

# Luther Rice College and Seminary

## Policy and Procedure

**Title:** Academic Appeals

**Type:** Academic Affairs

**Number:** LRCS\_AA\_002

**Owner:** Office of Vice President for Academic Affairs

**Contact:** Dr. Evan Posey, Vice President for Academic Affairs

**Date Last Revised:** April 2020

**Date Implemented:** May 2020

**Date Last Board Approval:** May 2020

### Policy Purpose

Luther Rice believes students should be able to express appeals to the institution without constraint or retaliation. Luther Rice is committed to providing students with a means to appeal a grade that has been recorded on his or her transcript.

### Policy Statement

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 the following procedure. Students with a grievance or non-academic appeal must follow the Student Grievance Policy and Non-Academic Appeals Procedure as documented in Policy Number LRCS\_SA\_002.

### 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. 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 accrediting agencies listed below. Contact information follows:

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)  
1866 Southern Lane  
Decatur, GA 30033-4097  
404-679-4500  
(Status: Candidate)

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](http://Transnational)

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

## Roles and Responsibilities

1. Professors: Recipient of appeal
2. Academic Committee Chairman: Review of appeal and determination
3. Vice President for Academic Affairs: Review and final decision of appeal if not resolved at committee level.
4. Executive Vice President: Appeal review and final decision if appeal concerns the Vice President for Academic Affairs.
5. Vice President for Academic Affairs: Make approved revisions to the policy document

## Distribution

1. Luther Rice *Student Handbook*
2. Luther Rice catalog
3. Luther Rice website

Revision Date	Author of Revision	Description of Revision
April 2020	Dr. Evan Posey	New Policy Format