

ACADEMICS

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

BEGINNING A DEGREE PROGRAM AT LUTHER RICE

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

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

RECOMMENDED COURSE SEQUENCING

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

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

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

Courses at the 7000 level assume preparation at both 5000 and 6000 levels". The Doctor of Ministry courses are 8000 and 9000 level. While a course number does not determine course rigor and difficulty, course numbers do reflect the level of the course (e.g., 1100 level courses should be taken the first year, etc.) Students are encouraged to take foundational courses early in their program.

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

MODES OF CREDIT

Students may earn credit toward a degree completely online (excluding D.Min.), or through any combination of the following:

On-Campus Courses (-I)

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

Online Courses (-W)

Online studies are offered at the same time as on-campus studies, lasting 8 or 15 weeks each term. Summer courses are 11 weeks in duration. Throughout the term, students interact with faculty and with other students via email and various platforms including discussion boards and video conferencing. The online coursework is accomplished via the Internet through Blackboard. The courses are asynchronous, meaning students do not have to be online at the same time as their professor or their classmates. Attendance is verified by weekly online activity.

Extended Modular (Hybrid) Courses (-C)

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

Independent Studies (-Y)

Independent study requests are generally discouraged, and will primarily be approved in the spring semester for those students who need the course to graduate.

Independent Studies may be defined as study (being pursued for course credit) which is under the direct supervision of an appropriate faculty member and is completed in the same time frame of a normal semester. The following guidelines apply:

- A. Independent Study must be requested in advance, using the proper request form provided by the Academic Advising Office.
- B. Independent Study requests must be approved in advance by the supervising professor in conjunction with the Vice President for Academic Affairs.
- C. Independent Study requests will generally be approved only if the course is required for graduation and is not going to be offered on a regular schedule prior to graduation.
- D. Independent Study requests must be made prior to the beginning of a regular semester and the student must register for the class (once approved) during normal registration periods.

COLLEGE LEVEL EXAMINATION PROGRAM

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

COURSE TIME LIMITATIONS

1. On-Campus and Online Courses

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

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

2. Extended Modulars and Independent Studies

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

PROGRAM TIME LIMITATIONS

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

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

Any student exceeding these program time limitations must reapply and will be required to complete the degree program under the published guidelines set forth in the catalog in effect when readmission into the program occurs. Appeals are to be directed to the Vice President for Academic Affairs. The decision of the Vice President is final. For more information, see Readmission Policies on pg. 12. All D.Min. students will be under the current policies on the date of readmission.

COMPREHENSIVE ATTENDANCE POLICY

Registration and Attendance

Students must be on the official class roll to be counted as present in a class. To be registered for a course, the student must be cleared through the Student Accounts Office. Pre-registration is not official until payment for the course is made, or an approved third party payment arrangement is completed. If registration is approved after the actual start of the course, the class session the student attended prior to registration finalization will be counted as absent. These absences will be counted in the semester total and will be subject to the current attendance policy.

On-Campus Course Attendance

For on-campus courses, attendance is recognized by the student's physical presence in the class meeting. For on-campus courses, a student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive class meetings will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

A professor may report to the Registrar any student who habitually comes in tardy or leaves early. Only tardiness of less than 15 minutes may be counted as a tardy. Three instances of tardiness count as one absence. Tardiness of more than 15 minutes counts as one hour of absence.

Module Course Attendance

For module courses, attendance is recognized by the student's physical presence in the class meeting. For module courses, the student is allowed one absence during the week. Any student who misses more than one class meeting will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

Online Course Attendance

For online courses, attendance is recognized by a student's submission of weekly academic assignments (e.g., quizzes, exams, discussion board posts, or a written paper or project). Academic assignments must be submitted no later than Sunday at 11:59 pm EST of the corresponding academic workweek. An academic workweek is defined as Monday through Sunday.

15-Week Courses

For 15-week online courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

11-Week Courses

For 11-week online courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a “W,” “WP,” or “WF.” Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

8-Week Courses

For 8-week online courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a “W,” “WP,” or “WF.” Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

Independent Study Course Attendance

For independent study, attendance is recognized by a student’s submission of weekly academic assignments (e.g., quizzes, exams, discussion board posts, or a written paper or project). Academic assignments must be submitted no later than Sunday at 11:59 pm EST of the corresponding academic workweek. An academic workweek is defined as Monday through Sunday.

15-Week Courses

For 15-week independent study courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a “W,” “WP,” or “WF.” Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

11-Week Courses

For 11-week independent study courses, the student is allowed two consecutive absences before being administratively withdrawn from the course. Any student who misses three consecutive weeks will receive a “W,” “WP,” or “WF.” Exceptions may be made only in cases of extreme circumstances and only with the approval of the Vice President for Academic Affairs.

8-Week Courses

Luther Rice does not offer 8-week independent study courses.

GRADING SCALE

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

GRADES, GRADE POINTS, & GRADE POINT AVERAGE

1. In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the Registrar's Office. Instructors verify their class rosters during the first week of a semester. A student who

remains on an official class roster must be given a grade even if he never attended. A student cannot receive a grade even if the work was completed successfully if he is not properly registered. Grades are posted online within 30 days after the completion of the semester.

2. All work is graded by letters which are interpreted as follows (including grade points for each semester hour):

<u>GRADE</u>	<u>MEANING</u>	<u>GRADE POINT PER SEMESTER HOUR</u>
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
R	Repeat	-
S	Satisfactory	-
U	Unsatisfactory	-
N	Audit	-
I	Incomplete	-
WD	Withdrawal Drop	-
WH	Hardship Withdrawal	-
WP	Withdrew Passing	-
WF	Withdrew Failing	0
W	Withdrew	-
WC	Withdrawal due to course cancellation	-

R--Indicates the course was repeated.

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

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

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

WH—Grade is a Hardship Withdrawal assigned to a student who is unable to continue in his course due to an approved hardship. The student must apply for a Hardship Withdrawal prior to the conclusion of a term from the Director of Student Affairs, and if approved, the student will be withdrawn from the course. Supporting third party documentation should accompany the request. See Hardship Withdrawal Policy.

WD--During the first week of a class, a student may drop a course without academic penalty. These courses will show a grade of "WD" on the institution's

internal database but will not be printed on outgoing transcripts. These courses will not be calculated on the cumulative grade point average.

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

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

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

3. The faculty may record a plus or minus after each passing grade where appropriate. This recording will be placed on the student's permanent record but will in no way affect the student's GPA.
4. Only courses taken at Luther Rice are used in computing a student's GPA.
5. A change in a recorded grade (other than the grade of "I") may be made by an instructor only with the approval of the Vice President for Academic Affairs. The Vice President for Academic Affairs will recognize as justification for a change of grade only the fact that the professor made a grade calculation or recording error. A request for such change must be made in writing.

CREDIT HOUR DEFINITION

Federal Credit Hour Definition

“A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than—

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

Luther Rice Credit Hour Definition

Luther Rice operates on the semester system. The unit for granting credit is semester hour. One-hour of semester credit is granted for classes that meet equivalent to a 50-minute class period for 15-weeks with an assumption of two hours of outside preparation for each semester hour. The definition applies to residential or on-campus classes and online classes. All courses at Luther Rice are three credit hours. Three credit hours are awarded for the successful completion of 37.5 hours of in-class instruction plus at least 75 hours of course work to be completed outside of class. This amounts to a minimum of 112.5 hours of learning experiences completed for each three-hour course.

On-Campus Courses

On-campus courses are defined as courses in which the instruction is offered in a face to face setting. Luther Rice offers two distinct types of on-campus courses:

Residential Courses and Modular Courses. Residential courses meet for one three-hour session per week for fifteen weeks, and expect a minimum of six hours of out of class work per week for fifteen weeks. Modular courses offer instruction on-campus during the first week of the semester, which is equivalent to the face to face instruction in a residential course. Modular courses expect an amount of out of class work per week that is equivalent to a residential course.

Distance Education Courses

Distance education courses are defined as courses in which the instruction is delivered by distance technology. While distance education courses offer instruction by distance technology, they are expected to offer equivalent instruction time as a residential course. This instruction time is represented by video and audio lectures, discussion board interaction, and web conferences using Blackboard Collaborate. Distance education courses also expect a minimum of six hours of out of class work per week for fifteen weeks. In addition to and equivalent instruction time, distance education courses must address the same learning outcomes as on-campus courses.

Faculty Interaction

Regular and substantive contact is required for all course sections taught using Distance Education (DE) at Luther Rice College and Seminary, that is, any course section where “seat time” is replaced by other forms of contact with students, including completely online and hybrid course sections.

Term Lengths

Luther Rice offers courses within three specific term lengths: 15-week; 11-week; and 8-week terms. The fall and spring terms are 15-weeks. Luther Rice offers one 8-week term within each fall and spring term. The summer term is an 11-week term. Regardless of term length, each course must meet the same credit hour requirements and address the same learning outcomes as a 15-week term.

Extended Modular (Hybrid) Courses

Each semester Luther Rice offers modular courses which consist of a full week of face-to-face instruction (37.5 hours), and 14 weeks of out of class work (at least 75 hours).

COURSE LOAD

Full-time Students

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

Students on Financial Assistance

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

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

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

Doctoral students: 1 class = Full-time

Students on Probation

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

Online Learning Students

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

THE CENTER FOR RESEARCH AND WRITING

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

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 hardship include, but are not limited to the following:

- Extended Hospitalization
- Extreme Change in Living Condition Arrangements (ex: 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.

WORK IN OTHER INSTITUTIONS

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

CLINICAL PASTORAL EDUCATION (CPE)

Students who desire to enroll in a Clinical Pastor Education program may be awarded credit towards their program of study. Each application is evaluated on a case-by-case basis. Students must submit a written request to the Vice President for Academic Affairs for approval.

ONLINE TECHNOLOGY REQUIREMENTS

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

Operating System:

- Windows 7 w/ Service Pack 1 (or later), or Windows 10 (Fully updated)

Some students use a Mac computer; however, we are able to only offer limited support for the MAC OS platform.

Hardware:

- Dual Core (or faster) Processor (Quad core processor highly recommended)
- 4 GB RAM or more (8 GB highly recommended)
- 240 GB Hard Drive (Must have at least 60% available/free disk space)
- 1 GB of Video Memory recommended

Software:

- *Microsoft Office 2010 or later (Office 2013 or 2016 preferred)*
www.microsoftstore.com (click on STUDENT link)
- *Adobe Acrobat Reader* (must use most recent version at all times)
www.adobe.com
- *Adobe Flash* (use most recent version at all times) www.adobe.com
- *Mozilla Firefox* browser (Version 44 or later) www.mozilla.org
- *Java Run Time Environment* (use most recent version at all times)
www.java.com
- *Windows Media Player* or comparable media player www.microsoft.com
- *Anti-virus/Anti-Spyware Software*

Although there are a number of free products – none are recommended.

- We do recommend the following products:
 - Webroot Security Suite -- Subscription Required
 - PC Matic (www.pcpitstop.com) -- Subscription Required

DO NOT USE: Internet Explorer with Blackboard LMS.

Internet Connection:

A Broadband Internet Connection (6mbs or faster) is highly recommended.

Email Account

A valid email address is required for all Luther Rice students. Luther Rice provides a student email account for active students. Students should check their student email account at least once per week. Luther Rice does not guarantee to maintain email accounts for students once they become inactive for more than one year.

Technology Assistance

Students can access <https://oit.lutherrice.edu> to resolve many of their technology related questions 24/7. Students can talk live via phone or chat with an IT individual during regular business hours.

ACADEMIC PROBATION, SUSPENSION, AND DISMISSAL

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

1. Bachelor and Master Degree Programs*Probation:*

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

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

Suspension:

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

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

Dismissal:

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

A student who has been dismissed may not make application to be readmitted for at least one year. Readmission is not guaranteed.

2. D.Min. Degree Programs

Probation:

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

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

Suspension:

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

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

Dismissal:

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

A student who has been dismissed may not make application to be readmitted for at least one year. Readmission is not guaranteed.

3. Academic Integrity

- a. *Plagiarism:* According to the *New Oxford American Dictionary*, plagiarism is 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*, 8th 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).

- b. *Falsifying Information:*

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

- c. *Other Forms of Academic Dishonesty:*

- * During examinations, academic dishonesty shall include referring to written information not specifically condoned by the instructor or syllabus. It shall further include receiving written or oral information from a fellow student.

- * Academic dishonesty shall include stealing, buying, selling, or transmitting a copy of any examination.

Any student proven to have committed any of the above may, at the discretion of the Vice President for Academic Affairs, 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.

ACADEMIC APPEALS

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

1. The student shall make an appointment with the professor of the class to discuss the issue either in person or by telephone.
2. After discussing the issue with the student, the professor shall send the student a follow-up email to his or her school assigned email address. The email will detail the professor’s decision regarding the grade. A copy of the correspondence shall also be sent to academics@LutherRice.edu for record keeping.
3. If the issue is not resolved to the student’s satisfaction, he or she shall address a written appeal via email to academics@LutherRice.edu or via mail to Luther Rice Academic Affairs, 3038 Evans Mill Road, Lithonia, Georgia 30038. The appeal will be considered by the Chairman of the appropriate academic committee (Undergraduate, Graduate or Seminary). The Chairman will review the complaint and send a determination to the student within 7 business days.
4. If the issue is still not resolved to the student’s satisfaction, he or she shall address a written appeal via email or mail to the Vice President for Academic Affairs. The Vice President will review the complaint and send a determination to the student within 7 days. The decision of the Vice President for Academic Affairs is final. If the complaint concerns the Vice President for Academic Affairs, the Executive Vice President will assume the responsibilities of the Vice President for Academic Affairs.

STUDENT COMPLAINTS

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:

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

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

GRADUATION

Graduation Requirements

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

Graduation Procedures

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

1. **It is the student's responsibility to request an Application for Graduation.**
2. All graduation fees are non-refundable and non-transferable.
3. Along with the Application for Graduation, the student must submit the appropriate graduation fee and a completed copy of his Status Sheet in order to graduate. This Status Sheet will be reviewed and verified by the Graduation Committee.
4. To avoid a late charge, the deadline for submitting an Application for Graduation and appropriate fee is **November 1** (7 months prior to graduation). A late fee of \$100 will be charged on all applications submitted after November 1. No applications will be processed after February 1 (4 months prior to graduation). Appeals are to be directed to the Executive Vice President. The Vice President's decision is final. Delivery of graduation regalia and diplomas in time for the commencement exercises is guaranteed only if applications are received by November 1.
5. A student may receive a Letter of Completion before the May commencement exercises if the student has submitted an Application for Graduation and the graduation fee has been paid by the deadlines stated above. The diploma itself will be dated May, and will be awarded only in May.
6. Any exit exams or other assessments administered to the graduating class must be completed by the student prior to the award of his degree. All financial obligations must be settled prior to final graduation approval.

Graduation Week

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

COMMENCEMENT ATTENDANCE

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