

# ACADEMIC CATALOG

2016-2017



UNION  
PRESBYTERIAN  
SEMINARY



The regulations, requirements, and general information included in this document are official for the 2016-2017 academic year.

In accordance with sound academic and fiscal practice, Union Presbyterian Seminary reserves the right to make changes in policies, regulations, procedures, and fees and will give due notice to affected parties.

Current, and more comprehensive, information regarding the seminary's academic and non-degree programs, faculty and staff, campus settings and location, resources and facilities, and student services is available on the Union Presbyterian Seminary website at [www.upsem.edu](http://www.upsem.edu).

Union Presbyterian Seminary does not unlawfully discriminate on the basis of race, color, national origin, sex, disability, age, or any other status protected by federal, state, or local law applicable to a religious educational institution.

Throughout this catalog, information pertaining specifically to Union Presbyterian Seminary at Charlotte is marked with a light gray screen. Information applicable to all campuses will be in standard text.

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# 1. Union Presbyterian Seminary Academic Calendar

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## **RICHMOND CAMPUS 2016-2017**

### **Summer Language Course 2016**

Registration .....	March 6-19
Summer Hebrew classes begin .....	July 11
Deadline to drop or change to audit.....	July 20
All tuition and fees due .....	July 21
Deadline to withdraw from Summer Language .....	July 29
Summer Hebrew classes end .....	August 26

### **Language and Culture Immersion**

(Entering International Student Program) .....	August 23-Sept 2
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### **Fall Term 2016**

Registration .....	May 15-28
Orientation of new students .....	September 6-10
Richmond fall term classes begin (Monday) .....	September 12
205th Session Opening Convocation .....	September 14
Deadline to drop/add or change to audit .....	September 21
All tuition and fees due .....	September 22
Fall Recess .....	October 24-29
Deadline to withdraw from fall term course .....	October 26
Thanksgiving Recess .....	November 21-25
Richmond fall term classes end .....	December 16

### **Spring Term 2017**

Registration .....	November 6-19
Richmond spring term classes begin (Monday) .....	January 9
Martin Luther King, Jr. Day (no class) .....	January 16
Deadline to drop/add or change to audit.....	January 18
All tuition and fees due .....	January 19
Deadline to withdraw from spring term course .....	February 22
Spring Recess .....	February 27-March 4
Makeup day for MLK Holiday (Monday).....	April 10
Snow day/Richmond spring term classes end (Tuesday).....	April 11

### **April Term 2017**

Registration .....	February 5-18
Richmond April term classes begin (Monday).....	April 17
Deadline to drop/add or change to audit .....	April 26
All tuition and fees due .....	April 27
Deadline to withdraw from April 2016 term .....	April 30

Richmond April term classes end ..... May 5

**SPRUNT LECTURES** (Monday-Wednesday) ..... May 8-10

**May Term 2017**

Registration ..... February 5-18

Richmond May term classes begin (Monday) ..... May 15

Deadline to drop/add or change to audit ..... May 24

All tuition and fees due ..... May 25

Deadline to withdraw from May term ..... May 28

Memorial Day (no class) ..... May 29

Richmond May term classes end (Thursday) ..... June 1

**RICHMOND COMMENCEMENT 2017** (Saturday) ..... June 3

**Summer Language Course 2017**

Registration ..... April 9-22

Greek classes begin ..... July 10

Deadline to drop or change to audit ..... July 19

All tuition and fees due ..... July 20

Deadline to withdraw from Summer Language ..... July 28

Greek classes end ..... August 25

**Language and Culture Immersion**

(Entering International Student Program) ..... August 22–Sept 2

**EXTENDED CAMPUS PROGRAM 2016-2017**

**Fall Term 2016**

Registration ..... May 15-28

At-home session begins (Monday) ..... September 12

Deadline to drop/add or change to audit ..... September 21

All tuition and fees due ..... September 22

Deadline to withdraw from an ECP Fall courses ..... October 26

On-campus session ..... October 24-29

At-home session ends (Friday) ..... December 9

**Spring Term 2017**

Registration ..... November 6-19

At-home session begins (Monday) ..... January 9

Deadline to drop/add or change to audit ..... January 18

All tuition and fees due ..... January 19

Deadline to withdraw from an ECP Spring term courses ..... February 22

On-campus session ..... February 27-March 4

At-home session ends (Friday) ..... March 31

## CHARLOTTE CAMPUS 2015-2016

### Fall Term 2016

Registration .....	May 15-28
Charlotte fall term classes begin (Friday) .....	September 9
Orientation of new students .....	August 27
Matching Grant due .....	September 10
Opening convocation.....	September 17
Deadline to drop/add or change to audit .....	September 21
All tuition and fees due .....	September 22
Fall Recess.....	October 24-29
Deadline to withdraw from fall term course.....	October 26
Thanksgiving Recess .....	November 21-26
Charlotte Fall term classes end .....	December 10

### Spring Term 2017

Registration .....	November 6-19
Charlotte spring term classes begin (Friday) .....	January 6
Matching Grant due .....	January 7
Deadline to drop/add or change to audit .....	January 18
All tuition and fees due .....	January 19
Deadline to withdraw from Spring 2016 course.....	February 22
Spring Recess .....	February 27-March 4
Charlotte Spring term classes end.....	April 1

### April Term 2017

Registration .....	February 5-18
Charlotte April term classes begin (Friday) .....	April 21
Matching Grant due .....	April 22
Deadline to drop/add or change to audit .....	April 26
All tuition and fees due .....	April 27
Deadline to withdraw from April term .....	April 30
Charlotte April term classes end (Saturday).....	May 13

### May Term 2017

Registration .....	February 5-18
Charlotte May term classes begin (Friday) .....	May 19
Matching Grant due .....	TBA
Deadline to drop/add or change to audit .....	May 24
All tuition and fees due .....	May 25
Deadline to withdraw from May term .....	May 28
Charlotte May term classes end (Saturday) .....	June 10

**CHARLOTTE COMMENCEMENT 2017** (Saturday)..... June 17

### Summer Language Course 2017

Registration .....	February 5-18
Summer Language classes begin (Friday) .....	April 22
Matching Grant due .....	TBA
Deadline to drop/add or change to audit.....	May 3

All tuition and fees due ..... May 4  
Deadline to withdraw from Charlotte summer language ..... May 17  
Summer Language classes end (Saturday)..... June 24

## 2. Overview

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### THE MISSION OF UNION PRESBYTERIAN SEMINARY

Union Presbyterian Seminary equips Christian leaders for ministry in the world—a sacred vocation that requires deep learning, commitment to service, and an ability to read culture and circumstance in the light of the rich resources of scripture and theological tradition.

The seminary's core mission is to participate in the mission of the church by forming and equipping leaders for the work of ministry, for building up the body of Christ (*Eph 4:12*).

- We confess the Lordship of Jesus Christ. We believe that Jesus is God in the flesh, the Son of that One whom he called Father. His life, ministry, death and resurrection have transformed the world. As the risen and living Lord, Jesus has called us to bear witness to his transformative presence in the world.
- We serve as a theological resource for church and society.
- We weave together distinctive approaches to theological education for pastoral and educational ministries.
- We educate, inspire, and empower leaders for congregational life, theological scholarship, and bold Christian service to the world.
- We seek to participate faithfully in the Holy Spirit's transformation of the seminary, the church, and through the church, the world.

### ACCREDITATION

Union Presbyterian Seminary is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award masters degrees on its Richmond campus and its Charlotte extension site and to award doctoral degrees on its Richmond campus. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, or call 404-679-4501, for questions about the accreditation of Union Presbyterian Seminary. The Commission directs schools to indicate that it is to be contacted only if there is concern that an institution is not in compliance with an accreditation requirement or standard.

Union Presbyterian Seminary is also accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada. The following degree programs are approved: M.Div., M.A.C.E., Th.M., and Ph.D. The following extension site is approved as specified: Charlotte, NC for the degrees of M.Div. and M.A.C.E. The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275, USA. Telephone: 412-788-6505; Fax: 412-788-6510; Website: [www.ats.edu](http://www.ats.edu)

Degree program(s) of study offered by Union Presbyterian Seminary at Charlotte have been declared exempt from the requirements for licensure under provisions of North Carolina General Statutes (G.S.) 116-15(d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon any assessment of program quality under established licensing standards.

Union Presbyterian Seminary, on both campuses, is fully accredited by the University Senate of the United Methodist Church for the instruction of United Methodist students who seek to be pastors.

## HISTORY

Since its formation in 1812, Union Theological Seminary has sustained the intention of its founders to provide education for Christian ministry that is scholarly, pastoral, and engaged with contemporary life.

A century after its founding, and in response to a need of the contemporary church, the seminary was instrumental in establishing the Assembly's Training School (ATS) for Lay Workers in 1914. ATS was renamed the Presbyterian School of Christian Education (PSCE) in 1959. From 1914 to 1997 the two theological institutions worked side by side to prepare pastors and educators for work in congregations, church agencies, and other institutions of Christian service.

The federation of the two institutions in 1997 brought Union and PSCE full circle as partners in God's service, uniting to continue their distinctive and complementary educational contributions to the church.

In the early years of Union's existence as a theological institution, the curriculum of the seminary was shaped along classical lines to ensure that clergy were competently trained in biblical exegesis, theology, church history, and pastoral studies. Under the extraordinary leadership of Walter W. Moore (president from 1904-1926), the seminary navigated a number of significant challenges, including the relocation (in 1898) from Hampden-Sydney College near Farmville, VA, to Richmond so that seminarians would be exposed to greater opportunities in Virginia's capital. It was also during Dr. Moore's presidency that the Sprunt Lectures were inaugurated (1911), and Schauffler Hall was erected (1919) as a new church development to aid students in their preparation for the practice of ministry. In 1996-97, Schauffler Hall was reconstructed to house the state-of-the-art William Smith Morton Library.

In 1907 Dr. Moore made another decision which would significantly change the shape of theological education in Richmond. A young woman, Annie Wilson, requested permission to attend lectures at Union Theological Seminary in order to prepare for work in foreign missions. Even though seminary education was intended for men only, Dr. Moore agreed to her request, and along with Dr. A. L. Phillips (general superintendent of Sabbath Schools of the Presbyterian Church in the United States), began to organize a school to prepare women and men for lay ministry. In 1914, with the encouragement, leadership, and generous support of the president and faculty of Union Theological Seminary, the first class of 24 women and four men enrolled in the new General Assembly's Training School (ATS) for preparation as Christian "workers outside of the regular ordained ministry."

In carrying out their unique missions, both Union Theological Seminary and the Presbyterian School of Christian Education served the church faithfully throughout the twentieth century. Union developed a doctoral program (Th.D., 1930–now Ph.D.), established a highly-respected journal of biblical and theological studies, *Interpretation* (1947), and founded the Carl Howie Center for Science, Art, and Theology (1995). PSCE established a doctoral program in Christian education (Ed.D., 1983) and the Center on Aging (1978). Both schools sustained an interest in modern media and technology, and sought to explore ways the church might use these tools to communicate the gospel.

Over the decades, the two institutions depended upon each other to accomplish their respective missions. Generations of students crossed Brook Road to take classes under an open enrollment policy, and in the early 1990s the two schools launched the M.Div./M.A.C.E. dual degrees program. Following federation in 1997, further steps were taken to unite the institution and strengthen its academic offerings.

## **Union Presbyterian Seminary at Charlotte**

Union Presbyterian Seminary's commitment to the church and society continues. Responding to the request of Presbyterian leaders in the Central Carolinas to create an extension of the seminary for qualified students who are unable to relocate to an existing theological institution, Union Presbyterian Seminary at Charlotte was established on the campus of Queens University of Charlotte in February 2002. Full accreditation for the Charlotte program was received in May 2005. In September of 2012, the Charlotte campus moved to its own building on the campus of Sharon Presbyterian Church, Charlotte, NC.

Now, as the seminary engages new demands for theological education in the 21st century, it continues to focus its mission on equipping leaders for Christian ministry. On July 1, 2010, the seminary officially adopted a new name, Union Presbyterian Seminary, to reflect a collective vision for the future and to signify the new creation that God is forming out of this historic seminary.

## **RICHMOND THEOLOGICAL CONSORTIUM (RTC)**

The Richmond campus of Union Presbyterian Seminary is part of the Richmond Theological Consortium, which also includes the Samuel L. DeWitt Proctor School of Theology at Virginia Union University and the Baptist Theological Seminary at Richmond. Students at consortium schools may cross-register for courses at the other RTC institutions. Each institution maintains its own autonomy and grants its own degrees.

## **THE LEADERSHIP INSTITUTE**

The Leadership Institute at Union Presbyterian Seminary is responding to the changing needs of the church and its leadership. Its mission is to strengthen and enrich the ministries of churches and other ministry settings, and to be a significant partner in the ongoing process of educating and equipping leaders for service to the church and world.

In living out this mission, the Leadership Institute offers workshops, lectures, seminars, and consultations for pastors, educators, and lay persons involved in a variety of leadership roles in congregations and other settings. With these offerings, the Institute's objectives are (a) to stimulate growth, development, and renewal for church leaders, (b) to deepen a base of knowledge which is sufficiently integrated into the practice of ministry, and (c) to assist leaders in identifying strategies for staying on a growing edge in ministry. In cooperation with other offices of the seminary, the Leadership Institute is developing a new cohort-based program to provide Union Presbyterian Seminary graduates continuing education opportunities in the first four years of their ministries.

Dr. Marilyn Johns is director of program development for the Leadership Institute. For a schedule of planned events, please contact the Institute at 804-278-4301 or visit the Union Presbyterian Seminary website: [www.upsem.edu/leadership\\_institute/upcoming\\_continuing\\_education\\_events/](http://www.upsem.edu/leadership_institute/upcoming_continuing_education_events/).

## FULL-TIME, AFFILIATE, AND VISITING FACULTY

### Full-Time Faculty

#### Samuel L. Adams

*Associate Professor of Old Testament*

Yale University, Ph.D.

University of Chicago Divinity School, M.Div.

Davidson College, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/samuel\\_adams/](http://www.upsem.edu/academics/faculty_staff/samuel_adams/)

#### Samuel E. Balentine

*Director of Graduate Studies and Professor of Old Testament*

Oxford University, D. Phil.

Southeastern Baptist Theological Seminary, M.Div.

Furman University, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/samuel\\_e\\_balentine/](http://www.upsem.edu/academics/faculty_staff/samuel_e_balentine/)

#### Brian K. Blount

*President and Professor of New Testament in the Walter W. Moore  
and Charles E. S. Kraemer Presidential Chairs*

Emory University, Ph.D.

Princeton Theological Seminary, M.Div.

College of William and Mary, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/brian\\_k\\_blount1/](http://www.upsem.edu/academics/faculty_staff/brian_k_blount1/)

#### Richard Boyce\*

*Academic Dean of Union Presbyterian Seminary, Charlotte Campus,  
and Associate Professor of Preaching and Pastoral Leadership*

Union Theological Seminary in Virginia, D.Min., Ph.D.

Davidson College, A.B.

[http://www.upsem.edu/academics/faculty\\_staff/richard\\_nelson\\_boyce/](http://www.upsem.edu/academics/faculty_staff/richard_nelson_boyce/)

#### E. Carson Brisson\*

*Associate Professor of Bible and Biblical Languages*

Southern Baptist Theological Seminary, Ph.D.

Southeastern Baptist Theological Seminary, M.Div., Th.M.

Mars Hill College, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/e\\_carson\\_brisson/](http://www.upsem.edu/academics/faculty_staff/e_carson_brisson/)

#### Charles E. Brown

*William B. Oglesby Professor of Pastoral Theology*

Princeton Theological Seminary, Ph.D.

Vanderbilt University Divinity School, M.Div.

Rhodes College (formerly Southwestern at Memphis), B.A.

[http://www.upsem.edu/academics/faculty\\_staff/charles\\_brown/](http://www.upsem.edu/academics/faculty_staff/charles_brown/)

*\*These faculty serve at Union Presbyterian Seminary, Charlotte Campus*



**Katie Geneva Cannon**

*Annie Scales Rogers Professor of Christian Ethics*  
Union Theological Seminary in New York, M. Phil, Ph.D.  
Johnson C. Smith Seminary, M.Div.  
Barber-Scotia College, B.S.  
[http://www.upsem.edu/academics/faculty\\_staff/katie\\_geneva\\_cannon](http://www.upsem.edu/academics/faculty_staff/katie_geneva_cannon)

**John T. Carroll**

*Harriet Robertson Fitts Memorial Professor of New Testament*  
Princeton Theological Seminary, M.Div., Ph.D.  
Oxford University, Dipl. Theol.  
University of Tulsa, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/john\\_t\\_carroll/](http://www.upsem.edu/academics/faculty_staff/john_t_carroll/)

**Sung Hee Chang\***

*Director Supervised Ministry and Assistant Professor of Christian Education, Charlotte Campus*  
Union Theological Seminary and Presbyterian School of Christian Education, M.A.C.E., Ph.D.  
Sung Shin Women's University, Seoul, Korea, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/sung\\_hee\\_chang/](http://www.upsem.edu/academics/faculty_staff/sung_hee_chang/)

**Dawn DeVries**

*John Newton Thomas Professor of Systematic Theology*  
University of Chicago Divinity School, M.A., Ph.D.  
College of the University of Chicago, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/dawn\\_devries/](http://www.upsem.edu/academics/faculty_staff/dawn_devries/)

**Susan Fox**

*Director of Supervised Ministry and Vocational Planning and Professor of Supervised Ministry*  
Union Theological Seminary in Virginia, M.Div., D.Min.  
University of South Alabama, M.Ed.  
Mississippi University for Women, B.S.  
[http://www.upsem.edu/academics/faculty\\_staff/susan\\_fox/](http://www.upsem.edu/academics/faculty_staff/susan_fox/)

**Paul Galbreath\***

*Professor of Theology*  
University of Heidelberg, Dr. theol.  
Baylor University, Ph.D.  
Austin Presbyterian Theological Seminary, Th.M.  
Southwestern Baptist Theological Seminary, M.Div.  
Stetson University, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/paul\\_galbreath/](http://www.upsem.edu/academics/faculty_staff/paul_galbreath/)

**Frances Taylor Gench**

*Herbert Worth and Annie H. Jackson Professor of Biblical Interpretation*  
Union Theological Seminary in Virginia, M.Div., Ph.D.  
Davidson College, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/frances\\_taylor\\_gench/](http://www.upsem.edu/academics/faculty_staff/frances_taylor_gench/)

*\*These faculty serve at Union Presbyterian Seminary, Charlotte Campus*

**Christine Luckritz Marquis**

*Assistant Professor of Church History*

Duke University, Ph.D.

Yale Divinity School, M.A.

Illinois Wesleyan University, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/christine\\_luckritz\\_marquis/](http://www.upsem.edu/academics/faculty_staff/christine_luckritz_marquis/)

**Kenneth J. McFayden**

*Academic Dean of Union Presbyterian Seminary, Richmond Campus, and Professor of  
Ministry and Leadership Development*

Southern Baptist Theological Seminary, Th.M., Ph.D.

Union Theological Seminary in Virginia, D.Min.

University of North Carolina at Chapel Hill, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/ken\\_mcfayden/](http://www.upsem.edu/academics/faculty_staff/ken_mcfayden/)

**Pamela Mitchell-Legg\***

*Sarah Belk Gambrell Professor of Christian Education*

Presbyterian School of Christian Education, M.A., Ed.D.

University of Virginia, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/pamela\\_mitchell\\_legg/](http://www.upsem.edu/academics/faculty_staff/pamela_mitchell_legg/)

**Rodney S. Sadler\***

*Associate Professor of Bible*

Duke University, Ph.D.

Howard University, B.S., M.Div.

[http://www.upsem.edu/academics/faculty\\_staff/rodney\\_s\\_sadler\\_jr/](http://www.upsem.edu/academics/faculty_staff/rodney_s_sadler_jr/)

**Carol L. Schnabl Schweitzer**

*Associate Professor of Pastoral Care*

Princeton Theological Seminary, Ph.D.

Lutheran School of Theology at Chicago, M.Div.

Westminster Choir College, Bachelor of Music

[http://www.upsem.edu/academics/faculty\\_staff/carol\\_l\\_schnabl\\_schweitzer/](http://www.upsem.edu/academics/faculty_staff/carol_l_schnabl_schweitzer/)

**Stanley H. Skreslet**

*F. S. Royster Professor of Christian Missions*

Yale University, M.A., M.Phil., Ph.D.

Union Theological Seminary in Virginia, D.Min.

Lewis and Clark College, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/stanley\\_skreslet/](http://www.upsem.edu/academics/faculty_staff/stanley_skreslet/)

**Richard W. Voelz**

*Assistant Professor of Preaching and Worship*

Vanderbilt University, M.A., Ph.D.

Emmanuel School of Religion, M.Div.

Milligan College, B.A.

[http://www.upsem.edu/academics/faculty\\_staff/richard\\_w\\_voelz/](http://www.upsem.edu/academics/faculty_staff/richard_w_voelz/)

*\*These faculty serve at Union Presbyterian Seminary, Charlotte Campus*

**Karen-Marie Yust**

*Josiah P. and Anne Wilson Rowe Professor of Christian Education*  
Harvard Divinity School, Th.D.  
Brite Divinity School, M.Div.  
Trinity University, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/karen\\_marie\\_yust/](http://www.upsem.edu/academics/faculty_staff/karen_marie_yust/)

**Affiliate and Visiting Faculty**

**Adrian Bird\***

*Affiliate Assistant Professor of Church History*  
University of Edinburgh, Th.M., Ph.D.  
Brite Divinity School, M.A.T.S.  
Sheffield Hallam University, UK, B.Ed.  
[http://www.upsem.edu/academics/faculty\\_staff/adrian\\_bird/](http://www.upsem.edu/academics/faculty_staff/adrian_bird/)

**Rebecca Davis\***

*Visiting Associate Professor of Christian Education*  
Union-PSCE, Ph.D.  
Union Theological Seminary, M.Div.  
Presbyterian School of Christian Education, M.A.C.E.  
Marshall University, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/rebecca\\_davis/](http://www.upsem.edu/academics/faculty_staff/rebecca_davis/)

**Merwyn Johnson\***

*Visiting Professor of Theology*  
Universität Basel, Th.D.  
Union Theological Seminary, Virginia, M.Th., M.Div.  
University of Virginia, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/merwyn\\_s\\_johnson/](http://www.upsem.edu/academics/faculty_staff/merwyn_s_johnson/)

**Cindy Kissel-Ito**

*Visiting Associate Professor of Christian Education and Coordinator of Extended Campus  
and Educator Certification Initiative Programs*  
Union Theological Seminary and Presbyterian School of Christian Education, Ph.D.  
Wesley Theological Seminary, M.Div.  
State University of New York (Albany), B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/cindy\\_l\\_kissel\\_ito/](http://www.upsem.edu/academics/faculty_staff/cindy_l_kissel_ito/)

**H. Carson Rhyne, Jr.**

*Affiliate Instructor of Practical Theology*  
Union Theological Seminary, M.Div.  
Presbyterian College, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/carson\\_rhyne/](http://www.upsem.edu/academics/faculty_staff/carson_rhyne/)

*\*These faculty serve at Union Presbyterian Seminary, Charlotte Campus*

**William B. Sweetser, Jr.\***

*Visiting Assistant Professor of Church History*  
Union-PSCE, Ph.D.  
Union Theological Seminary, Th.M.  
Union Theological Seminary, M.Div.  
University of California, A.B.  
[http://www.upsem.edu/academics/faculty\\_staff/william\\_sweetser/](http://www.upsem.edu/academics/faculty_staff/william_sweetser/)

**John W. Vest**

*Visiting Assistant Professor of Evangelism*  
McCormick Theological Seminary, D.Min.  
University of Chicago Divinity School, M.Div.  
Rice University, B.A.  
[http://www.upsem.edu/academics/faculty\\_staff/john\\_w\\_vest/](http://www.upsem.edu/academics/faculty_staff/john_w_vest/)

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## 3. Academics

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### PROGRAMS OF STUDY

#### Professional Degree Programs

In Summer 2013 (Fall 2013 in Charlotte), Union Presbyterian Seminary implemented new M.A.C.E. and M.Div. curricula. In addition, a revised set of requirements now guide newly matriculated students seeking to earn both degrees in the dual degree program. The descriptions given in this catalog for the 2016-2017 academic year will apply to students who enter these professional degree programs in Summer 2013 (Fall 2013 in Charlotte) or later. Students already matriculated in the M.A.C.E. or M.Div. degree programs (or both through the dual degree program) before Summer 2013 will continue to be governed by the academic catalog then in force when they began their degree program.

#### Master of Arts in Christian Education (M.A.C.E.)

The Master of Arts in Christian Education is the first professional degree in educational ministry. Offered on the Richmond campus for full-time students, it is a two-year program. Part-time students can earn the degree through the Charlotte campus, the Richmond campus, or the Extended Campus Program (ECP).

The purpose of the M.A.C.E. degree program is to prepare women and men to become professional educators in Christian congregations or other educational settings. The objectives of the program are to enable students to gain comprehension of the Christian heritage with emphasis on the Bible and the Reformed tradition, to understand and appreciate the life and mission of the church, and to acquire the knowledge and skills needed for effective educational ministry in the contemporary world.

#### Program Goals

"The signal task of Union Presbyterian Seminary is to prepare students for vocations centered on the interpretation, proclamation, and praxis of the Word of God. We prepare them to be theologians who equip communities of faith to participate in God's mission in the world..."

Curricular Commitments, Union Presbyterian Seminary Faculty

In light of these curricular commitments, three interrelated but distinctive professional roles define the vocational objectives embodied in the M.A.C.E. program at Union Presbyterian Seminary:

#### A. Practicing Theologian

**Practicing Theologians nurture communities of faith. They receive, interpret, and pass on the inheritance of Christian tradition as expressed in the canonical Scriptures and other formative texts. They model, and enable others to engage in, disciplined reflection on the meaning of the gospel for, and its faithful enactment in, their particular time and place.**

An educator as Practicing Theologian:

- 1) Engages scripture, studies it, and interprets it in a faithful manner using a range of exegetical and hermeneutical tools.

- 2) Equips all ages in communities of faith to read and interpret the scriptures and other formative texts, integrating theology, church history, and Biblical interpretation in the teaching task of the church.
- 3) Engages congregations in interpreting the Christian tradition in languages and forms that speak to people in their current contexts, in light of the church's witness in various times and places.
- 4) Summons communities of faith to embrace the good news of the gospel of Jesus Christ and to live out its gifts and claims as they participate in the church's mission in the world.

## **B. Congregational Leader**

**Congregational Leaders equip communities of faith for the praise and service of God. Informed by the theological traditions of the church and its contemporary realities, they seek to bear witness to the gospel through ministries of preaching, teaching, pastoral care, and liturgical and congregational leadership. They call individuals and congregations to hear and respond to the Word of God.**

An educator as Congregational Leader:

- 1) Connects educational ministry to the church's worship and sacraments.
- 2) Teaches classes, groups of all ages, and congregational leaders in ways that connect biblical texts and the situations of contemporary listeners, calling them to respond faithfully to the claims of the gospel.
- 3) Teaches effectively and equips congregations to be communities of teaching and learning for faithful living in the contemporary world.

## **C. Community Witness**

**Community Witnesses practice ministry by participating in God's mission in the world. In a multi-cultural and multi-religious world, they bear witness to Jesus Christ. In response to Christ's call to serve the least, these witnesses seek to encourage communities of faith to proclaim the gospel, work for justice, and resist the powers of sin and evil. They do so joyfully anticipating the fullness of God's reign.**

An educator as Community Witness:

- 1) Recognizes, seeks to understand, and helps the congregation learn about and engage the many religions and world views that shape the world in which a global church finds itself.
- 2) Engages theologically with multiple paradigms of knowledge and cultural assumptions, including philosophical and scientific epistemologies, and brings these to bear in the educational ministry of the church.
- 3) Communicates effectively, particularly in teaching settings, using a variety of culturally relevant idioms, in order to share the gospel of Jesus Christ with others.
- 4) Works with and helps all ages in the congregation interact constructively with other religious and community leaders in ways that are responsive to social needs and justice issues.

The course of studies leading to the M.A.C.E. degree is constructed in accordance with the standards of the Association of Theological Schools in the United States and Canada and the Southern Association of Colleges and Schools Commission on Colleges.



### **Admission**

Candidates for the M.A.C.E. program normally must have received a bachelor's degree (B.A. or B.S.) from a four-year college or university accredited by one of the regional accrediting agencies in the United States or hold an equivalent educational credential from another country. For additional prerequisites and criteria for admission, see page 70.

### **Advising**

Each student in the program will be assigned a faculty advisor.

### **Residency and Time Requirements**

The M.A.C.E. program ordinarily requires a minimum of two years of full-time study for students on the Richmond campus. Students may earn up to 31.5 credit hours in each nine-month academic year (normally students take ten courses or 30 credit hours in a nine-month academic year and two courses or six credit hours of summer field education between the first and second year). By definition, M.A.C.E. students on the Charlotte campus and the Extended Campus Program are considered part-time and different time requirements apply. Information regarding course loads and full-time status for every degree program can be found in Academic Procedures and Regulations, beginning on page 44.

### **Prior Credit**

Students who have earned the M.Div. degree from an ATS-accredited institution within eight years of beginning the M.A.C.E. degree program at Union Presbyterian Seminary may be eligible for admission with prior credit. A student who qualifies for M.A.C.E. with prior credit must complete at least 30 credit hours toward the M.A.C.E. degree at Union Presbyterian Seminary, with a cumulative GPA of at least 2.0. All other policies pertaining to the M.A.C.E. apply. The Christian Education department, in consultation with the appropriate academic dean, will review the student's previous coursework in order to determine which specific courses within the minimum of 30 credit hours must be completed.

### **Extended Campus Program**

The Extended Campus Program (ECP) provides a means for persons to pursue part-time graduate study in the M.A.C.E. program without relocating to Richmond or Charlotte.

The ECP course structure seeks to accommodate, insofar as institutional resources and goals permit, the busy schedules of adults with careers and families. The time required to complete the M.A.C.E. through the ECP will vary depending on several factors: how many classes are taken each term, enrollment status, and whether transfer credit from another institution is accepted. The minimum time required to complete the M.A.C.E. through the ECP is ordinarily five years of continuous enrollment in two courses per term, the maximum number of courses per term allowed. ECP students who wish to complete their degree program within this five-year minimum should prioritize taking all required courses the first time they are eligible to enroll in them. With the written permission of the academic dean, candidates may take up to ten years to complete their degree. Students who do not successfully complete at least one ECP credit within a two-year time frame are withdrawn from the program. Some core courses may be offered only once in a five-year cycle.

The ECP may meet the educational needs of persons seeking to:

- Pursue a M.A.C.E. degree while continuing to live and work in their community.
- Expand vocational skills and knowledge in educational ministry.
- Fulfill course requirements approved for educator certification in the Presbyterian Church (U.S.A.). For certification information, contact the Educator Certification Council at the Presbyterian Church (U.S.A.) in Louisville, KY, at (502) 569-5751, or

visit [www.pcusa.org](http://www.pcusa.org) or [www.apcenet.org](http://www.apcenet.org). Students are under all circumstances urged to contact the ECC in Louisville before enrolling in a course to make sure it fulfills ECC standards.

For information about the Educator Certification Initiative at Union Presbyterian Seminary, which offers courses through the ECP for church educators seeking certification in the Presbyterian Church (U.S.A.), visit [www.upsem.edu/admissions/extended\\_campus/](http://www.upsem.edu/admissions/extended_campus/).

Two ECP terms will be offered in 2016-2017: fall and spring. The fall term begins with study at home starting in September, continues with a 6-day period of classes on the Richmond campus October 24-29, and ends on December 9, 2016. The spring term begins with study at home starting in January 2017, continues with classes on the Richmond campus for a 6-day period February 27-March 4, and ends March 31, 2017. Attendance at all class sessions of the on-campus periods in October and February/March is required of all students enrolled in classes each term.

During the at-home study segment, students complete assignments according to the course syllabus. During the session on campus, students attend approximately three hours of class per course each day. There is time for fellowship with other ECP students, for use of the library, and for worship. Housing for ECP students during the on-campus portions of each term may be available and students are responsible for the cost of on-campus housing.

Students who complete courses in the ECP receive graduate credit. Most courses earn three credit hours.

ECP students apply and are admitted in the same fashion as other M.A.C.E. students, following the procedures specified for this program. See page 70 of this catalog for admission procedures.

### **Summary of Requirements for the M.A.C.E. Degree** **Course Requirements**

A student must complete 60 semester credit hours and meet the course requirements detailed below. Ordinarily, a minimum of two years of full-time study is needed to complete the M.A.C.E. degree program. Information regarding course loads and full-time status requirements for every degree program will be found beginning on page 44, Academic Procedures and Regulations.

Each M.A.C.E. student shall participate in the portfolio-based advising process, described on page 60. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

#### **Required Courses (33 hours)**

##### **Biblical Studies (12 hours)**

Old Testament I & II (BIB160 & BIB260)

New Testament I & II (BIB170 & BIB270)

##### **Theology and Ethics (9 hours)**

Theology I & II (THE101 and THE201)

Ethics (THE102)

**Education (12 hours)**

The Christian Life (EDU166)  
Teaching Ministry of the Church (EDU186)  
Theory for Education in Religion (EDU263)  
Faith and Human Development (EDU201)

**Supervised Ministry (3 hours)**

Students must earn at least three hours of credit in a supervised ministry setting approved in advance by the Supervised Ministry and Vocational Planning Office.

**Church in the World (3 hours)**

Students will meet this requirement by taking an approved elective or participating in a supervised ministry internship focused on one of the three following ministry areas: evangelism, interfaith relations, or community engagement. The registrar maintains a current list of the approved elective courses that address each of these areas. The Supervised Ministry and Vocational Planning Office works with students to identify qualifying supervised ministry settings.

**Electives (21 hours)**

At least 12 hours of these electives will carry EDU course numbers or be INT courses with an education emphasis.

**Portfolio-Based Assessment Process (required for graduation; earns no credit)**

**Total: 60 semester credit hours**

The M.A.C.E. program is designed to integrate learning in the classroom with learning in field settings. In these settings, students have the opportunity to engage critically in educational ministry, to identify their gifts and develop self-assessment skills, and to increase their confidence as responsible educators.

After having completed at least 27 credit hours in the M.A.C.E. program, the student will engage in a congregational or institutional internship. On the Richmond campus, this internship ordinarily occurs during the summer between the first and second year of study, although the course may also be taken in the fall or spring of one's final year. On the Charlotte campus or for Extended Campus Program students, this internship may occur in any term or consecutive terms after the completion of at least 27 credit hours.

**Additional Requirements for Graduation**

The faculty considers three factors before recommending a student to the board of trustees for a degree or other recognition at graduation: 1) the course of study pursued, 2) the quality of work done, and 3) the quality of life manifested. In the usual language of the Reformed tradition, that quality of life should be "becoming to a minister of the gospel."

## **Master of Divinity (M.Div.)**

The Master of Divinity program is the first professional degree in pastoral ministry. Offered for full-time students on the Richmond campus, it is a three-year program. Part-time students can earn the degree through the Charlotte campus or the Richmond campus.

The purpose of the M.Div. degree program is to prepare women and men for ordained ministry and for general pastoral and religious leadership responsibilities in congregations and other settings. Students gain knowledge of their religious heritage through this program and learn how to read cultural contexts, while developing their capacity for ministerial and public leadership.

### **Program Goals**

"The signal task of Union Presbyterian Seminary is to prepare students for vocations centered on the interpretation, proclamation, and praxis of the Word of God. We prepare them to be theologians who equip communities of faith to participate in God's mission in the world...."

Curricular Commitments, Union Presbyterian Seminary Faculty

In light of these curricular commitments, three interrelated but distinctive professional roles define the vocational objectives embodied in the M.Div. program at Union Presbyterian Seminary:

#### **A. Practicing Theologian**

**Practicing Theologians nurture communities of faith. They receive, interpret, and pass on the inheritance of Christian tradition as expressed in the canonical Scriptures and other formative texts. They model, and enable others to engage in, disciplined reflection on the meaning of the gospel for, and its faithful enactment in, their particular time and place.**

A Practicing Theologian:

- 1) Engages scripture in its original languages, interprets it in a faithful manner, and preaches and teaches it with integrity.
- 2) Equips communities of faith to read and interpret the scriptures and other formative texts, integrating theology, church history, and Biblical interpretation in the teaching task of the church.
- 3) Engages congregations in interpreting the Christian tradition in languages and forms that speak to people in their current contexts, in light of the history of the church's witness in various times and places.
- 4) Provides leadership for and understanding of the worship of the church, integrating preaching, teaching, and other practices of ministry.
- 5) Summons communities of faith to embrace the good news of the gospel of Jesus Christ and to live out its gifts and claims as they participate in the church's mission in the world.

#### **B. Congregational Leader**

**Congregational Leaders equip communities of faith for the praise and service of God. Informed by the theological traditions of the church and its contemporary realities, they seek to bear witness to the gospel through ministries of preaching, teaching, pastoral care, and liturgical and congregational leadership. They call individuals and congregations to hear and respond to the Word of God.**

A Congregational Leader:

- 1) Exhibits skills in worship leadership and sacramental practices that shape the faith of individuals and congregations.
- 2) Preaches in ways that discern the connections between biblical texts and the situations of contemporary listeners, calling them to respond faithfully to the claims of the gospel.
- 3) Offers meaningful and appropriate care to people in a variety of life circumstances with an awareness of self and others.
- 4) Teaches effectively and equips congregations to be communities of teaching and learning for faithful living in the contemporary world.

### **C. Community Witness**

**Community Witnesses practice ministry by participating in God's mission in the world. In a multi-cultural and multi-religious world, they bear witness to Jesus Christ. In response to Christ's call to serve the least, these witnesses seek to encourage communities of faith to proclaim the gospel, work for justice, and resist the powers of sin and evil. They do so joyfully anticipating the fullness of God's reign.**

A Community Witness:

- 1) Recognizes and seeks to understand the many religions and world views that shape the world in which a global church finds itself.
- 2) Engages theologically with multiple paradigms of knowledge and cultural assumptions, including philosophical and scientific epistemologies.
- 3) Communicates effectively, using a variety of culturally relevant idioms, in order to share the gospel of Jesus Christ with others.
- 4) Interacts constructively with other religious and community leaders in ways that are responsive to social needs and justice issues.

The course of studies leading to the M.Div. degree is constructed in accordance with the standards of the Association of Theological Schools in the United States and Canada and the Southern Association of Colleges and Schools Commission on Colleges. It also complies with the academic requirements for ordination in the Presbyterian Church (U.S.A.) and assists students of other denominations to meet the requirements of their traditions.

#### **Admission**

Candidates for the M.Div. program normally must have received a bachelor's degree (B.A. or B.S.) from a four-year college or university accredited by one of the nationally recognized regional accrediting agencies in the United States, or hold an equivalent educational credential from another country. There are additional requirements for admission to the M.Div. program. For detailed information, see page 70.

#### **Advising**

Each student in the program will be assigned a faculty advisor.

#### **Residency and Time Requirements**

The M.Div. program ordinarily requires a minimum of three years of full-time study for students on the Richmond campus. If a student elects to take a year-long Student-in-Ministry (SIM) internship, then the program ordinarily requires four years to complete. Students may earn up to 31.5 credit hours in each nine-month academic year (normally students take ten courses or 30 credit hours in a nine-month academic year and two courses or six credit hours of summer field education

between the first and second year and/or the second and third year). By definition, M.Div. students on the Charlotte campus are considered part-time and different time requirements apply. Information regarding course loads and full-time status for every degree program can be found in Academic Procedures and Regulations beginning on page 44.

### **Prior Credit**

Students who have earned the M.A.C.E. degree or its equivalent from an ATS-accredited institution within eight years of beginning the M.Div. degree program at Union Presbyterian Seminary may be eligible for admission with prior credit. A student who qualifies for prior credit must complete at least 60 credit hours toward the M.Div. degree at UPSem, with a cumulative GPA of at least 2.0. All other policies pertaining to the M.Div. apply. The appropriate academic dean, in consultation with faculty departments as needed, will determine which courses must be included within the (minimum of) 60 credit hours to be completed at UPSem. In any case in which it is determined that all core requirements in an academic department have been satisfied by previous work, completion of at least one elective in that curricular area will be required.

### **Courses in the M.Div. Curriculum**

#### **Basic Courses**

Students must earn 90 credit hours to receive the M.Div. degree. Twelve basic courses are required. These introduce students to particular fields of study and are designed to provide knowledge and skills for additional work in these fields. Two basic courses each are required in Old Testament, New Testament, History of Christianity, and Theology. One basic course is required in each of Christian Ethics, Preaching and Worship, the Teaching Ministry of the Church, and Pastoral Care. Students must also take an elective course in Preaching and/or Worship. These 13 courses, plus 12 credit hours in elementary biblical language courses, and nine credit hours in supervised ministry, constitute the standard core curriculum.

#### **Language Courses**

Upon admission, a student may request that the appropriate academic dean arrange for proficiency exams in either or both Elementary Greek and Elementary Hebrew. The administrative fee for each exam is \$150. Successful completion of the exam(s) does not earn academic credit, but will allow the student to bypass these courses in the curriculum. A student who has completed at least one year of either or both languages (with grades of B or above) not more than two years before enrolling in Union Presbyterian Seminary may request that the proficiency exam(s) and required Greek or Hebrew courses be waived. The academic dean, after consulting with the chair of the biblical department, will act on the request. No academic credit at UPSem is earned if the student is exempted from the required language course(s). The student is still required to complete 90 credit hours to earn the M.Div. degree. A student who fails a proficiency exam in either language for a second time will be dismissed from UPSem. The student bears all costs for the exam.

Students are required to earn a grade of C- or higher in biblical language courses in order to take the associated core course.

When students successfully complete a biblical language course, they are strongly encouraged to take the associated Bible core course (OT I or NT I) when it is next offered. If a student delays taking this course after completion of the language class and then seeks to enroll in a later term, the Bible Department requires that the student pass a language proficiency exam before entering OT I or NT I. This exam is administered by the department, and the student must earn a grade of 70% or higher on the proficiency exam before entering the associated core course.

### **Supervised Ministry**

Supervised ministry is a vital part of theological education during which students are given the opportunity to put into practice their learning from the classroom, test their call, gain confidence, and develop competence in ministry. Three supervised ministry courses (9 credit hours) are required for graduation. Of the nine required hours in supervised ministry, at least six must be earned in a parish-based setting. Three required hours in supervised ministry must also be earned through the Church in the World segment of the M.Div. curriculum. Any additional credit hours earned in supervised ministry are considered elective credits.

Ordinarily no more than 15 credit hours may be earned in supervised ministry. However, students who take any other supervised ministry course in addition to a student-in-ministry (SIM) year may earn 18 credit hours toward fulfillment of degree requirements. Church in the World courses taken through Supervised Ministry do not count toward these totals.

In supervised ministry settings, on-campus learning is balanced by clergy and lay involvement. In the parish internship students have the opportunity to experience and develop the full range of ministerial activities and roles including preaching, teaching, pastoral care, and administration. While the majority of the student's time is spent in ministerial activities on site, time is also provided for reading, peer reflection, and assessment. A number of churches and other agencies and organizations partner with Union Presbyterian Seminary in these courses. Supervisors are trained at UPSem and settings establish a mentoring team to work closely with the student. The dialogue with mentors, the interaction with the supervisor, and the sharing of the life of the congregation or organization are essential components in the process of educating persons for effective ministry.

Students are eligible to receive compensation for all supervised ministry experiences. Students who are already serving churches as paid staff members are permitted to engage in supervised ministry at those settings provided the setting is approved by the course instructor and qualified supervision exists. Students may not do supervised ministry in their home congregations.

The faculty prohibits students from taking courses that conflict at any time in attendance. CPE, field education, and supervised ministry courses are not exempt from this policy. No student should commit to any course or to any supervised ministry engagement that conflicts at any time in meeting times with any other course. The three course options for supervised ministry are outlined as follows. Positions are ordinarily available in both types of settings for each of these choices.

#### **1) Student-in-Ministry (SIM)**

In a SIM year, students learn and serve in an approved ministry setting for 12 to 15 months on a full-time basis and do not take any other courses. Students ordinarily participate in a SIM year after their second year of study at Union Presbyterian Seminary. Students may not take this course after their third year of study unless they have the permission of the appropriate dean and of the Supervised Ministry and Vocational Planning Office. Successful completion of a SIM year earns 12 credit hours in supervised ministry. This course includes required peer group classes.

#### **2) Summer Supervised Ministry**

In the summer supervised ministry course, students learn and serve full time in an approved setting for ten weeks (400 hours). Students ordinarily participate in this option during their first or second summer. Students may not take any other course in the same summer that they take this course. Successful completion of a summer super-

vised ministry course earns six credit hours in supervised ministry. The course includes required peer group classes.

### **3) Academic Year Supervised Ministry**

In an academic year supervised ministry course, students learn and serve in an approved setting during the fall and spring terms (400 hours). This course begins with the fall term and includes required peer group seminars in both terms. Successful completion of this course earns six credit hours in supervised ministry.

### **Clinical Pastoral Education**

Because of denominational requirements, many students will choose Clinical Pastoral Education (CPE) as one of their supervised ministry courses. CPE is a nationally accredited program offered in hospitals and other institutions that includes clinical training, peer learning, and supervision. Students develop skills that enable them to minister to persons in times of physical, emotional, and spiritual need. Clinical Pastoral Education programs include opportunities for group processing, individual conferences with a certified supervisor, and interaction with patients and their families as well as hospital staff. Union Presbyterian Seminary works with accredited programs throughout the country.

Students who complete a full unit of CPE during the summer or academic year earn six credit hours in supervised ministry. Students who complete a half-unit of CPE in any term can earn three credit hours in supervised ministry. Credit hours earned for successful completion of CPE may qualify for Church in the World supervised ministry elective credit.

Union Presbyterian Seminary will subsidize tuition charges assessed by CPE agencies to M.A.C.E. and M.Div. students taking the first unit of CPE, if the students are electing CPE for supervised ministry credit. Th.M. students may also qualify for assistance with the prior approval of their departments in consultation with the Supervised Ministry and Vocational Planning Office. CPE programs are ordinarily available in summer, extended units, and other timeframes.

### **Elective Courses**

Electives are designed to enhance knowledge and skills in various fields. Some build upon basic courses and others introduce additional areas of learning.

### **Summary of Requirements for the M.Div. Degree Course Requirements**

A student must complete 90 semester credit hours and meet the course requirements detailed below. Ordinarily, a minimum of three years of full-time study is needed to complete the M.Div. degree. Information regarding course loads and full-time status for every degree program will be found in Academic Procedures and Regulations beginning on page 44.

Each M.Div. student shall participate in the advising process designed for this degree program below, which is described in Academic Procedures and Regulations, page 60. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

#### **Required Courses (51 hours)**

##### **Biblical Languages (12 hours)**

Hebrew I & II (BIB001-002 or BIB003)

Greek I & II (BIB004-005 or BIB006)



**Biblical Studies (12 hours)**

Old Testament I & II (BIB211 & BIB311 )  
New Testament I & II (BIB221 & BIB321)

**Theology, Ethics, and History (15 hours)**

History of Christianity I & II (HST101 & HST201)  
Theology I & II (THE101 & THE102)  
Ethics (THE102)

**Practical Theology and Education (12 hours)**

Teaching Ministry of the Church (EDU186)  
Introduction to Pastoral Care (PRA102)  
Preaching and Worship (PRA103)  
Elective in Preaching and/or Worship

**Supervised Ministry (6 hours + 3 hours Church in the World internship )**

Students must earn at least six hours in an approved parish-based supervised ministry setting and 3 hours in a Church in the World elective internship. Ordinarily, no more than 15 hours may be earned in supervised ministry. An exception is made for students who take any other supervised ministry course in addition to a SIM year in ministry. Church in the World elective internships do not count toward the total of 15 hours. The Supervised Ministry and Vocational Planning Office must approve all supervised ministry coursework in advance. See page 45 for specific information.

**Church in the World (9 hours of which 3 hours must be in a supervised ministry internship)**

Students meet these credit hour requirements by taking approved electives or participating in supervised ministry internships that are focused on each one of the three following areas:

Evangelism (3 hours)  
Interfaith Relations (3 hours)  
Community Engagement (3 hours)

In at least one of these three areas, the student will satisfy the requirement by participating in a qualifying supervised ministry internship. The registrar maintains a current list of the approved elective courses that address each of these areas. The Supervised Ministry and Vocational Planning Office works with students to identify qualifying supervised ministry sites.

**Free Electives (24 hours)**

**Participation in the QEP advising process** (required for graduation; earns no credit)

**Total 90 credit hours**

**Additional Requirements for Graduation**

The faculty considers three factors before recommending a student to the board of trustees for a degree or other recognition at graduation: 1) the course of study pursued, 2) the quality of work done, and 3) the quality of life manifested. In the usual language of the Reformed tradition, that quality of life should be "becoming to a minister of the gospel."

### **Master of Divinity/Master of Arts in Christian Education (M.Div./M.A.C.E.)**

Union Presbyterian Seminary offers this dual degrees program to prepare students for dynamic pastoral and educational ministry. Students in this program plan to make Christian education a significant part of their ministry, whether or not they seek ordination. Students may earn both a Master of Divinity degree and a Master of Arts in Christian Education degree (M.Div./M.A.C.E.) in four years on the Richmond campus, or seven years on the Charlotte campus. With the written permission of the appropriate academic dean, students may take up to eight years to complete the two degrees in the dual degrees program. Information regarding course loads and full-time status for every degree program will be found in Academic Procedures and Regulations beginning on page 44.

Dual degrees program graduates serve in a variety of ministry roles, including as associate pastors of Christian education, youth ministers, chaplains, campus ministers, camp and conference directors, and solo pastors with a full range of responsibilities.

Both sets of program goals given earlier in this chapter for the Master of Arts in Christian Education and Master of Divinity degree programs will apply to students earning these degrees through the dual degrees program.

#### **Admission**

The basic academic requirement for admission is a bachelor's degree from a four-year regionally accredited college or university in the United States, or an equivalent educational credential from another country. A qualified applicant gives evidence of commitment to the church and its ministry, is emotionally mature, has sound academic preparation, has a clear or developing sense of call, articulates interest in and commitment to both educational and pastoral dimensions of ministry, demonstrates leadership ability, and exhibits the potential to integrate the resources of the two degree programs. There are additional requirements for admission; see page 70.

#### **Summary of Requirements for the M.Div./M.A.C.E. Degrees**

##### **Course Requirements**

A student must complete 120 semester credit hours and meet the course requirements detailed below. Each dual degrees program student shall participate in the advising process designed for the M.Div. degree program below, which is described beginning on page 68. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

##### **Required Courses (63 hours)**

###### **Biblical Languages (12 hours)**

Hebrew I & II (BIB001-002 or 003)

Greek I & II (BIB004-005 or 006)

###### **Biblical Studies (12 hours)**

Old Testament I & II (BIB211 & BIB311)

New Testament I & II (BIB221 & BIB321)

###### **History, Theology and Ethics (15 hours)**

History of Christianity I & II (HST101 & 201)

Theology I & II (THE101 & 102)

Ethics (THE102)

**Practical Theology (9 hours)**

Introduction to Pastoral Care (PRA102)  
Preaching and Worship (PRA103)  
Elective in Preaching and/or Worship

**Education (15 hours)**

Worship, Sacraments, and Education (EDU127)  
The Christian Life (EDU166)  
Teaching Ministry of the Church (EDU186)  
Faith and Human Development (EDU201)  
Theory for Education in Religion (EDU263)

**Supervised Ministry (6 hours + 3 hours Church in the World internship )**

Students must earn at least six hours in an approved parish-based supervised ministry setting and 3 hours in a Church in the World elective internship. Ordinarily, no more than 15 hours may be earned in supervised ministry. An exception is made for students who take any other supervised ministry course in addition to a SIM year in ministry. Church in the World elective internships do not count toward the total of 15 hours. The Supervised Ministry and Vocational Planning Office must approve all supervised ministry coursework in advance. See page 45 for specific information.

**Church in the World (9 hours of which 3 hours must be in a supervised ministry internship)**

Students meet these credit hour requirements by taking approved electives or participating in supervised ministry internships that are focused on each one of the three following areas:

Evangelism (3 hours)  
Interfaith Relations (3 hours)  
Community Engagement (3 hours)

In at least one of these three areas, the student will satisfy the requirement by participating in a qualifying supervised ministry internship. The registrar maintains a current list of the approved elective courses that address each of these areas. The Supervised Ministry and Vocational Planning Office works with students to identify qualifying supervised ministry sites.

**Electives (39 hours)**

Electives in Christian Education (12 hours)  
Of these, 27 are open electives. At least one of these electives will explicitly, directly, and intentionally integrate Christian education with at least one other discipline (e.g., INT263 Theology and Education; or INT365 Teaching the Bible)

**Participation in the QEP advising process (required for graduation; earns no credit)**

**Total 120 credit hours**

### **Additional Requirements for Graduation**

The faculty considers three factors before recommending a student to the board of trustees for a degree or other recognition at graduation: 1) the course of study pursued, 2) the quality of work done, and 3) the quality of life manifested. In the usual language of the Reformed tradition, that quality of life should be “becoming to a minister of the gospel.”

### **Master of Divinity, Master of Arts in Christian Education, and Master of Divinity/Master of Arts in Christian Education (M.Div./M.A.C.E.) at Charlotte**

All three first professional degree programs are available through the Charlotte campus. Degree requirements in the Charlotte and Richmond M.Div., M.A.C.E., and M.Div./M.A.C.E. programs are the same. The Charlotte program is designed for part-time, non-residential students who ordinarily attend classes evenings or Saturdays.

### **Master of Theology (Th.M.)**

The primary purpose of the Master of Theology (Th.M.) degree program is to offer advanced theological study for leaders in the global church, and to provide appropriate preparation for study in a Doctor of Philosophy degree program. The Th.M. is only offered on the Richmond campus.

Union Presbyterian Seminary currently offers the Th.M. with concentrations in the following fields: Biblical Studies (Old Testament or New Testament); History of Christianity; Theology and Ethics; Practical Theology; and Christian Education.

Th.M. studies are coordinated by the student’s faculty advisor and the director of graduate programs.

## **COURSE DESCRIPTIONS**

Listed in this section are course offerings in biblical languages and biblical studies; education and ministry; history; practical theology; and theology and ethics. At the end of the course listings in this catalog, information is provided about intercultural study opportunities, directed studies, and other educational opportunities. The list of courses printed here is subject to change and is for general reference only. Updated course offerings are available for review on the student portal, <http://selfservice.upsem.edu/selfservice/home.aspx>.

## **Summer 2016**

### **Richmond Campus**

- BIB003 Elementary Hebrew I & II — Vesely
- CPE201 Supervised Ministry — Fox and CPE supervisors
- SCW102 (CW-I, CW-CE, CW-E) Supervised Ministry — Fox and site supervisors
- SMN201, 202 Supervised Ministry — Fox and non-parish site supervisors
- SMP201, 202 Supervised Ministry — Fox and parish site supervisors

### **Charlotte Campus**

- BIB 006 Elementary Greek I & II — Brisson
- CPE201 Supervised Ministry — Chang and CPE supervisors
- SCW102 (CW-I, CW-CE, CW-E) Supervised Ministry — Chang and site supervisors
- SMN201, 202 Supervised Ministry — Chang and non-parish site supervisors
- SMP201, 202 Supervised Ministry — Chang and parish site supervisors

## Fall 2016

### Richmond Campus

- BIB001 Hebrew I — Vesely  
BIB004 Greek I — Carroll and Stollo  
BIB126 The Bible and American Politics — Adams  
BIB127 “All Joy Has Reached Its Eventide” (Isa 24:11): The Burden and Blessing of Apocalyptic Theology — Balentine  
BIB160/211 Old Testament I — Adams  
BIB170/221 New Testament I — Gench, with Blount  
BIB312 Cultural Interpretation of the New Testament: Ideology, Text, Power — Blount  
EDU166 Christian Life — Yust  
EDU263 Theory for Education in Religion — Yust  
HST101 History of Christianity I — Luckritz Marquis  
INT133 Union Presbyterian Seminary Choir — D. Brown (.75 credit hour)  
INT306 Biblical Interpretation and Pastoral Care for Contemporary Social Concerns (CW - Community Engagement) — Carroll and Schweitzer  
PRA103 Introduction to Preaching and Worship — Voelz  
PRA129 Minister As Spiritual Guide — Brown  
PRA 130 Introduction to Church Business Administration — McFayden  
PRA144 Evangelism in a Multi-Religious World (CW - Interfaith Relations) — Vest  
CPE100, 201 Supervised Ministry — Fox and CPE supervisors  
SCW102 (CW-I, CW-CE, CW-E) Supervised Ministry — Fox and site supervisors  
SMN100, 202 Supervised Ministry — Fox and non-parish site supervisors  
SMP100, 202 Supervised Ministry — Fox and parish site supervisors  
SMV401 Supervised Ministry — Fox and parish site supervisors  
THE101 Theology I — M. Boswell  
THE118 Themes and Problems in African American Theological Ethics — Cannon  
THE127 Trauma and Transfigured Christian Faith — P. Parker  
THM401 Th.M. Seminar I

### Charlotte Campus

- BIB170/221 New Testament I — Sadler  
BIB324 The Anthropology of the Psalms — Brisson  
EDU166 Christian Life — Mitchell-Legg  
EDU201 Faith and Human Development — Chang  
HST101 History I — Sweetzer  
HST135 Christian Encounter with World Religions (CW - Interfaith Relations) — Bird  
PRA102 Introduction to Pastoral Care — Boyce  
PRA302 Pastoral Care with Couples and Families (hybrid) — Schweitzer  
CPE100 Supervised Ministry — Chang and CPE supervisors  
SCW102 (CW-I, CW-CE, CW-E) Supervised Ministry — Chang and site supervisors  
SMN100, 202 Supervised Ministry — Chang and non-parish site supervisors  
SMP100, 202 Supervised Ministry — Chang and parish site supervisors  
THE101 Theology I — Galbreath

## **Extended Campus Program**

EDU151 Polity, Program and Mission for Christian Educators — Rhyne  
EDU186 Teaching Ministry of the Church — Kissel-Ito  
SMP100, 201 Supervised Ministry — Fox and parish site supervisors

## **Spring 2017**

### **Richmond Campus**

BIB002 Hebrew II — Vesely  
BIB005 Greek II — TBD  
BIB109 Bible from the Underside — Gench  
BIB128 The Lure of Transcendence — Balentine  
BIB129/629 Gospel of Luke — Carroll  
BIB260/311 Old Testament II — Balentine  
BIB270/321 New Testament II — Carroll, with Blount  
EDU186 Teaching Ministry of the Church — Yust  
HST201 History of Christianity II — Skreslet  
HST107 Christianity, Judaism, and Islam in Conversation and Conflict  
(CW - Interfaith Relations) — Luckritz Marquis  
INT108 Theology and Literature — Cannon  
INT134 Union Presbyterian Seminary Choir — D. Brown (.75 credit hour)  
INT136 Prayer and Temperament Spiritual Formation — P. Parker (1.5 credit  
hour)  
PRA102 Introduction to Pastoral Care — Schweitzer  
PRA105 Death And Dying — Brown  
PRA112 Presbyterian Polity — Rhyne  
PRA215 Preaching in the 21st Century — Voelz  
CPE101, 201 Supervised Ministry — Fox and CPE supervisors  
SCW102 (CW-I, CW-CE, CW-E) Supervised Ministry — Fox and site supervisors  
SMN101, 202 Supervised Ministry — Fox and non-parish site supervisors  
SMP101, 202 Supervised Ministry — Fox and parish site supervisors  
SMV402 Supervised Ministry — Fox and parish site supervisors  
THE102 Introduction to Christian Ethics — Cannon  
THE128 Jesus, War, and the Church — R. Roberts  
THE201 Theology II — M. Boswell  
THM402 Th.M. Seminar II (Spring)

### **Charlotte Campus**

BIB167 Perspectives on Jesus — Sadler  
BIB270/321 New Testament II — Brisson  
EDU186 Teaching Ministry of the Church — Mitchell-Legg  
HST201 History of Christianity II — Bird  
INT263 Contemporary Theology and Education — Chang  
PRA103 Introduction to Preaching and Worship — Boyce  
PRA143 The Church and Sacred Music — Boyce  
CPE101 Supervised Ministry — Chang and CPE supervisors  
SCW102 (CW-I, CW-CE, CW-E) Supervised Ministry — Chang and site supervisors  
SMN101, 202 Supervised Ministry — Chang and non-parish site supervisors  
SMP101, 202 Supervised Ministry — Chang and parish site supervisors  
THE201 Theology II — Galbreath

**Extended Campus Program**

- BIB170 New Testament I — Gench
- EDU162 Curriculum and Resources for Christian Education — Kissel-Ito
- SMP101, 201 Supervised Ministry — Fox and parish site supervisors

**April 2017**

**Richmond Campus**

- BIB206 Wrestling with Scripture: Engaging Biblical Authority — Gench
- EDU220d Digital Culture and Spirituality — Yust
- HST308 Pilgrimage — Luckritz Marquis
- INT307 Children and Youth in the Bible and Christian Worship — Carroll and Voelz
- PRA133 Musical Resources for Pastoral Care (CW – Community Engagement) — Schweitzer
- PRA140 Ministry To The Family Of The Alcoholic — Brown (CW – Community Engagement)
- THE114 Codes of Ethics in Freedom Narratives — Cannon

**Charlotte Campus**

- BIB103 Survey of the Bible and Its Theologies — Sadler
- EDU189 Children’s and Adolescent Literature — Mitchell-Legg
- HST132 Introduction to Christian Mission — Bird
- PRA112 Presbyterian Polity — Boyce
- PRA218 Baptism and Christian Initiation (P&W Bound Elective) — Galbreath

**May 2017**

**Richmond Campus**

- BIB130 The Bible and Film — Adams
- EDU127 Worship, Sacraments and Education — Vann
- EDU192 ARW Conference — Bannerman
- INT041 Travel seminar to Italy (CW – Community Engagement) — Balentine and Luckritz Marquis
- INT046 East Asia Travel Seminar (CW – Interfaith Relations) — Chang and Skreslet
- PRA116 Love And Grace — Brown
- PRA145 Evangelism in Rural Contexts (CW – Evangelism) — Vest
- PRA225 Preaching the Gospel of John — L. Enis

**Charlotte Campus**

- BIB115 Bible, Race, and Religion — Sadler and Boyce
- EDU192 ARW Conference — Mitchell-Legg
- INT041 Travel seminar to Italy (CW – Community Engagement) — Balentine and Luckritz Marquis
- INT046 East Asia Travel Seminar — Chang and Skreslet
- PRA141 Ecology and Worship (CW – Community Engagement) — Galbreath

## **Intercultural Study Opportunities**

A variety of intercultural study opportunities is offered every year at Union Presbyterian Seminary. Descriptions of these courses are posted by the registrar on the UPSem website with other registration information for the term in which they occur. Information about costs above normal tuition will be made available by the leaders of each travel course. Participants will bear these costs.

### **Eligibility to Participate**

Ordinarily, international travel seminars are open to students in good standing enrolled in a degree program at Union Presbyterian Seminary. Intercultural courses of limited enrollment may require the permission of the academic dean and the instructor. Students engaged in the Student-in-Ministry program ordinarily are not eligible to take part in intercultural courses. Exceptions require the permission of the academic dean, the instructor of the course, and the director of supervised ministry and vocational planning. Please note the following stipulations with respect to international travel courses:

- Applicants may be required to be interviewed by the instructor(s).
- International travel seminars are available only to persons with unimpeded access and travel privileges in the countries involved.
- Participants in international travel seminars must be in physical condition adequate to sustain the rigors of the trip. A supporting statement from a physician may be required by the instructor(s).
- A student who becomes ill while traveling abroad is responsible for indicating whether medical care in a foreign country will be accepted. In the event that a student is not competent to make this decision, the leaders of the group will act on the student's behalf.
- All participants on any UPSem international travel seminar need to show adequate coverage under a health insurance policy that will cover the costs of medical evaluation and hospitalization abroad, plus the repatriation of remains
- A student may not take two international travel seminars in the same academic year.

### **Registration Procedures**

Students should be careful to observe the published deadlines to register set by faculty leaders of these courses. Students from all platforms can be registered for travel seminars without needing to have a Dean's permission for cross-registration. Travel seminar instructors consult with the Dean or Director of other platforms to determine selection procedures for travel courses. Registration is handled by the Registrar in communication with instructors. Students may not register directly for travel seminars.

### **Financial Considerations**

Some financial subsidies are available to students participating in intercultural seminars in the United States and internationally. The subsidy provided by Union Presbyterian Seminary for international travel seminars can normally be applied only toward the expenses of M.A.C.E. and M.Div. students. Students in other degree programs may be eligible to participate at their own expense.

Students who have received a financial subsidy for one international travel seminar are not eligible for another subsidy. With respect to this restriction, the seminary's exchange programs in Montpellier, Bern and Seoul are not considered travel seminars. Any travel subsidy received by a student participant in the Middle East Travel Seminar will be applied to the last scheduled payment indicated in the program materials.



### **Withdrawals**

Any student who withdraws from an international travel course, even for a valid reason, after a deposit has been made on the airline tickets but before the tickets are paid in full, must forfeit \$300 of the fees paid for the course above tuition. If no fees are charged, the student will be charged \$300. If the student withdraws from an international travel course, even for a valid reason, after the tickets have been paid in full, the student is responsible for full cost to the school of the cancellation if it exceeds \$300. As appropriate, this responsibility may take the form of forfeited eligibility for subsidy on any future travel seminar.

Should the leaders of a travel seminar conclude that the physical or mental condition of a participant requires a return home before the end of the seminar, this conclusion must be honored by the participant. If the ticket already purchased or the travel plans arranged do not cover this cost, the participant is responsible for the additional costs incurred.

### **Exchange Programs**

A stimulating part of the education at Union Presbyterian Seminary is made possible through its regular cooperation with several other theological institutions located outside the United States. In one set of relationships, an on-going exchange is carried on between UPSem and colleagues in Ghana, so that there is enrichment and strengthening of ministry on both sides of the Atlantic. This reciprocity is realized in two ways: 1) Since 1985-86, the Ghana Travel Seminar has traveled regularly to Ghana in one of the short terms for the purpose of visiting and observing the life and mission of the Presbyterian churches in various parts of Ghana. The officers, pastors, and elders of the Presbyterian Church of Ghana and the Evangelical Presbyterian Church of Ghana, and the faculty and students of Trinity Theological Seminary are the hosts, guides, and principal teachers for the travel seminar, although the professor(s) of record are from the UPSem faculty. This learning opportunity is partially subsidized by UPSem and is offered on alternating years; 2) Since 1987-88, Ghanaian pastors have come to UPSem's Richmond campus in the Ghana Connection Exchange program. The pastors are selected by their Presbyterian synod and the program is funded by UPSem. The pastors spend an academic year on the UPSem campus taking academic courses and interpreting Ghanaian church life to the UPSem community. This opportunity is ordinarily offered every other year.

Union Presbyterian Seminary also has three other exchange programs—one with the Institut de Theologie in Montpellier, France, one with the Presbyterian College and Theological Seminary in Seoul, Korea, and one with the Universität Bern in Bern, Switzerland. Students interested in participating in one of the programs should apply in writing to the academic dean in Richmond.

Students who apply for the Montpellier or Bern programs are expected to possess a reasonable grasp of French or German, such that they are able to function well in an academic program in which French or German is the language of instruction. Students who apply should include a detailed statement indicating their language ability. Korean is not mandatory for the Seoul program. These opportunities are ordinarily offered every other year. Each of these schools is also able to send a student to UPSem on the alternating year.

### **United Methodist Studies**

United Methodist students at Union Presbyterian Seminary who seek ordination as a deacon or elder in the United Methodist Church are required to take specific courses to meet the requirements of the General Board of Higher Education and Ministry and the Conference Board of Ordained Ministry. The general church requirements can be found at the General Board of Higher Education

and Ministry website, <http://www.gbhem.org/>. Additionally each Conference Board of Ordained Ministry can add to the list of requirements. Students seeking ordination need to be in contact with their home Conference Board of Ordained Ministry for information about other required course-work.

Union has developed a partnership with Wesley Theological Seminary in Washington, D.C. and Pfeiffer University in Charlotte, NC designed to help United Methodist students meet all their denominational course requirements. While many of the required courses for ordination are covered by the core and elective curriculum of Union Presbyterian Seminary, courses in United Methodist History, Doctrine and Polity are offered through Wesley Theological Seminary or Pfeiffer University in a variety of formats including online, intensive and face to face. UPSem does not offer a separate set of these UMC courses in its curriculum. Additionally, other courses are offered through this partnership. Union Presbyterian Seminary students can find more information about United Methodist studies on the UPSem website as well as from the Registrar/United Methodist Advisor, Stan Hargraves ([shargraves@upsem.edu](mailto:shargraves@upsem.edu)). Charlotte students can also contact Kathleen Kilbourne at Pfeiffer University ([kathleen.kilbourne@pfeiffer.edu](mailto:kathleen.kilbourne@pfeiffer.edu)) who serves as the United Methodist adviser for students in Charlotte.

### **Directed Studies**

Directed study courses allow students to design a course not normally offered in the Union Presbyterian Seminary curriculum. Students interested in a directed study should obtain a Directed Studies Approval Form from the Office of the Registrar, either in person or online, and (1) create a course description, (2) indicate the professor with whom the work is to be done, (3) obtain the professor's permission and signature, and (4) submit the completed form to the appropriate academic dean for approval. Degree-seeking students may take one directed study in an academic year. Non-degree students may not take directed studies.

Students approved for directed studies with adjunct faculty or with qualified individuals who are not members of the Union Presbyterian Seminary faculty will be charged a \$300 fee. In each such case, the student should submit a curriculum vitae of the proposed instructor along with the Directed Study Approval Form. Ordinarily, directed studies supervised by persons who are not members of the UPSem faculty are approved only when a UPSem faculty member is unavailable. Directed Studies not taught by our faculty require the prior approval of the Chair of the academic department in which the subject of the directed study is lodged.

### **LIBRARY RESOURCES**

Union Presbyterian Seminary has libraries on both of its campuses, Richmond and Charlotte. These libraries serve the common purpose of providing resources to support the curriculum of Union Presbyterian Seminary and faculty research.

The libraries in Charlotte and Richmond share an online catalog of their resources that can be accessed through the internet at their shared website (visit <http://library.upsem.edu> and click on "Catalog"). This website allows all students and faculty to access directly from their home or work computer the electronic resources in the libraries' collections, including ebooks, ejournals and more than twenty research databases.

Interlibrary loan services are also offered on our Richmond campus whenever a student or faculty member requires an item we do not own but that is available elsewhere. The Richmond campus library will also send to Charlotte requested books located in the Richmond library only.

**Library hours** vary depending on the particular campus that you are visiting and the time in the academic year that you visit.

For the latest on Richmond hours, visit <http://library.upsem.edu> and click on "Hours."

For the latest on Charlotte hours, visit <https://upsemcharlottelibrary.wordpress.com/hours/>.

### **All Services and Policies:**

For complete information about all services and policies as well as tutorials:

For the Richmond library, visit <http://library.upsem.edu>.

For the Charlotte library, visit <https://upsemcharlottelibrary.wordpress.com/>.

## **Richmond Campus Library**

The William Smith Morton Library holds one of the nation's finest collections of print and electronic resources in biblical studies, theology, Christian education, and church history. The library serves the students and faculty of Union Presbyterian Seminary and the Baptist Theological Seminary at Richmond. Students at both schools can use any of the eight other academic libraries in the Richmond area that are part of the Richmond Academic Library Consortium (RALC). As a group, these libraries hold over three million volumes. They include the libraries of John Tyler Community College, Randolph-Macon College, Reynolds Community College, Richard Bland Community College, the University of Richmond, Virginia Commonwealth University, Virginia State University, and Virginia Union University.

Morton Library holds over 305,000 volumes in its general collection. Its special collections include more than 4,800 cataloged rare titles dating from 1470 through 1830. There are many nineteenth century church related newspapers, especially those of a Presbyterian character in the South. Other outstanding collections are nineteenth century children's books and Sunday school books. The personal papers of faculty members and ministers and missionaries of the Presbyterian Church (US) form the core of the 1,200 linear feet of the archival manuscript collection.

### **The Instructional Resource Center**

Morton Library houses an Instructional Resource Center (IRC). The IRC holds a major collection of nearly 130,000 items that include audio and videocassettes, digital video discs, compact discs, slides, kits, games, posters, and current curriculum. These materials are all accessible through the library's online catalog. An extensive mailing program makes most of these and other library materials available to alumni and church leaders who do not live in the Richmond area. The center also markets special collections of recordings of Paul Tillich and Reinhold Niebuhr.

The IRC offers students and faculty of Union Presbyterian Seminary and the Baptist Theological Seminary in Richmond a **Digital Learning Lab** for training in the creation and use of digital multimedia for instruction and communication in the academy and the church. Local church leaders can receive training in the lab by making an appointment with the director of the IRC.

The lab employs equipment and resources in its instruction that are readily available to the average consumer so that the tools and skills learned in the lab are not beyond the financial reach of individuals or congregations who wish to employ what they have learned outside the lab in their own teaching and/or church situation. In addition to open hours and individual consultations, classes are offered throughout the year. When equipment in the lab is not being used for instruction, students and faculty may use the lab for their own work.

### **Reference Assistance**

Reference assistance in the Reference Room of Morton Library is normally available Monday through Friday from 8:30 a.m. to 4:30 p.m. Professional assistance in the Instructional Resource Center is available on weekdays, 8:30 a.m. to 4:30 p.m. Access to the Archives and Special Collections can be arranged by appointment.

### **Use of Rooms in the Library**

Library rooms in Morton Library may be assigned to students, faculty and staff at Union Presbyterian Seminary or Baptist Theological Seminary at Richmond for regularly scheduled functions. Such functions include individual class meetings requiring library resources or instructional technology, group study sessions for students preparing class assignments, or meetings of faculty and staff. Library rooms may be assigned for classes, for dissertation defenses, orientation sessions, workshops, student interviews by churches, and alumni reunions during the Sprunt Lecture Series. When rooms are not scheduled, they may be used by students and faculty for study.

The following rooms may be assigned for classes during a given academic session:

- Graduate Seminar Room
- Group Studies B102, 214, 257, 302, 303
- Multi-Media Room

In order to schedule a library room, contact Fran Eagan, Administrative Assistant to the Seminary Librarian.

Guidelines for the assignment of the Group Studies and Multi-Media Room for classes are as follows:

1. Priority for the Multi-Media Room will be given to classes requiring the use of its technological functions, first to Union Presbyterian Seminary until the third weekday before the beginning day of classes of a given session and then to BTSR on a first-come basis.
2. Priority to schedule classes in the Lou and Randall Lolley Center for Baptist Studies Room (302) will be given to the Baptist Theological Seminary at Richmond until the third weekday before the beginning day of classes of a given session and then to Union Presbyterian Seminary on a first-come basis.
3. Priority to schedule classes in the Group Study Rooms will be given to Union Presbyterian Seminary until the third weekday before the beginning day of classes of a given session and then to BTSR on a first-come basis.

### **Outside Requests for Library Rooms**

Rooms are not available to off campus organizations or individuals not affiliated with Union Presbyterian Seminary and BTSR.

### **Charlotte Campus Library**

Union Presbyterian Seminary at Charlotte students have access to the extensive electronic databases, print and electronic books available at the William Smith Morton library (<http://library.union-psce.edu/>). The electronic databases and electronic books can be accessed remotely by a home or work computer. These resources are immense and will serve you well during your theological education.

In addition to the electronic resources, there are over 20,000 books and many print journals to assist you with class work, research projects, and ordination exams. Located throughout the library are comfortable computer stations with personal computers. The library also has laptop computers

that can be checked out for use. Most importantly, David Mayo, the full time theological librarian, is available to help you navigate the information highway.

Union Presbyterian Seminary at Charlotte is a member of the Carolinas Theological Library Consortium. Members of the consortium are: Gordon-Conwell Theological Seminary (Charlotte), Reformed Theological Seminary (Charlotte), Southern Evangelical Seminary (Charlotte), New Life Seminary (Charlotte), Carolina Graduate School of Divinity (Greensboro), Columbia International University (Columbia), Laurel University (High Point), Shepherds Theological Seminary (Cary), Piedmont International University (Winston-Salem), Hood Theological Seminary (Salisbury), and Southeastern Baptist Theological Seminary (Wake Forest). Each of these academic institutions add their own unique library collection to the consortium and are available for use by our students. Information for each library and how to use them can be found at the following website—<https://www.atla.com/Members/divisions/regional/CTLC/Pages/default.aspx>. In addition, Charlotte students and faculty have borrowing privileges with Everett Library at Queens University of Charlotte.

You can find the current library hours on the library blog with the link located on the right side of the Union Presbyterian Libraries (Morton Library) website ([library.upsem.edu](http://library.upsem.edu)) or you can go directly to the blog (<http://upsemcharlottelibrary.wordpress.com>). It is important to check the hours online when you wish to use the library as they will change during the academic year, particularly during the summer months. The library blog also has important information on how to use the library resources so you can get the most from the library.

## ACADEMIC PROCEDURES AND REGULATIONS

### Calendar

The Charlotte campus, the Extended Campus Program, and the Richmond campus share a Common Academic Calendar, which allows for cross-registration opportunities across the three platforms of Union Presbyterian Seminary.

### Richmond Campus Daily Class Schedule

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:30–9:20 am	8:30–9:20 am	8:30–9:20 am	8:30–9:20 am	8:30–9:20 am
2	9:30–10:20 am	9:30–10:20 am	9:30–10:20 am	9:30–10:20 am	9:30–10:20 am
	10:30–11:00 am	10:30–11:00 am Break	10:30–11:20 am	10:30–11:00 am Worship	10:30–11:20 am
3	11:30–12:20 pm	11:10–12:00 pm	11:45–2:00 pm	11:10–12:00 pm	11:30–12:20 pm
4	12:30–1:20 pm	12:10–1:00 pm	Worship Community Lunch	12:10–1:00 pm	12:30–1:20 pm
	1:20–2:00 Lunch	1:10–2:00 Lunch		1:10–2:00 Lunch	1:20–2:00 pm Lunch
5	2:10–3:00 pm	2:10–3:00 pm	2:10–3:00 pm	2:10–3:00 pm	2:10–3:00 pm
6	3:10–4:00 pm	3:10–4:00 pm	3:10–4:00 pm	3:10–4:00 pm	3:10–4:00 pm
7	4:10–5:00 pm	4:10–6:00 pm Faculty and Committee Meetings	4:10–5:00 pm	4:10–6:00 pm Faculty and Committee Meetings	4:10–5:00 pm
8	5:10–6:00 pm		5:10–6:00 pm		5:10–6:00 pm
9	6:00–7:00 pm 6:30–9:00 pm	6:00–7:00 pm 6:30–9:00 pm	6:00–7:00 pm	6:00–7:00 pm 6:30–9:00 pm	6:00–7:00 pm
10			7:10–8:00 pm		7:10–8:00 pm
11		8:10–9:30 pm	8:10–9:00 pm		8:10–9:00 pm
12			9:10–10:00 pm		9:10–10:00 pm

**Monday, Friday Delayed Opening Class Periods**

Ordinary Start Time		Delayed Opening Class Time	
Period	Class	Period	Class
1	8:30–9:20 am	1	10:30–11:10 am
2	9:30–10:20 pm	2	11:20–12:00 pm
3	10:30–11:20 am	3	12:10–12:50 pm
		Lunch	12:50–1:10 pm
4	11:30–12:20 pm	4	1:20–2:00 pm
5	12:30–1:20 pm	5	2:10–2:40 pm
6	2:10–3:00 pm	6	2:50–3:30 pm
7	3:10–4:00 pm	7	3:40–4:20 pm
8	4:10–5:00 pm	8	4:30–5:10 pm
9	5:10–6:00 pm	9	5:20–6:00 pm

**Tuesday, Thursday Delayed Opening Class Periods**

Ordinary Start Time		Delayed Opening Class Time	
Period	Class	Period	Class
1	8:30–9:20 am	1	10:30–11:10 am
2	9:30–10:20 am	2	11:20–12:00 pm
4	11:10–12:00 pm	4	12:10–12:50 pm
5	12:10–1:00 pm	5	1:00–1:40 pm
Lunch	1:10–2:00 pm	Lunch	1:40–2:10 pm
6	2:10–3:00 pm	6	2:10–2:50 pm
7	3:10–4:00 pm	7	3:00–3:40 pm
8	4:10–5:00 pm	8	3:50–4:30 pm
9	5:10–6:00 pm	9	4:40–5:20 pm

### Wednesday Delayed Opening Class Periods

Ordinary Start Time		Delayed Opening Class Time	
Period	Class	Period	Class
1	8:30–9:20 am	1	10:30–11:20 am
2	9:30–10:20 am	2	11:30–12:20 pm
3	10:30–11:20 am	3	12:30–1:20 pm
Lunch	12:30–2:00 pm	Lunch	1:30–2:00 pm
6	2:10–3:00 pm	6	2:10–3:00 pm
7	3:10–4:00 pm	7	3:10–4:00 pm
8	4:10–5:00 pm	8	4:10–5:00 pm
9	5:10–6:00 pm	9	5:10–6:00 pm

### Charlotte Campus Daily Class Schedule

	Tuesday	
Period 1	6:00–9:30 pm	Required Courses
	6:00–9:00 pm	Elective Courses
	Thursday	
Period 1	6:00–9:30 pm	Required Courses
	6:00–9:00 pm	Elective Courses
	Friday	
Period 1	6:00–9:30 pm	Required Courses
	6:00–9:00 pm	Elective Courses
	Saturday	
Period 1	8:15–11:45 am	Required Courses
	8:30–11:30 am	Elective Courses
Period 2	Noon–12:45 pm	Community Worship Service
	12:45–1:25 pm	Lunch
Period 3	1:30–5:00 pm	Required Courses
	1:30–4:30 pm	Elective Courses



## **Attendance**

Professors teaching in all degree programs may require class attendance, and students must submit a written request to be excused whenever attendance is required. It is in every case the prerogative of the professor to approve or to deny such requests. Students should consult the course syllabus for each class for details. The Extended Campus Program does not allow absence from any on-campus class meeting. Students with concerns or questions related to class attendance or scheduling should first contact their professor, and then, if needed, the director of the ECP.

Students who do not successfully complete at least three Charlotte credit hours within a two-year time frame are considered to have withdrawn from the program and will be dismissed.

## **Course Credits and Academic Levels**

M.A.C.E. and M.Div. students who have completed three to 30 credit hours are classified as first-level students; those who have completed 30.5 to 60 credit hours are classified as second-level students. M.Div. students with 60.5 or more credit hours are classified as third-level students. Students in the M.Div./M.A.C.E. program who have earned 90.5 credit hours or above are classified as fourth-level students. These designations affect access to courses with limited enrollment, choices in Union Presbyterian Seminary housing, and election to offices in student government.

## **Transfer Credits**

A limited number of transfer credits for M.A.C.E. and M.Div. students may be accepted for work completed within the past eight years at institutions accredited by the Association of Theological Schools in the United States and Canada, or at institutions offering graduate-level work accredited by one of the nationally recognized regional accrediting agencies in the United States. Union Presbyterian Seminary reserves the right to deny transfer credit for courses taken at institutions that do not meet its accreditation standards. Transfer students are encouraged to contact the Registrar's Office for further details.

Students who receive transfer credit for all required courses in any academic department are ordinarily required to take at least one elective course in that department (biblical studies, theology and ethics, history, education, and practical theology). Transfer students must earn at least half of the credits required for their degree at Union Presbyterian Seminary, including at least six credit hours in supervised ministry for M.Div. students.

Students transferring into the M.Div./ M.A.C.E. dual degree program must spend a minimum of three years enrolled in the program in order to receive both degrees.

Credits to be earned through study at another school (other than an RTC school), after a student has enrolled at Union Presbyterian Seminary, require prior approval before they are begun. Richmond and ECP students are to contact the Richmond Academic Dean. Charlotte students are to contact the Charlotte Academic Dean.

Union Presbyterian Seminary considers for transfer credit only those distance-learning courses for which it can be established, in the judgment of the appropriate academic dean in consultation with the appropriate departments, that peer and student-faculty interaction met or exceeded standards maintained in Union courses. Credits that have already been applied toward an earned degree cannot ordinarily be transferred.

## **Course Loads and Full-time Status**

A maximum load for M.A.C.E., M.Div., and M.Div./ M.A.C.E. students in Richmond is 12.75 credit hours in each of the long terms and three credit hours in each of the short terms. Faculty expect that students will be able to complete each course in the long terms at a satisfactory level in up to 12 hours of work in combined in-class and individual study each week. An equivalent amount of class work is required for short-term courses, although on a different schedule. Students can expect not less than six hours of work outside of class weekly for each three credit hour course. The maximum number of credit hours that may be earned in a nine-month academic year is 31.5; the maximum number of credit hours that may be earned in a summer is six. By definition, students on the Charlotte campus, or in the Extended Campus Program, are considered part-time.

Ordinarily, a student taking a full course load will complete the M.A.C.E. program in two years. M.Div. students are ordinarily enrolled for a minimum of three academic years and may take up to four years to complete their program. M.Div./M.A.C.E. students ordinarily complete their degrees in four years of full-time study.

A student's academic requirements in terms of the number of courses and the specific courses are determined by the Academic Catalog at the time she or he begins degree studies at Union. Other administrative matters such as fees, tuition, full-time enrollment status, etc. change in accordance with any modifications made in each catalog year. To maintain full-time status, degree-seeking students on the Richmond campus must take one of the following types of course loads, completing a minimum of 30 credit hours per year:

1. Summer term: 6 credit hours
2. Fall term: 9 credit hours (minimum)
3. Spring term: 9 credit hours (minimum)
4. April term: 3 credit hours
5. May term: 3 credit hours

OR

1. Fall term: 12 credit hours (minimum)
2. Spring term: 12 credit hours (minimum)
3. April term: 3 credit hours
4. May term: 3 credit hours

OR

SIM (Student-in-Ministry Year which is full-time for aid but earns a maximum of 12 credit hours.

## **Registration**

Students must satisfy their financial obligations for any term before beginning another term. Students are not permitted to register for classes until they have paid all outstanding charges due the school. Retroactive registration is not permitted. (See Graduate Studies Handbook for continuous enrollment exception/requirement for Ph.D. students.) Except for the Union Presbyterian Seminary dual degree program, students may not be enrolled in two or more degree programs at this institution at the same time.

## **Final Transcript Policy**

Accrediting standards and state law require institutions of higher learning to keep in their records official transcripts of students that show completion and awarding of prior degrees. In some cases, students may be admitted to Union Presbyterian Seminary on the basis of preliminary transcripts that do not yet show completion and awarding of previous degrees.

Students for whom UPSem does not have, within 60 days of initial matriculation, official transcripts showing completion and awarding of previous degrees will be notified and given 30 additional days to produce the final transcript. If they do not comply, they will be placed on registration hold. They will not be allowed to register for further course work and will be placed on Not-In-Good-Standing status until UPSem receives the needed, official transcripts.

The registrar will also at this point notify the chair of the faculty Academic Program Committee for possible further actions, which actions may include dismissal from the seminary. It is the student's responsibility to arrange for delivery of official transcripts to UPSem.

### **Late Fees**

A late registration fee of \$50 applies to registrations begun after the end of registration as listed on the academic calendar. There is a \$50 fee for all directed studies submitted after the first day of the semester or term for which they are to be registered. Directed studies submitted after the end of the drop/add period of a semester or term will, except in the case of a graduating senior's final semester or term, be registered for the following (summer excluded) semester or term, though the work may be done prior to that if the professor is willing.

### **Limited Enrollment Courses and Sections**

The Registrar's Office reserves the right to finalize registration of students in limited enrollment courses and in core course sections according to pedagogical needs and priorities rather than merely on a first-come, first-served basis.

### **Drop, Add, Withdrawal**

The academic calendar is the official source for all institutional deadlines. For 2016-2017 academic deadlines, please see the academic calendar on the @UPSem web page [http://www.upsem.edu/academics/registrar/reg\\_landing](http://www.upsem.edu/academics/registrar/reg_landing). Students should consider regulations concerning their eligibility for Union Presbyterian Seminary housing, visa status, and all forms of financial aid before and when they drop or make any enrollment change.

During intensive summer language school, a student may take only one language. Students will not be able to add a summer language once the course has begun. Students will be able to drop or change to audit within the drop deadline for the summer language. Students may be permitted to drop a summer supervised ministry placement within a limited time without penalty after consultation with and agreement by the director of Supervised Ministry and Vocational Planning Office in accordance with established guidelines in that office.

Following the drop/add period, Union students on all campuses may withdraw from a course within the withdrawal period for the student's home campus. Any student who wishes to withdraw from a course during the withdrawal period should be in contact with their professor and the registrar. The withdrawal will be recorded with a grade of "W" on a student's transcript and will be neutral in GPA calculations. Unless extraordinary circumstances lead the academic dean in Richmond or Charlotte to grant an exception to the rule, a student is limited to two course withdrawals during enrollment in any degree program. Confirmation of withdrawal will be made by the registrar to the professor and to the Business Office, for billing update. Withdrawal from a supervised ministry course may occur after consultation with and agreement by the director of Supervised Ministry and Vocational Planning Office in accordance with established guidelines in that office. Union students who withdraw from a course according to established guidelines before the withdrawal deadline are charged 50 percent tuition for the course. Tuition and other fees will ordinarily not be adjusted if a course withdrawal after deadline is approved. Requests for exceptions to

this policy should be directed to the Business Office. Withdrawal from a course after the first half of any term is not ordinarily permitted. Students who desire to do so must submit a request for exception to academic policy with the Richmond or Charlotte academic dean.

### **Cross-Registration**

The Richmond Theological Consortium (RTC) includes the Baptist Theological Seminary at Richmond (BTSR), the School of Theology at Virginia Union University (STVU), and Union Presbyterian Seminary. Subject to certain restrictions, **which at UPSem include that UPSem core/required courses are not open to cross-registration by students unless approved by the appropriate RTC and UPSem academic deans on a case-by-case basis and unless tuition is paid to UPSem**, degree-seeking students at RTC schools may cross-register for courses at other RTC schools.

The following regulations apply to RTC cross-registration, which is open to all degree seeking students:

- 1) Students at Union Presbyterian Seminary must take all core courses at UPSem.
- 2) If limited enrollment courses are filled by students at the school offering the course, students from the other two schools will not be admitted.
- 3) The following guidelines apply to elective courses:
  - a. Master's-level students at Union Presbyterian Seminary may cross-register for one elective course (three UPSem credit hours) per term at an RTC school without requesting special permission, up to the following limits:
    - a total of 9 credits hours in an academic year for all students.
    - a total of 12 credit hours during the M.A.C.E. program.
    - a total of 18 credit hours during the M.Div. program.
    - a total of 24 credit hours during the M.A.C.E./M.Div. dual degree program.
  - b. Students who have reached the limits set above may cross-register for an additional course if they obtain the permission of the Richmond academic dean and the appropriate administrator of the receiving school. The student must pay the regular tuition fee to the receiving school.
- 4) RTC courses, which are jointly sponsored by the three schools and are designated as such, are not subject to the restrictions mentioned in (3) above.
- 5) Cross-registration for courses in the STVU Weekend Program requires the permission of the dean of STVU before Union Presbyterian Seminary students may enroll.
- 6) Cross-registration for Directed Studies at Union Presbyterian Seminary is not ordinarily allowed; any exception requires additional process and permission, and payment of tuition for the Directed Study to Union Presbyterian Seminary.
- 7) Cross-registration by students from other RTC schools in the Union Presbyterian Seminary Extended Campus Program and international travel seminars is not included in the RTC agreement. Students who wish to enroll in these courses may be admitted as space allows without applying for admission at UPSem, but they must pay tuition to UPSem.
- 8) RTC students may inquire about summer languages at Union Presbyterian Seminary. They will be considered on a space-available basis. RTC students who take a summer language at Union will pay the same tuition as Union students, and will pay the tuition to UPSem. Interested students should contact their home school's registrar, and the UPSem Business Office to begin inquiry.

The following policies apply to grades and withdrawals from courses at schools in the RTC: the host institution determines regulations regarding withdrawal and the grade to be assigned; Union Presbyterian Seminary determines the refund policy and how the grade will be indicated on the transcript and computed for the grade point average.

Union Presbyterian Seminary students register for all RTC courses through the UPSem registrar's office and abide by all registration deadlines as published in the Union academic calendar. All RTC registration requests to UPSem must come through the Union registrar's office and/or appropriate dean of the RTC school in which the student is enrolled.

RTC students may inquire about summer languages at Union Presbyterian Seminary. Their requests for enrollment will be considered on a space-available basis. RTC students who take a summer language at UPSem will pay the same tuition directly to UPSem. Interested students should contact their home school's registrar, and the Union Presbyterian Seminary Business Office to begin inquiry.

Seniors taking a course in an RTC school during the last term of their enrollment for graduation will not be registered unless the RTC school agrees to supply to Union Presbyterian Seminary the grade for the course by the deadline for UPSem graduating senior grades.

By the terms of a cross-registration agreement with Virginia Commonwealth University (VCU), full-time students in all degree programs are eligible to take one graduate-level course at VCU in each fall or spring term. Certain restrictions apply (see the registrar for details), and VCU courses count toward cross-registration limits defined in this section. Before registering for a VCU course, students must obtain permission from the Richmond academic dean. Union Presbyterian Seminary students enrolled in courses at consortium schools or VCU will receive the host school's grades on their Union Presbyterian Seminary transcripts.

United Methodist Church courses taken by Union Presbyterian Seminary students within our covenant with Wesley Theological Seminary or Pfeiffer University will be treated as elective credit in all respects.

Information regarding tuition for courses taken at other schools may be found on page 76.

### **Auditing Courses**

Auditing provides an opportunity to receive instruction in a particular course without receiving a grade or course credit. Auditors are expected to attend class sessions and may listen in class; the instructor is not required to review any written work auditors may choose to do. Directed Studies and Ph.D. seminars may not be audited. Otherwise, audit is by permission of instructor. The instructor shall also set all terms of the audit.

While not every request for audit can be approved, anyone may apply to audit a Union Presbyterian Seminary course. Students currently enrolled at UPSem shall submit their audit request through the registrar's office by the end of the official "drop/add" period of each term. All others shall submit their audit requests through the admissions office. All requests must be approved by the course instructor, who may consider several factors, including course aims and methods and class size, when responding to the request. Permission to audit can be withdrawn during a course at the discretion of the professor.

Graduates of Union Presbyterian Seminary and other RTC institutions, degree-seeking students, spouses of current UPSem students, and staff members employed by UPSem and RTC schools, as well as their spouses, may audit one course per term at no charge, as long as the course is otherwise available to auditors and as long as procedures for signing up for audit have been followed. To audit additional courses in one term, and for all other auditors, there is a non-refundable fee of \$200.

All auditors are required to be registered for the course(s) that they are auditing. Auditors who fail to register through school processes are in violation of school policy and are responsible for those violations.

## **Grades**

As part of an academic assessment program that provides students accurate information regarding their progress toward the degree, the faculty has adopted the following grading system. The numbers in parentheses give the quality points used in determining a student's grade point average (GPA): A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), F (0.0). This grading system is used in all degree programs. All supervised ministry internships and some elective courses with prior approval and notice, are graded on a pass/fail basis. Pass/fail grading for electives must be approved by the professor. Any student who is interested in taking a particular elective as pass/fail should contact the professor for the course or the Office of the Registrar with any questions.

With the exception of supervised ministry internships, all required courses in the various master's degree programs and elective courses are graded using the above letter grades. The faculty has approved the following suggested numerical equivalents: A, 93-100; A-, 90-92; B+, 87-89; B, 83-86; B-, 80-82; C+, 77-79; C, 73-76; C-, 70-72; D+, 67-69; D, 63-66; D-, 60-62; E, below 60. Faculty may adopt a different numerical scale in individual classes.

### **Incomplete**

An interim grade of "incomplete" will be assessed for unsubmitted grades. If it is determined that the responsibility for the overdue grade is the student's, then a grade of F is assessed for the course. This grade is official and bears on all relevant institutional policies, for example, but not limited to, the student's GPA. If a grade other than F is subsequently submitted by the professor or is substituted as a result of an appeal process, the F for an overdue grade is expunged from the student's record. In cases in which an extension has been granted, the "incomplete" grade will remain until the extension expires, at which time the "incomplete" will revert to a grade of F unless a grade is submitted. In cases in which an extension was not granted, the "incomplete" will revert to a grade of F as soon as it is determined that no extension was granted. If the student is not the cause of the delay in grade submission, the grade remains Incomplete and does not revert to F.

### **Extensions (of Course Deadlines) within the Term**

Students who do not complete requirements in a course by the deadlines stated in the syllabus will ordinarily be expected to abide by the consequences for late or missing work as these are determined by the course instructor(s). Requests for extensions of deadlines for assignments within a term should be directed to the course instructors.

### **Extensions (of Course Deadlines) Beyond End of Term**

#### **M.A.C.E. and M.Div. Students**

Students are expected to complete academic work on time. The purpose of the extension beyond the end of a term is to offer additional time for completion of course requirements when an emergency, such as personal or family sickness or injury, interrupts course work. Poor planning, failure to use time wisely, over-commitment, beginning assignments late, and other related factors within the control of the individual student do not constitute appropriate grounds for an extension.

Requests for extensions beyond the end of the term must be made in writing to the Richmond or Charlotte academic dean no later than the day before the last day of the term. Course extensions should be submitted using the on-line format available at [www.upsem.edu](http://www.upsem.edu) (select Registrar, then select Extension Request Form).

The student will be notified by e-mail at her or his campus email address as soon as a decision approving or denying the extension request is made.

If an extension is approved, the student is responsible for arranging with the professor a plan for submitting assignments to the professor before the extension expires. Such arrangements should be made without delay. Using any third party to deliver assignments is not recommended.

### **Th.M. and Ph.D. Students**

Students are expected to complete required work on time. In special circumstances, for example, an illness, accident, or family tragedy, a student may request an extension beyond the last day of the examination period. This request should be submitted in writing to the professor and the director of graduate studies. An extension may be granted by the director of graduate studies, who will consult with the professor. Ordinarily, the maximum extension will be 30 days. If a student fails to complete the required work by the end of the term and has not obtained an extension, the professor will turn in a grade to the registrar that reflects the failure to complete required work. If a student obtains an extension and fails to complete all work by the end of the extension, the professor will turn in a grade to the registrar that reflects the failure to complete the required work.

### **Withdrawal**

Following the drop/add period, a withdrawal from a course will be recorded as "W" (withdrew) on a student's transcript and is GPA neutral. Course withdrawal during the withdrawal period will result in a 50% tuition reimbursement. A student is limited to two course withdrawals during enrollment in any degree program. Withdrawal from a course after the withdrawal deadline in the academic calendar is not ordinarily permitted. Students who desire to do so must submit a request for exception to academic policy with the appropriate academic dean or program director. If a course Withdrawal or Drop is allowed after institutional academic deadlines, tuition and fee schedules will ordinarily not be readjusted. Requests for exceptions to financial deadlines are to be directed to the Business Office.

### **Failing Grades**

Professors are solely responsible for evaluating the work of students in courses and assigning grades. When a grade of F is given to a master's degree student or a grade below B- is given to an advanced degree student, professors are required to submit a written evaluation to the registrar, who will forward a copy to the student and to the academic dean in Richmond for ECP and Richmond courses, and to the academic dean in Charlotte for Charlotte courses.

Once a student completes a course for credit with a passing grade, that course may not be retaken. Grades earned are permanently assigned to the transcript for the course for the term and year they were earned and are altered only as a result of a grade appeal that ends in authorization of a grade change. If a student repeats a failed course, the failed grade remains on the transcript and remains a part of the student's GPA and academic history and record. The new grade, passing or failing, is added to the transcript for the new term and year in which the course was retaken and becomes a part of the student's GPA and academic history and record. Students who fail a required course twice are automatically dismissed from the seminary. For Ph.D. and Th.M. standards with respect to grading, which differ from those in other degree programs, see the relevant passages in the Handbook for Graduate Studies.

### **Appeal of Grades**

Students appealing any failing grade in a course needed to complete graduation requirements will not be graduated if the appeal is ongoing at the time of commencement. Should the appeal overturn the original grade and qualify the student for graduation, the student will be certified as graduated from the time of the most recent commencement, and may participate at the next scheduled commencement.

## **STEP 1: Discussion of Grade**

### *Is a grade appeal the first step to take when one disagrees with a grade?*

Students are strongly encouraged to discuss any disagreement about a grade with the grading professor(s) of the course in a spirit of goodwill for the benefit of all persons. Any grade given during a course, including the final grade, may be discussed. Such discussions should occur as soon as possible after a disagreement arises. In terms of one's final course grade, this discussion should occur no later than within two weeks of the student gaining access to the grade.

## **STEP 2: Appeal of Grade**

### *Under what circumstances may a grade appeal be submitted?*

If discussions between the student and the professor(s) and all other efforts appropriate to community norms and standards do not lead to a mutually satisfactory resolution of a disagreement about a grade, the student may decide that it is appropriate to submit a grade appeal.

It should be noted at the outset of any appeal that, though no system of grading achieves perfection, the ability and the responsibility to administer grades rests heavily on the expertise and knowledge of the teacher in the discipline in which she or he teaches. There is, therefore, an inherent and fairly strong assumption in all grading matters that the grade administered is accurate until or unless it is clearly demonstrated, in the context of peer review of the material by other faculty in the same discipline, that it is not.

### *To whom is a grade appeal submitted?*

Appeals from students in the Th.M. or Ph.D. degree programs must be submitted to the director of graduate studies. Appeals from students in all other degree programs, including those in the Extended Campus Program, and from students in any non-degree-seeking status must be submitted to the appropriate academic dean. In any case in which the grading professor is the same person designated to receive grade appeals in the student's degree program, the grade appeal may be submitted to the academic dean of the campus at which the student is not registered.

### *What must be submitted?*

All appeals must be submitted in writing. They must include the name of the course, the year and term in which it was taught, and the names of all grading professors. They must state precisely what grade is being appealed and why. Copies of all relevant supporting documentation must be provided by the student at the time of submission. Appeals must be signed and dated by the student.

### *Are there time limits for submitting a grade appeal?*

For a final course grade, a grade appeal must be submitted within four weeks of the student receiving access to the grade or, if the grade appeal is for a grade other than the final course grade, the grade appeal must be submitted within four weeks of the student's receipt of the grade.

An appeal submitted after deadline will ordinarily include a statement that explains why it has been submitted late, and will ordinarily not go forward unless approval is given by the faculty committee that has oversight for the degree program in which the student is enrolled.

An appeal submitted without all relevant documentation will be held without further action until all such materials are provided by the student. This delay will not ordinarily count against the time limit for submitting the appeal itself, but all other institutional procedures and deadlines will remain in force. Submission of additional documentation after the appeal has been submitted will not ordinarily be allowed unless specifically requested by the professor or dean to whom the review has been delegated.



***What happens when a grade appeal is submitted?***

The academic dean or program director who receives the appeal will have copies of the appeal made and copies of all documentation submitted in support of the appeal made, and will send these to the grading professor(s).

Within one week, the individual who has received the grade appeal will appoint a faculty member from the department within which the course was taught to review the grade in question. Within three weeks of the appointment, the faculty member reviewing the grade will consult the grading professor and the office through which the appeal was assigned, and must bring the matter to a vote and report that vote. The grading professor and the reviewing professor shall have voice and vote.

No student will be required to be present during or personally participate in these consultations. If a student requests presence and/or participation in consultations, the reviewing professor will in all cases decide if, and if so how, such presence and/or participation will be permitted.

The grade will be upheld, raised, or lowered by unanimous vote of the reviewing professor and the original grading professor. The reviewing professor will immediately send notice of the outcome of the vote to the academic dean or program director by whom she or he was assigned the review. In the event of a split vote, the academic dean or program director who assigned the faculty member to review the grade will, at his or her discretion, either cast the deciding vote or appoint a third faculty member to do so. That faculty member will have two weeks from appointment to consult with the professor previously involved

***How is one informed of the outcome of a grade appeal?***

When the results of a grade appeal are received, the academic dean or program director with whom the appeal was filed must, before the end of the first business day after the results are in, contact the student or send notification to the student that the appeal process has been completed. If the result of the appeal is communicated to the student at that time, the means of communication will respect the student's privacy. The academic dean or program director with whom the appeal was filed will also notify the registrar of the result of the appeal within one business day after it is received. The registrar will send an official, written notice of the results of the appeal to the student, along with official notification of any changes made to the student's transcript.

***Is there further redress beyond the grade-appeal process?***

The decision at the conclusion of the grade appeal process is final. A student who believes her or his appeal was handled improperly may request a review of the process by the academic dean at the campus at which the student is not registered.

While a grievance may arise in part out of circumstances related to a grade, disagreeing with a grade in itself and/or disagreeing with the results of a properly-conducted grade-appeal process in itself shall not constitute grounds for a grievance.

***What happens to the academic standing of a student while a grade appeal is in process?***

During the grade appeal process, the original grade assigned by the grading professor(s) remains the official grade for the work under review and is the grade used when determining all related course and institutional matters.

Students appealing any grade needed to complete graduation requirements will not be graduated if the appeal is ongoing at the time of commencement. Should the appeal overturn the original grade and qualify the student for graduation, the student will be certified as graduated from the

time of the most recent commencement, and may participate in graduation at the next scheduled commencement.

A student who fails a prerequisite for a course, such as but not limited to the fall semester of a fall and spring semester set of courses, and whose appeal is in process, may attend the course for which the prerequisite was failed and participate in it fully until the grade appeal is decided. If the appeal results in a passing grade, the student will then be registered for the course without penalty or late fees. If the appeal does not result in a passing grade, the student must cease attending the course or, with the professor's permission, may opt to switch to audit status. In no case will the student be registered to earn credit in a course for which the prerequisite course was failed.

***What happens to the materials submitted during a grade appeal when the appeal ends?***

At the end of the appeal process, all materials submitted by the student are returned to the student or destroyed. (Students should always keep their own personal copy of all materials submitted.) The materials do not become a part of the student's permanent Union Presbyterian Seminary record unless the student requests such. A copy of the decision made concerning the appeal does become a part of the student's permanent Union Presbyterian Seminary record.

## **Leave Time**

### **Leave of Absence**

M.A.C.E., M.Div., and dual degree program students in good standing may request a leave of absence for up to one year. The appropriate academic dean is authorized to grant or deny this request. A student on a leave of absence is not considered enrolled for Union Presbyterian Seminary reporting purposes. (Some loan companies defer payment for students on leave of absence. Check with the loan company for their policy.)

A request by a Ph.D. student for a leave of absence, in which a candidate suspends relationship with the program for a period of one year and pays no tuition or annual continuance fee, will be honored only in exceptional cases. For example, a candidate may undertake an approved course of training, study, or research at another institution. Unusual financial hardship, which requires a candidate to be employed full-time for a period of no more than a year, or a severe health problem, which requires recuperation for no more than one year, may also be considered as reason for a leave of absence. Readmission during that year is possible with permission of the director of graduate studies. The director of graduate studies, in consultation with the Academic Program Committee, may set conditions for re-enrollment.

A student who takes an unapproved leave of absence, or who does not return after an approved leave of absence, is considered to have withdrawn as of the last date of recorded attendance in class. An unapproved leave of absence is failure to register for any long term (fall or spring) without prior written approval of the appropriate academic dean, or failure to attend classes after having registered.

Union Presbyterian Seminary will not charge tuition and fees other than rent (if applicable) for a student during an approved leave of absence. A student who is granted a leave of absence is required promptly to pay any outstanding balances due or to make satisfactory payment arrangements with the business office. A student may be granted only one leave of absence during his or her enrollment in a particular degree program.

Financial aid is not available to a student on leave of absence.

### **Personal Leave**

A student enrolled in any degree program may apply to the appropriate academic dean for personal leave to meet a contingency of health or family emergencies. Such personal leave must not exceed 30 days. Institutional financial aid is not affected by a personal leave. Students contemplating a personal leave must consult with the financial aid office about applicable federal laws regarding Title IV aid. While class attendance will not be required during personal leave, it remains the prerogative of the professor in each course to determine any makeup work or other course requirements that must be met after the leave has ended. Students contemplating a personal leave are encouraged to consult with their professors.

### **Withdrawal and Reinstatement**

To withdraw from the institution, students in all degree programs must submit a written request to the appropriate academic dean. After one year the student may apply to the admissions committee for reinstatement. Procedures for applying for reinstatement are determined for each case by the admissions committee in consultation with the appropriate academic dean.

Union Presbyterian Seminary reserves the right to require students who do not earn academic credits at UPSem for 18 consecutive months or longer to meet the degree program academic requirements of and comply with all policies in the catalog in force when and if they resume their enrollment. Credit toward students writing dissertations for the Ph.D. degree are exempted.

## **ASSESSMENT**

### **Academic Standing**

(The following policies do not apply to Ph.D. or Th.M. programs. They do apply to all other students, degree and non-degree)

A student is considered to be in good academic standing unless the student is placed on either academic warning or academic probation.

A student whose GPA falls below 2.3 will be placed on academic warning. Academic warning means: (1) it is recommended that the student take a reduced load of courses; and (2) the student must have a conference with his or her faculty advisor and the appropriate academic dean to discuss areas of concern and options for improvement. Academic warning is removed when the student's GPA reaches 2.3 or higher.

A student whose GPA falls below 2.0 will be placed on academic probation. Academic probation means: (1) the student is required to take a reduced load of courses; (2) the student must have regular conferences with his or her faculty advisor during the probationary period to ensure clarity about possible consequences, discuss areas of concern, and pursue options for improvement; and (3) the student may no longer be making satisfactory academic progress, and as such, may no longer be eligible for some kinds of financial aid. A student whose GPA remains below 2.0 at the conclusion of the next long term (subsequent to the term in which the GPA falls below 2.0) will be dismissed from the program, unless by action of the faculty upon joint recommendation of the student's faculty advisor and academic dean the person's enrollment is continued.

Students who fail a required course two times, including required Greek and Hebrew courses, are automatically dismissed from Union Presbyterian Seminary and may not reapply for admission unless a majority of the full faculty, upon joint recommendation of the student's faculty advisor and academic dean, approves an exception. Former students must, if an exception is approved, make

application through the regular admissions process and, if admitted, will reenter Union Presbyterian Seminary under the terms of the catalog in force at the time they reenter. These same policies apply to a student who fails a proficiency exam in a biblical language twice. Standards for grades and maintaining good standing for Ph.D. or Th.M. students differ from those noted in this section.

### **Assessment of Academic Progress**

Administrative officers or faculty members who oversee particular degree programs, in consultation with faculty advisors as needed, regularly review the academic progress of students in all degree programs. Students who are notified of any kind of academic difficulty should immediately contact their academic advisor and request consultation. Students who make in any course a grade below C (including Fail in a Pass/Fail course) should within two weeks of receipt of that grade, contact their advisor and the appropriate dean and request a consultation.

Each student is finally responsible for tracking all aspects of her or his academic progress. The registrar completes graduation audits for all students and, in a timely manner, communicates to each student the results of the graduation audit so she or he may plan accordingly.

#### **Ph.D. Students**

The Academic Program Committee (or a subcommittee to which it delegates the task) annually reviews the academic progress of all Ph.D. students.

### **Federal Satisfactory Academic Progress**

To be eligible to receive a Federal Stafford Loan, a student must make Satisfactory Academic Progress (SAP). SAP is a combination of qualitative and quantitative components and is measured by:

- grade point average (GPA);
- number of credits earned divided by the number of credit hours attempted;
- number of credit hours attempted divided by the number of credit hours necessary to complete the degree.

Union Presbyterian Seminary will perform a yearly SAP review for a student who receives or applies for a Federal Stafford Loan. SAP reviews are usually performed after the May term.

As required by federal regulations, Union Presbyterian Seminary administers an institutional SAP policy that is consistently applied to all Federal Stafford Loan applicants and recipients. Union Presbyterian Seminary's Federal SAP policy is designed to improve the student's academic performance and is closely tied to the academic standing policies of the various degree programs. If a student fails to meet established SAP requirements, a suspension letter is sent to the student. A suspension of federal aid eligibility letter is sent if the student:

- has less than a 2.0 cumulative GPA;
- has earned less than 67% of the overall hours attempted;
- has attempted more than 150% of the hours required to complete their program.

A student whose eligibility for federal financial aid has been suspended may submit an appeal if mitigating circumstance prevented the student from achieving SAP. Circumstances that may be considered include death in the family, accident, illness, or other academic performance factors that were outside of the student's control. If a student feels that he or she violated Union Presbyterian Seminary's SAP standards due to one of these factors, the student may submit an appeal to

the SAP Committee for review. SAP appeals should be directed to:

Satisfactory Academic Progress Committee  
Financial Aid Office  
3401 Brook Road  
Richmond, VA 23227

The SAP appeal must be submitted in writing to the financial aid office within 30 days after receiving the letter of suspension. The appeal must include the following:

- identifying information including the student's full name, social security number, current address, phone number and e-mail address (if applicable);
- A personal statement which includes:
  - o a detailed explanation of extenuating circumstances for each term the violation of SAP policy occurred; and
  - o a resolution or plan of action explaining how the student will ensure future academic success.

Documentation of illness or medical condition is required when failing SAP is attributed to a medical condition. A statement from the student's academic advisor is required for all 150% rate violators. For all students who have attempted more than 150% of the credits necessary to complete their degree, the advisor must outline all remaining courses required for the student's degree program and the expected semester of completion.

The SAP Appeal Committee will review appeals within two weeks of receipt. The student will be notified in writing of the results of their appeal. Appeal decisions are based on the information presented to the committee and the SAP criteria. Appeal decisions will fall into one of the following categories:

- pending—additional information is needed
- approved—student is eligible to receive federal aid
- denied—student is not eligible to receive federal aid
- conditionally approved—the student will be sent a SAP contract that details the academic performance required in future terms for continued receipt of federal financial aid.

Questions pertaining to the SAP policy should be addressed to the director of financial aid.

### **Honors Graduate**

Students in the M.A.C.E., M.Div., and dual degree programs who graduate after 2003 with a cumulative GPA of 3.8 or above on all work taken at Union Presbyterian Seminary shall have the designation "Honors Graduate" permanently added to their Union Presbyterian Seminary transcripts. This action is taken after the student has graduated. Graduating with Honors is not noted in the public ceremonies or documents attending graduation itself.

### **Evaluation of Courses and Faculty Members**

At the close of each term, students have the opportunity to submit to the Academic Dean's Office written evaluations of courses taken that term and of the teaching effectiveness of the faculty. The results are used in the regular performance review of each faculty member. Therefore, it is crucial that all students participate and offer candid responses.

## **Advising**

Each student has access to a breadth of resources for assistance in course planning that meets the student's degree program requirements and focuses their educational experiences toward their vocational goals. These resources include the student's faculty advisor, who is assigned by the academic dean, and the registrar. Students are expected to take initiative to draw upon these advising resources and are responsible for verifying with the registrar that degree requirements are met on a timeline that facilitates the completion of their degree within institutional time limits.

Faculty advisors also participate in an assessment process with their student advisees, whether through the Portfolio-Based Assessment (PBA) process or the QEP assessment process (QEP). The next two sections describe these two assessment systems.

M.A.C.E. students intending to become certified educators in the Presbyterian Church (U.S.A.) should confer with their advisors, the certification liaison on campus, and denominational representatives to be sure they meet the academic requirements for certification. M.Div. students seeking ordination should maintain close contact throughout their degree program with appropriate denominational oversight bodies to be sure they meet the academic requirements for ordination candidacy.

Non-degree students in Charlotte shall have as their faculty advisor the Charlotte academic dean. Non-degree students in Richmond shall have as their faculty advisor the Richmond academic dean. Non-degree students must receive prior permission from their advisor before completing their registration for any course.

## **Portfolio-Based Assessment Process**

Participation in the Seminary's Portfolio-Based Assessment (PBA) is required for all M.Div. and M.Div./M.A.C.E. students who matriculated before Summer 2013 and for all M.A.C.E. students on both campuses. A different assessment process, to be described in the next section, will apply to M.Div. and M.Div./M.A.C.E. students who matriculate in Summer 2013 or later in Richmond or in Fall 2013 or later in Charlotte.

The purposes of the portfolio-based student assessment process are:

- to provide structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation;
- to provide structured opportunities, with appropriate support, for students to engage in an intentional process of self-assessment, which may include the consideration of peer input; and
- to enhance and strengthen Union Presbyterian Seminary's advising system, by linking it with the assessment process.

To give focus and direction to this work of assessment, students will develop a portfolio that will:

- provide a framework for the integration of personal, interpersonal, spiritual, theological and other formational dimensions of the development of their identities during a time of intense educational and vocational preparation; and
- serve as a focal point and essential tool for assessing cohesion and integration of student learning, as well as for evaluating growth toward vocational readiness.

In conversation with faculty advisor(s), students will begin this process of integrative learning and assessment of growth toward vocational readiness from the beginning of the degree program.

Each year, the student will take the initiative to set up an assessment conference with his or her faculty advisor(s) to:

- review the portfolio, as developed at that point in time;
- and, using the portfolio as a resource, to discuss academic progress and growth toward meeting vocational goals.

This annual assessment conference will occur no later than April 1 each year of the student's program or, for ECP students, on a schedule appropriate to that program's academic calendar. In relation to the institution's needs, student portfolios may be used as a resource in evaluation of Union Presbyterian Seminary's educational programs. If used in relation to such program evaluation, carefully defined safeguards will ensure the privacy of students (including sampling techniques, the removal of student names and other identifying information, etc.).

Participation in the portfolio-based assessment process is an integral part of the student's educational program and personal and vocational formation. Failure to complete required elements of the assessment process by established deadlines will result in a non-refundable \$100 late fee (charged to the student's Union Presbyterian Seminary account) and referral to the academic dean in Richmond or the dean of Union Presbyterian Seminary, Charlotte campus (for Charlotte students) to discuss further consequences for the student's academic standing and progress. If the requirements of the assessment program have not been satisfactorily completed by the start of the following long term, the student will be placed on academic warning.

All information gathered during the assessment process will be treated confidentially. Union Presbyterian Seminary parties will only have access to portfolio and assessment information on a need-to-know basis. Data from the assessment process used or reported by Union Presbyterian Seminary for institutional program evaluation will contain no information that personally identifies any student. Except when required by law or by a student's denomination, no assessment information that personally identifies a student will be communicated to any third party outside Union Presbyterian Seminary without the prior, written permission of the student.

### **QEP Assessment Process**

In preparation for re-accreditation in 2012, the faculty developed a Quality Enhancement Plan (QEP) focused on student advising. The QEP proposed a revised system of advising that would go into effect for new M.Div. and dual degree program students on both campuses no later than Fall 2013. Richmond M.Div. and dual degree program students who matriculate in Summer 2013 or later are required to participate in the new advising system, as are M.Div. and dual degree program students who begin their studies on the Charlotte campus in Fall 2013 or later.

The new advising system emphasizes the importance of integrative learning. The program is meant to enhance the advisee-advisor relationship by providing regular, structured opportunities for deliberate conversation and reflection about ways in which coursework, field experience, and the development of vocational identity are supporting the goal of theological integration in preparation for ministry. More particularly, the purpose of these consultations is to provide a place where students begin formally to:

1. Identify critical elements of integrative thinking in ministry, particularly in the context of the Seminary's curricular/ministerial roles (practicing theologian, congregational leader, community witness);
2. Recognize and name their own personal strengths and weaknesses with respect to the practice of integration;

3. Demonstrate improvement in their capacity to integrate learning gained from multiple areas of academic theological study and from field experience in ministry.

Students and faculty are encouraged to be in close communication throughout the student's program of study at Union Presbyterian Seminary. The faculty advisor can be a valuable resource for practical advice on how to navigate an efficient and fruitful path through the Seminary's academic program. On the basis of their own experience with the curriculum, faculty members are prepared to help students make choices among the wide variety of courses offered each term. As matters of vocational interest and formation arise, students may also want to discuss these with their faculty advisors. An initial meeting with the student's advisor should take place early in the fall term. Besides getting to know one another better, this meeting will serve as an opportunity to discuss the advising system and the various documents to be used in connection with it.

The faculty intends for the student-faculty advising relationship to be a place where student progress in integrative learning can be discussed and assessed. To ensure that such conversations take place on a regular basis, each student will take the initiative each spring to set up an annual conference that will occur no later than April 1 with his or her faculty advisor. Each year different pieces of writing will function as a basis for this spring conversation, according to the schedule that follows. For part-time students, who should plan to meet with their advisors annually in any case, these regular assessments will occur after a certain number of course credits have been earned.

1. **Year One** (for part-time students, after 27 credit hours have been earned): in advance of the spring advising meeting, the student will evaluate the admissions essay on Luke 4:16-19 he or she submitted when applying to the M.Div. or dual degree program, using a rubric for the assessment of integrative learning. The completed rubric is to be sent to the appropriate dean's office for posting to Blackboard not later than March 16. The faculty advisor will already have evaluated this essay using the same tool. The dean's office in Richmond or Charlotte will supply copies of the admissions essay and the rubric to students and their advisors, as needed. The spring meeting this year is an opportunity to reflect together on ways in which the student's coursework and seminary experience in the first year of the program may be broadening, challenging, and supporting the student's ability to approach particular theological questions.
2. **Year Two** (for part-time students, after 54 credit hours have been earned): in advance of the spring advising meeting, but not later than March 16, the student will submit to the appropriate academic dean's office for posting to Blackboard an integrative essay (ordinarily, at least 1500 words) prepared for one of the Church in the World courses or another course the student has taken. If a student does not have such an essay in hand already, he or she can write a new essay that focuses on theological integration across coursework, church, and life experience. At this session, advisors will discuss the essay, paying special attention to ways in which it addresses the three curricular/ministerial roles. A primary aim of this conversation is to note ways that vertical integration is taking shape through the student's classes, church involvements, and life experience.
3. **Year Three** (for part-time students, after 81 credit hours have been earned): in advance of the spring advising meeting, the student will submit to the appropriate academic dean's office for posting on Blackboard not later than March 16 an integrative essay written in the context of a supervised ministry course. This must be a different essay than the one used in the second year if that essay also came from a supervised ministry course (i.e., one designated for the Church in the World segment of the curriculum). Students and their supervised ministry supervisors will also submit copies of the Resource for Evaluation of



Student Learning Outcomes in connection with supervised ministry internships. A particular goal of this spring consultation is to track how integration has occurred across the curriculum and between ministry settings during the student's time of study.

At the end of each spring advising session, the advisor will evaluate the advisee using the "Rubric for the Assessment of Integrative Learning." The point of this assessment is to identify areas in which integrative learning is taking place and to chart the student's progress over time. Periodic surveys of advisees and advisors will also be administered through the Dean's office, in order to gain a sense of student and faculty advising experience. In addition, the Seminary will be collecting aggregated data without student names attached, in order to assess the effectiveness of the advising program.

Participation in these assessment activities is an integral part of the student's educational program and personal and vocational formation. If the requirements of the assessment program in any year have not been satisfactorily completed by the start of the following long term, the student can be placed on academic warning. All information gathered during the assessment process will be treated confidentially. Union Presbyterian Seminary parties will only have access to information connected to this process on a need-to-know basis. Data collected for institutional program evaluation will contain no information that personally identifies any student. Except when required by law or by a student's denomination, no assessment information that personally identifies a student will be communicated to any third party outside Union Presbyterian Seminary without the prior, written permission of the student.

## **ADDITIONAL ACADEMIC POLICIES**

### **Policy Concerning Students with Learning Disabilities**

This Union Presbyterian Seminary policy is designed to enhance the educational environment for learning-disabled students who show promise for effective ministry and to provide information that will help learning-disabled students evaluate the feasibility of studying at Union Presbyterian Seminary. Primary responsibility for considering and/or arranging accommodations with each professor is lodged at Union Presbyterian Seminary in mutual agreement between the student and her or his professor. Students must file with the registrar documentation verifying their needs at least two weeks in advance of enrollment for any term or semester in which these needs are to be considered and must take the initiative to contact professors for preliminary discussions and planning at least two weeks before a course is scheduled to begin. Any special conditions for an exam, including the provision of extra time for the exam, will be set by the professor of the course with advance notice to the student and to the appropriate academic dean. For additional details, see the Union Presbyterian Seminary Policy and Procedure Booklet at <http://upsem.net>.

Students with physical disabilities must notify the director of student services of their needs and provide supporting information at least two weeks before the beginning of any term or semester in which these needs are to be considered so as to provide a basis for appropriate response and reasonable time for Union Presbyterian Seminary to decide, plan, and achieve any accommodations.

### **Assistance for English Language Proficiency**

Union Presbyterian Seminary requires students to have the ability to function successfully in English at the graduate level. Courses in and tutors for English are not provided. Students may arrange these on their own. The internet is now a particularly rich source of instruction in standard English usage and should be consulted.

Limited financial support to assist international students whose first language is not English and who seek to improve their proficiency in English may be available. Students who require assistance with English may contact the appropriate academic dean's office to apply for this limited financial support. In all cases that support will be limited to \$200 on a one-time basis. Students will be responsible for any costs beyond the school's limited resources. Students, whether utilizing language assistance or not, are at all times ultimately responsible for the quality of their work.

Students for whom English is a second language are allowed 50 percent more time on final examinations (instructors are also expected to make similar provisions for quizzes and tests given during the term).

### **Documentation: Medical Health**

When medical or health—physical, psychological, or emotional—needs and/or reasons are cited for failure to comply with institutional policies and deadlines or for failure to make due academic progress or for failure to honor or practice community norms, the student may be required to provide official statements from medical and/or health professionals of such form, nature, and detail as Union Presbyterian Seminary considers needed in order to establish a sound basis for subsequent academic and community decisions. All such information will be treated respectfully and accessed on a need-to-know basis only by those involved in the care, response, and decision process. Union Presbyterian Seminary reserves the right to require such documentation, to determine the adequacy or lack thereof of documentation, and to determine the implications of the documentation for its decision.

### **Academic Records**

#### **FERPA**

Union Presbyterian Seminary follows the guidelines provided by the Family Educational Rights and Privacy Act regarding access privileges to student educational records.

1. Students' educational records (other than directory information\*) are considered confidential and may not be released without written consent from the student. Faculty and staff members are aware of their legal responsibility to protect the confidentiality of student educational records in their possession.
2. Students may inspect their own educational records in the Office of the Registrar, Watts Hall 307 on the Richmond campus, by appointment during business hours. Non-residential students may contact the registrar's office at (804) 278-4233 to make alternative arrangements.
3. Faculty and staff have access to student educational records in the legitimate completion of their responsibilities as employees of the institution. Such responsibilities may include routine administrative duties; evaluation of previous academic work in view of a request to by-pass a course; or the need to render care in case of physical injury or other emergency.
4. Persons presenting a judicial order or subpoena may have access to student educational records. Unless the subpoena is issued by a federal grand jury or a law enforcement agency, the institution will make a reasonable effort to notify the student of the order or subpoena in advance of compliance.

\*Directory information is defined at Union Presbyterian Seminary as:

- Name
- Nickname
- Union E-mail
- Address
- Union Degree Program
- Enrollment Status
- Part-time/Full-time Status
- Anticipated Graduation Date
- Hometown
- Telephone Number
- Photo
- Dates of Enrollment

A student may opt out of having directory information or educational records released to third parties. To opt out, a written request must be submitted to the Student Life Office.

### **Student Files**

For each student, Union Presbyterian Seminary maintains several sets of files (admissions, candidacy, academic, portfolio-based assessment, and financial). Under the provisions of the Family Educational Rights and Privacy Act (FERPA), students may see any of their own files upon request and, by written permission, may grant access to their files to other parties. The files are open only to the persons specified. If a student wishes to challenge the accuracy of the records held in the files of Union Presbyterian Seminary, a written request should be sent to the president or to the student's academic dean. The president, the dean, or the vice president for administration will respond. If the student continues to challenge the accuracy of the records, the student's complaint will be referred to the Board of Trustees. A hearing will be scheduled at which legal counsel is permitted. A decision by the Board of Trustees on the matter will be conclusive and final.

### **Transcript Requests**

Enrolled students, former students, and alumni may request that the registrar send an academic transcript or copies of academic evaluations to designated persons or institutions. Ordinarily, transcript requests are processed within one week of receipt of such requests.

For currently enrolled students, transcript transmission is offered as a free service.

For former students and alumni, transcript transmission is offered for a fee. For more information about transcript fees and how to request a transcript, please see the Registrar's section of the Union website.

Grades and transcripts are issued only when the student's financial obligations to Union Presbyterian Seminary have been met, as certified by the Business Office. UPSem does not provide or send copies of student transcripts from other institutions.

### **Request for Exception to Faculty Policy**

The Union Presbyterian Seminary faculty reserves the right to make exceptions to faculty policies through its academic deans, program directors, and committees. Forms to facilitate requests for exceptions to faculty policy are available on the Registrar's section of the Union Presbyterian Seminary website ([www.upsem.edu/academics/registrar/](http://www.upsem.edu/academics/registrar/)). Except for a medical emergency, three-week's notice is required for all such requests. Submitted requests are automatically routed to the

appropriate office or faculty member. Requests may be decided upon receipt, referred for consultation involving appropriate academic department chairs or faculty, or forwarded to the Academic Program Committee of the faculty for action.

## **Implementation**

Other academic rules and regulations and policies are cited in the Policies and Procedures Booklet and in the Graduate Student Handbook (for Th.M. and Ph.D. students). The Union faculty, through appropriate deans, faculty committees, directors, and department chairs, reserves the right to interpret and implement all academic and administrative rules, regulations, and policies as in its academic and vocational judgment it deems best for the education and care of individual students and their student peers, and for the integrity of the seminary's mission.

## **Other Policies**

The following policies and procedures may be found in the Policies and Procedures booklet at <http://upsem.net>:

- Acceptable Use of Technology
- Alcoholic Beverage Policy
- Auditing Courses
- Community Grievance and Discipline Policy
- Conditional Admission Policy
- Copyright Ownership
- Firearms Policy
- Housing Procedures
- Inclement Weather and School Closing Policy
- Inclusive Language
- Learning Disabilities
- Non-Degree, Limited Enrollment Admission Policy
- Pet Policy
- Plagiarism Policy
- Sexual Misconduct Policy and Procedures
- SKYPE Room Use and Guidelines
- Smoking Policy
- Social Media Policy
- Student Salary Standards
- Substance Abuse Prevention Policy

## 4. Admissions

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Union Presbyterian Seminary invites prospective students to apply for admission to four degree programs: Master of Divinity (M.Div.), Master of Arts in Christian Education (M.A.C.E.), M.Div./M.A.C.E. dual degrees program, and Master of Theology (Th.M.). Applications for admission to these degree programs are available on our website at [www.upsem.edu/admissions](http://www.upsem.edu/admissions). For assistance, call the Office of Admissions at 804-278-4221 or e-mail [admissions@upsem.edu](mailto:admissions@upsem.edu).

Union Presbyterian Seminary welcomes and seriously considers applications for admission from all qualified applicants. Union Presbyterian Seminary does not unlawfully discriminate on the basis of race, color, national origin, sex, disability, age, or any other status protected by federal, state, or local law applicable to a religious educational institution.

### CAMPUS VISITS

Union Presbyterian Seminary strongly recommends that all prospective students visit campus as part of the application process. A campus visit that includes an interview with a faculty member and conversations with the students and administrators is extremely helpful in a prospective student's discernment process.

Prospective students may arrange individual visits or participate in Experience UPSem, a full day program structured to answer questions and provide guidance on the discernment process.

To arrange a campus visit, e-mail [admissions@upsem.edu](mailto:admissions@upsem.edu), or phone 804.278.4221 in Richmond or 980.636.1662 in Charlotte.

### ADMISSION CRITERIA

#### **First Professional Degrees Program (M.Div., M.A.C.E, and Dual Degrees Program)**

The prerequisite for admission to the basic degree program is a bachelor's degree, or its equivalent, from a college or university accredited by one of the nationally recognized regional accrediting agencies or the international equivalent.

A qualified applicant shows commitment to the Church, the ability to do graduate work, emotional maturity, and the capacity for critical reflection.

#### **Master of Theology**

Applicants for admission to the Master of Theology program must hold a bachelor's degree, or its equivalent, from a college or university accredited by one of the nationally recognized regional accrediting agencies or the international equivalent, and must have received a master's degree in an appropriate discipline from a seminary or university accredited by the Association of Theological Schools in the United States and Canada or its international equivalent.

Applications for admission into the Th.M. program are evaluated by the appropriate faculty departments.

### TRANSFER STUDENTS

Students from other theological seminaries accredited by the Association of Theological Schools in the United States and Canada (ATS) may apply to transfer to Union Presbyterian Seminary

through the Office of Admissions. Transfer students must meet the same requirements as other applicants to basic degree programs.

Please see Academic Procedures and Regulations, page 44, regarding transfer credits.

## **CURRENT STUDENTS**

M.Div. and MA.C.E. students currently enrolled at Union Presbyterian Seminary and *in the first year of their degree program* may apply to transfer to the dual degree program. The student must submit:

1. a new paper application, complete except for application essays and the application fee
2. three references, including at least one from a Union faculty member
3. an essay (limit of 1000 words) that answers the question, "How does this new direction reflect your calling?"
4. a transcript reflecting completed work at Union and copies of transcripts from previous institutions, all of which can be retrieved by the student from the registrar's office
5. if transferring from the MA.C.E. to the M.Div./M.A.C.E., a Letter of Acknowledgement from the applicant's denominational governing body

## **INTERNATIONAL APPLICANTS**

Union Presbyterian Seminary welcomes international students to all of its degree programs and seeks to admit those students from other countries who plan to serve the global church.

### **English Language Proficiency**

International students who do not speak, write, and read English as their first language are required to submit scores from the internet-based Test of English as a Foreign Language (iBT TOEFL).

International students who have completed four years of bachelor's-level study or higher in an English-speaking institution may request, from the director of admissions, an exemption from the requirement to submit TOEFL scores. Test information, such as dates, locations and costs, is available at [www.ets.org/toefl](http://www.ets.org/toefl).

### **Certification of Funding**

Along with their application, international students must include documentation certifying the availability of funds sufficient to cover, at a minimum, living expenses during the course of study at Union Presbyterian Seminary. Applicants who are accepted must deposit funds with the seminary equal to 60% of the cost of attendance, less any scholarship, by May 1 preceding the fall term in which the student will enroll.

Please refer to Financial Assistance, page 89, for more information regarding personal finances.

## **APPLICATION PROCESS**

Union Presbyterian Seminary admits students in two categories—degree seeking and non-degree seeking.

### **Degree Seeking**

Applicants to all degree programs are strongly encouraged to submit the application for admission using the electronic application found on our website. For a list of required items and deadlines, see pages 70-72.

All admission deliberations and all materials appertaining to those deliberations are confidential in executive sessions. The Admissions Office conveys all official communications of admissions decisions, except for Th.M. decisions, which are communicated by the director of graduate studies.

An applicant who is not admitted, or who is wait-listed and subsequently not admitted, may request admission again after two academic years. A completely new application, along with all supporting documentation, will be required.

### **Non-Degree Seeking Admissions/Limited Enrollment**

Union Presbyterian Seminary accepts a limited number of non-degree seeking, Limited Enrollment (LE) students each year. Limited Enrollment students may choose this path as continuing education for a pastor or Christian educator; personal growth through a limited number of seminary courses; or an opportunity to experience Union Presbyterian Seminary while discerning their own call to ministry.

The application for admission to Limited Enrollment status is available on our website at [http://www.upsem.edu/admissions/apply/limited\\_enrollment\\_students/](http://www.upsem.edu/admissions/apply/limited_enrollment_students/). Decisions regarding non-degree seeking applicants may be made through review and consultation by the relevant academic dean's office. The academic dean may decide the matter or refer it to the Admissions Committee for further consultation. Complete information regarding non-degree, limited enrollment admissions may be found in the Policies and Procedures booklet at <http://upsem.net>.

### **CONDITIONAL ENROLLMENT**

The seminary reserves the right to admit a degree-seeking student conditionally. Applicants who do not have a baccalaureate degree from an accredited institution will only be considered for admission on a conditional basis. The seminary may stipulate conditions, including specific courses and grade minimums, that must be met in order for the student to continue in her or his degree program. These will be communicated by the Admissions committee in the student's acceptance letter and monitored by the appropriate academic dean's office.

A decision to continue enrollment will result in the transfer of credit hours and grades to the degree program in which the student was admitted. Failure to meet the conditions ends all rights and services that appertained during the conditional period. Students in this situation may reapply for admission after two academic years. Complete information regarding conditional enrollment admissions may be found in the Policies and Procedures booklet at <http://upsem.net>.

### **EXTENDED CAMPUS PROGRAM (ECP)**

For students who are unable to relocate to our Richmond campus or to commute to our Charlotte campus, Union Presbyterian Seminary offers the M.A.C.E. degree through its Extended Campus Program (ECP), a hybrid of online study and classes on Richmond's campus.

For more information about the ECP, please contact Dr. Cindy Kissel-Ito at [ckisselito@upsem.edu](mailto:ckisselito@upsem.edu), or the Office of Admissions .

### **EDUCATOR CERTIFICATION INITIATIVE (ECI)**

The Educator Certification Initiative (ECI) is not a degree program, and enrollment in courses through the ECI program does not constitute or promise admission to a degree program at Union Presbyterian Seminary. ECI is designed, rather, to offer through the ECP format a limited number of courses to persons seeking certification as Christian Educators.

Students who plan to seek positions as educators in the Presbyterian Church (U.S.A.) are encouraged to complete the courses required for denominational certification as an educator. The Christian Education faculty discusses the certification process and requirements with students on an annual basis.

## Christian Educator Certification

Christian Educator Certification (PCUSA) knowledge and skill areas with approved corresponding courses:

**Biblical Interpretation:** BIB160 Old Testament I (M.A.C.E.) or BIB211 New Testament I (M.A.C.E.) or BIB211 Old Testament I or BIB221 New Testament I or BIB119 Biblical Interpretation

**Reformed Theology:** THE101 Theology I, THE201 Theology 2 or THE210 Reformed Theology

**Faith and Human Development:** EDU272 Education Through the Lifespan

**Religious Education Theory and Practice:** EDU186 Teaching Ministry of the Church or EDU263 Theory for Education in Religion

**Presbyterian Polity, Program and Mission** (combined skill areas): EDU151 Polity, Mission and Program for Presbyterian Church Educators or PRA112 Presbyterian Polity

**Worship and Sacraments:** EDU127: Worship, Sacraments and Education

For more information, please contact Dr. Cindy Kissel-Ito at [ckisselito@upsem.edu](mailto:ckisselito@upsem.edu), or the Office of Admissions.

## REQUIREMENTS FOR APPLICATION FOR THE BASIC DEGREES

All Applicants	M.A.C.E.	M.Div.	M.Div./M.A.C.E.	LE <sup>1</sup>
Prerequisites-Education	B.A./B.S.	B.A./B.S.	B.A./B.S.	B.A./B.S.
Non-Refundable Application Fee	\$65	\$65	\$65	\$30
References	Three	Three	Three	Two
Essays (800 words max)	Two	Two	Two	One
Official Transcripts	Required	Required	Required	Required
Background Check <sup>2</sup>	Required	Required	Required	Required
Interview <sup>3</sup>	Required	Required	Required	No
Application Deadlines				
For RIC Summer term	n/a	March 1 <sup>4</sup>	March 1 <sup>4</sup>	March 1
For RIC Fall term	March 1 <sup>4</sup>	March 1 <sup>4</sup>	March 1 <sup>4</sup>	August 15
For ECP Fall term	July 1	n/a	n/a	July 1
For CLT Fall term	July 1	July 1	July 1	August 15
For ECP Spring term	Oct 1	n/a	n/a	Oct 1



<b>International Applicants</b>	<b>M.A.C.E.</b>	<b>M.Div.</b>	<b>M.Div./M.A.C.E.</b>	<b>LE<sup>1</sup></b>
Eligible to apply?	Yes	Yes	Yes	No
iBT TOEFL	A minimum score of 20 on each test	A minimum score of 20 on each test	A minimum score of 20 on each test	n/a
Certification of Funding	Required	Required	Required	n/a
Application deadline to enter in Fall	January 1	January 1	January 1	n/a

**Notes:**

1. This classification pertains to non-degree seeking, limited enrollment students, who ordinarily take courses in the M.A.C.E. or M.Div. curriculum.
2. Domestic applicants to all programs, and international applicants who have lived in the U.S. for the last two years or more, both degree and non-degree seeking, must complete a background check. Complete information and directions may be found at [http://www.upsem.edu/admissions/basic\\_degree\\_requirements/](http://www.upsem.edu/admissions/basic_degree_requirements/).
3. Applicants for all degree-seeking programs must schedule a personal interview with a member of the Admissions Committee or other faculty member. Contact the admissions office at [admissions@upsem.edu](mailto:admissions@upsem.edu) or 804-278-4221 to arrange an interview in person, by phone or SKYPE.
4. Domestic applicants must submit their applications by March 1 to be considered for scholarships.

## **REQUIREMENTS FOR APPLICATION TO THE MASTER OF THEOLOGY PROGRAM**

<b>All Applicants</b>	
Prerequisites – Education	M.Div. or M.A.C.E.
Non-Refundable Application Fee	\$65
References	Three academic references
Official Transcripts	Required
Autobiographical Statement <sup>1</sup>	Required
Purpose Statement <sup>2</sup>	Required
Writing Sample <sup>3</sup>	Required
Background Check <sup>4</sup>	Required for Domestic Applicants
Application Deadline	March 15

<b>International Applicants</b>	
Eligible to apply	Required
iBT TOEFL	A minimum score of 20 on each test
Certification of Finances	Required
Application Deadline to enter in Fall	January 1

**Notes:**

1. A one-to-two-page autobiographical statement which will introduce the applicant to the faculty readers and help them evaluate his/her potential for success in the Th.M. program
2. A three to four-page clear statement of the applicant's primary goals, and a specific proposed area, topic, or project for advanced study or research in the Th.M. program.
3. A six-to eight-page sample of recent academic writing, such as an essay, an excerpt from a larger paper, or a paper written for a class assignment, that provides evidence of writing skills, the ability to engage texts and theological issues, and the ability to form a coherent argument or thesis.
4. Domestic applicants to all programs, and international applicants who have lived in the U.S. for the last two years or more, must complete a background check. Complete information and directions may be found at [http://www.upsem.edu/admissions/basic\\_degree\\_requirements/](http://www.upsem.edu/admissions/basic_degree_requirements/).



# 5. Student Expenses

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## TUITION

**Master of Divinity, Master of Arts in Christian Education, and Master of Divinity/ Master of Arts in Christian Education Dual Degree Program** students pay \$470 per credit hour. If 30 credit hours are taken in the academic year, the total is \$14,100. Courses for three credit hours are \$1410. Courses worth six credit hours (summer language courses, summer supervised ministry, clinical pastoral education, field-based learning) cost \$2,820. The total tuition cost for 18 credit hours, the normal load for Charlotte campus students, \$8,460.

**Master of Theology** students pay tuition of \$15,000 for the year, charged as \$7,500 in the Fall and Spring terms. The degree is meant to be completed in one academic year. Depending on the number of credits completed, Th.M. students who receive permission to extend their program beyond one year may pay a continuation fee for each fall and spring term until all degree requirements are completed. The continuation fee for 2015-2016 is \$1,500 per term.

**Doctor of Philosophy** students in their third year will pay \$15,000 for the dissertation research and writing continuation credit in the Fall and Spring terms, for a total of \$3,000 per year. Students in good standing will maintain enrollment in dissertation research and writing unless granted an official leave.

## FEES

### Student Activities Fee

All full-time students will be assessed \$400 per year to be charged to their student accounts as \$200 each for Fall and Spring. Part-time students, including doctoral level students after the first two years in residence, will be charged \$150 per year. ECP students will be charged \$15 per course.

Charlotte students are charged \$50 per term.

### Late Registration Fee

This \$50 fee applies to registration received after the close of the registration period.

### Graduation Fee

M.Div., M.A.C.E., Th.M., and Ph.D. students pay a graduation fee of \$125. The fee for M.Div./M.A.C.E. degree students is \$150, reflecting the two degrees earned. This is an administrative fee assessed to all graduates and is not related to participation in commencement ceremonies.

### Directed Study Late Registration Fee

Students taking a directed study course will pay a \$50 fee for each directed study course for which registration is submitted after the first day of the term for which they are to be registered. Directed study requests submitted after the end of the drop/add period of a term will, except in the case of a graduating student's final term, be registered for the following term (summer excluded) though the work may be done prior to that with the professor's permission. Students who receive permission to do a directed study with an adjunct faculty member pay an additional fee of \$300.

### **By-Pass and Proficiency Examination Fee**

There is a \$150 fee for each by-pass or proficiency examination.

### **Dissertation Fee**

A fee of \$600 is applicable only in the final year of the Ph.D. program.

### **BOOKS**

The cost of books varies by the number and types of courses taken. Students should budget a minimum of \$100 per course for books.

### **HOUSING**

Full-time students in Richmond are eligible to apply for Seminary-provided housing. During the 2016-2017 academic year, a limited number of apartments will be provided off-campus during our construction project. The rates for these apartments, and for other on campus housing, varies according to size.

Apartment and dormitory charges should be paid promptly on the first day of each month, or special arrangements should be made with the Business Office. Students whose monthly rental payments are in arrears by more than three months and who have not made satisfactory payment arrangements with the Business Office will be notified that they must pay in full or move out within a month.

A refundable security deposit of one month's rent along with the first month's rent is due before moving in. A \$25 key deposit is collected upon move-in to on campus housing.

The following monthly rental rates for apartments include all basic utilities except telephone:

<b>Size</b>	<b>Unfurnished</b>
One-bedroom (per month)	\$838
Two-bedroom (per month)	\$953
Three-bedroom (per month)	\$1097

Dormitory rates range from \$357 to \$379 per month, depending on size, location, and bathroom facilities.

In housing where pets are permitted, there is a deposit and upcharge. For complete information, see the Pet Policy in the Policies and Procedures Booklet at [www.upsem.net](http://www.upsem.net).

## COST OF ATTENDANCE

### Basic Degree Estimated Cost of Attendance (Richmond Campus)

Single Student On Campus	11 Months	Married Student On Campus	11 Months
Housing	\$ 3,960	Housing	\$ 9,218
Food	\$ 1,375	Food	\$ 2,750
Miscellaneous	\$ 3,850	Miscellaneous	\$ 4,950
Phone/Internet	\$ 1,210	Phone/Internet	\$ 1,210
Transportation	\$ 3,740	Transportation	\$ 3,740
<b>Living Expenses</b>	<b>\$ 19,393</b>	<b>Living Expenses</b>	<b>\$ 21,868</b>
Tuition	\$ 14,100	Tuition	\$ 14,100
Activity Fee	\$ 400	Activity Fee	\$400
Books	\$ 1,000	Books	\$ 1,000
<b>Educational Expenses</b>	<b>\$ 15,500</b>	<b>Educational Expenses</b>	<b>\$ 15,500</b>
<b>GRAND TOTAL</b>	<b>\$ 34,893</b>	<b>GRAND TOTAL</b>	<b>\$ 37,368</b>

### TUITION FOR COURSES TAKEN AT OTHER SCHOOLS

After matriculation at Union Presbyterian Seminary, students are expected to take all courses for their degree at Union Presbyterian Seminary, at other RTC schools, or, with advance permission, at Virginia Commonwealth University. If a student wishes to take a course elsewhere for credit toward a Union Presbyterian Seminary degree, permission must be obtained in advance from the appropriate academic dean of Union Presbyterian Seminary. Other institutions affiliated with the Presbyterian Church (U.S.A.) may have tuition reciprocity agreements with Union Presbyterian Seminary, in which case the student will continue to pay tuition at Union Presbyterian Seminary while attending classes at the other school. A list of institutions with reciprocity agreements is available in the Office of the Registrar. If such a reciprocity agreement does not exist, students are expected to follow the normal application process stipulated by the other school. Union Presbyterian Seminary and Virginia Theological Seminary have a formal reciprocity agreement whereby students in good standing from either school may enroll in courses for up to one year's study at the other institution with the approval of the academic deans of each school. Transcripts and other information may be required. Tuition and fees would be payable to the school in which courses were taken. Given enrollment, students will have full library borrowing privileges at both schools.

Approved elective course credit earned at other institutions may be transferred to the Union Presbyterian Seminary record upon receipt by the registrar of an official transcript. Core courses do not transfer. Ordinarily, no Union Presbyterian Seminary financial aid funds will be applied to tuition for courses taken at other schools that do not have tuition reciprocity agreements with Union Presbyterian Seminary.

Summer language courses, Greek and Hebrew, are core courses at Union Presbyterian Seminary. Students from other institutions, including the RTC, will be considered for these courses on a space-available basis and, if permitted to enroll, will pay tuition to Union.

## **FINANCIAL RESPONSIBILITY**

Students are expected to maintain good financial standing with the seminary, as determined by the Union Presbyterian Seminary Business Office. Students must settle all financial obligations to Union Presbyterian Seminary before they may receive their diplomas, have transcripts provided, or be designated as having graduated. Students who fail to settle their financial obligations before graduation will be notified by e-mail approximately two weeks before graduation that they may participate in all facets of graduation, in person or (if approved by the academic dean) in absentia, but will receive the diploma jacket without diploma at the graduation ceremony itself. Until financial obligations are met, third parties who inquire as to a student's graduation will be informed that the student has completed all academic requirements but is not yet confirmed as having graduated in view of not having met administrative requirements. Until financial obligations are met, students will not receive their diplomas or be accorded transcript services. When accounts have been settled, a student's official graduation date will become the date originally indicated on the diploma. Further questions may be directed to the Business Office.

## **PAYMENT POLICIES**

The student is responsible for making prompt payment of any amount due. In addition to tuition and fees, charges for housing and other school fees are also billed to the student account. Tuition and fee payments are due in the Business Office no later than the day after drop/add. If a student is not able to make payment by that date, she/he is responsible for making satisfactory payment arrangements with the Business Office within ten days of the start of a term. If payment is not complete within 60 days of any amounts billed, the student will be placed on Financial Hold. A student on Financial Hold will not be permitted to register for classes, receive grades, request transcripts, or graduate unless all charges have been paid. A student on Financial Hold for more than 90 days may be dismissed from the program and Seminary employment, if applicable.

There is a \$25 charge for each returned check.

## **GENERAL REFUND POLICIES**

### **Withdrawal and Dismissal**

A student who does not complete the term for which he or she has been charged, either by voluntary withdrawal or dismissal, may be entitled to a refund depending upon the timing of his or her date of separation from Union Presbyterian Seminary. A student must submit to the appropriate academic dean, a letter requesting permission to withdraw. The student's separation date is the latter of the date of the request for withdrawal or a date mentioned in the letter. A student who has been dismissed from Union Presbyterian Seminary will be considered to have been separated from Union Presbyterian Seminary as of the date of the action of dismissal.

### **Leave of Absence**

For federal aid, the definition of an approved leave of absence is leave that has been requested in writing to the appropriate academic dean. The seminary will not charge a student tuition and fees, other than rent, if applicable, during an approved leave of absence. A student who receives no federal aid may be granted an approved leave of absence of up to one calendar year by the appropriate academic dean.

Approval of a one-year leave of absence by the seminary does not supersede the 180-day federal leave limit. Students with federal loans should be aware that their loans may go into repayment during a one-year leave of absence. More information is available from the director of financial aid. A student who takes an unapproved leave of absence or who does not return to Union Presby-

terian Seminary after an approved leave of absence is considered to have withdrawn as of the end of his or her last term of enrollment.

## **Refunds of Tuition**

The following guidelines are used to determine institutional tuition refunds for students not receiving federal aid. These guidelines apply when a student notifies the registrar that she or he is dropping a course or courses. They also apply when a student withdraws from the school with permission.

### **Basic Degree Students**

- Basic degree students who drop a course or switch to audit status by the drop/add deadline will receive a full refund of the tuition for that course. Students who withdraw from a course or switch to audit status after the drop/add deadline, but prior to the published withdrawal deadline, will receive a 50 percent refund of the tuition for that course.
- If a student drops a course, the amount of financial aid given for that course will be administered according to the following process:
  - a. For a student who drops a course before the drop/add deadline, any financial aid administered will be deducted from their student account and may be used later when or if the course is repeated.
  - b. If the course is dropped after the d/a deadline, the merit grant is not reversed from the student's account.
  - c. For a student with tuition-based aid who drops a course after the d/a deadline, the financial aid for that course is not reversed from the student's account. No new tuition aid will be credited to cover the course when or if it is repeated.
- The refund policy may differ with supervised ministry courses.

### **Advanced Degree Students**

- Advanced degree students who withdraw from the degree program or who start a leave of absence before the drop/add deadline will receive a full refund of the tuition or continuation fee for the current half year.
- Advanced degree students who withdraw from the degree program or who start a leave of absence after the d/a deadline but prior to the published withdrawal deadline will receive a 50% refund of the tuition or continuation fee for the current term.
- Advanced degree students who withdraw from the degree program or who start a leave of absence after the published withdrawal date has passed will receive no refund of tuition.
- If a student withdraws or starts a leave of absence at any time prior to the d/a deadline, any institutional financial aid given for that term will be removed from the student's account.

## **Refunds of Fees**

No portion of any fee (application for admission, supervised ministry, student activity fee, etc.) is refunded.

## **Refund (Return) of Stafford Loan Funds**

The Return of Title IV Funds Policy applies to federal Stafford loan recipients who completely withdraw from the seminary. The seminary follows the federally mandated formula when calculating the amount of funds to be returned to the loan program.



The formula assumes that a student uses Title IV aid (e.g. Stafford loans) to pay institutional charges such as tuition, fees, rent and certain other institutional charges. Withdrawal prior to completing 60% of the semester for which aid was awarded requires that a pro rata portion of the aid must be returned to the department.

First, Union Presbyterian will return to the appropriate federal fund source a proportional share of institutional charges that were paid. In general, the effect of this return of Title IV aid by the institution is to reduce an outstanding federal loan balance. Second, if the amount returned by the school is not enough to repay the entire amount not earned, the student will be required to repay unearned Title IV aid to the department. If a student is entitled to a refund from the school for amounts paid to cover institutional charges, any refund due will first be applied to the obligation to return "unearned" aid. Thus, portions of institutional refunds may be applied to an outstanding Stafford Loan.

Union Presbyterian Seminary will bill the student for the amount returned to the lender on behalf of the student. Then, if the amount that the institution is responsible for returning is less than the total amount of aid that needs to be returned, the student is responsible for the remainder. While institutions must return loan funds to the department promptly, students may repay loans under the terms and conditions of the loans. This means that a student may choose whether or not to repay in full at the time of withdrawal, but for the purposes of the calculation the amount owed counts as part of the student's share of the repayment.

A Federal Stafford Loan recipient who is on approved Leave of Absence for more than 180 days must be considered as having completely withdrawn for the purposes of federal policy.

## 6. Financial Assistance for Students

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### GENERAL INFORMATION

Union Presbyterian Seminary offers a generous financial aid program that includes Merit Scholarships, Promise for Parish Ministry Scholarships, need-based aid, Matching Grants, prizes and emergency loans. Union Presbyterian's admission policy is need-blind; eligibility for financial aid does not affect admission to the school. Funds for financial aid are made possible through the generosity of many individuals, churches, and other organizations that have established endowments and given gifts over the years.

The financial aid office is available to assist students in planning for the financial challenges of graduate education. Before beginning seminary, students should consider all the resources that may be available to them, such as employment earnings, a spouse's income, savings and investments, local church support, denominational grants, and outside scholarships.

### MERIT AND PROMISE FOR PARISH MINISTRY SCHOLARSHIPS

Union Presbyterian Seminary offers scholarships for full-time study on the Richmond campus for the first professional or basic degree programs: M.Div., M.A.C.E., M.Div./M.A.C.E. degrees. All admitted applicants are automatically considered for Merit or Promise for Parish Ministry Scholarships if they have submitted an application for admission by March 15. No additional application is required.

Merit Scholarships are awarded to applicants who possess a strong academic record, show promise for ministry, and who have a history of service to and in the church. Promise for Parish Ministry scholarships are awarded based on an applicant's history of service to the church, promise for parish ministry, and previous satisfactory academic background.

Most scholarships are awarded in two parts: a merit grant and a tuition grant. Some scholarships may only be for tuition. For members of the PC(USA), the tuition grant is for 100% of tuition. For students who are not members of the PC(USA), any tuition grant would be for 75% of tuition. The merit portion of a scholarship may be up to \$8000, regardless of denomination.

### Th.M. MERIT AID

Union Presbyterian Seminary offers merit aid for highly-qualified Masters of Theology students of up to 100% of tuition. This award is for one year of study and is not renewable. Awards are based on the application for admission; no additional application is required.

### NEED-BASED AID

When budgeting for theological education, prospective students should consider all available resources: personal savings, summer earnings, employment during the school year, spouse's earnings (if appropriate), and local church or denominational grants. By comparing these resources to his/her projected expenses, the financial aid office will determine a student's remaining financial need, which may be matched with need-based aid.

Full-time students on the Richmond campus who have not been awarded a Merit or PPM scholarship may submit the application for need-based aid which is normally available in mid-March. Students with a scholarship who will be taking a Student-in-Ministry year or other year-long

internship are also eligible to apply for need-based aid, as their scholarship will not be available to them during the SIM year. Th.M., exchange, non-degree, part-time, or limited enrollment students are not eligible to receive need-based aid.

Need-based aid is tuition assistance only. For members of the PC(USA), the aid may be up to 100% of tuition. For non-PC(USA) students, it can be as much as 75% of tuition. M.Div., M.A.C.E., or dual degree program students who change their affiliation to the PC(USA) may become eligible for 100% tuition support. Eligibility for increased aid will begin the next academic term after confirmed affiliation with the PC(USA). The change is not retroactive.

### **Applying for Need-Based Aid**

To apply for need-based aid, a student must complete the Union Presbyterian Seminary Application for Need-based Financial Aid and return it to the school by the specified date, usually mid-April. All applicants will receive notification of decisions no later than June 15. Late applications may be reviewed, but there is a 25% penalty for late application. No applications will be accepted after June 30.

### **CHANGE IN FINANCIAL STATUS**

Aid recipients must notify the financial aid office of any changes in their financial situation. These changes may be reflected, according to policy, in the individual student's financial aid eligibility. Aid appeals based on extenuating circumstances may be taken to the Appeals Committee in accordance with the Appeals Committee guidelines found in the Policies and Procedures Booklet found at [www.upseminary.net/](http://www.upseminary.net/).

### **EXPECTATIONS OF AID RECIPIENTS**

All students are expected to practice responsibility not only in their personal lives, but in their business lives as well. Part of this involves doing things on time—from meeting deadlines to writing thank you notes to paying tuition, rent, and other bills on time.

If you are receiving financial aid, we expect that:

- You will use your financial aid to settle your school account first;
- You will gratefully acknowledge receipt of your aid to the appropriate donors;
- You will apply to all reasonable sources of scholarships and grants;
- You will arrange for health insurance for yourself and your dependent family members;
- You will arrive at the school with sufficient personal funds to cover your expenses until Union Presbyterian Seminary financial aid can be disbursed according to established schedules;
- If you are married but do not have preschool age children, your spouse is employed.

### **DISBURSEMENT OF FINANCIAL AID**

All aid is disbursed by the term. For scholarships with merit grants, the grant will be disbursed at the beginning of each term as a percentage of the year. Tuition aid, which includes tuition grants, need-based aid, and Th.M. scholarships, is disbursed based on the number of credit hours for the which the student is registered. For basic degree students, adjustments of tuition-based aid may be made after the drop/add deadline.

### **RENEWAL OF SCHOLARSHIPS**

- M.Div. students may receive merit aid for up to three years. M.A.C.E. students may receive merit aid for up to two years. Dual degree program students may receive merit aid for up to four years.

- Students who participate in a Student-in-Ministry year or an Exchange program do not receive their scholarship funds during that year. The scholarship is deferred until they return to campus for full-time study. SIM or exchange students may apply for need-based aid to cover the cost of tuition only.
- To be eligible for the renewal of a scholarship, a student must maintain a cumulative GPA of at least 3.0. Students whose cumulative GPA falls below 3.0 may lose their scholarship for the next academic year.
- The Student Awards and Assessment Committee (SAAC) of the faculty will also consider participation and leadership in the life of the church, the Union Presbyterian Seminary community, and the wider community in accordance with individual gifts and circumstances in making renewal decisions.
- Occasionally, if there are available funds, scholarships may be awarded to individuals who did not receive awards in their first year of study. The same criteria will apply and awards will be made by SAAC. Applications for second or third year scholarships are available in early January.

## **UNION PRESBYTERIAN SEMINARY PRIZES**

Each spring, the faculty awards a number of prizes to currently enrolled students. Except for prizes requiring an essay and certain faculty fellowships that require formal application, no application materials are necessary for consideration.

## **UNION PRESBYTERIAN SEMINARY LOANS**

Union Presbyterian-funded emergency loans may be available to students facing dire, immediate need. Please see the financial aid director for further information.

## **CHARLOTTE MATCHING GRANT PROGRAM**

Students on the Union Presbyterian Seminary at Charlotte campus are invited to participate in the Matching Grant Program. Institutional matching grants are available to degree-seeking students enrolled in one of the Charlotte campus degree programs. The Matching Grant Program involves the student, the student's church, and the seminary. The seminary pledges to match any amount given by a church or supporting agency of up to one-third of the tuition. The student is responsible for the remaining balance.

To be eligible, students must be enrolled for a minimum of two 3-credit hour courses and be making satisfactory academic progress.

To apply, the student and the church each fill out an annual application (applicable to six or nine credit hours per term, up to three terms per academic year). The application for 2016-2017 is available on Blackboard and through the Community Life Office on campus. Deadlines to submit funds and the application for the 2016-2017 academic year is September 10, 2016. Funds must be received by: Fall Term, September 10, 2016; Spring Term, January 7, 2017; Summer or April/May Term, April 15, 2017. A church and student only need to submit the form once, pledging to participate in each of the terms stated.

Each term the tuition payment, along with the activity fee, from the student must be submitted to the Community Life Office by the deadline date. Additionally, the church's pledged amount must be submitted by the deadline date. A match of up to one-third of tuition from the seminary will be disbursed after receipt of the student's activity fee and the student's and church's tuition payments. NOTE: Although in previous years a student could not participate in the Matching Grant

program unless their church agreed to provide one-third of tuition, Union will match whatever the church can give, *up to* one-third of tuition.

If the student activity fee and all necessary matches are not received by the deadline the seminary will not provide a match. The student is responsible for arranging receipt of their church's payment by the deadline date. Church matching funds must be applied to the student's seminary account. Recipients of named Union scholarships are not eligible to participate in the Matching Grant program.

## **OTHER SOURCES OF FINANCIAL AID**

### **Presbyterian Church (U.S.A.) Grants and Loans**

The denomination offers grants and loans to full-time students who are members of the PC(USA) in good standing and who are pursuing their first professional degree. Applicants must meet the following criteria:

- Must be U.S. citizens or permanent residents
- Must be either Inquirers or Candidates
- Charlotte students must be in their third year of study and be Candidates
- Must complete the FAFSA and have remaining need after all other aid is applied

### **Aid for United Methodist Church Coursework**

Students who are members of the UMC are required to take some courses through cross-registration at Wesley Theological Seminary. Students who have Union scholarships may use those funds to cover some or all of the cost of their Wesley coursework. It is Union's policy to cover up to 75% of the cost of tuition at Wesley or up to the maximum amount of the student's scholarship, whichever is less. To take advantage of this agreement, see the director of financial aid.

### **The Fund for Theological Education**

Information about grants from outside sources may be found at <http://fteleaders.org/fundfinder>. Additionally, the FTE offers its own grants for advanced level study.

## **FEDERAL STAFFORD LOANS**

Union Presbyterian Seminary participates in the federal Stafford Loan Program. While loans should be viewed as a last resort for financing a theological education, some students find them necessary to meet expenses. Approximately 20% of our students borrow from this program each year. Under federal regulations, a graduate student may borrow up to \$20,500 per year in unsubsidized loans. The interest begins to accrue immediately upon disbursement for unsubsidized loans. The lifetime limit on federal loans is \$138,500.

To be eligible for a Stafford loan, one must:

- Be enrolled at least half time as a degree-seeking student in any program on any platform
- Be a US citizen or permanent resident
- Have a valid social security number
- Be making satisfactory academic progress as determined by Union (Ph.D. students may not receive Stafford Loans for more than seven consecutive years)
- Not be in default on a federal loan or grant unless satisfactory payment arrangements have been made

To apply for a Stafford loan:

- Complete a 2015 tax return.
- Complete the 2016-2017 Free Application for Federal Student Aid. Students may do so at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) entering G03743 in the school code section. Students should print a copy of the output for their files.
- After the FAFSA is delivered electronically to Union, the financial aid director will determine the applicant's eligibility for loan aid and send that information along with a Union Loan Request Form to the student who should return the form indicating the desired loan amount.
- The financial aid office will send a confirmation of receipt of the loan application. If required, this e-mail will also explain how to complete the Master Promissory Note and/or Entrance Counseling electronically.
- The financial aid office will notify student borrowers when the request is complete and disbursement is made. Disbursements are normally made on Fridays.
- All students who are federal Stafford Loan borrowers must complete an online exit counseling process when ceasing at least half-time enrollment. Borrowers should contact the financial aid office for exit counseling information.

## **GENERAL TAX INFORMATION FOR STUDENTS**

Scholarship, grant, and fellowship amounts in excess of required tuition, fees, and books are generally taxable as income under federal law. Tuition charges and fees are billed to student accounts maintained by the business office. Statements are published monthly to the student account record and can be printed for tax purposes. Receipts for books should also be saved to support amounts deducted in determining taxable income. Note that while scholarships, grants and fellowships are usually awarded for an academic year, taxable income is based on the calendar year. By the end of January, the business office issues each student a Form 1098-T. This form lists the total of the tuition and fees that were billed in the previous calendar year as well as the total of the scholarships, grants, and fellowships credited in that calendar year. Institutions are required to report the Form 1098-T information to the Internal Revenue Service. Students should use their Form 1098-T information when they complete their tax return. Students are responsible for calculating the taxable amount of their gift aid and for reporting it on the appropriate forms.

Students not receiving gift aid, or whose gift aid is less than tuition, may be eligible for a tax credit or deduction.

International students who receive funds from any source in the United States, including Union Presbyterian Seminary, may be required to pay U.S. income taxes. Failure to do so may result in the student not being able to acquire another visa to the United States. The business office will determine the need for withholding federal taxes on scholarships and grant income. If taxes need to be withheld, the business office will withhold the necessary amount and send the payment to the Internal Revenue Service.

The Seminary does not render tax advice. Students should contact a qualified tax advisor for specific information and guidance. The following Internal Revenue Service web site provides official tax guidance for students: Publication 970, Tax Benefits for Education. <http://www.irs.gov/pub/irs-pdf/p970.pdf>.

## 7. Campus Resources and Services

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### **BUSINESS AND PERSONAL SERVICES**

#### **Lost & Found**

Look for lost belongings at the circulation desk of the library or in the Community Life Office in Watts 107. Likewise, found items should be turned in to one of those areas.

#### **Notary Public**

If you need a notary public, see Fran Eagan in the library or Carolyn Day Pruett in the Registrar's Office, or Tanya Wineland in the Community Life Office.

#### **Photocopying**

Three copying machines are located in the library: two on the first floor by the south elevator, and one in the Microforms room on the first floor. All three machines are self-service. Copies are 10¢ each. The photocopiers require plastic debit cards for photocopying. Contact an attendant at the circulation desk for a debit card.

### **CAMPUS EMPLOYMENT**

*Michelle Walker, mwalker@upsem.edu, 804.278.4252*

From time to time, positions become available on campus which would be suitable for a student worker. The dean of students, Michelle Walker, posts these positions on Blackboard in the course-room Student Job Availability, and in the UPDate. All applicants must apply to the dean's office using the general application available on Blackboard.

### **CAMPUS TECHNOLOGY AND MEDIA SERVICES**

*HelpDesk, help@upsem.edu, 804.278.4266*

#### **Computing on Campus**

Students have a variety of options for computer access while on campus.

Free wireless Internet access is available in most public areas and classrooms on the Richmond campus. Locations include the William Smith Morton Library, Early Center classrooms, Watts Hall classrooms, and the common areas of Richmond Hall. Wireless Internet access is available in the Moore, Thompson, and Richmond residence halls. Computers are located in the patron lounge area on the lower level of the Morton Library.

In Watts Hall room 205, computers and a printer are available around the clock. Access to the room is by your student access card, and you must supply your own paper for the printer.

General questions about campus technology can be addressed to John Wilson, Director of Technology and Media Services at (804) 278-4330 or [jwilson@upsem.edu](mailto:jwilson@upsem.edu). The campus Media/Technology Help Desk is at (804) 278-4266 (8:30 a.m. to 5:00 p.m. M-F) or [helpdesk@upsem.edu](mailto:helpdesk@upsem.edu).

The Policy for Acceptable Use of Technology can be viewed in the Seminary Policies and Procedures booklet found at <http://upsem.net>

## **Media/Tech Department**

*Lou McKinney, lmckinney@upsem.edu 804.278.4322*

The Media and Technology Services Department is located at 1010 Westwood Avenue. This department offers a wide variety of services to the community including:

- Audio and video recording
- Digital photography
- Recording studio
- Image, video and audio production assistance and services
- Digital scanning/printing
- Video editing and duplicating
- Sound systems and projection
- A/V and technology setup and consulting for classes, meetings, and events
- Assistance with the use of technology and media on campus

There is an extensive inventory of equipment available for free loan to the community. Offices are staffed Monday through Friday, 8:30 a.m. to 5 p.m. Reservations are requested when borrowing equipment. A minimum of 24 hours advance notice is kindly requested for help with classes, meetings, and event setups. Longer notice is necessary for larger events with extensive equipment needs.

## **Classroom Technology**

Union Presbyterian Seminary owns and maintains an extensive amount of community accessible computer and classroom technology and relies on it for its instructional mission. Tampering with classroom technology interrupts the rhythm of this mission. Moving, relocating or altering classroom technology in a way that could affect its customary use, without the prior knowledge and consent of the Technology Services department, is forbidden.

## **CHAPLAIN'S CARE TEAM**

*Michelle Owens, mowens@upsem.edu, 804.278.4232*

The Care Team seeks to support, care, and advocate for all members of the Union community in situations when there is perceived to be a pastoral care need. Any information that the Care Team receives remains confidential except when there is concern of harm to self or others, or when there is a violation of Union community standards. It is a pastoral, not a disciplinary body, and as such, is accountable to the Chaplain's Office and is supportive of the ministerial work of the chaplain.

Currently, the Care Team consists of the chaplain, the director of student services, and representation from the faculty. Anyone may contact the Care Team, including students, seminary administrators, staff members or faculty, a spouse or other family member, or a pastor or denominational body. Contact with the Care Team may be made either in person or in writing. The Care Team Contact Form is available on Blackboard (to be printed or e-mailed), outside the Registrar's Office, in the Supervised Ministry Office, and in the foyer of the Community Life/Admissions suite.

Finally, the Care Team will be in prayer for the whole Union community throughout the year—faculty, staff and students on all three platforms. You will receive an e-mail the week that the team will be in prayer for you.



## **CHILDCARE**

Mimi Siff, [msiff@upsem.edu](mailto:msiff@upsem.edu), 804.278.4204

Parent's Night Out (PNO) provides an opportunity for the children of our community to spend time together and for busy parents to have some uninterrupted time together. Once a month during the academic year, free childcare is provided for families. E-mail announcements of these dates, times, and locations will be sent out to the community.

## **COMMUNICATION**

Any information to be shared must be reported to the Community Life Office in order to be included.

### **E-mail**

Information concerning academic matters and the life of the community will be disseminated through school-provided e-mail. *UPDate* is the seminary's weekly e-mail newsletter sent out by the Communication's Office. Students are encouraged to access their school-provided personal account daily, and are REQUIRED to access it weekly. The Acceptable Use of Technology Policy in the Policies and Procedures booklet is found at [www.upsem.net](http://www.upsem.net).

### **Flyers**

**Watts Hall:** Information about class schedules, room assignments, campus jobs, awards, and official notices from the president, the dean of the faculty, registrar, and alumni/ae office are posted on the boards in Watts Hall and in Blackboard.

### **Social Media**

There are several other ways in which we communicate at UPSem. The seminary maintains an app available for all devices that includes a daily calendar. Events are also posted on Facebook and Twitter. However, these are not the official communications channels of the seminary and all constituents are reminded to check e-mail and the Outlook-based master calendar at least weekly.

## **COMMUTER STUDENT LOCKERS**

Lockers for daily use by commuting students are located in EC21.

## **COUNSELING**

Mimi Siff, [msiff@upsem.edu](mailto:msiff@upsem.edu), 804.278.4204

If you or your family need counseling or assistance with a personal problem, Director of Student Services Mimi Siff should be consulted for referrals. Students are encouraged to use their own health insurance but may apply for scholarship funds to help defray the cost of counseling at a rate of \$25 per session, up to an amount of \$400 per academic year.

## **DINING**

### **Richmond Campus**

Lunch is served during the fall and spring semesters on Tuesday, Wednesday, and Thursday. Tuesday and Thursday lunch is \$6.00 per person cash or \$6.25 on a debit or credit card. Lunch is served buffet style from 12:30-1:30 pm. Wednesday's Community lunch is served following worship in all academic terms and is free to all students, faculty, and staff.

A refrigerator, microwave, and coffee station are available in the Early Center kitchen. This space is for the use of all, but may from time to time be blocked from use when a special event is occurring and the caterers need access. Snack and drink machines are located in the Student Lounge, EC 125. A drink machine is also located between the second and third floors in Watts Hall.

## **Charlotte Campus**

Refrigerators, microwave ovens, and coffee stations are available to the students on both floors of the Charlotte campus. When classes are in session, lunch is available on Saturday from 12:30 p.m.-1:30 p.m. There is no charge for students. Lunch is \$5 for faculty, staff and guests.

## **DISABILITIES (PHYSICAL)**

*Mimi Siff, msiff@upsem.edu, 804.278.4204*

It is the goal of the Union Presbyterian Seminary community to be as open and accessible as possible. Students with requests or concerns involving the accommodations of physical disabilities are directed to speak with Director of Student Services Mimi Siff and to provide supporting documentation at least four weeks in advance of the time the accommodation will be needed.

## **FITNESS**

### **Outside**

On Westwood Avenue at Loxley Road there is a 0.4 mile walking track with exercise stations and a labyrinth for meditative walking (established in cooperation with The Chrysalis Group).

### **Inside**

There is a small fitness center in EC21 which includes a universal machine, treadmill, elliptical, free weights, and bench.

## **HEALTH INSURANCE**

*Michelle Walker, mwalker@upsem.edu, 804.278.4252*

In accordance with the Affordable Care Act, all students are required to have health insurance. Union Presbyterian Seminary does not provide insurance, but we recommend that students visit [healthcare.gov](http://healthcare.gov) to purchase insurance.

International and exchange students are required to purchase insurance for themselves and any family members traveling to the US with them from our approved provider. Information regarding this provider is available from the dean of students, Michelle Walker.

Under no circumstances is Union Presbyterian Seminary responsible for medical bills incurred by students.

## **LANGUAGE AND CULTURAL IMMERSION PROGRAM**

*April Swofford, aswofford@upsem.edu, 804.278.4231*

*Eniko Ferenczy, PhD candidate, eniko.ferenczy@upsem.edu*

All international students are required to attend a Language and Cultural Immersion program on the Richmond campus in August immediately preceding matriculation. The focus of the program covers the knowledge and skills that students with English as a second language or who are new to the seminary culture will need to flourish in Union Presbyterian Seminary's academic programs.

The curriculum will include a variety of tasks and activities—communicative and interactive, grammatical and cultural—with a strong emphasis on written work. For questions, please contact April Swofford.

## **PARKING**

Parking is available in the Watts Hall parking lot facing Brook Road, in the small lot between Early and Tech Services, and in the Advancement department lot. The parking lot at the corner of Brook and Palmyra is restricted during business hours to faculty, staff, and participants in programs of the Leadership Institute. Students may also park there if space is available.

Parking is allowed on streets surrounding the campus. It is not restricted by Union Presbyterian Seminary policy but by posted city parking signs.

Street cleaning is provided by the city of Richmond several times each year. Be alert to “No Parking” notices posted on trees a day or two in advance. Failure to move a car can result in towing and a fine. Information about cleaning schedules is at [www.richmondgov.com/PublicWorks/Leaf-collection.aspx](http://www.richmondgov.com/PublicWorks/Leaf-collection.aspx).

### **Charlotte Campus Parking**

*Thomas Agbemenou, [thomas.agbemenou@upsem.edu](mailto:thomas.agbemenou@upsem.edu), 980.636.1700*

Charlotte students must register their vehicles with the building operation manager and obtain a Union Presbyterian Seminary parking sticker (no cost), which should be placed on the rear bumper or rear window of the vehicle.

The parking lot in front of the campus building is available for all faculty, staff, students, and visitors.

## **SCHEDULING EVENTS ON CAMPUS**

### **Guidelines for On-Campus Groups on the Richmond Campus:**

1. Choose a date. Check the Master Calendar (online) to be sure the date is available.  
How to Check the Master Calendar
  - a. Open your Outlook/Union Presbyterian Seminary e-mail
  - b. Under Folders, click on Public Folders
  - c. Click on Union Presbyterian Seminary Master Calendar
2. Choose a location. Options include: Quad, classrooms in Watts, Watts Chapel, classrooms in the Early Center, Lake Chapel, Rose Reception Hall, Library, and Paisley Hall.
3. Contact the office which schedules that space to be sure the location is available.
  - a. Quad/Richmond Hall—Student Services Office (*Mimi Siff, 804.278.4204*)
  - b. Watts Hall, Early Center—Registrar’s Office (*Carolyn Day Pruett, 804.278.4233*)
  - c. Library—Administrative Assistant to the Library Director (*Fran Eagan, 804.278.4312*)
  - d. Paisley—Program Coordinator, Leadership Institute (*Elizabeth DiStanislao, 804.278.4301*)

#### **For approval:**

- Student events (including RSGA events) must be approved by the Student Services Office
- Faculty events must be approved by the Academic Dean
- Staff events must be approved by the Vice President for Finance and Administration  
Mike Cashwell, [mcashwell@upsem.edu](mailto:mcashwell@upsem.edu)
- An event not sponsored by a student, faculty or staff group, but that is to be a ‘private function’ that a student, faculty or staff member would like to have on campus must be

approved by the Vice President for Finance and Administration Mike Cashwell, mcashwell@upsem.edu

4. Once the space is confirmed as available by the appropriate space manager contact the Student Services Office to put your event on the Master Calendar.
5. Send an e-mail to Physical Plant to let them know you will be using the space and attach an Event Requirements Form, found online with the Master Calendar.
6. Create advertising for your event.
  - a. Check with the Student Services Office before posting any advertisements.
  - b. Send e-mail to RSGA Clerk to post advertisement on RSGA Blackboard page.
  - c. Announcements for the *UPDate* e-mail newsletter should be sent to update@upsem.edu no later than Thursday at noon the week before you would like it to appear.
  - d. You may also send an e-mail to studentlife@upsem.edu for distribution to the Richmond community.
  - e. Although Facebook may be used to promote your event, it should NOT be the primary mode of communication.

***FYI:** Requests for space on the Richmond campus from organizations that are not fully and completely a part of the Union Presbyterian Seminary community should be made by contacting the Assistant Vice President for Operations Dennis Johnson, djohnson@upsem.edu, before beginning any effort toward scheduling space on campus.*

### **Guidelines for On-Campus Groups on the Charlotte Campus:**

1. Choose a date. Check the Master Calendar located in the office of the assistant to the dean to be sure the date is available. If available, make a request for the room you wish to use.
2. Once the event is approved, the assistant to the dean will post your event on the Master Calendar.

Requests for space from organizations that are not fully and completely a part of the Union Presbyterian Seminary community may be made through the dean on the Charlotte campus and must be done before beginning any effort towards scheduling space on campus.

## **SECURITY**

*Officer David Chandler, 804.278.4341  
Security 804.278.4257 (HELP)*

In an emergency, dial 911 (from a campus phone dial 9 for an outside line first) for the police, fire departments or emergency medical services and tell them you are on the Union Presbyterian Seminary campus. Give the exact building, location, and address.

If you have a security problem or need an escort after regular business hours, call the security radio-telephone at 278-4357 (278-HELP) and someone will be dispatched to investigate or help. Escorts are available seven days a week. Advance notice is requested to ensure service.

The Union Presbyterian Seminary security force consists of off-duty City of Richmond police officers. These officers are uniformed, armed, and have communications contact with the city's police department. They are available to assist members of the Union Presbyterian Seminary community between 5:00 p.m. and 5:00 a.m. To ensure quick response and to enable officers to cover more ground during routine patrol, Union has a vehicle especially designed for security use.

You have a right to safety; privacy in your residence; freedom from offensive, riotous, or disruptive conduct by others; and an atmosphere conducive to study. In return, you have the responsibility to

help provide and protect this right for other members of the community and to respect the property of Union Presbyterian Seminary. Union Presbyterian Seminary is responsible for providing a security system to protect persons and property. Students are responsible for using the security system and cooperating with security officers in the interest of community well-being. This cooperation includes denying access to a locked building, especially dormitories, to persons whom you do not know, regardless of the assurances they may give. You may offer to go get the person whom they are requesting to visit or call campus security to assist them.

*If you have security questions, contact assistant vice president for operations Dennis Johnson (278-4274).*

## **SUPPLY PREACHING AND TEACHING**

*Mimi Siff, [msiff@upsem.edu](mailto:msiff@upsem.edu), 804.278.4204*

The Chaplain's and Student Services Offices regularly receive word from churches of opportunities for supply preaching and teaching opportunities. Students who have successfully completed Preaching and Worship, as well as those in the Th.M. and Ph.D. programs, are eligible for supply preaching. If you are interested, contact the Student Services Office to add your name to the list of interested students.

## **TUTORING**

*April Swofford, [aswofford@upsem.edu](mailto:aswofford@upsem.edu), 804.278.4231*

*John Carroll, Professor of New Testament, [jcarroll@upsem.edu](mailto:jcarroll@upsem.edu), 804-278-4242*

Students admitted to Union Presbyterian Seminary are expected to be able to achieve success in their academic pursuits. Some tutoring help, especially with writing skills and the biblical languages, is available through the Writing and Language Lab sponsored by the Program for Excellence in Teaching and Learning (PETAL). The Writing and Language Lab maintains drop-in hours. Students are also able to arrange other times by appointment. Students who may need additional help with tutoring will bear the costs for such assistance and, in all cases, students remain solely responsible for the quality of their academic work.

## **VOCATIONAL SERVICES**

*Susan Fox, [sfox@upsem.edu](mailto:sfox@upsem.edu), 804.278.4237*

*Dorothee Tripodi, [Dorothee.tripodi@upsem.edu](mailto:Dorothee.tripodi@upsem.edu), 804.278.4220*

*Sung Hee Chang, Charlotte, [schang@upsem.edu](mailto:schang@upsem.edu), 980.636.1681*

## **Candidacy Process**

Ordinarily students enrolled for the Master of Divinity degree intend to become ordained ministers and plan their seminary training under the supervision of responsible officials of their respective denominations.

Seminary officers, especially the director of supervised ministry and vocational planning, will remind degree candidates of their need to keep in regular communication with their denominational officials and will help them to do so. However, obtaining and maintaining a proper relationship with church officials or governing bodies is the responsibility of the degree candidate. It is to everyone's advantage to have ecclesiastical endorsement established as quickly as possible. Presbyterian students who are not under the care of a presbytery when they enter seminary are urged to come under care by the end of their first year of study.

The Supervised Ministry and Vocational Planning Office will not send any reports to denominational committees unless the student has provided written permission granting SMVPO permission to share his or her records.

## **Vocational Resources**

Union Presbyterian Seminary is committed to providing a highly effective vocational assistance program for students. Students in all degree programs have equal access to information, seminars, consultations, and resources. In addition, the Supervised Ministry and Vocational Planning Office is a resource to churches and institutions and serves alumni/ae that request assistance in obtaining a new call or ministry setting.

The Supervised Ministry and Vocational Planning Office provides the following resources to students:

1. A series of workshops and orientations are held at various times throughout each year to assist students preparing to take the Presbyterian Church (U.S.A.) ordination exams. Other workshops, including a Fiscal Fitness Seminar, which is conducted by the regional representative from the PC(USA) Board of Pensions, are held each year.
2. All final level M.Div., M.A.C.E., and Th.M. students are invited to participate in annual placement workshops. Workshops introduce students to denominational resources and processes; orient students to the valuable resources available at SMVPO's website; prepare students to write their Union Presbyterian Seminary profile; offer important tips on writing the PC(USA) Personal Information Form and on interpreting Ministry Information Forms; and provide pointers about search and interviewing etiquette.
3. Extensive resources related to seeking a call are available at SMVPO's Vocational Resources Blackboard site. Contact SMVPO to be enrolled.
4. While PC(USA) Ministry Information Forms can be accessed on-line at [www.pcusa.org](http://www.pcusa.org), churches from a variety of denominations, including the PC(USA), choose to post their vacancies on SMVPO's website. Final level students are strongly encouraged to check SMVPO listings regularly.
5. SMVPO invites search committees to conduct interviews with graduating students on campus beginning in January of each year. Students are strongly encouraged to take advantage of this opportunity.
6. Each year SMVPO publishes Graduating Student Profiles on its website. All graduating students are strongly encouraged to submit a profile, as these postings generate significant response from search committees. The Graduating Student Profiles are published in mid-January.
7. Individual consultations are available with SMVPO to discuss the call process and vocational concerns, review profiles and PIFs, and to provide online matching services through the PC(USA) Church Leadership Connection.
8. SMVPO publishes an electronic newsletter throughout the year which highlights important workshops, seminars, and ministry postings.

## **WEATHER**

*Incident Weather Hotline, 804.278.4364*

As a general rule, Union Presbyterian Seminary will remain open on its normal schedule. If, in the judgment of the appropriate administrators, inclement weather requires that classes be canceled or delayed, appropriate announcements will be communicated, first to Union e-mail addresses if possible, and then through the following channels: WWBT Channel 12, WTVR Channel 6, radio stations WRVA 1140AM, WRXL 102.1 FM, WRNL 910 AM, and WRVQ 94.5 FM. Closing and delay

information will also be available on our website and on the Inclement Weather Hotline. Union's Inclement Weather and School Closing Policy can be viewed in the Policy and Procedures booklet found at [www.upsem.net](http://www.upsem.net).

## **WORSHIP**

As a seminary, we experience the creative tension of being both an academic and sacred space. While our deepest learning, and often sacred experiences, come in the classroom, the sacred time of worship and meal connects our community, and gives us a weekly touch point in which we gather as a whole community – faculty, staff, students and guests – to worship Jesus Christ and share in the Eucharist.

### **Charlotte Campus Worship**

*Nadine Ellsworth-Moran, [nadine.moran@upsem.edu](mailto:nadine.moran@upsem.edu), 980-636-1661*

A worship service is held on Saturdays during the academic terms at 12 noon in the campus chapel.

### **Richmond Campus Worship**

*Michelle Freeman Owens, [mowens@upsem.edu](mailto:mowens@upsem.edu), 804.278.4232*

Worship is held on Wednesday at 11:45 a.m. and Thursday at 10:30 a.m. during the regular academic terms. During Summer Language School, and April and May terms, worship is held only on Wednesdays. Communion is served during Wednesday chapel services. Special services may be held to highlight the seasons of the church during the academic year.

Faculty, students, and staff work together to plan and lead worship. Contact the chaplain or the student worship coordinator to sign up to participate in worship planning and leadership. Feedback for worship can be given to the chaplain or student worship coordinator(s) during community break on Tuesdays at 10:30 a.m. or at anytime to the chaplain.

### **Celebrating Communion/The Lord's Supper/The Eucharist**

*Michelle Freeman Owens, [mowens@upsem.edu](mailto:mowens@upsem.edu), 804.278.4232*

By whatever name you may call it in your faith tradition, gathering around the table can be a truly holy experience as the Body of Christ. We have some guiding principles around the celebration when it happens at UPSEM in Richmond or in Charlotte:

Those who preside at the Eucharist in Union Presbyterian Seminary sponsored services must be Teaching Elders (formerly Ministers of Word and Sacrament) or ordained by a recognized denominational body. The Chaplain's Office will provide details and suggested orders of service for communion to those officiating.

All those who are currently connected to the seminary (students, faculty, and staff), and who identify as professing Christians, may participate in the distribution of the elements.

## **Choir — Richmond Campus**

*Doug Brown, dbrown@upsem.edu, 804.278.4736*

The Union Presbyterian Seminary choir sings in worship regularly, as well as for special services. It is open to students, faculty, staff, and spouses. The choir rehearses weekly for one hour. It may be taken for credit (.75 credit hours for any given term, no more than 3 credit hours during a seminary career), or just for the love of singing. For more information, contact the director of music for the Richmond campus, Doug Brown.

## **Celebrating the Eucharist Outside of Chapel**

*Michelle Freeman Owens, mowens@upsem.edu, 804.278.4232*

The Eucharist is celebrated at Union Presbyterian Seminary under the authority and by permission of the General Assembly of the Presbyterian Church (U.S.A.). The Eucharist is by its very nature intended for the whole community rather than to serve as a private devotional for small groups. For that reason, we recommend that the Eucharist not be celebrated in classes. However, if the faculty member leading the class believes that there is sufficient pedagogical reason to have such a celebration, it will be her or his responsibility to ensure that the norms described in the "Directory for Worship" (Book of Order, PC(USA)) have been heard and respected. This includes the obligation that those who preside are church officers ordained to be Teaching Elders in good standing in a recognized denominational body.

When Union Presbyterian Seminary related groups wish to celebrate the Eucharist at retreats or meetings apart from regularly scheduled worship services, on-campus or off, they must secure the approval of the chaplain's office unless they choose to seek the approval of a church session or a presbytery for such a celebration.

For the sake of good order, we request that when there are celebrations outside of regularly scheduled chapel services, the faculty member in charge notify the chaplain's office.

Union Presbyterian Seminary recognizes the following:

- When wine is used in celebration of the Eucharist, the PC(USA) Book of Order strongly recommends also using unfermented grape juice (W-3.3611).
- The Union Presbyterian Seminary community includes persons for whom the use of fermented or unfermented grape juice are matters rooted in the piety and ecclesiastical practice of their traditions.
- In this era of substance abuse, Union Presbyterian Seminary bears particular responsibility not to put vulnerable persons at risk. Therefore, the policy of Union Presbyterian Seminary regarding the use of wine at the Eucharist is that wine may be used in celebrations of the Eucharist; that whenever wine is offered, unfermented grape juice must be offered as well; and the choice must be clearly identified.





# 8. Committees

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## **STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING**

Students are encouraged to participate in the formulation of standards of conduct, guidelines for student activities, and the development of institutional policies that affect their rights and well-being. Students are represented in the Richmond Student Government Assembly, which addresses concerns brought from the student body and takes appropriate action.

Students participate in the governance of Union Presbyterian Seminary through service on various faculty and administrative committees. Job descriptions for the various committees may be obtained from the Student Services Office. Officers of the Richmond Student Government Assembly are invited to the business meetings of the faculty and student representatives are appointed to the Board of Trustees (2 from the Richmond campus and 1 from the Charlotte campus) for a one year term.

## **FACULTY COMMITTEES**

The life of the institution is governed through committees that are responsible for reporting to the faculty. Faculty representatives are appointed annually by the Faculty Advisory Committee. Staff representatives are appointed by virtue of the office they hold. Student representatives are appointed annually by the president, in consultation with the moderator of the RSGA and the director of student services, and are appointed for one academic year. Committee membership rotates to provide an equitable distribution of responsibilities and to ensure that the members of the community gain wide exposure to its programs and opportunities. The executive assistant to the academic dean keeps a complete list of these committees.

## **ADMINISTRATIVE AD HOC COMMITTEES**

### **Financial Aid Committee**

This committee oversees the institution's program of need-based financial aid. It recommends policies to the faculty for distributing need-based financial aid for students in the M.Div. and M.A.C.E. programs. The committee serves as an advisory board to the director of financial aid. It is made up of a member of the faculty, the director of admissions, the vice president for finance and administration, the controller, and students from the relevant degree programs.

### **Housing Committee**

The housing committee serves as an advisory group in recommending procedures and policies related to student housing and facilitates resolution of concerns arising from residential life. The committee acts as a liaison between resident students and administration. Members include student representatives, the director of student services, the housing coordinator, the assistant vice president for operations, and the vice president for finance and administration.

## 9. Campus Organizations

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### **RICHMOND CAMPUS STUDENT GOVERNMENT ASSEMBLY**

See Appendix A.

### **RECOGNIZED CAMPUS ORGANIZATIONS**

The organization and activity of these groups depends on the interest of the student body. These groups often have active years, but in other years may be inactive. Please speak to Mimi Siff, director of student services, if you are interested in any of these organizations.

#### **Black Caucus**

The Black Caucus establishes a network of support systems among the Union Presbyterian Seminary community, RTC community, and the broader church to help maintain and enrich Black identity within this diversity by uplifting the integrity of Black heritage.

The caucus affirms a commitment to pluralism and inclusiveness and works to expand the academic curriculum to include courses relevant to the contributions of Blacks to our Christian tradition, thereby equipping us all for the cultural diversity in the church. It encourages, supports and sustains the Black student body; facilitates the engagement of the entire RTC student body in the richness of the Black people in order to broaden and deepen our worship together; and initiates, sustains, and utilizes a network of dialogue between RTC students, local Black churches, and other resource persons of color in our immediate area.

#### **Commuter Students**

Commuter students establish support systems among themselves through regular commuter lunch meetings. Each year a commuter representative is elected to the student government to represent commuter students.

#### **Graduate Students Association**

The Graduate Students Association offers membership to all Th.M. and Ph.D. students. The GSA meets regularly to address issues and concerns related to graduate studies.

#### **International Student Organization**

*Eniko Ferenczy, International Student Coordinator, eferenczy@upsem.edu*

The International Student Organization helps facilitate adjustment to the culture and climate of the United States, to the Union Presbyterian Seminary community, and builds a network of supportive relationships. It raises community awareness of the presence, gifts, and talents of students from other countries and encourages community members to share their culture, language, and other unique aspects of their heritage.

#### **Safe Space**

Safe Space is Union Presbyterian Seminary's gay-straight alliance. Its mission is two-fold. First, it seeks to provide a safe space for gay, lesbian, bisexual, and transgender students and their families and their straight allies; a place for discussion, support, and celebration as well as a place to find

GLBT-friendly resources for clergy. Second, it does outreach to the Union Presbyterian Seminary community, with the aim of increasing awareness of GLBT issues, especially those faced by GLBT Christians.

### **Society for Patristic and Medieval Studies (SPAM)**

*Pulchritudo tam anitiqua et tam nova – 'Beauty ever old and ever new'*

Society for Patristic and Medieval Studies is a convivial group that gathers to explore, examine, and enjoy shared heritage in a wide variety of topics from the patristic and medieval periods in church history. The first 1500 years of the Christian tradition is valued for bestowing the foundation of many of the practices and beliefs of today. SPAM therefore affirms the importance of mining the richness of the past so that we might understand ourselves more fully today and serve the Church more faithfully in the future.

### **Spouses' Connection**

Spouses' Connection serves as a support group for the spouses of Union students by providing opportunities for spiritual growth, study, fellowship, and service to others.

The spouse or partner of any Union student automatically belongs to the organization. When active, the Spouses' Connection plans and organizes a variety of programs for all spouses in the Union community. Throughout the year Spouses' Connection offers fellowship opportunities. Past examples include: Bible studies/prayer groups; spouses' and parenting classes; community care, which provides meals or other kinds of help to families experiencing an illness, crisis, or a baby's arrival.

## 10. Information Directory

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*This is a directory of information resources provided for Union Presbyterian Seminary students. We can respond more quickly to your questions if you contact one of the following offices.*

### **Academic Program/Faculty**

Ken McFayden, Dean, Richmond Campus, Watts 104, 804.278.4230, kmcfayden@upsem.edu  
Richard Boyce, Dean, Charlotte Campus, 980.636.1700, rboyce@upsem.edu

### **Admissions**

Mairi Renwick, Watts 101, 804.278.4222, mrenwick@upsem.edu  
Lisa McLennan, Associate Admissions Director, Charlotte Campus, 980.636.1662,  
lisa.mclennan@upsem.edu

### **Alumni/ae Development**

Clay Mcaulay, Director of Alumni Development, Seminary Relations Center, 804.278.4382,  
lmclintock@upsem.edu  
Nadine Ellsworth-Moran, Associate for Advancement, Charlotte Campus, 980.636.1700,  
nadine.moran@upsem.edu

### **Annual Giving**

Richard Wong, Vice-president of Advancement, Seminary Relations Center, 804.278.4240,  
rwong@upsem.edu

### **Annuities, Bequests, Trusts**

Bernie Howell, Development Operations Manager, Seminary Relations Center, 804.278.4243,  
bhowell@upsem.edu

### **Car (Parking Stickers-Charlotte)**

Thomas.Agbemenou, Charlotte Campus, 980.636.1700, Thomas.Agbemenou@upsem.edu

### **Charlotte Campus, General Inquiries**

Nadine Ellsworth-Moran, Charlotte Campus, 980.636.1661, Nadine.moran@upsem.edu

### **Communities of Learning**

Sandy Irby, Director, Early 209, 804.278.4272, sandy.irby@upsem.edu

### **Continuing Education**

#### **Leadership Institute**

Marilyn Johns, Program Director, Paisley Hall, 804.278.4383, mjohns@upsem.edu  
Elizabeth DiStanislao, Program Coordinator, Paisley Hall, 804.278.4301

### **Counseling**

#### **Referrals**

Mimi Siff, Director of Student Services, Watts 107, 804.278.4202, mimi.siff@upsem.edu

## **Disability Services**

### **ADA Compliance**

Mimi Siff, Director of Student Services, Watts 107, 804.278.4202, mimi.siff@upsem.edu

### **Learning Disabilities**

Stan Hargraves, Registrar, Watts 307, 804.278.4379, shargraves@upsem.edu

## **Educator Certification Initiative**

Cindy Kissel-Ito, Program Coordinator, Early Center 210, 804.278.4293,  
ckisselito@upsem.edu

## **Employment Opportunities**

### **Students**

Michelle Walker, Dean of Students, Watts 100, 804.278.4252, mwalker@upsem.edu

### **Human Resources**

Sara Mackey, Administrative Assistant, Watts Hall, 804.278.4202, smackey@upsem.edu

## **Extended Campus Program**

Cindy Kissel-Ito, Program Coordinator, Early Center 210, 804.278.4293, ckisselito@upsem.edu

## **Financial Aid and Scholarships**

Michelle Walker, Director, Watts 100, 804.278.4252, mwalker@upsem.edu

## **Graduate Academic Programs (Th.M. and Ph.D.)**

Sam Balentine, Director of Graduate Studies, Johnson 204, 804.278.4287, sbalentine@upsem.edu

## **Housing**

Amanda Montague, Coordinator, Physical Plant, 804.278.4218, amontague@upsem.edu

### **After Hours Emergency**

Subintendent, 804.278.4281

## **International Students**

April Swofford, Executive Assistant to the Dean, Watts 104, 804.278.4231, aswofford@upsem.edu

Eniko Ferenczy, International Student Coordinator, eniko.ferenczy@upsem.edu

## **Interpretation: A Journal of Bible and Theology**

Narola Ao McFayden, Office Manager, Johnson 202, 804.278.4229, book.review@upsem.edu

## **Library**

### **Administration**

Christopher Richardson, Seminary Librarian, 804.278.4311, crichardson@upsem.edu

### **Academic Computing Support/ Media Resources**

Ann Knox, Director, 804.278.4324, aknox@upsem.edu

### **Acquisitions and Technical Services**

Irina Topping, Technical Services Librarian, 804.278.4314, itopping@upsem.edu

### **Circulation**

Lisa Janes, Circulation Librarian, 804.278.4310, lisa.janes@upsem.edu

### **Reference/Archives**

Paula Skreslet, Reference Librarian, 804.278.4333, pskreslet@upsem.edu

### **Charlotte Library**

David Mayo, Director, 704.636.1682, dmayo@upsem.edu

## **Mail**

Bob Hooley, Director of Central Services, Westminster Hall, 804.278.4295, bhooley@upsem.edu

## **Master Events Calendar**

Mimi Siff, Director of Student Services, Watts 107, 804.278.4202, mimi.siff@upsem.edu

Nadine Ellsworth-Moran, Assistant to the Dean, Charlotte Campus, 980.636.1661,  
nadine.moran@upsem.edu

## **Parent's Night Out**

Mimi Siff, Director of Student Services, Watts 107, 804.278.4202, mimi.siff@upsem.edu

## **Public Relations/Publications**

Mike Frontiero, Director of Communications, Seminary Relations Center, 804.278.4279,  
mfrontiero@upsem.edu

## **Registration**

Stan Hargraves, Registrar, Watts 307, 804.278.4379, shargraves@upsem.edu

Carolyn Day Pruett, Assistant Registrar, Watts 307, 804.278.4233, cpruett@upsem.edu

## **Security**

In an emergency, dial 911; for campus security, 804.278.4257 (HELP)

Officer David Chandler, Library, 804.278.4341

## **Space Reservations**

### **Early Center and Watts Hall**

Carolyn Day Pruett, Assistant Registrar, Watts 307, 804.278.4233, cpruett@upsem.edu

### **Library**

Fran Eagan, Assistant to the Library Director, 804.278.4312, feagan@upsem.edu

### **Paisley Hall**

Elizabeth DiStanislao, Program Coordinator, Paisley Hall, 804.278.4301,  
edistanislao@upsem.edu

### **Charlotte Campus**

Nadine Ellsworth-Moran, Assistant to the Dean, Charlotte Campus, 980.636.1661,  
nadine.moran@upsem.edu

### **Richmond Hall and Quad**

Mimi Siff, Director of Student Services, Watts 107, 804.278.4202, mimi.siff@upsem.edu

## **Student Accounts/Reimbursement Checks**

Beth Walsh, Assistant Controller, Watts 112, 804.278.4225, bwalsh@upsem.edu

## **Supervised Ministry and Vocational Planning**

### **Field Education, Presbytery Contact, Candidacy, Placement**

Susan Fox, Director of SMVPO, Watts 409, 804.278.4237, sfox@upsem.edu

Dorothee Tripodi, Assistant Director, Watts 408, 804.278.4220,  
dorothee.tripodi@upsem.edu

Sung Hee Chang, Director of Supervised Ministry, Charlotte, 980.636.1681,  
schang@upsem.edu

## **Supply Preaching**

Mimi Siff, Director of Student Services, Watts 107, 804.278.4202, [mimi.siff@upsem.edu](mailto:mimi.siff@upsem.edu)

## **Technology**

### **Campus Computer Help Desk**

804.278.4266 (HELP)

### **Computer Services**

Lou McKinney, Technology Coordinator, Media Resource Center (MRC),  
804.278.4322, [lmckinney@upsem.edu](mailto:lmckinney@upsem.edu)

### **E-mail**

John Wilson, Director of Technology Services, MRC, 804.278.4330, [jwilson@upsem.edu](mailto:jwilson@upsem.edu)

### **Website**

Suzan White, Associate Director of Communications, Seminary Relations Center,  
804.278.4305, [swhite@upsem.edu](mailto:swhite@upsem.edu)

### **Wireless Internet**

John Wilson, Director of Technology Services, MRC, 804.278.4330, [jwilson@upsem.edu](mailto:jwilson@upsem.edu)

## **Transcripts**

Carolyn Day Pruett, Assistant Registrar, Watts 307, 804.278.4233, [cpruett@upsem.edu](mailto:cpruett@upsem.edu)

## **Worship**

Michelle Freeman Owens, Chaplain, Watts 103, 804.278.4232, [mowens@upsem.edu](mailto:mowens@upsem.edu)

Doug Brown, Music Director, 804.278.4735, [dbrown@upsem.edu](mailto:dbrown@upsem.edu)

Nadine Ellsworth-Moran, Charlotte, 980.636.1661, [nadine.moran@upsem.edu](mailto:nadine.moran@upsem.edu)

## **Writing Instruction**

### **Tutorial help for English speakers**

April Swofford, Executive Assistant to the Dean, Watts 104, 804.278.4231,  
[aswofford@upsem.edu](mailto:aswofford@upsem.edu)

John Carroll, Professor of New Testament, Early Center 205, 804.278-4242,  
[jcarroll@upsem.edu](mailto:jcarroll@upsem.edu)

### **English Usage Assistance for non-native speakers**

April Swofford, Executive Assistant to the Dean, Watts 104, 804.278.4231,  
[aswofford@upsem.edu](mailto:aswofford@upsem.edu)



# Appendix A: Student Government

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## **RICHMOND STUDENT GOVERNMENT ASSEMBLY CONSTITUTION**

as revised and approved February 25, 2016

### **ARTICLE I. Name**

The name of our organization is the Richmond Student Government Assembly (RSGA) of Union Presbyterian Seminary.

### **ARTICLE II. Mission**

Responding to God's sovereignty, grace, and love, we, the members of the RSGA, covenant to discern the will of God, to foster community wholeness, and to advocate for the interests of the student body of the Richmond campus of Union Presbyterian Seminary.

### **ARTICLE III. Membership**

Membership of the RSGA shall consist of: 1) individuals elected by the student body to serve as officers and representatives of the RSGA, as outlined in Articles V and VI; 2) the elected deacons who serve as the chairpersons of the standing committees of the RSGA, as outlined in Article VII; 3) individuals appointed to represent the student body on a faculty committee or the Board of Trustees; 4) individuals designated to represent each recognized campus organization as outlined in Article XI; and 5) any individual appointed by the Moderator as defined in Article V, Section B, 1.h.

### **ARTICLE IV. General Responsibilities of the RSGA**

1. To serve as a representative body for the entire student body of the Richmond campus of Union Presbyterian Seminary;
2. To represent the students to the trustees, faculty, administration, staff and the community in matters of concern to the student body;
3. To act as a link between and among students, faculty, and the administration;
4. To keep students informed of curriculum and administrative activities, proposals and actions;
5. To provide a forum for students to voice their interests and concerns;
6. To ensure that the administration and faculty are aware of students' opinions, concerns and suggestions;
7. To keep students informed about the activities of the RSGA;
8. To support all RSGA committees;
9. To charter, support, and review all organizations of the RSGA;
10. To support events, groups, and individuals who are a part of, or affiliated with, the Richmond campus of Union Presbyterian Seminary;
11. To annually review the financial matters of all organizations requesting funding through the RSGA;
12. To ensure the financial stability of the RSGA; and
13. To follow to the terms of this Constitution.

## ARTICLE V. OFFICERS AND DUTIES

### **Section A: The officers of the RSGA are:**

Moderator, Vice Moderator, Clerk, and Treasurer.

**Section B:** In addition to the general responsibilities outlined in Article IV, the duties specific to individual officers are:

#### **1. Moderator**

- a. Set the agenda for, call and preside at meetings of the RSGA as prescribed in the constitution;
- b. Set the agenda for and preside at meetings of the student body and propose stated meeting dates to be approved by the RSGA;
- c. Organize and facilitate the orientation of newly elected officers and representatives;
- d. Moderate all called meetings of the RSGA and student body according to Robert's Rules of Order Newly Revised;
- e. Act as a voting member at RSGA stated meetings;
- f. Attend monthly faculty meetings;
- g. Meet with the appropriate faculty or staff to make student assignments to faculty committees and ensure that a list of all who serve on a faculty committee, the Board of Trustees or any other committee is made available to the student body; and
- h. Facilitate appointees in areas of need within the RSGA and the Union Presbyterian Seminary community as a whole, including but not limited to parliamentarian. All persons appointed under this provision shall be approved by a simple majority vote of the RSGA and be introduced to the student body at the next student body meeting following the appointment.

#### **2. Vice Moderator**

- a. Set the agenda for, call and preside at meetings of the RSGA in the absence of the Moderator as described herein;
- b. Act as a voting member at RSGA stated meetings;
- c. Actively encourage the work of the deacons and assist them as needed;
- d. Organize and facilitate the orientation of newly elected deacons; and
- e. Serve as the communications executive of the RSGA and work to publicize any activities and events that have been organized by the RSGA.

#### **3. Clerk**

- a. Record the minutes for the RSGA and student body meetings and present them for approval at the following RSGA meeting;
- b. Act as a voting member at RSGA stated meetings;
- c. Ensure that minutes are accessible to the entire seminary community;
- d. Manage RSGA files (RCO reports, past minutes, etc.) and other official records of the RSGA. Student election ballots shall be maintained by the Clerk for a period of 1 year; and
- e. Be responsible for the nomination and election process as outlined in Article X.

#### **4. Treasurer**

- a. Set the agenda for, call and preside at meetings of the RSGA in the absence of the Moderator or Vice Moderator as described herein;
- b. Maintain the financial records of the RSGA and report year-to-date spending at each stated RSGA meeting;
- c. Act as a voting member at RSGA stated meetings;
- d. Receive budget requests and propose a budget for the annual budget meeting;

- e. Make such disbursements as authorized by the RSGA as prescribed in Article IX, Section C; and
- f. Provide financial reports to officers, representatives, deacons, and RCO contact persons on a regular basis showing their spending to date and remaining budget.

**Section C:** The officers shall be elected following the procedures set out in Article X.

## **ARTICLE VI. Representatives and Duties**

**Section A:** The representatives of the RSGA are:

First Level Representative,  
Middle Level Representative,  
Final Level Representative,  
Commuter Student Representative,  
African American Student Representative,  
Postgraduate Student Representative,  
Student with Child/ren Representative, and  
International Student Representative.

**Section B:** In addition to the general responsibilities outlined in Article IV, the duties specific to representatives are:

1. Actively seek the opinions, ideas and concerns of their constituents;
2. Represent their constituents at meetings of the RSGA;
3. Attend all called RSGA meetings;
4. Act as voting members at RSGA stated meetings;
5. Participate in the work of at least one standing committee of the RSGA; and
6. Host at least two gatherings per academic year for their constituents and/or the community.

**Section C:** The representatives shall be elected following the procedures set out in Article X.

**Section D:** Any student who feels underrepresented in the RSGA may petition for representation under the procedures outlined in Article X, Section D. 4.

## **ARTICLE VII. Deacons and Duties**

**Section A:** A deacon shall serve as the chairperson of the standing committee to which they were elected. The five standing committees are:

1. Ecological Awareness Committee: this committee will strive to inform students, faculty, staff and alumni of ways in which Union Presbyterian Seminary can be more ecologically aware. This committee may design programs to facilitate exploration and understanding related to such issues;
2. Campus Care Committee: this committee will coordinate weekly Community Breaks. This committee may respond to personal needs and concerns of the student body, facilitate community building, and provide support in times of joy and grief;
3. Fellowship Committee: this committee will be responsible for planning and implementing opportunities for campus-wide social events that bring the community together in fellowship and build camaraderie;
4. Service Committee: this committee will provide opportunities to actively participate in

- hands-on service opportunities both on and off campus through coordination of volunteer efforts and outreach projects; and
5. Sports and Recreation Committee: this committee will be responsible for planning and implementing activities, events, programs, and opportunities related to friendly competition, as well as promoting physical fitness and well-being.

**Section B:** In addition to the general responsibilities outlined in Article IV, the duties specific to deacons are:

1. Lead and support their respective committees;
2. Act as voting members at RSGA stated meetings; and
3. Submit a proposed budget in writing to the Treasurer as outlined in Article IX, Section B.

**Section C:** The deacons shall be elected following the procedures set out in Article X.

## **ARTICLE VIII. Meetings**

### **Section A: Stated Meetings**

1. The RSGA shall meet monthly during the academic year.
2. At the final RSGA meeting of the previous spring term, the Moderator shall announce the date and time for the first RSGA meeting of the fall term.
3. At the first meeting of the fall term, the Moderator shall announce the dates, times, and locations for the RSGA meetings for the remainder of the academic year.

### **Section B: Quorum**

A quorum for a RSGA meeting shall be one-half of the voting members (excluding vacancies), including two officers.

### **Section C: Special Meetings**

1. The Moderator may call a special meeting of the RSGA as s/he deems necessary.
2. The Moderator shall call a special meeting of the RSGA when requested in writing by at least two RSGA members. Written requests shall state the purpose of the meeting and shall bear the signatures of those submitting the request.
3. In the case of a special meeting, no business shall be transacted other than that for which the meeting was called.

### **Section D: Notice of RSGA Meetings**

1. Within the first month of the fall term, notice for all stated meetings shall be provided to the entire student body. At least one week prior to each stated meeting, notice shall be provided to the entire student body. The agenda for each stated meeting shall be made available to the entire student body at least 48 hours in advance of the meeting.
2. Reasonable notice of special meetings shall be given to the entire student body. The notice of special meetings shall include the purpose of the meeting.

### **Section E: Open Meetings; Voting Members and Non-Voting Participants**

1. RSGA meetings shall be open to all interested persons.
2. Unless otherwise noted herein, the voting members are:
  - a. Individuals elected by the student body to serve as officers and representatives of the RSGA, as outlined in Articles V and VI; and
  - b. Elected deacons who serve as the chairpersons of the standing committees of the RSGA, as outlined in Article VII.
3. Persons with voice but no vote in the RSGA include:
  - a. All students registered in Union Presbyterian Seminary during the term of the RSGA meeting;
  - b. Individuals appointed to represent the student body on a faculty committee or the Board of Trustees;
  - c. Individuals designated to represent each recognized campus organization as outlined in Article XI; and
  - d. Any individual appointed by the Moderator as defined in Article V, Section B, 1, h.
4. The Moderator, Vice-Moderator or Moderator Pro Tem may give voice to any person upon request at an RSGA meeting. If the request is denied, that decision may be overruled by a majority vote of the members present and voting.

### **Section F: Executive Session**

The moderator may call an executive session at any meeting as s/he deems necessary or as request-ed by any RSGA member present. Executive session shall be defined as installed voting members only.

### **Section G: Installation and New Member Orientation**

1. Newly elected members shall be installed at a chapel service or other appropriate community gathering within during the term in which they are elected.
2. Prior to the end of the academic year, the outgoing officers and deacons shall have an orientation meeting with the respective, newly elected officers and deacons.

The orientation for the representatives elected in the fall term shall be conducted in conjunction with the first RSGA meeting following their election.

### **Section H: Student Body Meetings**

1. The RSGA shall call a stated meeting of the student body within four weeks following the start of classes in the fall semester. At that meeting, the Moderator shall report on the proposed activities of the RSGA for the coming year and announce the results of the fall elections.
2. A majority of the voting members of the RSGA or a quorum of the student body, as defined in part 4, herein, may request that the RSGA call a special meeting of the entire student body. The request shall state the reasons and purpose of the meeting, bear the signatures of those presenting the request, and be submitted to the RSGA. The RSGA shall note the request in its minutes and call a special meeting without further vote on the request. In the case of a special meeting, no business shall be transacted other than that for which the meeting was called.
3. Notice of all meetings of the student body that have been called by the RSGA shall be provided to the entire student body by electronic mail or other electronic posting, no less than five days prior to the meeting.

4. The quorum for called RSGA Student Body Meetings shall consist of one tenth of the student body.
5. The Student Body shall vote annually on proposed amendments, if any, to the RSGA Constitution during a called RSGA Student Body meeting in compliance with Article XV.

### **Section I: Prayer**

All meetings shall be opened and closed with prayer.

## **ARTICLE IX. Finances**

### **Section A: Use of Funds**

RSGA funds shall be used in such a manner to be consistent with the annual approved RSGA budget. There are only two ways in which any funds received by the RSGA can be spent:

1. From within an approved budget; or
2. By vote of the RSGA.

### **Section B: Budget Approval**

A preliminary budget for the following academic year will be approved by the outgoing voting members of the RSGA no later than the end of the academic year. A final budget for the academic term shall be approved by the voting members of the RSGA by the October meeting.

### **Section C: Permitted Budgetary Spending**

1. Members of the RSGA with approved budgets are permitted to spend that money without further approval. If the amount of a single purchase is over \$500, they must get prior approval from the RSGA. If they or any other RSGA member wish to spend funds on items outside of the approved annual RSGA budget they must get prior approval from the RSGA, by a majority vote.
2. Any checks written from RSGA accounts must be co-signed by the Treasurer and the Moderator.
3. Officers, representatives, committee chairs, and RCO's shall be reimbursed for budgeted expenses upon submission of receipts to the Treasurer.
  - a. All receipts shall be turned in within thirty days of the event. Each receipt shall be clearly labeled with name of person to be reimbursed, budget line item, and purpose or event. Persons submitting receipts must either be the budget owner or the budget owner's signature must be on the receipt.
  - b. The person submitting the receipt shall retain a copy of the receipt for their records.
  - c. In certain circumstances, requests for cash advances may be submitted in writing to the Treasurer with complete details of the anticipated expenses. Each request for cash advances must be approved by the Moderator, Vice Moderator, and Treasurer. All receipts accounting for such expenditures must be submitted to the Treasurer along with any unused funds.

### **Section D: Fundraisers and Benefits**

Entities of the RSGA that wish to sponsor fundraisers and/or benefits to generate additional funds should notify the Treasurer at least one week prior to their event(s). Donated funds will be received and their value recorded by a representative of the sponsoring entity and the Treasurer. All generated funds will then be deposited into the RSGA account and reserved for the sponsoring entity. Disbursement of these funds will be made according to entity's wishes following the rules laid out in Section C, 2, herein.

**Section E: Non-Budget Requests by Non-RSGA Members**

Funding requests by non-RSGA members for purposes not covered under the approved budget will be considered if submitted in writing to the RSGA Clerk or Moderator at least one week prior to a meeting of the RSGA. A 2/3 majority vote of the RSGA is required to approve non-budget request for non-RSGA members.

**Section F: Annual Financial Review**

The RSGA monthly financial reports shall be submitted at the close of each academic year to the Union Presbyterian Seminary Vice President for Administration for review and comparison to source documents as deemed necessary. Upon completion of this review, the Union Presbyterian Seminary Vice President for Administration shall issue to the RSGA Moderator a written report detailing any findings along with appropriate recommendations.

**ARTICLE X. Elections**

**Section A: Eligibility for Office**

1. All students who have completed their first year at Union Presbyterian Seminary and who are registered full-time in any degree program shall be eligible for the offices of Moderator, Vice Moderator, Clerk, or Treasurer.
2. All students who are registered full-time in any degree program are eligible for nomination as a representative for their respective constituency (class year, international, commuter, African American, post-graduate, or with child/ren). For purposes of clarification, a middle level student is a person in a master's program that is not in the first or final year of that program. An international student shall be defined as a person who holds citizenship in a country other than the United States. A commuter student shall be defined as a person whose housing is not owned by Union Presbyterian Seminary, except to include those who lease housing from Union Presbyterian Seminary for two or fewer days a week. An African American student shall be defined as any student who self-identifies as an African American. A student with child/ren shall be defined as a person who resides with one or more dependents who are under 18.
3. A student may accept a nomination for more than one RSGA position. A student may be elected to only one RSGA position.

**Section B: Eligibility for Voting**

1. All degree-seeking students registered at the Richmond campus of Union Presbyterian Seminary shall be eligible to vote in a student body election for the positions of Moderator, Vice Moderator, Clerk, Treasurer, and deacons.
2. All degree-seeking students of Union Presbyterian Seminary shall be eligible to vote in a student body election for their respective RSGA representative(s) according to their classification in the school year for which that particular office is being filled.
3. International, commuter, African American, post-graduate students and students with child/ren shall also be eligible to vote for their respective representative.

**Section C: Timing of the Nominations and Elections**

1. The officers and deacons shall be elected in the spring semester. The Moderator shall be elected at least five weeks before the last day of the spring semester. Elections for Vice Moderator, Clerk, and Treasurer shall take place immediately after the election of the Moderator. Spring elections for deacons shall take place immediately after the election of officers.

Due to conflicts with the community calendar, the election process may be suspended for a week by vote of the RSGA.

2. The First Level Representative, Middle Level Representative, Final Level Representative, Commuter Student Representative, African American Student Representative, Postgraduate Student Representative, Student with Child/ren Representative and International Student Representative shall be elected before the twenty-first day of the fall semester.
3. The five-week spring nomination and election process will proceed as follows:
  - Week 1 Moderator nominations
  - Week 2 Moderator elections; officer nominations
  - Week 3 Moderator run-off (if necessary); officer elections; deacon nominations
  - Week 4 Officer run-off (if necessary); deacon elections
  - Week 5 Deacon run-off (if necessary)
4. The three-week fall election process will proceed as follows:
  - Week 1: Representatives and all remaining vacant offices nominations
  - Week 2: Representatives and all remaining vacant offices elections
  - Week 3: Representatives and all remaining vacant offices run-off (if necessary)

#### **Section D: Nomination and Election Procedures**

1. General Protocols
  - a. The Clerk shall be responsible for the nomination and election process for RSGA offices. The Clerk is expected to oversee and delegate the following tasks: coordinating the publication of the nomination period, contacting nominated persons for willingness to serve, checking eligibility for office with the Community Life Office, preparing an election ballot, coordinating the required publication of the election, obtaining a current list of students from the Community Life Office for nomination/election purposes, tabulating the results, notifying candidates after the tabulation, and coordinating the publication of the results. Those running for office shall not be involved in making the ballot, overseeing the voting, tallying ballots, or reporting the results of the election.
  - b. Students overseeing the election procedure in public, common areas should refrain from influencing student voters to select one candidate over another for any position.
  - c. The Moderator shall solicit at least two representatives from the RSGA who are not on the current ballot to assist in tabulating votes.
  - d. One week before any election process begins, current election guidelines and procedures shall be made available to students as well as resources for obtaining further election information.
2. Nominations
  - a. Nominations for an election shall begin on a Monday and conclude on Thursday afternoon (2pm) of that same week. Nomination forms will be made available to all students electronically. At the end of the nomination period, a full slate of nominees shall be determined and verified for eligibility in coordination with the Community Life Office. A full copy of the slate of all nominees will be submitted to the Director of Student Services for verification of eligibility for office.
  - b. The Clerk and Moderator shall make every reasonable attempt to contact the eligible individuals nominated in person or by phone by 12 noon on Saturday. Calls will not be made past 12 noon on Saturday. As a secondary means of contact, nominees who have not been reached by phone shall be contacted by campus e-mail. Nominees shall have until 7pm on Sunday evening to accept their nomination by contacting the Clerk.
  - c. Self-nominations are allowed for any office.



- d. Should only one valid nomination be accepted for an office, that candidate shall be deemed elected by acclamation.
  - e. If no person is nominated in the spring to fill a position for the fall term, that position shall be declared vacant until the fall elections.
  - f. Nominations for Moderator shall take place no less than seven weeks from the end of Spring term, excluding Spring break. Preparations and announcements for the entire nomination and election process should begin no less than two weeks prior to Moderator nominations.
  - g. No publicizing of candidates' names shall take place before the time period expires for accepting nominations.
3. Elections
- a. Elections shall be held from Monday through Thursday afternoon (2pm). Students may vote at their own convenience through electronic procedures. If a student has problems with or is unable to access the electronic ballots, the student may vote by e-mailing their vote to the Community Life Office.
  - b. Moderator and Officer Elections:
    - i. The candidate who receives a simple majority of votes for a particular office shall be considered elected to that office.
    - ii. Should any moderator or officer election result in no candidate receiving a simple majority of votes (including ties), only the two candidates receiving the most votes will participate in a runoff election. In the event that a second runoff is needed, the moderator/officer can be elected with a plurality of votes.
    - iii. A simple majority is defined as 50% of the total number of votes cast for any particular office, plus one.
  - c. Representative and Deacon Elections:
    - i. In elections where two or more candidates appear on the ballot, the candidate who receives a plurality of votes for a particular office shall be considered clearly elected to that office.
    - ii. Should any election result in a tie between two or more candidates receiving the most votes, only the top candidates involved in the tie will participate in a runoff election.
4. Upon completion of the fall elections, any student who feels that they are under represented on the RSGA on the basis of gender, race, color, national origin, religion, disability, age, or for any other reason, may petition the student body to create a representative position on the RSGA. Such petition shall be put before a vote of the entire student body by the procedures in Article VIII, Section H. If a majority of the student body votes in favor of creating a new representative position within the RSGA, that position will be included in the RSGA for that academic year only, and elections for that position will be held consistent with those for representatives as outlined, herein. At any time, consistent with the rules for amending this constitution, additional positions may be added to the RSGA.
5. Should any RSGA position become vacant during the academic year the vacated position shall be filled immediately either through the normal election process, or through the interim appointment process if the RSGA determines there is not reasonable time to conduct the normal election process. The interim nomination and appointment process is as follows:
- a. Once notice of resignation or vacancy of a position(s) is given, the Moderator shall inform the student body of the vacancy.
  - b. After a period of at least 4 days after the notification of vacant position(s), an open nomination procedure shall begin by means of the nomination and election procedures outlined herein.
  - c. The Moderator shall inform the student body and the Community Life Office of the new appointment(s).

6. Should any RSGA position remain vacant following the fall election or following the process outlined in part 5 herein, that position shall remain vacant for the remainder of the academic year.

## **ARTICLE XI. Recognized Campus Organizations**

**Section A: In order for a campus organization to become recognized by the RSGA the following procedure must be followed:**

1. The group shall present a request for recognition in writing to the Moderator along with the group's purpose, governing rules, and goals. The Moderator will distribute copies of these to the RSGA members. The group will then present its request at the next RSGA meeting.
2. The RSGA will determine eligibility for recognized campus organization (RCO) status for that group in consultation with the Dean of Students based on the compatibility of the group's mission with that of Union Presbyterian Seminary and the RSGA.
3. The group shall be recognized or rescinded on a two-thirds majority vote of the RSGA.
4. An RCO may renew its status annually by submitting to the RSGA a report by the October stated meeting. The report shall include: name of organization, officers, contact person(s), purpose statement, itemized budget request and summary of planned activities. Failure to submit a timely report may affect RCO eligibility for RSGA funds.
5. Should an RCO fail to report, the RCO status may be rescinded. The RCO status also may be rescinded if its purpose has become incompatible with the mission of Union Presbyterian Seminary and the RSGA. No action by the RSGA will be taken without communication with the RCO in question.

## **ARTICLE XII. Parliamentary Procedure**

The rules in the current edition of the Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the bylaws or any special rules of the RSGA. The RSGA shall maintain a copy of Robert's Rules of Order Newly Revised and assure access for parliamentary questions.

## **ARTICLE XIII. RSGA Advisors**

The Director of Student Services shall act as advisor to the RSGA. The Community Life Office staff may offer further assistance and also serve in an advisory role in the absence of the Director of Student Services.

## **ARTICLE XIV. REMOVAL FROM OFFICE**

Any elected member of the RSGA may be removed from office by the following process:

### **Section A: Reasons for Removal from Office**

1. Removal from office may be pursued only in the most extreme of circumstances involving conduct unbecoming of an elected official and/or conduct harmful to the integrity of the RSGA.
2. "Conduct unbecoming" is defined as:
  - a. Repeated failure to perform the duties of one's elected office by violation of this RSGA Constitution;

- b. Violation of the Union Presbyterian Seminary Student Code of Conduct; or
- c. Violation of criminal law as defined by civil authorities.

### **Section B: Process for Removal from Office**

1. Prior to beginning the process for removal from office, all good faith efforts to resolve the situation without removal shall be attempted.
2. Removal from office requires a unanimous vote of the RSGA as well as written concurrence of the Academic Dean of Union Presbyterian Seminary Richmond campus and the Vice President for Student Life.
3. The Moderator and/or Vice Moderator shall begin the removal process by placing the matter in the agenda of a stated or called RSGA meeting and consulting with the Academic Dean of Union Presbyterian Seminary Richmond campus and the Vice President for Student Life. Any voting member of the RSGA may petition the Moderator and/or Vice Moderator to begin the removal process.
4. The unanimous vote of the RSGA must include all voting members of the body, excepting the voting member in question. If for any reason a voting member cannot be in attendance for such a vote, they may be included by means of "real-time" technology, such as telephone, video conference, Skype, Facetime, etc.
5. After an affirmative vote for removal, the meeting shall conclude by beginning the process for replacement as outlined in Article X, Section D, 5.

### **Section C: Burden of Proof**

1. In a situation of "repeated failure to perform the duties of one's elected office," it is the responsibility of the RSGA to collectively discern, to the best of its ability, the culpability of the concerned individual.
2. In a situation of "violation of the Union Presbyterian Seminary Student Code of Conduct" or "violation of criminal law as defined by civil authorities," the RSGA shall make every reasonable attempt to wait for any judicial proceedings against the individual to be completed.
3. The elected official subject to removal has the right to be present at the relevant RSGA meeting to dispute their removal.

## **ARTICLE XV. Amending Procedures**

The constitution of the RSGA will be reviewed annually and may be amended by a two-thirds vote in a called RSGA student body meeting. Proposed constitutional amendments shall be made available to all students via electronic e-mail or electronic posting no less than 72 hours prior to the called Student Body meeting. Students who are unable to attend the meeting may send comments or concerns to the Clerk no later than 5:00pm on the day before the student body meeting, so that they may be shared with those students present. There is no provision to vote by proxy since potential changes to the amendments may occur on the floor.





**UNION PRESBYTERIAN SEMINARY**  
[www.upsem.edu](http://www.upsem.edu)

**RICHMOND CAMPUS** 3401 Brook Road • Richmond, Virginia 2322  
804-355-0671 • 800-229-2990

**CHARLOTTE CAMPUS** 5141 Sharon Road • Charlotte, North Carolina 28210  
980-636-1700