

# **LUTHER RICE COLLEGE & SEMINARY**



## **Student Handbook 2021-2022**

Approved by the Board of Trustees on May 14, 2021  
(Subsequent Revisions will be submitted to the Board of Trustees for Approval)

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## **Proper Use of This Handbook**

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

## The President's Welcome

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Welcome to Luther Rice!

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

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



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

Serving Christ Together,

A handwritten signature in cursive script that reads "James L. Flanagan". The ink is dark and the signature is fluid and legible.

James L. Flanagan, Ph.D.  
President

## A Word from the Director of Student Affairs

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

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

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

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

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

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

By His Grace and for His Glory,



Stephen Pray, Ed.S.  
Director of Student Affairs  
Luther Rice College and Seminary



## **Luther Rice Mission Statement**

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

## **Luther Rice Doctrinal Statement**

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### **I. The Scriptures**

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

### **II. God**

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

### **III. Jesus Christ**

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

### **IV. Holy Spirit**

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

### **V. Humanity**

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

### **VI. Salvation**

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

## **VII. Return of Christ**

We believe in the literal, visible, and personal return of Jesus Christ. We believe in the final judgment of the unsaved, who will be sent away into eternal punishment with Satan in Hell, and the final justification of the saved, who will enter into eternal life with the Lord in Heaven.

## **VIII. The Church**

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

## **Position Statements**

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

### *Creation*

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

### *Last Things*

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

### *Marriage*

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

### *Affiliation*

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

## **100. Student Rights and Responsibilities**

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Student Rights and Responsibilities are designed to meet the Luther Rice mission and the needs of all Luther Rice students, regardless of degree level, location, or mode of delivery (online or on-campus). Student Rights and Responsibilities are widely disseminated to the Luther Rice community via the catalog, the *Luther Rice Student Handbook*, and the Luther Rice website. Students with questions concerning Student Rights and Responsibilities are encouraged to contact the Director of Student Affairs at [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu).

### **100.1 Standards of Conduct**

In a changing world, it is imperative that all Christians be reminded that the Bible, as the revelation of God's truth, must determine not only one's doctrinal beliefs, but also one's lifestyle. A Christian has an unchanging standard, the Word of God.

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

The Luther Rice Board of Trustees, administration, staff, and faculty have committed to Luther Rice the highest standards of Christian conduct required to fulfill our stated mission. The following *Standards of Conduct* are intended to guide students who matriculate at Luther Rice. All Luther Rice students are required to adhere to the *Standards of Conduct* and to indicate so on the application for admission.

### **100.2 Standards of Conduct Student Affidavit**

I understand that preparation for Christian work requires my personal commitment to the Lord Jesus Christ and separation from sin. I further realize that as a Luther Rice student, I represent the Lord Jesus Christ as well as the Institution.

I am aware that the Scriptures prohibit certain behaviors and attitudes such as stealing, lying, gossiping, backbiting, profane language, drunkenness, drug abuse, sexual immorality, occult practices, cheating, lust pride, bitterness, discrimination, jealousy, and an unforgiving spirit. In addition, I understand that certain types of activities are questionable and I will avoid these activities for testimony's sake.

Therefore, as a member of the Luther Rice family, I pledge myself without reservation to the following lifestyle commitments:

1. Adhere to the Luther Rice *Standards of Conduct* ;
2. Strive for excellence in academics and in all that I do;

3. Submit to the authority of the Scriptures and the Holy Spirit's control in matters of faith and conduct;
4. Cooperate respectfully with those in authority at the Institution, which includes refraining from derogatory/threatening/cursing statements in any form to faculty/staff/students or any behavior that be of a disruptive trend;
5. Participate actively in promoting the cause of Christ, including endeavoring to win others to faith in Him;
6. Refrain from behavior that will bring reproach upon the Lord's name and offend others;
7. Avoid the deeds of the flesh: "Adultery, fornication, uncleanness, lasciviousness, idolatry, witchcraft, hatred, variance, emulations, wrath, strife, seditions, heresies, envyings, murders, drunkenness, revelings, and such like" (Gal 5.19-21).
8. Maintain a personal appearance and dress which will honor Christ. I understand that the Luther Rice *Standards of Conduct* are to guide my behavior both on and off campus for the time I am enrolled at Luther Rice

While the Institution recognizes that personal preferences differ and that every member of the Institution community might not agree with every detail of these standards, I must honorably adhere to them. Such an attitude on my part is one of the ways I can develop Christian discipline, exhibit Christian maturity, and demonstrate the love of Christ in concern, for both the integrity of the Institution and the welfare of other believers.

I agree that any failure to abide by the Luther Rice *Standards of Conduct* can lead to discipline and/or dismissal from the Institution at the Administration's discretion.

### **100.3 Academic Integrity**

All Luther Rice students have a responsibility to uphold and maintain an honest academic environment. Integrity should guide conduct and decisions related to academic work and all credit bearing classes, including on-campus and online classes. See below for details, definitions, and violation consequences.

#### *Plagiarism*

According to the *New Oxford American Dictionary*, plagiarism is defined as the "practice of taking someone else's work or ideas and passing them off as one's own."

Plagiarism includes, but is not limited to:

- Failing to use quotation marks to identify quoted material.
- Failing to properly cite quoted material.
- Paraphrasing material without citing the source.
- Paraphrasing material too closely (For helpful clarification and discussion, see *Turabian*, 8<sup>th</sup> ed., section 7.9, "Guard against Inadvertent Plagiarism.")
- Allowing another to compose or rewrite an assignment.
- Submitting for course credit material submitted for credit in another course (double

submission).

### *Falsifying Information*

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

### *Other Forms of Academic Dishonesty*

- During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor or syllabus. It shall further include receiving written or oral information from a fellow student.
- Academic dishonesty shall include stealing, buying, selling, or transmitting a copy or any examination.

Any student proven to have committed any of the above may receive an "F" for the course and will receive an academic warning. A student proven to have been guilty a second time is subject to dismissal from Luther Rice.

## **100.4 Academic Integrity**

Luther Rice supports the tenets and spirit of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. It is the responsibility of the student to inform the institution of any disabilities, physical and/or mental, which might in any way affect the student's academic progress. Luther Rice will make reasonable accommodation to meet the needs of any student with a disability. Please contact the Director of Student Affairs for a Disability Accommodation Form at [StudentServices@LutherRice.edu](mailto:StudentServices@LutherRice.edu).

## **100.5 Drug Use**

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

Luther Rice also considers tobacco to be habit-forming and addictive and strictly prohibits smoking (including electronic cigarettes) or the usage of other tobacco substances while on campus or while attending other institution related activities.

Because Luther Rice participates in Federal Student Aid, the Institution must provide information to students, faculty, and employees to prevent drug and alcohol abuse. In Galatians 5:20, the Apostle Paul lists “—witchcraft” (translated from *pharmakeia*, from which we get the words “—pharmacy” and “—pharmaceutical”) and “—drunkenness” as acts of the flesh. Believers should not, therefore, engage in these acts.

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

- Giving up past hobbies and activities
- Aggressiveness and irritability
- Forgetfulness
- Disappearing money or valuables
- Feeling rundown, hopeless, depressed, or even suicidal
- Sounding selfish and not caring about others
- Getting in trouble with the law

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

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

Penfield Christian Home  
1061 Mercer Circle  
Union Point, GA 30669  
(706) 453-7929

No Longer Bound  
2725 Pine Grove Road  
Cumming, GA 30041 (770) 886-7873

Alcoholics Anonymous  
127 Peachtree St. NE  
Atlanta, GA 30303 (404) 525-3178

Ridgeview Institute  
3995 South Cobb Drive  
Smyrna, Georgia 30080 (770) 434-4567

Peachford Hospital  
2151 Peachford Road  
Atlanta, Georgia 30338  
(770) 455-3200

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

## **100.6 Harassment**

Luther Rice is committed to providing learning and working environments that are free from harassment.

### *Sexual Harassment*

In keeping with this commitment, unlawful harassment, including sexual harassment, is strictly prohibited. Harassment is defined as unwelcome or unsolicited verbal, physical, or visual contact that creates an intimidating, hostile, or offensive environment.

### *Racial Harassment*

Racial harassment includes any behavior or form of communication that does not reflect the biblical principle that all people are made in God's image and are equal in value. Racial harassment includes physical, verbal, and non-verbal intimidation as well as the use of racial/ethnic slurs or symbols.

### *Hazing*

Luther Rice strictly prohibits hazing. To haze means to subject a student to an activity that is likely to endanger the physical health and/or mental health of a student, regardless of the student's willingness to participate in such activity. Hazing is prohibited specifically as a condition or precondition of gaining acceptance, membership, office or other status in a student organization.

### *Sexual Discrimination*

Our belief is that all people are created in the image of God. Therefore, Luther Rice does not unlawfully discriminate on the basis of sex in education programs or activities, including recruitment, admissions, extracurricular activities, discipline, distribution of institutional resources, hiring practices, employment, and promotion. Sexual discrimination includes any acts of sexual violence, sexual assault, and sexual harassment.

Subject to the Luther Rice Title IX Policies and Procedures, any student who feels they have been subjected to such treatment should immediately report it to the Luther Rice Title IX Coordinator. For more information concerning the Luther Rice Title IX Policies and Procedures and coordinator (including a Title IX training video), please visit the Luther Rice website <https://www.lutherrice.edu/students/campus-safety.cms>

## **100.7 Image Use and Solicitation**

Your attendance at Luther Rice implies permission for Luther Rice and personnel or agencies authorized by them to reproduce your image, likeness, or voice in connection with any recorded display or reproduction of Luther Rice events and in post event publicity, Luther Rice publicity, and publicity for other such events as sponsored by Luther Rice. No student may use the name of Luther Rice in the solicitation of gifts from persons or agencies off campus without the written permission of Luther Rice administration. Unauthorized solicitation and/or selling on campus property are explicitly prohibited. Students wanting to use classroom space during non-classroom hours or to post any signs on walls or bulletin boards must obtain permission from the Director of Student Affairs.

## **100.8 Procedures for Investigating Suspicion of Violations**

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

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

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

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

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

### **100.8.1 On-Campus Students**

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

8. A third violation will result in permanent expulsion. However, Procedures 1-6 will again be followed before a final decision is made.

#### **100.8.2 Distance Education Students**

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

#### **100.8.3 Violation of any Criminal or Civil Code**

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

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

#### **100.8.4 Record Amendment**

Each student has the right to request the Institution amend a record that they believe is inaccurate or misleading. They should write the Institution officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, Luther Rice will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

## **100.9 Consequences of Violations**

### **100.9.1 First offense**

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

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

### **100.9.2 Second offense**

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

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

### **100.9.3 Third offense**

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

- Permanent expulsion from the Institution.

## **100.10 Student Academic Grievance Policy and Appeals Process**

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

1. The student shall make an appointment with the professor of the class to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email to his or her school assigned email address. The email will detail the professor's decision regarding the grade. A copy of the correspondence shall also be sent to [academics@LutherRice.edu](mailto:academics@LutherRice.edu) for record keeping.

3. If the issue is not resolved to the student's satisfaction, he or she shall address a written appeal via email to [academics@LutherRice.edu](mailto:academics@LutherRice.edu) or via mail to Luther Rice, Academic Affairs, 3038 Evans Mill Road, Lithonia, Georgia 30038. The appeal will be considered by the Chairman of the appropriate academic committee (Undergraduate, Graduate or Seminary). The Chairman will review the complaint and send a determination to the student within 7 business days.
4. If the issue is still not resolved to the student's satisfaction, he or she shall address a written appeal via email or mail to the Vice President for Academic Affairs. The Vice President will review the complaint and send a determination to the student within 7 business days. The decision of the Vice President for Academic Affairs is final.

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

Luther Rice students who have a complaint or grievance regarding a non-academic issue of their experience at the Institution should follow the steps below. All requests will be handled confidentially.

1. In accordance with the teaching of Jesus (Matthew 18), the student who has a grievance should first try to resolve the issue with the party or parties involved. This may be done through written correspondence, by phone, or in a face-to-face meeting. If the issue is satisfactorily resolved by such a process, no other action is required.
2. If the issue is not resolved to the student's satisfaction, the student shall submit the complaint in writing to [studentservices@LutherRice.edu](mailto:studentservices@LutherRice.edu) or mail it to Luther Rice, Student Services, 3038 Evans Mill Road, Lithonia, Georgia 30038. The complaint must include detailed information, including specific dates, times, and the people involved. The complaint must also include an account of how the student has sought to resolve the issue up to this point (including copies of all correspondence to and from the parties involved).
3. The complaint will be addressed by a panel of 3 Luther Rice representatives. The panel is assigned by the Executive Vice President and may include 1 student representative. The panel will review the complaint and send a determination to the student within 7 business days. For matters of confidentiality, the student may request to bypass the panel and appeal directly to the Executive Vice President.
4. If the issue is still not resolved to the student's satisfaction following the panel's decision, he or she shall address a written appeal via email or mail to the Executive Vice President. The Vice President will review the complaint and send a determination to the student within 7 business days. The decision of the Executive Vice President is final. If the complaint concerns the Executive Vice President, the Vice President for Academic Affairs will assume the responsibilities of the Executive Vice President.

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

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

Southern Association of Colleges and Schools Commission on Colleges (SASCOC)  
1866 Southern Lane  
Decatur, GA 30033-4097  
404-679-4500  
[www.sacscoc.org](http://www.sacscoc.org)

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

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

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

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

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

## **100.12 Student Records**

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

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

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

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

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Luther Rice to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D. C. 20202-4605

## **100.13 Technology and Computer Use**

Technology plays a significant role in the life of a Luther Rice student. To ensure the most efficient delivery of educational content, privacy of students, and protection of Luther Rice resources, all Luther Rice students (online and on-campus) are responsible for adhering to the *Luther Rice Computer and Technology Use Policies and Procedures*.

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

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

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

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

### **100.13.1 Computer Access**

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

### **100.13.2 Online Student Center**

All students (on-campus, online, and module) are encouraged to participate in the Online Student Center (OSC). The OSC is located within the Blackboard system, is managed by the Luther Rice Student Government, and is accessible to students, faculty, and staff who are enrolled in it via the Blackboard link on the institution's webpage ([www.LutherRice.edu](http://www.LutherRice.edu)). In the OSC, students may find useful information, several means of interacting with other students (discussion boards, email, and chat), opportunities to participate in student-led groups and tutoring assistance

provided by fellow students. One discussion board, entitled “—The Gathering Place”, provides a means for students to post questions, comments, and/or grievances.

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

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

### 100.13.3 Telephone Usage

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

## 200. Student Services

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

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

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

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

## **200.1 Admissions Policy**

Persons wishing to enroll in Luther Rice must apply on the official form or website page furnished by the Office of Admissions. When the necessary information and fee have been received, action will be taken on the application. The applicant will be notified of the decision in a timely manner. In considering applications, the Office of Admissions reviews the prospective student's complete academic record, character reference, and personal information (e.g., social media). The prospective student is assessed according to his academic background, personal testimony for the Lord Jesus Christ, and evidence of his Christian faith. If the prospective student meets the required criteria for acceptance, he is admitted to Luther Rice until he completes his program or becomes inactive. The Office of Admissions also advises students regarding the transfer of credits into or out of Luther Rice and the use of CLEP credits.

### **200.1.1 Application Process**

1. Apply online at [www.LutherRice.edu](http://www.LutherRice.edu) or submit the application found at the back of this catalog with appropriate fee. The application includes an Applicant's Agreement section pertaining to Standards of Conduct, Financial Policy, Doctrinal Statement, and Purpose, Philosophy and Objectives.
2. Have official transcripts\*sent directly to Luther Rice. An official transcript request form is found in the back of the Luther Rice catalog and online. Transcripts from foreign institutions will be evaluated by Luther Rice. Evaluations may require the applicant to submit their transcript to a third party agency for a determination of U.S. Equivalency. Agencies will charge a fee for their services that is payable by the applicant.
3. Have the completed Christian character reference form sent to Luther Rice.
4. Complete the Bible content test online. This diagnostic test is part of the admissions process but does not determine eligibility to enter Luther Rice.
5. Doctoral students have additional requirements for admission.

### **200.1.2 Readmission**

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

1. Any student who does not complete at least one course in a 12 month time period.
2. Any student who does not complete his program within the specified length of time.
3. Any student who voluntarily withdraws.
4. Any student suspended for academic or disciplinary reasons.
5. Student who graduates.

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

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

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

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

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

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

- *Notification of military service.* The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances. This notice does not have to indicate whether the student intends to return to the school and may not be subject to any rule of timeliness. (Timeliness must be determined by the facts in each case.) Alternatively, at the time of readmission, the student may submit an attestation of military service that necessitated the student's absence from the school. No notice is required if precluded by military necessity, such as service in operations that are classified or would be compromised by such notice.
- *Notification of intent to return to school.* The student must also give oral or written notice of her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not forfeit eligibility for readmission but is subject to the school's established leave of absence policy and general practices.

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

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

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

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

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

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

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

## **200.2 Business Services**

### **200.2.1 Administrative Offices**

Administrative offices are open from 8:30am until 5:00pm, Monday, Tuesday, and Thursday. Offices are also open from 8:30am until 4:30pm on Wednesdays and 8:30am until 4:00pm on Friday. Students are requested to inquire about the location of particular offices when they need to speak with individual members of the faculty or administration. Please note that the Student Accounts and Financial Aid Offices are closed during the regular fall and spring semesters on select days between the hours of 10:00am and 11:00am for Chapel services.

### **200.2.2 Student Accounts**

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

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

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

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

### **200.2.3 Financial Aid**

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

### **200.3 New Student Orientation**

Upon making application to Luther Rice, new students will be given access to an Online Orientation that serves as a guide to being successful at Luther Rice. The orientation is accessible via a link provided in the initial email sent after an application is received. Students may also access the orientation on the Luther Rice website and via the student portal MyCampus. The orientation will remain available to all students as a reference guide throughout their career at Luther Rice.

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

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

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

## **200.4 Academic Advising**

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

The AAO can assist students in choosing the appropriate classes in any mode to meet their academic goals and counseling students in case of academic problems. AAO is available by phone at 770-484-1204 or 800-442-1577, Monday through Friday, between the hours of 8:30 a.m. and 4:00 p.m. EST. The student may also email the AAO at [AAO@LutherRice.edu](mailto:AAO@LutherRice.edu). The AAO is responsible for monitoring students enrolled in the Academic Success Program (ASP). (See Bachelor's Program in current catalog). AAO is also responsible for receiving and forwarding Independent Study requests (See Independent Studies in current catalog).

## **200.5 Registrar Services**

### **200.5.1 Course Registration**

Students can register for classes by accessing the MyCampus student portal through the Luther Rice website. Click on the *Register* option in the MyCampus student portal to register. After selecting your courses, you will need to enter payment information. If problems arise, contact us at 770-484-1204 or 800-442-1577, Monday through Friday during regular operating hours. Computers are available at Luther Rice for local students who do not have access to one.

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

Prior to the beginning of each semester, on-campus students and students taking online courses are required to complete the registration process in the MyCampus student portal at our website [www.LutherRice.edu](http://www.LutherRice.edu). No person is registered until all tuition and appropriate fees are paid.

Specific dates are assigned for registration each semester. Students registering for classes after the deadline may be required to pay a Late Registration Fee per course. No student may register for classes after the first week of class unless approved by the Registrar.

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

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

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

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

### **200.5.3 Repeating a Course**

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.

#### 200.5.4 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

#### 200.5.5 Grades, Grade Points, & Grade Point Average

1. In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the Registrar's Office. Instructors verify their class rosters during the first week of a semester. A student who remains on an official class roster must be given a grade even if he never attended. A student cannot receive a grade even if the work was completed successfully if he is not properly registered.
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	-
WD	Withdrawal Drop	-
WH	Hardship Withdrawal	-
WP	Withdrew Passing	-
WF	Withdrew Failing	0
W	Withdrew	-
WC	Withdrawal due to course cancellation	-

#### 200.5.6 Withdrawal from the Institution

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

#### 200.5.7 Hardship Withdrawal

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

\*Examples of eligible hardships include, but are not limited to the following:

- Extended Hospitalization
- Extreme Change in Living Condition Arrangements, i.e. loss of home
- Military Deployment
- Natural Disaster

\*Examples of ineligible hardships include, but are not limited to the following:

- Course too Difficult
- Loss of Internet
- Stress
- Workload

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

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

## **200.6 Book Services**

The Luther Rice online bookstore is open 24 hours, 7 days a week. Luther Rice uses *Akadem* for its online book service. To access the bookstore, visit the MyCampus student portal on our website and click the *Register* tab or visit the site directly at [www.LutherRicebooks.com](http://www.LutherRicebooks.com). At the *Akadem* website you can check course book titles and prices by searching for your Course ID. You may purchase new as well as used books on the *Akadem* site. Ordering online is easy and secure. If you need to contact *Akadem* regarding your textbook purchases you may call 1-800-887-4459 or email [institutions@akademos.com](mailto:institutions@akademos.com).

Students may purchase books from other sources, such as Amazon.com and Walmart.com. Books will be available on the *Akadem* website 30 days before the start of the semester. When you no longer need a textbook, *Akadem* may buy it back from you. See the *Akadem* website for more information and customer service options.

Financial Aid Recipients can use book vouchers for purchases.

## **200.7 Learning Support**

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

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

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

### **200.8 Counseling**

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

### **200.9 Prayer Support**

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

### **200.10 Career Services**

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

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

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

- Access to employment opportunities
- Resume Builder
- Resume posting
- Portfolio Builder
- Career Video Trainings and Advice Resource Library

- Mentor Network
- Easy access to national job boards and internship boards and much more.

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

### **200.11 Food Services**

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

### **200.12 Housing Services**

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

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

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

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

The Pioneer is a bi-annual publication distributed in print and electronic format to students, graduates, and friends of the institution and includes needs of the institution, information about students and alumni, and plans for the future. The Student Course Schedule Planner is published three times per year for students; it includes course schedules and other academic information. The Student Course Schedule Planner is available to all students at [www.LutherRice.edu](http://www.LutherRice.edu) within the MyCampus student portal by selecting the *Register* tab.

### **200.14 Health Insurance**

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

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

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

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

## **200.15 Student Government Association**

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

### **200.15.1 Purpose**

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

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

### **200.15.2 Appointment to Office**

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

### **200.15.3 Student Government Officers**

1. **President** - The President shall preside at all executive council meetings, shall serve as ex-officio member of all committees, and shall serve as student representative on select institutional committees.
2. **Vice President** - The VP shall preside at the executive council meetings in the absence of

the President, shall act as parliamentarian, shall assume the duties of the President for the remainder of the school year if the President vacates the office or leaves school, and shall oversee all Student Government Association committees.

3. **Secretary** - The Secretary shall record the minutes for all council meetings and maintain files of all Student Government Association records and reports.

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

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

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

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

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

#### **200.15.6 Order of Business**

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

## **300. Student and Ministry**

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### **300.1 Chapel**

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

### **300.2 Prayer**

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

### **300.3 Gender and Ministry**

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

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

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

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

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

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

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

### **300.5 Ministry Opportunities**

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

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

## 400. Library Services

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### 400.1 About the Library

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

(800) 442-1577, ext. 5756)

#### 400.1.1 Purpose

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

#### 400.1.2 Regular Hours

Sunday	Closed
Mon., Tue. & Thu.	8:30 AM to 5:00 PM
Wednesday	8:30 AM to 4:30 PM
Friday	8:30 AM to 4:00 PM

### 400.2 Library Collection:

The library maintains a collection of approximately 60,000 print volumes, 500,000 eBooks, and more than 30,000 unique full-text electronic journals. The library also offers access to 100 electronic databases through the Georgia Library Learning Online (GALILEO) statewide consortium. In addition, the library provides access to ATLA (S) Religion Database, Theological Journal Library, Credo Reference, and TREN (Theological Research Exchange Network) databases.

### 400.3 Library Services

**400.3.1 Online Catalog:** The Luther Rice Koha online catalog (<http://koha.lutherrice.edu>) contains entries for all materials in the Smith Library collection. The catalog is available 24 hours a day, every day. The online catalog allows patrons to locate, reserve, and request library materials in the Smith Library collection.

**400.3.2 Borrowing Materials:** Students may check out any item not limited by library policy. Up to 25 items may be checked out at one time by undergrad and graduate students with a limit of seven on any one subject. Doctor of Ministry students may check out a maximum of 35 items.

**400.3.3 Books by Mail Service:** The Luther Rice library will mail library items to online students free of charge. Students may simply request materials they need through telephone, mail, fax, or

e-mail. The materials requested are sent to students by mail at no charge. Students are responsible for returning the library materials.

**400.3.4. Loan Periods and overdue fines:** Loan periods are based upon borrower type and the kind of items checked out:

Type of Material	Loan Period	Renewals	Overdue Fines
Circulation Books	30 days (on-campus students) 45 days (online students)	1 (15 days)	\$.20 per day
CDs & DVDs	15 days (all students)	1 (7 days)	\$.50 per day
Reserve Books	On-Campus only	NA	
Interlibrary Loan	Decided by lending library (On-campus only)		\$1.00 per day

**400.3.5. Photocopy and Printing Costs:** The library provides black and white self-serve photocopying. The fee is \$.10 per page. Student may also print from library computers for the same fee.

**400.3.6. Computer Use:** The Computer Lab located in the library is available to all faculty, staff, and currently enrolled students of Luther Rice. The Computer Lab contains 12 computers, each with word-processing programs and internet access. Library staff is available to provide basic help in the use of computers and software, and answer questions about this policy. Wireless access is provided for users with laptops or mobile devices.

## 400.4 Research Help

**400.4.1. Personal Assistance:** Students can receive personal help with any question from a library staff member in person, by letter, phone (770) 484-1204, ext. 5756 or toll free at (800) 442-1577, ext. 5756), [email](#), or live chat (see below). If requests for personal assistance are made during non-business hours, they will be met during the following business day.

**400.4.2. Library Chat:** During business hours, students can chat with one of the library staff members using the "Let's Talk/Chat Now" feature on the bottom right of the Library website at <http://library.lutherrice.edu/>.

**400.4.3. FAQ:** Answers to most questions can be found in the [FAQ page](#) of the library website.

**400.4.4. Email Assistance:** Students can email requests for information and support to [library@LutherRice.edu](mailto:library@LutherRice.edu). Every effort will be made to respond on the same day to emails received before 4:00 PM. Emails received after 4:00 PM will be answered the following business day.

**400.4.5. Online Manuals &Tutorials:** Please check out the [Manuals and Tutorials page](#) of the library website for manuals, short [YouTube videos](#), and in-depth online tutorials that will help you to efficiently use the library resources and services.

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

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

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

Local students can request books, articles, and other materials that are not found in Luther Rice library collections through Interlibrary Loan service. Students can request items in person at the circulation desk or through library e-mail [library@LutherRice.edu](mailto:library@LutherRice.edu). Due to standard interlibrary loan practices, **Smith Library cannot obtain book loans for online students**. However, any article not available in full text through Luther Rice library's databases may be requested by all students via interlibrary loan.

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

Smith Library has borrowing partnerships with many other college and university libraries around Georgia and the United States. These institutions have agreed to allow Luther Rice students to borrow print materials. For a complete list, please see our [Cooperative Library Agreements](#) web page.

## **400.6 Additional Library Information**

For additional information about the Smith Library and its services, including the use of online databases and online catalog searches, please call the library at 770-484-1204 (ext.5756).

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

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Luther Rice takes reasonable steps to protect the lives and health of all individuals on the Luther Rice campus. Staff, equipment and information resources are provided to encourage behaviors and environments which prevent dangerous situations and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwanted acts or situations will ever occur. It is the responsibility of each individual to report dangerous circumstances to any Luther Rice Staff or Faculty member and to take appropriate and reasonable actions to protect life, limb, and then property.

To the extent each situation permits, emergency response decisions shall be made by the Executive Vice President and Luther Rice Security (as needed). If this arrangement is not permissible and the situation requires an immediate response, a decision should be made by the individuals most readily available and equipped to respond to the situation. In all situations, each individual should take reasonable steps to protect themselves and their property.

## 500.1 Personal Safety

Luther Rice encourages all individuals to take an active role in campus safety. While the institution strives to provide a safe and secure environment, it is each individual's responsibility to be aware of his or her surroundings and exercise his or her own best judgment to maintain personal safety and well-being. Everyone should call attention to conditions or situations which threaten the safety and security of others by contacting a faculty, staff or security member.

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

- Be aware of your surroundings.
- Walk only in well-lit areas and on established walkways.
- Protect your valuables by holding your purse and belongings close to your body.
- Do not carry large amounts of cash or valuables with you while on campus.
- Keep doors and windows locked.
- Avoid staying in areas alone at night.
- Report any instances of crime to the most readily available security personnel, faculty, or staff member or dial 911.
- If you are attacked or approached by a demanding individual, turn over whatever property the attacker requests and contact 911 as soon as you can get to a secure location.
- Luther Rice security # 678-551-5715
- Students are cautioned not to leave exposed valuables in automobiles or to exit night classes alone.

## 500.2 Campus Security

Campus security personnel are current or former Georgia State Patrol officers. They will communicate with local and state police when needed.

## 500.3 Bomb Threats

Bomb threats should be taken seriously at all times. The individuals most readily available and equipped to respond to the situation should follow the procedures below when a bomb threat is received via the telephone.

1. Remain calm, listen, and take notes of what the caller is saying.
2. Record the displayed number if caller ID is provided.
3. Try to inform someone else to notify another individual that you are handling a bomb threat call.
4. Get as much information as possible through asking some of the following questions:
  - a. Where is the bomb? Which building? Location?
  - b. When is it scheduled to go off?
  - c. What does the bomb look like?
  - d. Why is the bomb located at this institution?
5. Record a description of the caller's voice.
  - a. Is the caller male or female?
  - b. Does the caller sound like a juvenile or an adult?
  - c. Is the caller calm, angry, loud, soft, crying, or laughing?
6. Listen and record any background noises, such as railroads, streets, aircraft, voices, etc.
7. Follow policy **500.10 Emergency Notification Plan**.

Once the institution has received a bomb threat, all buildings should be evacuated. All doors should be left open and individuals should not use switches, cellular phones, or any other electronic devices. Any suspicious objects should be reported to emergency personnel immediately. Evacuations will be ordered by Institution officials and according to the **500.8 Evacuation Policy and Procedure**. All individuals should remain in an Assembly Area (appendix A) until they receive further instruction from personnel handling the emergency.

#### **500.4 Civil Disturbance**

A civil disturbance is any incident that is disruptive to the educational experience or work environment. All individuals should remain focused on their personal safety and notifying emergency personnel. Individuals should follow **500.10 Emergency Notification Plan**. If necessary, evacuate according to **500.8 Evacuation Policy and Procedure**.

#### **500.5 Fire Safety**

Fire prevention and safety guidelines are for the protection of students of Luther Rice. If a fire has been identified or suspected the nearest faculty or staff member should be notified. Follow the instruction that they provide and /or relocate to a safe location.

All students should be familiar with the location and operation of fire extinguishers and fire alarms. Fire extinguishers are marked and maintained in accordance with local and state regulations and can be found in the following locations:

1. Williams Hall Lobby
2. Woodlawn Hall
  - Library
  - Classroom 202
  - Classroom 203
  - Second Floor – Main Hallway
3. Burris Building
  - Classroom 101
  - Student Break Area
  - Second Floor – Main Hallway

In the event of a fire, some suggested steps to follow are listed below.

1. If the fire alarms have not sounded, activate the nearest fire alarm when possible or verbally yell “fire”.
2. Use water or a fire extinguisher to put out small fires. Do not try to put out a fire that is getting out of control. If you are not sure if you can control it, evacuate the building immediately using **500.8 Evacuation Policy and Procedure** and contact 911 from a safe location.
3. If your clothes catch on fire, stop, drop, and roll until the fire is extinguished. Running only makes the fire burn faster.
4. If you are escaping through a closed door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and door frame before you open it.
  - a. If the door is cool, open slowly and ensure fire and/or smoke is not blocking your escape route. If your escape route is blocked, shut the door immediately and use

an alternate escape route, such as a window. If clear, leave immediately through the door. Be prepared to crawl. Smoke and heat rise, so the air is clearer and cooler near the floor.

- b. If the door is warm or hot, do not open. Block the cracks around the doors with towels or clothing if possible. Escape through a window. Do not open the window if there is visible smoke or fire outside of the window. If you cannot escape, hang a noticeable object outside the window. Alerting fire fighters of your presence.
  - c. Unless necessary, do not attempt to jump from windows above the ground level. This can lead to serious injury or death.
5. Remain at an assembly point away from the building until emergency personnel extinguish the fire and provide further instruction.

## **500.6 Medical Emergencies**

In the event of a medical emergency, the following guidelines shall be followed:

1. Any student, faculty, or staff member who first arrives upon the scene of an emergency shall make an individual assessment of the emergency situation and their personal ability to render and or call for assistance by following **500.10 Emergency Notification Plan**.
2. All on campus first aid certified Luther Rice personnel will immediately travel to the identified "Location" to render assistance.
3. The victim may be transported to formal medical sites by EMS or ONLY after authorization has been given by Luther Rice Administration.

## **500.7 Inclement Weather**

The following policy has been adopted by Luther Rice to respond to inclement weather conditions, or impending inclement conditions that necessitate closing Luther Rice.

The institution's goal is to keep the campus open whenever possible. In the event of inclement weather, institution officials will make every attempt to provide a prompt decision regarding reduction of classes and activities. Decisions will be based on weather forecasts, campus conditions, and the conditions surrounding the campus.

Once a decision to reduce operations has been made, the information will be disseminated to the media and will indicate whether classes are cancelled or if they have been delayed. Every effort will be made to make morning announcements by 6:00 AM. Announcements regarding delays or cancellations will be made on WSB (Channel 2) or listen to WSB-Radio (AM-750/FM-95.5) for school closings and/or opening times. Information will also be posted on Luther Rice's website.

When watching or listening to the stations mentioned above, students must be sure to note whether the announcement is for staff only or for students. Luther Rice will also communicate closings via text messaging.

Luther Rice recognizes that commuting students come from a wide geographic area and that conditions vary greatly throughout metropolitan Atlanta. Common sense and good judgment should act as a guide as to whether or not students can get to the campus, or if a departure from campus earlier than closing time is required.

### **500.7.1 Natural Disasters**

During adverse weather, individuals should access information on a regular basis from commercial radio or television stations. A decision to dismiss classes or close the campus will be made by the President, or in his or her absence a designee, when weather or other conditions pose a potentially serious threat to the health or safety of the members of the institution. During non-business hours the decision to close the institution will be made before 7 a.m. as much as possible. This decision will be communicated using local radio and television stations and text messaging.

### **500.7.2 Tornado Watch**

During a tornado watch, the following steps should be followed.

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

### **500.7.3 Tornado Warning**

During a tornado warning, the following steps should be followed.

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

### **500.7.4 Flood Watch**

Individuals should be prepared to move to higher ground if it becomes necessary. A flood can occur in a brief period without warning and in these circumstances a flash flood watch is issued.

### **500.7.5 Flood Warning**

When flooding is possible or imminent, individuals should take the following steps and/or precautions.

1. If standing water occurs within a campus building, move to a higher level or relocate to another building at a higher elevation when possible.
2. Do not walk through moving water. If you must walk in a flooded area, walk where the water is not moving.

3. Do not drive into flooded areas. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely.

If standing water occurs within a campus building, a faculty or staff member will advise individuals as to where they should relocate.

### **500.8 Evacuation Policy and Procedure**

Situations may arise which will require an evacuation to ensure the safety of all individuals on the campus. Individuals should locate the nearest exits, which are identified by exit signs above the door, and evacuate to the assembly points identified in Appendix A.

When possible the fire alarm will be used as the primary source of notifying building occupants. If the fire alarm is unavailable, all supervisors and faculty members will direct students and guests to evacuate the building.

The following steps should serve as a guide to all individuals for the evacuation process:

1. Once notified of the situation, proceed to the nearest exit and assembly point.
2. All doors should be closed after the room has been completely evacuated, unless the evacuation is due to a bomb threat. Doors should be left open when a bomb threat has occurred.
3. All individuals should remain at the assembly points until officials give a clear instruction that it is safe to return to the building.

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

If there is a faculty, staff member, student or guest with a disability, the instructor or supervisor should have a plan of response prepared. The plan should take into consideration the building, the classroom/work location, type of disability, assistance needed, and the availability of assistance.

### **500.10 Emergency Notification Plan**

In the event of an emergency, it is important that the campus community, along with surrounding areas, be notified of the situation. Luther Rice will, without delay, determine the content of a notification and initiate a notification system to the community apprising them of the emergency unless notification will endanger a person or compromise efforts to assist a victim or resolve the situation. Below is the emergency notification plan developed by Luther Rice.

The closest Luther Rice security personnel, faculty, or staff member to the situation will determine if the incident is a significant emergency. If he determines a significant emergency exists, he will notify the Executive Vice President during daytime operational hours or Luther Rice security if the incident occurs in the evening. After daytime operational hours, Luther Rice security would then notify the Executive Vice President. If the Executive Vice President is unavailable, the Vice President of Finance will fulfill all duties of the Executive Vice President as outlined in this Emergency Notification Plan.

The Executive Vice President will determine the content of the notification and initiate the system to disseminate the message. On-campus notification consists of personal relay of

information along with an amplification system. The appropriate off-campus parties will be notified by telephone. All on-campus personnel will evacuate to the field located in front of Williams Hall, to established safe rooms in case of an intruder, or other areas indicated in the emergency notification (depending on the instance or weather related issue).

### *Intruder Alert/Active Shooter*

In the case of an intruder or active shooter on-campus, all staff, faculty, and students are to retreat to designated safe rooms on-campus or flee off-campus if possible. On-campus notification consists of personal relay of information along with an amplification system. Staff, faculty, and students are to remain in safe rooms until notified by authorized police personnel or Luther Rice Security to exit. Intruder/Active Shooter drills are rehearsed each semester by Luther Rice Security for all on-campus students, faculty, and staff.

The persons filling the above-mentioned roles for 2020-2021 are as follows:

- Vice President of Finance – Mr. Louis Hardcastle
- Executive Vice President – Dr. Steve Steinhilber
- Luther Rice Security Personnel – Georgia State Trooper on campus at time of event

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

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

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

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### **600.1 Organizational Chart**

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

### **600.2 Academic Calendar**

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

### **600.3 Board of Trustees**

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

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

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

### **600.4 Administrative Officers**

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

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

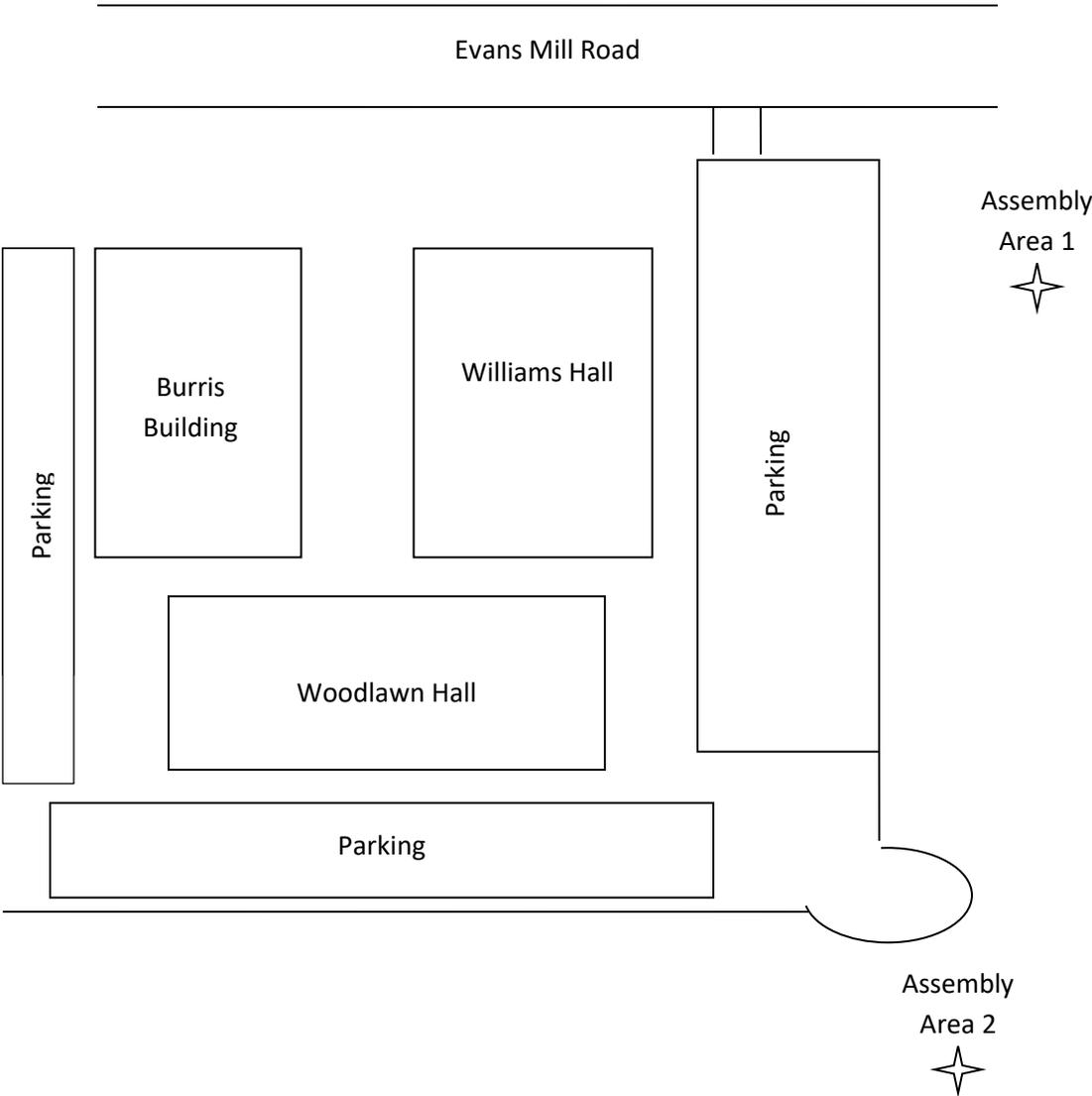
**600.4.1 President/CEO** – As Chief Executive Officer of the Institution, the President is responsible to the Board of Trustees for the Institution and for interpreting the policies of the Board. The President implements all policies and procedures approved by the Board and he is responsible for the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

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

**600.4.3 Vice President for Academic Affairs** – The Vice President for Academic Affairs is responsible to the Executive Vice President and serves as the chief academic officer for the



# Appendix A: Site Plan and Assembly Area Designations



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

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### Blackboard

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

### Student Email

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

To access student email:

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

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

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