

ACADEMIC CATALOG

2017-2018



UNION  
PRESBYTERIAN  
SEMINARY





The regulations, requirements, and general information included in this document are official for the 2017-2018 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 2017-2018**

### **Summer Language Term 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 2017**

(Entering International Student Program) .....	August 24-30
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### **Fall Term 2017**

Registration .....	April 9-22
Orientation of new students .....	September 5-8
Fall term classes begin (Monday) .....	September 11
206th Session Opening Convocation .....	September 13
Deadline to drop/add or change to audit .....	September 20
All tuition and fees due .....	September 21
Fall Recess .....	October 23-28
Deadline to withdraw from Fall term courses .....	October 25
Thanksgiving Recess .....	November 20-25
Richmond Fall term classes end .....	December 15
Richmond Fall term ends .....	December 19

### **Spring Term 2018**

Registration .....	October 29-November 11
Spring term classes begin (Monday) .....	January 15
Martin Luther King, Jr. Day (no class) .....	January 15
Deadline to drop/add or change to audit .....	January 24
All tuition and fees due .....	January 25
Deadline to withdraw from Spring term course .....	February 28
Spring Recess .....	February 26-March 3
Good Friday (no class) .....	March 30
Makeup day for holidays and snow (Monday) .....	April 16
Spring term classes end (Monday) .....	April 16
Spring term ends (Wednesday) .....	April 18

**May Term 2018**

Registration .....	February 4-17
May term classes begin (Monday) .....	April 23
Deadline to drop/add or change to audit .....	May 2
All tuition and fees due .....	May 3
Deadline to withdraw from May term .....	May 6
<b>SPRUNT LECTURES .....</b>	<b>May 7-9</b>
May term classes end .....	May 11

**RICHMOND COMMENCEMENT 2018 (Saturday) ..... May 19, 2018**

**BLENDED LEARNING PROGRAM 2017-2018**

**Fall Term 2017**

Registration .....	April 9-22
Fall term begins with at-home session (Monday) .....	September 11
Deadline to drop/add or change to audit .....	September 20
All tuition and fees due .....	September 21
On-campus session .....	October 23-28
Deadline to withdraw from Fall term .....	October 25
Fall term ends (Friday) .....	December 8

**Spring Term 2018**

Registration .....	October 29-November 11
Spring term begins with at-home session (Monday) .....	January 15
Deadline to drop/add or change to audit .....	January 24
All tuition and fees due .....	January 25
On-campus session .....	February 26-March 3
Deadline to withdraw from Spring term .....	February 28
Spring term ends (Friday) .....	April 6

## CHARLOTTE CAMPUS 2017-2018

### Fall Term 2017

Registration .....	April 9-22
Matching Grant forms due .....	July 15
Orientation of new students .....	August 26
Fall term begins (Friday) .....	September 8
Opening convocation.....	September 9
Matching Grant funds due .....	September 9
Deadline to drop/add or change to audit.....	September 20
All tuition and fees due .....	September 21
Fall Recess .....	October 23-28
Deadline to withdraw from Fall term .....	October 25
Thanksgiving Recess .....	November 20-25
Fall term ends (Saturday) .....	December 9

### Spring Term 2018

Registration .....	October 29-November 11
Spring term begins (Friday) .....	January 12
Matching Grant funds due.....	January 12
Deadline to drop/add or change to audit.....	January 24
All tuition and fees due .....	January 25
Deadline to withdraw from Spring course .....	February 28
Spring Recess .....	February 26-March 3
Good Friday and Holy Week Saturday (no class) .....	March 30-31
Spring term classes end (Saturday) .....	April 7

### Spring II Term 2018

Registration .....	February 4-17
Spring II term begins (Friday) .....	April 20
Matching Grant funds due .....	April 21
Deadline to drop/add or change to audit.....	May 2
All tuition and fees due .....	May 6
Deadline to withdraw from Spring II term.....	May 30
Spring II term ends (Saturday) .....	June 23

**CHARLOTTE COMMENCEMENT 2018 (Saturday)..... June 30, 2018**





## 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 programs of study offered by Union Presbyterian Seminary at Charlotte have been declared by the appropriate state authority exempt from the requirements for licensure, under provisions of North Carolina General Statutes Section (G.S.) 116-15 (d) for exemption from licensure with respect to religious education. Exemption from licensure is not based upon 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 Schaufler Hall was erected (1919) as a new church development to aid students in their preparation for the practice of ministry. In 1996-97, Schaufler 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/).

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## 3. Academics

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### PROGRAMS OF STUDY

#### Professional Degree Programs

In Summer 2017 (Fall 2017 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 2017-2018 academic year will apply to students who enter these professional degree programs in Summer 2017 (Fall 2017 in Charlotte) or later. Students already matriculated in the M.A.C.E. or M.Div. degree programs (or both through the dual degrees program) before Summer 2017 will continue to be governed by the academic catalog then in force when they began their degree program, unless changes have been approved by the appropriate academic dean.

#### 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 Blended Learning Program (BLP).

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 72.

### **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 21 credit hours in each nine-month academic year (normally students take six courses or 18 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 Blended Learning 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 45.

### **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 18 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 18 credit hours must be completed.

### **Blended Learning Program**

The Blended Learning Program (BLP) 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 BLP 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 BLP 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 BLP is ordinarily three years of continuous enrollment in two courses per term, the maximum number of courses per term allowed. BLP students who wish to complete their degree program within this three-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 six years to complete their degree. Students who do not successfully complete at least one BLP credit within a two-year time frame are withdrawn from the program. Some core courses may be offered only once in a three-year cycle.

The BLP 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 BLP for church educators seeking certification in the Presbyterian Church (U.S.A.), visit <https://www.upsem.edu/admissions-aid/blended-learning-admissions/>.

Two BLP terms will be offered in 2017-2018: 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 23-28, and ends on

December 8, 2017. The spring term begins with study at home starting in January 2018, continues with classes on the Richmond campus for a 6-day period February 26-March 3, and ends April 6, 2018. 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 BLP students, for use of the library, and for worship. Housing for BLP 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 BLP receive graduate credit. Most courses earn three credit hours.

BLP 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 72 of this catalog for admission procedures.

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

A student must complete 36 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 45, Academic Procedures and Regulations.

Each M.A.C.E. student shall participate in the portfolio-based advising process, described on page 61. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

### **M.A.C.E. Degree Curriculum (36 credit hours)**

#### **Bible (6 hours; 2 courses)**

- BIBL101 - Biblical Interpretation- Old Testament\*
- BIBL102 - Biblical Interpretation- New Testament\*\*

#### **Theology (3 hours; 1 course)**

- THEO101 - Theology I – *or* – THEO201 - Theology II

#### **Supervised Ministry (6 hours; 2 courses)**

- SVCE101 - Christian Education Internship I
- SVCE201 - Christian Education Internship II

#### **Education Core (9 hours; 3 courses—one in each of the three subcategories)**

- Educational Theory (choose one)
  - EDTH110 - The Teaching Ministry of the Church
  - EDTH210 - Models of Teaching
  - EDTH220 - Contemporary Theology & Education
  - EDTH310 - Theory for Education in Religion
  - EDTH320 - Spiritual Theology & Christian Education

*\*The Bible department has approved BIBL110 or BIBL210 to fulfill this requirement in 2017-2018.*

*\*\*The Bible department has approved BIBL120 or BIBL220 to fulfill this requirement in 2017-2018.*



• **Faith Formation (choose one)**

- FTTHF110 - Ministry with Children and Families
- FTTHF111 - Nurturing Child & Adolescent Spirituality
- FTTHF120 - Adult Religious Education
- FTTHF130 - Digital Culture & Spirituality
- FTTHF210 - Faith & Human Development

• **Educational Practices (choose one)**

- EDPR110 - Curriculum & Resources for Christian Education
- EDPR120 - The Christian Life
- EDPR130 - Community Engaged Teaching & Learning
- EDPR131 - Christian Teaching & the Public Realm
- EDPR210 - Teaching the Bible

**Electives (9 credit hours)** generalized preparation or areas of concentration selected in consultation with the faculty advisor and in relation to available courses

**Integrative Project (3 hours; 1 course)**

- PROJ101 - Christian Education Integrative Project

**Total 36 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 15 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 Blended Learning Program students, this internship may occur in any term or consecutive terms after the completion of at least 15 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 72.

#### **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 28.5 credit hours in each nine-month academic year (normally students take nine courses or 27 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 45.

### **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 54 credit hours toward the M.Div. degree at Union, 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) 54 credit hours to be completed at Union. 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 81 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 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, Education, and Pastoral Care. Students must also take an elective course in Preaching and/or Worship. These 13 courses, plus six credit hours in supervised ministry and six credit hours in Church in the World, constitute the standard core curriculum.

#### **Language Courses**

Biblical language courses are no longer a degree program requirement for M.Div. students. Some denominations still require Elementary Greek and/or Elementary Hebrew as a prerequisite for ordination. It is the responsibility of the student to check with their judicatory regarding ordination requirements. All M.Div. students are strongly encouraged to complete these language courses to enrich their study of scripture.

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 before registering for courses in Old Testament and New Testament. 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 Union is earned if the student is exempted from the required language course(s). The student is still required to complete 81 credit hours to earn the M.Div. degree. 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 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.

#### **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**

A student must complete 81 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 45.

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 61. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

### **M.Div. Degree Curriculum (Hebrew/Greek Exegesis) 81 credit hours**

#### **Languages (12 hours; 4 courses)**

- LANG110 - Hebrew I
- LANG120 - Greek I
- LANG210 - Hebrew II
- LANG220 - Greek II

#### **Bible (12 hours; 4 courses)**

- BIBL201 - Old Testament I
- BIBL202 - New Testament I
- BIBL301 - Old Testament II
- BIBL302 - New Testament II

#### **History, Theology, & Ethics (15 hours; 5 courses)**

- HIST101 - History I
- HIST201 - History II
- THEO101 - Theology I
- THEO201 - Theology II
- ETHC101 - Introduction to Christian Ethics

#### **Preaching & Worship (6 hours; 2 courses)**

- PRAW201 - Introduction to Preaching and Worship
- Preaching and Worship elective (from set of approved P&W electives)

#### **Pastoral Care (3 hours; 1 course)**

- Pastoral Care courses are indicated by course numbers beginning with "PCAC".

#### **Christian Education (3 hours; 1 course)**

- One course with course number beginning in either "EDTH" or "FTHF".

#### **Church in the World (6 hours; 2 courses)**

- Church in the World courses are indicated by course numbers beginning with "CITW".

#### **Supervised ministry (6 hours; 2 courses)**

- SVMN101 - Supervised Ministry Internship I
- SVMN201 - Supervised Ministry Internship II

**Electives (18 hours; 6 courses)** generalized preparation or areas of concentration selected in consultation with the faculty advisor and in relation to available courses

**Total 81 credit hours**

**M.Div. Degree Curriculum (English Exegesis) 81 credit hours**

**Bible (12 hours; 4 courses)**

- BIBL110 - Old Testament I
- BIBL120 - New Testament I
- BIBL210 - Old Testament II
- BIBL220 - New Testament II

**History, Theology, & Ethics (15 hours; 5 courses)**

- HIST101 - History I
- HIST201 - History II
- THEO101 - Theology I
- THEO201 - Theology II
- ETHC101 - Introduction to Christian Ethics

**Preaching & Worship (6 hours; 2 courses)**

- PRAW201 - Introduction to Preaching and Worship
- Preaching and Worship elective (from set of approved P&W electives)

**Pastoral Care (3 hours; 1 course)**

- Pastoral Care courses are indicated by course numbers beginning with "PCAC".

**Christian Education (3 hours; 1 course)**

- One course with course number beginning in either "EDTH" or FTTHF".

**Church in the World (6 hours; 2 courses)**

- Church in the World courses are indicated by course numbers beginning with "CITW".

**Supervised ministry (6 hours; 2 courses)**

- SVMN101 - Supervised Ministry Internship I
- SVMN201 - Supervised Ministry Internship II

**Electives (30 hours; 10 courses)** generalized preparation or areas of concentration selected in consultation with the faculty advisor and in relation to available courses

**Total 81 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 six 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 48.

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 72.

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

A student must complete 99 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 61. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

#### **M.Div./M.A.C.E. Dual Degrees Curriculum (Hebrew/Greek Exegesis) 99 credit hours**

##### **Languages (12 hours; 4 courses)**

- LANG110 - Hebrew I
- LANG120 - Greek I
- LANG210 - Hebrew II
- LANG220 - Greek II

##### **Bible (12 hours; 4 courses)**

- BIBL110 - Old Testament I
- BIBL120 - New Testament I
- BIBL210 - Old Testament II
- BIBL220 - New Testament II

##### **History, Theology, & Ethics (15 hours; 5 courses)**

- HIST101 - History of Christianity I
- HIST201 - History of Christianity II

- THEO101 - Theology I
- THEO201 - Theology II
- ETHC101 - Introduction to Christian Ethics

**Preaching & Worship (6 hours; 2 courses)**

- PRAW201 - Introduction to Preaching and Worship
- Preaching and Worship elective (from set of approved P&W electives)

**Pastoral Care (3 hours; 1 course)**

- Pastoral Care courses are indicated by course numbers beginning with “PCAC”.

**Church in the World (6 hours; 2 courses)**

- Church in the World courses are indicated by course numbers beginning with “CITW”.

**Supervised Ministry (12 hours; 4 courses)**

- SVMN101 - Supervised Ministry Internship I
- SVMN201 - Supervised Ministry Internship II
- SVCE101 - Christian Education Internship I
- SVCE201 - Christian Education Internship II

**Electives (18 hours; 6 courses)** generalized preparation or areas of concentration selected in consultation with the faculty advisor and in relation to available courses.

**Integrative Project (3 hours; 1 course)**

- PROJ101 - Christian Education Integrative Project

**Education Core (12 hours; 4 courses- one from each of the three subcategories plus one of your choice)**

- Educational Theory (choose at least one)
  - EDTH110 - The Teaching Ministry of the Church
  - EDTH210 - Models of Teaching
  - EDTH220 - Contemporary Theology & Education
  - EDTH310 - Theory for Education in Religion
  - EDTH320 - Spiritual Theology & Christian Education
- Faith Formation (choose at least one)
  - FTTHF110 - Ministry with Children and Families
  - FTTHF111 - Nurturing Child & Adolescent Spirituality
  - FTTHF120 - Adult Religious Education
  - FTTHF130 - Digital Culture & Spirituality
  - FTTHF210 - Faith & Human Development
- Educational Practices (choose at least one)
  - EDPR110 - Curriculum & Resources for Christian Education
  - EDPR120 - The Christian Life
  - EDPR130 - Community Engaged Teaching & Learning
  - EDPR131 - Christian Teaching & the Public Realm
  - EDPR210 - Teaching the Bible

**Total 99 credit hours**

**M.Div./M.A.C.E. Dual Degree Curriculum (English Exegesis) 99 credit hours**

**Bible (12 hours; 4 courses)**

- BIBL110 - Old Testament I
- BIBL120 - New Testament I
- BIBL210 - Old Testament II
- BIBL220 - New Testament II

**History, Theology, & Ethics (15 hours; 5 courses)**

- HIST101 - History of Christianity I
- HIST201 - History of Christianity II
- THEO101 - Theology I
- THEO201 - Theology II
- ETHC101 - Introduction to Christian Ethics

**Preaching & Worship (6 hours; 2 courses)**

- PRAW201 - Introduction to Preaching and Worship
- Preaching and Worship elective (from set of approved P&W electives)

**Pastoral Care (3 hours; 1 course)**

- Pastoral Care courses are indicated by course numbers beginning with "PCAC".

**Church in the World (6 hours; 2 courses)**

- Church in the World courses are indicated by course numbers beginning with "CITW".

**Supervised Ministry (12 hours; 4 courses)**

- SVMN101 - Supervised Ministry Internship I
- SVMN201 - Supervised Ministry Internship II
- SVCE101 - Christian Education Internship I
- SVCE201 - Christian Education Internship II

**Electives (30 hours; 10 courses)** generalized preparation or areas of concentration selected in consultation with the faculty advisor and in relation to available courses.

**Integrative Project (3 hours; 1 course)**

- PROJ101 - Christian Education Integrative Project

**Education Core (12 hours; 4 courses- one from each of the three subcategories plus one of your choice)**

- Educational Theory (choose at least one)
  - EDTH110 - The Teaching Ministry of the Church
  - EDTH210 - Models of Teaching
  - EDTH220 - Contemporary Theology & Education
  - EDTH310 - Theory for Education in Religion
  - EDTH320 - Spiritual Theology & Christian Education
- Faith Formation (choose at least one)
  - FTHF110 - Ministry with Children and Families
  - FTHF111 - Nurturing Child & Adolescent Spirituality
  - FTHF120 - Adult Religious Education

- FTHF130 - Digital Culture & Spirituality
- FTHF210 - Faith & Human Development

**o Educational Practices (choose at least one)**

- EDPR110 - Curriculum & Resources for Christian Education
- EDPR120 - The Christian Life
- EDPR130 - Community Engaged Teaching & Learning
- EDPR131 - Christian Teaching & the Public Realm
- EDPR210 - Teaching the Bible

**Total 99 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.”

**Supervised Ministry**

Supervised ministry is a vital part of theological education during which students are given the opportunity to integrate theory and the practice of ministry, explore vocation, experience leadership in the church and the world, and develop ministerial identity and competencies. Students are required to engage in either a parish or agency/institutional setting. This requirement can be met in a full-time summer internship or in a part time fall-spring term sequence. Charlotte students can take a full-time internship during the Spring II term (April-June) for 10 weeks. M.Div. students may also fulfill the requirement by participating in a Student-in-Ministry internship. All internships, with the exception of the two specific M.Div./M.A.C.E. dual degrees education requirements, must take place in a single ministry setting. All settings must be approved by the course instructor.

In supervised ministry settings, on-campus classes are 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 such as preaching, teaching, pastoral care, community engagement, and administration. While the majority of the student’s time is spent in ministerial activities on site or with parishioners/clients, part of the time requirement is allotted to reading, peer reflection, seminary class time, 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 parish 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 who are already serving churches as paid staff members are permitted to engage in supervised ministry at those settings approved by the course instructor on the condition that qualified supervision exists. Students may not do supervised ministry in their home congregations.

Clinical Pastoral Education (CPE) is a supervised ministry experience that is set in ACPE accredited hospitals and institutions across the country. Successful completion of a full unit (400 hours) of CPE earns 6 credit hours.

The faculty prohibits students from taking courses that conflict at any time in attendance. 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.

**M.Div. Degree**

Students are required to take 6 credit hours of supervised ministry in either a parish or agency/institutional setting. All settings must be approved by the course instructor. Ordinarily no more than 15 credit hours may be earned in supervised ministry.

**M.Div./M.A.C.E. Degree**

Students are required to take 6 credit hours of supervised ministry in either a parish or agency/institutional setting, and an additional 6 credit hours in a setting with a specific educational focus. Ordinarily no more than 15 credit hours may be earned in supervised ministry.

**M.A.C.E. Degree**

Students are required to take 6 credit hours of supervised ministry in either a parish or agency/institutional setting. The internship must have an educational focus. Any supervised ministry course taken beyond the required 6 credit hours will count as a general elective.

The five course options for supervised ministry are outlined as follows.

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

In a SIM year, M.Div. 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 course instructor. Successful completion of a SIM year earns 12 credit hours in supervised ministry. This course includes an academic class and peer reflection. International students are not eligible to participate in the SIM year due to visa restrictions.

2) **Richmond Summer Supervised Ministry**

In the summer supervised ministry course (June - August), students learn and serve full time in an approved setting for ten weeks (400 hours). Students ordinarily participate in this option during the summer after their first or second year. Students may not take any other course in the same summer that they take this course. Successful completion of a summer supervised ministry course earns six credit hours in supervised ministry. The course includes an academic class and peer reflection.

3) **Charlotte Spring II Term Supervised Ministry**

During the Charlotte campus Spring II (April –June) supervised ministry course, students learn and serve full time at an approved setting for ten weeks (400 hours). Students cannot take any other course during this term, for they take this course as an intensive course. Successful completion of an intensive supervised ministry course earns six credit hours in supervised ministry. The course includes an academic class and peer reflection.

4) **Richmond 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 an academic class and peer reflection in both terms. Successful completion of this course earns six credit hours in supervised ministry.

5) **Charlotte Academic Year Supervised Ministry**

In an academic year supervised ministry course, students learn and serve in an approved setting during two consecutive terms (400 hours). Students may complete this course during the fall and spring terms. This course includes an academic class and peer reflection 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, but may not count for both supervised ministry and Church in the World.

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.

### **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 on 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.

Faculty are interested in a wide range of topics, such as the Gospels, digital culture and spirituality, missiology, preaching and youth, liberation theologies, Wisdom Literature, and the ethics of knowledge. More topics are noted on our website.

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



## PROJECTED COURSES

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 2017

#### Richmond Platform

CITW199 (*SCW101, 102, or 103*) - Church in the World Internship [CW- I, C, or E]<sup>1</sup> – Fox  
CPE100 - Clinical Pastoral Education I [CW-I] – Fox  
CPE101 - Clinical Pastoral Education II – Fox  
LANG120 (*BIB001*)<sup>2</sup> - Biblical Greek I – Strollo  
LANG220 (*BIB002*) - Biblical Greek II – Strollo  
SVMN101 (*SMP100, SMN100*) - Supervised Ministry Internship I – Fox  
SVMN201(*SMP101, SMN101*) - Supervised Ministry Internship II – Fox

### Fall 2017

#### Blended Learning Program

BIBL220 (*BIB270*) - New Testament II (English exegesis) – Carroll  
EDPR120 (*EDU166*) - The Christian Life – Yust  
SVMN101 (*SMP100, SMN100*) - Supervised Ministry Internship I – Fox  
SVMN201(*SMP101, SMN101*) - Supervised Ministry Internship II – Fox

#### Richmond Platform

BIBL110 (*BIB160*) - Old Testament I (English exegesis) – Balentine  
BIBL120 (*BIB170*) - New Testament I (English exegesis) – Carroll  
BIBL201 (*BIB211*) - Old Testament I (Hebrew exegesis) – Balentine  
BIBL202 (*BIB221*) - New Testament I (Greek exegesis) – Carroll  
CITW101 (*PRA106*) - Introduction to Evangelism [CW-E] – Vest  
CITW131 (*HST116*) - Religion of Islam [CW-I] – Skreslet  
CITW172/472 (*INT112*) - Race-ing Justice & Engendering Power [CW-C]  
– Cannon & Schweitzer  
CITW199 (*SCW101, 102, or 103*) - Church in the World Internship [CW- I, C, or E]  
– Fox  
CPE100 - Clinical Pastoral Education I [CW-I] – Fox  
CPE101 - Clinical Pastoral Education II – Fox  
EDEL106 (*EDU127*) - Worship, Sacraments, & Education [P&W] – Rhyne  
EDTH110 (*EDU186*) - Teaching Ministry of the Church – Yust  
ETHC110 - The Ethos & Ethics of Human Suffering – Balentine, Brown, & DeVries  
ETHC123 - Womanist Ethic of Erotic Defiance: The Theological Enfleshing  
of African American Women – Bryant & Cannon  
HIST101 (*HST101*) - History of Christianity I – Luckritz Marquis  
LANG110 (*BIB001*) - Biblical Hebrew I – Vesely

<sup>1</sup> CW-I: Church in the World Interfaith Relations, CW-C: Church in the World Community Engagement; CW-E: Church in the World Evangelism

<sup>2</sup> Former course numbers in italics.

LANG120 (*BIB004*) - Biblical Greek I – Strollo  
 LANG215 (*INT001*) - Elementary Arabic I – Skreslet  
 LANG420 - Advanced Biblical Greek & Exegesis – Carroll  
 PCAC101 (*PRA102*) - Introduction to Pastoral Care – Schweitzer  
 PRAW125 (*INT133/134*) - Choir – D. Brown  
 PRAW201 (*PRA103*) - Introduction to Preaching & Worship – Voelz  
 PRAW205 (*PRA119*) - The Christian Year [P&W] – Voelz  
 PRMN125 (*INT136*) - Prayer & Temperament: Spiritual Formation – Parker  
 RTC125 - Urban Ministry & Social Justice: An Applied Christian Ethics Approach – Moros  
 SVMN101 (*SMP100, SMN100*) - Supervised Ministry Internship I – Fox  
 SVMN201 (*SMP101, SMN101*) - Supervised Ministry Internship II – Fox  
 THEO101 (*THE101*) - Theology I – DeVries

## Spring 2018

### Blended Learning Program

BIBL105 (*BIB108*) - Women in the Biblical World – Gench (hybrid)  
 EDPR130 - Community Engaged Teaching & Learning [CW-C] – Kissel-Ito  
 SVMN101 (*SMP100, SMN100*) - Supervised Ministry Internship I – Tripodi  
 SVMN201 (*SMP101, SMN101*) - Supervised Ministry Internship II – Tripodi

### Richmond Platform

BIBL\*\*\*<sup>3</sup> - The Evolution of Morality & Moral Systems – Balentine  
 BIBL122 - The Theology of Paul – Carroll  
 BIBL210 (*BIB260*) - Old Testament II (English exegesis) – Adams  
 BIBL220 (*BIB270*) - New Testament II (English exegesis) – Gench  
 BIBL301 (*BIB311*) - Old Testament II (Hebrew exegesis) – Adams  
 BIBL302 (*BIB321*) - New Testament II (Greek exegesis) – Gench  
 CITW199 (*SCW101, 102, or 103*) - Church in the World Internship [CW- I, C, or E]  
 – Tripodi  
 CPE100 - Clinical Pastoral Education I [CW-I] – Tripodi  
 CPE101 - Clinical Pastoral Education II – Tripodi  
 EDTH220 (*INT263*) - Contemporary Theology & Education – N. McFayden  
 ETHC101 (*THE102*) - Introduction to Christian Ethics – Cannon  
 FTTHF210/410 (*EDU201; EDU272*) - Faith & Human Development – Kissel-Ito  
 HIST106 (*INT106*) - Roles of Women in the Christian Tradition  
 – Luckritz Marquis & Zink-Sawyer  
 HIST201 (*HST201*) - History of Christianity II – Skreslet  
 HIST205 (*HST306*) - Reading the Christian Body – Luckritz Marquis  
 LANG210 (*BIB002*) - Biblical Hebrew II – Vesely  
 LANG315 (*INT002*) - Elementary Arabic II – Skreslet  
 LANG220 (*BIB005*) - Biblical Greek II – Strollo  
 PCAC105 (*PRA124*) - Pastoral Care with Men – C. Brown  
 PRAW125 (*INT133/134*) - Choir – D. Brown  
 PRAW206 - Sacraments: Theology & Practice [P&W] – Voelz  
 PRAW301 - Clinical Preaching Program I [P&W] – Voelz & McFayden  
 PRMN110 (*PRA112*) - Presbyterian Polity – Rhyne  
 SVMN101 (*SMP100, SMN100*) - Supervised Ministry Internship I – Tripodi

<sup>3</sup> Course information pending

SVMN201 (*SMP101, SMN101*) - Supervised Ministry Internship II – Tripodi  
THEO201 (*THE201*) - Theology II – DeVries  
THEO210 - Readings in the Theology of Augustine – DeVries

## May 2018

### Richmond Platform

CITW105 - Evangelism in the City [CW-E] – Vest  
CITW160 (*BIB166*) - New Testament & Contemporary Ethical Challenges [CW-C]  
– Carroll  
EDEL105 (*EDU192*) - Arts, Recreation, and Worship Conference – Bannerman  
EDPR210 (*INT365*) - Teaching the Bible – Kissel-Ito  
ETHC111/411 (*THE116*) - Ethical Matters of Life & Death – Cannon  
HIST107 (*HST108*) - History of Christianity in Africa – Skreslet  
PRMN105 (*PRA108*) - Working with Groups in the Church – C. Brown  
TRAV105 (*INT047*) - Middle East Travel Seminar [CW-I] – Adams & Brisson  
TRAV106 (*INT045*) - Central America Travel Seminar [CW-C]  
– Luckritz Marquis & Galbreath

## Fall 2018

### Charlotte Platform

BIBL110 (*BIB160*) - Old Testament I (English exegesis) – Sadler  
BIBL201 (*BIB211*) - Old Testament I (Hebrew exegesis) – Sadler  
BIBL121 (*BIB275*) - Luke & Acts – Brisson  
CITW130 (*HST135*) - Christian Encounter with World Religions [CW-I] – Bird  
CITW199 (*SCW101, 102, or 103*) - Church in the World Internship [CW- I, C, or E]  
– Chang  
CPE100 - Clinical Pastoral Education I [CW-I] – Chang  
CPE101 - Clinical Pastoral Education II – Chang  
EDPR120 (*EDU166*) - The Christian Life – Vann  
ETHC101 (*THE102*) - Introduction to Christian Ethics – Galbreath (with Slade)  
HIST101 (*HST101*) - History of Christianity I – Sweetser  
INTD105 (*INT113*) - Recovering from Racism – Sadler  
PCAC101 (*PRA102*) - Introduction to Pastoral Care – Boyce  
SVMN101 (*SMP100, SMN100*) - Supervised Ministry Internship I – Chang  
SVMN201 (*SMP101, SMN101*) - Supervised Ministry Internship II – Chang

## Spring I 2018

### Charlotte Platform

BIBL130 (*BIB130*) - The Bible & Film – Brisson  
BIBL210 (*BIB260*) - Old Testament II (English exegesis) – Sadler  
BIBL301 (*BIB311*) - Old Testament II (Hebrew exegesis) – Sadler  
CITW199 (*SCW101, 102, or 103*) - Church in the World Internship [CW- I, C, or E]  
– Chang  
CITW303 - Karl Barth & Liberation [CW-C] – Slade  
CITW304 (*INT325*) - Preaching from the Prophets [CW-C] – Sadler

CPE100 - Clinical Pastoral Education I [CW-I] - Chang  
CPE101 - Clinical Pastoral Education II - Chang  
EDTH110 (*EDU186*) - The Teaching Ministry of the Church - Vann  
HIST201 (*HST201*) - History of Christianity II - Bird  
PRAW201 (*PRA103*) - Introduction to Preaching & Worship - Boyce  
SVMN101 (*SMP100, SMN100*) - Supervised Ministry Internship I - Chang  
SVMN201 (*SMP101, SMN101*) - Supervised Ministry Internship II - Chang

## Spring II 2018

### Charlotte Platform

BIBL106 (*BIB167*) - Perspectives on Jesus - Sadler  
CITW102 (*HST127*) - Introduction to Christian Mission & Evangelism [CW-E] - Bird  
CITW199 (*SCW101, 102, or 103*) - Church in the World Internship [CW- I, C, or E]-  
Chang  
CPE100 - Clinical Pastoral Education I [CW-I] - Chang  
CPE101 - Clinical Pastoral Education II - Chang  
EDEL105 (*EDU192*) - Arts, Recreation, and Worship Conference - Bannerman  
SVMN101 (*SMP100; SMN100*) - Supervised Ministry Internship I - Chang  
SVMN201 (*SMP101; SMN101*) - Supervised Ministry Internship II - Chang  
TRAV105 (*INT047*) - Middle East Travel Seminar [CW-I] - Adams & Brisson  
TRAV106 (*INT045*) - Central America Travel Seminar [CW-C]-  
Luckritz Marquis & 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 Union 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 Union 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 an academic 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 enrolled in a degree program participating in intercultural seminars in the United States and internationally.

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.

### **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 Union 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 Union faculty. This learning opportunity is partially subsidized by Union and is offered on alternating years; 2) Since 1987-88, Ghanaian pastors have come to Union's Richmond campus in the Ghana Connection Exchange program. The pastors are selected by their Presbyterian synod and the program is funded by Union. The pastors spend an academic year on the Union campus taking academic courses and interpreting Ghanaian church life to the Union 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 Union 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 coursework.

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. Union 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 Union 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. Information regarding charges for these courses may be found on page 76.

## **LIBRARY RESOURCES**

Union Presbyterian Seminary offers library collections and services on both campuses, Richmond and Charlotte. Its library web site and catalog (at <http://library.upsem.edu>) allow students and faculty members to access electronic resources either on or off campus, including ebooks, ejournals and more than twenty research databases.

Interlibrary loan services are offered on our Richmond campus whenever a student or faculty member requires an item that we do not own but that is available elsewhere. Books that are only available in our Richmond collections can also be mailed to the Charlotte campus upon request.

**Library hours** vary by campus and by time of year. For current hours, visit <http://library.upsem.edu>, click on “About the Library” and then “Hours” under either Richmond Campus or Charlotte Campus.

**Services and Policies:** Complete information on library services and policies is available from the top menu bar at <http://library.upsem.edu/>

## **Richmond-Based Collections & Services**

William Smith Morton Library, on our Richmond campus, holds some of the nation’s finest collections of print and electronic resources in biblical studies, theology, Christian education, and church history. It serves students and faculty of both Union Presbyterian Seminary and Baptist Theological Seminary at Richmond. Students at both schools can also use eight other academic libraries 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 315,000 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, 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 also houses an Instructional Resource Center (IRC) with a collection of nearly 130,000 items including eBooks, audio and videocassettes, digital video discs, compact discs, slides, kits, games, posters, and current curriculum resources. These materials are all discoverable 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 Baptist Theological Seminary at Richmond a **Digital Learning Lab** for training in the creation and use of digital media in the academy and the church. Local church leaders can receive training in the lab by making an appointment with its director. The lab employs equipment and resources that are readily available to the average consumer so that skills learned in the lab are not beyond the financial reach of individuals who wish to employ what they have learned in their own teaching and/or church settings. In addition to open hours and individual consultations, classes are offered in the lab throughout the year. When equipment is not being used for instruction, students and faculty may use it for their own work.

### **Reference Assistance**

Assistance in Morton Library's Reference Room 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.

### **Library Rooms**

Rooms in Morton Library may be assigned to students, faculty and staff of 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 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, Multi-Media Room,  
Group Studies B102, 214, 257, 302, 303

To schedule a library room, contact Fran Eagan, Administrative Assistant to the Seminary Librarian. Guidelines for the assignment of rooms 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.

### **Charlotte-Based Collections & Services**

Students and Faculty have access to over 26,000 printed books and journals on Union's Charlotte campus. Charlotte-based library users also have on or off-campus access to the Seminary's extensive collection of electronic resources and to books from Richmond-based collections upon request. Comfortable computer stations are located throughout the library's Charlotte location and laptop computers can be checked out for academic use. Most importantly, a full-time theological librarian is available in Charlotte to help patrons navigate in a rapidly-changing information environment.

Union Presbyterian Seminary is a member of the Carolinas Theological Library Consortium. Members of the consortium include 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 institutions' libraries are available for use by our students. More information on the Carolinas Theological Library Consortium is available at <https://www.atla.com/Members/divisions/regional/CTLC/Pages/default.aspx>. Charlotte students and faculty also have borrowing privileges at Queens University of Charlotte's Everett Library.

## ACADEMIC PROCEDURES AND REGULATIONS

### Calendar

The Charlotte campus, the Blended Learning 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 Weekly 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
3	10:30–11:20 am	10:30–11:00 am Break	10:30–11:20 am	10:30–11:00 am Worship	10:30–11:20 am
4	11:30–12:20 pm	11:10–12:00 pm	11:45–2:00 pm Worship and Community Lunch	11:10–12:00 pm	11:30–12:20 pm
5	12:30–1:20 pm	12:10–1:00 pm		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
6	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
7	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
8	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
9	5:10–6:00 pm		5:10–6:00 pm		5:10–6:00 pm
10	6:00–6:50 pm	6:00–6:50 pm	6:00–6:50 pm	6:00–7:00 pm	6:00–7:00 pm
11	7:00–7:50 pm	7:00–7:50 pm	7:00–7:50 pm	7:00–7:50 pm	7:00–7:50 pm
12	8:00–8:50 pm	8:00–8:50 pm	8:00–8:50 pm	8:00–8:50 pm	8:00–8:50 pm

## Delayed Opening Schedule

As a general rule, Union Presbyterian Seminary will remain open on its normal schedule. Classes will ordinarily be held, but if in the judgment of the dean, inclement weather requires classes be cancelled or the start of school delayed, appropriate announcements will be communicated through the TV media, the Alert Message system, and Union email. Evening classes will meet at their regular times unless inclement weather conditions necessitate the cancellation of these classes.

### 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**

	Saturday	
Period 1	8:15–11:45 am	Required Courses
	8:30–11:30 am	Elective Courses
Break	Noon–12:30 pm	Community Worship Service
	12:30–1:25 pm	Lunch
Period 2	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 Blended Learning 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 BLP.

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 27 credit hours are classified as first-level students; those who have completed 27.5 to 54 credit hours are classified as second-level students. M.Div. students with 54.5 or more credit hours are classified as third-level students. Students in the M.Div./M.A.C.E. program who have earned 81.5 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 competency area are ordinarily required to take at least one elective course in that area (biblical studies, theology, 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 BLP 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 the short terms. Full time status on the Richmond campus is calculated at 18 credit hours for M.A.C.E. students and 27 credit hours for M.Div. and M.Div./M.A.C.E. students. 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 27.5; 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 Blended Learning 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, M.Div. and M.Div./M.A.C.E. degree-seeking students on the Richmond campus must take one of the following types of course loads, completing a minimum of 27 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. May term: 3 credit hours

OR

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

International students may not participate in a SIM year due to visa restrictions.

For M.A.C.E. students, full time is 18 credit hours, which can be completed using the following course load:

1. Fall term: 9 credit hours
2. Spring term: 9 credit hours

(18 credit hours is a full time load for M.A.C.E. students except for international M.A.C.E. students.

International M.A.C.E. students must take a May term course for 3 hours for a total of 21 credit hours in the first year of study.)

## **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.

### **Cross-Platform Registration**

Students in the M.Div., M.A.C.E. and M.Div./M.A.C.E. degrees program are permitted to register for courses on any platform (Richmond, Charlotte, Blended Learning), without the permission of the academic deans, as long as they are able to meet all course requirements. These requirements include the student's physical presence in the classroom on the platform upon which the course is offered.



A Richmond student, for example, must physically be able to travel to Charlotte for each class session. A Charlotte student must physically travel to Richmond for the 6-day, face-to-face component of a course in the Blended Learning Program. A student is not allowed to participate in the course through use of distance education technology, whether Skype, Zoom Videoconferencing, or other technological media.

Online registration is not available for cross-platform registration. Students must contact the registrar's office to register on a platform other than the student's home platform.

### **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 Union 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 Union receives the needed, official transcripts.

The registrar will also at this point notify the chair of the faculty Committee on Academic Programs 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 Union.

### **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 2017-2018 academic deadlines, please see the academic calendar on the MyUnion page at <https://www.upsem.edu/academics/academic-calendars/> or on page 7 of this catalog. 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 course. Students will not be able to add a summer language course 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 Union include that Union core/required courses are not open to cross-registration by students unless approved by the appropriate RTC and Union academic deans on a case-by-case basis and unless tuition is paid to Union, 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 Union.
- 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 Union credit hours) per term at an RTC school without requesting special permission, up to the following limits:
    - a total of 3 credit hours during the M.A.C.E. program.
    - a total of 9 credit hours during the M.Div. program.
    - a total of 9 credit hours during the M.A.C.E./M.Div. dual degrees 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 Blended Learning 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 Union, but they must pay tuition to Union.
- 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 Union. Interested students should contact their home school's registrar, and the Union 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 Union registrar's office and abide by all registration deadlines as published in the Union academic calendar. All RTC registration requests to Union must come through the Union registrar's office and/or appropriate dean of the RTC school in which the student is enrolled.

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 Union 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 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, with the exception of students currently enrolled with Non-Degree/Limited Enrollment status. Students currently enrolled at Union 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. Audit grade values are as follows: AUD (Audit satisfactorily completed), U (Audit unsatisfactorily completed), WAS (Audit withdrawn satisfactorily), or WU (Audit withdrawn unsatisfactorily).

Graduates of Union Presbyterian Seminary and other RTC institutions, degree-seeking students, spouses of current Union students, and staff members employed by Union 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.

Audit grade values are as follows: AUD (Audit satisfactorily completed), U (Audit unsatisfactorily completed), WAS (Audit withdrawn satisfactorily), or WU (Audit withdrawn unsatisfactorily).

## **Directed Studies**

Directed studies for academic credit will be allowed only under extraordinary circumstances, and when the proposal for a directed study meets a standard of equivalency in relation to other courses earning 3 credit hours. For administrative purposes, Directed Studies fall under the same regulations as other courses offered in the curriculum. Directed Studies are expected to require up to 144 hours of work for Master of Arts Christian Education, Master of Divinity, and Dual degree candidates.

No more than one (1) Directed Study may be taken in an academic year without permission of the Academic Dean. A Directed Study will ordinarily not be approved for courses otherwise taught in the curriculum. Only students enrolled in a degree program may take Directed Studies.

A Directed Study will not ordinarily be approved with a non-Union professor if a Union professor is available and qualified to offer an equivalent Directed Study (See 2. below.) If a non-Union professor is approved, the student will be charged an additional fee of \$300 for the DS.

Students interested in a Directed Study should:

1. Contact the Office of the Registrar and obtain a Directed Study form;
2. If the proposed professor for the DS is not a Union faculty member, confer with the appropriate department Chair in order to see if the proposed professor/study will be approved;
3. Complete the DS form, including all required signatures, and submit it to the Office of Academic Dean at least three weeks before the proposed DS is to begin.

## **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; F, 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.

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. 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 BLP 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 Blended Learning 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 degrees 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 Committee on Academic Programs 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 Union 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. Students are encouraged to request updated degree audits from the registrar's office as needed.

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

The Committee on Academic Programs (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 in Richmond and the Spring II term in Charlotte.

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 circumstances 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 in conjunction with the registrar's office 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 degrees 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. 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. Approval is granted via Self-Service.

## **Portfolio-Based Assessment Process**

Participation in the Seminary's Portfolio-Based Assessment (PBA) is required 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.

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 BLP 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, 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 degrees 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** (or for part-time students, after 24 credit hours have been earned): in advance of the spring advising meeting, the student will evaluate an essay that he or she submitted during orientation, 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 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** (or for part-time students, after 51 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** (or for part-time students, after 78 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, 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>.

### **Policy Concerning Students with Physical Disabilities**

Students with physical disabilities must notify the director of student services of their needs and provide supporting information at least four 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 or Health Needs**

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 necessary 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 student should mark “No release” on the Student Information Form or submit a written request 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. Union 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. 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 Committee on Academic Programs 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
- 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 <https://www.upsem.edu/admissions-aid/apply-now/>. 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 48, regarding transfer credits.

## **CURRENT STUDENTS**

M.Div. and M.A.C.E. students currently enrolled at Union Presbyterian Seminary who have completed no more than 27 credit hours (M.Div.) or 18 credit hours (M.A.C.E.) of their degree program may apply to transfer to the dual degrees program. Students must submit:

1. A new paper application, complete except for application essays and the application fee;
2. Additional letters of reference as requested by the Admissions Committee;
3. An essay (limit of 1000 words) that answers the question, “How does this new direction reflect your sense of your calling?”; and
4. A transcript reflecting completed work at Union and copies of transcripts from previous institutions, all of which may be retrieved by the student from the registrar’s office.

M.Div. and M.A.C.E. students currently enrolled at Union who have completed no more than 27 credit hours (M.Div.) or 18 credit hours (M.A.C.E.) of their degree program may apply to transfer from the M.Div. to the M.A.C.E. program or from the M.A.C.E. into the M.Div. program. Students must submit:

1. An essay (limit 1000 words) that answers the question, “How does this new direction reflect your sense of your calling?”;
2. A transcript reflecting completed work at Union; and
3. Additional letters of reference as requested by the Admissions Committee.

The Admissions Committee will review students’ original application alongside the new material submitted in making a decision as to whether or not to grant the transfer request.

## **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 50% of the first year’s cost of attendance, less any scholarship, by May 1 proceeding the fall term in which the student will enroll.

Please refer to Financial Assistance, page 80, 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 72-73.

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 <https://www.upsem.edu/admissions-aid/apply-now/>. 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>.

### **BLENDED LEARNING PROGRAM (BLP)**

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 Blended Learning Program (BLP), a hybrid of online study and classes on Richmond's campus.

For more information about the BLP, please refer to page 23 or 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 BLP 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:** BIBL101 Old Testament or BIBL 102 New Testament

**Reformed Theology:** THEO101 Theology I or THEO201 Theology II

**Faith and Human Development:** FTTHF210 Faith and Human Development

**Religious Education Theory and Practice:** EDTH110 Teaching Ministry of the Church or  
EDTH310 Theory for Education in Religion

**Presbyterian Polity, Program, and Mission:** EDTH\*\*\* Polity, Mission and Program for Presbyterian  
Church Educators or PRMN Presbyterian Polity

**Worship and Sacraments:** EDEL106 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

<b>All 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>
Prerequisites-Education	B.A./B.S.	B.A./B.S.	B.A./B.S.	B.A./B.S.
Non-Refundable Application Fee				
Apply by January 1	No fee	No fee	No fee	\$30
Apply by February 1	\$45	\$45	\$45	\$30
Apply by March 1	\$75	\$75	\$75	\$30
References	Three	Three	Three	Two
Official Transcripts <sup>2</sup>	Required	Required	Required	Required
Background Check <sup>3</sup>	Required	Required	Required	Required
Interview <sup>4</sup>	Required	Required	Required	None
Application Deadlines				
For RIC Summer term	n/a	March 1 <sup>5</sup>	March 1 <sup>5</sup>	March 1
For RIC Fall term	March 1 <sup>5</sup>	March 1 <sup>5</sup>	March 1 <sup>5</sup>	August 15
For BLP Fall term	July 1	n/a	n/a	July 1
For CLT Fall term	July 1	July 1	July 1	August 15
For BLP Spring term	Oct 1 <sup>6</sup>	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

<sup>1</sup> This classification pertains to non-degree seeking, limited enrollment students, who ordinarily take courses in the M.A.C.E. or M.Div. curriculum.

<sup>2</sup> Official (signed and sealed) transcripts from ALL previously attended academic institutions (beyond high school) are required.

<sup>3</sup> 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 <https://www.upsem.edu/admissions-aid/apply-now/>.

<sup>4</sup> 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.

<sup>5</sup> Domestic applicants must submit their applications by March 1 to be considered for scholarships.

<sup>6</sup> For BLP spring term admittance, applications must be complete by October 1.

## 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				
Apply by January 1	No fee	No fee	No fee	\$30
Apply by February 1	\$45	\$45	\$45	\$30
Apply by March 1	\$75	\$75	\$75	\$30
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	Yes
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, both degree and non-degree seeking, must complete a background check. Complete information and directions may be found at <https://www.upsem.edu/admissions-aid/apply-now/>.

# 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 27 credit hours are taken in the academic year, the total is \$12,690. 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 2017-2018 is \$1,500 per term.

**Doctor of Philosophy** students in their third or later year will pay \$1,500 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 \$500 per year to be charged to their student accounts as \$250 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. BLP students will be charged \$25 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. dual degrees 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 2017-2018 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:

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

Dormitory rates range from \$379 to \$475 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 (1 bedrm. apartmt)	11 Months
Housing	\$ 5,005	Housing	\$ 9,218
Food	\$ 1,881	Food	\$ 2,821
Miscellaneous	\$ 4,191	Miscellaneous	\$ 5,191
Phone/Internet	\$ 1,848	Phone/Internet	\$ 1,848
Transportation	\$ 3,047	Transportation	\$ 3,047
<b>Living Expenses</b>	<b>\$ 15,978</b>	<b>Living Expenses</b>	<b>\$ 22,125</b>
Tuition	\$ 12,690	Tuition	\$ 12,690
Activity Fee	\$ 500	Activity Fee	\$ 500
Books	\$ 900	Books	\$ 900
<b>Educational Expenses</b>	<b>\$ 14,090</b>	<b>Educational Expenses</b>	<b>\$ 14,090</b>
<b>GRAND TOTAL</b>	<b>\$ 30,062</b>	<b>GRAND TOTAL</b>	<b>\$ 36,215</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 or Wesley Theological Seminary. 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.

Richmond-based UMC students who take denominationally required courses at Wesley Theological Seminary in Washington DC may use any scholarship funds they are eligible for to pay the tuition expenses for those courses. Students may be reimbursed by submitting a bill to the Financial Aid Office. A check will be sent to WTS for any expense up to the amount of the student's Union scholarship. In no case will the seminary pay more than the student's Union award.

Charlotte-based UMC students who take denominationally required courses at the Center for Deacon Education at Pfeiffer University may request available Matching Grant funds from their student account through the Business Office. Students must then send payment to Pfeiffer towards their bill. In no case will the seminary pay more than the student's Union award.

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 financial aid funds will be applied to tuition for courses taken at other schools that do not have tuition reciprocity agreements with Union.

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.

Limited enrollment students must pay for each course in full before the start of the course.

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 Presbyterian 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 (d/a) 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 1. 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. The tuition grant covers 100% of tuition. The merit portion, if any, of a scholarship may be up to \$8000.

## 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. This aid may be for up to 100% of tuition.

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.

## **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 May 31. 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 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 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 degrees 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 2017-2018 is available on Blackboard and through the Student Services Office on campus. Funds must be received by: Fall Term, September 9, 2017; Spring Term, January 13, 2018; Spring II Term, April 21, 2018. 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 Student Services 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.

Students who are unable to obtain a Matching Grant pledge from their church or other supporting body may apply for need-based aid. This award is made based on a separate application which shows the student's expenses and resources. The award may be for up to two-thirds of tuition; the student would be responsible for any fees and the remaining tuition. Additional information regarding need-based aid is available from the Associate Director of Student Services.

## **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

## **GTU Scholarship Database**

Information about grants and scholarships from outside sources may be found at <http://gtu.edu/scholarships>, a database maintained by the Graduate Theological Union.

## **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 2017-2018 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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### RICHMOND CAMPUS

#### 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. 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, Carolyn Day Pruett in the Registrar's Office, or Adria Stagg in the President's 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 the circulation desk for assistance.

#### 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 courseroom 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 (as outlined in the Policies and Procedures Booklet). 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 and the director of student services, with other faculty or staff invited as needed. 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 emailed) and in the foyer of the Student Life/Admissions suite.

The Care Team will first and foremost be in prayer for those facing situations that have come to our attention. Members will also seek to support the chaplain in offering pastoral care as an initial step. If necessary, the Care Team will support persons by making recommendations to outside services such as pastoral counseling, mental health counseling, or other community services deemed helpful.

## **COMMUNICATION**

Any information to be shared must be reported to the Student Services 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 Communications 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).

### **Bulletin Boards**

Students may request the use of bulletins boards found in Watts Hall on the second floor and nearest the door leading to Early. Requests should be made to the Director of Student Services. Displays may be up for 30 days.

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 bulletin boards in Watts Hall and in Blackboard.

### **Social Media**

There are several other ways in which we communicate at Union. 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 on the lower level of Richmond Hall.

## **COUNSELING**

*Sandy Irby, [sirby@upsem.edu](mailto:sirby@upsem.edu), 804.278.4204*

If you or your family need counseling or assistance with a personal problem, Director of Student Services Sandy Irby 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**

The Cafe in Richmond Hall is open on most days that school is in session from 8:30 to 10:00 a.m. for breakfast and from 11:30 to 2:30 p.m. for lunch. On Wednesdays, Community lunch is served following worship in all academic terms and is free to all students, faculty, and staff.

A refrigerator and microwave 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. A drink machine is also located between the second and third floors in Watts Hall.

## **DISABILITIES (PHYSICAL)**

*Sandy Irby, sirby@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 the director of student services 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*

All students are expected 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*

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/Leafcollection.aspx](http://www.richmondgov.com/PublicWorks/Leafcollection.aspx).

## 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 a date is available:
  - a. Open your Outlook/Union Presbyterian Seminary e-mail
  - b. Under Folders, Click on Public Folders
  - c. Click on Union Presbyterian Seminary Master Calendar
  - d. Your date must be at least two weeks in the future
  
2. Choose a Location:

Options include Holderness Dining Room, Quad, classrooms in Watts Hall, Watts Chapel, classrooms in the Early Center, Lake Chapel, Rose Reception Hall, Library, and Paisley Hall.
  
3. Request Administrative Approval:
  - a. Student events (including RSGA events) must be approved by the Student Services Office
  - b. Faculty events must be approved by the Academic Dean
  - c. Staff events must be approved by the Vice President for Finance and Administration
  - d. Events sponsored by a student, faculty or staff group, but are ‘private functions’ that a student, faculty or staff member would like to have on campus must be approved by the Vice President for Finance and Administration
  
4. Contact the Director of Hospitality Ministries:

The Director of Hospitality Ministries, Rev. Crystal Sygeel, [csygeel@upsem.edu](mailto:csygeel@upsem.edu), 804.278.4201, will do the following:

  - a. Confirm the availability of space with the respective space manager
    - i. Richmond Hall and Quad — Student Services Office
    - ii. Watts Hall, Early Center, including Watts & Lake Chapels — Registrar’s Office
    - iii. Library — Administrative Assistant to Library Director
    - iv. Paisley — Program Coordinator, Leadership Institute
    - v. Space-use by non-affiliated organizations — Assistant Vice President for Operations
  - b. Post your event on the master calendar
  - c. Fill out an Event Request Form (ERF) and disseminate it to:
    - i. Physical plant for furniture set-up, HVAC programming, building access, housekeeping, and security
    - ii. Media services for use of a/v equipment
    - iii. Catering services for food
  - d. Send campus wide emails about your event
  
5. Create Advertising for Your Event:

Announcements for the UPDate e-mail newsletter should be sent to [upsemnews@upsem.edu](mailto:upsemnews@upsem.edu) no later than Wednesday at noon the week before you would like it to appear.

**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](mailto:djohnson@upsem.edu), before beginning any effort toward 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 radiophone 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**

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

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 Chaplain's Office to add your name to the list of interested students.

## **TUTORING**

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

*John Carroll, Professor of New Testament, 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

*Dorothee Tripodi, Dorothee.tripodi@upsem.edu, 804.278.4220*

*Sung Hee Chang, Charlotte, 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**

*Inclement 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.

### **Worship — Richmond Campus**

*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.

### **Choir — Richmond Campus**

*Doug Brown, [dbrown@upsem.edu](mailto: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 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 Union 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.

## **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.

# CHARLOTTE CAMPUS

## BUSINESS AND PERSONAL SERVICES

### Lost & Found

Lost and found items are placed in a receptacle on a table in the classroom wing. Please check there first, then with one of the staff.

### Photocopying

Two copiers are available for student use—one on each floor of the library.

## COMMUNICATION

### Flyers

Information concerning academic matters and the life of the community is posted on bulletin boards throughout the student wing.

## COUNSELING

If you or your family need counseling or assistance with a personal problem, please consult the academic dean, Richard Boyce, 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 a total of \$400 per academic year.

## PARKING

The parking lot in front of the campus building is available for all faculty, staff, students, and visitors. If you experience any problems with parking, please contact Thomas Agbemenou.

## GUIDELINES FOR ON-CAMPUS GROUPS

1. Choose a date. Check with the assistant to the dean for availability and space needs.
2. Once the event is approved, the assistant to the dean will post your event on the Charlotte 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's office and must be done before beginning any effort towards scheduling space on campus.

## SUPPLY PREACHING AND TEACHING

Word is regularly received from churches with supply preaching and teaching opportunities. Students who have successfully completed Preaching and Worship are eligible for supply preaching. If you are interested, please contact Nadine Moran at [nadine.moran@upsem.edu](mailto:nadine.moran@upsem.edu) to add your name to the list of interested students.

## **WEATHER**

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 cancelled or delayed, appropriate announcements will be communicated, first to Union email addresses if possible, and then through the following channels: WBTV Channel 3, WSOC Channel 9 and WCNC TV.

## **WORSHIP**

*Nadine Ellsworth-Moran, nadine.moran@upsem.edu, 980.636.1661*

As a seminary, we experience the creative tension of being both an academic and a sacred space. While our deepest learning, and often sacred experiences, come in the classroom, the sacred time of worship connects our community, and gives us a weekly touch point in which we gather as a whole community – faculty, staff and students – to worship Jesus Christ. This worship service occurs on Saturdays during the academic year at 12 noon in the Belk Chapel.

# 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 Sandy Irby, 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**

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; and 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 antiqua 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 Macaulay, Director of Alumni Development, Seminary Relations Center, 804.278.4382,  
cmacaulay@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**

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

## **Charlotte Campus, General Inquiries**

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

## **Communities of Learning**

Sandy Irby, Director, Watts 107, 804.278.4204, sirby@upsem.edu

## **Continuing Education**

### **Leadership Institute**

Marilyn Johns, Program Director, Paisley Hall, 804.278.4383, mjohns@upsem.edu  
Taylor Robinson, Program Coordinator, Paisley Hall, 804.278.4301, trobinson@upsem.edu

## **Counseling**

### **Referrals**

Sandy Irby, Director of Student Services, Watts 107, 804.278.4204, sirby@upsem.edu

## **Disability Services**

### **ADA Compliance**

Sandy Irby, Director of Student Services, Watts 107, 804.278.4204, sirby@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

## **Blended Learning 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

## **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

### **Instructional Resource Center/ Media Resources**

804.278.4324

### **Acquisitions and Technical Services**

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

### **Circulation**

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

### **Electronic Services**

Ryan Douthat, Electronic Services Librarian, 804.278.4217, ryandouthat@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](mailto:dmayo@upsem.edu)

**Mail**

Bob Hooley, Director of Central Services, Richmond Hall, 804.278.4295, [bhooley@upsem.edu](mailto:bhooley@upsem.edu)

**Master Events Calendar**

Crystal Sygeel, Director of Hospitality Ministries, Watts 111, 804.278.4201, [csygeel@upsem.edu](mailto:csygeel@upsem.edu)

Nadine Ellsworth-Moran, Assistant to the Dean, Charlotte Campus, 980.636.1661,  
[nadine.moran@upsem.edu](mailto:nadine.moran@upsem.edu)

**Public Relations/Publications**

Mike Frontiero, Director of Communications, Seminary Relations Center, 804.278.4279, [mfrontiero@upsem.edu](mailto:mfrontiero@upsem.edu)

**Registration**

Stan Hargraves, Registrar, Watts 307, 804.278.4379, [shargraves@upsem.edu](mailto:shargraves@upsem.edu)

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

**Richmond Campus**

Crystal Sygeel, Director of Hospitality Ministries, Watts 111, 804.278.4201, [csygeel@upsem.edu](mailto:csygeel@upsem.edu)

**Charlotte Campus**

Nadine Ellsworth-Moran, Assistant to the Dean, Charlotte Campus, 980.636.1661,  
[nadine.moran@upsem.edu](mailto:nadine.moran@upsem.edu)

**Student Accounts/Reimbursement Checks**

Beth Walsh, Assistant Controller, Watts 112, 804.278.4225, [bwalsh@upsem.edu](mailto: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](mailto:sfox@upsem.edu)  
(until January 1, 2018)

Dorothee Tripodi, Assistant Director, Watts 408, 804.278.4220,  
[dorothee.tripodi@upsem.edu](mailto:dorothee.tripodi@upsem.edu) (director as of January 1, 2018)

Sung Hee Chang, Director of Supervised Ministry, Charlotte, 980.636.1681,  
[schang@upsem.edu](mailto:schang@upsem.edu)

**Supply Preaching**

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

**E-mail**

John Wilson, Director of Technology Services, MRC, 804.278.4330, jwilson@upsem.edu

**Website**

Suzan White, Associate Director of Communications, Seminary Relations Center,  
804.278.4305, swhite@upsem.edu

**Wireless Internet**

John Wilson, Director of Technology Services, MRC, 804.278.4330, jwilson@upsem.edu

**Transcripts**

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

**Worship**

Michelle Freeman Owens, Chaplain, Watts 103, 804.278.4232, mowens@upsem.edu

Doug Brown, Music Director, 804.278.4735, dbrown@upsem.edu

Nadine Ellsworth-Moran, Charlotte, 980.636.1661, 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

John Carroll, Professor of New Testament, Early Center 205, 804.278-4242,  
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

# Appendix A: Student Government

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## **RICHMOND STUDENT GOVERNMENT ASSEMBLY CONSTITUTION**

as revised and approved April 19, 2017

### **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 business meetings in consultation with the academic dean;
- 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 requested 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 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 or Moderator in the Treasurer's absence.
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 Finance and Administration for review and comparison to source documents as deemed necessary. Upon completion of this review, the Union Presbyterian Seminary Vice President for Finance and 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.





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