

ACADEMIC INFORMATION

GENERAL

On-campus, online (web-based), and hybrid (on-campus/online) classes are offered throughout the year in fall, spring, and summer terms.

PLACEMENT TESTS

1. Luther Rice Seminary & University requires all students who do not transfer an introductory English class and a college-level class in mathematics to take English and Mathematics placement tests.

2. Any student failing a placement test must take the 099 course in that discipline. These courses are non-credit courses designed to bring the student up to minimum academic standards. The student will be charged a \$150 fee for each 099 course.

BEGINNING WORK AT LUTHER RICE

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

1. After acceptance, the student will receive a letter of acceptance and a Status Sheet with all transfer hours noted on it. The student should register for only those courses which will satisfy the requirements of that Status Sheet (one may register for other courses, but they will not count toward fulfillment of the degree requirements without special permission from the administration). Courses designated as prerequisites to other required courses should be taken as soon as possible.
2. The student should keep in touch with an academic advisor, especially if any problems develop (1-770-484-1204).
3. For questions concerning finances, the student should contact the Business Office (1-800-442-1577).
4. For questions concerning course materials, the student should contact the Book Service (1-800-442-1577) or MBS Direct (1-800-325-3252 and online at www.MBSDirect.net).
5. For questions concerning acceptance, the student should contact the Office of Admissions by email at Admissions@LRU.edu or by phone (1-800-442-1577).
6. For questions concerning academic status, the student should contact the Registrar's Office (1-770-484-1204) or by email at Registrar@LRU.edu.

REGISTRATION PROCEDURES

Registration Log-In

After accessing our website at www.LRU.edu, click on Class Browser to see what classes are available. After viewing the schedule and deciding what courses you want to take, click Login. You will have to enter your Student ID# and a password. After selecting your courses, you will need to enter payment information. If problems arise, contact us at 770-484-1204 or 800-442-1577. Computers are available at LRSU for local students who do not have access to one.

On-Campus Courses

Prior to the beginning of each semester, on-campus students are required to complete the registration process at our website www.LRU.edu. **No person is registered until all tuition and appropriate fees are paid.**

Specific dates are assigned for registration each semester. Students registering for classes after the deadline must pay a Late Registration Fee per course. **No student may register for on-campus classes after the second week of classes.**

Online Courses

Students taking online courses are required to register online by visiting www.LRU.edu. Online courses begin and end with the on-campus semester dates.

Specific dates are assigned for registration each semester. Students registering for classes after the deadline must pay a Late Registration Fee per course. **No student may register for online classes after the second week of classes.**

Extended Module (Hybrid) Courses

Students taking extended modules are required to register at our website www.LRU.edu. Students must register no later than **30 days prior to the start of each extended module**. No late registration is available for module courses.

ACADEMIC ADVISORS

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

The AAO can assist students in these areas: choosing the appropriate classes in any mode to meet their academic goals, counseling students in case of academic problems, advising students regarding the transfer of credits into or out of LRSU and the use of CLEP credits. AAO is available by phone at 770-484-1204 or 800-442-1577 during normal business hours. The student may also email the AAO at AAO@LRU.edu.

STATUS SHEETS

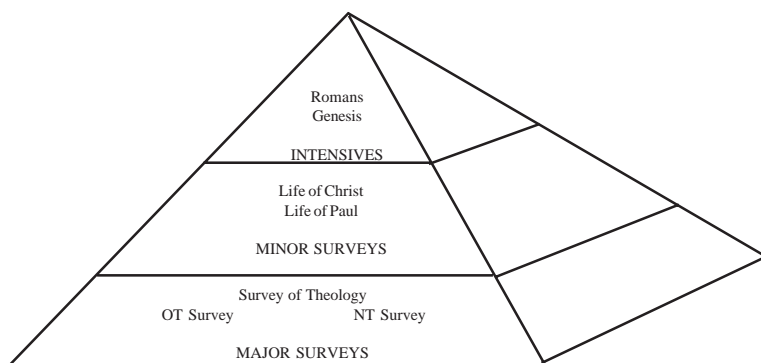
The individual degree program "Status Sheet" is an important tool. Understanding its usefulness is basic in planning and fulfilling an ordered process of studies. **Students are required to maintain an up-to-date status sheet throughout their degree program.** A Status Sheet specifically expresses the requirements for graduation for each degree program. There is a replacement fee for a lost status sheet, so please retain the status sheet throughout the entire course of study.

After acceptance, the student receives the appropriate Status Sheet. It reflects the total hours required for the degree as well as the credits needed in each appropriate subject area, including the required courses. Electronic status sheets are also available online after Student login.

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

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

RECOMMENDED COURSE SEQUENCING



When planning the sequence of courses to complete a degree, the LRSU faculty recommends that the student begin by establishing the broad-based courses of study (shown on the diagram as "Major Surveys"). These will fit easily within each required area of any program and will provide a solid foundation for later work.

Following the Major Surveys, the student should then select various courses which build upon those broad studies in more specific areas (the "Minor Surveys" on the chart). These will then sharpen the focus of what has been learned from the Major Surveys.

After completing a Major Survey (e.g., OT Survey) and a Minor Survey (e.g., Major Prophets), the student would be well prepared to take an "Intensive" course (e.g., Isaiah).

One should note that this is only a suggested plan of approach from the faculty. The student is not required to follow this plan in strict detail. Any specific questions should be addressed to the student's advisor.

MODES OF CREDIT

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

On-Campus Courses (-I)

On-campus semester courses normally meet in 3-hour sessions. Each course meets once weekly for 15 weeks in the fall, spring, or summer term. Other formats, such as semi-monthly and weekend classes are also provided to meet the needs of students unable to meet each week.

Online Courses (-W)

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

Extended Modular (Hybrid) Courses (-C)

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

Independent Studies (-Y)

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

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

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

ONLINE TECHNOLOGY REQUIREMENTS

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

Hardware

- Intel Pentium, Celeron, or Centrino, or AMD Athlon processors
- 1 GB Ram or more
- 20 GB Hard Drive or larger

Software

- Windows XP SP3 or higher
- Microsoft Office 2003 or later (Word, Excel, and Powerpoint are the required applications)
- Microsoft Internet Explorer 7.0 or higher
- Adobe Acrobat Reader
- Java Run Time Environment
- Windows Media Player

Internet Connection

- High Speed Internet 1 mbps or higher via DSL, cable modem, or broadband
- Email Address (now provided by Luther Rice for current students)

COLLEGE LEVEL EXAMINATION PROGRAM

LRSU 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 LRSU to be accepted and must be comparable to the LRSU degree requirements. For more information on what CLEP tests could be accepted at LRSU, contact the Academic Advising Office. All CLEP tests must be taken at least one year prior to the student's anticipated graduation date.

COURSE TIME LIMITATIONS

1. On-Campus and Online Courses

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

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

A student receiving a Medical Incomplete ("MI") may be allowed more than 30 days to complete the course requirements. Documentation from the treating physician will be considered in the determination of time limits.

2. Extended Modularity and Independent Studies

- a. Postcourse 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 directing 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 LRSU into the particular degree program.

College Division

BA degree	2-10 years
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Graduate Division

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

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

CLASS ATTENDANCE

1. The student attending modules must attend all class meetings.
2. The student attending on-campus and/or online classes is required to attend at least 80% of the class meetings for each course in which he is enrolled. For semester-long on-campus or online courses, this means that a maximum of three class periods may be missed. Any student who misses more than 20% of the meetings will receive a "W," "WP," or "WF." Exceptions may be made only in cases of extreme circumstances and only with the approval of the Academic Dean. To confirm that one is active in an online class, **a person must login to the course website at least once every week (prior to midnight each Sunday).**
 - a. Absences should be taken only for important and necessary reasons.
 - b. The student is held responsible for absences due to late registration. Consequently, a student is not permitted to enroll for a course after the second full week of classes.
 - c. A professor will report to the Registrar any student who:
 - (1) Habitually comes in tardy or leaves early;
 - (2) Misses the whole class session three weeks in succession;
 - (3) Misses 20% or more of the classes for a particular course.
 - d. Each professor will employ the following rules for determining absences:
 - (1) Only tardiness of less than 15 minutes may be counted as a tardy;
 - (2) Three tardies count as one absence;
 - (3) Tardiness of more than 15 minutes counts as one hour of absence.
 - e. Excessive absences could affect the I-20 status of an international student. Such absences also result in one being required to repay any financial aid received as well as any additional charges incurred by LRSU.

OFFICIAL CLASS ATTENDANCE

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

GRADING SCALE

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

GRADES, GRADE POINTS, & GRADE POINT AVERAGE

1. In order for a student to receive credit for a course, the student's name must appear on the official class roster provided by the Registrar's Office. Instructors verify their class rosters during the first week of a semester. A student who remains on an official class roster must be given a grade even if he or she never attended. A student cannot receive a grade even if the work was completed successfully if he or she is not properly registered.
2. All work is graded by letters which are interpreted as follows (including grade points for each semester hour):

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

R--This indicates the course was repeated.

* *U*--This indicates additional work must be done to receive a passing grade. A "U" will become an "F" in 60 days if the work is not satisfactorily completed in that time period.

N--This 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--This 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 Dean. Failure to complete the work within those time limits will result in a grade of "F." Merely failing to complete the work on time is not a legitimate justification for the use of "I." If the grade of "I" has not been officially changed within 30 days, the grade will automatically be changed to "F."

MI--This grade is an "Incomplete" assigned due to medical concerns. The same considerations given above for an "I" apply to the "MI" except that the 30 day time limit might be extended based upon recovery time required for the illness, accident, etc. A physician's verification is required.

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

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

W--This 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 LRSU 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 Dean. The Dean 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.

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 in the University or 12 hours in the Seminary requires permission of the appropriate Dean.

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. The online education student may take courses through one or a combination of these modes or regular on campus courses. Like the on-campus student, the online learner must carry at least 12 hours per semester to be considered a full-time undergraduate student. A full-time graduate student must carry at least 9 hours per semester. A semester load of more than 15 hours in the University or 12 hours in the Seminary requires permission of the appropriate Dean.

GRADE REPORTS AND CORRECTED COURSE RETURN PROCEDURES

On-Campus and Online Courses

The grade will be posted online within 30 days after the completion of the semester.

Independent Studies

It is strongly recommended that the student taking an independent study course keep a copy of all the work submitted.

After an independent study course has been received by LRSU, the student will be notified of the grade within 1 month (2 months for D.Min. submissions). The student should record the grade on the Status Sheet.

In addition to the grade report being sent, LRSU will forward a corrected copy of the student's course work. The following procedures will be used:

When any course work is submitted:

1. The student should enclose a 10 x 13 *manila envelope (or larger mailer if necessary), self-addressed, with sufficient postage affixed.* The evaluator will enclose the corrected submission and return it to the student with a copy of the grade.
2. If no self-addressed, postage-paid envelope is enclosed, LRSU will return the materials to the student with the copy of the grade. LRSU will then bill the student's account \$10.00 or postage plus \$3.00, whichever is greater.

There may be some modification to this policy for foreign students.

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 LRSU unless permission is granted in advance by the appropriate Undergraduate or Graduate Dean.

ADD/DROP PROCEDURES

When courses are dropped, LRSU will follow the refund policy stated under "Refund Policy." When a course is officially cancelled by the institution 100% of the tuition and Technology fee will be refunded and no drop fee will be charged.

On-Campus, Online, and Extended Modular Courses

1. No classes may be added after the second week of classes.
2. During the first week courses may be dropped without affecting one's GPA. These courses will not be recorded on the student's outgoing transcript.
3. Courses dropped after the first week but before the eleventh week will be recorded as "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing), depending on the student's grade at the time the course is dropped.

4. All courses dropped in the last four weeks of a term will be recorded as an "F", except in extreme circumstances subject to approval of the professor and the Dean.
5. Students are required to officially drop a course to be withdrawn. Notifying the professor of the intended drop DOES NOT withdraw one from the course officially. Official course drops are done through the *My Classes* page after logging into www.LRU.edu.

Independent Study Courses

1. If a student officially drops an independent study course in writing within 21 days after registering, that course will not appear on the student's transcript.
2. If a course is officially dropped after 21 days, but within 15 weeks, the grade of "WP" or "WF" will be assigned, depending on the student's grade at the time the course is dropped.
3. If a course is not completed and not officially dropped prior to the due date, the grade of "F" will be assigned. If a student chooses to repeat a course, he or she must re-register for that course and be billed again at the current tuition rate.

COURSE CANCELLATIONS

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

WITHDRAWAL FROM THE INSTITUTION

If a student finds it necessary to withdraw from LRSU, the student must notify the Registrar's Office in writing or via email at Registrar@LRU.edu.

In order to withdraw from LRSU, the student must have made satisfactory financial arrangements with the Business Office.

No withdrawal becomes official until each of the requirements listed above has been satisfied. Failure to make official withdrawal may disqualify the student for reactivation at a later time.

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 or she 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 or she will be removed from academic probation.

Suspension:

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

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

Dismissal:

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

A student who has been dismissed may not make application to reactivate for at least 1 year. Reactivation is not guaranteed.

2. D.Min. Degree Programs

Probation:

A D.Min. 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 1 semester.

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

Dismissal:

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

A student who has been dismissed may not make application to reactivate for at least 1 year. Reactivation is not guaranteed.

3. Academic Integrity

- a. *Plagiarism:* According to the *American Heritage Dictionary*, 2nd College Edition, plagiarism is defined as taking and using "as one's own the writings or ideas of another." Plagiarism shall include failure to use quotation marks

or other conventional markings around material quoted from another source. Plagiarism shall also include paraphrasing a specific passage from a source without indicating accurately what that source is. Plagiarism shall further include letting another person compose or rewrite a student's written assignment.

b. *Falsifying Information:*

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

Any student proven to have committed any of the above will receive an "F" for the course and will receive an academic warning. If the student is proven to have been guilty a second time, he or she will be dismissed.

ACADEMIC APPEALS

Any student desiring to appeal a grade received may, within 30 days of the grade being given, do the following:

1. An on-campus student must make an appointment with the professor of the class to discuss the issue.
An online student must telephone or email the professor involved to discuss the issue.
2. After discussing the issue with the professor, the student must submit a written request to the professor for re-evaluation of the grade in question.
3. If the issue is not resolved satisfactorily, the student must address a written appeal to the Dean of the College if an undergraduate student and to the Dean of the Graduate School if a graduate student.
4. The decisions of the Academic Dean are final.
5. In the event that the professor in question is also the dean, appeals will be addressed to the appropriate (undergraduate or graduate) faculty committee. In such cases the faculty committee's decision shall be final.

If the student desires to make an academic appeal based on extenuating circumstances, the following should be noted:

Consideration will be given to students who demonstrate in writing extenuating circumstances that hinder the completion of, or require withdrawal from, an on-campus class or on-campus classes. Other modes of study for completion of the on-campus class or on-campus classes will be included in the consideration.

Extenuating circumstances will include, but not be limited to, the following: death in a student's immediate family, crisis with a student's employment, prolonged serious illness of a student or a student's immediate family member, serious accident suffered by a student or a student's immediate family member, a student suffering a natural disaster, a military student's deployment or work.

In all cases which affect a student's immediate family member (except in the case of the death of a student's immediate family member), the phrase "immediate family member" will include a student's spouse, child, father, mother, father-in-law, or mother-in-law. In the case of the death of a student's immediate family member, the phrase "immediate family member" will, in addition to the preceding, also include a student's brother or sister.

NON-ACADEMIC APPEALS

Any student desiring to appeal non-academic decisions may, within 30 days of the decision, do the following:

1. Request in writing a hearing with the immediate supervisor of the individual or individuals involved along with all parties present.
2. If action is not satisfactory, request in writing a hearing with the President and those individuals present in the first meeting.
3. The decision of the President is final.

STUDENT GRIEVANCE POLICY

Luther Rice Seminary & University students who have a complaint about any aspect of their experience at the institution should follow the steps below. All requests will be handled confidentially.

1. In accordance with the teaching of Jesus (Matthew 18), the student who has a grievance should first try to resolve the issue with the party or parties involved. This may be done through written correspondence, by phone, or in a face-to-face meeting. If the issue is satisfactorily resolved by such a process, no other action is required.
2. If such a "Summary Disposition" as is detailed in item 1 above does not settle the issue, the student should submit the complaint in writing to studentservices@lru.edu or mail it to Student Services Luther Rice Seminary & University, 3038 Evans Mill Road, Lithonia, Georgia 30038. The complaint must include detailed information, including specific dates, times, and the people involved, as well as an account of how the student has sought to resolve the issue up to this point (including copies of all correspondence to and from the parties involved.). The complaint will be submitted to the appropriate administrator by Student Services.
3. The appropriate LRSU administrator will review the complaint and send a response to the student within 7 business days. If the student does not believe the complaint was handled properly he/she may submit the complaint in writing including the details from step 2 to the President's Council by emailing it to studentservices@lru.edu or mailing it to Student Services Luther Rice Seminary & University, 3038 Evans Mill Road, Lithonia, Georgia 30038.
4. If, after the above steps have been taken, the student does not believe that the complaint was handled properly by the institution, he/she should contact the accrediting agency, Transnational Association of Christian Colleges and Schools at Post Office Box 328, Forest, Virginia 24551, 434-525-9539, or info@tracs.org.

REMEDIATION POLICY

LRSU is aware of the difficult conditions under which some students have to study. If there is anything that a student cannot grasp or which requires further clarification, the student is encouraged to consult his or her advisor or the Vice President for Student Development.

English as a Second Language

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

Remedial Programs

Except in the disciplines of English and Mathematics, LRSU does not provide a remedial program for a student who is admitted and finds that he or she cannot work on the expected level of his degree program.

Repeating a Course

LRSU follows a non-punitive course of remediation in which a student may repeat a course that was taken at LRSU and received a grade of "F" and have only the second grade calculated in the cumulative grade point average. The course repeated will have the original grade replaced with an "R" and a new course entry will be placed on the transcript showing the second grade.

MAKE-UP POLICY

Students are expected to take all quizzes, tests, and examinations and to submit all papers and assignments on the day and hour announced. Exceptions may be made in the case of serious illness or a death in the family, but the responsibility rests with the student to make arrangements with the professor to make up the work.

For those parts of a course submitted or taken late for reasons other than serious illness or a death in the family, make-up privileges are at the discretion of the professor.

GRADUATION

Graduation Requirements

1. Bachelor 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. Master of Arts Degree Programs
 - a. Satisfactory completion of the semester hour and course distribution requirements of the degree program.
 - b. A minimum cumulative GPA of 2.5.
3. 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 applicants living within the state of Georgia **must** attend the commencement exercises held in Metro Atlanta in May. **Applicants living outside the area of mandatory attendance are strongly encouraged to attend.**
3. All graduation fees are non-refundable and non-transferable.
4. 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.
5. To avoid a late charge, the deadline for submitting an Application for Graduation and appropriate fee is **February 1** of the year in which the student plans to graduate. A late fee of \$100 will be charged on all applications submitted after February 1. No applications will be processed after March 1. Delivery of graduation regalia and diplomas in time for the commencement exercises is guaranteed only if applications are received by February 1.
6. 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.
7. Any exit exams or other assessments administered to the graduating class must be completed by the student prior to the award of his/her degree.

Graduation Week

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

Commencement Attendance

Attendance at commencement is mandatory for every student residing in the state of Georgia. Absences will be granted only for extreme emergencies and must be approved by the Board of Trustees. Though a student may complete his work earlier, he must attend the May exercises if he resides in the area of mandatory attendance. If a student does not attend graduation exercises, except for an approved emergency, he must reapply the following year, pay the current graduation fee again, and attend graduation. A diploma cannot be received until attendance at the graduation exercises. If a student has completed all the requirements for his degree program, but has not graduated, a Letter of Completion can be obtained from the Registrar's Office.

TRANSCRIPTS

1. Transcripts are released only to the student or to another institution at the student's written request. Official transcripts are sent only to other institutions, not to the student. Transcripts will be provided for a fee of \$5.00 for each address to which the transcript is sent.
2. A transcript will not be released until all accounts are paid in full.

3. Request for transcripts must be in writing. There is a 3-5 day turn-around time after transcripts are requested. During peak times of the year, the turn-around time could be 5-10 days. For an expedited transcript, the fee is \$25.00 and will be processed within one hour of request.

RESIDENCY REQUIREMENTS

No residency requirements for bachelors and masters degrees.

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

PROCTORS

A proctor is one who supervises the student as he takes examinations and verifies the integrity of the testing process. The proctor may not live at the same home address as the student, be a relative, or be actively applying to an LRSU degree program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

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

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

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

to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

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

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



Williams Hall