (18 hours)**



*“Luther Rice and the online program are proof that God is a provider. The online program has provided me with an opportunity to study and continue to support my family, and the program, as well as the instructors, are challenging. As I went through my classes I had several opportunities to speak, preach, and share the word of God and His gift of salvation in many churches and groups within my community. The education afforded at Luther Rice gives the student the tools needed to go to work almost immediately in ministry. I would and have recommended Luther Rice to anyone interested in furthering his or her Christian education.”*

*James A. Melton II, Bachelor of Arts in Religion graduate*

## SUGGESTED SEQUENCING FOR THE BACHELOR OF ARTS IN RELIGION

### Bachelor of Arts in Religions, Major in Biblical Studies, Minor in Ministry

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b>Fall</b>	Course 1	<i>EN 1101*</i>	<i>SC 1501</i>	<i>NT 2205</i>	<i>NT 4227</i>
	Course 2	<i>BH 1200</i>	<i>NT 2201</i>	<i>CO 2700</i>	<i>PA 4403</i>
	Course 3	<i>HI 1101</i>	<i>EN 2103</i>	<i>TH 3301</i>	<i>OT 4219</i>
	Course 4	<i>NT 1200</i>	<i>OT 2201</i>	<i>MI 2400</i>	Elective
	Course 5	<i>PH 1900**</i>	<i>PH 2901</i>	<i>OT 3228</i>	Elective
<b>Spring</b>	Course 1	<i>EN 1102***</i>	<i>EN 2104</i>	<i>TH 3302</i>	Elective
	Course 2	<i>OT 1200</i>	<i>HI 2300</i>	<i>PA 3401</i>	Elective
	Course 3	<i>HI 1102</i>	<i>PY 2703</i>	<i>EV 3402</i>	Elective
	Course 4	<i>MP 1401****</i>	<i>OT 2206</i>	<i>NT 3206</i>	Elective
	Course 5	<i>MA 1500</i>	<i>SO 2603</i>	<i>PA 4402</i>	<i>MP 4403/4*****</i>

### Bachelor of Arts in Religions, Major in Biblical Studies, Minor in Biblical Counseling

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b>Fall</b>	Course 1	<i>EN 1101*</i>	<i>SC 1501</i>	<i>NT 2205</i>	<i>NT 4227</i>
	Course 2	<i>BH 1200</i>	<i>NT 2201</i>	<i>CO 2700</i>	<i>CO 4704</i>
	Course 3	<i>HI 1101</i>	<i>EN 2103</i>	<i>TH 3301</i>	<i>OT 4219</i>
	Course 4	<i>NT 1200</i>	<i>OT 2201</i>	<i>CO 2701</i>	Elective
	Course 5	<i>PH 1900**</i>	<i>PH 2901</i>	<i>OT 3228</i>	Elective
<b>Spring</b>	Course 1	<i>EN 1102***</i>	<i>EN 2104</i>	<i>TH 3302</i>	Elective
	Course 2	<i>OT 1200</i>	<i>HI 2300</i>	<i>CO 3702</i>	Elective
	Course 3	<i>HI 1102</i>	<i>PY 2703</i>	<i>EV 3402</i>	Elective
	Course 4	<i>MP 1401****</i>	<i>OT 2206</i>	<i>NT 3206</i>	Elective
	Course 5	<i>MA 1500</i>	<i>SO 2603</i>	<i>CO 4703</i>	<i>MP 4403/4*****</i>

\* EN 1101 is required in the first semester for all incoming bachelor students who do not have transferable credit.

\*\* PH 1900 is recommended in the first year for all incoming bachelor students who do not have transferable credit.

\*\*\* EN 1102 is required in the second semester for all incoming bachelor students who do not have transferable credit.

\*\*\*\* MP 1401 is required in the first year for all incoming bachelor students.

\*\*\*\*\* MP 4403/4404 must be taken in a student's last semester.

**Bachelor of Arts in Religions, Major in Biblical Studies, Minor in Christian Worldview**

		<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
<b>Fall</b>	Course 1	<i>EN 1101*</i>	<i>SC 1501</i>	<i>NT 2205</i>	<i>NT 4227</i>
	Course 2	<i>BH 1200</i>	<i>NT 2201</i>	<i>PH 3902</i>	<i>AP 4902</i>
	Course 3	<i>HI 1101</i>	<i>EN 2103</i>	<i>TH 3301</i>	<i>OT 4219</i>
	Course 4	<i>NT 1200</i>	<i>OT 2201</i>	<i>PH 3903</i>	Elective
	Course 5	<i>PH 1900**</i>	<i>PH 2901</i>	<i>OT 3228</i>	Elective
<b>Spring</b>	Course 1	<i>EN 1102***</i>	<i>EN 2104</i>	<i>TH 3302</i>	Elective
	Course 2	<i>OT 1200</i>	<i>HI 2300</i>	<i>PH 3904</i>	Elective
	Course 3	<i>HI 1102</i>	<i>PY 2703</i>	<i>EV 3402</i>	Elective
	Course 4	<i>MP 1401****</i>	<i>OT 2206</i>	<i>NT 3206</i>	Elective
	Course 5	<i>MA 1500</i>	<i>SO 2603</i>	<i>AP 4901</i>	<i>MP 4403/4*****</i>

\* EN 1101 is required in the first semester for all incoming bachelor students who do not have transferable credit.

\*\* PH 1900 is recommended in the first year for all incoming bachelor students who do not have transferable credit.

\*\*\* EN 1102 is required in the second semester for all incoming bachelor students who do not have transferable credit.

\*\*\*\* MP 1401 is required in the first year for all incoming bachelor students.

\*\*\*\*\* MP 4403/4404 must be taken in a student's last semester.



*Luther Rice students, participating in an educational trip to the Holy Land for course credit, stand on the shore of the Sea of Galilee.*



*New Student Orientation is held each spring and fall for new students and their families. Here the crowd is enjoying the breakfast meet-and-greet with faculty and staff in Woodlawn Hall.*



*Chaplain Jimmy Bellamy, current online student and 2010 graduate, is active military. He presented a flag to Luther Rice that was flown over a U.S. military base in Afghanistan. It is being accepted by Dr. Dennis Dieringer.*



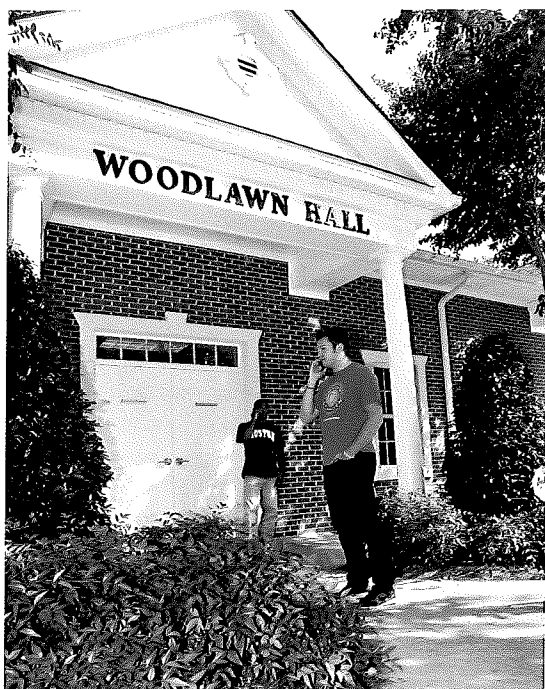
*Luther Rice faculty members discuss the life of Christ under the shade of an ancient olive tree in the Garden of Gethsemane on an educational trip to Israel.*



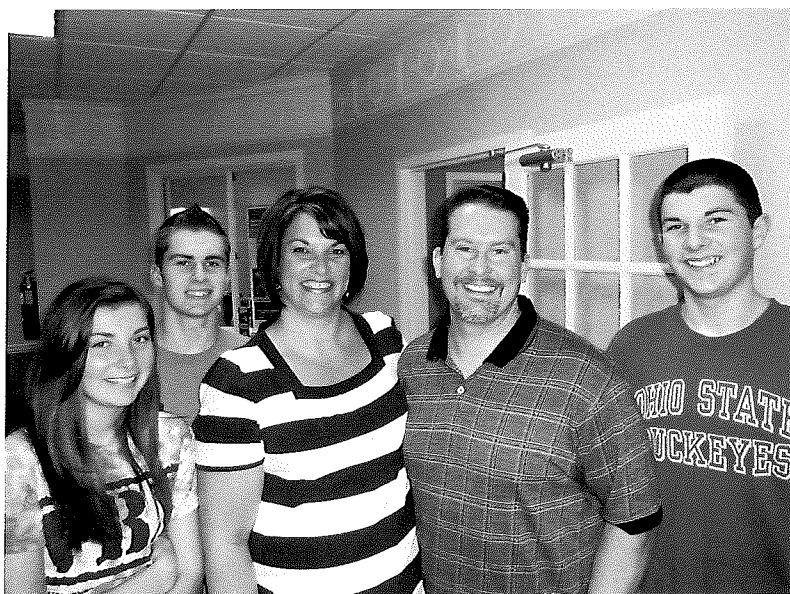
*Luther Rice student soldiers study in combat zones*



*Dr. Harold Rawlings, lecturer and Bible historian,  
displaying an original 1611 King James Bible at a chapel service.*



*Students on campus in front of the main academic building, Woodlawn Hall.*



*Dad is graduating with his degree from Luther Rice. The family is all smiles, proud of his accomplishment.*

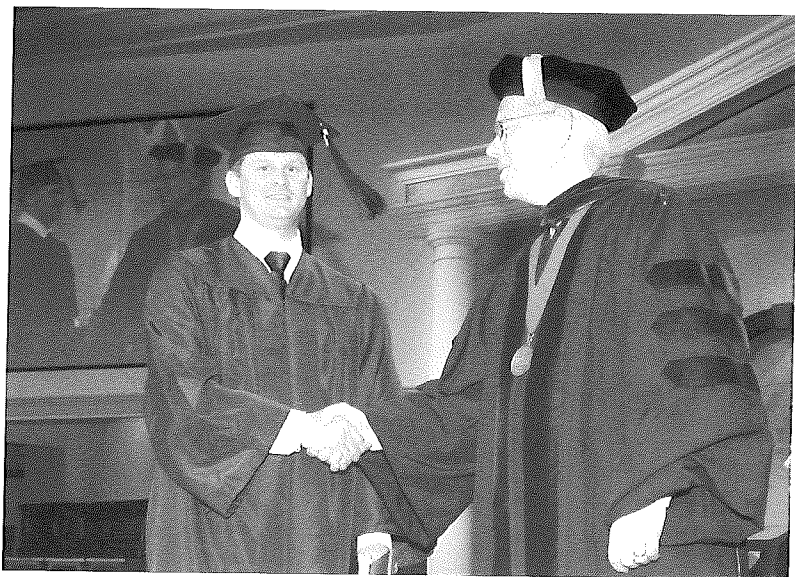


## GRADUATE PROGRAMS

Luther Rice offers five Master of Arts programs of study: The Master of Arts in Apologetics, the Master of Arts in Christian Studies, the Master of Arts in Biblical Counseling, the Master of Arts in Leadership, and the Master of Arts in Ministry. These 36-hour Master's degrees are designed to train students in a limited field of study based on the students' interests or needs. All of the degrees may be earned entirely online, on campus, or by a combination of both modes of study.

Students enrolling in a Master-level degree program will experience a different kind of educational approach than what is typically found in an undergraduate program. Undergraduate programs provide a broad foundation of general knowledge. Although no particular undergraduate major is required for entrance into a graduate program, graduate studies build upon the undergraduate foundation by providing a higher level of knowledge, understanding, skills, and application. Such education is developed by challenging the student's intellectual and emotional capabilities in analysis, synthesis, evaluation, and judgment.

These Master of Arts programs are limited in their development of students preparing for ministry as a pastor. Pastoral candidates are encouraged to enroll in the Master of Divinity program, which is described in the section entitled "Seminary Programs." Those who are considering pastoral ministry may benefit from earning one of these specialized degrees prior to entry into the M.Div. Transfer of the credits is possible, subject to the limitations for the program of study.



*Graduate receiving diploma from Dr. Flanagan during commencement ceremonies, held annually at First Baptist Church Atlanta*

## **Master of Arts in Apologetics**

The purpose of the Master of Arts in Apologetics degree (MAA) is to equip students with knowledge in issues related to the rational and biblical defense of the truth of the Christian faith.

Apologetics is an interdisciplinary field of study that engages biblical studies, philosophy, theology, science, law, and culture in the pursuit of defending the veracity of the Christian faith. Students enrolled in the program will become familiar with the essentials from these disciplines necessary for proclaiming and defending the historic doctrines of Christianity.

The MAA program faculty is committed to cutting-edge and biblically-grounded teaching that combines theoretical and practical learning through accessible, student-centered coursework. The program of study promotes excellence in scholarship and trains graduates academically and professionally to advance discourse in apologetics through research, teaching, and service. Graduates are prepared for a variety of careers including church ministries, college ministries, missions, as well as teaching or research appointments in academic settings. The degree also includes a thesis option which provides the academic foundation for further study at the post-graduate level.

### **Program Learning Outcomes**

Graduates of the Master of Arts in Apologetics will be able to:

- Interpret the Bible in light of its historical-grammatical context
- Relate the Church's theological heritage to current cultural and apologetical issues
- Articulate a rational and biblical case for the truth of Christianity
- Articulate a defense to major objections to Christianity

**Master of Arts in Apologetics**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

BH 5201—Introduction to Biblical Hermeneutics

AP 5901—Foundations of Apologetics

PH 5902—Logic

*Semester 2*

AP 5903—Science and Faith

PH 5904—Foundations of Ethics

AP 5905—Biblical Apologetics

**Second Year**

*Semester 3*

AP 5906—Theological Apologetics

PH 6907—Issues in Ethics

PH 6908—Philosophy of Religion

*Semester 4*

AP 6909—Major World Religions

AP 6910—Modern Religious Sects

AP 6911—Apologetics Practicum (Option 1)

AP 6912—Apologetics Thesis (Option 2)

## **Master of Arts in Biblical Counseling**

The purpose of the Master of Arts in Biblical Counseling (MABC) program is to train students to serve as counselors in local churches and other ministry settings.

The MABC program is grounded in Scripture and the application of practical ministry skills to a variety of settings. Students engaged in this program will be equipped with the necessary skills to assist those in need of Christ-centered counseling and/or pastoral care. The program features an evaluation of the most commonly accepted theories of counseling and principles of psychology from a biblical worldview perspective.

**The course of study, while not designed to equip students with the required coursework for state licensure, will prepare students to serve as non-licensed counselors in a variety of contexts.** Graduates are trained for service as pastoral counselors, non-licensed community counselors, chaplains, and an assortment of church staff positions.

### **Program Learning Outcomes**

Graduates of the MA in Biblical Counseling will be able to:

- Articulate a biblical philosophy of counseling
- Communicate biblical and theological truths through counseling
- Incorporate empathetic pastoral care or referral
- Implement ethically and legally informed counseling practices
- Employ interpersonal skills in counseling

**Master of Arts in Biblical Counseling**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

OT 5200—Introduction to the Old Testament

CO 5701—Introduction to Psychology and Counseling Theories

CO 5702—Foundations of Biblical Counseling

*Semester 2*

NT 5200—Introduction to the New Testament

BH 5201—Introduction to Biblical Hermeneutics

CO 5703—Helping Skills

**Second Year**

*Semester 3*

TH 5300—Spiritual Formation

CO 5704—Marriage and Family Counseling

CO 6705—Issues, Ethics, and Legal Concerns for Counselors

*Semester 4*

CO 6706—Crisis Counseling and Pastoral Care

CO 6707—Methodology for Biblical Counseling

CO 6708—Biblical Counseling Practicum

## **Master of Arts in Christian Studies**

The purpose of the Master of Arts in Christian Studies (MACS) program is to equip students with knowledge in biblical and theological studies that will enhance their faith and witness. Students gain the tools and learning experiences necessary to delve into God's Word and skillfully interpret it.

This degree prepares those who will serve in a variety of settings, from lay ministry in the local church to a teaching career in Christian secondary school. Pastoral staff members, authors, and consultants also will find this degree gives them a good foundation of knowing the Scriptures.

### **Program Learning Outcomes**

Graduates of the MA in Christian Studies will be able to:

- Interpret the Bible in light of its historical-grammatical context
- Develop a coherent theology of the major doctrines of the Christian faith
- Communicate biblical and theological truths in writing

**Master of Arts in Christian Studies**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

OT 5200—Introduction to the Old Testament

BH 5201—Introduction to Biblical Hermeneutics

OT—[Select an OT Book Course]

*Semester 2*

NT 5200—Introduction to the New Testament

TH 6301—Systematic Theology I

NT—[Select a NT Book Course]

**Second Year**

*Semester 3*

TH 6302—Systematic Theology II

NT—[Select a NT Book Course]

OT—[Select an OT Book Course]

*Semester 4*

TH 6303—Systematic Theology III

NT—[Select a NT Book Course]

NT—[Select a NT Book Course]

## **Master of Arts in Leadership**

The Master of Arts in Leadership (MAL) equips students with the knowledge and skills necessary to effectively address the most important dynamic in any organization, the relational challenges of working with others within various organizational contexts

Leadership is a relational, interdependent process between those who serve in leader roles and those who serve in follower roles in order to achieve a common goal. A unique aspect of the MAL is its emphasis on the important role that followers play within the leadership process. By understanding the skills and responsibilities of being a follower, students gain a greater appreciation for the skills and responsibilities necessary when leading.

The MAL provides a curriculum that combines the most current theoretical thinking with biblically-grounded teaching and practical application. Students will learn key leadership concepts and skills such as team development, coaching and mentoring, assessing organizations, working within organizational cultures, and conflict resolution.

The degree promotes excellence in academics, and trains graduates to influence those around them through research, writing, teaching, and service. Graduates will attain a greater capacity to work in and with organizations in order to advance professional and personal goals

Regardless of your organizational position, the MAL prepares you to be a person of influence. Additionally, there is a thesis option for those who may want to pursue further academic study at the post-graduate level.

### **Program Learning Outcomes**

Graduates of the MA in Leadership will be able to:

- Employ research methods for organizational analysis and problem solving
- Articulate a biblical philosophy of leading and following consistent with their vocation
- Apply Christian leader and follower principles
- Utilize leader and follower theories to diagnose and/or design organizations



**Master of Arts in Leadership**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

LD 5801—Leader and Follower Theory

LD 5802—Organizational Communication

LD 5803—Foundations of Leading and Following

*Semester 2*

LD 5804—Organizational Culture

LD 5805—Leader and Follower Development

LD 5806—Assessing Organizations

**Second Year**

*Semester 3*

LD 6807—Strategic Planning

LD 6808—Conflict Resolution

LD 6809—Teams Development

*Semester 4*

LD 6810—Coaching and Mentoring

LD 6811—Leading in Global Contexts

LD 6812—Leadership Practicum (Option 1)

LD 6813—Leadership Thesis (Option 2)

## **Master of Arts in Ministry\***

The Master of Arts in Ministry\* (MAM) equips students with a wide-ranging knowledge of biblical and theological studies along with exposure to a variety of church-related ministries. Persons serving in a role as a senior pastor or in support role are provided with practical skills on how to function in a local church or support ministry role. This degree program provides a foundational study to the more extensive M.Div. program. The degree can be accelerated for completion in 18-24 months.

### **Program Learning Outcomes**

All graduates of the Master of Arts in Ministry program will be prepared to:

- Interpret the Bible in light of its historical-grammatical context.
- Utilize the Church's theological heritage as an important resource in their personal spiritual development and ministry.
- Evaluate ministries in light of the Great Commission and the Great Commandment.
- Lead in developing, designing, and implementing ministry programs.

\* This degree is titled Master of Ministry in North Carolina.

**Master of Arts in Ministry**  
**36 hours**

Sequence of Coursework

**First Year**

*Semester 1*

OT 5200—Introduction to the Old Testament  
BH 5201—Introduction to Biblical Hermeneutics  
TH 5300—Spiritual Formation

*Semester 2*

NT 5200—Introduction to the New Testament  
TH 6301—Systematic Theology I  
AP 5901—Foundations of Apologetics

**Second Year**

*Semester 3*

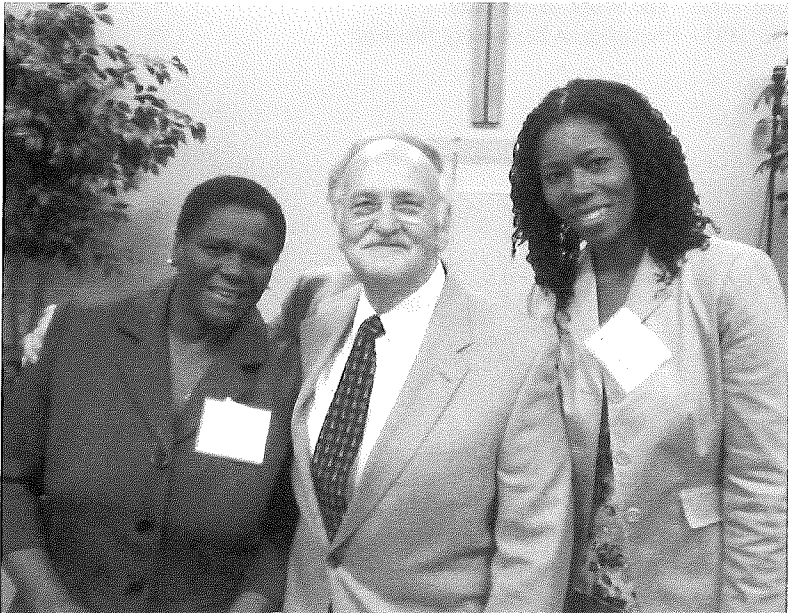
TH 6302—Systematic Theology II  
CO 5704—Marriage and Family Counseling  
LD 5801—Leader and Follower Theory

*Semester 4*

EV 7401—Personal and Church Evangelism  
CM 7402—The Work of Ministry  
BE 7404—Preparing an Expository Message



*Full-time professors at Luther Rice teach both on-campus and online courses. Here, Dr. Rusty Ricketson, works in his office on campus.*



*Dr. Coril Warmington and Ms. Marian Stewart, current Luther Rice student, started a missions sending agency out of Jamaica, providing healthcare to the needy in Liberia, with Dr. Ron Long.*

## SEMINARY PROGRAMS

Luther Rice offers two seminary degrees to prepare Christian ministers for excellence in service to the local church and denominational entities. The Master of Divinity (M.Div.) degree is designed to provide a broad base of knowledge to fit the needs of students preparing for a lifetime of ministry.

The seminary curriculum represents those areas considered essential for effective Christian service in a range of contexts. The Doctor of Ministry (D.Min.) degree builds upon and extends the knowledge and training acquired by M.Div. graduates. Specialized studies focus attention on advanced competencies within a field of ministry.



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

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

## **Master of Divinity**

The Master of Divinity (M.Div.) degree is designed to provide a broad base of knowledge to fit the needs of students preparing for a lifetime of ministry. The curriculum is representative of those areas considered essential for effective Christian service in a range of contexts. These areas include studies in Bible, Church History, Theology, Preaching, Pastoral Ministry, Counseling, and Missions.

### **Program Options**

Students may choose to complete the M.Div. with open electives or with biblical languages. The open electives track allows students to customize their course of study with twenty-four hours of electives which may be drawn from courses offered for the Master of Arts programs in Apologetics, Biblical Counseling, and Leadership. Students also have the option to follow a plan that includes the biblical languages of Greek and Hebrew. The track with biblical languages provides additional preparation needed for those who will serve in contexts where they regularly proclaim or teach the Bible. Students wishing to continue to post-graduate study may also need the biblical languages as pre-requisites for their chosen fields of research.

### **Course Sequencing**

As a general rule, students in their first year of study should complete 5000 level courses, second year students 6000 level courses, and third year students 7000 courses. Courses at the 6000 level assume skills and knowledge acquired from 5000 level courses. Courses at the 7000 level assume preparation at both 5000 and 6000 levels.

### **Program Learning Outcomes**

All graduates of the Master of Divinity program will be prepared to:

- Interpret the Bible in light of its historical-grammatical context.
- Utilize the Church's historical and theological heritage as an important resource in their personal spiritual development and ministry.
- Articulate a biblical philosophy of ministry consistent with their vocation.
- Communicate biblical and theological truths through preaching, teaching, writing, or in such other ways as may be appropriate.
- Evaluate and develop ministries in light of the Great Commission and the Great Commandment.
- Accurately and empathetically evaluate people and their personal circumstances and provide appropriate pastoral care or referral.
- Lead in developing goals and designing and implementing ministry.
- Serve with Christian character in their personal and professional lives.

**Master of Divinity**  
**90 hours**

**Biblical Studies (21 hours)**

OT 5200—Introduction to the Old Testament

NT 5200—Introduction to the New Testament

BH 5201—Introduction to Biblical Hermeneutics

Old Testament Book Studies (two courses)

New Testament Book Studies (two courses)

**Historical Studies (6 hours)**

HI 5311—Church History I: Early and Medieval

HI 5312—Church History II: Reformation and Modern

**Theological Studies (12 hours)**

TH 5300—Spiritual Formation

TH 6301—Systematic Theology I

TH 6302—Systematic Theology II

TH 6303—Systematic Theology III

**Ministerial Studies (27 hours)**

EV 7401—Personal and Church Evangelism

CM 7402—The Work of Ministry

PH 5904—Foundations of Ethics

MI 7403—Christian Missions

CO 5704—Marriage and Family Counseling

BE 7404—Preparing an Expository Message

BE 7405—Delivering an Expository Message

CM 7406—Church Administration

CM 7407—Ministry Practicum

**Open Electives (24 hours\*)**

\* All Master's level courses are available as electives with the exception of MA theses or practica.

**Master of Divinity with Languages**  
**90 hours**

**Biblical Studies (21 hours)**

OT 5200—Introduction to the Old Testament  
NT 5200—Introduction to the New Testament  
BH 5201—Introduction to Biblical Hermeneutics  
Old Testament Book Studies (two courses)  
New Testament Book Studies (two courses)

**Historical Studies (6 hours)**

HI 5311—Church History I: Early and Medieval  
HI 5312—Church History II: Reformation and Modern

**Theological Studies (12 hours)**

TH 5300—Spiritual Formation  
TH 6301—Systematic Theology I  
TH 6302—Systematic Theology II  
TH 6303—Systematic Theology III

**Ministerial Studies (27 hours)**

EV 7401—Personal and Church Evangelism  
CM 7402—The Work of Ministry  
PH 5904—Foundations of Ethics  
MI 7403—Christian Missions  
CO 5704—Marriage and Family Counseling  
BE 7404—Preparing an Expository Message  
BE 7405—Delivering an Expository Message  
CM 7406—Church Administration  
CM 7407—Ministry Practicum

**Biblical Languages (24 hours)**

GR 5201—Greek Grammar I  
GR 5202—Greek Grammar II  
GR 6203—Intermediate Greek  
GR 6204—Greek Exegesis  
HE 5201—Hebrew Grammar I  
HE 5202—Hebrew Grammar II  
HE 6203—Intermediate Hebrew  
HE 6204—Hebrew Exegesis



## Doctor of Ministry

The quality and success of the Christian ministry are very often determined by the minister's ability to think critically, biblically, and theologically; to communicate that thinking in oral and written fashion; and to apply that thinking in real-life ministry. The purpose of the Doctor of Ministry program is to provide advanced competencies and biblical insights into the practice of ministry for those actively involved in vocational Christian ministry.

### Program Learning Outcomes

Graduates of the Doctor of Ministry program will be prepared to:

- Demonstrate an advanced understanding and integration of ministry in relation to the biblical, theological, academic, and pastoral disciplines.
- Articulate and apply a comprehensive and critical philosophy of ministry.
- Demonstrate advanced competencies in the areas of critical thinking, Research and Writing, Biblical Theology, Biblical Communication, Administration/Leadership, Pastoral Care, and Great Commission Strategies.
- Plan, implement, and critically evaluate major undertakings in ministry toward the fulfillment of the Great Commission and the Great Commandment.
- Evaluate personal, spiritual, and professional development and design a plan for lifelong learning.

### Master of Divinity Prerequisite

The Doctor of Ministry degree presumes a level of theological knowledge and competence in ministry skills. An applicant should have completed graduate-level studies in Bible, theology, evangelism, homiletics, pastoral ministry, and Christian education which culminated in the Master of Divinity degree or its equivalent. Such an educational background is necessary since the Doctor of Ministry program provides an educational opportunity, in the context of the student's own ministry laboratory, to develop and enhance specific advanced competencies related to the practice of Christian ministry.

An applicant whose Master's degree is not equivalent to the M.Div. but who has completed at least 60 semester hours of coursework in graduate-level biblical, theological, and ministerial studies may enroll as a non-degree seeking special student and complete graduate-level courses to make up the deficit between their degree and the 90 hour M.Div. In this case, no degree will be awarded; students desiring to obtain the degree should enroll in the M.Div. program. Neither the completion of the deficit credit nor the earning of an M.Div. degree guarantees acceptance into the Doctor of Ministry program. Once the M.Div. or its equivalency has been completed, the student should begin normal application procedures for the Doctor of Ministry program.

### Continuous Enrollment and Time Limits

The doctoral program requires continuous enrollment until all doctoral study is completed and all graduation requirements are fulfilled. Students may complete the program at their own pace, but they must take at least two courses per academic year and must complete all program requirements within the time limits. Failure to meet these guidelines will result in the student being administratively withdrawn from the program.

The Doctor of Ministry program must be completed within five years of the start date. Normally the program is completed in three years. Should extenuating circumstances force a student to suspend his or her studies for a prolonged period of time, the Registrar must be notified in writing of the student's intention to withdraw from the program. Upon withdrawal, the student may be on a leave of absence for a period not to exceed twelve months from the withdrawal date. This leave of absence will not count against the program's time limits. Only one leave of absence is allowed during the course of study. When the student is ready to resume studies, he or she must complete a Readmission Application available from the Admissions Office or accessed online at [www.LutherRice.edu](http://www.LutherRice.edu). For additional information, see "Readmission Policies" and "Withdrawal from the Institution."

A student desiring to graduate in May must have satisfactorily submitted the first draft of the Doctoral Research Project by a date approved by the student's advisor in the previous year and submitted the final draft of the Doctoral Research Project by February 15 of the graduation year. Final approval of the Doctoral Research Project by the student's advisor must be received no later than April 1.

### **Grading Policy**

The Doctor of Ministry student must earn a minimum grade of "B" in each course. Failure to achieve a grade of "B" will necessitate repeating the course or taking an approved substitute course. For information on dropping below a 3.0 grade point average, see the section on "Academic Probation, Suspension, and Dismissal."

### **Lifelong Learning Offer**

To encourage the students in lifelong learning, all graduates of the Luther Rice Doctor of Ministry degree are invited to audit future doctoral seminars on a space-available basis without incurring tuition or an audit fee. Online courses are not included in this offer.

### **Curricular Requirements**

The Doctor of Ministry program requires the completion of 30 semester-hours of coursework. Four on-campus seminars serve as the preparatory and foundational elements in the Doctor of Ministry program and must be taken prior to beginning work on the Doctoral Research Project. The four module courses focus on Research and Writing, Communication, Ministry, and Theology. All seminars are three credit hours each and provide dialogue and interaction with credentialed scholars in the fields of Christian service as well as important times of personal reflection and peer review. Each seminar is composed of 40 hours of in-class instruction and group work and fourteen weeks of Blackboard lectures, assignments, or other requirements. Each seminar requires at least 1,500 pages of reading and the online portion of the course runs concurrent with the on-campus semester schedules.

### **Doctoral Research Project**

The Bible stresses the importance of applying in ministry what has been learned from the Word of God (John 13.17; Jas 1.22). The climax of the Doctor of Ministry program is a "hands-on" implementation of acquired knowledge and skill in a Doctoral Research Project (DRP).

The D.Min. candidate should register for this project, course number DMRP 950, the semester that work on the first draft begins. Registration for DMRP 950 is the same as registration for any other course. This supervised project addresses a specific concern in the student's present ministry context. The project must have measurable objectives, be biblically and theologically informed, be transferable to other ministries in similar contexts, and reflect knowledge and skills gained through the Doctor of Ministry studies. The project is divided into three parts:

#### *Doctoral Research Project—Letter of Intent (LOI)*

The Letter of Intent process is explained in detail in the CORE module/hybrid DMRW 800. The Letter of Intent is submitted to the candidate's advisor. The advisor will share the LOI with two members of the faculty. All three of these faculty members must approve the DRP before the candidate can begin work on the first draft. The candidate's advisor will inform the candidate as to the acceptance status. If the LOI is not approved initially the candidate will be given detailed instructions on how to correct and/or re-work the LOI. Ample time will be allotted in order for the LOI to be reworked and resubmitted.

#### *Doctoral Research Project—First Draft*

The First Draft of the Doctoral Research Project is a detailed written account of the project. The report must contain the following elements:

1. An explanation of the problem addressed in the Doctoral Research Project
2. A description of the ministry context in which the project was undertaken
3. A survey and analysis of relevant literature
4. An exposition of the informing biblical/theological data
5. A step-by-step account of how the problem was addressed
6. An evaluation of the project's effectiveness

The work is to be submitted to the faculty advisor. This draft must be submitted in satisfactory form and with minimal grammatical errors by a date approved by the student's advisor in the year prior to graduation.

#### *Doctoral Research Project—Final Draft*

The Final Draft of the Doctoral Research Project must be in final form with no grammatical errors and reflect any changes required by the advisor in his or her review of the first draft. It is due no later than February 15 of the graduation year. Two bound copies will be retained by Luther Rice.

### **Oral Defense of the Doctoral Research Project**

The Doctor of Ministry Oral Defense is based on the biblical premise that true believers sharpen one another "as iron sharpens iron" (Prov. 27:17). After the doctoral candidate's advisor has approved the Doctoral Research Project (DRP) the oral defense will be officially scheduled by the Office of the Director of the Doctor of Ministry Program. The date of the oral defense will be at least two weeks after the date of final DRP approval. This delay is to allow time for the defense date to be adequately posted. The defense will be conducted either in person or by conference call (whichever is more feasible for the doctoral candidate). Candidates are encouraged to contact his or her advisor for instructions on how to prepare for the defense. The defense will be conducted with an audience of at least three (3) members of the faculty.

**Doctor of Ministry**  
**30 hours**

**Preparatory Study**

DMRW 800—Research and Writing

**Foundational Studies**

DMBC 811—Advanced Biblical Exposition

DMAL 831—Leadership Development for the 21<sup>st</sup> Century

DMBT 840—Critical Issues in Ministry

**Professional Studies**

DMBC 821—Contemporary Preaching

DMGC 825—Church Evangelism in the 21st Century

DMPC 827—Advanced Biblical Counseling

DMPC 910—Interpersonal Relationships and Conflict Resolution

DMBT 960— Christian Ethics

**Research Project**

DMRP 950—Doctoral Research Project

Oral Defense of Research Project

## BACHELOR-LEVEL COURSE DESCRIPTIONS

Unless otherwise noted, all courses are calculated at three (3) credit hours.

### **AP: Apologetics**

#### **AP 4901—Defending the Christian Faith**

This course is a study of the rational defense of the Christian faith, in response to various contemporary objections, with an emphasis on the biblical justification for defending the faith and a consideration of methodologies.

#### **AP 4902—Christianity and Culture**

This course serves as an introduction to the relationship between the Christian worldview and contemporary society, with a primary emphasis on providing students the theoretical foundation for integrating their faith into every sphere of their lives, with a view toward exploring the various apologetic implications.

### **BH: Biblical Hermeneutics**

#### **BH 1200—Biblical Interpretation**

This course examines the basic principles and specific guidelines of biblical interpretation with a focus on the historical-grammatical interpretation and application of the Scriptures. General principles, such as reliance on the Holy Spirit; paying attention to context; knowing the ancient culture; and recognizing the different types of literary genre, are covered. Specific rules regarding the interpretation of types, symbols, poetry, proverbs, parables, and prophecy are also given.

### **BU: Business**

#### **BU 2500—Personal Finance**

This course consists of a Biblically-based survey designed to introduce the student to concepts, tools, and applications of personal finance and investments. Major topics include the process of financial planning, insurance, money management, investments, and estate planning.

### **CO: Counseling**

#### **CO 2700—Introduction to Biblical Counseling**

This course introduces the concept of biblically based, Christ-centered counseling. Course distinctives include: (1) a thorough explanation of biblical counseling; (2) the role and character of the counselor; (3) the relationship of counseling to the local church; and (4) a comparison of the biblical counseling model with secular counseling models.

#### **CO 2701—Theological Foundations in Biblical Counseling**

This course consists of a study of the key theological concepts that form the foundation of a biblical counseling process model. Course distinctives include: (1) the nature of God; (2) the nature of man; (3) the image of God in man; (4) the nature of sin; (5) regeneration and progressive sanctification; (6) the biblical concept of "flesh;" (7) the definition of essential biblical concepts including "soul, spirit, heart, mind, and conscience;" and (8) an overview of key biblical passages such as Romans 5-8.

#### CO 3702—Methodology in Biblical Counseling

This course outlines a biblical counseling process model. Course distinctives include: (1) initiating a counseling relationship; (2) gathering and interpreting data; (3) how biblically based life change occurs; and (4) maintaining lasting life change.

#### CO 4703—Marriage and Family Counseling

This course examines the relationship dynamics inherent in the premarital couple, the married couple, and the functioning family unit. Course distinctions include: premarital counseling, the biblical basis of marriage, the roles of husband and wife, parent and child relationships, and communication and conflict resolution in marriage.

#### CO 4704—Biblical Counseling in Ministry

This course provides an overview of common counseling issues that arise when working with children, adolescents, and adults. Specific skills and techniques essential to helping individuals and families in the context of church, community, and society will be evaluated. This course is designed to provide practical information for the biblical counselor working with people in a variety of age groups in a church or community ministry setting.

### **EN: English**

#### EN 1101—English Composition I

*Required in first semester for all incoming bachelor students who have no transfer credit.*

This course involves the use of English for written communication, including exposition, analysis, and argumentation. Topics include grammar, proper sentence structure, paragraph development, word usage, and essay preparation.

#### EN 1102—English Composition II

*Prerequisite: EN 1101*

*Required in second semester for all incoming bachelor students who have no transfer credit.*

This course emphasizes effective writing in a variety of contexts with attention to critical analysis, interpretation, evaluation, and research. Literature such as novels, short stories, and poetry will be used.

#### EN 2103—Public Speech

This course is a study of the requirements for effective oral communication. Topics will include selecting a speech topic, researching the topic, outlining, and organizing the speech, use of visual aids, persuasion, analyzing the audience, and critiquing the speech.

#### EN 2104—World Literature

This course is a study of the foundations of world literature.

#### EN 2105—British Literature

This course introduces the major periods, genres, and works of British literature, and initiates students in literary interpretation and scholarship. This course will also encourage students to consider the overlap of literature and faith, specifically the ways that Church history and the Christian worldview have shaped English literature.

## **EV: Evangelism**

### EV 3402—Personal Evangelism

This course is a study designed to prepare students for involvement in witnessing for the Lord. Importance is attached to the memorization of Scripture and actually engaging in personal work.

## **HI: History**

### HI 1101—World Civilizations I

This course is a study of the development of civilization from the beginning of recorded history to the Reformation. Emphasis will be placed on the historical contributions from Egypt, Babylonia, China, India, Persia, Palestine, Greece, and Rome.

### HI 1102—World Civilizations II

This course is a study of the development of civilization from the Reformation to present day. Emphasis will include the development of Europe, the U.S., the World Wars, and the fall of Communism.

### HI 2300—Church History

This course consists of an overview of the history of the Church from the first century AD to the present.

## **MA: Mathematics**

### MA 1500—Applications of Fundamental Mathematics

This course provides basic skills in business mathematics. The course covers traditional topics in business mathematics along with a wide selection of related topics such as taxes, insurance, statistics, and the metric system.

## **MI: Missions**

### MI 2400—Survey of Christian Missions

This course is an introductory study dealing with the philosophy of world evangelism. Special emphasis is given to introducing the biblical, theological, historical, and methodological issues related to Christian missions.

## **MP: Ministry Preparation**

### MP 1401—Preparing for Christian Service

*All bachelor students are required to take MP 1401 in their first year.*

This course helps students identify where their area of interest in Christian service intersects with their area of giftedness. Special emphasis is given to the practical and biblical study of the theology of *life in the image of Christ*. This course will include biblical directions for faithful Christian living and service. Active involvement in a ministry setting, whether paid or volunteer, is expected.

### MP 4403—Christian Service Practicum

This ministry practicum involves the practical application of ministry goals and skills through ministry assignments overseen by a field supervisor. Please note: Students are encouraged to begin their research for a practicum location prior to

enrolling in this courses, so that, when the semester begins, they will be able to start their practicum/internship immediately.

**MP 4404—Christian Service Practicum for Biblical Counseling**

*Prerequisites: PY 2703; CO 2700; CO 2701; CO 3702; CO 4703; CO 4704*

This practicum presents those students in the counseling minor with the opportunity to practice the skills, techniques, and methodologies discussed in previous classes. Role-playing, group dynamics, learning labs, and videos will all be used as a part of this learning experience. Topics covered include: (1) helping skills; (2) the presenting problem; (3) taking a personal (social) history; (4) determining and diagramming a counselee's fleshly coping mechanisms; (5) conducting the active counseling stage; and (6) managing a forgiveness exercise. Please note: Students are encouraged to begin their research for a practicum location prior to enrolling in this course, so that, when the semester begins, they will be able to start their practicum/internship immediately.

**NT: New Testament**

**NT 1200—New Testament Survey**

This course provides an introductory survey of the historical setting and contents of the New Testament.

**NT 2201—Life of Christ**

This course is an examination of the life and teachings of Jesus Christ as presented in the Gospels of Matthew, Mark, Luke, and John.

**NT 2204—Gospel of John**

This course is a careful examination of the contents of the New Testament Gospel of John. John presents Jesus as Son of God and describes God's plan of salvation.

**NT 2205—Acts of the Apostles**

This course is a careful examination of the contents of the New Testament book of Acts. Acts records the formation and expansion of the early church.

**NT 3206—Romans**

This course is a careful examination of the contents of the New Testament epistle to the Romans. Romans comprises Paul's fullest theological treatment of the salvation-historical implications of the gospel of Jesus Christ.

**NT 3207—Corinthian Epistles**

This is a careful examination of the contents of the New Testament epistles of Paul to the Corinthians and the problems faced by the first century church.

**NT 3215—Pastoral Epistles**

This course is a careful examination of the contents of the New Testament epistles to Timothy and Titus. First and Second Timothy and Titus address doctrinal issues concerning church leadership, administration, and ministry.

**NT 4219—Hebrews**

This is a careful examination of the contents of the New Testament epistle of Hebrews. Hebrews presents Jesus Christ as the believer's high priest who is superior to angels, Moses, the Levitical priesthood, and the sacrificial system of the Old Testament.



#### NT 4227—Revelation

This is a careful examination of the contents of the New Testament book of Revelation. Revelation unveils Jesus Christ as the central figure in the culmination of God's redemptive program.

### **OT: Old Testament**

#### OT 1200—Old Testament Survey

This is an examination of the contents of the Old Testament with attention given to background, general analysis, and brief exposition of each book. Each book will be examined in its relation to the other canonical writings.

#### OT 2201—Genesis

This course is a study of the first book of the Bible, giving attention to introductory matters, teaching, and development of the book. Special emphasis is given to Genesis 1-11 and the Abrahamic Covenant.

#### OT 2206—Joshua-Judges

This course examines the backgrounds of and interprets selected passages in the Old Testament books of Joshua and Judges. Special attention is given to the development of themes within the books.

#### OT 3228—Minor Prophets (Hosea-Malachi)

This course provides the background and analysis of the twelve Minor Prophets.

#### OT 4219—Psalms

This course is a study of selected psalms of the Old Testament. Special attention is given to the development of themes within the Psalter.

### **PA: Pastoral**

#### PA 3401—Foundations of Pastoral Ministry

This course is an introduction to the theological and practical foundations of Christian ministry. Special attention is given in this course to discussing the servant-like nature of Christian ministry, the qualifications of a Christian minister, and the various services and ordinances performed by a Christian minister.

#### PA 3404—Leadership

This is a study of the life and service of the minister with emphasis on the personal, family, and professional life of the pastor.

#### PA 4402—Principles of Biblical Exposition

This is a study of the nature of biblical exposition and principles of message construction. Attention is given to the basic materials of the message, methods of preparation, and delivery, and problems of exposition.

### PA 4403—Principles of Church Administration

This course is an introduction to the processes by which a pastor should utilize the human, physical, and financial resources of a local church in order to meet the church's specific objectives and goals. Attention is given to how a pastor should steward a local church's: 1) staff and lay leaders; 2) property, plan, and equipment; and 3) financial holdings and investments towards the successful accomplishment of its mission.

## **PH: Philosophy**

### PH 1900—Critical Thinking

*It is recommended that all incoming bachelor students without transfer credit enroll in PH 1900 in their first year.*

This course is an introduction to the principles of good reasoning and effective argumentation, with an emphasis on their relationship to the Christian faith and their relevance for higher education. Specific attention will also be given to the historical and cultural trends that discourage the use of critical thinking skills today, with a view to equipping the student to resist those trends.

### PH 2901—Contemporary Ethics

This is a study of the complex moral issues faced by contemporary society with emphasis on relevant theories and their application to ethical dilemmas. Topics include war, euthanasia, divorce, capital punishment, ethical decision-making by leaders, and civil disobedience.

### PH 3902—Principles of Philosophy

This is a study of the contributions of writers in philosophy from antiquity to the 21st century. Topics include reality, knowledge, science, ethics, politics, art, and the mind.

### PH 3903—Philosophy of Religion

This is an introduction to the major issues of philosophy of religion, including the existence and attributes of God, religious epistemology, religious experience, and the problem of evil.

### PH 3904—World Views

This is an introduction to the major world views including theism, deism, atheism, pantheism, panentheism, finite godism, and polytheism.

## **PY: Psychology**

### PY 2703—Principles of Psychology

This is a study of the major elements of psychology, including theories and applications. Topics include human development, emotions, learning, perception, memory, personality, and behavior. The course also considers the integration of biblical counseling and psychology.

## **SC: Science**

### SC 1501—General Physical Science

This is a study of the concepts, laws and theories of physics and astronomy. Topics include motion, gravity, temperature, electricity, the solar system, nuclear physics and their application to the modern world.

## **SO: Sociology**

### SO 2603—Principles of Sociology

This is a study of theories, methods, and concepts of sociology, focusing on the critical issues of society. Topics include poverty, inequality, aging, violence, sexuality, work, technology, and drug abuse.

## **TH: Theology**

### TH 3301—Survey of Theology I

This is a general survey of Bible doctrine dealing with five of the ten major areas of systematic theology including bibliology, theology proper, christology, pneumatology, and angelology. The course also includes an introduction to and the value of the study of systematic theology.

### TH 3302—Survey of Theology II

This is a general survey of Bible doctrine dealing with five of the ten major areas of systematic theology including anthropology, hamartiology, soteriology, ecclesiology, and eschatology. This course, although a logical extension of TH 3301, does not require TH 3301 as a prerequisite.

### TH 4303—Christology

This is a study concentrating on the Person and work of the Lord Jesus Christ. Particular consideration is given to the deity and the humanity of Christ, messianic prophecy, His work in the Old Testament, His salvific work on the cross, His literal resurrection, His ascension and present work in Heaven, and His future coming again. Attention also is given to modern assaults on the biblical portrayal of Christ.

### TH 4305—The Doctrine of Creation

This course critically examines different models and aspects of the Christian doctrine of creation. This includes study of biblical texts such as Genesis 1-3, other Old Testament texts, the Letter to the Ephesians and Colossians, the Prologue of John's Gospel, and Revelation. Specific topics addressed will include creation *ex nihilo*, the goodness of creation and the problem of evil, the image of God, and the idea of stewardship.

## MASTER-LEVEL COURSE DESCRIPTIONS

Unless otherwise noted, all courses are calculated at three (3) credit hours.

### **AP: Apologetics**

#### AP 5901—Foundations of Apologetics

This course consists of laying a foundation for a systematic and rational defense of the Christian faith. Various strategies, tactics, and issues are surveyed with the goal of providing an overall argument for the basic elements of the Christian Faith.

#### AP 5903—Science and Faith

This course examines the relation of science and faith and consists of a defense of the Christian faith in view of several of the current challenges to it expressed in contemporary science.

#### AP 5905—Biblical Apologetics

This course provides a study and defense of the veracity of the Bible. Archeological, historical, geographical, linguistic, and cultural issues are examined with the goal of answering specific claims of critics and skeptics of the Bible.

#### AP 5906—Theological Apologetics

This course focuses on specific challenges to traditional conservative theology from within and outside of Christianity. The nature of the triune God, the dual nature of Christ, and the relation of God to the world are some of the topics explored in defense of classic orthodoxy.

#### AP 6909—Major World Religions

This course examines the origins, practices, and teachings of the major world religions including Judaism, Christianity, Islam, Hinduism, and Buddhism. Apologetic and evangelistic strategies for reaching persons from these groups are discussed.

#### AP 6910—Modern Religious Sects

This course examines the histories, teachings, and influence of modern religious sects, including Mormonism, Jehovah's Witness, Scientology, Baha'i, and Christian Science. Apologetic and evangelistic strategies for reaching persons from these groups are discussed.

#### AP 6911—Apologetics Practicum

This is a directed practicum in which the student demonstrates the application of learning from coursework in a ministry setting.

#### AP 6912—Apologetics Thesis

This is a directed research program involving the preparation, writing, and defense of a thesis pertaining to an approved topic in apologetics. The student shall enlist an academically appropriate member of the apologetics resident faculty who is willing to serve as the student's Thesis Supervisor. The supervisor shall be responsible for approving the student's topic of research, the submission schedule, as well as overseeing and directing the student's research. This should be completed prior to the semester you intend to graduate.

## **BE: Biblical Exposition**

### BE 7404—Preparing an Expository Message

This is a study of the nature of biblical exposition and principles of message construction. Attention is given to the basic materials of the message, methods of preparation, effective delivery, and problems of exposition. Emphasis is upon the accurate interpretation of the text and its relevant application to a contemporary audience.

### BE 7405—Delivering an Expository Message

*Prerequisite:* BE 7404

This course examines the basic principles of voice, articulation, oral interpretation of Scripture, and expositional delivery. Opportunity for practice is given in each of these areas and constitutes the basis for additional study in content, structure, and delivery. *The online version of this course requires the student to have access to a digital camcorder and a high-speed internet connection to submit preaching videos via the Internet.*

## **BH: Biblical Hermeneutics**

### BH 5201—Introduction to Biblical Hermeneutics

This course introduces the student to principles and guidelines for interpreting the Old and New Testaments.

## **CM: Church Ministry**

### CM 7402—The Work of Ministry

This course examines the various administrative, pastoral, and ministerial roles of those who provide spiritual leadership to a local congregation. Practical methodologies of those serving in such roles, whether as senior pastors or staff ministers, will be explored. This study also looks at practical matters of the servant's day-to-day personal, social, and professional life, how a declining moral culture can adversely affect these, and how such negative influence can be countered.

### CM 7406—Church Administration

This course examines the specific duties of the officers of the church—both staff and lay personnel. The concept of team ministries is studied along with a view of the role of individual responsibilities within the team. The role of the pastor in relationship to other members of the staff as well as to lay workers in the church is examined. The place of church doctrine within the church administration and ministry is also emphasized.

### CM 7407—Ministry Practicum

The Intern Practicum is a practical application of ministry goals and skills through ministry assignments overseen by a field supervisor.

## **CO: Counseling**

### **CO 5701—Introduction to Psychology and Counseling**

This course introduces the student to commonly accepted principles of psychology and counseling. Topics include the biology of the mind, life-span development, learning, memory, personality, and psychological disorders.

### **CO 5702—Foundations of Biblical Counseling**

This course introduces the student to the foundational principles of biblical counseling. Students will study and apply the biblical, theological, and philosophical bases of the Biblical Counseling Process Model.

### **CO 5703—Helping Skills**

This course equips students with the interpersonal skills necessary for effectiveness in the counseling process. Student interactions actively apply people helping skills to real-life situations.

### **CO 5704—Marriage and Family Counseling**

In this course, students investigate the critical dynamics of marriage and family counseling from a Christ-Centered perspective. Roles in marriage and family are applied from a complementarian viewpoint.

### **CO 6705—Issues, Ethics, and Legal Concerns for Counselors**

This course trains students in professional, ethical, and legal issues related to the practice of individual, marital, and family counseling. Topics covered include ethical decision making, multiculturalism, informed consent, confidentiality, multiple relationships, boundaries, and codes of ethics.

### **CO 6706—Crisis Counseling and Pastoral Care**

Counselors need to be prepared for crisis situations that significantly impact individuals and families. This course empowers students with intervention techniques that will assist recovery from trauma.

### **CO 6707—Methodology for Biblical Counseling**

The five stages of the Biblical Counseling Process Model form the heart of this course. Students learn to assess the counselee's presenting problem, how to take a personal history, how to identify and diagram sinful living patterns, how to conduct active counseling, and how to facilitate a forgiveness exercise.

### **CO 6708—Biblical Counseling Practicum**

This practicum is designed to be the capstone experience for the Master of Arts in Biblical Counseling degree program. This course may be completed as a practicum or as an internship. Since the completion of requirements for the internship may take a year or longer, students should consult with the program coordinator at least one year prior to their anticipated graduation date. All students must obtain approval from the program coordinator before registering for this course.

## **EV: Evangelism**

### **EV 7401—Personal and Church Evangelism**

This course studies the supreme task of evangelism. The theology of evangelism, methods of evangelism for personal witnessing and for church outreach, and contemporary challenges to evangelism are discussed. A practical component of the course contributes to the cultivation of an evangelistic mindset and lifestyle, moving the study from theology to praxis.

## **GR: Greek**

### **GR 5201—Greek Grammar I**

This course introduces the student to basic Greek grammar, vocabulary, and translation. GR 5201 and GR 5202 together provide a full introduction to the elements of New Testament Greek grammar.

### **GR 5202—Greek Grammar II**

*Prerequisite:* GR 5201

This course builds upon Greek Grammar I (GR 5201) as an introduction to basic Greek grammar, vocabulary, and translation. GR 5201 and GR 5202 together provide a full introduction to the elements of New Testament Greek grammar.

### **GR 6203—Intermediate Greek**

*Prerequisite:* GR 5202

This course introduces the student to Greek syntax and exegesis by analyzing selected passages from the Greek New Testament.

### **GR 6204—Greek Exegesis**

*Prerequisite:* GR 6203

This course trains the student to apply a complete cycle of exegetical procedures to selected portions of the Greek New Testament.

## **HE: Hebrew**

### **HE 5201—Hebrew Grammar I**

This course is an introduction to the fundamentals of Hebrew grammar and syntax. In this course, the student will develop basic skills in translation and will assimilate a vocabulary of the most common biblical Hebrew words.

### **HE 5202—Hebrew Grammar II**

*Prerequisite:* HE 5201

This course is a continuation of Hebrew Grammar I with an increased emphasis upon efficiency in the use of lexical and exegetical tools.

### **HE 6203—Intermediate Hebrew**

*Prerequisite:* HE 5202

This course studies advanced grammar and syntax in order to increase the student's ability in the translation and analysis of the Old Testament Hebrew text.

HE 6204—Hebrew Exegesis

*Prerequisite:* HE 6203

This course trains the student to apply a complete cycle of exegetical procedures to selected portions of the Hebrew Old Testament.

## **HI: History**

HI 5311—Church History I: Early and Medieval

This course provides an overview of church history from the Apostolic Age through the Medieval Period, noting doctrinal developments, major movements, and key figures in the history of the church.

HI 5312—Church History II: Reformation and Modern

This course provides an overview of church history from the Reformation Period to the present, noting doctrinal developments, major movements, and key figures in the history of the church.

## **LD: Leadership**

LD 5801—Leader and Follower Theories

This course examines the various definitions of leadership and the historical development of leader theories and follower theories. Major leader theories and follower theories are examined.

LD 5802—Organizational Communication

This course explores theoretical concepts of communication as they relate to leading and following within an organization. Personal communication skills are addressed in order for students to better communicate within diverse organizational contexts.

LD 5803—Foundations of Leading and Following

This course examines the foundational underpinnings of the processes of leading and following. Guided by a Christian worldview, the course investigates the biblical, ethical, and practical dimensions of leadership.

LD 5804—Organizational Culture

This course explores the development of organizational culture. Emphasis is placed on how leaders and followers embed culture in order to respond to and bring about needed change.

LD 5805—Leader and Follower Development

This course examines the various developmental processes for leaders and followers. Attention is given to developing an organizational structure that encourages human resource development and lifelong learning.

LD 5806—Assessing Organizations

This course addresses the concepts of research design and analysis for organizations. Quantitative, qualitative, and mixed-methods research will be examined with an end to assessing organizations, collecting data, and conducting basic statistical analysis.



#### LD 6807—Strategic Planning

This course examines the critical elements involved in strategic thinking and planning particularly as they relate to the mission of the organization. Students will be able to identify and develop specific processes that will achieve the organizational mission.

#### LD 6808—Conflict Resolution

This course equips students to apply principles to resolve personal, group, and organizational conflict. Attention is given to identifying the sources of conflict, the stages of conflict, and applying the processes necessary to resolve conflict.

#### LD 6809—Teams Development

This course explores the development of teams within organizations in order to accomplish desired goals. Emphasis is given to the theory of team development and the processes of team work between leaders and followers.

#### LD 6810—Coaching and Mentoring

This course explores the value and place of coaching and mentoring within an organization. Coaching skills and mentoring skills are addressed from basic skills to advanced techniques.

#### LD 6811—Leading in Global Contexts

This course investigates the processes and personal development necessary to lead in both cross-cultural and global environments. Addressing the complexity of leading within these dynamic contexts will enable the student to gain an understanding of and build their capacities for leading in cross-cultural and global contexts.

#### LD 6812—Leadership Practicum

This course is the culminating learning experience for the Masters of Arts in Leadership program. Employing the knowledge and skills acquired from previous courses, students will investigate and analyze leadership processes within the context of selected work environments. Students will also conduct research within an organization and develop a creative, practical process addressing the needs uncovered through the research to help develop processes and persons within the organization.

#### LD 6813—Leadership Thesis

This course is the culminating learning experience for the Masters of Arts in Leadership program. Synthesizing the knowledge and skills acquired from previous courses, students will complete a thesis under the supervision of a thesis coordinator that focuses on a topic related to the process of leadership and the relationships between leaders and followers.

### **MI: Missions**

#### MI 7403—Christian Missions

This course surveys the theology, history, challenges, and strategies of the Christian missionary movement.

## **NT: New Testament**

### **NT 5200—Introduction to the New Testament**

This course is a comprehensive overview of the historical background, introductory issues (author, provenance, date, destination, and purpose), literary structures, major themes, and select critical issues relevant to the study of New Testament documents.

### **NT 6202—Gospel of Mark**

This course is an in-depth analysis of the background and a careful exegesis of the contents of the Gospel of Mark. This course also offers a critique of contemporary Jesus studies.

### **NT 6204—Gospel of John**

This course is an in-depth analysis of the background and a careful exegesis of the contents of the Gospel of John. John presents God's plan of salvation and demonstrates the identity of Jesus as Son of God.

### **NT 6205—Acts of the Apostles**

This course is an in-depth analysis of the background and a careful exegesis of the contents of the New Testament book of Acts. Acts records the formation and expansion of the early church.

### **NT 6206—Romans**

This course is an in-depth analysis of the background and a careful exegesis of the contents of the New Testament epistle to the Romans. Romans comprises Paul's fullest theological treatment of the salvation-historical implications of the gospel of Jesus Christ.

### **NT 6207—1 Corinthians**

This course is an in-depth analysis of the background and a careful exegesis of the contents of the New Testament epistle of 1 Corinthians. First Corinthians identifies the kinds of problems faced by the first century church and the Apostle Paul's solutions to them.

### **NT 6227—Revelation**

This course is an in-depth analysis of the background and a careful exegesis of the contents of the prophetic and apocalyptic epistle of Revelation. Revelation unveils Jesus Christ as the central figure in the culmination of God's redemptive program.

## **OT: Old Testament**

### **OT 5200—Introduction to the Old Testament**

This course examines the canon, text, and interpretation of the Old Testament, including an introduction to various critical approaches to biblical studies. The study also offers a critique of naturalistic, higher-critical understandings of the text in light of the historic Christian view of the Old Testament Scriptures.

### **OT 6201—Genesis**

This course is a study of the historical background, authorship, and analysis of the first book of the Bible. This course also will deal with many of the critical issues pertaining to this historical book.

#### OT 6221—Ecclesiastes

This course is an analytical and expository study of Ecclesiastes. Students will explore the Solomonic philosophy which leads the author to the concluding dictum, “fear God and keep His commandments.”

#### OT 6223—Isaiah

This course is an analytical and expository survey emphasizing the historical setting, authorship, and prophetic nature of the book of Isaiah.

#### OT 6227—Daniel

This course is an analytical study of Daniel from the premillennial standpoint, noting the historical and cultural context of the book and its relationship to the Book of Revelation. Emphasis will be given to the prophetic sections of the book.

### **PH: Philosophy**

#### PH 5902—Logic

This course studies the branch of philosophy known as logic, involving right reason, valid inferences, and attending fallacies, formal and informal, including the relation of logic to the nature of God. Specific attention is given to the employment of logic in apologetics.

#### PH 5904—Foundations of Ethics

This course studies the foundational issues in ethics by examining the various ethical theories and methods that have provided the framework for understanding and interpreting what is moral and immoral, as well as addressing various applied ethical issues facing the church specifically and society in general.

#### PH 6907—Issues in Ethics

This course carefully analyzes specific issues and figures relevant to contemporary ethics, such as matters related to the beginning and end of life.

#### PH 6908—Philosophy of Religion

This course carefully analyzes several philosophical issues in religion such as the relationship between faith and reason, miracles, the existence of God, truth and religion, and the problem of evil.

### **TH: Theology**

#### TH 5300—Spiritual Formation

This course is a practical study of the theology of life in the image of Christ and some biblical principles that guide the development and maintenance of that Christ-like life, in the lives of Christians. The study will include consideration of the biblical directions for appropriating the spirituality and victory that Jesus Christ gives for faithful Christian living.

#### TH 6301—Systematic Theology I

This course covers theology proper, bibliology, and angelology. Within theology proper, the course addresses the existence of God, His attributes, and the Trinity. Within bibliology, the course will encompass such topics as general and special revelation, inspiration, and inerrancy. The discussion on the Trinity also includes an explanation of the incarnation.

### TH 6302—Systematic Theology II

This course covers creation, anthropology (man), hamartiology (sin), soteriology (salvation), and aspects of pneumatology (Holy Spirit). The main focus of the course is on the doctrine of salvation especially what God has done through Christ to provide salvation for humankind.

### TH 6303—Systematic Theology III

This course examines ecclesiology (church) and eschatology (last things) within a biblical theology framework. The biblical theology framework will be constructed from Scripture's teaching on the Kingdom of God and covenants. Ecclesiology and eschatology will be subsumed under this framework and be presented as God's unfolding work in His kingdom.



*“God called me into the ministry in 1996. Unfortunately, I had no education that would allow me to be effective in my ministry. After I had determined that I would not be able to attend seminary due to the cost, I met Dr. Flanagan, who arranged for me to attend on a needs-based tuition scholarship. The education that I am receiving at Luther Rice has been more helpful than I could have ever imagined in developing the theological foundation and leadership skills that are vital to faithfully and skillfully carrying out the ministry to which God has called me. There is absolutely no doubt in my mind that God is working through Luther Rice and that He is exalted in all that is taught here.”*

*Terry Moseley, Master of Arts in Leadership graduate*

## DOCTORAL-LEVEL COURSE DESCRIPTIONS

Unless otherwise noted, all courses are calculated at three (3) credit hours.

### Preparatory Study

#### DMRW 800 — Research and Writing

This course examines the methods of theological research and academic writing, with special reference to the Doctoral Research Project including, thinking logically and theologically, writing a thesis statement, researching biblical and theological topics and writing style.

### Foundational Studies

#### DMBC 811 — Advanced Biblical Exposition

This course is an advanced study of the nature of biblical exposition with special attention given to effective inductive study, message research, structure, and delivery.

#### DMAL 831 — Leadership Development for the 21st Century

This course explores the biblical basis for leadership and the interdependent relationships between leaders and followers in the context of the local church. Emphasis is placed on the leadership challenges ministers face in the contemporary church including new developments in the culture, philosophy, and models of ministry, as well as the student's personal challenges and character development.

#### DMBT 840 — Critical Issues in Ministry

This course examines the theological and ministerial challenges pastors and church leaders face in their contemporary context. Students will research problems and seek solutions for application to the ministry of the church. Emphasis will be placed on how church leaders can articulate a defensible biblical position and how they may lead their congregations into deeper knowledge of biblical truth.

### Professional Studies

#### DMBC 821 — Contemporary Preaching

This course is an intensive investigation into trends and debates in homiletical theory as it relates to modern views of the church and expressions of worship. Various techniques of exposition and delivery are analyzed. An analysis of historical preaching theory is conducted as a means to assess contemporary approaches to homiletics and modern preaching theory.

#### DMGC 825 — Church Evangelism in the 21st Century

This course investigates the various methodologies and philosophies being espoused throughout the world by which churches mobilize for evangelistic purposes. Strengths and weaknesses are discussed with a view to developing a church evangelistic methodology within the student's ministry culture and context.

#### **DMPC 827 — Advanced Biblical Counseling**

This course teaches the student the advanced principles of biblical counseling. Included is a study of advanced counseling processes, the impact of spiritual identity on the sanctification process, assessing human sinfulness, achieving victory over defeating behavior patterns, living in the freedom of spiritual abundance.

#### **DMPC 910 — Interpersonal Relationships and Conflict Resolution**

This course examines the dynamics of building relationships in the church with the goal of precluding conflicts. Leader style, personality traits, and relational skills are given special consideration. Causes of conflict are examined and processes are developed to help moderate the potential harm that conflict poses to the health of the church.

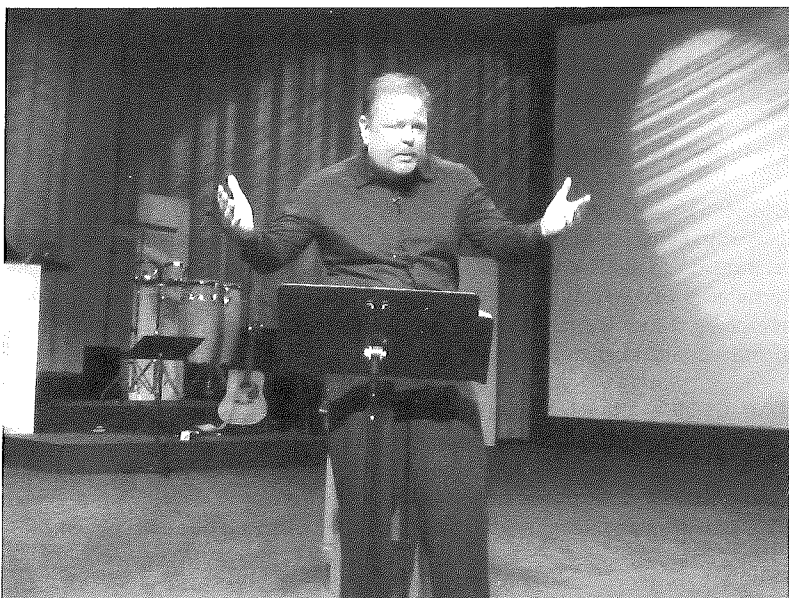
#### **DMBT 960 — Christian Ethics**

This course is a study of Christian values from a biblical perspective. This course addresses selected moral issues in which the student researches the competing views within the issue and discerns Bible-based solutions to the ethical dilemmas.

#### **Research Project**

##### **DMRP 950 — Doctoral Research Project**

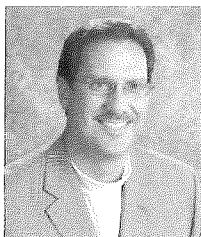
This is a supervised project addressing a specific concern in the student's present ministry context. The project must have measurable objectives, be biblically and theologically informed, be transferable to other ministries in similar contexts, and reflect knowledge and skills gained through the Doctor of Ministry studies.



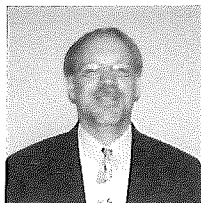
*Dr. Bill Purvis, pastor of Cascade Hills Baptist Church and Luther Rice graduate.*



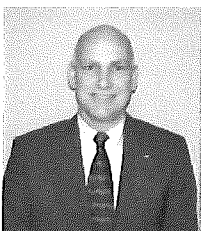
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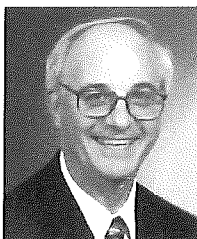
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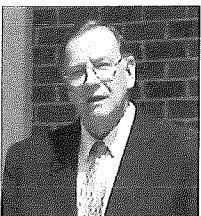
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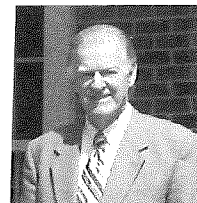
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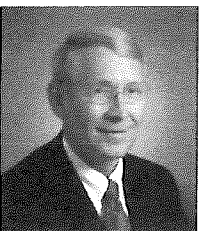
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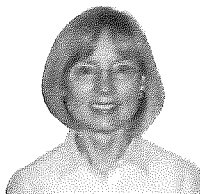
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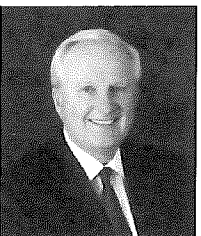
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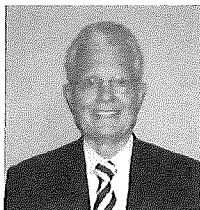
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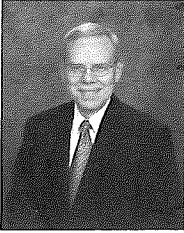
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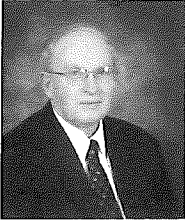
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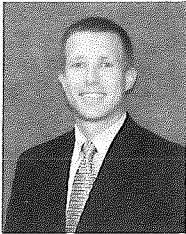
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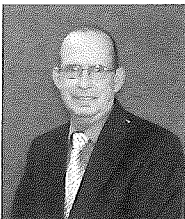
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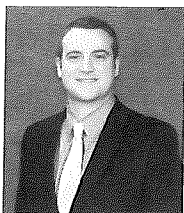
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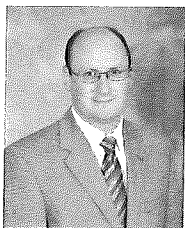
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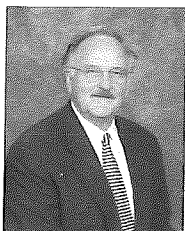
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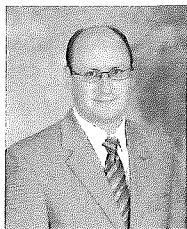
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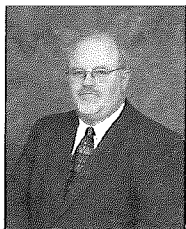
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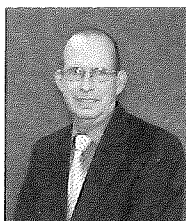
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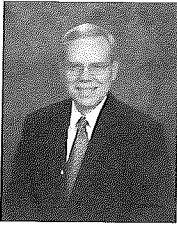
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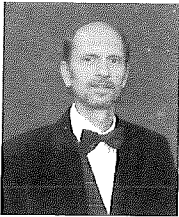
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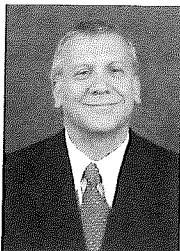
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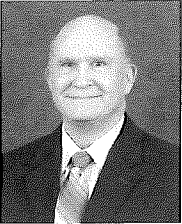
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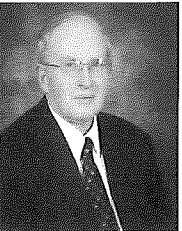
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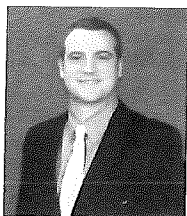
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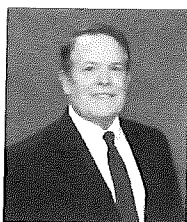
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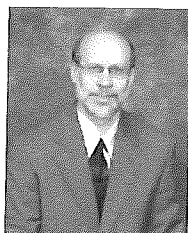
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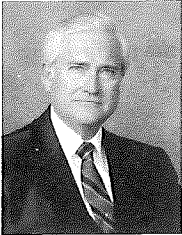
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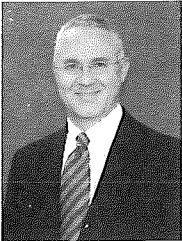
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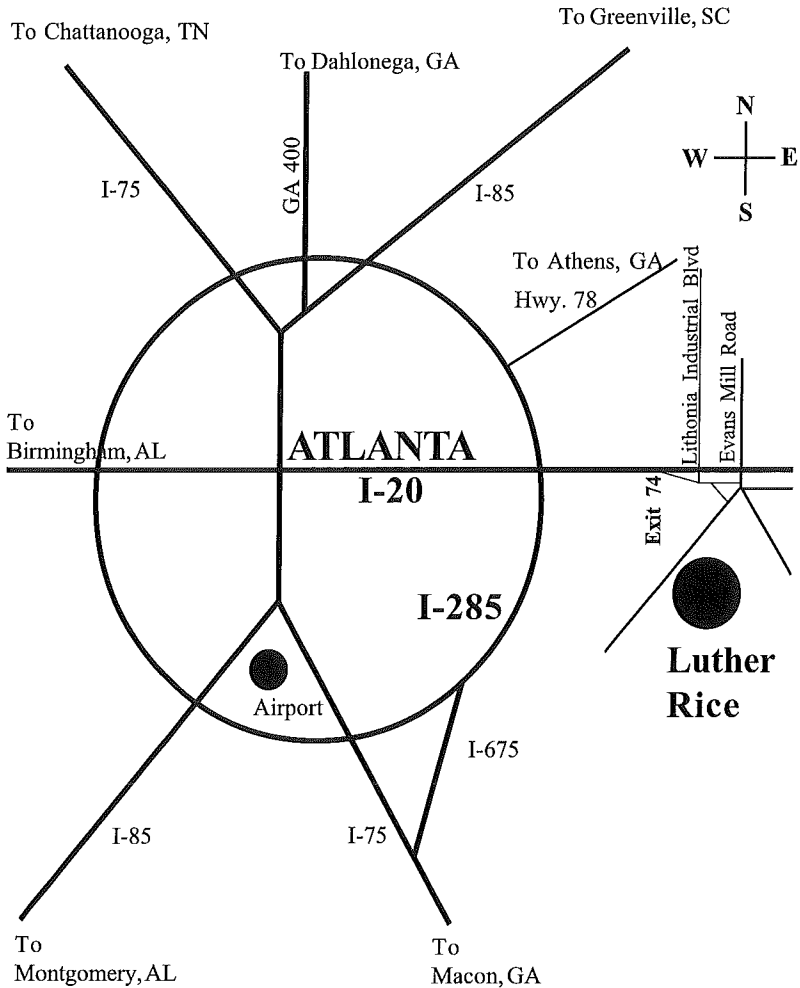
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HRS. TRANS. \_\_\_\_\_  
HRS. THROUGH LR \_\_\_\_\_  
E-TEST SCORE \_\_\_\_\_  
ADVISOR \_\_\_\_\_

**DATE** \_\_\_\_\_

**S.S.#** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PLEASE CHECK ONE:**

New Applicant

Readmission

Please check one:

Reapply into the same degree

Change to a different degree

Enter a higher degree

**NAME OF APPLICANT** Dr. \_\_\_\_\_  
Rev. \_\_\_\_\_  
Mr. \_\_\_\_\_  
Mrs. Last First Middle Maiden  
Miss \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

Street or P.O. Box

City State US Zip Code Country

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[bus.] ( \_\_\_\_\_ ) \_\_\_\_\_  
[cell] ( \_\_\_\_\_ ) \_\_\_\_\_

2. E-mail Address \_\_\_\_\_  
(Required for all new students)

3. Date of Birth \_\_\_\_\_

4. Marital Status  single  married  divorced

5. Gender  Male  Female



6. **Denomination**     Baptist     Methodist     Presbyterian  
                                   Pentecostal/Charismatic     Nondenominational  
                                   Other (please write in) \_\_\_\_\_

7. **Ethnic Origin** (Check one of the following)

American Indian, Alaska Native     Hispanic     Black, non-Hispanic  
 White, non-Hispanic     Asian, Pacific Islander     Non-Resident Alien

8. **Permanent Residence**    State \_\_\_\_\_    Country \_\_\_\_\_

9. **Are you an F-1 Visa student?**     Yes     No

10. **Veteran**     Yes     No

11. **Have you ever been convicted of a felony?**     No     Yes  
 (If yes, please include an explanation with this application.)

12. **Institutions Attended** (list school, city, state)

Name	Major	Dates Attended	Degree Received	Office Use Only
High School _____				
College _____				
_____				
_____				
Seminary _____				
_____				
_____				
Other _____				
_____				

(High School transcript is not necessary for those applying to the Master or Doctoral programs.)





**13. Check the degree program for which you are applying**

<input type="checkbox"/> B.A.R.	120 hrs	<input type="checkbox"/> M.A.L.	36 hrs
<input type="checkbox"/> M.A.A.	36 hrs	<input type="checkbox"/> M.A.M.	36 hrs
<input type="checkbox"/> M.A.B.C.	36 hrs	<input type="checkbox"/> M.Div.	90 hrs
<input type="checkbox"/> M.A.C.S.	36 hrs	<input type="checkbox"/> D.Min.	30 hrs

**14. Bachelor Applicants Only** (Check the area of interest to be pursued.)

Ministry       Biblical Counseling       Christian Worldview

**15. M.Div. Applicants Only** (Check the area of interest to be pursued.)

Language Track       Non-Language Track

**16. Church Membership**

Name of Church \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Web Address \_\_\_\_\_

Pastor's Name \_\_\_\_\_

Phone \_\_\_\_\_

**17. Occupation** (check all that apply)

Church or ministry position       full time       part time

Not a church or ministry position       full time       part time

**18. How did you learn of Luther Rice College and Seminary?**

Pastor Referral

Internet

Conference

Radio/Magazine

Alumni Referral

Other

Please Specify \_\_\_\_\_

\_\_\_\_\_

19. Do you understand what it means to receive eternal life? \_\_\_\_ Yes \_\_\_\_ No

20. Have you trusted Jesus Christ as your personal Savior? \_\_\_\_ Yes \_\_\_\_ No

**Please attach a short statement describing your conversion experience. Include what a person must believe and do to receive eternal life and when you took that step.**



**PAYMENT**--If you desire to charge the \$50 application fee on your MasterCard, Visa, or Discover card, please complete the following information.

Account Number \_\_\_\_\_

3-digit CVV code \_\_\_\_\_

Exp. date \_\_\_\_\_

Billing Zip Code \_\_\_\_\_

**APPLICANT'S AGREEMENT**

**(Circle your answers)**

**YES NO** I have carefully read the "Standards of Conduct," and I agree to adhere to these completely as long as I am an active student at Luther Rice College and Seminary.

**YES NO** I have carefully read the "Financial Policy," and I agree to abide by all the policies set forth therein.

**YES NO** I have carefully read Luther Rice's "Doctrinal Statement," and I affirm my belief in each of the articles, numbers I through XI and agree to respect the entire doctrinal statement.

**YES NO** I have carefully read the purpose, philosophy, and objectives, and I understand and will respect the Institution's purpose, philosophy, and objectives.

I certify that to the best of my knowledge, all of the answers and statements in this application are true and give an accurate and adequate account of my background and beliefs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Admission to Luther Rice College and Seminary will not be granted unless the applicant can answer "Yes" to all four affirmations, the "Applicant's Agreement" is signed, the Application fee is included, all application documents are submitted, and is approved by the Admissions Committee.



## THE ADMISSIONS PROCESS

**Step 1:** Complete and submit the application in the back of the catalog or preferably online at [www.LutherRice.edu](http://www.LutherRice.edu), along with the \$50 application fee.

**Step 2:** Request all your transcripts be sent directly to the Admissions Office at Luther Rice. Unofficial transcripts cannot be accepted. Receiving transcripts is the slowest phase of the admissions process. Your personal diligence in this step will speed up your admissions.

**Step 3:** Have your Christian Character Reference form completed and mailed, faxed, or emailed by that person directly to the Admissions Office.

**Step 4:** Complete the Bible Content Test. This test is used to gauge your basic Bible knowledge. It does not determine your eligibility to enter Luther Rice, except at the doctoral level. A link and password information for the test will be sent via email once the admissions application and \$50 fee is received.

Once completing all steps, you will receive a final acceptance email. In addition, you will be mailed an acceptance packet within 5-10 business days.



# LUTHER RICE COLLEGE AND SEMINARY

3038 Evans Mill Road  
Lithonia, Georgia 30038  
(770)484-1204  
www.LutherRice.edu

## CHRISTIAN CHARACTER REFERENCE

### TO THE APPLICANT:

This questionnaire is to be completed by a pastor or church leader who is not a relative.

#### APPLICANT INFORMATION

Name of Applicant: Dr. \_\_\_\_\_  
Rev. \_\_\_\_\_  
Mr. \_\_\_\_\_  
Miss \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Address of Applicant: \_\_\_\_\_  
\_\_\_\_\_

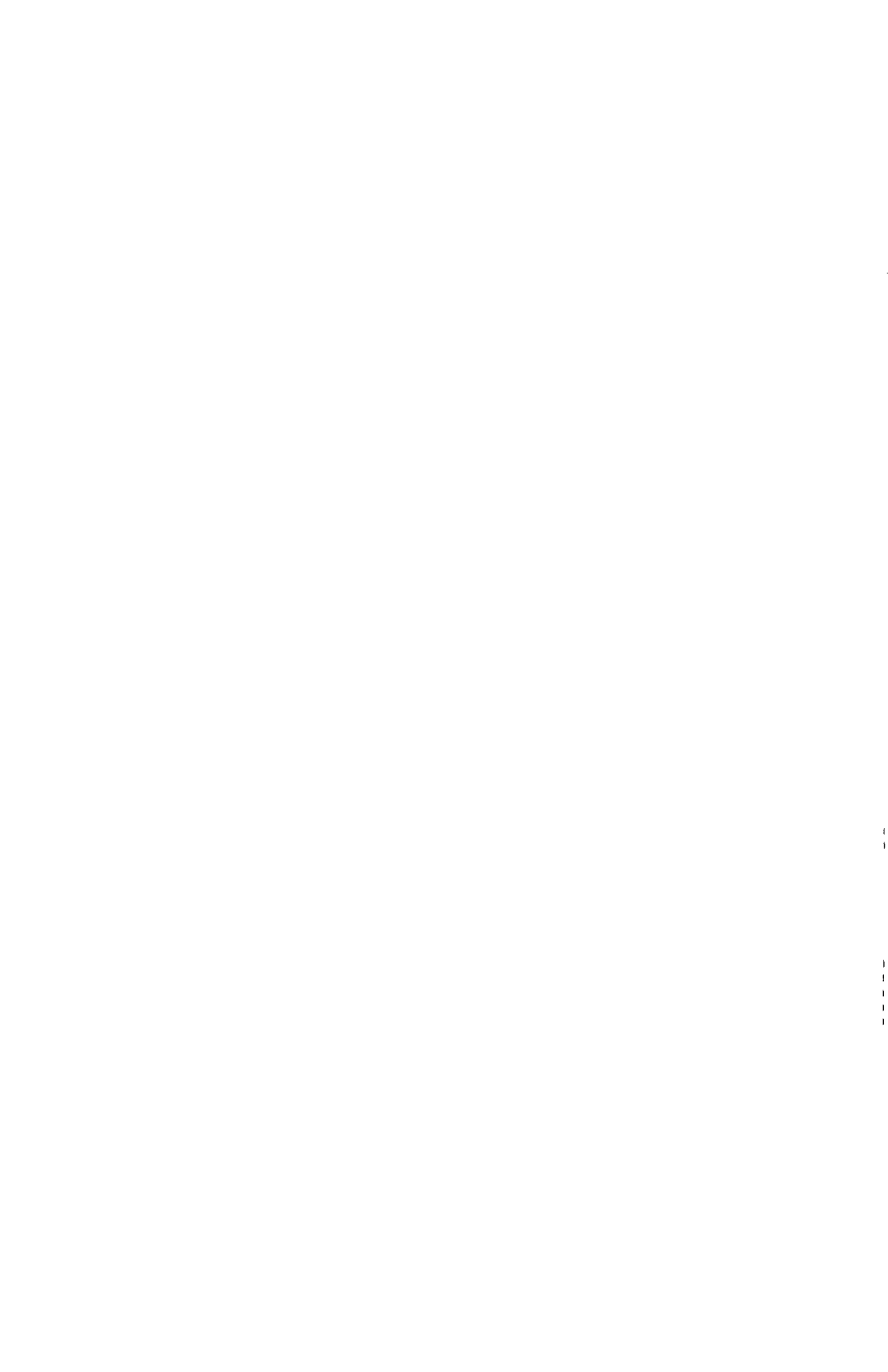
### TO THE REFERENCE PROVIDER:

Your comments will be given serious attention and will be regarded as confidential. **Please mail this form directly to the Office of Admissions, Luther Rice College and Seminary, 3038 Evans Mill Road, Lithonia, Georgia 30038. It can also be sent by FAX to 770-484-1155 or by email to Admissions@LutherRice.edu.**

### DO NOT GIVE FORM BACK TO THE STUDENT.

### SUBMIT IT DIRECTLY TO THE LUTHER RICE ADMISSIONS OFFICE.

1. How well do you know the applicant? [ ] casually [ ] fairly well  
[ ] quite well How long? \_\_\_\_\_ years.
2. To the best of your knowledge, has the applicant made a personal profession of faith in Jesus Christ? [ ] Yes [ ] No [ ] Unknown
3. To what extent has the applicant participated in the activities of the church?  
\_\_\_\_\_  
\_\_\_\_\_
4. In your estimation, does the applicant exert a good influence on his/her peers?  
[ ] Yes [ ] No If not, please explain on the reverse side.





5. Are you aware of any personality traits which hinder the applicant in relationships with others? [ ]Yes [ ]No If yes, please explain on the reverse side.

6. Please comment on any special circumstances, home conditions, etc., which might prove helpful in considering the applicant's admission to Luther Rice.

\_\_\_\_\_  
\_\_\_\_\_

7. Please circle your recommendation of the applicant for admission to Luther Rice College and Seminary:

Highly recommended

Recommended

\* Recommended with reservations

\* Not Recommended

\* Please indicate the reason(s) for this recommendation on a separate sheet.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Church: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Street or P.O. Box

City

State

Zip

Web Address: \_\_\_\_\_

Phone number where you can be reached from 9 AM - 4 PM :

( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**DO NOT GIVE THIS FORM BACK TO THE STUDENT. SEND IT DIRECTLY TO THE LUTHER RICE ADMISSIONS OFFICE.**



**Applicant:** Please photocopy this form, complete it (including signature), and send it to your high school and to each college, university, seminary, or institutions of higher learning you have attended.

## Official Transcript Request

To: **Office of Admissions**

---

Name of High School, College, or Seminary

---

City

State

Zip

Please forward one (1) official copy of my transcript to:

**Office of Admissions**  
Luther Rice College and Seminary  
3038 Evans Mill Road  
Lithonia, GA 30038

Student's name \_\_\_\_\_

Maiden or previous name(s) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Branch or campus attended \_\_\_\_\_

Date first attended \_\_\_\_\_ Date last attended \_\_\_\_\_

Degree(s) Received \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ for cost of transcript.

---

Signature of Student

Date

---

Street Address

---

City

State

Zip

**Luther Rice College and Seminary \* Office of Admissions**  
**3038 Evans Mill Road \* Lithonia, GA 30038 \* 1-800-442-1577**

For specific information or questions you might have, please use our phone and email contacts below.

**Luther Rice College and Seminary**  
**3038 Evans Mill Road**  
**Lithonia, GA 30038**

**Phone/Fax**

General Information	770-484-1204	Local
	1-800-442-1577	Toll Free
General Fax	770-484-1155	
Finance Office Fax	678-990-5388	

**Email**

Main Address	information@LutherRice.edu
Admissions Office	admissions@LutherRice.edu
Registrar's Office	registrar@LutherRice.edu
Student Accounts	studentaccounts@LutherRice.edu
Financial Aid	financialaid@LutherRice.edu
Library	library@LutherRice.edu
International Ministries	intlmin@LutherRice.edu
Student Services	studentservices@LutherRice.edu
Development/Gifts	Louis.Hardcastle@LutherRice.edu
Alumni	alumni@LutherRice.edu
Information Technology	infotech@LutherRice.edu

**Earn Your Degree 100% Online**  
**at Luther Rice**

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**[www.linkedin.com](http://www.linkedin.com) (Join us at the group**

**Luther Rice College & Seminary)**

**[www.pinterest.com/lutherrice](http://www.pinterest.com/lutherrice)**

**[www.google.com/+](http://www.google.com/+)**

**Contact the Admissions Office  
for enrollment information at  
1-800-442-1577 or  
Admissions@LutherRice.edu.**

**Begin to fulfill your  
dreams today!**





