

Luther Rice College and Seminary

Policy and Procedure

Title: Admissions Policies and Procedures

Type: Enrollment Management

Number: LRCS_EM_001

Owner: Office of Executive Vice President

Contact: Dr. Steven Steinhilber, Executive Vice President

Date Last Revised: March 2020

Date Implemented: May 2020

Date Last Board Approval: May 2020

Policy Purpose

The following policies and procedures exist to provide guidance to Luther Rice College and Seminary personnel and the public concerning the application and acceptance processes for Luther Rice College and Seminary.

Policy Statement

Individuals looking to enroll at Luther Rice must first apply with the Office of Admissions. Individuals are encouraged to apply online via the Luther Rice website www.LutherRice.edu/apply. Applications can also be submitted via the paper application found at the back of the Luther Rice catalog. When the required admissions documents are received from the applicant, including the application fee, the Office of Admissions will begin the final acceptance process. The applicant will then be notified of a decision in a timely manner by email and/or standard mail.

When considering an application, the Office of Admissions reviews and assesses the applicant's academic record, personal testimony for Jesus Christ, and character reference. Luther Rice reserves the right to consider other personal information if made available (e.g., social media). An applicant's academic record must satisfy the respective degree requirements. The testimony and character reference must provide evidence of the Christian faith and Christian character. Doctor of Ministry applicants have additional requirements for admission. If the

applicant meets the required criteria for acceptance, the applicant is admitted to Luther Rice until completion of the program or becomes inactive.

MISSION ALIGNMENT

To ensure that Luther Rice's admissions policies and procedures are consistent with its mission, the institution requires the following from prospective students. Applicants must complete an application form that is published online or in the catalog. Having both options helps ensure application availability for all prospective students. Official transcripts must be submitted in accordance with the program requirements outlined in the published admissions requirements. Transcript evaluation and transfer of credit policies are outlined in the catalog, on the website, and in the Luther Rice *Admissions Policies and Procedures Manual*.

Applicants are required to submit a Christian Character Reference completed by a church leader. In addition, applicants are required to submit a brief personal testimony of their Christian faith. The reference and personal testimony provide Luther Rice assurance of the applicant's character and Christian faith, in keeping with the mission of Luther Rice, which is "to provide biblically based [...] education to Christian men and women."

Finally, all applicants are required to complete an online Bible content exam. The exam is part of the admissions process but does not determine eligibility to enter Luther Rice. The Bible content exam is used as an assessment measure to help ensure that the institution is adequately fulfilling its mission of "providing biblically based [...] education." The character reference, personal testimony, and Bible content exam are consistent with the mission considering the institution's "ministry" context and intent "to serve the church."

ADMISSION REQUIREMENTS

Admissions General

Acceptance to a degree program at Luther Rice will be granted only after evaluation of the application, reference form, Bible knowledge exam, and official transcripts. The application must be accompanied by the appropriate fee. The applicant must also have signed that all of the information given is true and that he will adhere to the Standards of Conduct for as long as he is a student of Luther Rice. They must affirm their belief in the Luther Rice College and Seminary Doctrinal Statement. Further, they must indicate that they have read and will abide by the financial and privacy policies of Luther Rice. Finally, they must indicate that they have read and will respect the institution's mission, philosophy, and outcomes. Information proven to be false on the application may result in dismissal.

Audits

An auditor is one desiring to take a limited number of courses for which credit is not received. Auditors pay only a \$100.00 attendance fee per course. Audited courses cannot be converted to courses for academic credit, no exceptions. The auditing form is available from the Registrar. Online courses cannot be audited.

Felony Convictions

Admission will be denied for any applicant that reports a felony in current adjudication or a past felony conviction.

Non-Degree Students

A non-degree student is one desiring to take only a limited number of courses for credit, without enrolling in an official degree program. Students wanting to use Luther Rice course credits to transfer to another institution would fall into this category. A non-degree student is coded as a Special Student in the Luther Rice computer database. Non-degree students may complete undergraduate and graduate courses, not doctoral.

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

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

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

Online Orientation

Upon acceptance, all 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

acceptance email. Students may also access the orientation on the Luther Rice website and via the Student Portal MyCampus.

Programs

Bachelor's Program

Applicants desiring entrance into the Bachelor degree program must have completed the requirements for a high school diploma with a minimum GPA of 2.0 (on a 4.0 scale). Applicants who wish to enter with a high school GPA less than 2.0 or with a GED will enter by probation and be automatically enrolled in the Academic Success Program (ASP) for a minimum period of 12 semester hours. Students enrolled in the ASP will receive mandatory Academic Advising and must maintain a minimum 2.0 GPA while completing a maximum of 6 hours per semester. Students must maintain a minimum GPA of 2.0 in order to continue their studies with Luther Rice.

Master's Programs

All master's programs require satisfactory completion of a bachelor's degree or its equivalent with a cumulative GPA of at least 2.0 (on a 4.0 point scale). Bachelor's degree equivalency is understood in the sense that the applicant has satisfactorily completed 120 semester hours of recognized college-level work in which the applicant received at least a 2.0 cumulative GPA (on a 4.0 scale). No bachelor's degree will be awarded to an applicant entering a master's program by equivalency. Applicants who desire to enter the Master of Divinity with Languages track must have obtained an undergraduate GPA minimum of 3.0 (on a 4.0 scale).

Doctoral Program

The following admissions requirements will be evaluated on a cumulative basis for those who apply to the Doctor of Ministry degree program.

1. A Master of Divinity degree from an institution with accreditation recognized the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education. Applicants who have not earned a Master of Divinity degree but hold a Master of Arts degree in Bible or theology may take additional course work in Bible and theology totaling 90 hours in order to be evaluated for academic equivalency. Masters degrees other than those in biblically or theologically related subjects will not be considered for academic equivalency.
2. A two page paper detailing an acceptable, verifiable employment experience in a specific area of ministry (e.g., pastor, church staff, missionary, para church ministry leader or staff); an acceptable, verifiable two-year history of active Christian ministry showing good professional standing, adherence to the fundamentals of the Christian faith, and good Christian character and conduct; an acceptable, verifiable ministry laboratory in which the applicant can pursue the required project (e.g.,

church, mission field, or parachurch field of ministry); and how the Doctor of Ministry Program will benefit the student in his/her ministry.

3. A cumulative grade point average of 3.0 (on a 4.0 scale) in approved graduate-level work.
4. Submission of a research paper adhering to the Graduate Committee guidelines (available in the Admissions Office or online at www.LutherRice.edu).

Registration Clearance

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

Academic Success Program

Students who wish to enter with a high school GPA less than 2.0, or with a GED will automatically be enrolled in the Academic Success Program (ASP) for 12 semester hours. Students must maintain a minimum 2.0 GPA during the ASP period and complete a maximum of 6 hours per semester. Students must maintain the minimum GPA of 2.0 in order to continue their studies with Luther Rice. The Academic Advising Office monitors students enrolled in the Academic Success Program.

(The Admissions Office will label the Oasis student account as an AAO Hold and inform the student of the ASP placement)

APPEALING ADMISSIONS DENIALS

When applicants do not meet the regular admission, readmission, or change of degree requirements for entrance into an academic program, they will be notified of denial by the Admissions Office. Such decisions may be appealed by applicants who believe that extenuating circumstances are responsible for their failure to meet the requirements for admission. Appeals are to be submitted in writing to the Vice President for Academic Affairs, who may refer the matter to the appropriate faculty committee. The Vice President's decision is final.

Students who enter an academic program through the appeals process, without meeting the regular admissions requirements, may, at the discretion of the Vice President for Academic Affairs, be admitted on condition of satisfactory performance in the first year of study. Such

students will be notified of the probation or other conditions that apply when notified of their acceptance. Failure to fulfill such conditions may result in prolonged probation or dismissal.

APPLICATION PROCESS

1. Apply online at www.LutherRice.edu or submit the application found at the back of the catalog with appropriate fee.
2. Have official transcripts* sent directly to Luther Rice. An official transcript request form is found online and in the back of the catalog. 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. The form will be emailed to the reference once the application is submitted.
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.

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

Application File Retention

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

CHANGE OF DEGREE

Students may be enrolled in only one degree program at a time unless prior approval is given by Luther Rice administration. To change a degree program, please submit a readmission application, select change of degree and pay the appropriate fee. Students wishing to complete both a Master of Arts degree and a Master of Divinity degree are advised to complete the Master of Arts degree first. Students who have completed a graduate degree and desire to complete a second Master of Arts degree, will not be eligible for application if they have more than six transferable credit hours.

DOCTOR OF MINISTRY ENTRANCE PAPER GUIDELINES

Length: Not less than 10 pages, not more than 15 pages (does not count the title page, front matter, or back matter). Papers should be double-spaced.

Font: Times New Roman 12-point font.

Front matter: Include a title page and an outline page.

Page numbering: The title page should not be numbered. The outline page should be lower case Roman numeral two (ii) bottom centered. The body of the paper should begin with Arabic number one (1) bottom centered.

Footnotes: You are required to demonstrate proficiency in the use of footnotes in this paper.

Back matter: The last page of the paper should be a Bibliography page.

Formatting: Papers should adhere to the standards in *A Manual for Writers*, 8th edition, by Kate L. Turabian, 2013.

Content: Papers should be composed of subject matter related to the Bible or theology. Do not submit papers that consist of subject matter from areas such as church history, biography, the humanities, the social sciences, book reviews, and so forth.

Examples of potential titles for entrance papers (Students are not required to use these titles. These are merely examples):

- The Biblical Doctrine of Justification
- The Biblical Doctrine of Sanctification
- The Biblical Doctrine of Sin
- A Reconciliation of Divine Sovereignty and Human Free Will
- A Study of Works versus Grace
- Examining the Biblical Case for Eternal Security
- An Interpretation of Romans 7
- How John's Gospel is Different from the Synoptic Gospels
- How the Book of Acts Transitions the Gospels and the Epistles
- Paul's Attitude toward Law in Galatians
- A Comparison of Ephesians and Colossians
- Theories about the Authorship of Hebrews

Students are allowed to submit papers from recent, graduate-level Bible or theology courses but they must be thoroughly edited and as error free as possible.

READMISSION

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

Bachelor and Master Level Students

1. Any student who does not complete at least one course in a 12-month time period.
2. Any student who does not complete his program within the specified length of time (see Program Time Limitations in the catalog).
3. Any student who voluntarily withdraws.
4. Any student suspended for academic or disciplinary reasons.
5. Students who graduate. Any previous balance owed to Luther Rice must be paid at the time of 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 the readmission. If a student had been sponsored, any documentation from a former sponsor is considered void. It is the student's responsibility to request that the sponsor furnish new documentation.

Doctoral Students

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

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

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

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

TRANSCRIPT SUBMISSION REQUIREMENTS

The following official transcripts (based on applicants requested degree level) must be submitted by mail or email directly to Luther Rice from previous schools:

- Undergraduate Applicants: High School or GED and transcripts of all college coursework completed.
- Graduate/Seminary Applicants: Transcripts required from completed undergraduate degree and any prior graduate coursework or degree. NOTE: A high school transcript is only required for undergraduate applicants.
- Doctoral Applicants: Transcript from a completed graduate degree in theology.

Mail official transcripts directly to: Luther Rice College & Seminary, ATTN: Admissions, 3038 Evans Mill Road, Lithonia, GA 30038. Official transcripts can also be emailed directly from previous schools to the Admissions Office at transcripts@lutherrice.edu.

TRANSFER OF ACADEMIC CREDIT POLICY AND PROCEDURES

Transfer of Academic Credit Policy

The Transfer of Academic Credit Policy and Procedures explains how Luther Rice College and Seminary evaluates, awards, and accepts academic credit not originating from the institution.

The following provides guidance of how Luther Rice College and Seminary transfers academic credit not originating from the institution.

Evaluating, awarding, and accepting academic credit not originating from Luther Rice is conducted in accordance with institutional policies and procedures informed by the Joint Statement on Transfer and Award of Credits. The Luther Rice Transfer of Academic Credit Policies and Procedures are developed and approved by the Luther Rice Office of Admissions and Faculty and disseminated in various forms to Luther Rice constituents via the Luther Rice Catalog, Student Handbook, Admissions Policies and Procedures Manual, and website.

Students enrolling in bachelor's or master's programs may transfer approved courses of the same degree level for which they received a grade of "C" or better from an institution external to Luther Rice with accreditation recognized by the Council of Higher Education (CHEA) or the U.S. Department of Education.

Luther Rice aims to provide consideration for students requesting transfer of credit. Luther Rice considers transfer of credit for academic work completed at another institution for both on-campus and distance learning education courses. The following reflects the maximum number of transfer credits possible in each degree program:

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

If necessary, Luther Rice reserves the right to request information from the institution in question to assess comparability of transfer credits. Information requested may include catalogues, syllabi, program learning outcomes, course descriptions, and direct contact with faculty and/or staff at institutions in questions.

Luther Rice will make every reasonable effort to award transfer credits toward the specific requirements of each degree. Credits reflected on a transcript from another institution may or may not be awarded by Luther Rice bearing the same nature as those awarded by the transferring institution. Previous work, because of its nature and not necessarily its inherent quality, may be considered for elective credit only based on the specific degree requirements pursued by the student at Luther Rice.

In addition to institutional credits, students may receive credit for other completed educational accomplishments. Luther Rice acceptance of non-instructional credit is limited to the military (Joint Service Transcript), CPE (Continuing Practical Education), and CLEP (College Level Examination Program). All other forms of experiential learning, prior learning assessments, credit by examination, or conversion of prior noncredit experiences are not eligible for transfer. Luther Rice does not offer transfer of credit for advanced placement or remedial courses and does not maintain any articulation agreements with other institutions.

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 Office of Admissions. Luther Rice recommends that all CLEP tests be taken at least one year prior to the student's anticipated graduation date.

Clinical Pastoral Education (CPE) credits are evaluated using the same criteria listed above. In addition, the Vice President for Academic Affairs, in conjunction with the appropriate Program Coordinator, evaluates the clinical clock hours accrued, learning outcomes, and assessment procedures to determine proficiency and awarding credit. 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.

Transcripts from foreign institutions will be evaluated by Luther Rice. In the event the transcript cannot be evaluated by Luther Rice, the applicant will be required to submit their transcript to a third party agency for a determination of U.S. equivalency. The agency used must be approved/certified by either The National Association of Credential Evaluation Services (NACES) or The Association of Credential Evaluators (AICE). Agencies will charge a fee for their services and is payable by the applicant.

Luther Rice requires official transcripts for admission. Students who need an official transcript sent to Luther Rice may send it electronically to Transcripts@LutherRice.edu or by mail to Luther Rice College & Seminary, Attn: Admissions, 3038 Evans Mill Rd., Lithonia, GA 30038. Transcripts must be received directly from an institution to be considered official.

Students who have questions regarding the transfer of credit to Luther Rice should contact the Office of Admissions Office at 770-484-1204. Transfer of credit appeals are to be submitted in writing to the Vice President for Academic Affairs, who may refer the matter to the appropriate faculty committee. The Vice President's decision is final.

Luther Rice considers the following when evaluating, awarding, and accepting credit:

1. Educational quality of the learning experience

Luther Rice considers an institution's accreditation status to address the educational quality of the learning experience the student seeks to transfer. Institutions for consideration of acceptance are to retain accreditation recognized by the Council of Higher Education Accreditation (CHEA) or the U.S. Department of Education.

2. Comparability of the learning experience

Accreditation consideration does not address the comparability of potential transfer credit. Therefore, Luther Rice may request information from the institution in question to assess

comparability of transfer credits. Information requested may include catalogues, syllabi, program learning outcomes, course descriptions, and direct contact with faculty and/or staff at institutions in questions.

3. Appropriateness and applicability of the learning experience to the programs offered by the receiving institution, in light of the student's educational goals.

Luther Rice will make every reasonable effort to award transfer credits toward the specific requirements of each degree. Credits reflected on a transcript from another institution may or may not be awarded by Luther Rice bearing the same nature as those awarded by the transferring institution. Previous work, because of its nature and not necessarily its inherent quality, may be considered for elective credit only based on the specific degree requirements pursued by the student at Luther Rice. With the best interests of the student in mind, Luther Rice aims to provide consideration for students considering transfer of credit while making an effort to minimize the number of elective credits compared to credits applied toward the specific requirements of the degree.

Transfer of Academic Credit Procedures

The Office of Admissions executes the following procedures. The procedures aim to sustain the academic quality of the institution, assure the consistency of the process, and provide appropriate transparency to students concerning the Transfer of Academic Credit Policy and Procedures.

1. Review of an institution's accreditation is used to ensure the quality of transferable academic credit. The accreditation of the institution in question is reviewed to ensure that the institution is accredited by an agency approved by CHEA or the United States Department of Education.
2. The following items are then used to evaluate and award credit in accordance with the Luther Rice mission for institutions that meet the Luther Rice acceptance requirements.
 - a. Course level - Only courses of the same educational level are considered; remedial courses are not transferable.
 - b. Course name - Transcripts are reviewed for the same or comparable course names.
 - c. Course Descriptions – Transcripts are reviewed for the same or comparable course descriptions.
 - d. Syllabi – If further information is needed after a review of course level, course name, and course description, a course syllabus will be requested and reviewed for comparability and content.

- e. Credits - Luther Rice uses a semester system, quarter hours are converted to semester hours. Credit will be transferred in 3 credit increments only.
 - f. Transfer limits - Total transfer hours cannot exceed the maximum number allowed per program per Luther Rice policy.
 - g. Practicum - Luther Rice required practicum courses must be completed at the institution and are not eligible for transfer credit consideration.
 - h. Credits are awarded for required courses as first importance based on the procedures stated above. Previous work, because of its nature and not necessarily its inherent quality, may be considered for elective credit only based on the specific degree requirements pursued by the student at Luther Rice. Elective credits are evaluated based on the procedures stated above.
3. Military (JST) Credits
- a. JST documents highlight courses completed with corresponding credit hours and designation of degree level. The procedures listed above (#3) are followed to determine transfer credits.
4. CPE Credits
- a. Clinical Pastoral Education (CPE) credits are evaluated using the same criteria listed above. In addition, the Vice President for Academic Affairs, in conjunction with the appropriate Program Coordinator, evaluates the clinical clock hours accrued, learning outcomes, and assessment procedures to determine proficiency and awarding credit. Students who desire to enroll in a Clinical Pastoral 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.

JOINT STATEMENT ON THE TRANSFER AND AWARD OF CREDIT

Luther Rice College and Seminary considers the following guidelines as a basis for the development and review of institutional policies with regards to the transfer and award of credit for learning that has taken place in a variety of settings.

Introduction

These guidelines were developed by the two national associations whose member institutions are directly involved in the transfer and award of postsecondary academic credit, the American Association of Collegiate Registrars and Admissions Officers and the Council for Higher Education Accreditation, along with the American Council on Education (ACE), which makes credit recommendations for learning gained outside of traditional college classrooms.

Students increasingly are pursuing their education in a variety of institutional and extra-institutional settings. Social equity and the intelligent use of resources require that validated learning be appropriately recognized wherever it takes place. Individual institutions must have the autonomy to make the ultimate decision regarding transfer of credit according to their own academic mission and standards. Below are important considerations for institutions to take into account in developing credit transfer policies or accepting credit students seek to apply from another institution or an extra-institutional setting such as workplace courses or military occupations and training.

General Principles

This statement is directed to colleges and universities and others concerned with the transfer and award of academic credit between higher education institutions or recommended credit based on learning that occurs outside of the college classroom. An essential principle is that every institution is responsible for determining its own policies and practices with regard to the transfer of credit. Institutions are encouraged to review their policies and practices regularly to ensure that their credit transfer/award policies align with their academic missions and strategic priorities, and function in a manner that is fair and equitable to students and take into consideration new sources for learning and alternative assessment methods. General guidelines such as this or others should be used as tools to help develop specific institutional policies and practices, not in lieu of such institutional policies.

Transfer and award of credit is a concept that increasingly involves transfer between dissimilar institutions and curricula and recognition of extra-institutional learning, as well as transfer between institutions and curricula with similar characteristics. As their personal circumstances and educational objectives change, students seek to have their learning, wherever and however attained, recognized by institutions where they enroll for further study. It is important for reasons of social equity and educational effectiveness for all institutions to develop reasonable and well-articulated policies and "Transfer" as used here refers to the movement of students from one college, university or other education provider to another and to the process by which credits representing educational experiences, courses, degrees or credentials that are awarded by an education provider are accepted or not accepted by a receiving institution.

Procedures for the consideration of credit for such learning experiences, as well as for the potential transfer of credits earned at another institution. Such policies and procedures should provide maximum consideration for the individual student who has changed institutions or objectives. It is the receiving institution's responsibility to provide reasonable and well-articulated policies and procedures for determining a student's knowledge in required subject areas. All sending institutions have a responsibility to furnish transcripts, syllabi and other documents necessary for a receiving institution to judge the quality and quantity of the student's work. Institutions also have a responsibility to advise the student that the work reflected on the transcript may or may not be accepted by a receiving

institution as bearing the same (or any) credits as those awarded by the provider institution, that the evaluation of credit is not always consistent among institutions, or that the credits awarded will be applicable to the specific academic degree or credential the student is pursuing.

Inter-Institutional Transfer of Credit

Transfer of credit from one institution to another involves at least three considerations:

- (1) the educational quality of the learning experience which the student seeks to transfer;
- (2) the comparability of the nature, content and level of the learning experience to that offered by the receiving institution; and
- (3) the appropriateness and applicability of the learning experience to the programs offered by the receiving institution, in light of the student's educational goals.

Accredited Institutions

Accreditation addresses primarily the first of these considerations, serving as the basic indicator that an institution meets certain minimum standards. The goal of accreditation is to give students and policymakers confidence in the effectiveness of an institution's or program's academic quality and that it has the resources necessary to accomplish its goals. Accreditation speaks to the probability that students have met acceptable standards of educational accomplishment.

Users of accreditation are urged to give careful attention to the accreditation conferred by accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA) and the U.S. Department of Education. Both have a formal process that requires that all recognized accrediting bodies meet the same standards. Although accrediting agencies vary in the ways they are organized and in their statements of scope and mission, all accrediting bodies that meet the CHEA and Department of Education standards for recognition must demonstrate that they require the institutions or programs to meet generally accepted standards.

Determining Comparability of Coursework

Accreditation does not address questions about the comparability of the nature, content, and level of potential transfer credit. These questions are as important in the evaluation process as the accreditation status of the institution where the student originally earned his or her credit. Since accreditation does not address these questions, this information must be obtained from catalogues, syllabi and other materials and from direct contact between knowledgeable and experienced faculty and staff at both the receiving and sending institutions. When such considerations as comparability and appropriateness of credit are satisfied, however, the receiving institution should have reasonable confidence that students from accredited institutions are qualified to undertake the receiving institution's educational program. In its articulation and transfer policies, the institution should judge courses, programs and other

learning experiences on their learning outcomes and the existence of valid evaluation measures, including third-party expert review.

Admissions and Degree Purposes

At some institutions there may be differences between the acceptance of credit for admission purposes and the applicability of credit for degree requirements or about the appropriateness and applicability of the credit a student has earned at one institution to the programs offered by the institution where the student seeks to transfer that credit. Previous work, because of its nature and not necessarily its inherent quality, may have no applicability to a specific degree to be pursued by the student and may be considered for elective credit only. Institutions have a responsibility to make this distinction, and its implications, clear to students before they decide to enroll. This should be a matter of full disclosure, with the best interests of the student in mind. Institutions also should make every reasonable effort to reduce the gap between elective credits and credits applied toward specific requirements of an educational degree or credential.

Additional Criteria for Transfer Decisions

These additional criteria are intended to sustain academic quality in an environment of more varied transfer, assure consistency of transfer practice, and encourage appropriate transparency about transfer policy and practice.

- **Balance in the Use of Accreditation Status in Transfer Decisions:** Institutions and accreditors should ensure that decisions about awarding transfer credit are not made solely on the source of accreditation of the sending program or institution. While acknowledging that accreditation is an important factor, receiving institutions ought to make clear their institutional reasons for accepting or not accepting credits that students seek to transfer. Students should have reasonable explanations about how work for which students seek transfer credit is or is not of sufficient quality when compared with the receiving institution and how work is or is not comparable with curricula and standards to meet degree requirements of the receiving institution.
- **Consistency:** Institutions and accreditors should reaffirm that the considerations that inform credit award decisions are applied consistently in the context of a higher education landscape where more students are trying to transfer more credit and there are a number of new higher education providers offering more potential sources of transfer credit. This increases the number and type of transfer credit issues that institutions will need to address—making consistency even more important in the future.
- **Effective and Transparent Public Communication:** Institutions and accreditors should ensure that students and the public are fully and accurately informed about their respective transfer credit policies and practices. The public has a significant interest in

higher education's effective management of transfer credit, especially in an environment of expanding access and increased mobility. Colleges and universities are the stewards of significant taxpayer dollars, such as state investments in public institutions or federal student aid funding. This funding is accompanied by public expectations that the transfer credit process is built on a strong commitment to fairness and efficiency.

- **Commitment to Address Innovation:** Institutions and accreditors should be flexible and open in considering alternative transfer credit approaches that might benefit students, including credit earned through alternative means, such as competency-based, distance, and online learning and other applications of technology.

Evaluation of Extra-Institutional and Experiential Learning for Purposes of Transfer and Award of Credit

Transfer and award of credit policies should encompass educational accomplishments attained in extra-institutional settings, such as those gained in the workplace, military or community. Assessment and credit recommendations for extra-institutional learning, or prior learning, has been in place since World War I, when returning military veterans were provided opportunities to demonstrate their skills and knowledge in order to gain high school credentials and enter postsecondary education programs. Since then, nationally recognized methods of assessment and credit recommendations have been developed. Those methods include third-party validation of learning offered outside traditional classrooms by the military and civilian organizations, including private employers, government agencies, training providers, institutes, labor unions, national examination programs and online education vendors. Institutions also have created tools for individualized assessment to document college-level equivalencies through informal learning. Like any transfer credit, colleges and universities have the responsibility for determining transfer awards for credit for prior learning options.

Uses of This Statement

Institutions are encouraged to use this statement as a basis for discussions in developing and reviewing institutional policies with regards to the transfer and award of credit for learning that has taken place in a variety of settings. Institutions may use the guidelines included in this statement to inform faculty, staff, students and other constituencies. It is also recommended that accrediting bodies reflect the essential precepts of this statement in their criteria.

American Association of Collegiate Registrars and Admissions Officers October 2, 2017

Procedures

ANNUAL RESPONSIBILITIES

Admissions Policies Review

The admissions policies will be reviewed annually by the Admissions department. The review will be in April of each year. If any changes in the admissions policies are recommended they will be forwarded to the appropriate faculty members for review (VP of Academic Affairs).

Conventions and Conferences

The EA may be required to represent Luther Rice at Conventions and Conferences as requested by either the Executive Vice President or the Marketing and Recruiting Manager.

DAILY PROCESSING PROCEDURES

The Enrollment Advisor(s) (EA) have general daily procedures and duties which must be completed in a timely manner.

Answering Admissions calls

The EA's must answer in-coming calls with a pleasant, knowledgeable and concerned attitude.

Bible Exam (New Applications Only)

1. Using Firefox, go to www.abhe-exams.com.
2. Select "Login"
3. Select "Returning Member" from the menu
4. Enter given login (employee email address and password)
5. Select continue button
6. Select the "Student Directory" from the menu
7. Select + add student option
8. Fill in required information
9. Use first name and last initial as password
10. Email the applicant instructions, file listed in (N) drive, Admiss, Word_LRS, as "NewAppInstructions2017." This is a template and will need to be tailored to the individual
11. Print labels, under LRS Application Labels, then select Word, (N) drive, Admiss file, Word_LRS file, and AppLabels_File5366 (may be on desktop as New Application Labels)
12. Place label on manila file folder and file in alphabetical order in cabinet
13. Complete the Application Process Log Form to be placed on top of the student file

14. Once process is finalized, email all applicants information pertaining to Bible Exam and required documents, Word_LRS file name NewAppInstructions2017.doc and NewAppWelcome.doc. The year on files will be updated annually.

Give tours of the campus

The EA's are expected to give tours of the campus as necessary.

Meet with perspective students

The EA's meet with prospective students to give general information about and review steps to the admissions process. The EA should be knowledgeable and able to answer most questions asked by perspective students. Also, the EA should confer with a higher authority when necessary.

Monitor Online Chat

The EA will monitor the online chat function on a daily basis. EA's are expected to accurately respond to prospective student's questions in polite and informative manner.

1. After logging in to computer Select the LiveChat link
2. Log in using IT provided credentials

Online Application Processing (New)

1. In Oasis 2 select Admissions tab followed by Application Processing link
2. Select name of applicant then right click
3. Click on transfer button to send ID# to admissions email
4. Print application from admissions email
5. Review all new applications in Oasis 2 and correct capital and lower-case letters, remove U.S. (if citizen)
6. Fill in hours for program
7. Change Advisor to AAO (if not DMIN). If DMIN use current DMIN Chair as advisor, i.e. Dr. Cobb.
8. If applicant has indicated a felony conviction email the applicant the felony policy regarding non-admittance.
9. Include high school name for Bachelor level apps
10. Save
11. Check holding files for previously received info.
12. Email applicant: Admissions (N) Drive, Admiss file, Word_Lrs, file name: NewAppInstructions2019, once Bible Exam has been created. Attach: Admiss file, NewApplicationInstructions2019-20.
13. Enter appropriate exam password and webmail address.
14. If applicant is DMIN attach file: Admissions (N) Drive, Admiss file, DMIN info file, file names: DMIN Entrance Paper.
15. Use Admiss file ManualLabel for folder.

Online Application Processing (Readmission)

1. Follow steps 1-4 above in New Applications
2. Select Type as Readmission
3. Select Status as Applicant
4. Enter the date of application in React Date field
5. Delete acceptance date
6. Repeat steps 9-10 from above
7. Select type of program desired (with most current year code)
8. Save
9. Bill the account when asked.

*If applicant has attended other institutions since LR we will need the transcript(s)

Online Applications-Change of degree

1. Follow steps 1-4 under online applications
2. Select Type of app. as Change of Degree
3. Select Status as Applicant
4. Change application date to today's date
5. Delete acceptance date
6. Follow steps 9-10 under online applications
7. Save
8. Bill the account

Paper Applications

1. Go to Student Record in Oasis (under Admissions heading
2. Manually enter all required info.
3. If they in the system then transfer record using the Transfer button
4. Proceed as with all other applications according to new, readmission, or change of degree procedures

Phone Calls and Messages

Each EA should listen to their voicemail and return calls (*being mindful of time zones*) in a timely fashion or forward calls to appropriate individuals within Luther Rice administration.

Processing Mail

There are typically three types of mail that come to the EA's desk: (1) Christian Character Reference's (2) Transcripts and (3) General Correspondence (*i.e. catalog requests, in-mate letters etc.*). The following instructions are the steps of processing when the above categories have been established.

- Log & file transcripts and Christian Character References for new applications in database and file. Add references to the spreadsheet to forward to marketing.
- Review Bible Exam scores from www.abhe-exams.com and enter scores in Luther Rice database and file.
- Send periodic email updates to applicants regarding needed documents for admission. ☒ When file is complete, notify applicant of admission decision by email and mail.

Retrieving Exam Scores

1. Using Firefox go to www.abhe-exams.com
2. Select login link
3. Select “Returning Visitor”
4. Enter employee email address
5. Enter password
6. Select Student Directory
7. Select “exam” next to each name followed by “view” and “Exam Results”
8. Record the score in Oasis and the student file
9. Delete the exam by selecting “delete”
10. Enter YES when prompted

FINAL ACCEPTANCE PROCESS

Accepted students receive an acceptance email admiss files: Acceptance Email, Acceptance Graduate, Acceptance DMIN, or Acceptance with AAO Required. The acceptance email includes the following as attachments: acceptance letter, login credentials, and status sheet. A registration packet is mailed that includes an acceptance letter, Status Sheet, login credentials, Orientation Guide, and current Catalog.

Academic Hold Procedures

If a student needs to be placed, use the following procedures:

1. Select the AAO tab followed by Hold Management within Oasis 2
2. Enter ID# and click on the Search button
3. Right click on the record and select Add Hold and hold reason from the menu
4. Enter information on AAO spreadsheet: AAO, Academic Holds, select appropriate academic year, i.e. 2019-2020.
5. Select appropriate sheet and add information for AAO use

Acceptance Letters

1. Go to “Acceptance Letters” in Oasis 2 under Admissions heading
2. Right click on the screen and select New Acceptance Letter Record

3. Enter student ID#
4. Select correct letter type: Final-AAO (new acceptances and same program readmissions), Final D.Min, Final Special (non-degree), Reactivation (readmission into new version of applicant's older program)
5. With ID#s on the "Acceptance Letters" screen go to Word, (N) Drive, Admiss, and Word_LRS
6. Select appropriate degree code file name, i.e. A_FINAL or A_REACT
 - a. A_FINAL-New students
 - b. A_REACT-Returning students
 - c. A_DOCTF-DMIN students
 - d. A-FINSPL-Special Students (non-degree)
7. Select Merge Button
8. Print (use LR letterhead)
9. Repeat steps for each code

Force Course(s)

If student have either never been to college or are in need of required courses such as EN 1101 or EN 1102, add them as forced courses. There are two types for forces: 1. Hard (students can only register to forced courses and nothing else) 2. Soft (students must register for forced courses, but may also register for other courses)

1. Select AAO tab followed by Hold Management from the menu
2. Enter ID# and click on the Search button
3. Right click on the record and select Force course from the menu
4. Right click on the new menu and select Add Force Course from the menu
5. Make certain that correct semester is chosen along with Hard or Soft option
6. Add course number and click on Ok for each force course

Oasis 2

1. Look up student in Oasis 2 using ID#
2. Enter Status as Final
3. Enter acceptance date of today
4. Enter new student webmail in first email address field
5. Enter transfer credit as follows:
 - a. first column= transfer credit hours
 - b. third column= previously completed LR hours
6. Make certain that the program and the program hours are correct
7. Place all student without previous college and those with GPA less than 2.3 on "Hold"*
8. Any student placed on "Hold" must be added to the AAO Academic Holds spreadsheet.
9. College work but GPA 2.3 or less = 2 courses recommended

10. No College work but High School GPA over 2.0 = 2 courses recommended
11. GED or High School GPA less than 2.0 and no college work = 2 courses max.**
12. Save

*Students on “Hold” must speak with an Academic Advisor prior to registering for courses.

**Students accepted that have only obtained a GED or High School Diploma with GPA under 2.0 are enrolled in the Academic Success Program.

Online Orientation

Upon acceptance, all 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 acceptance email. Students may also access the orientation on the Luther Rice website and via the Student Portal, MyCampus. The orientation is also sent to applicants via initial admission email.

Online Status Sheets

1. Login using staff.lutherrice.edu
2. Enter login info. as assigned by IT Office
3. Select AAO tab
4. Select Status Sheet link
5. Enter student number and select Display Status Sheet button
6. Print status sheet
7. *If you have this open while adding transfer credits you will need to refresh the screen so that the hours will be updated)

Transfer of Credit Procedure

If credits are determined to be transferable, the EA will need to follow these procedures:

1. If an applicant is eligible to receive transfer credit go to View Transcripts from Oasis
2. Select Transcript Record tab (under Admissions heading)
3. Select Transfer Courses tab
4. Right click on the screen and select New Transfer Course
5. Fill out new pop up menu
6. If the school is not listed it will have to be added.
 - a. To add an institution, go to “Transfer Schools” in Oasis 2 under Admissions heading
 - b. Enter school information and select ADD

(Tips: 1. Whenever possible, transfer CORE courses first, then electives 2. May combine hours of courses less than 3 credit hours to get a 3 credit hour transfer with CORE classes as the

priority. Example, transfer Hermeneutics worth 2 credit hours and another course worth 1 credit. Add the hours and transfer Hermeneutics. 3. We use semester hours. Some schools are on quarter system. Convert to semester hours-quarter hours x .67 = semester hours.)

Webmail

Student webmail accounts are automatically generated upon application to Luther Rice.

Roles and Responsibilities

1. Board of Trustees and Faculty: Approval
2. Director of Student Affairs: Oversight, execution of procedures
3. Enrollment Advisor: Execution of procedures
4. Executive Vice President: Make approved revisions to the policy document

Distribution

1. Luther Rice *Admissions Policies and Procedures Manual*
2. Luther Rice *Student Handbook*
3. Luther Rice Catalog
4. Luther Rice Website

Revision Date	Author of Revision	Description of Revision
March 2020	Dr. Steven Steinhilber	New Policy Format; Modified Format of Transfer of Credit Procedures