

# ACADEMIC CATALOG 2023–2024





The regulations, requirements, and general information included in this document are official for the 2023–2024 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 both campuses will be in standard text.



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# 1. Academic Calendar

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## **RICHMOND CAMPUS 2023–2024**

**Summer Supervised Ministry 2023** ..... June 5–August 18

### **Summer Language Term 2023**

Registration opens ..... March 13  
Deadline to add Summer classes ..... July 7  
Richmond Summer Term begins ..... July 10  
Deadline to drop or change to audit ..... July 18  
All tuition and fees due ..... July 19  
Deadline to withdraw from Summer Language ..... July 28  
Richmond Summer Term ends ..... August 25

### **Fall Term 2023**

Registration opens ..... March 13  
International student orientation ..... August 21–25  
New student orientation ..... August 28–31  
Fall term begins (Tuesday) ..... September 5  
Opening convocation 211th Session ..... September 6  
Deadline to drop/add or change to audit ..... September 18  
All tuition and fees due ..... September 19  
Fall Reading Days; D.Min./M.A.P.T. Intensive Week ..... October 16–21  
Deadline to withdraw from Fall term courses ..... October 16  
Thanksgiving Recess ..... November 20–25  
Fall term classes end ..... December 11  
Fall term ends ..... December 13

### **Spring Term 2024**

Registration opens ..... October 23  
Spring term begins (Monday) ..... January 8  
Martin Luther King Jr. Day (no classes) ..... January 15  
Deadline to drop/add or change to audit ..... January 23  
All tuition and fees due ..... January 24  
Deadline to withdraw from Spring term courses ..... February 19  
Spring Reading Days; D.Min./M.A.P.T. Intensive Week ..... February 19–24  
Holy Week (no classes) ..... March 25–30  
Spring term classes end ..... April 15  
Spring term ends ..... April 17

**May Term 2024**

Registration opens .....	February 12
May term begins (Thursday) .....	April 25
Sprunt Lectures (no classes).....	May 6–8
Deadline to drop/add or change to audit.....	May 1
All tuition and fees due .....	May 2
Deadline to withdraw from May term.....	May 8
May term ends .....	May 17

**RICHMOND COMMENCEMENT 2024 (Saturday)..... May 25**

## CHARLOTTE CAMPUS 2023–2024

### Summer Term 2023

Registration opens .....	March 13
Deadline to add Summer classes .....	July 7
Summer term begins (Monday).....	July 10
Deadline to drop or change to audit.....	July 18
All tuition and fees due .....	July 19
Deadline to withdraw from Summer term.....	July 28
Summer term ends.....	August 25

### Fall Term 2023

Registration opens .....	March 13
New Student Orientation.....	September 8
Fall term begins (Saturday) .....	September 9
Opening convocation .....	September 9
Deadline to drop/add or change to audit.....	September 18
All tuition and fees due .....	September 19
Fall Reading Days .....	October 16–21
Deadline to withdraw from Fall term.....	October 16
Thanksgiving Recess .....	November 20–25
Fall term ends .....	December 9

### Spring Term 2024

Registration opens .....	October 23
Spring term begins (Saturday).....	January 13
Deadline to drop/add or change to audit.....	January 23
All tuition and fees due .....	January 24
Deadline to withdraw from Spring term .....	February 19
Spring Reading Days.....	February 19–24
Holy Week (no classes) .....	March 25–30
Spring term ends.....	April 13

### Spring II Term 2024

Registration opens .....	February 12
Spring II term begins (Saturday).....	April 20
Deadline to drop/add or change to audit.....	April 29
All tuition and fees due .....	April 30
Deadline to withdraw from Spring II term .....	May 28
Spring II term ends.....	June 22

**CHARLOTTE COMMENCEMENT 2024 (Saturday) .....** June 29

## 2023-2024 CHARLOTTE HYBRID SCHEDULE

**New Student Orientation** ..... September 8

### Fall 2023

On-Campus (Convocation) .....September 9  
Synchronous Zoom.....September 16  
Synchronous Zoom.....September 23  
Asynchronous .....September 30  
On-Campus .....October 7  
Synchronous Zoom.....October 14  
Fall Reading Days (No classes) .....October 21  
Synchronous Zoom .....October 28  
On-Campus .....November 4  
Synchronous Zoom .....November 11  
Synchronous Zoom .....November 8  
Thanksgiving (No classes) .....November 25  
On-Campus .....December 2  
Synchronous Zoom or Asynchronous .....December 9

### Spring 2024

On-Campus .....January 13  
Synchronous Zoom .....January 20  
Synchronous Zoom .....January 27  
Asynchronous .....February 3  
On-Campus .....February 10  
Synchronous Zoom .....February 17  
Spring Reading Days (No classes) .....February 24  
Synchronous Zoom .....March 2  
On-Campus .....March 9  
Synchronous Zoom .....March 16  
Synchronous Zoom .....March 23  
Holy Saturday (campus closed) .....March 30  
On-Campus .....April 6  
Synchronous Zoom or Asynchronous .....April 3

### Spring II 2024

On-Campus .....April 20  
Synchronous Zoom .....April 27  
Synchronous Zoom .....May 4  
On-Campus .....May 11  
Synchronous Zoom .....May 18  
Synchronous Zoom .....May 25  
On Campus .....June 1  
Synchronous Zoom .....June 8  
Synchronous Zoom .....June 15  
On-Campus .....June 22  
Commencement .....June 29

## 2. Overview

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### THE MISSION OF UNION PRESBYTERIAN SEMINARY

#### Mission Statement

Union Presbyterian Seminary equips people in the ways of Jesus to witness, teach, and live into the movement of God's Reign through their ministry in the church and world—a sacred vocation that requires deep learning, commitment to service, and an ability to read cultures and circumstances in the light of the rich resources of Scripture and theological tradition.

#### Core Values

- 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 and participate in the Spirit's transformative presence in the world.
- We provide, using the best available technology, innovative and effective programs of theological education, grounded in the Reformed theological tradition, that inspire and empower learners for bold service to God's Reign in the world through individual, congregational, and community ministries.
- We nurture increasingly diverse and inclusive learning communities for service in the world.
- We serve as a theological resource for church and society in partnership with other institutions, organizations, and faith communities.

#### ACCREDITATION

Union Presbyterian Seminary is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award master's and doctoral degrees. Questions about the accreditation of Union Presbyterian Seminary may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)). 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 accredited by the Commission on Accrediting of The Association of Theological Schools ([www.ats.edu](http://www.ats.edu)) and is approved to offer the following degrees: Master of Arts in Christian Education, Master of Arts in Public Theology, Master of Divinity, Master of Theology, and Doctor of Ministry. Union Presbyterian is approved for distance education and has an approved additional location in Charlotte, N.C. that offers the Master of Arts in Christian Education, Master of Divinity, and the Doctor of Ministry. 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 (now Union Presbyterian 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 the seminary'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, Virginia, to Richmond so that seminarians would be exposed to greater opportunities in Virginia's capital. It was also during Dr. Moore's presidency that the Sprunt Lectures were inaugurated (1911), and Schauffler Hall was erected (1919) as a new church development to aid students in their preparation for the practice of ministry. In 1996-97, Schauffler Hall was reconstructed to house the state-of-the-art William Smith Morton Library.

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

In carrying out their unique missions, both Union Theological Seminary and the Presbyterian School of Christian Education served the church faithfully throughout the twentieth century. The seminary developed a doctoral program (Th.D., 1930 — which later became the 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'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.

### **THE LEADERSHIP INSTITUTE**

The Leadership Institute 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, and seminars. With in-person and online 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.

Chris Burton is director of 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/overview/](http://www.upsem.edu/leadership-institute/overview/).

### **THE CENTER FOR EXCELLENCE IN CHRISTIAN EDUCATION**

Building on the legacy of Presbyterian School of Christian Education, the Center for Excellence in Christian Education brings the lessons and gifts of the past to face forward and meet the opportunities and challenges of this complex and changing landscape. It is a nexus of creativity and innovation in educational leadership, research, and practices. Inhabiting the intersection of the academy and the congregation, scholars and practitioners, theory and practice it brings together educational practitioners and scholars, faculty and students, pastors, and congregational leaders to cultivate and curate relevant and dynamic resources; engender opportunities to develop new pedagogical practices; strengthen the field of Christian education; and foster innovative technological methods and resources. Collaboratively. Ecumenically. Creatively. Faithfully.

Dr. Rebecca Davis is the director of the Center for Excellence in Christian Education

### **THE CENTER FOR SOCIAL JUSTICE AND RECONCILIATION**

The Center for Social Justice and Reconciliation endeavors to bring theological and pedagogical analysis to the work of social justice. It seeks to do so by sponsoring lecture series that will explore the processes of social change through a theological lens (e.g., the Charlotte Seminar and the African-American Preaching Series); by bringing social justice advocates into the seminary community to engage with our students and faculty; by bringing students and faculty out of the seminary to study both historical and contemporary movements for social justice; and by facilitating reconciling conversations in our community that will foster social change. This work is crucial to the mission of the seminary as it seeks to bear witness to the Reign of God as a pedagogical institution of the Church in the world.

Dr. Rodney Sadler is the director of the Center for Social Justice and Reconciliation.

## **THE CENTER FOR WOMANIST LEADERSHIP**

The Katie Geneva Cannon Center for Womanist Leadership (CWL), the only effort of its kind in the country, is a study and action center nurturing the soul work of women of African ancestry, by re-imagining theology and its cognate disciplines in liberating ways. We invite religious practitioners from all faith traditions, healthcare providers, artists/cultural workers, policymakers, and students to participate in CWL's programmatic agenda: a) education/ training; b) research; and c) community engagement. CWL is a place for interdisciplinary conversations, clergy/laity workshops, healing circle colloquia, womanist courses of study, and symposia topics drawn from the tributaries of all walks of life.

Dr. Melanie C. Jones is the director of the Katie Geneva Cannon Center for Womanist Leadership.

## **THE GLOBAL MISSION CENTER**

The Syngman Rhee Global Mission Center prepares an international group of students, including students from the United States, for passionate and effective careers in their home nations or for mission work that will spread the Good News of God's Grace throughout the world.

We envision a variety of students engaging the resources of the seminary through the Global Mission Center.

- Doctoral candidates and professors from other theological schools around the world will have an opportunity to pursue independent research in our world class library.
- Some graduate students studying at one of the schools with whom we are engaged in global exchange programs will spend a year on our Richmond campus, taking courses for credit towards the degree they are pursuing at their home institution (Institut de Théologie in Montpellier, France, Presbyterian University and Theological School in Seoul, Korea, and Universität Bern in Bern, Switzerland and Taiwan Graduate School of Theology).

As a resource for the seminary, the Global Mission Center will assist the faculty in reviewing and refining international travel seminars and fostering new global partnerships. Additionally, it will assist faculty, staff, students, and local churches in offering hospitality to and learn from international students as their presence grows across degree programs.

Dr. James Taneti is the director of the Global Mission Center.

## **THE BAPTIST HOUSE OF STUDIES**

The Baptist House of Studies exists to offer high quality residential theological education to Baptist students on Richmond's UPSem campus. In cooperation with the Cooperative Baptist Fellowship of VA (CBFVA), the Baptist House of Studies offers opportunities for students to interact in the rich ecosystem of CBFVA churches. In addition, students working toward a Master of Divinity can earn a concentration in Baptist studies by completing the following courses offered on UPSem Richmond's campus: Baptist Theology, Baptist History, Baptist Polity, and an internship in a Baptist setting.

Rev. Susan Blanchard is the director of the Baptist House of Studies.



## FULL-TIME FACULTY

### Full-Time Faculty

#### **Samuel L. Adams**

*Mary Jane and John F. McNair Chair of Biblical Studies  
and Acting Director of the Master of Theology Program (January 1-June 30, 2024)*  
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#### **\*Sung Hee Chang**

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*\*Based on the Charlotte campus*

**\*Rebecca L. Davis**

*Professor of Christian Education*  
*Director of the Master of Arts in Christian Education Program*  
*and Director of The Center for Excellence in Christian Education*  
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Ph.D., Union Theological Seminary and Presbyterian School of Christian Education  
M.Div., Louisville Presbyterian Theological Seminary  
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**Melanie C. Jones**

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Trinity University, B.A.  
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*For current information on the faculty, including contact information and a complete listing of adjunct, visiting, and emeritus/a faculty members, please visit [www.upsem.edu/academics/faculty\\_staff/](http://www.upsem.edu/academics/faculty_staff/)*

*\* Based on the Charlotte campus*

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*Director of Supervised Ministry and Vocational Planning, Charlotte Campus* Sung Hee Chang

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*Director of Technology Services* John F. Wilson

*Charlotte Help Desk*

*Richmond Help Desk* Benjamin Scott

*For a current and complete listing of members of the administrative and support staff, including contact information, please visit [www.upsem.edu/about/staff/](http://www.upsem.edu/about/staff/).*

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*Union Presbyterian Seminary Academic Catalog 2023–2024*

Ann Canter Nickels, *First Presbyterian Church, Richmond, Virginia*  
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Charlie Vaughters, *First Presbyterian Church, Richmond, Virginia*  
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William T. Thompson III, *Life Trustee, First Presbyterian Church, Richmond, Virginia*

Laura Hollandsworth Jernigan, *Alumni Representative, Presbytery of Greater Atlanta, Decatur, Georgia*  
Nadine Ellsworth-Moran, *Alumni Representative, Reid Memorial Presbyterian Church, Augusta, Georgia*

# 3. Academics

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## PROGRAMS OF STUDY

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

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The Master of Arts in Christian Education is the first professional degree in educational ministry. For full-time students, it is a two-year program. Part-time students can earn the degree through the Charlotte campus or the Richmond campus.

The purpose of the M.A.C.E. degree program is to prepare people 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 and interprets it in a faithful manner using appropriate exegetical and hermeneutical methods.
- 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) 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.
- 2) 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) 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.
- 2) Communicates effectively, particularly in teaching settings, using a variety of culturally relevant idioms, in order to share the gospel of Jesus Christ with others.
- 3) 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 83.

### **ADVISING**

Each student in the program will be assigned a faculty advisor. Dr. Rebecca Davis, a member of the faculty, serves as director of the program.

### **RESIDENCY AND TIME REQUIREMENTS**

The M.A.C.E. program ordinarily requires a minimum of two years of full-time study and is available in residential, hybrid, and online learning modalities. Students ordinarily earn up to 21 credit hours in a nine-month academic year. Information regarding course loads and full-time status for every degree program can be found in Academic Procedures and Regulations, beginning on page 58.

### **PRIOR CREDIT**

Students who have earned the M.Div. degree from an ATS-accredited institution, or an equivalent educational credential from another country 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 24 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 Director of the M.A.C.E. Program, in consultation with the Academic Dean, will review the student’s previous coursework in order to determine which specific courses within the 24 credit hours must be completed.

## **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 62, Academic Procedures and Regulations.

### **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)**

- THEO110 Introduction to Theology

#### **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 - Teaching Ministry of the Church
  - EDTH111 - Models of Teaching
  - EDTH112 - Contemporary Theology & Education
  - EDTH113 - Theory for Education in Religion
  - EDTH115 - Advocacy Ministry with Children and Youth
  - EDTH116 - Theory for Justice and Advocacy
  - EDTH310 - Theory for Education in Religion
- Faith Formation (choose one)
  - FTHF111 - Nurturing Child & Adolescent Spirituality
  - FTHF112 - Contemporary Literature and Christian Education.
  - FTHF113 - Intergenerational Ministries
  - FTHF114 - Youth, Culture, and Faith Formation
  - FTHF120 - Adult Religious Education
  - FTHF130 - Digital Culture & Spirituality
  - FTHF140 - Faith & Human Development
- Educational Practices (choose one)
  - EDPR110 - Curriculum & Resources for Christian Education
  - EDPR111 - Teaching the Bible
  - EDPR 112 - Embodied Faith: Exploring Spirituality and Meaning-Making through Aesthetic Practice
  - EDPR114 - Multiple Ways of Teaching and Learning
  - EDPR120 - The Christian Life
  - EDPR130 - Community Engaged Teaching & Learning
  - EDPR131 - Christian Teaching & the Public Realm
  - EDPR132 - Community Engaged Discipleship

**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
- For M.A.C.E., M.A.C.E./M.Div., and M.A.C.E./M.A.P.T. students, the following educational core courses may serve as a substitute for the PROJ101 Integrated Project course during the 2023-2024 academic year.
  - Summer 2023: EDTH116 Educational Theory for Justice and Advocacy
  - Fall 2023: EDPR114 Multiple Ways of Teaching and Learning
  - Fall 2023: FTHF102 Creativity, Innovation, and Risk in Faith Formation
  - Fall 2023: FTHF140 Faith and Human Development
  - Spring 2024: EDTH210 Liberative Pedagogies
  - Spring 2024: FTHF111 Nurturing Child and Adolescent Spirituality
  - Spring 2024 FTHF120 Adult Educational Ministries

**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 non-parish internship.

**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 Arts in Public Theology (M.A.P.T.)

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The Master of Arts in Public Theology degree program is a professional degree program aimed at deepening the capacity of individuals interested, or already engaging, in the work of Public Theology. As such, the program is related to the work of Union Presbyterian Seminary's three Centers: the Center for Social Justice and Reconciliation, the Katie Geneva Cannon Center for Womanist Leadership, and the Syngman Rhee Global Mission Center. The program relies heavily on distance learning, with the expectation of one visit to the Richmond campus for most courses, making it accessible to students from various locations.

The objectives of the program are to enable students to gain comprehension of the biblical and theological resources of the Christian faith, with emphasis on the practical implications of these resources, in order to gain knowledge and skills for the purpose of public engagement in the interest of the common good. As such, while basic training in theological sub-disciplines is a requirement for this degree, the goal is neither church ministry in the traditional sense, nor academic training in a specific theological discipline. Instead, the overall goal of the M.A.P.T. program is to provide theoretical and practical knowledge and skills for the purpose of engaging issues such as public policy, ecological matters, economic justice, gender concerns, inter-religious dialogue, and race and reconciliation through the lens of the Christian faith.

The M.A.P.T. is only offered on the Richmond campus.

### PROGRAM GOALS

Three distinct but overlapping program goals, with intended student learning outcomes, have shaped the requirements for this program.

#### Goal 1:

**M.A.P.T. graduates will advance in their understanding of Christian resources and the contexts of public engagement.**

**Outcome 1.1:** Students will demonstrate knowledge of biblical, historical, theological, ethical, and practical resources of the Christian faith.

**Outcome 1.2:** Students will demonstrate an understanding of the contemporary contexts in which the Christian faith expresses itself.

#### Goal 2:

**M.A.P.T. graduates will advance in their ability to articulate their vocation for engaging in the work of public theology.**

**Outcome 2.1:** Students will demonstrate an understanding of the ways in which Christian resources can inform public engagement.

**Outcome 2.2:** Students will be able to reimagine or reframe their vocation theologically with increased self-understanding and perspectives on public theology.

#### Goal 3:

**M.A.P.T. graduates will be able to identify and develop basic competencies for the practical work of public theology, such as community organizing, advocacy, interfaith dialogue and cooperation, or other emerging ministries in context.**

**Outcome 3.1:** Students will demonstrate practical competency for the work of public theology either in their existing field-based learning or in the development of creative proposals for public work initiatives.

### **ADMISSION**

Candidates for the M.A.P.T. 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. For additional prerequisites and criteria for admission, see page 83.

### **ADVISING**

Each student in the program will be assigned a faculty advisor. Dr. Rachel S. Baard, a member of the faculty, serves as director of the program.

### **RESIDENCY AND TIME REQUIREMENTS**

The M.A.P.T. degree utilizes a hybrid format and relies largely on the use of technology as an instructional medium, with the expectation of nine (9) hours of in-person instruction for each of the four required area courses. This in-person instruction ordinarily will require a visit to Richmond campus for the Thursday, Friday, and Saturday of Fall or Spring Reading Week. Courses related to the Centers may have an in-person instruction component.

Since this program relies primarily on distance learning, this program is not able to consider international applicants.

### **PRIOR CREDIT**

Students who have earned the M.A.C.E. or M.Div. degree from an ATS-accredited institution, or an equivalent educational credential from another country, within eight years of beginning the M.A.P.T. degree program at Union Presbyterian Seminary, may be eligible for admission with prior credit. A student who qualifies for M.A.P.T. with prior credit must complete at least 24 credit hours toward the M.A.P.T. degree at Union Presbyterian Seminary, with a cumulative GPA of at least 2.0. All other policies pertaining to the M.A.P.T. apply. The Director of the M.A.P.T. Program, in consultation with the Academic Dean, will review the student's previous coursework in order to determine which specific courses within the 24 credit hours must be completed.

### **SUMMARY OF REQUIREMENTS FOR THE M.A.P.T. 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.P.T. degree program. Information regarding course loads and full-time status requirements for every degree program will be found beginning on page 62, Academic Procedures and Regulations.

### **M.A.P.T. Degree Curriculum (36 credit hours)**

#### **Required areas, with a focus on the public dimension (12 hours; 4 courses)**

- Bible
- Theology or Ethics
- History or Missiology
- Practical Theology or Christian Education

#### **Center-related courses (9 hours; 3 courses)**

The following list illustrates the kind of elective courses that may be offered in the program:

- Biennial conference of the Center for Womanist Leadership, with additional requirements for course credit
- A conference that involves two or all three Centers, with additional requirements for course credit
- A series of seminars over an academic term offered by the three Centers
- A course that brings together the foci of the three Centers, with additional requirements for course credit

- Courses offered by faculty that tie into the work of one or more Centers
- Courses by qualified practitioners that are related to the three Centers

**Travel seminar (3 hours; 1 course)**

Students to whom this presents a hardship may request a waiver from the Academic Dean and substitute an appropriate elective in relation to the work of one of the three Centers.

**Electives (6 hours; 2 courses)**

Students may select courses in relation to any of the areas of our curriculum or the work of the three centers. Students may propose one directed study per year, under extraordinary circumstances, under the provisions of the Academic Catalog.

**Final project (6 hours; 2 courses)**

The final project may consist of field-based learning, an independent research project, an integrative project, or a combination of these.

**Total 36 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.)**

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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 people 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, interprets it in a faithful manner using appropriate exegetical and hermeneutical methods, 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 82.

## **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. 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). Information regarding course loads and full-time status for every degree program can be found in Academic Procedures and Regulations beginning on page 62.

## **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 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. Thirteen 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, Worship, Education, and Pastoral Care. 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 not 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 Academic Dean arrange for proficiency exams in either or both Elementary Greek and Elementary Hebrew. 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 Greek or Hebrew in college may request a proficiency exam in order to bypass the relevant language course. 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.



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 (Old Testament I or New Testament 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 Old Testament I or New Testament 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 62.

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 77. 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 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)**

- PRAW100 - Introduction to Worship
- PRAW200 - Introduction to Preaching and Public Proclamation

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

- PCAC101 - Introduction to Pastoral Care

#### **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 or CPE100 - Clinical Pastoral Education I
- SVMN201 - Supervised Ministry Internship II or CPE101 - Clinical Pastoral Education 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 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)**

- PRAW100 - Introduction to Worship
- PRAW200 - Introduction to Preaching and Public Proclamation

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

- PCAC101 - Introduction to Pastoral Care

**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 or CPE100 - Clinical Pastoral Education I
- SVMN102 - Supervised Ministry Internship II or CPE101 - Clinical Pastoral Education 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.)**

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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. Full-time 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, or six years as a part-time student. With the written permission of the 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 62.

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 83.

### **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 77. 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)**

- 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 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)**

- PRAW100 - Introduction to Worship
- PRAW200 - Introduction to Preaching and Public Proclamation

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

- PCAC101 - Introduction to Pastoral Care

**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 or CPE100 - Clinical Pastoral Education I
- SVMN201 - Supervised Ministry Internship II or CPE101 - Clinical Pastoral Education 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
- For M.A.C.E., M.A.C.E./M.Div., and M.A.C.E./M.A.P.T. students, the following educational core courses may serve as a substitute for the PROJ101 Integrated Project course during the 2023-2024 academic year.
- Summer 2023: EDTH116 Educational Theory for Justice and Advocacy
- Fall 2023: EDPR114 Multiple Ways of Teaching and Learning
- Fall 2023: FTTHF102 Creativity, Innovation, and Risk in Faith Formation
- Fall 2023: FTTHF140 Faith and Human Development
- Spring 2024: EDTH210 Liberative Pedagogies
- Spring 2024: FTTHF111 Nurturing Child and Adolescent Spirituality
- Spring 2024 FTTHF120 Adult Educational Ministries

**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 - Teaching Ministry of the Church
  - EDTH111 - Models of Teaching
  - EDTH112 - Contemporary Theology & Education
  - EDTH113 - Theory for Education in Religion
  - EDTH115 - Advocacy Ministry with Children and Youth
  - EDTH116 - Theory for Justice and Advocacy
  - EDTH310 - Theory for Education in Religion
- Faith Formation (choose at least one)
  - FTTHF111 - Nurturing Child & Adolescent Spirituality
  - FTTHF112 - Contemporary Literature and Christian Education.
  - FTTHF113 - Intergenerational Ministries
  - FTTHF114 - Youth, Culture, and Faith Formation
  - FTTHF120 - Adult Religious Education
  - FTTHF130 - Digital Culture & Spirituality
  - FTTHF140 - Faith & Human Development

- Educational Practices (choose at least one)
  - EDPR110 - Curriculum & Resources for Christian Education
  - EDPR111 - Teaching the Bible
  - EDPR 112 - Embodied Faith: Exploring Spirituality and Meaning-Making through Aesthetic Practice
  - EDPR114 - Multiple Ways of Teaching and Learning
  - EDPR120 - The Christian Life
  - EDPR130 - Community Engaged Teaching & Learning
  - EDPR131 - Christian Teaching & the Public Realm
  - EDPR132 - Community Engaged Discipleship

**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)**

- PRAW100 - Introduction to Worship
- PRAW200 - Introduction to Preaching and Public Proclamation

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

- PCAC101 - Introduction to Pastoral Care

**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 or CPE100 - Clinical Pastoral Education I
- SVMN201 - Supervised Ministry Internship II or CPE101 - Clinical Pastoral Education 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
- For M.A.C.E., M.A.C.E./M.Div., and M.A.C.E./M.A.P.T. students, the following educational core courses may serve as a substitute for the PROJ101 Integrated Project course during the 2023–2024 academic year.
  - Summer 2023: EDTH116 Educational Theory for Justice and Advocacy
  - Fall 2023: EDPR114 Multiple Ways of Teaching and Learning
  - Fall 2023: FTHF102 Creativity, Innovation, and Risk in Faith Formation
  - Fall 2023: FTHF140 Faith and Human Development
  - Spring 2024: EDTH210 Liberative Pedagogies
  - Spring 2024: FTHF111 Nurturing Child and Adolescent Spirituality
  - Spring 2024 FTHF120 Adult Educational Ministries

**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
  - EDTH111 - Models of Teaching
  - EDTH112 - 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
- 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
  - EDPR111 - 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.”

## **Master of Divinity/Master of Arts in Public Theology (M.Div./M.A.P.T.)**

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Union Presbyterian Seminary offers this dual degrees program for students who plan to make public theology (i.e., theology serving the common good) a significant part of their ministry, whether or not they seek ordination.

Dual degrees graduates may serve as pastors and/or workers in various forms of public ministry, including advocacy work for causes such as those related to public policy, ecological concerns, economic justice, gender issues, inter-religious dialogue, and issues of race and reconciliation.

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

The M.Div./M.A.P.T. is only offered on the Richmond campus.

### **ADMISSION**

Candidates for the M.Div./M.A.P.T. 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. For additional prerequisites and criteria for admission, see page 82.

### **SUMMARY OF REQUIREMENTS FOR THE M.DIV./M.A.P.T. DEGREES**

A student must complete 99 credit hours and meet the course requirements detailed below.

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

### **MDiv. Components (57 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 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)**

- PRAW100 - Introduction to Worship
- PRAW200 - Introduction to Preaching and Public Proclamation

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

- PCAC101 - Introduction to Pastoral Care

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

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

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

- SVMN101 - Supervised Ministry Internship I or CPE100 - Clinical Pastoral Education I
- SVMN201 - Supervised Ministry Internship II or CPE101 - Clinical Pastoral Education II

**M.A.P.T. Components (24 credit hours)****Required areas, with a focus on the public dimension (9 hours): choose 3 from the following areas:**

- Bible (3 hours)
- Theology or Ethics (3 hours)
- History or Missiology (3 hours)
- Practical Theology or Christian Education (3 hours)

**Center-related courses (9 hours):** choose 3 courses that are related to the work of the Centers.

The following list illustrates the kind of elective courses that may be offered in the program:

- Biennial conference of the Center for Womanist Leadership, with additional requirements for course credit
- A conference that involves two or all three Centers, with additional requirements for course credit
- A series of seminars over an academic term offered by the three Centers
- A course that brings together the foci of the three Centers, with additional requirements for course credit
- Courses offered by faculty that tie into the work of one or more Centers
- Courses by qualified practitioners that are related to the three Centers

**Travel seminar (3 hours)**

Students to whom this presents a hardship could request a waiver from the Academic Dean and substitute an appropriate elective in relation to the work of one of the three Centers.

**Final project (3 hours)**

The final project may consist of field-based learning, an independent research project, an integrative project, or a combination of these.

**Electives (18 hours)**

Students may select courses in relation to any of the areas of our curriculum or the work of the three centers. Students may propose one directed study per year, under extraordinary circumstances, under the provisions of the Academic Catalog.

**Total 99 credit hours****M.Div./M.A.P.T. Dual Degrees Curriculum (English Exegesis) 99 credit hours****M.Div. Components (45 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)**

- PRAW100 - Introduction to Worship
- PRAW200 - Introduction to Preaching and Public Proclamation

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

- PCAC101 - Introduction to Pastoral Care

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

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

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

- SVMN101 - Supervised Ministry Internship I or CPE100 - Clinical Pastoral Education I
- SVMN201 - Supervised Ministry Internship II or CPE101 - Clinical Pastoral Education II

**M.A.P.T. Components (24 credit hours)**

**Required areas, with a focus on the public dimension (9 hours): choose 3 from the following areas:**

- Bible (3 hours)
- Theology or Ethics (3 hours)
- History or Missiology (3 hours)
- Practical Theology or Christian Education (3 hours)

**Center-related courses (9 hours):** choose 3 courses that are related to the work of the Centers.

The following list illustrates the kind of elective courses that may be offered in the program:

- Biennial conference of the Center for Womanist Leadership, with additional requirements for course credit
- A conference that involves two or all three Centers, with additional requirements for course credit
- A series of seminars over an academic term offered by the three Centers
- A course that brings together the foci of the three Centers, with additional requirements for course credit
- Courses offered by faculty that tie into the work of one or more Centers
- Courses by qualified practitioners that are related to the three Centers

**Travel seminar (3 hours)**

Students to whom this presents a hardship could request a waiver from the Academic Dean and substitute an appropriate elective in relation to the work of one of the three Centers.

**Final project (3 hours)**

The final project may consist of field-based learning, an independent research project, an integrative project, or a combination of these.

**Electives (30 hours)**

Students may select courses in relation to any of the areas of our curriculum or the work of the three centers. Students may propose one directed study per year, under extraordinary circumstances, under the provisions of the Academic Catalog.

**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.”

## **Master of Arts in Christian Education/Master of Arts in Public Theology (M.A.C.E./M.A.P.T.)**

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Union Presbyterian Seminary offers this dual degrees program for students who plan to make both Christian Education and Public Theology (i.e., theology serving the common good) a significant part of their ministry.

Dual degrees graduates may serve as Christian Educators and/or workers in various forms of public ministry, including advocacy work for various causes such as those related to public policy, ecological concerns, economic justice, gender issues, inter-religious dialogue, and issues of race and reconciliation.

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

The M.A.C.E./M.A.P.T. is only offered on the Richmond campus.

## **ADMISSION**

Candidates for the M.A.C.E./M.A.P.T. 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. For additional prerequisites and criteria for admission, see page 83.

## **SUMMARY OF REQUIREMENTS FOR THE M.A.C.E./M.A.P.T. DEGREES**

A student must complete 60 credit hours and meet the course requirements detailed below.

### **M.A.C.E./M.A.P.T. Dual Degrees Curriculum (60 credit hours)**

#### **M.A.C.E. Components (27 credit hours)**

##### **Bible/Theology Core (9 hours)**

- Old Testament (3 hours)
- New Testament (3 hours)
- Theology (3 hours)

##### **Education Core (9 hours)**

- Educational Theories (3 hours)
- Faith Formation (3 hours)
- Education Practices (3 hours)

##### **Supervised Ministry (6 hours)**

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

##### **Integrative Project (3 hours)**

- PROJ101 - Christian Education Integrative Project
- For M.A.C.E., M.A.C.E./M.Div., and M.A.C.E./M.A.P.T. students, the following educational core

courses may serve as a substitute for the PROJ101 Integrated Project course during the 2023-2024 academic year.

- Summer 2023: EDTH116 Educational Theory for Justice and Advocacy
- Fall 2023: EDPR114 Multiple Ways of Teaching and Learning
- Fall 2023: FTHF102 Creativity, Innovation, and Risk in Faith Formation
- Fall 2023: FTHF140 Faith and Human Development
- Spring 2024: EDTH210 Liberative Pedagogies
- Spring 2024: FTHF111 Nurturing Child and Adolescent Spirituality
- Spring 2024 FTHF120 Adult Educational Ministries

### **M.A.P.T. components (24 credit hours)**

#### **Required areas, with a focus on the public dimension (9 hours):**

choose 3 from the following areas:

- Bible (3 hours)
- Theology or Ethics (3 hours)
- History or Missiology (3 hours)
- Practical Theology or Christian Education (3 hours)

**Center-related courses (9 hours):** choose 3 courses that are related to the work of the Centers. The following list illustrates the kind of elective courses that may be offered in the program:

- Biennial conference of the Center for Womanist Leadership, with additional requirements for course credit
- A conference that involves two or all three Centers, with additional requirements for course credit
- A series of seminars over an academic term offered by the three Centers
- A course that brings together the foci of the three Centers, with additional requirements for course credit
- Courses offered by faculty that tie into the work of one or more Centers
- Courses by qualified practitioners that are related to the three Centers

#### **Travel seminar (3 hours)**

Students to whom this presents a hardship could request a waiver from the Academic Dean and substitute an appropriate elective in relation to the work of one of the three Centers.

#### **Final project (3 hours)**

The final project may consist of field-based learning, an independent research project, an integrative project, or a combination of these.

### **Electives (9 hours)**

Students may select courses in relation to any of the areas of our curriculum or the work of the three centers. Students may propose one directed study per year, under extraordinary circumstances, under the provisions of the Academic Catalog.

### **Total 60 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

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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 strongly encouraged to consider engaging in interracial, interfaith, and intercultural internships to explore diverse ministry settings and approaches pushing beyond pastoral and educational roles.

For information concerning all internships, students should consult the supervised ministry website. The supervised ministry website can be found under Academics at [www.upsem.edu](http://www.upsem.edu). To access the student check list, the registration process and other supervised ministry information, go to [www.upsem.edu/academics/internships-vocational-planning/](http://www.upsem.edu/academics/internships-vocational-planning/)

M.Div. and M.A.C.E. students are required to engage in either a parish or non-parish internship. This requirement can be met in a part-time (200 hours per term) fall-spring sequence or in a full-time (400 hours per term) in Charlotte Spring II or in Richmond summer for 10 weeks. M.Div. students may also fulfill the requirement by participating in a Student-in-Ministry year or 6 credit hours in Clinical Pastoral Education.

All internships must take place in a single ministry setting and must be approved by the instructor. All internships are conducted in a minimum time frame of ten weeks. While not required, students may take a Church-in-the-World course that focuses on community engagement, evangelism or interfaith in a contextual setting.

In parish internships, students experience and develop the full range of ministerial activities and roles such as preaching, teaching, pastoral care, community engagement, and administration. In non-parish internships, students engage in the life of the agency while teaching Christian heritage and faith. Most of the time, during the internship, students engage in ministerial activities on site or with parishioners/clients. Part of the time, students are required to participate in course assignments such as reading, peer reflection, and assessment.

The instructor assesses and approves internship sites and provides an orientation for supervisors annually. Students who are already serving churches as paid staff members are permitted to engage in supervised ministry at those sites. Students should not engage in supervised ministry in their home congregations or complete consecutive internships in one congregation.

Clinical Pastoral Education (CPE) is a supervised ministry experience that is offered by ACPE accredited hospitals and institutions across the country. While CPE is not a degree requirement, CPE is required by many judicatories and may count as supervised ministry credit. Students are strongly encouraged to consult with their denominational liaisons and the instructor. Successful completion of a full unit (400 hours) of CPE earns 6 credit hours. Students engaged in CPE during Charlotte Spring II and Richmond summer are not able to take any other courses. See Supervised Ministry Handbook for further information.

The faculty prohibits students from taking courses that conflict with other courses. 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.A.C.E. DEGREE**

Students are required to take 6 credit hours of supervised ministry in either a parish or non-parish setting. The internship must have a Christian educational ministry focus. Any supervised ministry course taken beyond the required 6 credit hours will count as a general elective. Prior credit students must consult with the director of the M.A.C.E. program and the supervised ministry instructor concerning supervised ministry credit hours.

#### **M.A.P.T. DEGREE**

Students interested in completing 3 credit hours, or 6 credit hours, of field-based learning toward their degree program requirements should consult with the director of the M.A.P.T. program and the supervised ministry instructor.

#### **M.DIV. DEGREE**

Students are required to take 6 credit hours of supervised ministry in either a parish or anon-parish setting. Students must consult with their judicatory concerning their supervised ministry requirements, in particular regarding to parish internship requirements. Students are strongly encouraged to take courses such as biblical studies, theology, Intro to Pastoral Care, Preaching, and Worship. before engaging in supervised ministry. No more than 15 credit hours may be earned in supervised ministry. Any supervised ministry course taken beyond the required 6 credit hours for each degree will count as a general elective.

#### **M.DIV./M.A.C.E. DEGREE**

M.Div. students are required to take 6 credit hours of supervised ministry in either a parish or non-parish setting, and M.A.C.E. students are required to take an additional 6 credit hours in a setting with a specific Christian educational focus. *Dual degree students are required to do their internships in two separate settings.* No more than 15 credit hours may be earned in supervised ministry. Any supervised ministry course taken beyond the required 6 credit hours will count as a general elective.

#### **SUPERVISED MINISTRY OPTIONS**

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 months on a full-time basis and cannot take any other courses. Successful completion of a SIM year earns 12 credit hours in supervised ministry. International students are not eligible to participate in the SIM year due to visa restrictions.

2) **Richmond Summer Supervised Ministry**

During the Richmond Summer (June–August) supervised ministry course, students learn and serve full time in an approved setting for ten weeks (400 hours). Students cannot take other courses during the summer term while engaged in the intensive summer supervised ministry course. Successful completion of the summer supervised ministry course earns six credit hours.

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

During the Charlotte 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 courses during this term, for they take this course as an intensive course. Successful completion of an intensive supervised ministry course earns six credit hours.

4) **Richmond Academic Year Supervised Ministry**

In an academic year supervised ministry course, students learn and serve in an approved setting during the consecutive fall and spring terms (400 hours: 200 hours per term). This course begins with the fall term and ends with the consecutive spring term. Successful completion of these courses earn six credit hours.

5) **Charlotte Academic Year Supervised Ministry**

In an academic year supervised ministry course, students learn and serve in an approved setting during the consecutive fall and spring terms (400 hours: 200 hours per term). This course begins with the fall term and ends with the consecutive spring term. Successful completion of these courses earn six credit hours.

## **CLINICAL PASTORAL EDUCATION**

Students can choose Clinical Pastoral Education (CPE) as one of their supervised ministry courses. CPE is a nationally accredited program offered in hospitals and other institutions. Students develop skills that enable them to minister to persons in times of physical, emotional, and spiritual need. CPE programs include opportunities for didactics, group processing, individual conferences with a certified supervisor, and interaction with patients and their families as well as hospital staff. Union Presbyterian Seminary instructors reserve the right to assess and approve an accredited program of a student's choice.

Students who complete a full unit of CPE during the summer or academic year earn six credit hours in supervised ministry or general electives. Prior to registration, students must consult with the course instructor. Union Presbyterian Seminary will subsidize tuition charges assessed by CPE agencies to students taking the first unit of CPE. To receive the subsidy, students must present an acceptance letter and tuition bill to their instructor to complete registration." Students are required to send the final evaluation for review to the course instructor within 20 days of completion of CPE to receive academic credit.

Students planning on taking CPE as their only supervised ministry requirement must consult with their judicatory. SMVPO requires a letter from the judicatory confirming that CPE is acceptable as the ordination requirement without an additional parish internship. See the Supervised Ministry Handbook for additional information.

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

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 students who may attend classes part-time on Saturdays in a hybrid format.

Students on the Charlotte campus who are interested in pursuing a degree program on a full-time basis are advised that course offerings on the Charlotte campus may not accommodate full-time course work. For information about available options to work toward the completion of a degree on a full-time basis, students should consult with the Academic Dean and Registrar.

## **Certificate Program in Christian Education**

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The purpose of the Certificate Program in Christian Education is to engage students in focused study of best practices in educational ministry. Students will develop competencies in three core areas of Christian Education: Educational Theory, Faith Formation and Educational Practices. This coursework will provide opportunities for enriched understanding of educational ministries and pedagogical practices that nurture relevant and dynamic faith in a changing Church and world.

The Certificate program is designed for persons engaged in educational ministry in congregations and other organizations, as well as those considering such ministries. The flexibility in course selection offers opportunities for educators, pastors and congregational leaders with various levels of educational experience. This flexibility also allows those seeking Educator Certification in the Presbyterian Church (USA) to choose courses that assist in meeting the requirements of that process.

The Certificate Program in Christian Education is available on the Charlotte and Richmond campuses.

## **ADMISSION**

Candidates for the admission to the Certificate Program in Christian Education 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. For additional prerequisites and criteria for admission, see page 83.

#### **ADVISING**

Each student in the certificate program will be assigned a faculty advisor. Dr. Rebecca Davis, a member of the faculty, serves as director of the program.

#### **RESIDENCY AND TIME REQUIREMENTS**

Courses in this certificate program are available in residential, hybrid, and online learning modalities. Ordinarily, this program must be completed within two years.

#### **SUMMARY OF REQUIREMENTS FOR THE CERTIFICATE PROGRAM IN CHRISTIAN EDUCATION**

A student must complete 12 semester credit hours and meet the course requirements detailed below. As courses are completed, students will be awarded academic credit that may be applied to a degree program at Union Presbyterian Seminary or possibly transferred elsewhere.

#### **Certificate Program in Christian Education Course Requirements (12 credit hours)**

##### **Core Competency Areas (9 hours, 3 courses)**

Students must complete one course in each of three core competency areas:

- Faith Formation
- Educational Theory
- Educational Practices

##### **Elective in Christian Education (3 hours, 1 course)**

#### **Total 12 credit hours**

#### **ADDITIONAL REQUIREMENTS FOR GRADUATION**

The faculty considers three factors before recommending a student to the board of trustees for a certificate 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.”

#### **Certificate Program in Public Theology**

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The purpose of the Certificate Program in Public Theology is to deepen the capacity of individuals engaging in public theology, a field which draws upon the resources of the Christian faith in order to serve the common good of society. This program is related to the work of Union Presbyterian Seminary’s three Centers: the Center for Social Justice and Reconciliation, the Katie Geneva Cannon Center for Womanist Leadership, and the Syngman Rhee Global Mission Center for Christian Education.

The Certificate Program is designed for students who are either already engaging, or plan to engage issues such as public policy, ecological concerns, economic justice, gender issues, inter-religious dialogue, and issues or race and reconciliation, but who do not wish to pursue a degree program.

The Certificate Program in Public Theology is available on the Richmond campus.

#### **ADMISSION**

Candidates for the admission to the Certificate Program in Public Theology 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. For additional prerequisites and criteria for admission, see page 83.

## **ADVISING**

Each student in the certificate program will be assigned a faculty advisor. Dr. Rachel S. Baard, a member of the faculty, serves as director of the program.

## **RESIDENCY AND TIME REQUIREMENTS**

This certificate program utilizes a hybrid format and relies largely on the use of technology as an instructional medium. Courses related to the Centers may have an in-person instruction component. Ordinarily, these requirements must be completed within two years.

## **SUMMARY OF REQUIREMENTS FOR THE CERTIFICATE PROGRAM IN PUBLIC THEOLOGY**

A student must complete 12 semester credit hours and meet the course requirements detailed below.

As courses are completed, students will be awarded academic credit that may be applied to a degree program at Union Presbyterian Seminary or possibly transferred elsewhere.

### **Certificate Program in Public Theology Course Requirements (12 credit hours)**

#### **Required Area or Center-Related Courses (9 hours; 3 courses)**

For information on Required Area and Center-Related courses, please refer to the curriculum for the Master of Arts in Public Theology degree.

#### **Travel seminar (3 hours; 1 course)**

Students to whom this presents a hardship could request a waiver from the Academic Dean and substitute an appropriate elective in relation to the work of one of the three Centers.

### **Total 12 credit hours**

## **ADDITIONAL REQUIREMENTS FOR GRADUATION**

The faculty considers three factors before recommending a student to the board of trustees for a certificate 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 Theology (Th.M.)**

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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.

The Th.M. program allows considerable latitude for students to pursue individual courses of theological study and research in Biblical Studies, History, Theology, Ethics, Christian Education, and/or in Pastoral Theology under faculty supervision at a post-master's level. Students in this degree program often focus on a burning question. With passion for a topic, they utilize courses, directed studies, and a thesis or summative project to engage this question vigorously. For some, the question seeks depth within a particular field of study. For others, the question calls for focus that is interdisciplinary.

## **PROGRAM GOALS**

Three distinct but interrelated program goals, with intended student learning outcomes, have shaped the requirements for this degree program.



**Goal 1:**

**Students will demonstrate advanced comprehension of their area of specialization in the context of general theological study, which competence shall include an understanding of the nature and content of the chosen theological sub-discipline and knowledge of the textual resources with which all researchers in this area of study ought to be familiar.**

**Outcome 1.1:** All graduating Th.M. students will demonstrate at least an acceptable level of comprehension (beyond the M.Div. level) of the nature and content of a chosen theological sub-discipline through the completion of a Th.M. thesis or equivalent summative project.

**Outcome 1.2:** All graduating Th.M. students will demonstrate at least an acceptable level of knowledge (beyond the M.Div. level) of the textual resources with which all researchers in their area of study ought to be familiar.

**Goal 2:**

**Students will demonstrate advanced (beyond M.Div. level) comprehension of the scholarly methods used in the area of their academic concentration.**

**Outcome 2.1:** All graduating Th.M. students will demonstrate at least an acceptable level of comprehension (beyond the M.Div. level) of the scholarly methods used in their area of academic concentration through the completion of a Th.M. thesis or equivalent summative project that requires competent use of those methods.

**Goal 3:**

**Students will demonstrate an ability to engage in advanced (beyond M.Div. level) reflection and discourse regarding one or more major scholarly issues under discussion in their area of academic concentration.**

**Outcome 3.1:** All graduating Th.M. students will demonstrate an ability to engage in advanced reflection and discourse regarding one or more major scholarly issues under discussion in their area of academic concentration through the completion of a Th.M. thesis or equivalent summative project that requires original research.

**ADMISSION**

Applicants for admission to the Master of Theology program must ordinarily hold a bachelor's degree or its equivalent from a four-year college or university accredited by one of the nationally recognized regional accrediting agencies or the international equivalent. Applicants without such a bachelor's degree or its equivalent may be considered for admission based on their performance in a qualifying master's degree program, the rigor of that degree program, and the overall quality of their application, with special attention to their previous research skill training. Applicants must have received a master's degree in an appropriate discipline from a seminary or university accredited by the Association of Theological Schools or its international equivalent. Applications for admission into the Th.M. program are evaluated by the appropriate faculty departments

**ADVISING**

Students will upon enrollment in the Th.M. be assigned a Th.M. advisor by the department that recommended the student's admission. Dr. Christine Luckritz Marquis, a member of the faculty, serves as director of the program.

**RESIDENCY AND TIME REQUIREMENTS**

The Th.M. program ordinarily takes one academic year to complete. During that time, students are expected to be in residence on the Richmond campus.

Although a Th.M. student must normally satisfy all degree requirements within a single academic year, special circumstances may warrant the granting of a one-year extension. Additional information regarding requests for extensions is available in the Master of Theology Degree Program Handbook.

#### **LEARNING COHORTS**

The Th.M. program is shaped to emphasize the importance of peer engagement in learning cohorts for the duration of the program. Learning cohorts are defined by the group of students entering the program at the same time.

#### **SUMMARY OF ACADEMIC REQUIREMENTS FOR THE TH.M. DEGREE**

A student must complete 30 credit hours and meet the course requirements detailed below.

#### **Th.M. Degree Curriculum (30 credit hours)**

##### **Fall term Requirements (13 hours)**

- THM400: Research Methods Seminar (3 hours)  
This course expands each student's ability to imagine, research, and refine their research project. Students leave this seminar with a more focused thesis, research plan, and several annotated bibliographic entries. The content of this work is formulated toward the final thesis and in conversation with each student's thesis advisor. Special training with Library staff in resources is part of the course curriculum.
- Directed Study: Foundations (3 hours)  
Led by a student's advisor or a second reader, this Directed Study focuses on foundational readings needed for a student's thesis as well as any central readings for a student's given disciplinary focus (or foci, if doing interdisciplinary work). Such a course may focus on reading central texts or may be focused translation work.
- THM405a: Year-long Colloquium – Fall (1 hour)  
With a focus on shared vocational exploration, students use a shared media (book, video, etc.) to discuss how they are thinking through where they feel called to serve.
- Two elective courses (3 hours each)

##### **Spring term Requirements (13 hours)**

- THM401: Seminar (3 hours)  
This interdisciplinary seminar explores one or more contemporary issues in relation to the disciplines from which students are researching. The course teaches students how to ask questions from their disciplinary location in conversation with colleagues with differing disciplinary backgrounds. By the end of the course, students should be able to discuss their thesis/project in a way that non-specialist and specialist alike would understand.
- Elective course or Directed Study (3 hours)
- THM 499: Thesis/Project (6 hours)  
Students write or create a significant portion of their thesis or project based on research in the previous semester as well as continued learning in other Spring courses.
- THM405b: Year-long Colloquium – Spring (1 hour)  
Students workshop their draft chapters with one another.

**May term Requirements (4 hours)**

- THM450: Portfolio (3 hours)  
Students construct a portfolio of materials that reflect their broader learning with their chosen discipline(s). This will vary depending on the student's vocational goals. For example, Ph.D. bound students may wish to construct a syllabus or annotated reading list. Others may construct teaching plans or tools to share their learning with a community or congregation.
- THM405c: Year-long Colloquium (1 hour)  
Each student formally presents their thesis/project to the seminary community. The student's faculty advisor and second reader, and the larger audience, will engage the student with questions.

**Total 30 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."

**Doctor of Ministry (D.Min.)**

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The Doctor of Ministry degree program is designed to offer experienced ministers a framework for advanced professional study that will help them integrate more thoroughly what they learned in a Master of Divinity degree program and have experienced subsequently in ministry. This program is offered on the Charlotte and Richmond campuses, with entering cohorts of students admitted on a particular campus in alternating years.

An overall theme, the church in the world, provides coherence for the program. Implied in this theme is a concern for how well students relate contemporary church and contemporary cultures. Students in this program will find opportunities to enhance ministry competencies in such areas as proclamation, evangelism, education, interfaith relations, advocacy through civil society organizations, and other forms of community engagement, depending on their personal and vocational interests. By the end of the program, students will demonstrate a deepened capacity for theological reflection on the practices of ministry, especially toward ethical witness and social justice.

**PROGRAM GOALS**

Three distinct but interrelated program goals, with intended student learning outcomes, have shaped the requirements for this degree program.

**Goal 1:**

**Our D.Min. graduates will be able to articulate advanced understandings of the contemporary church and expressions of culture, and relationships between the two.**

**Outcome:** Students will demonstrate substantive reflection on the church's nature and witness, as well as the world and cultures, grounded in biblical, theological, historical, ethical, and socio-cultural analyses.

**Goal 2:**

**Our D.Min. graduates will advance in their capacities to express the church's public voice for social justice through practices such as proclamation, pastoral care, education, evangelism, interfaith relations, community organizing/advocacy, and other emerging ministries in context.**

**Outcome:** Students will demonstrate advanced capacities for faithful witness and transformative ministry in communities of faith and in society.

**Goal 3:**

**Our D.Min. graduates will develop theologically reflective practices for ministries of community witness.**

**Outcome:** Students will demonstrate competence in theological and sociological research methods; show an ability to use theological and sociological research methods to analyze contexts of ministry; and generate creative proposals for new ministry initiatives that reflect integrative thinking about the church in the world.

**ADMISSION**

Applicants for admission to the Doctor of Ministry program must ordinarily hold a bachelor's degree or its equivalent from a four-year college or university accredited by one of the nationally recognized regional accrediting agencies or the international equivalent. Applicants without such a bachelor's degree or its equivalent may be considered for admission based on their performance in a qualifying master's degree program, the rigor of that degree program, and the overall quality of their application. Applicants must have completed an accredited master's degree in a ministry-related area from a seminary or university accredited by the Association of Theological Schools in the United States and Canada or its international equivalent. Applicants without an accredited Master of Divinity degree may be admitted, provided applicants meet each of these criteria: (a) the ability to thoughtfully interpret scripture and the theological tradition of one's ministry context, (b) the capacity to understand and adapt one's ministry to the cultural context, (c) a basic self-understanding of one's ministerial identity and vocational calling, (d) a readiness to engage in ongoing personal and spiritual formation for one's ministry, (e) an accredited master's degree (or its educational equivalent) in an area related to one's ministry setting or vocational calling, and (f) significant ministerial experience that enables the applicant to engage as a ministry peer with other students in this advanced professional doctorate. Applicants must also have significant ministry experience, not limited to a congregational setting. Ordination is not a requirement. For additional information, see page 83.

**ADVISING**

Each student in the program will be assigned a faculty advisor Dr. Rubén Arjona, a member of the faculty, serves as director of the program.

**RESIDENCY AND TIME REQUIREMENTS**

The D.Min. program ordinarily takes three to four years to complete. In Charlotte, courses include short weekday on-campus intensive sessions several times per academic term paired with online work. In Richmond, courses feature one-week, on-campus intensive sessions paired with online work.

Since students in this degree program are not enrolled in courses on a full-time basis, this program is not able to consider international applicants.

**LEARNING COHORTS**

The D.Min. program is shaped to emphasize the importance of peer engagement in learning cohorts for the duration of the program.

**SUMMARY OF REQUIREMENTS FOR THE D.MIN. DEGREE**

A student must complete 30 credit hours and meet the course requirements detailed below. Ordinarily, three or four years of study are needed to complete the D.Min. degree.

**D.Min. Degree Curriculum (30 credit hours)**

**Year 1, Fall term: two foundational courses**

- Ecclesiology in World Christian Perspective (3 credit hours)
- The World in and around the Church (3 credit hours)

**Year 1, Spring term: two required courses**

- Research Methods Seminar (3 credit hours; online format)
- Mini-project Seminar (3 credit hours; students work with faculty mentors through the semester; at the conclusion of the course students come to campus to share their research with student peers in their cohort)

**Year 2: four elective courses (3 credit hours each; hybrid format; illustrative examples below))**

- Educational Theory for Justice and Advocacy
- Liberation Theology and Ethics
- Pastoral Care in Conflicted Relationships
- Thinking Theologically about Money
- Enslavement, Race, and Caste
- Preaching for Transformation
- The Passions of the Christ
- Advanced Topics in Pastoral Care
- Intercultural Church: A Biblical Vision in an Age of Migration
- Parables and Contemporary Culture

**Year 3: Integrative project in consultation with advisor (6 credits)**

**Year 4: Integrative project in consultation with advisor** (if needed; at the conclusion of their program, in either Year 3 or Year 4, students will come to campus to share their research with other final-stage candidates for the degree)

**Total 30 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.”

## PROJECTED COURSES

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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 and related course descriptions are available for review on the student portal, [upsemsonis.jenzabarcloud.com/](http://upsemsonis.jenzabarcloud.com/)

### Summer 2023

#### Richmond Campus

CITW199 Church in the World Internship – Dorothee Tripodi  
CPE100/101 Clinical Pastoral Education I & II – Dorothee Tripodi  
EDTH116 Educational Theory for Justice & Advocacy – Rebecca Davis  
LANG120/220 Elementary Biblical Greek I & II – Megan Strollo  
PTHE102-ED Educational Theory for Justice & Advocacy – Rebecca Davis  
SVCE101/201 Christian Education Internship I & II – Dorothee Tripodi  
SVMN101/201 Supervised Ministry Internship I & II – Dorothee Tripodi

### Fall 2023

#### Richmond Campus

BAPT101 Baptist Theology – Elizabeth Newman  
BIBL101 Biblical Interpretation: Old Testament – Safwat Marzouk  
BIBL105/405 Women in the Biblical World – Frances Gench  
BIBL110/201 Old Testament I – Sam Adams  
BIBL120/202 New Testament I – Frances Gench  
CITW199 Church in the World Internship – Dorothee Tripodi  
CPE100/101 Clinical Pastoral Education I & II – Dorothee Tripodi  
EDPR114 Multiple Ways of Teaching & Learning – Lakisha Lockhart  
FTHF140/4xx Faith and Human Development - Karen Yust  
HIST101 History of Christianity I – Christine Luckritz Marquis  
INTD101a Theological Journeys – John Carroll  
INTD101b Introduction to Theological Research – Robin McCall  
LANG110 Elementary Biblical Hebrew I – Megan Strollo  
LANG120 Elementary Biblical Greek I – Megan Strollo  
PTHE101-MI Ministry at the Margins - James Taneti  
PTHE101-TH Theology and the Struggle for Justice – Rachel Baard  
PTHE104-BL Exodus – Safwat Marzouk  
PTHE112-CC Womanist, Feminist, & Mujerista Theologies – Rachel Baard and Melanie Jones  
PCAC101 Introduction to Pastoral Care – Rubén Arjona  
PRAW100 Introduction to Christian Worship – Richard Voelz  
PRAW125 Choir – Doug Brown  
PRAW214 Preaching for Transformation – Richard Voelz  
PRAW518-CW Preaching for Transformation – Richard Voelz  
SVCE101 Christian Education Internship I – Dorothee Tripodi  
SVMN101 Supervised Ministry Internship I – Dorothee Tripodi  
THEO101 Theology I – Dawn DeVries

THEO110 Introduction to Theology – Dawn DeVries  
THM400 Research Methods Seminar – Christine Luckritz Marquis  
THM405a ThM Colloquium – Christine Luckritz Marquis

### **Charlotte Campus**

BIBL110/201 Old Testament I – Rodney Sadler  
BIBL 224 The Passions of the Christ – Carson Brisson  
BIBL 318 Intermediate Biblical Hebrew – Carson Brisson  
BIBL524 The Passions of the Christ – Carson Brisson  
CITW199 Church in the World Internship – Sung Hee Chang  
CPE100/101 Clinical Pastoral Education I & II – Sung Hee Chang  
DMIN501a Church in a Multi-faith World – James Taneti  
DMIN502 The World in and Around the Church – Rodney Sadler  
EDTH110 Teaching Ministry – Rebecca Davis  
ETHC 101 Introduction to Christian Ethics – Elizabeth Hinson-Hasty  
FTHF102 Creativity, Innovation & Risk in Faith Formation – Rebecca Davis  
HIST101 History of Christianity I – Joshua Scott  
PCAC101 Introduction to Pastoral Care – Joshua Morris  
PTHE108-CC Womanist Play and Pedagogy – Lakisha Lockhart  
SVCE101 Christian Education Internship I – Sung Hee Chang  
SVMN101 Supervised Ministry Internship I – Sung Hee Chang

### **Spring 2024**

#### **Richmond Campus**

BAPT102 Baptist History – Phyllis Rodgerson Pleasants Tessieri  
BAPT103 Baptist Polity – Bert Browning  
BIBL102 New Testament for M.A.C.E. – Frances Gench  
BIBL108/BIBL408 Bible from the Underside – Frances Gench  
BIBL130 Bible and Film – Sam Adams  
BIBL210/301 Old Testament II – Safwat Marzouk  
BIBL220/302 New Testament II – John Carroll  
CITW199 Church in the World Internship – Dorothee Tripodi  
CPE100/101 Clinical Pastoral Education I & II – Dorothee Tripodi  
DMIN Advanced Topics in Pastoral Care – Rubén Arjona  
DMIN Intercultural Church: A Biblical Vision in an Age of Migration – Safwat Marzouk  
DMIN Mini-projects Seminar – Faculty  
ETHC101 Introduction to Christian Ethics – Melanie Jones  
FTHF111/4xx/CITW Nurturing Child & Adolescent Spirituality – Karen-Marie Yust  
HIST201 History of Christianity II – Rebekah Latour  
LANG210 Elementary Biblical Hebrew II – Megan Strollo  
LANG220 Elementary Biblical Greek II – Megan Strollo  
MPT101-PT Liberating Pastoral Care: Latin American Voices – Rubén Arjona  
MPT103 New Testament & Contemporary Ethical Challenges – John Carroll  
PCAC115 Liberating Pastoral Care: Latin American Voices – Rubén Arjona  
PRAW125 Choir – Doug Brown  
PRMN110 Presbyterian Polity – Carson Rhyne

SVCE201 Christian Education Internship II – Dorothee Tripodi  
SVMN201 Supervised Ministry Internship II – Dorothee Tripodi  
THEO201 Theology II – Rachel Baard  
THM401 ThM Seminar – Melanie Jones  
THM405b ThM Colloquium – John Carroll

### **Charlotte Campus**

BIBL210/301 Old Testament II – Rodney Sadler  
CITW199 Church in the World Internship – Sung Hee Chang  
CPE100/101 Clinical Pastoral Education I & II – Sung Hee Chang  
DMIN501 Research Methods – Rubén Arjona and Robin McCall  
EDPR132 Community Engaged Discipleship – Jimmie Hawkins  
EDTH210 Liberative Pedagogy Models – Lakisha Lockhart  
ETHCxxx More than Money, Math, and Markets - Elizabeth Hinson-Hasty  
HIST201 History of Christianity II – Christopher Choi  
PRAW200 Introduction to Preaching and Public Proclamation – Joshua Morris  
PRMN110 Presbyterian Polity – Carson Rhyne  
SVCE201 Christian Education Internship II – Sung Hee Chang  
SVMN201 Supervised Ministry Internship II – Sung Hee Chang

## **May 2024**

### **Richmond Campus**

BIBL Parables and Contemporary Culture – John Carroll  
EDEL105 Arts, Recreation, Worship – Lynn Turnage  
INTD107 Cross Examination – Frances Gench  
PRAW215 Worship in the 21st Century – Richard Voelz  
TRAV104 Travel Seminar to South Africa – Rachel Baard  
TRAV107 Ghana Travel Seminar – Melanie Jones and James Taneti  
THM405c ThM Colloquium – TBD  
THM450 ThM Portfolio – TBD

## **Spring II 2024**

### **Charlotte Campus**

BIBL132 Psalms and Prophetic Literature as Theopoetic Discourse - Rodney Sadler and Dia Diangelo  
CITW199 Church in the World Internship – Sung Hee Chang  
CPE100/101 Clinical Pastoral Education I & II – Sung Hee Chang  
FTHF113 Intergenerational Ministries – Jana Howson  
LANG120/220 Elementary Biblical Greek I & II – Suzanne Watts Henderson  
INTD120 Art as Spiritual Practice – Lynn Miller  
PCAC110 Moral Injury, Spiritual Care Implications, and Pathways to Recovery - Joshua Morris  
PRAW100 Introduction to Worship – Glenn Stallsmith  
SVCE101/201 Christian Education Internship I & II – Sung Hee Chang  
SVMN101 Supervised Ministry Internship I & II – Sung Hee Chang  
THEO202 Theology of the Reformed Tradition - Elizabeth Hinson-Hasty



## **INTERCULTURAL STUDY OPPORTUNITIES**

A stimulating part of the education at Union Presbyterian Seminary is made possible through its regular cooperation with several theological institutions located outside the United States. A variety of intercultural study opportunities is offered every year at Union Presbyterian Seminary in the form of interaction with international scholars hosted on campus, study abroad scholarships available for study at our partner institutions, and international travel seminars.

### **Exchange Programs**

Union Presbyterian Seminary has four primary exchange programs—one with the Institut de Théologie in Montpellier, France; one with the Presbyterian University and Theological Seminary in Seoul, Korea; one with the Universität Bern in Bern, Switzerland; and an on-going exchange between UPSem and partners in Ghana. Each of these exchange programs is designed to foster enrichment and strengthening of ministry in each country.

Through the Ghana Connect Program, 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 Ghana. The officers, pastors, and elders of the Presbyterian Church of Ghana and the Evangelical Presbyterian Church of Ghana, and the faculty and students of Trinity Theological Seminary are the hosts, guides, and principal teachers for the travel seminar, although the professor(s) of record are from the UPSem faculty. This learning opportunity is partially subsidized by UPSem and is offered on alternating years; 2) Since 1987-88, Ghanaian pastors have come to UPSem's Richmond campus as part of the Ghana Connection Exchange program. Pastors who are nominated by their Presbyterian synod may apply to a degree program at UPSem. If accepted, they are eligible for full funding for one year of study. The pastors spend an academic year on the UPSem campus pursuing an academic degree and interpreting Ghanaian church life to the UPSem community. This opportunity is ordinarily offered every other year.

### **Study Abroad Scholarships**

Scholarships are available for students who wish to study abroad at our partner schools in Montpellier, Bern or Seoul. Scholarships include tuition and language study, as well as stipends for travel. UPSem offers 6 elective credit hours in the Fall and Spring semesters toward the completion of their degree for participation in these study abroad programs.

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. Korean is not mandatory for the Seoul program.

Students interested in participating in one of the programs should apply in writing to the Academic Dean. Students who apply should include a detailed statement indicating their reasons for pursuing study abroad as well as their language ability. These opportunities are ordinarily offered every other year. Each of these schools is also able to send a student to UPSem on the alternating year.

### **International and Domestic Travel Seminars**

Each year, students on both campuses have the opportunity to earn credit by participating in international and domestic travel seminars. Normally, travel seminars are offered in short terms with destinations rotating from year to year. Descriptions of these courses are posted by the Registrar on the UPSem website with other registration information for the term in which they occur.

Ordinarily, travel seminars are open to students in good standing enrolled in a degree program at Union Presbyterian Seminary. These 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 travel seminar 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 travel courses:

Applicants may be required to be interviewed by the instructors.

- A financial subsidy may be offered depending upon the availability of funding for the travel seminar.
- International travel seminars are available only to persons with unimpeded access and travel privileges in the countries involved.
- Participants in 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 instructors.
- A student who becomes ill while traveling abroad is responsible for indicating whether medical care in a foreign country will be accepted. In the event that a student is not competent to make this decision, the leaders of the group will act on the student's behalf.
- All participants on any UPSem international travel seminar need to show adequate coverage under a health insurance policy that will cover the costs of medical evaluation and hospitalization abroad, medical evacuation, and the repatriation of remains.
- Students should be careful to observe the published deadlines to register set by faculty leaders of these courses. Students can be registered for travel seminars without the Academic Dean's permission for cross-registration. Travel seminar instructors consult with the Academic Dean 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.
- With the permission of the instructors, and if there is available space, students may be able to audit a travel seminar.

Information about costs in addition to normal tuition will be made available by the leaders of each travel course. Participants will bear these costs. Some financial subsidies are available to students enrolled in a degree program participating in travel seminars in the United States and internationally. If funding within the travel seminar budget is available and the Academic Dean concurs, students who have received a financial subsidy for one travel seminar may be eligible for another subsidy. The amount of this second subsidy is determined by the instructors in consultation with the Academic Dean.

Any student who withdraws from a travel course, even for a valid reason, is responsible for and will be charged any non-refundable deposits or fees incurred by the seminary on behalf of the student. As appropriate, and with the approval of the Academic Dean, the student may forfeit 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. In this case, the participant is responsible for any additional costs incurred in returning home.

## **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, [www.gbhem.org/](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.

UPSem has developed a partnership with Wesley Theological Seminary in Washington, D.C. 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 UPSem, courses in United Methodist History, Doctrine and Polity are offered through Wesley Theological Seminary in a variety of formats including online, intensive and face to face. UPSem does not offer a separate set of these UMC courses in its curriculum. Additionally, other courses are offered through this partnership. Union Presbyterian Seminary students can find more information about United Methodist studies on the UPSem website as well. Charlotte students can also contact Tim Moore, who serves as the United Methodist advisor for students in Charlotte, at [tmoore@upsem.edu](mailto:tmoore@upsem.edu). Richmond students can also contact Dorothee Tripodi, who serves as the United Methodist advisor for students in Richmond, at [dtripodi@upsem.edu](mailto:dtripodi@upsem.edu). Information regarding charges for these courses may be found on page 93.

## **LIBRARY RESOURCES**

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

Library books that are only available in Richmond can be mailed to the Charlotte campus upon request and students who live 40 or more miles from the Seminary's campuses and are enrolled for credit in one or more online or hybrid courses may request that a limited number of Library books be mailed directly to their residential addresses. Interlibrary loan services are available when students, faculty, or staff require items that we do not own but are available elsewhere. Physical intralibrary loans are available in Richmond and electronic interlibrary loans are available regardless of location.

**Library hours** vary by campus and by time of year. For current hours, visit [library.upsem.edu](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 [library.upsem.edu/](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. Students may also use nine other research 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 Brightpoint 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, and the Library of Virginia. In total, our Library's participation in reciprocal borrowing agreements provides Seminary students and faculty with circulation privileges at 192 other academic (mostly theological) libraries in North America, with the greatest concentration of these libraries in Virginia and North Carolina.

Morton Library's collections include approximately 324,000 printed items and 137,000 cataloged items in other formats. Its special collections include more than 4,800 rare titles dating from 1470 through 1830. There are also many nineteenth century church-related newspapers, especially those of a Presbyterian character in the South, and an outstanding collection of 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 offers an Instructional Resource Center (IRC) with a collection of approximately 29,000 audiovisual items in physical formats including audio and video recordings, slides, kits, games, posters, and current curriculum resources. These materials are discoverable through the library's online catalog. The IRC also offers rare special collections of the recordings of Paul Tillich and Reinhold Niebuhr and web-based collections of audiobooks and streaming video.

The IRC offers students, faculty, and staff a Makerspace to develop work in multiple media, as well as provide a place to enhance focus through purposeful play. Local church leaders may also receive training by making an appointment with the IRC Director. The Makerspace employs equipment and resources that are readily available to the average consumer so that skills learned in the Makerspace 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. Some equipment is available for students and faculty to "check out" for use on their own.

The IRC Makerspace includes:

- A small studio with audiovisual software and equipment to create either video or audio recordings
- Paper and print stations for 3-D and poster printing, paper crafting, framing, and manipulable classroom resource design
- A video conversion center to digitize personal video recordings
- A Digital Learning Lab for training in the creation and use of digital media
- A purposeful play area to help patrons focus their creativity.

The IRC also offers information fluency and research instruction to patrons. This includes video, in-class, and one-on-one training in the use of library resources, specialized internet searching, and other research techniques. Multiple non-traditional programs are also provided, such as regular escape rooms, role-playing games, and other self-directed learning opportunities.

## **Reference Assistance**

Remote Reference assistance is available via email, phone, Facebook messenger, and Zoom Monday through Friday from 10 a.m. to 4:30 p.m. Patrons may use the "Ask-A-Librarian" link on the library website to see the Seminary Librarian's or Instructional Services librarian's real-time availability and sign up for hour-long appointments with them. Professional assistance is normally available in person Monday through Friday from 8:30 a.m. to 4:30 p.m. in Morton Library's Instructional Resource Center. Patron assistance is also available at the Circulation Desk during all Library hours. Assistance with archival materials and special collections is also available by appointment.

## **Library Rooms**

Rooms in Morton Library may be assigned to students, faculty and staff for 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 the library's Circulation Supervisor, Lisa Janes.

Morton Library also maintains a study room on the second floor of Watts Hall, which includes computer workstations, specialized software, and a selection of books that may be useful for studying. This room is open 24 hours a day to those who have key-card access to the building.

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

Students have access to print Journals and over 30,000 print books on UPSem’s Charlotte campus. Charlotte-based library users also have on and off campus access to the Seminary’s extensive collection of electronic resources, electronic reference help, and print books from Richmond-based collections upon request. Comfortable computer stations are located throughout the library. Each floor of the library has photocopiers. 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. There are 15 theological and academic institutions that are a member of the Carolina Theological Library Consortium and they are located throughout North and South Carolina. For more information about the consortium and a list of the specific institutions and their locations, go to this website—[www.atla.com/learning-engagement/rg/ctlc/](http://www.atla.com/learning-engagement/rg/ctlc/).

The current library hours on the library website (<https://library.upsem.edu/>). Library hours may vary over the course of the academic year, so please be sure to check the hours online if you are unsure before you make a trip to the campus.

## ACADEMIC PROCEDURES AND REGULATIONS

### 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	10:30–11:20 am	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	11:30–12:20 pm	11:30–12:20 pm
5	12:30–1:20 pm Lunch	12:10–1:00 pm		12:30–1:20 pm	12:30–1:20 pm
	1:20–2:00 Lunch	1:10–2:00 Lunch		1:20–2:00 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

### Charlotte Campus Saturday, in-person Class Schedule

SATURDAY	
8:30–11:30 am	Class One
11:45 am–12:30 pm	Community Worship Service
12:30–1:30 pm	Lunch and Special Activities
1:30–4:30 pm	Class Two

## **Incllement Weather Days**

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On the rare days when the physical campus is closed or staff has a delayed opening, classes will be offered on Zoom. Course instructors will provide Zoom links for their courses, whether in a syllabus or on Blackboard, in order that students may participate in the class session as scheduled.

When the campus is operating on a delayed opening schedule, chapel will be cancelled for that day unless the chaplain previously has arranged to pre-record the service and provides a link to the seminary community time for chapel during the normally scheduled time.

## **Attendance**

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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. Students with concerns or questions related to class attendance or scheduling should contact their professor.

### **AUTOMATIC DROP**

Any student who does not attend at least one course session during the add-drop period of that term will be automatically dropped from the rolls of that course, unless the student has made prior arrangement with the professor or the Academic Dean to be absent and to make up all missed assignments and classwork. Students have a responsibility to contact the Academic Dean and professor(s) when extraordinary circumstances at the beginning of the term or any other time prevent them from attending class for an extended period of time.

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**

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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 in the student information system (SONIS) as second-level students. M.Div. students with 54.5 or more credit hours are classified as final 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 seminary housing, and election to offices in student government.

## **Transfer Credits**

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A limited number of transfer credits for M.A.C.E., M.A.P.T., 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.

In assessing the transferability of credits earned at other institutions, the Registrar's Office, in consultation with the Academic Dean, will examine only official transcripts. As needed, the Registrar's Office will consult faculty members in departments related to the areas in which courses have earned these credits. If approval is given to the transfer of credits, the Registrar's Office will notify the student (or applicant,

if a person requests this information in considering whether to apply for admission to our seminary). At the student's request, and with written information, the Registrar's Office will release this information to other entities such as denominational credentialing bodies and Veterans Affairs. The Registrar's Office will maintain these records as part of the seminary's institutional records.

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

Credits to be earned through study at another school (other than the School of Theology, Virginia Union University), after a student has enrolled at UPSem, require prior approval before they are begun. Some denominationally required courses that are offered online may be eligible for credit. Students are to contact the 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 Academic Dean in consultation with the appropriate departments, that peer and student-faculty interaction meet or exceed standards maintained in UPSem courses. Credits that have already been applied toward an earned degree cannot ordinarily be transferred.

### **Course Loads and Full-time Status for M.A.C.E., M.A.P.T., and M.Div. Students**

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A maximum load for M.A.C.E., M.A.P.T., M.Div., and dual degree students in Richmond is 12.75 credit hours in each of the long terms, three credit hours in the short terms, and six credit hours in the summer. A maximum load for M.A.C.E., M.Div., and M.Div./M.A.C.E. dual degree students in Charlotte is 12 credit hours in each of the twelve week terms, 6 credit hours in the ten week term, and six credit hours in the summer.

Full time status is calculated at 18 credit hours for M.A.C.E. and M.A.P.T. students and 27 credit hours for M.Div. and dual degree students.

Ordinarily, a student taking a full course load will complete the M.A.C.E. program or M.A.P.T. program in two years. M.Div. students ordinarily complete their degree in three academic years. M.Div./M.A.C.E. and M.Div./M.A.P.T. students ordinarily complete their degrees in four years of full-time study. M.A.C.E./M.A.P.T. students ordinarily complete their degrees in three 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 a student begins degree studies at UPSem. 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., M.Div./M.A.C.E., and M.Div./M.A.P.T. 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 and M.A.P.T., full time is 18 credit hours per year, which can be completed among the following terms:

- 1) Fall term
- 2) Spring term
- 3) May or Spring II term
- 4) For M.A.C.E./M.A.P.T. students, full time is 18 credit hours and can be completed in three years. Students are encouraged to consult with their faculty advisors and the Registrar's Office in planning the distribution of degree program requirements across academic terms, among available courses aligning with their vocational goals.

Students are advised to consider full time course loads within each academic term to qualify for full-time financial aid.

### **Time Limits for Degrees in Charlotte**

For Charlotte campus students, faculty-set time limits for completion of a degree are as follows: M.A.C.E. (5 years), M.Div. (8 years), dual M.Div./M.A.C.E. (10 years). Extensions beyond these time limits due to extenuating circumstances may be granted by the Academic Dean, who will report these decisions to the Committee on Academic Programs.

## **Credit Hour Policy**

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### **FEDERAL DEFINITION OF THE CREDIT HOUR**

For the purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- 1) Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one quarter-hour of credit, or the equivalent amount of work over a different amount of time; or
- 2) At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### **GUIDELINES FOR FLEXIBILITY IN INTERPRETATION**

An institution is responsible for determining the credit hours awarded for coursework in its programs in accordance with the definition of a credit hour for Federal program purposes. The definition does provide some flexibility for institutions in determining the appropriate amount of credit hours for student coursework.

- The institution determines the amount of credit for student work.
- A credit hour is expected to be a reasonable approximation of a minimum amount of student work in a Carnegie unit in accordance with commonly accepted practice in higher education.

- The credit hour definition is a minimum standard that does not restrict an institution from setting a higher standard that requires more student work per credit hour.
- The definition does not dictate particular amounts of classroom time versus out-of-class student work. In determining the amount of work the institution's learning outcomes will entail, the institution may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, and degree levels.
- To the extent an institution believes that complying with the Federal definition of a credit hour would not be appropriate for academic and other institutional needs, it may adopt a separate measure for those purposes.
- Credits may be awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time, or on the basis of documented student learning calibrated to that amount of academically engaged time for a typical student.

The intent of the above flexibility as provided by Federal guidance is to recognize the differences across institutions, fields of study, types of coursework, and delivery methods while providing a consistent measure of student work for the purposes of Federal programs.

#### **SEMINARY POLICY IN CALCULATING CREDIT HOURS**

The following expectations are in force with respect to the amount and type of work required to earn one hour of course credit at Union Presbyterian Seminary:

- A) For courses that typically meet four hours per week for 12 weeks and award three hours of course credit, students will receive not fewer than 45 hours of instruction time with faculty while also working not fewer than 90 hours on readings and other assignments outside of class time, as required in the course syllabus.
- B) For courses that typically meet three hours per week or three and a half hours per week for 12 weeks and award three hours of course credit, students will receive not fewer than 35 hours of instruction time with faculty while also working not fewer than 100 hours on readings and other assignments outside of class time, as required in the course syllabus.
- C) For courses that typically meet two hours per week for 12 weeks and award three hours of course credit, as in the Master of Theology degree program, students will receive not less than 24 hours of instruction time with faculty while also working not less than 111 hours on readings and other assignments outside of class time, as required in the course syllabus.
- D) For courses that typically meet 9-12 hours per week for a three-week intensive term (May) and award three hours of course credit, students will receive not less than 27 hours of instruction time with faculty while also working not less than 108 hours on readings and other assignments outside of class time, as required in the course syllabus. Given the intensive nature of this term, students are limited to one course.
- E) For hybrid-format courses, instructors will define instructional time as follows:
  - a. Each hybrid course will require 12 hours of in-person instruction where instructors and students are physically present together on campus. Instructors may not require more than 12 hours of such instruction. This minimum/maximum will ensure that students are able to plan for when they must be physically present on campus and will assist with course scheduling in an academic term.
  - b. Each hybrid course will require a minimum of 6 hours of synchronous, online instruction (e.g., via Zoom). An instructor may require more than 6 hours of such instruction to support student learning outcomes in their course.
  - c. Instructors in a hybrid course will have latitude to design asynchronous learning opportunities for peer-to-peer interactions and instructor-to-peer interactions in support of course goals and outcomes.

- d. Instructors will ensure that the aggregation of in-person instruction, synchronous/online instruction, asynchronous/interactive learning opportunities, readings, and other assignments outside of class time, as detailed in the course syllabus, requires not less than an accumulation of 135 hours (for a 3-credit-hour course).
- F) For courses that are defined as “distance education” courses and award three hours of course credit, and where at least 50% of instruction is conducted online, instructors will ensure that the aggregation of any face to face instruction, online instruction, readings, and other assignments outside of class time, as detailed in the course syllabus, requires not less than an accumulation of 135 hours.
- G) Interpretive comments on the credit hour policy:

It is assumed, in accordance with commonly accepted practice in higher education, that an hour of classroom instruction is 50 minutes long.

It is assumed, in accordance with commonly accepted practice in graduate education, that students will assume increasingly greater responsibility for their own learning as they move through their graduate curriculum. In core, introductory courses, therefore, students ordinarily need more time in class for basic information and foundational instruction from faculty than they do in advanced electives, where opportunities for independent work and the generation of knowledge require more time outside the classroom for research, writing, and reflection on the practices of ministry.

## **Zooming Policy**

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Course modalities are determined by full Faculty action upon recommendation from the professor(s) of record through departments to the faculty Committee on Academic Programs (CAP); they may not be altered or supplemented by individual professors except in specific cases of medical emergency or a death in a student’s immediate family. Travel and commuting considerations and personal or vocational commitments that preclude access to a course-delivery modality do not constitute a sufficient basis for an individual professor to provide modalities for a course different from those modalities determined by the faculty. No regular/routine change in or addition to a faculty-determined modality in any course shall be allowed. Fairness to all students, peer-learning values, reporting requirements to accrediting agencies, and the limits of faculty and administrative resources preclude this practice.

A professor may consider exceptions to this modality policy only on the basis of medical emergencies. Such exceptions may include providing an asynchronous means (recording, lecture notes, reading assignments, make-up test/exam/quiz, revised deadlines, etc.) for the class that was missed due to the medical emergency. In each UPSem course, the professor(s) of record set all attendance policies and determine any impact on grading.

## **Course Modalities**

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The following descriptions of course modalities will assist students in registering for courses.

**RIC F2F (Richmond Face to Face):** An instructor and all students are physically present in the classroom. No students are able to Zoom into the class, even if they are sick or traveling. Registration: Richmond section.

**RIC Hybrid:** An instructor and all students are physically present in the classroom in Richmond for 12 hours of in-person instruction. No students are able to Zoom into an in-person session of the class, even if they are sick or traveling. Additionally, a hybrid course requires a minimum of 6 hours of synchronous, online instruction. (Zoom) Note that RIC hybrid courses may occur during a Reading Week, or at other times during the term on weekdays or weeknights. Registration: Richmond section.

**RIC Dual Modality:** An instructor and Richmond students are physically present in the classroom in Richmond. Charlotte students and online MACE program students are present online through Zoom. Richmond students may not register for online access to the class or participate by Zoom, even if they are sick or traveling. Registration: Richmond students must register for the Richmond section; Charlotte and online MACE program students register for the Online section.

**CLT Hybrid:** An instructor and all students are physically present in the classroom in Charlotte for 12 hours of in-person instruction. No students are able to Zoom into an in-person session of the class, even if they are sick or traveling. Additionally, a hybrid course requires a minimum of 6 hours of synchronous, online instruction. (Zoom) Note that CLT hybrid courses normally meet on a Saturday, although some have been offered on a Friday night. Registration: Charlotte section.

**CLT Dual Modality:** An instructor and Charlotte students are physically present in the classroom in Charlotte. Richmond students and online MACE program students are present online through Zoom. Charlotte students may not register for online access to the class or participate by Zoom, even if they are sick or traveling. Registration: Charlotte students must register for the Charlotte section; Richmond and online MACE program students register for the Richmond section.

**Online:** An instructor and all students are fully online for the class. An online class may be scheduled with synchronous meeting times, or offered as an asynchronous online class. Registration: Online section.

## Registration

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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. Except for the dual degree programs, students may not be enrolled in two or more degree programs at this institution at the same time.

### CROSS-CAMPUS REGISTRATION

Students in the M.A.C.E., M.A.P.T., M.Div., M.Div./M.A.C.E., M.Div./M.A.P.T., M.A.C.E./M.A.P.T. dual degrees program are permitted to register for courses on any campus (Richmond and Charlotte), without the permission of the Academic Dean, as long as they are able to meet all course requirements. These requirements may include the student's physical presence in the classroom on the campus upon which the course is offered. A student is not allowed to participate through use of distance education technology in a course that requires physical presence.

Online registration is not available for cross-campus registration. Students must contact the Registrar's Office to register on the campus other than the student's home campus.

### 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 the seminary on the basis of preliminary transcripts that do not yet show completion and awarding of previous degrees.

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

The Registrar will also at this point notify the chair of the faculty 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 UPSem.

**LATE FEES**

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 2023–2024 academic deadlines, please see the academic calendar on the MyUnion page at [www.upsem.edu/academics/academic-calendars/](http://www.upsem.edu/academics/academic-calendars/) or on page 7 of this catalog. Students should consider regulations concerning their eligibility for 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, UPSem 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 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, the financial aid office, 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.

UPSem 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 Academic Dean.

**CROSS-REGISTRATION**

Union Presbyterian Seminary has cross-registration agreements with a limited number of accredited seminaries and universities.

UPSem students can complete for-credit graduate-level coursework at these institutions that will apply to their UPSem degrees. Students from other institutions can complete for-credit courses at UPSem, as permitted by their institutions in these cross-registration agreements.

Students should become familiar with the academic calendars, registration deadlines, and grading policies of the institution(s) at which they are cross-registering. Students should also consult with the institutions' Registrars about transcribing policies, tuition, fees, withdrawal and refund policies.

Students are required to consult first with the supervised ministry instructor of the campus where they are enrolled. Due to the contextual nature of supervised ministry, cross-registrations will be evaluated by both instructors on a case-by-case basis.

The following sections address UPSem cross-registration agreements with specific accredited seminaries and universities.

### **Virginia Commonwealth University**

By the terms of a cross-registration agreement with Virginia Commonwealth University (VCU), full-time students in UPSem degree programs are eligible to take one graduate-level course at VCU in each fall or spring term. Students must have a minimum 3.0 cumulative grade point average and the cross-registration course must be a part of the student's regular course of study. Students may not enroll in a cross-registration course at VCU if an equivalent course is offered at UPSem during the desired term of enrollment.

Before registering for a VCU course, students should consult with UPSem's Registrar about the procedures.

### **Wesley Theological Seminary**

Courses taken by United Methodist UPSem students, under the terms of our agreements with Wesley Theological Seminary, will be treated as electives in all respects.

Before registering for one of these courses, students should consult with UPSem's Registrar about the procedures.

Students enrolled in courses at Wesley will receive the host institution's grades on their UPSem transcripts. UPSem determines how the grade will be indicated on the transcript and computed for the grade point average for all UPSem cross-registrations at Wesley.

### **Presbyterian Church (USA) Theological Seminaries**

UPSem Presbyterian students enrolled in a master's-level degree program may cross-register at one of the theological institutions of the PC(USA) without payment of any additional tuition through an exchange agreement in place among these institutions. More information is available in the Registrar's Office.

### **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 course, with the exception of students currently enrolled with Non-Degree/Limited Enrollment status. Students currently enrolled at UPSem shall submit their audit request through the Registrar's Office by the end of the official "drop/add" period of each term. All others shall submit their audit requests through the admissions office. All requests must be approved by the course instructor, who may consider several factors, including course aims and methods and class size, when responding to the request. All auditors are required to submit a background

check. 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 UPSem, degree-seeking students, spouses of current UPSem students, and staff members employed by UPSem, 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.

## **Directed Studies**

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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 135 hours of work for students in all degree programs.

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-UPSem professor if a UPSem professor is available and qualified to offer an equivalent Directed Study (See 2. below.) If a non-UPSem professor is approved, the student will be charged an additional fee of \$300 for the Directed Study.

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 Directed Study is not a UPSem faculty member, confer with the appropriate department chair in order to see if the proposed professor/study will be approved;
- 3) Complete the Directed Study form, including all required signatures, and submit it to the Academic Dean at least three weeks before the proposed Directed Study is to begin.

## **Grades**

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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. Supervised ministry courses based upon Clinical Pastoral Education 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 Registrar's Office with any questions.

With the exception of supervised ministry courses based upon Clinical Pastoral Education, 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, M.A.P.T., M.Div., and D.Min. 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 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 the Th.M. program. An extension may be granted by the director of the Th.M program, 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 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.

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 Th.M. and D.Min. standards with respect to grading, which differ from those in other degree programs, see the relevant passages in the respective degree program handbooks.

#### **Appeal of Grades**

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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. degree program must be submitted to the director of the Th.M. program. Appeals from students in all other degree programs and from students in any non-degree-seeking

status must be submitted to the Academic Dean.

***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 President.

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 record unless the student requests such. A copy of the decision made concerning the appeal does become a part of the student's permanent record.

## **Leave Time**

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### **LEAVE OF ABSENCE**

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

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 Academic Dean, or failure to attend classes after having registered.

The 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 Academic Dean for personal leave to meet a health or family emergency. 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 Academic Dean. The effective date of withdrawal is the date on which the student submits this written request. If a student is administratively withdrawn by the seminary, such as when the student transfers to another school, the effective date of withdrawal is the date of the end of the term in which the student completes their last course at Union Presbyterian Seminary. If a student takes no action to register, or ceases to attend all courses for which they have registered, without providing written notice of intent to withdraw, then the student will be administratively withdrawn by the seminary and the last date of attendance in any course will be used as the effective date of withdrawal.

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 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.

## **Dismissal**

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Students at Union Presbyterian Seminary are expected to live by the community standards as set forth in the UPSem Policies and Procedures Booklet that is available on the seminary's intranet. Students can be dismissed for sexual misconduct, academic performance or other offense as set forth in the Policies and Procedures Booklet. Students have the right to appeal dismissal from UPSem.

## **ASSESSMENT**

### **Academic Standing**

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(The following policies do not apply to Th.M. or D.Min. 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 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 are automatically dismissed from the 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 the 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 Th.M. or D.Min. students differ from those noted in this section.

### **Certification Standards for Veterans**

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Veterans will no longer be certified for VA benefits when they have been placed on academic probation, which occurs when a student's GPA falls below 2.0, and the student may no longer be making satisfactory academic progress, in accordance with UPSem's policy on Academic Probation. Veterans will begin to be re-certified for VA benefits once their GPA rises above a 2.0 and are removed from academic probation.

### **Assessment of Academic Progress**

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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 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.

### **Federal Satisfactory Academic Progress**

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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. The 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:
  - a detailed explanation of extenuating circumstances for each term the violation of SAP policy occurred; and
  - 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.

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## **Honors Graduate**

Students in the M.A.C.E., M.A.P.T., M.Div., and dual degrees programs who graduate after 2003 with a cumulative GPA of 3.8 or above on all work taken at UPSem shall have the designation “Honors Graduate” permanently added to their 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.

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## **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.

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## **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.

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 shall have as their faculty advisor the Academic Dean. Non-degree students must receive prior permission from their advisor before completing their registration for any course.

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## **Mentoring**

Each student has an opportunity to participate in a variety of mentoring relationships. These relationships seek to enhance students’ vocational development.

In the first year of their program, and in the context of the academic advising relationship, students will articulate a set of goals relating to vocational identity formation that they intend to pursue through advising interactions.

In consultation with their faculty advisor, they will identify appropriate mentoring relationships and conversations within and beyond the seminary that will support growth toward attainment of these goals. At the midpoint of the degree program, students will discuss with their faculty advisor the ways in which mentoring relationships and conversations have supported growth toward attainment of their vocational identity-formation goals and any adjustments or new initiatives they will undertake in the rest of their degree program.

In the final year of the degree program, students will discuss with their faculty advisor the ways in which mentoring relationships and conversations have supported growth toward attainment of their vocational identity-formation goals. Additionally, they will formulate a plan by which they will continue to seek mentoring relationships and structures in the next three years beyond graduation.

## **ADDITIONAL ACADEMIC POLICIES**

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

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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 UPSem. Primary responsibility for considering and/or arranging accommodations with each professor is lodged 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. Students then 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 Academic Dean. For additional details, see the Union Presbyterian Seminary Policies and Procedures Booklet at [myunion.upsem.edu](http://myunion.upsem.edu).

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

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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 the seminary to decide, plan, and achieve any accommodations.

### **English Language Proficiency**

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Union Presbyterian Seminary requires students to have the ability to function successfully in English at the graduate level. 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**

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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 the 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. UPSem 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.

### **Statement and Guidelines on Language for Diversity & Inclusion**

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Since the early 1980s the Union Presbyterian Seminary faculty has recognized the importance of language that exhibits care around areas of diversity and inclusion. The following represents our continued efforts to exhibit grace and welcome in the language used in worship, classroom, and community settings.

We affirm, without exception, that all persons are created in the image of God, and that, in Jesus Christ, all persons are worthy of the dignity, respect, and love inherent to their status as members of God's beloved



community. As a community, we commit ourselves to language that intentionally expresses care and breaks down harmful assumptions and stereotypes as we speak about God and God's people. We recognize that members of the community bring with them communal traditions, varied language practices, and constitutional requirements; therefore, we endeavor to be a community that is graceful and patient with one another in our ongoing conversation about language practices that honor the dignity of all.

With respect to language about God, we encourage use of the wide variety of biblical metaphors, as well as gender-neutral language. By expanding our language about God to include a variety of images, we expand our understanding of God's presence and activity in our lives.

With respect to language about the people of God, we affirm that care should be taken to reflect the diversity of the Creation. When referring to God's people, the community is encouraged to use words and phrases such as humanity, humankind, human beings, folks, friends, people, persons, parents, siblings, kindred, Beloved Community, and God's family. Similarly, we encourage the use of words including pronouns, phrases, and metaphors that are sensitive to the diversity of God's people (avoiding, for example, the simple equating of white with goodness and black with evil, and metaphors that correlate sin with various disabilities such as blindness, deafness, and paralysis).

Sensitivity to language of diversity is incumbent upon those who prepare and lead worship for the seminary community, but it also bears upon classroom engagement and community etiquette in all the spaces in which we live, learn, and fellowship together. We affirm the full dignity of all persons and commit ourselves to mutual encouragement of one another as we continue to develop and use language in which all persons find themselves included.

## **Plagiarism Policy**

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### **DEFINITION**

At Union Presbyterian Seminary, plagiarism is defined as the use of someone else's ideas or words without attribution in a graded event. A student who is unsure about this standard should speak directly with the professor(s) at the beginning of the course.

A grading professor who is concerned that plagiarism may have occurred will follow the process outlined below.

### **PROCESS FOR FIRST OCCURRENCE**

- 1) The grading professor will consult a department colleague without divulging any personally identifiable information.
- 2) If concern remains after this consultation, the grading professor will take their concern to the student.
- 3) If plagiarism is believed by the grading professor to have occurred after consultation with a department colleague and subsequent consultation with the student, the consequences will be determined in consultation with the Academic Dean.
- 4) Appeals may be made to the President.

The process for a second or third occurrence of plagiarism is identical to that noted above, except that the consequences will vary as outlined below.

### **CONSEQUENCES**

Ordinarily, for a first occurrence, the grade for the assignment in question will be a zero, or the student may be given an opportunity to rewrite the assignment and the two grades will be averaged together.

For a second occurrence in the same course, the student will fail the course.

For a third occurrence while enrolled in the Seminary, the student will face expulsion if deemed appropriate by two-thirds vote of the faculty.

#### **DOCUMENTATION**

Supporting documentation for the resolution of plagiarism cases will be retained in the Office of the Academic Dean.

All other persons who believe plagiarism has occurred should report the matter to the grading professor(s) or to the Academic Dean.

## **Academic Records**

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#### **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.

#### **STUDENT RIGHT TO PRIVACY IN VIRGINIA**

In the state of Virginia student FERPA directory information may be publicly disclosed by a school if the school has given notice to the eligible student of (i) the types of information that the school has designated as directory information; (ii) the right of the eligible student to refuse the designation of any or all of the types of information about the student as directory information; and (iii) the period of time within which an eligible student must notify the school in writing that he or she does not want any or all of the types of information about the student designated as FERPA directory information. However in Virginia no school shall disclose the address, phone number, or email address of a student pursuant to 34 C.F.R. § 99.31(a)(11) or the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) unless the eligible student has affirmatively consented in writing to such disclosure.

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

- Name
- Nickname
- UPSem Degree Program
- Enrollment Status
- Part-time/Full-time Status
- Anticipated Graduation Date
- Hometown

- Photo
- Dates of Enrollment
- Awards, Prizes, and Honors

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, the seminary maintains several sets of files (admissions, candidacy, academic, 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 seminary’s files, a written request should be sent to the president or to the 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 UPSem website.

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

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

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The faculty reserves the right to make exceptions to faculty policies through its Academic Dean, 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**

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Other academic rules and regulations and policies are cited in the Policies and Procedures Booklet and in the degree program handbooks for Th.M. and D.Min. students. The UPSem faculty, through the Academic Dean, 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**

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The following policies and procedures may be found in the Policies and Procedures booklet at [myunion.upsem.edu](http://myunion.upsem.edu)

- 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
- Learning Disabilities
- Pet Policy
- Sexual Misconduct Policy and Procedures
- Smoking Policy
- Social Media Policy
- Student Wage and Employment Guidelines
- Substance Abuse Prevention Policy

## **VETERANS**

### **FOR VETERANS: A GRIEVANCE AGAINST THE SCHOOL**

Veterans and other eligible persons should initially follow the seminary's grievance policy. If the situation cannot be resolved at the seminary, the beneficiary should contact one of the following agencies to report a grievance against the school so it may investigate complaints of GI Bill beneficiaries.

At the UPSem Richmond, Virginia campus, the Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. To report a grievance, the beneficiary should contact the Virginia State Approving Agency office via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

At the UPSem Charlotte, North Carolina campus, the North Carolina State Approving Agency is the approving authority of education and training programs for North Carolina. To report a grievance, the beneficiary should contact the North Carolina State Approving agency office via telephone at (919) 733-7535, or by mail at 120 Penmarc Drive, Suite 103, Raleigh, North Carolina 27603-2434.

## 4. Admissions

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Union Presbyterian Seminary (UPSem) invites prospective students to apply for admission to the following programs: Master of Arts in Christian Education (M.A.C.E.), Master of Arts in Public Theology (M.A.P.T.), Master of Divinity (M.Div.), M.Div./M.A.C.E. dual degrees program, M.Div./M.A.P.T dual degrees program, M.A.C.E./M.A.P.T. dual degrees program, Master of Theology (Th.M.), and Doctor of Ministry (D.Min.). Applications for admission to these degree programs are available on our website at [www.upsem.edu/admissions-aid/apply-now/](http://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).

The seminary welcomes and seriously considers applications for admission from all qualified applicants. UPSem 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

UPSem strongly recommends that all prospective students visit campus as part of the application process. A campus visit includes an interview with a faculty member and conversations with students and administrators and is extremely helpful in a prospective student's 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 Degree Programs (M.A.C.E., M.A.P.T., M.Div., and Dual Degrees Program)**

The prerequisite for admission to the basic degree program is ordinarily 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 (Th.M.)**

Applicants for admission to the Master of Theology program must ordinarily hold a bachelor's degree or its equivalent from a four-year college or university accredited by one of the nationally recognized regional accrediting agencies or the international equivalent. Applicants without such a bachelor's degree or its equivalent may be considered for admission based on their performance in a qualifying master's degree program, the rigor of that degree program, and the overall quality of their application, with special attention to their previous research skill training. Applicants must have received a master's degree in an appropriate discipline from a seminary or university accredited by the Association of Theological Schools or its international equivalent. Applications for admission into the Th.M. program are evaluated by the appropriate faculty departments.

#### **Doctor of Ministry (D.Min.)**

Applicants for admission to the Doctor of Ministry program must ordinarily hold a bachelor's degree or its equivalent from a four-year college or university accredited by one of the nationally recognized regional accrediting agencies or the international equivalent. Applicants without such a bachelor's degree or its

equivalent may be considered for admission based on their performance in a qualifying master's degree program, the rigor of that degree program, and the overall quality of their application. Applicants must have completed an accredited master's degree in a ministry-related area from a seminary or university accredited by the Association of Theological Schools in the United States and Canada or its international equivalent. Applicants without an accredited Master of Divinity degree may be admitted, provided applicants meet each of these criteria: (a) the ability to thoughtfully interpret scripture and the theological tradition of one's ministry context, (b) the capacity to understand and adapt one's ministry to the cultural context, (c) a basic self-understanding of one's ministerial identity and vocational calling, (d) a readiness to engage in ongoing personal and spiritual formation for one's ministry, (e) an accredited master's degree (or its educational equivalent) in an area related to one's ministry setting or vocational calling, and (f) significant ministerial experience that enables the applicant to engage as a ministry peer with other students in this advanced professional doctorate. Applicants must also have significant ministry experience, not limited to congregational settings. Ordination is not a requirement. For additional information, see page 83.

## **TRANSFER STUDENTS**

Students from other theological schools accredited by the Association of Theological Schools in the United States and Canada (ATS) may apply to transfer to UPSem 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 61, regarding transfer credits.

## **CURRENT STUDENTS**

M.Div., M.A.C.E., and M.A.P.T. students currently enrolled at UPSem who have completed no more than 27 credit hours (M.Div.) or 18 credit hours (M.A.C.E. or M.A.P.T.) of their degree program may apply to transfer from the M.Div. to the M.A.C.E. or M.A.P.T. program or from the M.A.C.E. or M.A.P.T. 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 UPSem; 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.

Students in the Certificate of Christian Education or Public Theology programs may apply to degree programs while completing the certificate. Students must submit:

- 1) A new application including essays and references.
- 2) They may list a UPSem faculty member as a reference. If they have completed at least two classes with this faculty member and the faculty member is in favor of admission, an interview is not required. Interviews are otherwise required.
- 3) A transcript reflecting completed work at UPSem and copies of all other transcripts from previous institutions, all of which may be retrieved by the student from the Registrar's Office.

## **INTERNATIONAL APPLICANTS**

Union Presbyterian Seminary welcomes international applicants to the M.Div., M.A.C.E., M.Div./M.A.C.E., and Th.M. degree programs on the Richmond campus and seeks to admit those students from other countries who plan to serve the global church. The M.A.P.T., M.Div./M.A.P.T., M.A.C.E./M.A.P.T., and D.Min. degree programs are not available to international applicants. UPSem is certified by the U.S. government to issue an I-20 form to students who have been admitted to one of our degree programs, so they may apply for an F-1 student visa.

## **English Language Proficiency**

Ordinarily, 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) or the IELTS. We require applicants to obtain a minimum score of 20 in each section of the iBT TOEFL. We require applicants to receive minimum score of 8.0 in each section of the IELTS. Additional information for this requirement may be found on our website or by contacting the Admissions Director.

## **Certification of Funding**

In order to issue an I-20, Union Presbyterian Seminary is required to certify that students already have sufficient funds to cover living and educational expenses for themselves and any dependents traveling with them. Therefore, before the I-20 form is issued, international students must submit documentation certifying the availability of funds sufficient to cover living and educational expenses during the course of study at the seminary. In addition, applicants who are accepted must deposit funds with the seminary equal to 40% of the first year's cost of attendance less any scholarship no later than May 1, preceding the term in which the student will enroll.

Please refer to Financial Assistance, page 97, 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 87–90.

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.

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 UPSem while discerning their own call to ministry. Students pursuing a Certificate in Public Theology, by definition, are non-degree seeking, Limited Enrollment students. The Th.M. and D.Min. degree programs do not accept non-degree seeking, Limited Enrollment (LE) students.

Limited enrollment students are not enrolled in a degree program and may take no more than 12 credit hours (usually four courses) in an academic year. Non-degree international exchange students from our exchange partners schools are offered up to 7 courses in an academic year. Admission is for a maximum of one academic year, which, with the permission of the Academic Dean, may be extended for a second concurrent academic year. Having been a LE student will not insure admission to a degree program. LE students must apply through the usual channels and include a letter of recommendation from a faculty member with whom the student has studied. Courses taken as an LE student may be transferred to a degree program at UPSem.

The application for admission to Limited Enrollment status is available on our website at [www.upsem.edu/admissions-aid/apply-now/](http://www.upsem.edu/admissions-aid/apply-now/). Decisions regarding non-degree seeking applicants may be made through review and consultation by the Academic Dean's office. The Academic Dean may decide the matter or refer it to the Admissions Committee for further consultation.

## **CONDITIONAL ENROLLMENT**

The seminary reserves the right to admit a degree-seeking student in the M.Div., M.A.C.E., M.A.P.T., or dual degrees conditionally, based on 1) the course of study the student wishes to pursue, 2) the quality of work previously demonstrated, and 3) the quality of life manifested. Applicants who have not completed 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 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.

## **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 the seminary. ECI is designed, rather, to offer 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 and BIBL102 New Testament

**Reformed Theology:** THEO110 Introduction to Theology

**Faith and Human Development:** FTHF210 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:** EDTH161 Polity, Mission and Program for Presbyterian Church Educators or PRMN110 Presbyterian Polity

**Worship and Sacraments:** EDEL106 Worship, Sacraments and Education

For more information, please contact Dr. Rebecca Davis at [rdavis@upsem.edu](mailto:rdavis@upsem.edu), or the Office of Admissions.



## REQUIREMENTS FOR APPLICATION FOR THE BASIC DEGREES

ALL APPLICANTS	Individual Degrees: M.A.C.E. M.DIV. M.A.P.T. M.DIV.	Dual Degrees: M.DIV./M.A.C.E. M.DIV./M.A.P.T. M.A.C.E./M.A.P.T.	LE <sup>1</sup>
Prerequisites-Education	Ordinarily B.A./B.S.	Ordinarily B.A./B.S.	B.A./B.S.
References	Three	Three	Two
Official Transcripts <sup>3</sup>	Required	Required	Required
Background Check <sup>4</sup>	Required	Required	Required
Interview <sup>5</sup>	Required	Required	Not required

ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS	M.A.C.E	M.DIV.	M.DIV./M.A.C.E.
Deadline	December 1	December 1	December 1
Eligible to apply?	Yes	Yes	Yes
iBT TOEFL and IELTS minimum scores on each section of the test	A minimum score of 20 in each section of the iBT TOEFL. A minimum score of 8.0 in each section of the IELTS		
Certification of Finances	Required	Required	Required

<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. Limited Enrollment is not available to international students.

<sup>2</sup> Domestic applicants must submit their applications by February 15 to be considered for scholarships.

<sup>3</sup> Official (signed and sealed) transcripts from ALL previously attended academic institutions (beyond high school) are required.

<sup>4</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 [www.upsem.edu/admissions-aid/apply-now/](http://www.upsem.edu/admissions-aid/apply-now/).

<sup>5</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, Skype, FaceTime, or Zoom.

## REQUIREMENTS FOR APPLICATION TO THE MASTER OF THEOLOGY PROGRAM

<b>ALL APPLICANTS</b>	
Prerequisites – Education	B.A./B.S. and accredited master’s degree
References	Three academic references
Official Transcripts <sup>1</sup>	Required
Autobiographical Statement <sup>2</sup>	Required
Purpose Statement <sup>3</sup>	Required
Writing Sample <sup>4</sup>	Required
Background Check <sup>5</sup>	Required

<b>INTERNATIONAL APPLICANTS</b>	
Deadline	December 1
Eligible to apply	Yes
iBT TOEFL or IELTS	A minimum score of 20 on each section of the test for the iBT TOEFL and a minimum score of 8.0 on each section of the test for the IELTS
Certification of Finances	Required

- <sup>1</sup>. Official (signed and sealed) transcripts from ALL previously attended academic institutions (beyond high school) are required.
- <sup>2</sup>. 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.
- <sup>3</sup>. 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.
- <sup>4</sup>. 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.
- <sup>5</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 [www.upsem.edu/admissions-aid/apply-now/](http://www.upsem.edu/admissions-aid/apply-now/).

## REQUIREMENTS FOR APPLICATION TO THE DOCTOR OF MINISTRY PROGRAM

ALL APPLICANTS <sup>1</sup>	
Prerequisites – Education	B.A./B.S. and accredited master’s degree or equivalent
References	Three
Official Transcripts	Required
Background Check <sup>2</sup>	Required

All applicants are required to interview with at least two faculty members.

<sup>1</sup> International applicants are not eligible to apply.

<sup>2</sup> All applicants must complete a background check. Complete information and directions may be found at [www.upsem.edu/admission-aid/apply-now/](http://www.upsem.edu/admission-aid/apply-now/).

## APPLICATION DEADLINES FOR ALL DEGREES

RICHMOND BASIC	
International Applicants	December 1
Deadline for scholarship consideration	May 1
Final deadline	June 15
Fall LE	August 15
Spring LE	November 15

RICHMOND TH.M.	
International Applicants	February 1
Domestic Applicants	Priority deadline Feb 15

RICHMOND D.MIN.	
All Applicants	March 15

RICHMOND LIMITED ENROLLMENT AND CERTIFICATE	
Fall	August 1
Spring	November 1
Spring II	March 1

CHARLOTTE BASIC	
Fall	Deadline for scholarship application–May 1, Final deadline–July 1

CHARLOTTE D.MIN.	
All Applicants	March 15

CHARLOTTE LIMITED ENROLLMENT AND CERTIFICATE	
Fall	August 1
Spring	November 1
Spring II	March 1

## 5. Student Expenses

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### TUITION

**Master of Divinity, Master of Arts in Christian Education, Master of Arts in Public Theology, and Dual Degrees Program** students are charged \$500 per credit hour. If 27 credit hours are taken in the academic year, the total is \$13,500. Courses for three credit hours are \$1,500. The total tuition cost for 18 credit hours, the normal load for M.A.C.E., M.A.P.T., and Charlotte campus students, is \$9,000.

**Master of Theology** students are charged 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 is \$1,500 per term.

**Doctor of Ministry** students are charged \$1,000 per course. Usually, a student will take two courses per term for a total of \$4,000 per year.

**Certificate Program in Public Theology** students are charged \$500 per course

### FEES

#### Student Activities Fee

All students will be assessed \$50 per course each term.

#### Late Registration Fee

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

#### Graduation Fee

M.A.C.E., M.A.P.T., M.Div., Th.M., and D.Min. students pay a graduation fee of \$125. The fee for dual degrees students is \$150, reflecting the two degrees earned. The fee for certificate students is \$75. 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.

## **Project Binding Fee**

A fee of \$50 is charged to D.Min. students to cover costs for binding two copies of their final D.Min. projects. One of these copies is placed in the seminary library; the other is provided to the student. Additional copies may be requested by the student who will incur additional fees for these copies.

## **BOOKS**

The cost of books varies by the number and types of courses taken. Students should budget a minimum of \$70 per course for books.

## **HOUSING**

Full-time students in Richmond are eligible to apply for seminary-provided housing. The deadline to apply for housing is May 1.

Apartment and dormitory rent will be charged to student accounts monthly. 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.

Two-bedroom apartments in Melrose are \$850 per month. All basic utilities except telephone are included in rents.

Dormitory rates range from \$460 to \$530 per month, depending on size, location, and bathroom facilities.

In housing where pets are permitted, there is a deposit and surcharge.

## COST OF ATTENDANCE

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

BUDGET MELROSE	11 MONTHS	BUDGET RICHMOND HALL	11 MONTHS
Rent	\$ 10,200	Rent	\$ 6,360
Food	\$ 4,665	Food	\$ 2,400
Medical Expenses	\$ 1,980	Medical Expenses	\$ 1,980
Transportation	\$ 3,240	Transportation	\$ 3,240
Phone/Internet	\$ 600	Phone/Internet	\$ 600
Personal	\$ 2,940	Personal	\$ 2,100
<b>LIVING EXPENSES</b>	<b>\$ 20,925</b>	<b>LIVING EXPENSES</b>	<b>\$ 17,850</b>
Tuition	\$ 13,500	Tuition	\$ 13,500
Fees	\$ 450	Fees	\$ 450
Books	\$ 720	Books	\$ 720
<b>EDUCATIONAL EXPENSES</b>	<b>\$ 14,670</b>	<b>EDUCATIONAL EXPENSES</b>	<b>\$ 14,670</b>
<b>GRAND TOTAL</b>	<b>\$35,395</b>	<b>GRAND TOTAL</b>	<b>\$32,550</b>

### TUITION FOR COURSES TAKEN AT OTHER SCHOOLS

After matriculation at UPSem, students are expected to take all courses for their degree at UPSem, at STVU, or, with advance permission, at Virginia Commonwealth University, or Wesley Theological Seminary in Washington DC. If a student wishes to take a course elsewhere for credit toward a UPSem degree, permission must be obtained in advance from the Academic Dean.

Other institutions affiliated with the Presbyterian Church (U.S.A.) may have tuition reciprocity agreements with UPSem, in which case the student will continue to pay tuition at UPSem 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.

UMC students who take denominationally required courses at Wesley Theological Seminary in Washington DC may use any UPSem scholarship funds for which they are eligible to pay tuition expenses for those courses. Students may request available funds from their student accounts with which to pay the other school directly. In no case will the seminary pay more than the student's UPSem 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 UPSem financial aid funds will be applied to tuition for courses taken at other schools that do not have tuition reciprocity agreements with the seminary.

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

## **FINANCIAL RESPONSIBILITY**

Students are expected to maintain good financial standing with the seminary, as determined by the Business Office. Students must settle all financial obligations to the 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**

### **Veterans**

UPSem will not deny access to classes, the library or other seminary facilities to a student who has provided a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33. No late fees may be assessed nor may the student be required to borrow additional funds or make personal payment arrangements due to the delayed disbursement of a payment to be provided under chapter 31 or 33. Students should submit a certificate of eligibility for entitlement to the VA Certifying Official no later than the first day of a course of education for which the student wishes to use the entitlement to educational assistance.

### **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 the seminary. A student must submit to the 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 the seminary will be considered to have been separated 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 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 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 UPSem 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 and Financial Aid**

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.

- Students who drop a course, 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 for the course or term or the continuation fee for the current half year. Any financial aid administered will be deducted from their student account and may be used later.
- Students who drop a course, 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. Fifty percent of any financial aid will be deducted from their student account. Only 50% of aid will be available for a second attempt at a dropped course.
- 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 or financial aid. No financial aid will be awarded for a second attempt at the dropped course

## **Refunds of Fees**

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

## **Refunds of Direct Loan Credit Balances**

Upon disbursement of a student loan, students receive an Enrollment Verification and Disbursement form. Using this form, the borrower notifies the Financial Aid and Business Offices as to their intent regarding any credit balance beyond what is owed to the seminary. A student may choose to leave all funds in their account or have any credit balance returned to them.

In cases where students do not return the form within 14 days, the credit balance will automatically be returned to the student. In all cases, any balance remaining at the end of the academic year will be returned to the student.

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

The Return of Title IV Funds Policy applies to federal Direct 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. Direct 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, the seminary 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 Direct Loan.

The 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 Direct 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 (UPSem) offers a generous financial aid program. UPSem'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.

### TUITION AID

All students in the basic degree programs (M.Div., M.A.C.E., M.A.P.T., and dual degrees) are eligible to receive tuition aid. Students who apply for admission by the stated deadline and who, upon admission, register for full-time study will be awarded 100% of tuition in aid. Students registering for at least half-time study will receive 2/3 of tuition in aid.

### MERIT SCHOLARSHIPS

The seminary offers scholarships of up to \$7,000 to students in the the first professional or basic degree programs: M.Div., M.A.C.E., M.A.P.T., and dual degrees. All admitted applicants are automatically considered for Merit Scholarships if they have submitted an application for admission by the stated deadline. 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.

### TH.M. FINANCIAL AID

The seminary offers aid for 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

Students who are not offered a scholarship or whose scholarship from a previous year has been cancelled, may apply for need-based aid. Need-based aid is awarded based on a separate application on which the student shows both their resources and expenses. 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 2/3 of tuition.

Need-based aid for Doctor of Ministry students is capped at 1/3 of tuition. 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 UPSem Application for Need-based Financial Aid and return it to the school by June 1. Late applications will not be reviewed.

## **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 available at <https://myunion.upsem.edu>.

## **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
- If asked, 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 UPSEM 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 usually on the Friday before the term begins. 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. No tuition aid will be awarded for course work taken beyond that needed to graduate.

For scholarships with merit grants, the grant will be disbursed each term as a percentage of the year. Once the disbursement of the merit aid is made, students may request up to 2/3 of the balance in their account be released as a check. Any remaining balance can be released 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. Merit aid ends at that time even if the student does not have enough credits to graduate. Tuition aid may still be available.
- M.Div./M.A.C.E. and M.Div./M.A.P.T. students may receive merit aid for up to four years. M.A.C.E./M.A.P.T. students may receive merit aid for up to three years.
- Students who participate in a Student-in-Ministry year or an Exchange program will not receive any Merit Scholarship funds during that year. The scholarship is deferred until they return to campus for full-time study. Only tuition aid is available.
- 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.
- Participation and leadership in the life of the church, the UPSEM community, and the wider community in accordance with individual gifts and circumstances will be considered.

- 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 the faculty committee. Applications for second or third year scholarships are available in early March.

## **UNION PRESBYTERIAN SEMINARY PRIZES**

Each spring, the faculty awards a number of prizes to currently enrolled students.

## **UNION PRESBYTERIAN SEMINARY LOANS**

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

## **CHARLOTTE FINANCIAL AID**

### **Tuition Aid**

All students in the basic degree programs (M.Div., M.A.C.E., and dual degrees) are eligible to receive tuition aid. Students who apply for admission by the stated deadline and who, upon admission, register for full-time study will be awarded 100% of tuition in aid. Students registering for at least half-time study will receive 2/3 of tuition in aid. Aid will be determined on a term-by-term basis.

### **Merit Scholarship**

The seminary offers scholarships of up to \$7,000 for the first professional or basic degree programs: M.Div., M.A.C.E., and dual degrees. All admitted applicants are automatically considered for Merit Scholarships if they have submitted an application for admission by the posted deadline. 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.

## **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
- Must complete the FAFSA and have remaining need after all other aid is applied

### **Scholarship Database**

Information about grants and scholarships from outside sources may be found at [www.seminaryscholarships.org](http://www.seminaryscholarships.org), a fully searchable database maintained by Dallas Theological Seminary.

### **Veteran's Benefits**

UPSem complies with Section 1018 that codifies in statute the following requirements:

- Provide students with a timely personalized Financial Aid Shopping Sheet covering the total cost of an education program.
- Inform students who are eligible to receive Veterans education benefits of the availability and potential eligibility of Federal financial aid before packaging or arranging private student loans or alternative financing programs.

- Provide to a covered individual enrolled in a course of education at the educational institution with information regarding the requirements to graduate from such course, including information regarding when required classes will be offered and a timeline to graduate.
- Maintain a policy to accommodate Service members and reservists to be readmitted to a program if they are temporarily unable to attend class or suspend their studies due to service requirements.
- Designate a point of contact to provide academic and financial advising.

## **FEDERAL DIRECT LOANS**

Union Presbyterian Seminary participates in the federal Direct 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 5% 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 Direct 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 UPSem
- Not be in default on a federal loan or grant unless satisfactory payment arrangements have been made

To apply for a Direct Loan:

- Complete a 2022 tax return.
- Complete the 2023–2024 Free Application for Federal Student Aid. Students may do so at [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa) 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 UPSem, the financial aid director will determine the applicant's eligibility for loan aid and send that information along with a UPSem 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 Direct 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. [www.irs.gov/pub/irs-pdf/p970.pdf](http://www.irs.gov/pub/irs-pdf/p970.pdf).

# 7. Campus Resources and Services

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## **RICHMOND CAMPUS**

### **Academic Support**

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*Executive Assistant to the Vice President and Academic Dean,  
(804) 278-4231*

Students admitted to UPSeM are expected to be able to achieve success in their academic pursuits. Some academic support, especially with writing skills and the biblical languages, is available through the Program for Excellence in Teaching and Learning (PETAL). Students who may need additional tutoring will bear the costs for such assistance and, in all cases, students remain solely responsible for the quality of their academic work.

### **Business And Personal Services**

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#### **LOST & FOUND**

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

#### **PHOTOCOPYING**

Two copying machines are located at the library, one on the first floor under the atrium stairs near the south elevator, and one in the Microforms room on the first floor. Both machines are self-service. The photocopiers require plastic debit cards for photocopying. Debit cards are available at the circulation desk. There is also a self-service scanner located in the Microforms room of the library on the first floor. Users may scan documents free of charge to their email account, smartphone via QR code scan or thumb drive in PDF, Searchable PDF or Microsoft Word format.

#### **PRINTING**

There are three printers located in the library, one on the first floor under the atrium stairs near the south elevator, and two in the Microforms room on the first floor. All three machines are self-service and utilize the Go-Print print management service. The printers require plastic debit cards for printing. Debit cards are available at the circulation desk.

#### **WIRELESS PRINTING**

The Brother printer in the library's Microforms room uses the wireless printing service PrinterOn, which enables users to print from any mobile device with an internet connection. Users send print jobs through a library webpage or the PrinterOn App (available through the App Store or Google Play) and release them at the Pay Station Elite located next to the printer in the Microforms room. The Pay Station Elite only accepts library patron debit cards, which are available from the circulation desk.



## Campus Employment

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*Jamie Cook, jcook@upsem.edu, (804) 278-4209*

From time to time, positions become available on campus which would be suitable for a student worker. Jamie Cook, Human Resources Director, posts these positions on Blackboard in the courseroom Student Job Availability. All applicants must apply to human resources using the general application available on Blackboard.

## Campus Technology And Media Services

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*HelpDesk, helpdesk@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.

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). Help Desk support is available via e-mail and/or in-person on Saturdays during CLT class hours.

The Policy for Acceptable Use of Technology can be viewed in the Seminary Policies and Procedures booklet found at [www.upsem.edu/academics/myupsem/](http://www.upsem.edu/academics/myupsem/)

### MEDIA/TECH DEPARTMENT

*Campus Help Desk, helpdesk@upsem.edu, (804) 278-4266*

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
- Providing and replacing building access cards
- 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

Computing and media equipment are available for 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

The 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.

## **Clothing Closet**

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Recognizing that many students do not have appropriate attire for internships or the different climates of Richmond, there is a clothing closet in Watts 206. The closet is maintained by the chaplain's office and a student coordinator. Donations made be made at any time. Please contact the chaplain if there are specific requests or needs.

## **Communication**

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### **E-MAIL**

Information concerning academic matters and the life of the community will be disseminated through school-provided e-mail. The 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.edu/academics/myupsem](http://www.upsem.edu/academics/myupsem).

### **BULLETIN BOARDS**

Students may request the use of bulletin boards found in Watts Hall on the second floor and nearest the door leading to Early. Requests should be made to the chaplain and 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 UPSem. 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**

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Lockers for daily use by commuting students are located on the lower level of Richmond Hall.

## **Counseling**

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*Mairi Renwick, [mairi.renwick@upsem.edu](mailto:mairi.renwick@upsem.edu), (804) 278-4232*

If you or your family need counseling or assistance with a personal problem, the chaplain and director of student services should be consulted for referrals. Students are encouraged to use their own health insurance but may apply for 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**

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### **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.

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## **Disabilities**

*Mairi Renwick, mrenwick@upsem.edu, (804) 278-4232*

It is the goal of our 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.

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## **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.

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## **Food Locker**

Recognizing that some members of our community may occasionally experience food insecurity, the Community Life area has set up a food locker in Lower Lemon in Richmond Hall. The locker, located in the farthest right hand locker, is stocked with staple food items such as ramen, macaroni and cheese, and fruit packs. It is left unlocked. Community Life staff will monitor the contents and refill it as needed.

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## **Grievances/Title IX Complaints**

*Michelle Walker, mwalker@upsem.edu, (804) 278-4252*

Whenever a member of the Seminary community feels that the Seminary's norms and standards have been violated, that member is urged first to communicate directly with the alleged offender in order to seek redress and reconciliation. If, due to the nature and severity of the alleged breach of personal conduct, an informal response is perceived to be unsuitable, the member may file a complaint through the dean of students of their respective campuses. Information regarding filing a grievance or a Title IX complaint may be found in the Policies and Procedures Handbook found at [www.myunion.upsem.edu](http://www.myunion.upsem.edu).

In North Carolina, if students are unable to resolve a complaint through the institution's grievance procedures, they may review the Student Complaint Policy, complete the Student Complaint Form (PDF) located on the State Authorization webpage at <https://www.northcarolina.edu/post-secondary-education-complaints/>, and submit the complaint to [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu) or to the following mailing address:

North Carolina Post-Secondary Education Complaints  
c/o Student Complaints  
University of North Carolina General Administration  
910 Raleigh Road  
Chapel Hill, NC 27515

## Health Insurance

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All students are expected to have health insurance. The seminary does not provide insurance. We recommend that U.S. students visit [healthcare.gov](http://healthcare.gov) to purchase insurance.

International students may purchase health insurance from any reputable provider, and are required to provide proof of insurance to the International Student Advisor.

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

## International Student Orientation

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*James Taneti, [jtaneti@upsem.edu](mailto:jtaneti@upsem.edu), (804) 278-4350*

*International Student Advisor, (804) 278-4231*

All international students are required to attend International Student Orientation on the Richmond campus in August immediately preceding New Student Orientation. The focus of the program covers the knowledge and skills that international students will need to flourish in the seminary's academic programs.

## Parking

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Parking is available in the Watts Hall parking lot facing Brook Road, in the small lot between Early Center and Johnson Hall, in the Advancement department lot, and in the lot north of Richmond Hall. 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 most streets surrounding the campus, with the exception of areas designated "no parking" by City of Richmond traffic control.

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).

## Security

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### DURING BUSINESS HOURS

*(7:30 a.m.–4:30 p.m.) Facilities, campus ext. 218 or by personal phone (804) 278-4218*

### AFTER HOURS

*Security (September through May, 5 p.m.–12 a.m.; June through August, 7 p.m.–12 a.m.)  
(804) 278-4357 (HELP)*

*After Hours Assistant (4:30 p.m.–7:30 a.m. Monday to Friday; 24 hours on Saturday and Sunday)  
(804) 317-7555*

In an emergency, dial 911 (from a campus phone dial 8 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.

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 the 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 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.

*If you have security questions, contact Keith Fauber (278-4281).*

## Supply Preaching and Teaching

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*Mairi Renwick, mairi.renwick@upsem.edu, (804) 278-4232*

The Chaplain's Office regularly receives word from churches of opportunities for supply preaching and teaching opportunities. All students are eligible for supply preaching. It is recommended that the student has successfully completed a preaching course. If you are interested, contact the Chaplain's Office to add your name to the list of interested students.

## Vocational Planning

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*Dorothee Tripodi, Richmond, dtripodi@upsem.edu, (804) 278-4220*

### DISCERNMENT PROCESS

All students are strongly encouraged to consult with the director of supervised ministry and vocational planning upon matriculation as they discern their vocational call. It is the student's responsibility to schedule the first-level consultation at the earliest opportunity. Students enrolled in the Master of Divinity degree who intend to become ordained ministers are responsible to engage in the process of ordination through their respective denominations.

PCUSA students need to plan taking the Bible Content Exam and the senior ordination exams with the consultation of their CPM liaison to fulfill the ordination requirements. Presbyterian students who are not under the care of a presbytery are strongly encouraged to begin the inquiry process in their first year. Students must request enrollment in the PCUSA Senior Ordination Exam Review Course on Blackboard. Please email [jwilson@upsem.edu](mailto:jwilson@upsem.edu)

SMVPO will not send any reports to denominational committees unless the student has provided written permission with a signature. Students are strongly encouraged to participate in vocational discernment programs offered during the academic year.

### VOCATIONAL RESOURCES

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

- 1) A series of seminars and orientations are held throughout each year to assist students preparing to take the Presbyterian Church (U.S.A.) ordination exams. Other seminars, including a *First Steps First Call or Fiscal Fitness* workshop, offered by the regional representative from the PC (USA) Board of Pensions, are available each year
- 2) All students are invited to participate in annual vocational planning seminars. These seminars introduce students to denominational resources and processes and orient students to the valuable resources available at the SMVPO's website: [www.upsem.edu/academics/internships-vocational-planning/vocational-planning-2/vocational-planning-resources/](http://www.upsem.edu/academics/internships-vocational-planning/vocational-planning-2/vocational-planning-resources/)
- 3) All students are invited to check ministry opportunities at our website: [www.upsem.edu/academics/internships-vocational-planning/ministry-opportunities/](http://www.upsem.edu/academics/internships-vocational-planning/ministry-opportunities/)
- 4) Each year, from January through May, SMVPO publishes Senior Profiles on its website. Senior profiles are password protected to maintain each student's privacy. All graduates are encouraged

to participate. To access the senior profile form, go to the website: [www.upsem.edu/academics/internships-vocational-planning/vocational-planning/](http://www.upsem.edu/academics/internships-vocational-planning/vocational-planning/)

- 5) SMVPO offers individual consultations to all students wishing to discuss the vocational discernment and call process, call negotiations, or a review of profiles, resumes, or PIFs.
- 6) SMVPO offers online reverse matching services through the PC (USA) Church Leadership Connection upon request.
- 7) SMVPO offers spiritual formation opportunities such as spiritual direction and various spiritual practices in group settings.

## **Weather**

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*Inclement Weather Hotline, (804) 278-4364*

As a general rule, the seminary will remain open on its normal schedule. Classes will be held by Zoom on inclement weather days during the times they ordinarily meet, even if the seminary's physical campus has a delayed opening or is closed for the day. Course instructors will provide Zoom links for their courses, whether in a syllabus or on Blackboard, in order that students may participate in the class session as scheduled.

## **Worship**

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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 Lord's Supper.

### **WORSHIP – RICHMOND CAMPUS**

*Mairi Renwick, mairi.renwick@upsem.edu, (804) 278-4232*

Worship is held on Wednesday during the Fall and Spring terms. Opportunities for worship experiences are offered during May term and Summer Language School. Communion may also be offered.

Faculty, students, and staff work together to plan and lead worship. Any preachers or musicians invited to lead worship must be approved three weeks in advance by the chaplain and/or the music director. 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).

### **CHOIR — RICHMOND CAMPUS**

*Doug Brown, dbrown@upsem.edu*

The UPSem 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**

*Mairi Renwick, mairi.renwick@upsem.edu, (804) 278-4232*

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

Those who preside at the Eucharist for seminary sponsored services must be 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**

*Mairi Renwick, mairi.renwick@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" (PC(USA) Book of Order) have been heard and respected. This includes the obligation that those who preside are ordained to do so by their denominational bodies.

When 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 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, UPSEM bears particular responsibility not to put vulnerable persons at risk. Therefore, the policy of the 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**

### **Academic Support**

*Executive Assistant to the Vice President and Academic Dean, (804) 278-4231*

Students admitted to UPSEM are expected to be able to achieve success in their academic pursuits. Some academic support, especially with writing skills and the biblical languages, is available through the Program for Excellence in Teaching and Learning (PETAL). Students who may need additional tutoring will bear the costs for such assistance and, in all cases, students remain solely responsible for the quality of their academic work.

### **Business And Personal Services**

#### **LOST & FOUND**

Lost and found items are placed in a receptacle under the table across from the mailboxes. Please check there first, then with one of the staff.

#### **PHOTOCOPYING/PRINTING**

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

### **Communication**

Information concerning academic matters and the life of the community is sent via email, posted on the Charlotte Student Resources page in Blackboard, and 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 chaplain and director of student services, Sally Herlong, for referrals. Students are encouraged to use their own health insurance but may apply for funds to help defray the cost of counseling at a rate of \$25 per session, up to a total of \$400 per academic year.

### **Disabilities**

*Sally Herlong, Chaplain and Director of Student Services, sberlong@upsem.edu, (980) 636-1672*

It is the goal of our 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.

### **Grievances/Title IX Complaints**

*Lisa McLennan, lisa.mclennan@upsem.edu, (980)-636-1669*

Whenever a member of the Seminary community feels that the Seminary's norms and standards have been violated, that member is urged first to communicate directly with the alleged offender in order to seek redress and reconciliation. If, due to the nature and severity of the alleged breach of personal conduct, an informal response is perceived to be unsuitable, the member may file a complaint through the dean of students. Information regarding filing a grievance or a Title IX complaint may be found in the Policies and Procedures Handbook found at [www.myunion.upsem.edu](http://www.myunion.upsem.edu). Students on both campuses may file with the Dean of Students.

In North Carolina, if students are unable to resolve a complaint through the institution's grievance procedures, they may review the Student Complaint Policy, complete the Student Complaint Form (PDF)



located on the State Authorization webpage at <https://www.northcarolina.edu/post-secondary-education-complaints/>, and submit the complaint to [studentcomplaint@northcarolina.edu](mailto:studentcomplaint@northcarolina.edu) or to the following mailing address:

North Carolina Post-Secondary Education Complaints  
c/o Student Complaints  
University of North Carolina General Administration  
910 Raleigh Road  
Chapel Hill, NC 27515

## **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 office manager for availability and space needs.
- 2) Once the event is approved, the office manager 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 approved 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, opportunities are posted on the Charlotte Student Resources page in Blackboard. Please contact Sally Herlong at [sherlong@upsem.edu](mailto:sherlong@upsem.edu) for more information.

## **Vocational Planning**

*Sung Hee Chang, Charlotte, [schang@upsem.edu](mailto:schang@upsem.edu), (980) 636-1681*

### **DISCERNMENT PROCESS**

All students are strongly encouraged to consult with the director of supervised ministry and vocational planning upon matriculation as they discern their vocational call. It is the student's responsibility to schedule the first-level consultation at the earliest opportunity. Students enrolled in the Master of Divinity degree who intend to become ordained ministers are responsible to engage in the process of ordination through their respective denominations.

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- 5) All students are invited to check ministry opportunities at our website: [www.upsem.edu/academics/internships-vocational-planning/ministry-opportunities/](http://www.upsem.edu/academics/internships-vocational-planning/ministry-opportunities/)
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- 8) SMVPO offers online reverse matching services through the PC (USA) Church Leadership Connection upon request.
- 9) SMVPO offers spiritual formation opportunities such as spiritual direction and various spiritual practices in group settings.

## Weather

As a general rule, UPSeM will remain open on its normal schedule. Classes will be held by Zoom on inclement weather days during the times they ordinarily meet, even if the seminary's physical campus has a delayed opening or is closed for the day. Course instructors will provide Zoom links for their courses, whether in a syllabus or on Blackboard, in order that students may participate in the class session as scheduled.

## Worship

*Sally Herlong, Chaplain and Director of Student Services, [sberlong@upsem.edu](mailto:sberlong@upsem.edu), (980) 636-1672*

Chapel worship is held each Saturday at 11:45 a.m. when students are on campus for in-person classes. Communion is celebrated one time per term. Guest preachers from the community are invited to bring a message. Students have the opportunity to participate as liturgists.

## 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, and the Charlotte Student Government Assembly, which address 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. One student representative from each campus is invited to the business meetings of the faculty. In addition, student representatives are appointed to the Board of Trustees (1 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 moderators of the RSGA and CSGA 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. The committee serves as an advisory board to the director of financial aid as well as administering the financial aid appeals process. 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 director of physical plant, and the vice president for finance and administration.

# 9. Campus Organizations

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## **RICHMOND CAMPUS STUDENT GOVERNMENT ASSEMBLY**

See Appendix A.

## **CHARLOTTE 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 Susan Blanchard, director of student services, if you are interested in any of these organizations.

#### **Black Caucus**

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The Black Caucus establishes a network of support systems among the Union Presbyterian Seminary 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 student body in the richness of Black people in order to broaden and deepen our worship together; and initiates, sustains, and utilizes a network of dialogue between students, local Black churches, and other resource persons of color in our immediate area.

#### **Commuter Students**

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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**

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

#### **International Student Organization**

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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.

## **Union Diversity**

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Union Diversity is Union Presbyterian Seminary’s gay-straight alliance. Its mission is two-fold. First, it seeks to provide a safe space for lesbian, gay, bisexual, transgender, and queer students and their families and their straight allies; and a place for discussion, support, and celebration as well as a place to find LGBTQIA+-friendly resources for clergy. Second, it does outreach to the UPSem community, with the aim of increasing awareness of LGBTQIA+ issues, especially those faced by LGBTQIA+ Christians.

## **Student Theological Society**

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The Student Theological Society (STS) exists to increase theological literacy and engagement among the Union Presbyterian Seminary community with a particular emphasis being placed on student’s theological, academic, and professional development. The society also supports the department of Theology, Ethics, and History, advocating for it at the student level. The Student Theological Society (STS) was named in memory of and in congruence with the vision of “The Theological Society,” which was created in 1812 at Union Theological Seminary.

# 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, Vice President for Academic Affairs and Academic Dean, Watts 104,  
(804) 278-4230, kmcfayden@upsem.edu

## **Academic Support**

Executive Assistant to the Vice President and Academic Dean, Watts 104, (804) 278-4231

## **Admissions**

Admissions Director, Watts 101, (804) 278-4222

de'Angelo Dia, Admissions Director, Charlotte Campus, (980) 636-1662,  
deangelo.Dia-Bethune@upsem.edu

## **Alumni/ae Development**

Clay Macaulay, Director of Alumni Development, Seminary Relations Center, (804) 278-4382,  
cmacaulay@upsem.edu

## **Annual Giving**

Marvin Daniel, Vice-President for Advancement, Seminary Relations Center, (804) 278-4240,  
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## **Annuities, Bequests, Trust**

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Tim Moore, Advancement Director, Charlotte Campus, (980) 636-1660,  
tim.moore@upsem.edu

## **Continuing Education**

### **Leadership Institute**

Chris Burton, Director, Paisley Hall, (804) 278-4383, chris.burton@upsem.edu  
Theda Wortman, Program Coordinator, Paisley Hall, (804) 278-4301, twortman@upsem.edu

## **Counseling**

### **Referrals**

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mairi.renwick@upsem.edu

Sally Herlong, Chaplain and Director of Student Services, Charlotte,  
(980) 636-1672, sherlong@upsem.edu

## **Disability Services**

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mairi.renwick@upsem.edu

Sally Herlong, Chaplain and Director of Student Services, Charlotte,  
(980) 636-1672, sherlong@upsem.edu

## **Educator Certification Initiative**

Rebecca Davis, Program Coordinator, (980) 636-1683, rdavis@upsem.edu

## **Employment Opportunities**

### **Human Resources**

Jamie Cook, Human Resources and Payroll Specialist, Watts 110, (804) 278-4209, jcook@upsem.edu

## **Financial Aid and Scholarships**

Michelle Walker, Director, Watts 100, (804) 278-4252, mwalker@upsem.edu

## **Housing**

Amanda Montague, Coordinator, Physical Plant, (804) 278-4218, amontague@upsem.edu

### **After Hours Emergency**

After Hours Assistant, (804) 278-4281

## **International Students**

International Student Advisor, Watts 104, (804) 278-4231

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

Narola Ao McFayden, Office Manager, Johnson 202, (804) 278-4229, book.review@upsem.edu

## **Library**

### **Administration**

Robin McCall, Seminary Librarian, (804) 278-4311, rmccall@upsem.edu

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

Dora Rowe, IRC Director & Instructional Services Librarian, (804) 278-4324, dora.rowe@upsem.edu

### **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, Director of Public & Electronic Services, (804) 278-4217, ryan.douthat@upsem.edu

### **Reference Services**

Please contact the Circulation desk at (804) 278-4310, and they will route your call to the Reference Librarian

### **Archives and Special Collections**

Ryan Douthat, Director of Archives & Special Collections, (804) 278-4217, ryan.douthat@upsem.edu

### **Charlotte Library**

Director, (980) 636-1665

## **Mail**

LaTorya Woodley, Environmental and Central Services Specialist, Richmond Hall,  
(804) 278-4295, lwoodley@upsem.edu

## **Public Relations/Publications**

Barb Dodd, Director of Communications, Seminary Relations Center, (804) 278-4279,  
bdodd@upsem.edu

## **Registration**

Susan Blanchard, Registrar, Watts 307, (804) 278-4379, sblanchard@upsem.edu  
Glenda Blackwell, Assistant to the Registrar, Watts 307, (804) 278-4233, glenda.blackwell@upsem.edu

## **Security**

In an emergency, dial 911; for campus security, (804) 278-4357 (HELP)

## **Space Reservations**

Mary Ellen Vernon, MaryEllen.Vernon@upsem.edu, (980) 636-1661

## **Student Accounts/Reimbursement Checks**

LaTonya Seawright, Student Financial Accounting Specialist, Watts 112, (804) 278-4225,  
lseawright@upsem.edu

## **Supervised Ministry and Vocational Planning**

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

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Sung Hee Chang, Director, Charlotte, (980) 636-1681, schang@upsem.edu

## **Supply Preaching**

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mairi.renwick@upsem.edu

Sally Herlong, Chaplain and Director of Student Services, Charlotte,  
sherlong@upsem.edu, 980-636-1672

## **Technology Services**

### **Campus Computer Help Desk**

(804) 278-4266 or helpdesk@upsem.edu 8:00 a.m. to 5:00 p.m Monday–Friday

John Wilson, Director of Technology Services, (804) 278-4330, jwilson@upsem.edu

Benjamin Scott, Support Services and Help Desk technician, b.scott@upsem.edu, (804) 278-4322

### **Website**

Barb Dodd, Director of Communications, Seminary Relations Center, (804) 278-4279,  
bdodd@upsem.edu

## **Transcripts**

Glenda Blackwell, Assistant to the Registrar, Watts 307, (804) 278-4233, glenda.blackwell@upsem.edu

## **Veterans Affairs**

Susan Blanchard, Registrar, Watts 307, (804) 278-4379, sblanchard@upsem.edu

## **Worship**

Mairi Renwick, Chaplain and Director of Student Services, Watts 103, (804) 278-4232,  
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Doug Brown, Music Director, (804) 278-4735, dbrown@upsem.edu

Sally Herlong, Chaplain and Director of Student Services, Charlotte,  
(980) 636-1672, sherlong@upsem.edu



# Appendix A: Student Government

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## **RICHMOND STUDENT GOVERNMENT ASSEMBLY CONSTITUTION**

as revised and approved September 15, 2022

### **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,  
International Student Representative,  
LGBTQIA+ 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 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, LGBTQIA+, 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, LGBTQIA+, 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, LGBTQIA+, 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)

## **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) A yearly informational report shall be reviewed and received by all recognized RCOs and shall include name of organization, officers, contact person(s), and itemized budget request. This shall be reviewed and received by the RSGA during the October stated meeting. Failure to submit

a timely report may affect RCO eligibility for RSGA funds and could cause RCO status to be rescinded. 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.

**Section B: In order for a campus organization to continue to be recognized by the RSGA' the following procedure must be followed:**

- 1) An RCO may renew its status every four years by submitting to the RSGA a report by the October stated meeting in the year their recognition is to be renewed. The report shall be: name of organization, officers, contact person(s), purpose statement, itemized budget request with previous expense statements encompassing the time since their last recognition renewal and summary of planned activities, goals, and objectives.
- 2) 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.
- 3) The RSGA will determine eligibility for recognized campus organization (RCO) status for the 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.
- 4) The group shall be recognized or rescinded on a two-thirds majority vote of the RSGA.

## **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 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 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.

# **CHARLOTTE STUDENT GOVERNMENT ASSEMBLY CONSTITUTION**

as revised and approved September 2022. (To be formally adopted by the elected student government.)

## **ARTICLE I. Name**

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

## **ARTICLE II. Mission**

Responding to God's sovereignty, grace, and love, we, the members of the CSGA, covenant to discern the will of God, to foster community wholeness, be a conduit for clear and effective communication between students, faculty, administration, and campuses, and to advocate for the interests of the entire student body of the Charlotte campus of Union Presbyterian Seminary.

## **ARTICLE III. Membership**

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

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

- 1) To serve as a representative body for the entire student body of the Charlotte 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, campuses, 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 CSGA;
- 8) To support events, groups, and individuals who are a part of, or affiliated with, the Charlotte campus of Union Presbyterian Seminary;
- 9) To ensure the financial stability of the CSGA; and maintain transparency of budget.
- 10) To create and maintain a method of communication with the student body as a whole.
- 11) To follow the terms of this Constitution.

## **ARTICLE V. Officers And Duties**

### **Section A: The officers of the CSGA are:**

Moderator, Vice Moderator/ Chief Communications Officer, 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 CSGA 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 CSGA;
- c. Organize and facilitate the orientation of newly elected officers and representatives;
- d. Moderate all called meetings of the CSGA and student body according to Robert's Rules of Order Newly Revised;
- e. Act as a voting member at CSGA stated meetings;
- f. Attend monthly faculty business meetings in consultation with the academic dean and/or dean of students;
- g. Meet with the academic dean and/or dean of students 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 CSGA and the Union Presbyterian Seminary community as a whole, including but not limited to parliamentary positions. All persons appointed under this provision shall be approved by a simple majority vote of the CSGA 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 CSGA in the absence of the Moderator as described herein;
- b. Act as a voting member at CSGA stated meetings;
- c. Actively encourage the work of campus groups and organizations, encourage their involvement in the CSGA, facilitate communication with representatives from these organizations, and assist them as needed; and
- d. Serve as the communications executive of the CSGA and work to publicize any activities and events that have been organized by the CSGA.
- e. Maintain a Student Government email
- f. Disperse formal communication with the student body as a whole (once a month, minimum), to include updates from the CSGA, updates from any committees students sit on as representatives of the student body, updates from faculty meetings, etc.
- g. Establish a means of both receiving and distributing information to the Charlotte Student Body. This should include, but is not limited to a CSGA email, referenced above.

3) **Clerk**

- a. Record the minutes for the CSGA and student body meetings and present them for approval at the following CSGA meeting;
- b. Act as a voting member at CSGA stated meetings;
- c. Ensure that minutes are accessible to the entire seminary community;
- d. Manage CSGA files (RCO reports, past minutes, etc.) and other official records of the CSGA.
- e. Student election ballots shall be maintained by the Clerk for a period of 1 year; and
- f. 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 CSGA in the absence of the Moderator or Vice Moderator as described herein;
- b. Establish a CSGA account for funds, if separate funds are determined necessary and available by the CSGA Officers and the Dean of Students..
- c. Maintain the financial records of the CSGA and report year-to-date spending at each stated CSGA meeting, as applicable;
- d. Act as a voting member at CSGA stated meetings;

- e. Receive budget requests and propose a budget for the annual budget meeting, as applicable;
- f. Make such disbursements as authorized by the CSGA as prescribed in Article VIII, Section C; and
- g. Provide financial reports to officers and representatives, on a regular basis showing their spending to date and remaining budget, as applicable.

**Section C: The officers shall be elected following the procedures set out in Article IX.**

## **ARTICLE VI. Representatives and Duties**

**Section A: The representatives of the CSGA are:**

- Year 1\* Representative
  - Year 2\* Representative
  - Year 3\* Representative
  - Year 4\* Representative
  - Year 5\* Representative
  - M.A.C.E. Representative (not to include dual degree students)
  - D.Min. Representative
  - At-Large Representative
- (\*Year level determined by year of matriculation. Where there is a question, the Dean of Students will help determine appropriate year designation.)

**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 CSGA;
- 3) Attend all called CSGA meetings;
- 4) Act as voting members at CSGA stated meetings;
- 5) Participate in the work of CSGA, and any committees formed by CSGA.
- 6) Host at least one gathering per academic year for the Charlotte UPSem community, as deemed appropriate by CSGA.

**Section C: The representatives shall be elected following the procedures set out in Article IX.**

Section D: It is the stated intention of the CSGA that the Officers and Representatives elected be a representation of the diversity of the student body itself. Any student who feels underrepresented in the CSGA may petition for representation under the procedures outlined in Article IX, Section D. 4.

## **ARTICLE VII. Meetings**

**Section A: Stated Meetings**

- 1) The CSGA shall meet at a frequency determined by the elected officers of the CSGA, but no fewer than four times per academic year.
- 2) At the final CSGA meeting of the previous spring term, the Moderator shall announce the date and time for the first CSGA 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 CSGA meetings for the remainder of the academic year.
- 4) All meetings will be available for virtual participation through ZOOM, or the method being used by the seminary for classes.

**Section B: Quorum**

A quorum for a CSGA 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 CSGA as they deems necessary.
- 2) The Moderator shall call a special meeting of the CSGA when requested in writing by at least two CSGA 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 CSGA 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) CSGA meetings shall be open to all interested persons.
- 2) Unless otherwise noted herein, the voting members are comprised of individuals elected by the student body to serve as officers and representatives of the CSGA, as outlined in Articles V and VI; and
- 3) Persons with voice but no vote in the CSGA include:
  - a. All students registered in Union Presbyterian Seminary during the term of the CSGA meeting;
  - b. Individuals appointed to represent the student body on a faculty committee or the Board of Trustees;
  - c. Individuals designated to represent any campus groups or organizations; and
  - d. Any individual appointed by the Moderator as defined in Article V, Section B, 1, h.
- 4) The Moderator or Vice-Moderator may give voice to any person upon request at an CSGA meeting. If the request is denied, that decision may be overruled by a majority vote of the members present and voting.

**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 first year representative elected in the fall term shall be conducted in conjunction with the first CSGA meeting following their election.

**Section H: Student Body Meetings**

- 1) The CSGA shall call a stated meeting of the student body within six weeks following the start of

classes in the fall semester. At that meeting, the Moderator shall report on the proposed activities of the CSGA for the coming year and announce the results of the fall elections.

- 2) A majority of the voting members of the CSGA or a quorum of the student body, as defined in part 4, herein, may request that the CSGA 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 CSGA. The CSGA 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 CSGA shall be provided to the entire student body by electronic mail no less than five days prior to the meeting.
- 4) The quorum for called CSGA 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 CSGA Constitution during a called CSGA Student Body meeting in compliance with Article XIII..

### **Section I: Prayer**

All meetings shall be opened and closed with prayer.

## **ARTICLE VIII. Finances**

### **Section A: Use of Funds**

CSGA funds shall be used in such a manner to be consistent with the annual approved CSGA budget. There are only two ways in which any funds received by the CSGA can be spent:

- 1) From within an approved budget; or
- 2) By vote of the CSGA.

### **Section B: Budget Approval**

A preliminary budget for the following academic year will be approved by the outgoing voting members of the CSGA 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 CSGA by the October meeting.

### **Section C: Permitted Budgetary Spending**

- 1) Members of the CSGA 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 CSGA. If they or any other CSGA member wish to spend funds on items outside of the approved annual CSGA budget they must get prior approval from the CSGA, by a majority vote.
- 2) Any checks written from CSGA accounts must be co-signed by the Treasurer or Moderator in the Treasurer's absence.
- 3) Officers, representatives, and other applicable parties 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 CSGA that wish to sponsor fundraisers and/or benefits to generate 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 CSGA account and reserved for the sponsoring entity.

Disbursement of these funds will be made according to the entity's wishes following the rules laid out in Section C, 2, herein.

**Section E: Non-Budget Requests by Non-CSGA Members**

Funding requests by non-CSGA members for purposes not covered under the approved budget will be considered if submitted in writing to the CSGA Clerk or Moderator at least one week prior to a meeting of the CSGA. A 2/3 majority vote of the CSGA is required to approve non-budget request for non-CSGA members.

**Section F: Annual Financial Review**

The CSGA 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 CSGA Moderator a written report detailing any findings along with appropriate recommendations.

**ARTICLE IX. Nominations and Elections**

**Section A: Eligibility for Office**

- 1) All students who have completed their first year at Union Presbyterian Seminary and who are registered in any degree program shall be eligible for the offices of Clerk or Chief Communications Officer/Treasurer. All students who are in their 2nd year or beyond and who are registered for any degree program shall be eligible for the office of Vice Moderator. All students who are in their 3rd year or beyond and who are registered in any degree program shall be eligible for the office of Moderator.
- 2) All students who are registered in any degree program are eligible for nomination as a representative for their respective constituency (class year, degree program, etc.) For purposes of clarification, a Year 1 student is someone who has entered during the current academic year, a Year 2 student is someone who was enrolled in classes the previous academic year, and so on for all Level Representatives. A MACE student is someone who is registered in the Masters of Christian Education degree only, and does not include any students who are seeking a Dual Degree. A DMin student is someone who is registered in the Doctorate of Ministry program, including those dual degree students enrolled in both DMin and MACE degree programs.. An At-Large student is any student who wishes to provide representation for their unique views and perspective on the student government. A student may accept a nomination for more than one CSGA position. However, a student may be elected to only one CSGA position.

**Section B: Eligibility for Voting**

- 1) All degree-seeking students registered at the Charlotte campus of Union Presbyterian Seminary shall be eligible to vote in a student body election for the positions of Moderator and Vice Moderator.
- 2) All degree-seeking students at the Charlotte campus of Union Presbyterian Seminary shall be eligible to vote in a student body election for their respective CSGA representative(s) according to their classification in the school year for which that particular office is being filled.

- 3) All enrolled MACE and DMin students at the Charlotte campus shall also be eligible to vote for their respective representative.
- 4) All degree-seeking students at the Charlotte campus of Union Presbyterian Seminary shall be eligible to vote in a student body election for the position of At-Large Representative.

### **Section C: Timing of the Nominations and Elections**

- 1) The officers shall be elected in the Spring II term. Elections for Moderator and Vice Moderator shall conclude by the final Saturday of classes in the Spring II term
- 2) The (rising) Year 2–5 Representatives, DMin Representative, and At-Large Representative shall also be elected during the same election as the Officers, with elections concluding by the final Saturday of classes in the Spring II term.
- 3) People may be nominated to more than one position. If they receive the top number of votes for more than one position, positions will be awarded in a waterfall fashion, in the following order: Moderator, Vice-Moderator, Year representative, At-Large representative. If someone who has already been awarded a position also receives the most votes for a position for a subsequent position in the waterfall, the subsequent position will go to the person receiving the next highest amount of votes.
- 4) The Clerk and Treasurer shall be selected from among the elected Representatives not named Moderator or Vice-Moderator in a parliamentary-style designation by the elected Officers and Representatives..This should be done in the first CSGA meeting following elections.
- 5) The Year 1 Representative and MACE Representative nominations and elections shall be held in the fall, beginning the week following the second class.

### **Section D: Nomination and Election Procedures**

- 1) General Protocols
  - a. The Clerk shall be responsible for the nomination and election process for CSGA offices. The Clerk is expected to oversee and delegate the following tasks: coordinating the publication of the nomination period, preparing and distributing an electronic nomination form, contacting nominated persons to confirm willingness to serve, checking eligibility for office with the Community Life Office, preparing an electronic election ballot, coordinating the required publication of the nomination and election periods in coordination with the Chief Communications Officer, 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 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 CSGA 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 Saturday morning, and conclude on the following Saturday evening, spanning two Saturdays of class. 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.
  - b. The CSGA Officers shall make every reasonable attempt to contact the eligible individuals nominated in person or by phone by 8 p.m. on the Wednesday following the close of the

nominating period. Calls will not be made past 8pm on Wednesday. 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 Thursday 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, and the represented student body will have the opportunity to nominate another candidate in fall elections.
  - f. Nominations shall take place no less than 6 weeks from the end of Spring II term. Preparations and announcements for the entire nomination and election process should begin no less than two weeks prior to the beginning of 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 Saturday am through the following Saturday evening (6pm) spanning two class Saturdays. 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 appointed and communicated officers of the CSGA.
  - b. Officer and Representative Elections:
    - i. The candidate who receives a plurality of votes for a particular office shall be considered elected to that office.
    - ii. Election results will be determined in a waterfall fashion, as described in Article IX, Section C, item 3.
    - iii. Should any officer or representative 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.
- 4) Upon completion of the fall elections, any student who feels that they are under-represented on the CSGA 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 CSGA. Such petition shall be put before a vote of the entire student body by the procedures in Article VII, Section H. If a majority of the student body votes in favor of creating a new representative position within the CSGA, that position will be included in the CSGA 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 CSGA.
- 5) Should any CSGA 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 CSGA 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 Dean of Students of the new appointment(s).

- 6) Should any CSGA 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 X. 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 CSGA. The CSGA shall maintain a copy of Robert's Rules of Order Newly Revised and assure access for parliamentary questions.

## **ARTICLE XI. CSGA Advisors**

The Dean of Students on the Charlotte Campus shall act as advisor to the CSGA. The Community Life Office staff may offer further assistance and also serve in an advisory role in the absence of the Dean of Students.

## **ARTICLE XII. Removal from Office**

Any elected member of the CSGA 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 CSGA.
- 2) "Conduct unbecoming" is defined as:
  - a. Repeated failure to perform the duties of one's elected office by violation of this CSGA 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 CSGA as well as written concurrence of the Dean of Students of Union Presbyterian Seminary Charlotte campus..
- 3) The Moderator and/or Vice Moderator shall begin the removal process by placing the matter in the agenda of a stated or called CSGA meeting and consulting with the Academic Dean of Union Presbyterian Seminary Charlotte campus and the Vice President for Student Life. Any voting member of the CSGA may petition the Moderator and/or Vice Moderator to begin the removal process.
- 4) The unanimous vote of the CSGA 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, Zoom, etc.
- 5) After an affirmative vote for removal, the meeting shall conclude by beginning the process for replacement as outlined in Article IX, 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 CSGA 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 CSGA 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 CSGA meeting to dispute their removal.

### **ARTICLE XIII. Amending Procedures**

The constitution of the CSGA will be reviewed annually and may be amended by a two-thirds vote in a called CSGA 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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