



**UNION**  
PRESBYTERIAN  
SEMINARY

**Forming Leaders.  
Transforming the Church.**

**Academic Catalog  
2011-2012**



The regulations, requirements, and general information included  
in this document are official for the 2011-2012 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 welcomes  
and seriously considers applications for admission from qualified applicants  
without regard to gender, sexual orientation, race, ethnicity, national origin, or physical disability.

*Throughout this catalog, information pertaining specifically to Union Presbyterian Seminary, Charlotte Campus  
is marked with a light gray screen.*

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# Academic Calendar

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## RICHMOND CAMPUS 2011-2012

### Fall Term 2011

Orientation of new students .....	September 7-9
Classes begin (Mon) .....	September 12
Opening Convocation 200th Session (Saturday) .....	September 17
Fall Term drop/add or change to audit deadline .....	September 23
Registration January Term .....	October 10-21
Fall Recess (Thurs-Fri) .....	October 27-28
Deadline to withdraw from a Fall Term course .....	October 24
Days for Discernment .....	November 10-12
Registration Spring Term .....	November 14-28
Thanksgiving Recess .....	November 21-25
Makeup days for October 27 & 28 .....	December 12-13
Classes end (Tues) .....	December 13
Reading Day (Wed) .....	December 14
Examination days (Thurs-Fri) .....	December 15-16
End of Term after examinations (Fri) .....	December 16

### January Term 2012

Classes begin (Wed) .....	January 4
January Term drop/add or change to audit deadline .....	January 6
Extended Campus Program ( <i>Fall Session on-campus component</i> ) .....	January 9-14
Deadline to withdraw from January Term course .....	January 13
Martin Luther King, Jr. Day (no classes) .....	January 16
Term ends after classes (Tues) .....	January 24
Winter Interlude (no classes) .....	January 25-27

### Spring Term 2012

Classes begin (Mon) .....	January 30
Spring Term drop/add or change to audit deadline .....	February 10
Days for Discernment (D4D) .....	February 16-18
Registration May Term .....	February 27-March 12
Deadline to withdraw from Spring Term course .....	March 12
Spring Recess .....	March 12-16
Registration Summer & Fall Terms for returning students .....	March 28-April 11
Good Friday (no classes) .....	April 6
Registration Summer & Fall Terms for new students .....	April 16-June 29
Makeup Day for April 6 .....	April 30
Classes end (Mon) .....	April 30
Reading Day or weather makeup days .....	May 1-2
Examination days (Thurs-Fri) .....	May 3-4
Term ends after examinations .....	May 4
Sprunt Lectures (Mon-Wed) .....	May 7-9

### May Term 2012

Classes begin (Thurs) .....	May 10
Drop/add or change to audit deadline .....	May 14
Deadline to withdraw from a course .....	May 18

Memorial Day (no classes) .....	May 28
Classes end (Wed) .....	May 30

**COMMENCEMENT 2012 ..... June 2**

**Summer Supervised Ministry**

Summer Supervised Ministry begins .....	June 3
Deadline to drop or add Summer Supervised Ministry .....	June 15, 5 p.m.
Deadline to withdraw from Summer Supervised Ministry .....	July 13, 5 p.m.
Summer Supervised Ministry ends .....	September 21

**Summer Language School 2012**

Elementary Biblical Hebrew I and II .....	July 9-August 22
Deadline to add Summer Language .....	July 8
Deadline to drop or change to audit Summer Language .....	July 20
Deadline to withdraw from Language course .....	July 27

**Language and Culture Immersion**

This non-credit orientation is required for all international students in their first summer on campus in Richmond ..... August 20-September 6

**Textbook Due Dates to Registrar for Richmond Campus**

Fall 2011 lists due .....	February 21, 2011
January 2012 lists due .....	September 10, 2011
Spring 2012 lists due .....	October 10, 2011
May 2012 lists due .....	January 16, 2011
Summer 2012 and Fall 2012 lists due .....	February 20, 2012

**EXTENDED CAMPUS PROGRAM 2011-2012**

**Fall Session 2011**

Registration ECP Fall Term .....	September 12-19
At-home session begins .....	October 10
Fall add/drop or change to audit deadline .....	October 24
Deadline to withdraw from a Fall course .....	January 6
Fall Session on-campus component .....	January 9-14
Fall Session ends .....	January 28

**Spring Session 2012**

Registration ECP Spring Term .....	March 5-12
At-home session begins .....	April 9
Spring add/drop or change to audit deadline .....	April 23
Deadline to withdraw from a Spring course .....	June 8
Spring Session on-campus component .....	June 11-16
Spring Session ends .....	June 30

**Textbook Due Dates to Registrar for Extended Campus Program**

Fall 2011 lists due .....	August 15, 2011
Spring 2012 lists due .....	February 5, 2012

**CHARLOTTE CAMPUS 2011-2012**

**Fall Term 2011**

Registration .....	June 10-25
New student Registration .....	June 27-August 30
Orientation .....	September 7
Classes begin .....	September 9
Fall Convocation .....	September 17
Drop/add or change to audit deadline .....	October 1
Fall Recess .....	October 14-15
Day for Discernment .....	October 29
Withdraw deadline .....	October 29
Thanksgiving Recess .....	November 25-26
Term ends after examinations .....	December 10

**Spring Term 2012**

Registration .....	October 28-November 12
Classes begin .....	January 6
Closed for Martin Luther King, Jr. Day .....	January 16
Drop/add or change to audit deadline .....	January 28
Days for Discernment .....	March 9-10
Withdraw Deadline .....	February 25
Term ends after examinations .....	March 24

**CHARLOTTE COMMENCEMENT 2012 ..... April 21**

**Summer Term 2012**

Registration .....	February 25-March 10
Classes begin .....	April 27
Drop/add or change to audit deadline .....	May 26
Withdraw deadline .....	June 23
Summer Recess .....	June 29-30
Term ends after examinations .....	July 21

Information regarding registration policies and deadlines can be found online in the registrar's section of the Union Presbyterian Seminary website at [www.upsem.edu/Registrar/](http://www.upsem.edu/Registrar/). Students who do not have internet access should call the Office of the Registrar (804) 278-4233 and request that this information be mailed to them.

# The Mission of Union Presbyterian Seminary

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

The seminary's core mission is to participate in the mission of the church by forming and equipping leaders for the work of ministry, for building up the body of Christ (Eph 4:12). As a theological institution of the Presbyterian Church (U.S.A.) standing within the Reformed tradition,

- We confess the Lordship of Jesus Christ.
- We weave together distinctive approaches to theological education for pastoral and educational ministries.
- We educate, inspire, and empower leaders for congregational life, theological scholarship, and bold Christian service to the world.
- We serve as a theological resource for church and society.
- We are a catalyst for the transformation of the church, and through the church, the world.

## ACCREDITATION

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

Union Presbyterian Seminary, on both campuses, is also accredited by the Commission on Accrediting of The Association of Theological Schools in the United States and Canada (10 Summit Park Drive, Pittsburgh, PA 15275-1110; telephone: 412-788-6505), to award M.A.C.E., M.A.T.S., M.Div., Th.M., Ph.D., and D.Min. degrees. The accreditation status of the institution is published in Bulletin 48, Part 2, Membership List, of The Association of Theological Schools, available at <http://www.ats.edu/Resources/Publications/Documents/Bulletin/Part2MembershipList.pdf>. In 2005 Union Presbyterian Seminary received full site accreditation for the M.A.C.E. and M.Div. degrees, its programs in Charlotte, NC.

Union Presbyterian Seminary, Richmond Campus, is fully accredited by the University Senate of the United Methodist Church for the instruction of United Methodist students who seek to be pastors. Documents describing



the accreditation status of Union Presbyterian Seminary are available for review in the offices of the deans of the seminary.

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

# I. Overview

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## DEGREES

Union Presbyterian Seminary offers five degree programs. The Master of Divinity (M.Div.) and the Master of Arts in Christian Education (M.A.C.E.) are the basic professional degree programs. In addition, Union Presbyterian Seminary offers a dual degree: the Master of Divinity/Master of Arts in Christian Education (M.Div./M.A.C.E.). Union Presbyterian Seminary also offers the following advanced degrees: the Master of Theology (Th.M.) and the Doctor of Philosophy (Ph.D.). An appropriate master's degree, awarded by an institution of recognized standing, is prerequisite for admission into these degree programs.

Known for its rigorous academic program, Union Presbyterian Seminary also offers an extensive network of supervised student-in-ministry opportunities. In addition, the school supports continued learning for educators and ministers through an array of professional workshops, seminars, and other opportunities.

Union Presbyterian Seminary, Charlotte Campus offers classes in three degree programs: the M.Div., the M.A.C.E., and the M.Div./M.A.C.E. dual degree program. Classes in Charlotte, NC, are held on the campus of Queens University.

## VOCATIONAL PLANNING

In cooperation with faculty advisors, the [Office of Supervised Ministry and Vocational Planning \(SMVPO\)](#) assists students in their vocational planning, in securing appropriate supervised ministry opportunities, and in the process of seeking calls to ministry after graduation.

## FINANCIAL ASSISTANCE FOR STUDENTS

The financial aid program of Union Presbyterian Seminary helps many students attend school full-time and prepare for service in the church without incurring burdensome debt. Need-based grants and merit fellowships are available to qualified full-time basic degree students. See [chapter 7](#) for detailed information about financial aid.

## LIBRARY RESOURCES

The William Smith Morton Library is a spacious facility at Union Presbyterian Seminary, Richmond Campus. Built to blend architecturally with the historic landmark campus, the facility incorporates the latest electronic technologies. The library's mission is to provide resources to support faculty research and the curriculum of Union Presbyterian Seminary. The library not only provides for current needs, but develops its collections and programs in anticipation of changing technology, new academic disciplines, and enhanced methods of teaching and learning.

The library, with a collection numbering more than 350,000 volumes, offers one of the nation's finest collections for biblical studies, theology, Christian education, and church history. Operated by Union Presbyterian Seminary, the library also serves the Baptist Theological Seminary of Richmond. Students have access to other partner academic libraries in the Richmond area. The library is a member of the Online Computer Library Center, which provides cataloging and interlibrary loan services. The library catalog is accessible on the internet at <http://library.upsem.edu>.

Students on the Charlotte campus have access to the vast electronic resources available through the William Smith Morton Library in Richmond. This connection adds depth and breadth to the collection available at Everett Library on the campus of Queens University of Charlotte. Many of the electronic databases can be assessed by password from an off-site home or office computer. In addition to these electronic resources, Everett library contains 102,000 volumes with over 18,000 of those volumes specifically dedicated to theological education and research of Union Presbyterian Seminary, Charlotte Campus students and faculty.

Union Presbyterian Seminary, Charlotte Campus is a member of the Carolinas Theological Library Consortium. Members of this consortium are Gordon-Conwell Theological Seminary (Charlotte), Reformed Theological Seminary (Charlotte), Southern Evangelical Seminary (Charlotte), New Life Seminary (Charlotte), Hood Theological Seminary (Salisbury), Laurel University (High Point), Shepherds Theological Seminary (Cary), Southeastern Baptist Theological Seminary (Wake Forest), Carolina Evangelical Seminary (Greensboro), and Columbia International University (Columbia, SC).

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

Union Presbyterian Seminary, Richmond Campus is part of the Richmond Theological Consortium, which also includes the [Samuel L. DeWitt Proctor School of Theology at Virginia Union University](#) and the [Baptist Theological Seminary at Richmond](#). The mix of racial, denominational, and professional characteristics in the three distinctive schools provides a rich context for education and preparation for ministry. Each institution maintains its own autonomy and grants its own degrees. For more information, see Registrar's section of website, [www.upsem.edu](http://www.upsem.edu), and page 4-3.

### **CENTER FOR MINISTRY AND LEADERSHIP DEVELOPMENT**

The Center for Ministry and Leadership Development at Union Presbyterian Seminary is responding to the changing needs of the church and its leadership. The Center's 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 cooperation with other offices of the seminary, the Center is developing a new cohort-based program to provide Union Presbyterian Seminary graduates continuing education opportunities in the first five years of their ministries.

In living out this mission, the Center offers workshops, lectures, seminars, and consultations for pastors, educators, and lay persons involved in a variety of leadership roles in congregations and other settings. With these offerings, the Center'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.

Dr. Ken McFayden, professor of ministry and leadership development, is dean of the Center. For a schedule of planned events, please contact the Center at 804-278-4301 or visit the Union Presbyterian Seminary website: [www.upsem.edu](http://www.upsem.edu).

### **HISTORY**

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

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

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

In the early years of Union's existence as a theological institution, the curriculum of the seminary was shaped along classical lines to ensure that clergy were competently trained in biblical exegesis, theology, church history, and pastoral studies. Under the extraordinary leadership of Walter W. Moore (president from 1904-1926), the seminary navigated a number of significant challenges, including the relocation (in 1898) from Hampden-Sydney

College near Farmville, VA, to Richmond so that seminarians would be exposed to greater opportunities in Virginia's capital. It was also during Dr. Moore's presidency that the Sprunt Lectures were inaugurated (1911), and Schauffler Hall was erected (1919) as a new church development to aid students in their preparation for the practice of ministry. In 1996-97, Schauffler Hall was reconstructed to house the state-of-the-art William Smith Morton Library.

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

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

Over the decades, the two institutions depended upon each other to accomplish their respective missions. Generations of students crossed Brook Road to take classes under an open enrollment policy, and in the early 1990s the two schools launched the M.Div./M.A.C.E. dual degree program. Following federation in 1997, further steps were taken to unite the institution and strengthen its academic offerings. The doctor of education program was phased out and replaced with the Ph.D. in Christian Education, and a new Master of Arts (Theological Studies) degree was established.

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. Starting with convocation in 2011, Union Presbyterian Seminary moves into its future by remembering its past with a bicentennial celebration that continues through convocation 2012.

### **Union Presbyterian Seminary, Charlotte Campus**

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, Charlotte Campus was established on the campus of Queens University of Charlotte in February 2002. Full accreditation for the Charlotte program was received in May 2005.



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## 2. Academic Programs

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### PROFESSIONAL DEGREE PROGRAMS

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

The Master of Arts in Christian Education is the first professional degree in educational ministry. For full-time students it is a two-year program. It is also offered for part-time students taking courses during the regular academic year or through the Extended Campus Program (ECP).

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

#### Goals

In order to be faithful to our particular vision of theological education for the 21st century, the Union Presbyterian Seminary faculty has adopted the following goals for the Master of Arts in Christian Education degree program.

#### A. Scripture and Christian Theological Traditions

- 1) Our graduates demonstrate a thorough knowledge of the Old and New Testaments and understand their normative significance for Christian life, faith, and witness.
- 2) Our graduates are appropriately responsive both to confessional traditions of the church and to the needs of all people to hear messages of God's justice and grace for today.
- 3) Our graduates know the classic and contemporary theological traditions of the Christian church, especially its Reformed expressions, and think theologically about their life and ministry.

#### B. Cultural Context

- 1) Our graduates comprehend the broad development of Christian thought from antiquity to the present. They are skilled in assessing the symbols, power structures, organizational patterns, and cultural values of societies in which teaching and learning occur.
- 2) Our graduates are sensitive to developmental, family, and cultural influences on children, youth, adults, and older adults and have the capacity to design and maintain appropriate educational programming.
- 3) Our graduates embrace a global perspective on the church's mission and ministry.

#### C. Educational Practice

- 1) Our graduates are able to conceptualize the field of religious education, understand and discuss foundational questions for the field, and reflect critically on current issues in the educational ministry.
- 2) Our graduates teach, design, assess, and administer educational programs.
- 3) Our students provide leadership in a variety of settings, and facilitate interpersonal relations.
- 4) Our graduates communicate effectively in a variety of media.
- 5) Our graduates are self-critical in their practice of ministry.

#### D. Vocational Formation

- 1) Our graduates articulate their call to ministry with clarity. They discern vocational contexts in which they can express their gifts, interests, and faith commitments in appropriate and faithful ways.
- 2) Our graduates commit themselves to a continuing relationship with the living God and have the knowledge, piety, and skills to enable spiritual and moral growth in themselves and others.
- 3) Our graduates plan a disciplined program of personal, spiritual, and professional development.

- 4) Our graduates practice educational ministry as a collegial activity, and nurture mutually supportive relationships and cooperative efforts.

### **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 [chapter 6](#).

### **Residency and Time Requirements**

The M.A.C.E. program ordinarily requires a minimum of two years of full-time study. Students may earn up to 10.5 credits in each nine-month academic year (normally students take ten classes in a nine-month academic year and two credits of summer field education between the first and second year). Information regarding course loads and full-time status for every degree program can be found in [chapter 4, Academic Procedures and Regulations](#).

### **Advanced Standing**

Students who have earned the M.Div. degree from an ATS-accredited institution within eight years of beginning the M.A.C.E. degree program at Union Presbyterian Seminary may be eligible for admission with advanced standing. A student who qualifies for M.A.C.E. advanced standing must complete at least 10 credits toward the M.A.C.E. degree at Union Presbyterian Seminary, with a cumulative GPA of at least 2.0. All other policies pertaining to the M.A.C.E. apply. The Christian Education department, in consultation with the appropriate academic dean or associate dean, will review the student's previous coursework in order to determine which specific courses within the minimum of 10 credits must be completed.

### **Curriculum and Degree Requirements for the M.A.C.E.**

The design of the curriculum for the M.A.C.E. comprises three areas: biblical studies; theology and ethics; and education and ministry. In order to graduate, M.A.C.E. degree candidates must successfully complete, with a minimum cumulative grade-point average of 2.0, 20 credits including the required courses and designated electives in the following three areas of study:

#### ***Biblical Studies (3 credits)***

- Old Testament I (BIB160)
- New Testament I (BIB170)
- Old Testament II (BIB260) or New Testament II (BIB270)

#### ***Theology and Ethics (3 credits)***

- Theology I (THE101)
- Theology II (THE201)
- Introduction to Christian Ethics (THE102)

#### ***Education and Ministry (6 credits)***

- The Christian Life (EDU166)
- Understanding Congregations and Agencies (EDU168)
- Introduction to Pastoral Care (PRA102) (**Richmond** M.A.C.E. students only)
- Pastoral Care in Education (EDU268) (**ECP** students only)
- Group Process and Leadership Skills (EDU171) (**Charlotte** M.A.C.E. students only)
- The Teaching Ministry of the Church (EDU186)
- Theory for Education in Religion (EDU263)
- Aspects of Human Growth and Development (EDU272)

***Supervised Field-based Learning (2 credits)*** (Must be approved by, planned in consultation with and overseen by the Office of Supervised Ministry and Vocational Planning)



***Open electives (6 credits)******Portfolio-based assessment process (Required for graduation; earns no credit.)***

The student's course of studies will include six electives chosen in consultation with the student's academic advisor from the course offerings of Union Presbyterian Seminary or one of the other schools in the Richmond Theological Consortium. With the approval of the associate dean for academic programs, students may transfer appropriate courses from other accredited institutions.

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 nine course credits in the M.A.C.E. program, the student will engage in a congregational or institutional internship setting. On the Richmond campus, this internship ordinarily occurs during the summer between the first and second year of study, although the course may also be taken in the fall and spring of one's last year. On the Charlotte campus, this internship may occur in any term or consecutive two terms after completion of at least nine credits. During this time of immersion in a ministry setting, the student will engage in educational ministry under supervision and will complete the requirements of the required supervised ministry course for M.A.C.E. students. The director or associate director of supervised ministry provides guidelines for this program, including how to locate an appropriate setting, supervision, stipend, housing, and syllabus.

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

**M.A.C.E. at Charlotte**

The M.A.C.E. degree may also be earned through the Charlotte campus. Degree requirements in the Charlotte and Richmond academic programs are the same except for the one difference noted above under the "Education and Ministry" credits outline. The Charlotte program is designed for part-time, non-residential students who ordinarily attend classes on Friday and/or Saturday.

**Extended Campus Program**

The Extended Campus Program (ECP) provides a means for persons to pursue part-time graduate study in the M.A.C.E. program without relocating to Richmond or Charlotte. Courses available through the ECP fulfill the same requirements as courses offered in the full-time M.A.C.E. residential program in Richmond with one exception noted above under the "Education and Ministry" credits outline.

The course structure seeks to accommodate, insofar as institutional resources and goals permit, the busy schedules of adults with careers and families. The time required to complete the M.A.C.E. through the ECP will vary depending on several factors: how many classes are taken each term, enrollment status, and whether transfer credit from another institution is accepted. The minimum time required to complete the M.A.C.E. through the ECP is ordinarily five years of continuous enrollment in two courses per term, the maximum number of courses per term allowed. ECP students who wish to complete their degree program within this five-year minimum should prioritize taking all required courses the first time they are eligible to enroll in them. With the written permission of the associate dean for academic programs, candidates may take up to ten years to complete their degree. Students who fail to complete at least one ECP credit in any year's time are withdrawn from the program. Some core courses may be offered only once in a five-year cycle.

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

- Pursue a M.A.C.E. degree while continuing to live and work in their community.
- Expand vocational skills and knowledge in educational ministry.

- Fulfill course requirements approved for educator certification in the Presbyterian Church (U.S.A.). For certification information, contact the Educator Certification Council at the Presbyterian Church (U.S.A.) in Louisville, KY, at (502) 569-5751, or visit [www.pcusa.org](http://www.pcusa.org) or [www.apcenet.org](http://www.apcenet.org). Students are under all circumstances urged to contact the ECC in Louisville before enrolling in a course to make sure it fulfills ECC standards.

For information about the Educator Certification Initiative at Union Presbyterian Seminary, which offers courses through the ECP for church educators seeking certification in the Presbyterian Church (U.S.A.), visit [www.upsem.edu/prospective/ecp/eci/index.html](http://www.upsem.edu/prospective/ecp/eci/index.html).

Two ECP terms will be offered in 2011-2012: fall and spring. The fall term begins with nine weeks of study at home starting in October, continues with a 6-day period of classes on the Richmond campus in January, and may include submission of a final project or paper. The spring term begins with study at home for a nine-week period from April to June, continues with classes on the Richmond campus for a 6-day period in June, and may include submission of a final project or paper. Attendance at all class sessions of the on-campus periods in January and June is required of all students enrolled in classes each term.

During the at-home study segment, students complete assignments according to the course syllabus. During the session on campus, students attend approximately three hours of class per course each day. There is time for fellowship with other ECP students, for use of the library, and for worship. Following the on-campus session, students may complete a final paper or project linking course work with the student's home ministry if required by their professors. If available, housing for students attending the on-campus session will be provided on campus.

Students who complete courses in the ECP receive graduate credit. Most courses earn one credit equivalent to three semester hours. ECP courses may not be audited.

ECP students apply and are admitted in the same fashion as other M.A.C.E. students, following the procedures specified for this program. To ensure completion of the admissions process in time to start the ECP program, the following deadlines must be observed.

- March 1 for the ECP spring session;
- September 1 for the ECP fall session.

A list of ECP tentative course offerings is available at [www.upsem.edu/Registrar/ECP/index.html](http://www.upsem.edu/Registrar/ECP/index.html). See chapter 6 for admission procedures. ECP students are not eligible for institutional financial aid (see chapter 7).

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

- The church calls for seminaries to train a new generation of visionary leaders who are thoroughly steeped in scripture and the theological traditions of historical Christianity and are prepared to interpret contemporary thought and life. Such leaders must be able to model and inspire the deepest levels of Christian commitment while leading increasingly complex organizations.
- Students come to seminary in search of knowledge, skills for ministry, and a profound experience in community of the gospel's liberating power.
- The Union Presbyterian Seminary faculty affirms with the church that a genuine vocation to Christian service and a passion for the gospel lie at the base of all faithful ministry, while recognizing that the local congregation continues to be the primary context for which graduates of the Master of Divinity program are being prepared.

#### **Goals**

In order to be faithful to our particular vision of theological education for the 21st century, the Union Presbyterian Seminary faculty has adopted the following goals for the Master of Christian Education degree program.

**A. Scripture and Christian Theological Traditions**

- 1) Our graduates demonstrate a thorough knowledge of the Old and New Testaments and understand their normative significance for Christian life and faith.
- 2) Our graduates interpret the Bible wisely, with careful discipline (a) that attends to the contexts of the literary formation and transmission of scriptural witnesses in the histories of ancient Israel and the early church and (b) that is appropriately responsive both to confessional traditions of the church and to the needs of people to hear messages of God's justice and grace for today.
- 3) Our graduates know the classic theological traditions of the Christian church, especially its Reformed expressions, and, using those traditions wisely as resources, think theologically about their life and ministry, and about the practices and issues of congregations.

**B. Christian Faith and Cultural Contexts**

- 1) Our graduates comprehend the broad development of Christian thought, from antiquity to the present, and the history of the institutional church in its principal expressions and its major engagements with the world.
- 2) Our graduates understand the contextual character of faith and have the knowledge and skills to read the culture of a congregation and its setting in community, and to make connections between cultural analysis and theological discernment.
- 3) Our graduates understand that the witness of the church is global, and are attentive to a religiously and culturally plural world.
- 4) Our graduates understand that faithful ministry involves knowledge of, and engagement with, a world that is not the church, but that is God's world. They are not reluctant to engage in dialogue between theological disciplines and other fields of knowledge.

**C. Ministerial and Public Leadership**

- 1) Our graduates communicate the gospel with clarity and conviction in ministries of preaching and liturgical leadership that are (a) informed by the theological tradition of the church and (b) engaged with contemporary realities, needs and challenges.
- 2) Our graduates teach effectively and have the knowledge and skills to enable congregations to be communities of teaching and learning for all ages.
- 3) Our graduates provide pastoral care with competence, integrity, and self-awareness, and know when and how to make referrals to appropriate professionals.
- 4) Our graduates offer capable leadership to churches and other organizations, and demonstrate the ability to function effectively in groups.

**D. Vocational Formation**

- 1) Our graduates commit to a continuing relationship with the living God and have the knowledge, piety, and skills to enable spiritual and moral growth in themselves and others.
- 2) Our graduates engage in a disciplined program of professional development.
- 3) Our graduates practice ministry as a collegial activity, and nurture mutually supportive relationships and cooperative efforts.

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 Commission on Colleges of the Southern Association of Colleges and Schools. 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 [chapter 6](#).

### **Residency and Time Requirements**

The M.Div. program ordinarily takes at least three years, or five years on the Charlotte campus. If a student elects to take a year-long Student-in-Ministry (SIM) internship, at least four years are required. With the written permission of the associate dean for academic programs, students on the Richmond campus may take up to six years to complete this degree. Ordinarily, students may earn up to 10.5 credits in each nine-month academic year. Information regarding course loads and full-time status for every degree program can be found in [chapter 4, Academic Procedures and Regulations](#).

### **Advanced Standing**

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 advanced standing. A student who qualifies for advanced standing must complete at least 20 credits toward the M.Div. degree at Union Presbyterian Seminary, with a cumulative GPA of at least 2.0. All other policies pertaining to the M.Div. apply. The appropriate dean or associate dean, in consultation with faculty departments as needed, will determine which courses must be included within the (minimum of) 20 credits to be completed at Union Presbyterian Seminary. 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 32 credits to receive the M.Div. degree. Twelve basic courses are required. These introduce students to particular fields of study and are designed to provide knowledge and skills for additional work in the fields. Two basic courses each are required in Old Testament, New Testament, History of Christianity, and Theology. One basic course is required in each of Christian Ethics, Preaching and Worship, the Teaching Ministry of the Church, and Pastoral Care. Students must also take an elective course in Preaching and/or Worship. These 13 courses, plus four credits in elementary biblical language courses, and four credits in supervised ministry, constitute the standard core curriculum.

#### **Language Courses**

Introductory knowledge of biblical Hebrew and Greek is prerequisite for taking the basic courses in Old Testament and New Testament. Courses in the biblical languages are offered at Union Presbyterian Seminary both in the summer and in the nine-month academic year. Students who successfully complete a Greek or Hebrew course in the seven-week intensive summer term earn two credits. Upon admission, a student may request that the associate dean for academic programs (or the dean of Union Presbyterian Seminary, Charlotte Campus for Charlotte students) arrange for proficiency exams in either or both Elementary Greek and Elementary Hebrew. The administrative fee for each exam is \$150. Successful completion of the exam(s) does not earn academic credit, but will allow the student to bypass these courses in the curriculum. A student who has completed at least one year of either or both languages (with grades of B or above) not more than two years before enrolling in Union Presbyterian Seminary may request that the proficiency exam(s) and required Greek or Hebrew courses be waived. The associate dean (or dean of Union Presbyterian Seminary, Charlotte Campus), after consulting with the chair of the biblical department, will act on the request. No academic credit at Union Presbyterian Seminary is earned if the student is exempted from the required language course(s). The student is still required to complete 32 credits to earn the M.Div. degree. A student who fails a proficiency exam in either language for a second time will be dismissed from Union Presbyterian Seminary. The student bears all costs for the exam.

#### **Supervised Ministry**

Supervised ministry is a vital part of theological education during which students are given the opportunity to put into practice their learning from the classroom, test their call, gain confidence, and develop competence in ministry. Four supervised ministry credits are required for graduation. Ordinarily no more than five credits may be earned in supervised ministry. However, students who take any other supervised ministry course in addition to a student-in-ministry (SIM) year may earn six credits toward fulfillment of degree requirements.



M.Div./M.A.C.E. dual degree students are permitted to earn up to six credits in supervised ministry toward fulfillment of degree requirements.

Of the four required supervised ministry credits, two should be earned in a parish setting and two in a non-parish setting. Examples of non-parish settings include but are not limited to homeless shelters, nursing homes, camps, social agencies, prisons, and chaplaincy or Clinical Pastoral Education (CPE). SIM students are not required to earn supervised ministry credits in two different settings.

Many students choose Clinical Pastoral Education (CPE) as their non-parish supervised ministry. CPE is a nationally accredited program offered in hospitals and other institutions which includes clinical training, peer learning, and supervision. Students who complete a full unit of CPE during the summer or academic year earn two supervised ministry credits. Students who complete a half-unit of CPE in any term earn one supervised ministry credit.

The four campus-based supervised ministry options are outlined as follows. Positions are ordinarily available in both types of settings for each of these choices.

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

In the SIM option, students work in an approved ministry setting for 12 to 15 months full-time for pay and do not take any other courses. Students ordinarily participate in the SIM program after their second year of study at Union Presbyterian Seminary. Students may not take a SIM year after their third year of study unless they have the permission of the associate dean for academic programs or the dean of Union Presbyterian Seminary at Charlotte and of the Office of Supervised Ministry and Vocational Planning. Successful completion of a SIM year earns four supervised ministry credits, which fulfills all supervised ministry requirements for the M.Div. degree.

2) *Summer Supervised Ministry*

In the summer supervised ministry option, students work full-time in an approved setting for ten weeks (400 hours). Students ordinarily participate in this option during their first or second summer. Students may not take any other course in the same summer that they take this supervised ministry option. Successful completion of a summer supervised ministry earns two supervised ministry credits, which fulfills half of the supervised ministry requirements for the M.Div. degree.

3) *Academic-year Supervised Ministry*

In an academic-year supervised ministry placement, students work in an approved setting during the nine-month academic year for 30 weeks (400 hours). This option begins with the fall term and also includes the January and May terms. The course includes required peer-group seminars throughout the academic year. Participants in this program may take only three other courses in each of the long terms concurrent with their supervised ministry. Successful completion of this option earns two supervised ministry credits, which fulfills half of the supervised ministry requirements for the M.Div. degree.

4) *Two-year Student-in-Ministry Year*

An extended SIM option is available for students who will be serving in congregations or agencies for two years. During each of the two spring and two fall terms over the two year period, students work part-time and one credit will be earned for a total of four credits. The student must also work full-time at the same setting during the summer following the spring of the first year. No credits are earned during the summer term, and no additional courses may be taken during the summer term. Successful completion of the two year SIM fulfills all supervised ministry requirements for the M.Div.

Requirements for supervised ministry at the Charlotte campus mirror those at the Richmond campus. The primary difference is the naming of the terms due to Charlotte's trimester academic calendar. Supervised ministry in Charlotte may be taken for two credits in one term or for one credit in each of two consecutive terms.

**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.

**Intercultural Study Opportunities**

Each year intercultural electives are offered during the short terms, typically including travel seminars to Latin America, the Middle East, Asia, Ghana, and Italy. Other courses regularly take place at the Overseas Ministry Study Center in New Haven, Connecticut. Students are encouraged to participate in these courses.

**Directed Studies**

Students may plan and carry out, with institutional procedures for approval, a limited number of self-initiated courses of study that can be a model for continuing education. Directed study courses allow students to design a course not normally offered in the Union Presbyterian Seminary curriculum. All Directed studies must be approved by the associate dean or dean of the Charlotte campus.

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

12 credits in basic courses + 4 credits in elementary Greek and Hebrew + 4 credits in supervised ministry courses + 12 credits in elective courses = 32 total credits required for graduation.

**Required courses (20 credits)***Biblical Languages (4 credits)*

Hebrew I & II (BIB 001-002 or 003)

Greek I & II (BIB 004-005 or 006)

*Basic Courses (12 credits)*

Old Testament I (BIB211)

Old Testament II (BIB311)

New Testament I (BIB221)

New Testament II (BIB321)

Theology I (THE101)

Theology II (THE201)

Introduction to Christian Ethics (THE102)

History of Christianity I (HST101)

History of Christianity II (HST201)

The Teaching Ministry of the Church (EDU186)

Introduction to Pastoral Care (PRA102)

Preaching and Worship (PRA103)

*Supervised Ministry (4 credits)*

(4 required, 5 allowed; 6 allowed with SIM and other supervised ministry experience)

SIM year earns 4 credits

or

2 credits in parish setting, 2 in non-parish setting

**Elective courses (12 credits)**

(including at least one elective in Preaching and/or Worship)

**Portfolio-based assessment process** (Required for graduation; earns no credit.)

**Total 32 credits**

**Other Requirements for Graduation**

Each M.Div. student shall participate in a portfolio-based assessment process, as described in the Student Handbook. This assessment process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

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.”

Students are expected to maintain high professional standards, personal integrity, and a certain quality of community life while at Union Presbyterian Seminary (see [Student Handbook](#)).

**M.Div. at Charlotte**

The M.Div. degree may also be earned through the Charlotte campus. Degree requirements in the Charlotte and Richmond academic programs are the same. The Charlotte program is designed for part-time, non-residential students who ordinarily attend classes on Friday and/or Saturday.

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

Union Presbyterian Seminary offers this dual degree program to prepare students for dynamic pastoral and educational ministry. Students in this program plan to make Christian education a significant part of their ministry, whether or not they seek ordination. Students may earn both a Master of Arts in Christian Education degree and a Master of Divinity degree (M.Div./M.A.C.E.) in four years on the Richmond campus, or seven years on the Charlotte campus. With the written permission of the associate dean for academic programs or the dean of Union Presbyterian Seminary, Charlotte Campus, students may take up to eight years to complete the degrees.

Dual degree graduates serve as associate pastors of Christian education, youth ministers, chaplains, campus ministers, camp and conference directors, “solo” pastors with a full range of responsibilities, and in other roles.

**Goals**

In order to be faithful to our particular vision of theological education for the 21st century, the Union Presbyterian Seminary faculty has adopted the following goals for the M.Div./M.A.C.E. dual degree program.

**A. Scripture and Christian Theological Traditions**

- 1) Our graduates demonstrate a thorough knowledge of the Old and New Testaments, understand their normative significance for Christian life, faith, and witness, and interpret scripture faithfully in contemporary contexts.
- 2) Our graduates are appropriately responsive to confessional traditions of the church and to the needs of all people to hear messages of God’s justice and grace for today.
- 3) Our graduates know the classic and contemporary theological traditions of the Christian church, especially in its Reformed expressions, and think theologically about their life and ministry and the life and ministry of congregations.

**B. Cultural Context**

- 1) Our graduates comprehend the broad development of Christian thought from antiquity to the present.
- 2) Our graduates are skilled in assessing the symbols, power structures, organizational patterns, and cultural values of societies in which ministry occurs. They have the knowledge and skills to read the culture of a congregation and its setting in community, and to make connections between cultural analysis and theological discernment.
- 3) Our graduates are sensitive to developmental, family, and cultural influences on children, youth, adults, and older adults and have the capacity to design and maintain appropriate educational programming.

- 4) Our graduates embrace a global perspective on the church's mission and ministry.
- 5) Our graduates understand that faithful ministry involves knowledge of and engagement with a world that is not the church, but that is God's world. Aware of the contributions of their own traditions of learning, they are not reluctant to engage in dialogue between the theological and educational dimensions of their ministerial discipline, and in dialogue with other fields of knowledge.

#### C. Pastoral, Educational, and Public Leadership

- 1) Our graduates communicate the gospel with clarity and conviction in ministries of preaching and liturgical leadership that are (a) informed by the theological tradition of the church and (b) engaged with contemporary realities, needs, and challenges.
- 2) Our graduates are able to conceptualize the field of religious education, understand and discuss foundational questions for the field, and reflect critically on current issues in educational ministry.
- 3) Our graduates teach, design, assess, and administer educational programs.
- 4) Our students provide leadership with competence, integrity, and self-awareness, and know when and how to make referral to appropriate professionals. They are also able to provide effective leadership with various kinds of groups.
- 5) Our graduates are able to foster educational ministry in a variety of settings using a variety of media.
- 6) Our graduates value and practice an integrated approach to ministry that enhances the complementary strengths of the teaching and preaching offices of the church.

#### D. Life-Long Learning

- 1) Our graduates articulate their call to ministry with clarity. They discern vocational contexts in which they can express their gifts, interests, and faith commitments in appropriate and faithful ways.
- 2) Our graduates commit themselves to a continuing relationship with the living God and have the knowledge, piety, and skills to enable spiritual and moral growth in themselves and others.
- 3) Our graduates plan a disciplined program of personal, spiritual, and professional development.
- 4) Our graduates value ministry as a collegial endeavor.

#### 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 [chapter 6](#).

#### Advising

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

#### Academic Program

##### Requirements for Graduation

A student must take 28 required courses (including language courses) and at least 12 elective courses. A minimum of four years of full-time study is necessary to complete the M.Div./M.A.C.E. degree program. Information regarding course loads and full-time status for every degree program can be found in [chapter 4, Academic Procedures and Regulations](#).

Each M.Div./M.A.C.E. student shall participate in a portfolio-based assessment process, as described in the Student Handbook. This assessment process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

**Required Courses (28 credits)**

Courses are required in the following areas:

- Biblical Languages
- Biblical Studies
- Theology, Ethics & History
- Practical Theology/Education and Ministry
- Supervised Ministry

***Biblical Languages (4 credits):***

- Elementary Hebrew I & II (BIB001-002 or 003)
- Elementary Greek I & II (BIB004-005 or 006)

***Biblical Studies (5 credits):***

- Old Testament I & II (BIB211 & 311)
- New Testament I & II (BIB221 & 321)
- Elective in Biblical Studies

***Theology, Ethics, and History (6 credits)***

- Theology I & II (THE101 & 201)
- Introduction to Christian Ethics (THE102)
- History of Christianity I & II (HST101 and HST201)
- Contemporary Theology and Education (INT263)

***Practical Theology/Education and Ministry (9 credits)***

- The Christian Life (EDU166)
- Understanding Congregations and Agencies (EDU168)
- Teaching Ministry of the Church (EDU186)
- Theory for Education in Religion (EDU263)
- Aspects of Human Growth and Development (EDU272)
- One EDU elective for at least one credit chosen by student
- Introduction to Pastoral Care (PRA102)
- Preaching and Worship (PRA103)
- Elective in Preaching and/or Worship

***Supervised Ministry (4 credits required)***

Students must earn at least four, but no more than six, supervised ministry credits for graduation. Ordinarily, of the four required supervised ministry credits, two should be earned in a parish setting and two in a non-parish context. The Office of Supervised Ministry and Vocational Planning must approve all supervised ministry courses in advance.

**Elective Courses (12 credits)**

(including at least one elective in Preaching and/or Worship)

**Portfolio-based assessment process** (Required for graduation; earns no credit.)

**Total 40 credits**

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

The M.Div./M.A.C.E. degree program is also available through the Charlotte campus. Degree requirements in the Charlotte and Richmond academic programs are the same. The Charlotte program is designed for part-time, non-residential students who ordinarily attend classes on Friday and/ or Saturday.



## ADVANCED DEGREES

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

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

#### Goals

1. Our graduates have an advanced understanding of a focused area or discipline in the context of general theological study.
2. Our graduates have the capacity to use research methods and resources in their academic discipline and to engage in advanced theological reflection.

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

Th.M. studies are coordinated by the associate dean for academic programs and the academic programs committee of the faculty. See online for further details, the Graduate Student Handbook, 2011-2012 edition or later, at [http://www.upsem.edu/img/academics\\_pdf/gradhandbook.pdf](http://www.upsem.edu/img/academics_pdf/gradhandbook.pdf)

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

Union Presbyterian Seminary no longer accepts applicants to the Doctor of Ministry program. Current students should consult the academic catalog in effect in the year of their matriculation for specific degree requirements.

### Doctor of Philosophy (Ph.D.)

The primary purpose of the Doctor of Philosophy (Ph.D.) degree program is to develop scholarly leadership for the church and the many and diverse communities to which it ministers. Our graduates serve in seminaries, colleges, universities, congregations, denominational agencies, and other contexts of pastoral and administrative leadership.

See online for further details, the Graduate Studies Handbook at Union Presbyterian Seminary, 2011-2012 edition or later, [http://www.upsem.edu/img/academics\\_pdf/gradhandbook.pdf](http://www.upsem.edu/img/academics_pdf/gradhandbook.pdf)

The supervisor and the other members of the advisory committee are available for consultation with the candidate individually and, at appropriate times, may convene as a committee to review and evaluate the candidate's progress.

#### Doctoral Dissertation

The doctoral dissertation is to be written after the completion of all qualifying examinations and the approval of a dissertation proposal. The procedures governing the preparation of the dissertation are set forth in the online "Graduate Studies Handbook."

# 3. Courses in Professional Degree Programs

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## COURSE DESCRIPTIONS FOR UNION PRESBYTERIAN SEMINARY DEGREE PROGRAMS

Listed in this section are course offerings in biblical languages, biblical studies; education and ministry; history; practical theology; and theology and ethics. For each area, this section of the catalog lists basic courses, elective courses, and graduate seminars. Information is also provided about intercultural study opportunities, supervised ministry courses, directed studies, D.Min. seminars, and other educational opportunities. The list of courses printed here is subject to change and is for general reference only. Updated course offerings are available for review on the Union Presbyterian Seminary web pages. Actual course syllabi take precedence over catalog descriptions in all matters.

### Biblical Languages (Required Courses)

**BIB001 Elementary Biblical Hebrew I.** *Prerequisite: None.* A study of Hebrew grammar, syntax, and vocabulary beginning with elementary forms and moving into the reading of simple prose texts in the Hebrew Bible.

Fall 2011.

**BIB002 Elementary Biblical Hebrew II.** *Prerequisite: BIB001.* A continuation of the study of Hebrew grammar, syntax, and vocabulary beginning with elementary forms and moving into the reading of simple prose texts in the Hebrew Bible.

Spring 2012.

**BIB003 Elementary Biblical Hebrew I and II.** *Prerequisite: None.* Combined course offered during Summer session. See descriptions above. 2 credits.

Summer 2011, 2012.

**BIB004 Elementary Biblical Greek I.** *Prerequisite: None.* This course introduces the grammar, syntax, and vocabulary of New Testament Greek.

Fall 2011.

**BIB005 Elementary Biblical Greek II.** *Prerequisite: BIB004.* In the second half of the course, students begin translating texts from the New Testament.

Spring 2012.

**BIB006 Elementary Biblical Greek I and II.** *Prerequisite: None.* Combined course offered during Summer session. See descriptions above. 2 credits.

Summer 2011.

### Biblical Studies (Required Courses)

**BIB160 Old Testament I (M.A.C.E.)** This course provides an orientation to historical, critical, and theological study of the Old Testament. Primary attention is given in lectures, assigned readings, and discussions to foundational texts and theological themes of the Torah or Pentateuch (the first five books of the Bible) and the Former Prophets (the books of Joshua, Judges, Samuel and Kings). Exegetical methods and research skills based on the English text are developed in seminar sessions designed to equip the student to become a responsible and effective interpreter of scripture.

Fall 2011; Spring 2012 (ECP).

**BIB170 New Testament I (M.A.C.E.)** This course introduces students to the four canonical gospels, the cultural environment in which they arose, and basic methods for interpreting them in English translation.

The theological message and contemporary significance of each Gospel will be studied with a focus on using sound principles of interpretation in educational settings. Seminar sessions designed to enable students to develop their exegetical and teaching skills complement lectures and assigned readings in which current biblical scholarship is presented.

Fall 2011.

**BIB211 Old Testament I: Pentateuch and Former Prophets.** *Prerequisite: Elementary Biblical Hebrew I and II or equivalent.* This course provides an orientation to historical, critical, and theological study of the literature of the Old Testament. Primary attention is given, in lectures and assigned readings, to foundational texts and themes, and major issues of interpretation in the canonical divisions of the Pentateuch or Torah (the first five books of the Bible) and the Former Prophets (the books of Joshua, Judges, Samuel, and Kings). Basic resources and procedures for exegesis of the Hebrew text are introduced through work in seminar sections, with emphasis placed on development of skills in grammatical analysis, translation, and literary criticism of selected texts.

Fall 2011.

**BIB221 New Testament I: Gospels.** *Prerequisite: Elementary Biblical Greek I and II or equivalent.* On the basis of lectures, readings, class discussion, and other projects undertaken in smaller groups, students are introduced to the subject matter of the four canonical gospels, the cultural environment in which they arose, and the basic methodologies for interpreting them. Content and interpretation of the gospels are explored through the Greek text. The emphasis is on mastering methods of contemporary gospel investigation.

Fall 2011.

**BIB260 Old Testament II (M.A.C.E.)** *Prerequisite: BIB160.* This course introduces the prophetic literature of ancient Israel and the later canonical books of the Old Testament in English translation. Attention is given to the historical contexts, literary history, and theological themes of this literature and its significance for the work of the church today. Seminar sessions designed to enable students to develop their exegetical and teaching skills complement lectures and assigned readings in which current biblical scholarship is presented.

Spring 2012.

**BIB270 New Testament II (M.A.C.E.)** *Prerequisite: BIB170.* This course focuses on the Acts of the Apostles and the epistles of Paul, but also introduces the general epistles and the Revelation of John. Close reading of the English text will illumine the particular situations reflected in the literature, the cultural contexts of the early church, and the theological perspectives in these writings. Seminar sessions designed to enable students to develop their exegetical and teaching skills complement lectures and assigned readings in which current biblical scholarship is presented.

Spring 2012.

**BIB311 Old Testament II: Old Testament Prophets.** *Prerequisite: BIB211.* This course introduces the prophetic books and provides practice in the exegesis of texts in the Hebrew Bible. Primary concentration is on the texts of the English and Hebrew Bibles, although secondary literature is used as a resource. Attention is given to the arrangement and content of the prophetic books, the theology of the prophets, and the history of prophecy and prophetic literature in Israel. A number of texts from one or two prophetic books are studied to develop a procedure for exegesis that is useful in teaching and preaching.

Spring 2012.

**BIB321 New Testament II: Acts, Epistles, Apocalypse.** *Prerequisite: BIB221.* This course focuses on Acts and the letters of Paul, but also introduces the general epistles and Revelation. Close reading of the Acts narrative illumines Luke's perspective on early Christian history. Study of the Pauline epistles highlights Paul's cultural world, the particular situations that prompted him to write these letters, and his theological vision. Reading of selected general epistles and the Book of Revelation opens up interpretive issues raised by these writings. Through lectures, seminar and small-group discussion, and papers, students explore the theological message of New Testament texts, strengthen exegetical skills, and draw connections between these first-century texts and the work of the church today.

Spring 2012.

**Biblical Studies (Elective Courses)**

**BIB108 Women in the Biblical World.** *Enrollment limited to 25.* This class is appropriate for both M.A.C.E. and M.Div. Students. How do biblical texts represent and refract the lives and experiences of women in ancient Jewish and Christian communities? This course will examine the image and the reality of women in the biblical world by attending to literary presentation, historical reconstruction, and the history of interpretation  
TBA.

**BIB109 The Bible from the Underside.** *Enrollment limited to 25. Open to all master's level students.* The Bible is the property of the whole church, and each reading community within the church offers insights that deepen and broaden the church's vision of God and God's work in the world. This course surveys recent biblical scholarship emerging from liberation communities in the United States and around the globe. Special attention is given to Latin American, African, Asian, feminist, and African American voices.  
Spring 2012

**BIB111 The Fourth Gospel.** *Open to all master's level students.* A study of the Fourth Gospel's distinctive portrait of Jesus and understanding of salvation. Special attention is given to the historical origins and theology of this Gospel and to its literary design.  
Spring 2012.

**BIB116 Death and the Afterlife in Ancient Judaism and Early Christianity.** This course will examine the views of death and the afterlife among the biblical writers, with special attention to a profound shift during the Hellenistic age, when belief in eternal life for the righteous soul emerged. We will pay special attention to the later Wisdom books that reflect an interest in this topic, including Ecclesiastes, Sirach, and the Wisdom of Solomon. Apocalyptic works like the books of Daniel and Enoch will also be examined, along with relevant passages from the Dead Sea Scrolls. Finally, this course will consider the understanding of death and otherworldly retribution in the New Testament and the dependence of the earliest Christian writers on antecedent texts and ideas within the cultural world of Second Temple Judaism.  
TBA.

**BIB119 Biblical Interpretation.** Christian educators are biblical interpreters. They are expected to be faithful, discerning readers of the Bible and to draw from scripture as a resource to inform and enliven the education and mission of contemporary communities of faith. This course introduces the array of approaches to biblical interpretation employed within the Reformed tradition, and affords multiple opportunities to enhance skill in interpreting, as well as teaching, specific texts from both Old and New Testaments. This course is designed to meet the requirement of a course in biblical interpretation for Christian educators seeking certification in the Presbyterian Church (U.S.A.) but is also open to other master's level students.  
TBA.

**BIB120 Job in the Bible and Beyond.** A study of the Book of Job with focus on literary structure and theological emphases. Special attention will be given to the contribution of the book to Old Testament perspectives on theodicy and to responses to the book throughout history in art, literature, music, and drama.  
TBA.

**BIB121 The Song of Songs.** This course engages the Song of Songs and its interpretation history. Following a close textual reading of the Song (in English), with particular attention to rhetorical strategies and imagery, we will take up the responses of Christian and Jewish exegetes to this beautiful poetry, including Origen, rabbinic commentators, medieval interpreters, and the Protestant Reformers. The final portion of the class will examine modern approaches to the Song, Protestant (mainline and evangelical), Catholic, and Jewish, with special focus on feminist hermeneutics. We will consider how different faith communities understand the message about physical love in the Song and the relevance of this text for the church today.  
January 2012.

**BIB167 Images of Jesus.** This course explores a variety of artistic interpretations of Jesus of Nazareth—from early Christian mosaics, to the classical period of painting, sculpture, and music, to contemporary film. Students will analyze theological motifs, educational possibilities, and aesthetic dimensions of works presented in class.  
TBA.

**BIB206 Wrestling with Scripture.** *Prerequisites: BIB160/211 or BIB170/221, or permission of instructor.* This course aims to help students articulate an understanding of biblical authority in relation to the critical study of Scripture and the community of faith. It will review the formation of the canon, varied understandings of the nature and authority of Scripture, and historic principles of Reformed biblical interpretation. It will also consider the practice of arguing about Scripture, interpretive strategies for engaging difficult texts with integrity, and the use of the Bible in Christian ethical reflection.  
TBA.

**BIB222 Becoming God’s Image: Humanity in the Old Testament.** *Prerequisite: BIB160 or 211.* The “Primeval History” (Genesis 1-11) can be read as a literary composition that comprises “texts of the beginning” texts that reflect on the human condition and the original encounter of God and humankind. As such, these texts have deeply influenced both the theological imagination and the life of the church. Another aspect, however, needs to be considered if one is to appreciate the full canonical weight of these texts. On close reading, they present an immensely rich texture that connects them with other traditions of the Old Testament, especially prophetic and wisdom literature. In this perspective, it will become apparent that Genesis 1-11 is not only about “beginnings”; it is also composed as the “prologue” to the Old Testament as a whole. Both dimensions, and their interplay, will be explored in this seminar.  
TBA.

**BIB224 Wealth and Poverty in the Old Testament.** *Prerequisite: BIB160 or 211.* This course will examine a broad range of economic issues and how they are addressed in Scripture. Topics will include treatment of the poor, borrowing and lending, the complex situation of abundant wealth and its implications, and expectations for benevolent giving/stewardship. We will give particular attention to pentateuchal legislation and the Wisdom books, but the Prophets will also receive due consideration. As individual topics are addressed, this course will consider the importance of the biblical witness on money for the life of the contemporary church and our current economic and social climate.  
TBA.

**BIB278 Apocalyptic Literature.** *Prerequisite: BIB160 or BIB211.* This course explores both canonical and non-canonical apocalypses, with emphasis on Daniel, Revelation, Jewish and Gnostic writings. Both the ancient historical settings and responsible modern interpretation of these documents will be addressed.  
May 2012; Spring 2012 (ECP).

**BIB316 Intermediate Biblical Hebrew.** *Prerequisites: BIB001 and BIB002 or BIB003. Open to M.Div., M.A.C.E., and Dual students, and to Th.M. and D.Min. students with permission of professor or department.* The essential goal of the course is to strengthen students' ability to use biblical Hebrew as a tool in Christian ministry, personal devotion, and critical study. Students will complete homework assignments and participate in classroom activities that examine selected Hebrew texts.  
TBA.

**BIB317 Intermediate Biblical Greek.** *Prerequisites: BIB004 and BIB005 or BIB006. Open to M.Div., M.A.C.E., and Dual students, and to Th.M. and D.Min. students with permission of professor or department.* The essential goal of the course is to strengthen students' ability to use biblical Greek as a tool in Christian ministry, personal devotion, and critical study. Students will complete homework assignments and participate in classroom activities that examine selected Greek texts.  
TBA.



**BIB318 The Theology of Images.** *Prerequisites: BIB160/211 and BIB260/311.* Despite multiple Hebraic prohibitions against seeing God, the art and iconography of the ancient Near East and Syria-Palestine provides an instructive repository of visual images that compliment and explicate textual descriptions of the relationship between God/the gods, the world, and human beings. This course will enable students to interpret ANE iconography and include it in their exegetical work. On this basis, we will assess the significance of images related to the Old Testament and their importance for “seeing” aspects of the material, social, political, and religious cultures that inform our understanding of the “unseen” God.

TBA.

**BIB324 The Anthropology of the Psalms.** *Prerequisite: BIB260 or BIB311.* The reformers called the Psalms a “mirror of the soul.” And indeed, beyond the borderlines of centuries and cultures, the Psalms have given expression to people’s reflections about their social and existential conditions, their sufferings and joys, and their hopes and fears. The Psalms have shaped the language of liturgy as well as of personal prayer. The main goal of this class will be to explore through rhetoric, semantic, and iconic analysis these “mirroring” capacities of the Psalms. Besides close readings of the biblical material, this will also include studies of contemporary poetry and prayers.

TBA.

**BIB403 Introduction to the Dead Sea Scrolls.** *Prerequisites: BIB311 and BIB321.* Concerning the historical study of the Bible, the discovery of the “Dead Sea Scrolls” in the caves of Hirbet Qumran has been path-breaking in biblical studies for a number of reasons: 1) they give insight to the life of a community that defined itself primarily through the study of those texts that were eventually included in the Hebrew Bible canon; 2) they display the rich exegetical literature that was concerned with interpreting and rewriting these texts—largely influenced by the eschatological expectations of the Qumran community; 3) they document at least one version of what was the “Old Testament” in the 2nd and 1st century BCE. This course will provide an introduction to specific texts as well as to thematic threads that occur throughout: justice, purity, wisdom in the face of final judgment, the Messiah(s), and the Spirit of God. Course requirements include close readings of the Qumran material as well as of related texts in both Old and New Testament.

Spring 2012.

**BIB404 The Ethics of God in the Hebrew Bible.** *Prerequisites: BIB211 and BIB311 (or equivalents).* A study of the moral vision ascribed to God in the Old Testament. Special attention will be given to the generative tensions within Hebraic faith between God’s presence and absence, punishment and forgiveness, wrath and mercy, justice and injustice, and their theological and ethical ramifications for the community of faith in the modern world.

TBA.

**INT199 Writing the Faith.** *Prerequisite: Permission of instructors. Enrollment limit: 12.* Jews and Christians, among others, as peoples and as individuals, have sought over the millennia to give written expression to their faith. In so doing they have bequeathed to their descendents a rich array of psalms, hymns, prayers, poems, and stories to be sung, prayed, told, and retold. These materials, in scripture and from tradition, can also offer models for those who seek to write “from faith for faith” today. This course will provide opportunity to examine examples of this legacy so that they may serve as guides and stimuli to faithful writing in our own day. Theological, historical, and literary analysis will thus be joined to the disciplines of creative writing as participants seek to engage in writing the faith and in writing faithfully.

TBA.

**INT303 Biblical Approaches to Pastoral Care/Counseling.** *Prerequisites: BIB160 and 170 or BIB211 and 221; and PRA102.* Is the Bible an agent for change, a means of catharsis, or a moral guide? In this interdisciplinary course, the wisdom literature, Psalms, and the parables of Jesus will be studied, giving attention to the manner in which literary form and metaphor can provide a method or structure for pastoral care and counseling.

May 2012.

**INT308 Preaching from the Old Testament.** *Prerequisites: BIB211, BIB311, and PRA103.* This course enables students to discover the rich resources for preaching found in the Old Testament. Students will engage in exegetical study of texts and prepare sermons that reflect the Old Testament's unique and varied materials.

Fall 2011.

**INT323 Preaching Challenging New Testament Texts.** *Prerequisites: BIB221 and PRA103.* In this course, students will engage in exegetical study of several challenging texts of the New Testament, including parables and other teachings of Jesus as well as passages from the letters of Paul, Hebrews, and Revelation. Drawing from their exegetical insights, students will prepare sermons for contemporary listeners.

TBA.

**INT324 Preaching the Parables.** *Prerequisites: BIB221 and PRA103.* This course will enable students to engage in exegetical study of several of the parables of Jesus and to explore the possibilities and challenges they offer in preaching.

TBA.

**INT365 Teaching the Bible.** *Prerequisite: EDU186 or EDU266.* This interdisciplinary course examines selected approaches to Bible teaching from the perspectives of biblical scholarship and Christian education.

May 2012.

### **Biblical Studies (Graduate Seminars)**

**BIB600/214 Biblical Aramaic.** *Prerequisite: Elementary Biblical Hebrew I and II. First or second-year doctoral students may take this course. Th.M. and M.Div. students may take the course with departmental approval.* This course provides a linguistic introduction to Aramaic portions of the Bible and Jewish texts of the intertestamental period.

TBA.

**BIB602/202 Readings in Biblical Greek.** *Prerequisite: Biblical Greek I and II. This course is required for doctoral students. Th.M. and M.Div. students may take the course with the approval of the department.* The course studies readings of selected passages in the New Testament with emphasis on such linguistic skills as grammar and syntax.

TBA.

**BIB603/BIB203 Readings in Biblical Hebrew.** *Prerequisite: Elementary Biblical Hebrew I and II. This course is required for doctoral students. Other students may take the course with the approval of the instructor.* The primary purpose of the course is to develop fluency in the translation of biblical Hebrew prose narratives, through inductive study of selected texts and with particular emphasis on grammatical analysis, semantics, and syntax. Secondary attention will be given to introducing prosodic analysis and textual criticism of the Hebrew Bible.

TBA.

**BIB611 Old Testament Seminar.** *Required of Ph.D. students in Bible; open to other students with permission of the instructor.* The seminar is designed to provide students in the graduate biblical program the opportunity to pursue advanced study on current methods and conclusions in the scholarly investigation of the Old Testament.

TBA.

**BIB612/412 Old Testament Exegetical Seminar: The Book of Lamentations.** *Required of Ph.D. students in Bible; open to M.Div. and Th.M. students by permission of instructor. May be taken more than once for credit when topics vary.* Exegesis of a book, larger section, or theme in the Old Testament, with careful attention to methods of interpretation. Seminar presentations and papers.

TBA.

**BIB619/414 Old Testament Exegetical Seminar: Isaiah.** *Required of Ph.D. students in Bible; open to M.Div. and Th.M. students by permission of the instructor.* Exegesis of a book, larger section, or theme in the Old Testament, with

careful attention to methods of interpretation. Seminar presentations and papers.  
Spring 2012.

**BIB621 New Testament Seminar.** *Required of Ph.D. students in Bible; open to other students with permission of the instructor.* The seminar is designed to provide students in the graduate biblical program the opportunity to pursue advanced study on current methods and conclusions in the scholarly investigation of the New Testament.  
TBA.

**BIB622 New Testament Exegetical Seminar.** *Required of Ph.D. students in Bible; open to other students with permission of the instructor.* May be taken more than once when topics vary. Exegesis of a book, larger section, or theme in the New Testament, with careful attention to methods of interpretation. Seminar presentations and papers.  
TBA.

**BIB641/410 Issues and Methods in Old Testament Theology.** *Required of Ph.D. students in Bible; open to M.Div. and Th.M. students by permission of instructor.* Since its inception, modern Old Testament scholarship has raised the question if there is a single coherent theology underlying the diversity of traditions that have come together in the Old Testament canon. While several unifying themes have been suggested (the notion of covenant, God's law, or creation), most scholars today recognize the multiplicity of voices as the starting point to describe the theological discourse of the Old Testament. In this seminar, we will explore this discourse focusing on key theological issues such as the nearness and remoteness of God, God's love, the persistence of evil, life and death. This will include close readings of individual biblical texts as well as inter-textual studies across the Torah, the Prophets, and the Writings.  
TBA.

**BIB700-710 Dissertation Research.** This course tracks the fall and spring semesters during which Ph.D. students engage in self-guided research in their dissertation subject. While no classroom requirements apply, each student should consult with her or his dissertation supervisor as often as either deems appropriate to make sure satisfactory progress in research and writing is taking place.

### Christian Education (Required Courses)

**EDU166 The Christian Life.** Through study and practice, this course introduces students to Christian devotion, prayer, worship, and spiritual disciplines. This course fosters personal spiritual growth and equips the educator to be a resource for spiritual development in the congregation.  
TBA.

**EDU168 Understanding Congregations and Agencies.** This course examines the congregation or agency the student has chosen as a first field-based learning site. Students learn to tell the story of the congregation or agency in the language of context, systems, and symbols. They analyze the neighborhood of the site using categories provided by the social sciences. They analyze the organization itself using systems theory.  
Spring 2012.

**EDU186 The Teaching Ministry of the Church.** This course seeks to equip students to fulfill their role as educational leaders as pastors and/or Christian educators. It includes biblical and theological reflection on the teaching ministry of the church. It considers the contextual nature of education and pays attention to basic planning skills, teaching methods and pedagogical concepts for learners across the lifespan. Teaching practice in the classroom and/or in congregational settings is an essential component of this course.  
Fall 2011; Spring 2012 (ECP).

**EDU263 Theory for Education in Religion.** *Prerequisite: At least one theology course and one education course, or permission of instructor.* This course integrates work in Bible, theology, and education around three questions: What is Christian education? How should we practically do Christian education? Why? Students study historical and contemporary theorists and develop their own theories of Christian education.  
Fall 2012; Fall 2011 (ECP).

**EDU268 Pastoral Care in Education.** *Prerequisite: EDU186.* This course introduces students to theories and practices of pastoral care in educational settings. Students will analyze personal and peer practices using case study, role play, and interviews in conversation with their reading.

TBA

**EDU272 Aspects of Human Growth and Development.** This course examines selected approaches to human psycho-social development, personality theory, and faith development with an emphasis on their implications for Christian education.

TBA.

**INT263 Contemporary Theology and Education.** *Prerequisite: THE101 or its equivalent or permission of instructor.* This course brings the fields of theology and educational theory into explicit dialogue by considering different contemporary approaches to theology and how they are contributing to the design and practice of Christian education today. Required for M.A.C.E./M.Div. dual degree students. May be taken as a theology or education elective by M.A.C.E. students.

Spring 2012.

### **Christian Education (Elective Courses)**

**EDU127 Worship, Sacraments, and Education.** This course will explore the theology of worship and sacraments, especially from a Reformed perspective, and will consider the relationships between worship, sacraments, and education. Topics include participation in worship for all the baptized, the unity of Word and Table, children and worship, preparation for baptism, and preparation for ordination as deacons and elders. Students will design educational events and engage in demonstration teaching with mutual review and critique.

TBA.

**EDU158 Educating for Ministry in a Missional Church.** Students will consider the implications of a missional church perspective for the design and practice of Christian education. The class will explore together how the contexts, strategies, and evaluation of Christian education might be different if "practicing witness" is the desired outcome.

TBA.

**EDU160 Educational Ministry and Leadership.** This course examines the personal qualities, professional skills, and administrative practices that are required for effective educational leadership in the congregation.

TBA.

**EDU161 Polity and Program for Presbyterian Church Educators.** Students will examine the role and responsibilities of the certified Christian educator in the light of the polity and procedures of the Presbyterian church as they explore denominational resources and programs that enrich parish life, foster good stewardship, and facilitate community outreach.

TBA.

**EDU162 Curriculum and Resources for Christian Education.** This course familiarizes students with the wide range of curriculum resources available, involves them in evaluation of these resources, helps them select resources for different church programs, and introduces them to ways of doing curriculum design. These skills for ministry are set in the framework of curriculum theory and history.

TBA.

**EDU177 Adult Religious Education.** This course reviews the events and dynamics of adult life (age 18-death) as a basis for practical strategies to implement Christian education in the local church. Areas of emphasis include adult learning styles, assessment of curricula and resources for adult education, spiritual development in adulthood, and specific issues such as love, work, family, power and freedom, intimacy, and loss.

TBA

**EDU185 Intergenerational Recreation.** This course provides a “hands on” exploration of a variety of activities that educate and build Christian community through recreation, dance, puppetry, creative games, and other group activities are combined with reading and small group reflection to enable the student to assemble a recreation portfolio suitable for use in churches, camps, conferences, and other educational contexts.

TBA.

**EDU187 Nurturing Child and Adolescent Spirituality.** This course explores, from international and multi-religious perspectives, the spiritual lives of children and youth and the implications of this cross-cultural discourse for contemporary Christian ministries. We will ask who is responsible for nurturing spirituality, how we cultivate rituals and practices that shape the inner life and encourage ethical action, what our religious ideals of youthful spirituality are, how contemporary cultural dilemmas pose challenges for spiritual nurture, and what rites of passage might mark the spiritual journeys of young people.

TBA.

**EDU189 Using Children’s and Adolescent Literature in Church.** *The course is open to all students, with no prerequisites.* This elective course engages students in considering 1) rationale for using children’s books and adolescent literature in the local church, 2) process and criteria for evaluating and selecting books to use, 3) specific ways to use these books so learners are actively engaged.

Fall 2011 (ECP).

**EDU191 Introduction to Recreation Ministry.** Designed to prepare students to plan and lead recreational activities in a variety of ministry settings, this course will equip students to assess recreational needs, to select age appropriate and group appropriate activities, and to organize and implement educational recreation programs.

Summer 2011 (ECP).

**EDU192 Annual Recreation Workshop Conference.** In conjunction with The Annual Recreation Workshop at Montreat, North Carolina, this course will be an experiential study of current trends and practices in recreational ministry.

May 2012.

**EDU220A Special Topic: Intercultural and Religious Education.** This course helps students to construct their own understandings of what it means to learn and teach Christian faith as an “emerging” world religion in a multi-cultural and multi-religious context. It investigates Western educational history and the legacy of imperialism, addresses issues of cultural diversity and education, introduces the method of dialogue, and enables the dynamic process of curriculum development. Students are asked to relearn Christian faith in company with “the other” living in their midst.

Fall 2011.

**EDU220C Special Topic: Transformative Education for a Just World.** This course explores dynamic interrelationships among theories, practices, and contexts of transformative education. Students will examine how transformative education may identify and respond to issues of economic injustice in domestic and international contexts and develop strategies and practices for transformative education appropriate to their contexts.

January 2012.

**EDU265/666 Approaches to Counseling.** *Prerequisites: EDU171, EDU272, or PRA102. Enrollment limited to 12.* This course introduces students to theories and practices of counseling that will be useful for understanding and caring for God’s people. Students learn about a variety of approaches and basic skills involved in the short-term counseling tasks encountered by educators and pastors in the ministry setting. Methods will include readings, discussions, demonstrations, skill-development sessions, case study and narrative analyses, role plays, and interviews. Special attention will be given to factors related to gender and culture that affect personality and the helping relationship.

TBA.



**EDU266/671 Models of Teaching.** *Prerequisite: EDU186.* This course is designed for students with significant teaching experience. By developing and practicing different models of teaching, the student gains a deeper understanding of how to work effectively with different kinds of learners.

TBA.

**EDU278/678 Christian Teaching and the Public Realm.** *Upper level and doctoral students only.* Given the movement of persons among public, private, and ecclesial realms, what responsibility does the Church have to prepare its members for living faithfully in all these places? This course explores theologies, contexts, strategies, and ethical implications of teaching for the good of Church and world. It asks questions about how the Christian teacher defines the relationship between congregational and daily life amid global debates about the separation or conjoining of church and state. It engages political theologies, sociological research, popular culture, and transformational learning theories in order to help Christian leaders craft a critically and theologically coherent vision and practice of teaching for the coming of God's realm.

TBA.

**EDU280 Global Perspectives on Child Spirituality.** Students will explore global understandings of and approaches to nurturing spirituality during the first two decades of life through preparation for, participation in, and reflection on the XI International Conference on Children's Spirituality, which will be held on the Richmond campus August 1-5, 2011. The course provides an opportunity to meet and converse with scholars and practitioners from around the world whose focus is child and adolescent spirituality.

Summer 2011 (ECP).

**EDU301/601 Spiritual Theology and Christian Education.** *Prerequisites: THE101 or THE201 and EDU186; or permission of the instructor.* Through the ages, Christian mystics and monastics have written about their spiritual experiences and developed spiritual rules to teach and guide others in faith formation. This course critically analyzes these methods and imaginatively explores contemporary forms of transformational education rooted in classical practices of spiritual formation.

TBA.

**INT110 Theology and Film.** Students explore theological and biblical themes in contemporary movies and learn ways to engage people of all ages in theological conversation with movies in various Christian education settings. This interdisciplinary course may be taken as a theology elective or as a general elective by M.A.C.E. and M.Div. students.

TBA.

**INT263/663 Contemporary Theology and Education.** *Prerequisite: THE101 or its equivalent or permission of the instructor.* This course brings the fields of theology and educational theory into explicit dialogue, considering five different contemporary approaches to theology and how they are contributing to the design and practice of Christian education today. Required for M.A.C.E./M.Div. students. May be taken as a theology or education elective by M.A.C.E. students.

Spring 2012.

**INT365 Teaching the Bible.** *Prerequisite: EDU186 or EDU266.* This interdisciplinary course examines selected approaches to bible teaching from the perspectives of biblical scholarship and Christian education.

May 2012.

**History (Required Courses)**

**HST101 History of Christianity I.** *Prerequisite: None.* This course is a survey of the history of Christianity from the second century to the sixteenth century. The purpose is to familiarize students with basic developments in doctrine and institutional life from the age of the early apologists into the early years of the Reformation. Considerable attention is given to primary sources so that students have an opportunity to become acquainted with the literature characteristic of the period being studied.

Fall 2011.

**HST201 History of Christianity II.** *Prerequisite: HST101.* The purpose of this course is to provide the student with basic knowledge of the history of Christianity from the time of the Reformation, to enable the student to develop skills in historical method and explanation, to explore the contextual character of faith, and to assess the past for the present work of ministry. An additional aim is to stimulate a historical consciousness in the student and an appreciation of the church as a historical community. The course provides preparation for electives in this field. Particular emphasis is placed on American Christianity, the development Christianity in Western Europe since the Reformation, the modern missionary movement, and the rise of world Christianity.

Spring 2012.

**History (Elective Courses)**

**HST108 History of Christianity in Africa.** The course will focus on the history of the Christian church in Africa from apostolic times to the present. Particular attention will be given to North African Christianity in antiquity, Roman Catholic missionary expansion into sub-Saharan Africa during the Age of Discovery and afterward, Western Protestant efforts to evangelize Africa in the nineteenth and twentieth centuries and the diverse range of theological expression encountered in African Christianity today.

TBA.

**HST116/616 Religion of Islam.** An examination of Muslim religious beliefs and practices from the origins of Islam to the present, stressing Islamic religious ideas and institutions from a historical perspective. Topics to be addressed include: Arabia and the rise of Islam; Muhammad and the Qur'an; Muslim tradition and religious law; Islamic philosophy and theology; basic beliefs and practices of the Muslim community; religious institutions and modern trends; issues of dialogue and proclamation of the Christian faith to Muslims.

TBA.

**HST121/605 History of Christian Mission to 1910.** A survey of the history of Christian mission through the nineteenth century. Among the goals of this course: to identify critical missiological themes at work within the broad sweep of mission history to the beginning of the 20th century; to become acquainted with key figures, events and institutions that shaped this history; to begin to understand how mission history interacts with institutional and doctrinal developments in Christianity; to bring to light from the past new resources for contemporary reflection on the basis, methods, and purpose(s) of Christian mission.

TBA.

**HST122 Celtic Christianity.** This course will provide an opportunity for students to examine the range and richness of an area of Christian history that is receiving increasing scholarly and popular attention: Celtic Christianity. The focus will be upon the forms and emphases of the Christian faith as found in Ireland, Wales, England and Scotland in late antiquity and the early middle ages. The remarkable range of texts (e.g., sacred biography, monastic Rules, poetry, liturgy, homilies, exegesis) allow for a variety of perspectives from which to consider the ways in which these Christians viewed both God and the creation and the means by which they practiced and proclaimed their faith. The course is open to students of all degree programs.

January 2012.

**HST123/623 Jonathan Edwards.** This course probes the life and writings of Jonathan Edwards (1703-1758), the New England preacher and writer who combined Calvinist ideas with evangelical faith, and Puritan

notions of ministry with Enlightenment culture and rhetoric. We will discuss, in a seminar setting, readings from Edwards, including major treatises (e.g., *Religious Affections*, *Freedom of the Will*, or *History of the Work of Redemption*), sermons, and private notebooks.

TBA.

**HST128 World Religions of Asia.** This course introduces the beliefs, traditions, and practices of religions originating in India, China, and Japan: Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, and Shinto. Emphasis will be given to the sacred writings of each of these religions and their influence on the current scene in North America.

TBA.

**HST129 The Presbyterian Heritage.** This course traces the faith and development of Presbyterian churches, giving particular emphasis to the traditions of the Presbyterian Church (U.S.A.). It focuses on Presbyterian history and Reformed confessions, and it identifies a Presbyterian "culture" which, despite changes over the centuries, retains distinctive characteristics. The goals of this course are (1) to gain a basic knowledge of Presbyterian history; (2) to study the movement of Presbyterian theology across time in the United States setting; (3) to understand the contexts out of which the Book of Order and Book of Confessions of the Presbyterian Church (U.S.A.) were formed; and (4) to identify the instincts and proclivities of the Presbyterian/Reformed ecclesiastical culture.

TBA.

**HST130 Secularism and Religious Belief.** This course explores the historical origins and contemporary beliefs underlying secularism as a cultural, social, and political phenomenon in the modern west. Taking its cue from Charles Taylor's "Secularism," the course examines philosophical arguments against a providential and spiritual worldview (e.g., David Hume), the rise of non-religious political systems, and contemporary versions of secularism, from economic and social to scientific and artistic cultures. The course also will provide opportunities to reflect on Christian responses.

TBA.

**HST133 Existential Christianity in the Modern West.** This course introduces students to an influential strain of Protestantism in the modern West, which might be called Existential Christianity. Touching on Augustine and taking Luther as a starting point, it focuses on Kierkegaard, Bonhoeffer, and a recent theologian (changing each term) in that line of religious reflection. The course centers on primary texts as it probes for the theological and social critiques articulated by these thinkers.

TBA.

**HST145/645 Evangelical Protestantism in American History.** This course analyzes the development and growth of evangelicalism within major Protestant movements, including the Reformed tradition in American history. Beginning with the revivals of the mid-eighteenth century, it covers the meaning of evangelicalism as it took shape through the early national period, post-bellum America, through the mid-twentieth century to the current scene of megachurches, neo-Calvinism, and the fractured evangelical order. It examines key primary texts in their social, cultural, and intellectual contexts. Throughout, we will discuss especially the relationship among established Protestant churches, changes in theological argument and persuasion, and innovations in religious practice.

TBA.

**HST203/606 Augustine.** *Prerequisite: HST101 or THE101.* This seminar provides an opportunity for consideration of major works by Augustine, including *Confessions*, *On the Trinity*, *City of God*, and *On Christian Doctrine*. Particular attention will be given to recurring themes in his writing and their importance for the church today.

Spring 2012.

**HST208/608 Perspectives on Jesus.** *Prerequisite: HST101 or THE101.* This seminar will explore the variety of perspectives on Jesus that can be found in the art, poetry, devotional writings, apocryphal gospels, and theo-

logical argumentation of the ancient and medieval church. The remarkable range of convictions regarding Jesus' person and work provides an opportunity for participants to consider the divergent values that shaped these views and the lessons they may hold for the church today. Our reading will include materials from the *Protoevangelium of James*, the *Hymns of Ephrem*, *Against Heresies of Irenaeus*, *On the Incarnation of Athanasius*, *Cur Deus Homo* of Anselm of Canterbury, and the *Dialogue of Catherine of Siena*.

TBA.

**HST210 The Reformation and Early Calvinism.** *Prerequisites: HST101 or HST201.* This course explores the origins of Calvinism as a western religious movement (1530-1630). Selected texts from early European, English, and Scottish Calvinists (Calvin, Bullinger, Knox, Perkins) will be set in the context of local social situations and national contexts (e.g., Genevan politics, the French Protestant movement, Scottish nationalism, Puritan dissent from the Church of England).

TBA.

**HST212/612 The Reformation in Europe.** *Prerequisite: HST101.* This course explores the epochal changes that occurred in Western Christianity from about 1500 to 1630 C.E., examining the process of change that dissent — first spiritual and intellectual and later political and social — provoked in the established institutions of Western Christendom and eventually with every adherent of Western Christianity. The course will consider how enthusiasm for the faith contributed to strong, and even violent, advocacy both for and against reform. This course will emphasize variety in the stories that emerged from these strains. These stories were not the work of a single figure or even generation, but took place over more than a century. We will take first a theological, second an institutional, and third a social approach to the ruptures and continuities of the period of the Reformation, the context of Western Christendom's first large-scale expansion into the rest of the world.

TBA.

**HST302/601 Mission and Missiology since 1910.** *Prerequisite: HST 201 or permission of instructor.* This course examines the history of mission since the beginning of the twentieth century, while also considering its global outcome: a truly worldwide Christian community. A second emphasis falls on a selection of major themes to have emerged during this period in the theology of mission. Significant attention is also given to the development of missiology as a scientific field of study over the past century.

Fall 2011.

**HST304/614 Christianity and Social Life in Early America.** *Prerequisite: HST201.* This course examines select issues in the history of American religion, particularly the interaction between Protestantism and social issues, e.g., the economy, politics, or war, in early America (through the Civil War). Emphasis will be placed on reading pertinent secondary works and on doing primary-source research and paper presentation.

TBA.

**INT143 Global Perspectives on Christian Mission.** This course is offered in conjunction with the Overseas Ministries Study Center and takes place in New Haven, CT. Union Presbyterian students join other seminarians, mission personnel, and international church leaders who also attend two weeks of lectures at OMSC. Participants will be encouraged to (re)consider their own theologies of mission as these might be brought to bear in local, denominational and global contexts. The third week of the course is spent with reading and writing.

January 2012

**INT199 Writing the Faith.** *Prerequisite: Permission of instructors. Enrollment limit: 12.* Jews and Christians, among others, as peoples and as individuals, have sought over the millennia to give written expression to their faith. In so doing they have bequeathed to their descendents a rich array of psalms, hymns, prayers, poems, and stories to be sung, prayed, told, and retold. These materials, in scripture and from tradition, can also offer models for those who seek to write "from faith for faith" today. This course will provide opportunity to examine examples of this legacy so that they may serve as guides and stimuli to faithful writing in our own day. Theological,

historical, and literary analysis will thus be joined to the disciplines of creative writing as participants seek to engage in writing the faith and in writing faithfully.

January 2011.

### History (Graduate Seminars)

**HST602/303 American Religious History.** This course is designed as a graduate seminar, but is open to M.Div. Students who have taken History of Christianity II. The course provides a survey of American religious history by reading and discussion of recent works of historiographical significance in the field. Traditional topics such as Puritanism, the evangelical revivals, religion in the early Republic, Mormonism, and modernism are covered, as are topics of more recent interest such as approaches to Native American religions, women's history, African-American religion, religion in the American West, and the place of Christianity in public discourse. Students will read programmatic essays covering these topics, as well as significant monographs in their chosen area of specialization (e.g. Perry Miller, Harry Stout, David Hall, and Jon Butler on Puritanism). A bibliographic essay is required.

TBA.

**HST606/203 Augustine.** *The course is open to Ph.D. and Th.M. students. M.Div. and D.Min. students should seek the consent of the instructor.* This seminar provides an opportunity for consideration of major works by Augustine, including the *Confessions*, *On the Trinity*, *City of God*, and *On Christian Doctrine*. Significant issues in contemporary Augustinian scholarship will be examined.

Spring 2012.

**HST609/209 History of Reformed Thought in America.** *Prerequisite: HST101 or HST201 (or equivalent).* A survey of Reformed theologians and movements in America from English settlement in 1630 through the twentieth century. This will include readings from major thinkers such as Samuel Willard, Jonathan Edwards, Horace Bushnell, Walter Rauschenbusch, and Reinhold Niebuhr, and explorations of various theological movements such as Puritanism, evangelical Calvinism, Old School Presbyterianism, the Mercersburg Theology, the Social Gospel, and Neo-Orthodoxy. We also will survey recent trends and the impact of historical traditions on current theological configurations in America. Course assignments include a research paper.

TBA.

**HST700-710 Dissertation Research.** This course tracks the fall and spring semesters during which Ph.D. students engage in self-guided research in their dissertation subject. While no classroom requirements apply, each student should consult with her or his dissertation supervisor as often as either deems appropriate to make sure satisfactory progress in research and writing is taking place.

### Practical Theology (Required Courses)

**PRA102 Introduction to Pastoral Care.** In any form of ministry, the pastor faces multiple demands for help in situations of death, divorce, aging, reactions to job stress, and more. This course introduces the student to basic resources that are available to assist in the ministry of pastoral care, provides an opportunity to develop pastoral skills in a clinical setting, and encourages students to begin the process of integrating theory and practice into a sense of pastoral identity.

Fall 2011; Spring 2012.

**PRA103 Introduction to Preaching and Worship.** *Prerequisite: M.Div.—New Testament I or Old Testament I (New Testament II or Old Testament II recommended but not required); M.Div. with advanced standing—Elementary Greek II or Hebrew II.* This basic introductory course draws upon biblical and traditional resources to help students understand the theology of proclamation and worship. Students learn to plan worship services and to prepare and present sermons, and they serve as evaluators and colleagues to one another. It is strongly recommended that this course not be taken until the second or third year of the M.Div. program because of its interdisciplinary nature.

Fall 2011.



## Practical Theology (Elective Courses)

**PRA104 Evangelism in the Congregation.** Evangelism is routinely defined in limited terms. Some narrow the focus to proclamation of the gospel, some to practical strategies for church growth, and some to the personal sharing of one's faith with others. Our conception of evangelism leads directly to our practice of evangelism. This class will explore various concepts of evangelism with the goal of expanding the student's biblical, theoretical, and practical understanding of this field of ministry in order to develop strategies for evangelism in the local church. It is hoped that students from various theological persuasions will participate in lively class discussions based on assigned readings and experiences in local congregations.

TBA.

**PRA105 Death and Dying.** This course seeks to equip students in preaching, teaching, and pastoral care to the dying and the bereaved. Students are expected to construct a Reformed theology of death. In addition, students will be exposed to the psycho-dynamics of grief and to a systematic approach for caring for the family of the dying.

January 2012.

**PRA109 Ministry in an Addictive Society.** This course focuses on the peculiar addiction of alcoholism as presented in family life. Students are exposed to a variety of twelve-step programs, modern research into the psycho-dynamics of addiction, and the church's ministry to the families of active and recovering alcoholics.

TBA.

**PRA112 Presbyterian Polity.** This course is designed for students who plan to serve as ordained ministers in the Presbyterian Church (USA). Polity and administration are integral to functioning effectively as a pastor, both in the local congregation and throughout the governing bodies of the church. This course deals with the biblical, historical, and theological bases of church polity and administration, as well as theoretical and practical dimensions. Particular emphasis is placed upon governance and worship issues related to preparation for the ordination examinations in church polity and the sacraments.

Fall 2011 (hybrid); Spring 2012.

**PRA114 Women as Preacher, Prophets, and Priests.** This course examines women as preachers, women as leaders of ecclesial movements, and the struggle of women for ordination, both in historical dimension and contemporary expression.

TBA.

**PRA116 Love and Grace.** This course will explore the relationship between psychosocial perspectives on human love and a variety of Reformed theological perspectives on the grace of God.

TBA.

**PRA119 The Christian Year.** The foundation of the Christian Year is Sunday—the Lord's Day. What is essential to Lord's Day worship? How does the lectionary shape the liturgical themes of each season? What about Ash Wednesday? Holy Week? Services for Wholeness? All Saints? We will look at these questions historically and theologically, but also with an emphasis on learning specific skills necessary for those who will preside at the Lord's Supper, baptize, confirm, preach, and lead worship on Sundays and other occasions of the Christian Year.

TBA.

**PRA123 The Landscape of Religious Leadership.** What does it mean to be a religious leader? How do the Bible, theology, history, and liturgy shape an appropriate understanding of the nature, purpose, and practice of religious leadership? Using these frameworks, as well as contemporary writings on leadership, this seminar will assist students in understanding better the opportunities and challenges facing religious leaders in a changing church and world. Considerable attention will also be given to congregational dynamics, conflict management,

the transition from seminary to first call, and how to care for self and others in appropriate ways as an important part of being a religious leader.

TBA.

**PRA124 Pastoral Care with Men.** The purpose of this course is to seek to understand the peculiar anxieties characteristic of male development in modern American culture. The readings will explore male depression, aggression, and sexuality and the church's role in reinterpreting male myths that distort the divine intention for masculine identity and for redemptive male-female relationships. Barth, Dittes, and Tennis will guide theological exploration, while Levinson, Bly, and Keen will provide psycho-social correctives.

TBA.

**PRA128 Pastoral Care and Spiritual Development.** This course is designed to prepare prospective church leaders to engage in the spiritual development of themselves, individual church members, and their congregations. Special emphasis will be placed on Reformed piety and contemporary spiritual disciplines.

TBA.

**PRA130 Introduction to Church Business Administration.** Designed for future pastors and Christian educators, this course explores practices of business administration in congregational life, including stewardship, budgeting, financial management, strategic planning, working with church staff and volunteers, legal and tax matters in ministry, information management, and property management. With these topics, attention will be given to theological and ministerial dimensions of church business administration.

TBA.

**PRA134 Practical Evangelism.** This course meets the requirements for ordination in the United Methodist Church, and is open to all students. It includes a biblical, theological, and historical overview of making disciples as sanctification, mission, and evangelism; implications of covenant discipleship groups on congregational evangelism and mission; and practical methods of covenant discipleship that lead to faith formation, as well as community growth and outreach.

TBA.

**PRA135 Reformed Worship.** *Enrollment limited to 20.* This course examines the distinctive liturgical and sacramental traditions of the Reformed family of churches, with particular emphasis upon the history, theology and practice of worship in the presbyterian Church (USA). The course will focus on the Directory for Worship and is particularly intended for M.A.C.E. students preparing for service to the church as well as those preparing for PC(USA) standard ordination examination in worship and sacraments.

TBA.

**PRA140 Ministry to the Family of the Alcoholic.** This course is a specialized form of Pastoral Care that involves healing of the body, mind, and spirit of each family member and the family system as a whole. Beyond allowing 12-Step programs to meet in its basement, the Christian church has a responsibility and an opportunity to heal, sustain, guide and reconcile its members who are adversely affected by alcohol abuse. This course is designed to introduce the student to the causes of alcoholism in the family and the care of such families.

Spring 2012

**PRA141 Ecology and Worship.** This course examines recent studies in eco-theology in order to develop liturgical rites that reflect care for creation and integrate congregational actions in response to issues of environmental care. Students will prepare and lead services that include special attention to the role of sacraments.

May 2012.

**PRA211 Pastoral Care with Adolescents.** *Prerequisites: PRA102 or EDU171.* This course will examine developmental issues related to adolescents from both a psychological and theological perspective. The issues to be

studied include (but are not limited to) eating disorders, identity formation, “leaving home,” sexuality, and violence. Contextual, cultural, and gender issues will also be considered so that students gain competence in ministering to adolescents in a variety of crisis situations. Students will be required to conduct a three-hour interview with an adolescent which will be transcribed and become part of the final project.

TBA.

**PRA213 Pastoral Care with Women.** *Prerequisite: PRA102.* An introduction to some of the contemporary issues that beset women and how to formulate an appropriate pastoral response. Issues to be examined will include anger, depression, eating disorders, single mothering, and violence against women.

TBA.

**PRA214 Preaching Occasions in the Church.** *Prerequisite: PRA103.* This course will explore homiletic and liturgical dimensions of occasions in the life of the church beyond typical Sunday morning worship. Readings and discussions will address such events as weddings, funerals, dedications, and other congregational celebrations. Students will choose an “occasion” to study and will prepare a worship service and sermon appropriate for that occasion.

TBA.

**PRA215 Preaching for the 21st Century.** *Prerequisite: PRA103.* This course explores modern approaches to preaching and gives students the opportunity to construct sermons according to new insights of communication theory, narrative theology, and hermeneutics, in an effort to keep preaching vital for the life of today’s church.

TBA.

**PRA216 Eucharist.** *Prerequisite: PRA103. Enrollment limited to 15.* This course explores a study of the history and theology of the Lord’s Supper with special attention to biblical and historical documents as well as recent ecumenical developments. In addition, the course will provide workshop opportunities to develop presiding skills and provide practical theological application to the place of the sacraments in congregational life.

Spring 2012.

**PRA218 Baptism and Christian Initiation.** *Prerequisite: PRA103. Enrollment limited to 15.* This course explores a study of the history and theology of baptism with special attention to biblical and historical documents as well as recent ecumenical developments. In addition, the course will provide workshop opportunities to develop presiding skills and provide practical theological application to the place of the sacraments in congregational life. The course will include recent developments in baptismal preparation and will encourage development of curriculum and/or sermons for use in the congregation.

TBA.

**PRA304 Preaching as Pastoral Care.** *Prerequisites: PRA102 and PRA103. Enrollment limited to 15.* This course will provide students with an opportunity to examine pastoral care issues in light of the preaching task. Using resources from both pastoral theology and homiletics, students will learn to address specific issues (e.g., family and congregational crises, national tragedies) in the role of preacher. Each student will prepare a sermon and essay demonstrating how insights from the course can be applied to a pastoral setting.

TBA.

**PRA305 Worship as Pastoral Care.** *Prerequisites: PRA102 and PRA103.* This course will provide students with an opportunity to examine pastoral care issues in light of particular occasions for services. Using resources from worship books for weddings, funerals, ordinations, and times of congregational transition, students will learn how to address specific issues in the life of the congregation as presiders and preachers. Students will prepare services that demonstrate how insights from the course can be applied in a congregational setting.

January 2012.

**INT112 Race-ing Justice and Engendering Power in Ecclesiastical Communities.** Throughout this course, we will grapple with Feminist and Womanist models for doing effective ministry across the life span — from birth, childhood, adolescence, adulthood, aging, and dying, as illustrated in autobiography, biography, and practice.

TBA.

**INT303 Biblical Approaches to Pastoral Care.** *Prerequisites: BIB160 and 170 or BIB211 and 221; and PRA102.* Is the Bible an agent for change, a means of catharsis, or a moral guide? In this interdisciplinary course, the wisdom literature, Psalms, and the parables of Jesus will be studied, giving attention to the manner in which literary form and metaphor can provide a method or structure for pastoral care and counseling.

TBA.

**INT308 Preaching from the Old Testament.** *Prerequisites: BIB211, BIB311, and PRA103.* This course enables students to discover the rich resources for preaching found in the Old Testament. Students will engage in exegetical study of texts and prepare sermons that reflect the Old Testament's unique and varied materials.

Fall 2011.

**INT323 Preaching Challenging New Testament Texts.** *Prerequisites: BIB 221 and PRA 103.* In this course, students will engage in exegetical study of several challenging texts of the New Testament, including parables and other teachings of Jesus as well as passages from the letters of Paul, Hebrews, and Revelation. Drawing from their exegetical insights, students will prepare sermons for contemporary listeners.

TBA.

**INT324 Preaching the Parables.** *Prerequisites: PRA103 and BIB221.* This course will enable students to engage in exegetical study of several of the parables of Jesus and to explore the possibilities and challenges they offer in preaching.

TBA.

## Theology and Ethics (Required Courses)

**THE101 Theology I.** The course is part of a sequence (Theology I and II) designed as a basic introduction to the method, shape, and leading themes of Christian theology. The first semester covers prolegomena and the doctrines of God, creation, providence, human nature, and sin through readings in classical and contemporary theology—especially its Reformed expressions. The general goal is to obtain knowledge and skills suitable for the constructive task in theology for ministers, educators, and other church leaders.

Fall 2011

**THE102 Introduction to Christian Ethics.** This course introduces the discipline of theological ethics in ways appropriate to the interests of pastors. A range of contemporary proposals is considered and evaluated by reference to the Christian tradition and selected moral problems. Course format includes readings, lectures, seminars, mid-term and final examinations.

Spring 2012; Spring 2012 (ECP).

**THE201 Theology II.** *Prerequisite: THE101.* This second course in the sequence examines the doctrines of Christology, soteriology, ecclesiology, and eschatology in their systematic context, especially as articulated in the Reformed tradition. Readings are in classical and contemporary theology. The general goal is to obtain knowledge and skills suitable for the constructive task in theology for ministers, educators, and other church leaders.

Spring 2012.

## Theology and Ethics (Elective Courses)

**THE103 Church and State in the United States.** Stephen Carter's *The Culture of Disbelief* is an example of the recurring American concern about the relations between church and state. Is it permissible to lead prayer in

public schools? Is the military chaplaincy an oxymoron? Should churches be tax exempt? These and many other questions are at play in our time. This seminar considers historical background, landmark cases, and different approaches to resolving these vexing issues, always with an eye to impact on the local church. An examination or final paper is required.

TBA.

**THE105 The Reformed Confessional Tradition.** This course, through lecture and discussion, introduces the Reformed Confessions and focuses primarily, though not exclusively, on the *Book of Confessions*. Attention is given to the historical context of each confession and also to the significance of the confessions for contemporary theological reflection. This course is useful in preparing for the PC(USA) ordination exam in theology.

May 2012.

**THE109 Christian Virtue Ethics.** An assessment of the classical virtues and the extent to which they may be appropriated for Christian ethical reflection and living. The course will explore the points of convergence and divergence in the classical understanding of virtue and Christian ethical consciousness. What are the benefits and drawbacks in virtue theory for Christian ethics? Is there a connection between virtue and conversion? How might virtue and the virtues, be understood in life cycle theory? Lectures, readings, class discussions, and a final paper.

TBA.

**THE111 Womanist, Feminist, Mujerista Ethics.** The focus of this seminar in liberation ethics is based on the premise that the essential teachings in the work of womanist feminist, mujerista thinkers can best be grasped by analyzing the perspectives of women severely disadvantaged by racial, sexual, and economic discrimination. The overall objective is to see how the Christian community understands moral agency in a variety of cultural situations.

TBA.

**THE113 The Theological Vision of Martin Luther King, Jr.** An exploration of the theological vision of Martin Luther King, Jr., that was foundational to his social criticism and call for social justice in American society. Through close readings of speeches, writings and sermons, students will assess the theological importance of this 20th century American religious leader and thinker. A final paper will be required.

TBA.

**THE114 Codes of Ethics in Freedom Narratives.** This course is an interdisciplinary inquiry into the nature of the religious experience of the Africans who were enslaved in the Americas. A close textual reading of slave narratives, letters, speeches, interviews, and autobiographies will spell out how this history affected Christians in previous generations and currently.

May 2012.

**THE116 Ethical Matters of Life and Death.** Using a case study method that acknowledges both the complexities of ethical issues and the variety of directions from which they can be approached, this seminar explores the use of tradition, sacred texts, reason, experience, and revelation in helping people of faith respond to practical, real-life dilemmas.

Fall 2011.

**THE117 Ethics, Ethnicity, and Architectonic Texts.** Using the African American religious tradition as a framework, seminarians will explore a variety of art, artifacts and material culture in western Christianity. This rich legacy of visual texts is not only used to expand the perimeters of aesthetics in the work of justice but also tells a "peculiar" history of theological anthropology.

TBA.



**THE118 Themes and Problems in African American Theological Ethics.** The theological project that seeks to explore the meaning of the African American experience continues within the work of significant scholars. This course explores the current work of black theologians and ethicists with the aim of view of assessing various methods, perspectives and solutions to persistent problems. Lectures, close readings of materials, two reflection papers and a term paper.

TBA.

**THE121 Readings in the Theology of Martin Luther.** This seminar will explore some of the most important of Luther's theological treatises including (but not limited to) The Ninety-five Theses, prefaces to the Old Testament and New Testament and passages from his biblical commentaries, the three important treatises of 1520 (The Freedom of a Christian, the Babylonian Captivity of the Church, Appeal to the Ruling Class of the German Nationality), the Small Catechism, and On the Councils and the Church. Requirements will include brief papers on the assigned readings.

Spring 2012.

**THE123 Urban Ministry.** This course will explore the challenges and opportunities for creative ministry inherent in the urban environment. The class will examine biblical and theological perspectives on the city, review current literature on urban ministry, and engage local pastors and practitioners. Class meetings will be at the seminary as well as Richmond Hill, a local retreat center noted for its urban ministry programs. A paper outlining a project will be required.

TBA.

**THE203 Human Being/Being Human.** *Prerequisites: One course in theology or ethics.* The purpose of this seminar is to promote reflection and discussion about what it is to be a human being. Toward that end, classical and more recent texts are read and discussed. For example, Genesis 1:1-11:9; *Bhagavad Gita*; Aristotle's *Nicomachean Ethics*; Charles Darwin's *The Descent of Man*; Charles Dickens' *A Christmas Carol*; Albert Camus' *The Plague*; Mary Midgley's *Beast and Man: The Animal Roots of Human Nature*. In each instance, two questions are asked. What more or less descriptive portrait of human being emerges from the text? What does the text either say or imply about the project of living a human life or being humane? A short reflection paper is required.

January 2012.

**THE207/617 Theology of John Calvin.** *Prerequisite: THE101.* The purpose of this course is to come to an understanding of the development and mature expression of Calvin's theology. To that end we will engage in a close reading of texts, including short treatises, commentaries, catechisms, sermons, and the several editions of his classic systematic work *The Institutes of the Christian Religion*.

TBA.

**THE210 Reformed Theology.** The purpose of this course is to gain a comprehensive overview of the Reformed theological tradition from its origins in 16th century Europe to its multicultural expressions in the beginning of the 21st century. We will explore the question of Reformed identity in relationship to the pluralism within the Reformed confessional family. In what way is there an identifiable unity to this tradition? Also explored are major themes in Reformed doctrine and their systematic coherence. This course meets requirements for the certification process for Christian educators in the PC(USA) and is also useful in preparing for the PC(USA) ordination exam in theology.

Fall 2011 (ECP).

**THE211/606 Contemporary Theological Ethics.** *Prerequisite: A basic course in Theology or Ethics. This course is designed to be a M.Div. course, but Ph.D. and Th.M. students may take it with the permission of the instructor.* Participants in this seminar read, analyze, and evaluate the writings of contemporary theological ethicists. The authors selected for this year are Gilbert Meilander and Lisa Sowle Cahill. In addition to an important introduction to Christian ethics, Meilander has addressed medical ethics, friendship, and the virtues. Cahill has focused on

sources of ethics, gender issues, and historical dimensions of contemporary problems. Each is a prolific writer who differs from the other. Participants will draw comparisons and contrasts as an aid to constructing their own normative positions. Course format includes assigned readings and a final paper.

TBA.

**THE215/625 God and Evil.** *Prerequisites: THE101 and THE201.* A critical review of the most important Christian writings, classical and contemporary, on the problem of evil. A paper on one of the major positions will be required, and a final examination on all the assigned readings.

TBA.

**THE217 The Theology of Prayer.** *Prerequisite: Open to any student who has completed at least one other course in theology.* This course will examine the ways in which the act of prayer has been conceived theologically throughout Christian history. This seminar will center around reading and discussion of texts in theology and mysticism.

TBA.

**THE218 Paul Tillich's Systematic Theology.** *Prerequisite: THE101. Enrollment limited to 15 students.* The purpose of this course is to obtain a strong knowledge of the theology of Paul Tillich. Toward that end, we will read and discuss the three volumes of Paul Tillich's *Systematic Theology*, as well as some additional articles and sermons.

TBA.

**THE233 Love, Power, and Justice.** *Prerequisite: One basic course in theology or ethics.* A multicultural analysis of three salient themes of theological-political ethics. The writings of Plato, Machiavelli and John Rawls are contrasted with those of John Howard Yoder, Paul Tillich and Martin Luther King, Jr. The primary object is to incorporate the three themes into a sophisticated and pragmatic framework for Christian ministry engaged in the public world. Reflection papers and a final term paper will be required.

TBA.

**THE237/604 Theology and Ethics of H. Richard Niebuhr.** *Prerequisite: THE101 or THE201 or equivalent.* The purpose of this course is to gain an extensive knowledge of the theology and ethics of a major twentieth century figure. We will read and discuss all of H. Richard Niebuhr's major writings as well as a number of his important articles. Required seminar paper, response, term paper.

Spring 2012.

**THE238 What Does It Mean to Be Saved?** *Prerequisites: THE101, or THE 202.* Just as the human situation has been interpreted in many different ways throughout the history of Christian thought, so too has the meaning of salvation. This elective seminar explores the doctrine of salvation (or soteriology) from the New Testament through the 20th century. Among the chief questions to be answered are the following: From what and for what does salvation deliver us? How does salvation work? Are there limits to the efficacy of the instruments of salvation? The course requires reading and discussion of texts, several short papers, and a final exam.

TBA.

**THE240/640 Public Theology.** *Prerequisite: one course in theology or ethics. Enrollment limit: 15.* The purpose of this course is to read and discuss recent interpretations of Christian faith and doctrine written for wider audiences by noted theologians. We will concentrate on three books that endeavor to respond to contemporary ideas and experiences: Marcus Borg, *The Heart of Christianity*; Hans Kung, *Credo: The Apostles' Creed Interpreted for Today*; Maurice Wiles, *Reason to Believe*. Short papers.

May 2012.

**THE244/644 Sociology of Religion.** *Prerequisites: THE 101 or THE 102.* This course will investigate the relationship between religion and social institutions. The linkages between religious norms and social change will be assessed as well. Readings will include Max Weber's *The Protestant Ethic and the Spirit of Capitalism*, Emile Durkheim's *Elementary Forms of the Religious Life*, Ernst Troeltsch's *The Social Teachings of the Christian Churches*, and the work of contemporary theorists such as Peter Berger and C. Eric Lincoln. The course format includes assigned readings and a final paper.

TBA.

**THE245 Visions of the End: Christian Eschatology.** *Prerequisite: THE101.* This course will examine the various ways in which theologians have talked about the doctrine of "last things": the second coming, resurrection of the body, final judgment, and eternal life. We will read classical and contemporary theologians. The course will center on reading and discussion of texts. Two short papers will be required.

TBA.

**THE246/646 The Idea of God.** *Prerequisite: THE101.* The purpose of this course is to reflect critically on a series of questions about the concept of God. We will focus our attention on the issue of divine "attributes" such as power, knowledge, and eternity, drawing on classical texts, recent critiques of the classical tradition, and a range of contemporary proposals. A short seminar paper, response, and term paper are required.

Fall 2011.

**THE250/650 Nature in Theological Perspective.** *Prerequisite: THE101.* The purpose of this seminar is to assess the problems and the possibilities for interpreting and responding to nature from the standpoint of a theological tradition. Significant concepts from contemporary science (e.g., evolution, emergence, complexity) are explored, and several proposals offered by those working at the intersections of science and theology are critically examined. A seminar paper, a response, and a term paper are required.

TBA.

**THE251 Approaches to Comparative Theology.** *Prerequisite: THE101.* This course examines the ways in which Christian theologians interpret the thought patterns of other religious traditions. General approaches to the new and growing field of comparative theology will be considered, followed by a more in-depth query into the ways in which the study of one non-western tradition, the Vedanta school of Hinduism, may shed light on Christian interpretations of God.

TBA.

## Theology and Ethics (Graduate Seminars)

**THE610 Method in Ethics.** *Prerequisites: The course is designed for Ph.D. students but is open to Th.M. students and to M.Div. students who have completed THE102, with prior permission of the instructor.* An exploration of the methodological problems in ethical inquiry with particular emphasis on deontological, utilitarian and virtue traditions. Class discussions will focus on close readings of Immanuel Kant's *Foundations of the Metaphysics of Morals*, John Stuart Mills' *Utilitarianism*, and Aristotle's *Nicomachean Ethics*. Seminar papers and a formal term paper.

TBA.

**THE620/267 Ethical Motifs and Moral Agency.** *Prerequisites: The course is designed for Ph.D. students. Master's degree students who have successfully completed THE102 may take this course.* The aim of this Ph.D. seminar is to help students identify the basic elements of ethical motifs and patterns of moral agency in a variety of historical and cultural situations; to employ these in analyzing case studies of public controversies and perennial social issues, and to develop their own methods for doing ethical inquiry and decision-making.

Fall 2011.

**THE700-710 Dissertation Research.** This course tracks the fall and spring semesters during which Ph.D. students engage in self-guided research in their dissertation subject. While no classroom requirements apply, each student should consult with her or his dissertation supervisor as often as either deems appropriate to make sure satisfactory progress in research and writing is taking place.

## SPECIAL INTEREST, INTERCULTURAL, AND INTERDISCIPLINARY COURSES

### Exchange Programs

A stimulating part of the education at Union Presbyterian Seminary is its regular cooperation with the Presbyterian churches of Ghana and their theological college. An on-going exchange is carried on between UPSem and colleagues in Ghana, so that there is enrichment and strengthening of ministry on both sides of the Atlantic. This reciprocity is realized in two ways: 1) Since 1985-86, the Ghana Travel Seminar has traveled regularly to Ghana in the January term and spent about three weeks visiting and observing the life and mission of the Presbyterian churches and Trinity Theological College. 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 College are the hosts, guides, and principal teachers for the classes from UPSem, although the professor(s) of record are from the UPSem faculty. This learning opportunity is funded by UPSem and is offered on alternating years; 2) Since 1987-88, Ghanaian pastors have come to UPSem campus in the Ghana Connection Exchange program. The pastors are selected by their Presbyterian synod officers and the program is funded by UPSem. The pastors spend an academic year on the UPSem campus taking academic courses and interpreting Ghanaian church life to the UPSem community. This opportunity is ordinarily offered every other year.

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

Students who apply for the Montpellier and/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 are the languages of instruction. Students who apply should include a detailed statement indicating their language ability. Korean is not mandatory for the Seoul program. These opportunities are ordinarily offered every other year. Each of these schools also sends a student to UPSem on the alternating year.

### Intercultural Study Opportunities (elective courses)

**\*INT044 Rome Travel Seminar.** This course ordinarily involves two weeks of study in Rome, along with up to 30 other seminarians, and ordinarily features lectures and other learning opportunities led by faculty of the Waldensian Seminary in Rome and other invited scholars. Potential areas of concentration include archaeology and the history of Christianity, with Rome as context; ecumenism, religious pluralism; and the relationship between church and state. Not offered in academic year 2011-2012.

TBA.

**\*INT045 Latin America Travel Seminar.** This cross-cultural course explores the impact of the gospel in Costa Rica, Nicaragua, and Guatemala by visiting Christian communities, meeting with leaders, and studying the history and cultures of Latin American. Enrollment is limited and certain restrictions apply. Fees in addition to tuition will be charged. Students must apply and complete the required orientation and post-trip meetings.

TBA.

*\* These courses are not ordinarily open to RTC cross-registration.*

**\*INT046 Asia Travel Seminar.** This cross-cultural course studies the impact of the gospel in Asian countries by visiting Christian churches, seminaries, and leaders and by studying the history and culture of selected countries. Enrollment is limited and certain restrictions apply. Fees in addition to tuition will be charged. Students must apply and complete the orientation and post-trip meetings.

TBA.

**\*INT047 Middle East Travel Seminar.** This seminar is conducted on tour (19-20 days) in the Middle East. Included are visits to museums and important archeological sites belonging to the world of biblical antiquity in Jordan, Israel, and the West Bank. Opportunity is given to observe first-hand contemporary manifestations of Islam, Judaism, and Christianity in these lands and to converse with religious and political leaders regarding the quest for peace in this troubled region. Enrollment is limited and certain restrictions apply. Fees in addition to tuition will be charged.

May 2012.

**\*INT048 Ghana Travel Seminar.** This field course is held in Ghana to study the churches, their organization and ministries, and their partnership in mission with other churches. The study is done in collaboration with the Trinity Theological College in Legon near Accra, the Presbyterian Church of Ghana and the Evangelical Presbyterian Church of Ghana. Preparation for travel includes a series of readings and introductory sessions to provide historical, cultural, and theological background. The class documents its findings and reports back to the seminary and supporting churches. Enrollment is limited and certain restrictions apply. Fees in addition to tuition will be charged. Students must apply and complete the orientation and post-trip meetings.

January 2012.

### Interdisciplinary Courses (elective courses)

**INT108 Theology and Literature.** *Enrollment limited to 15.* Students explore theological and biblical themes in contemporary novels, short stories, poetry and plays. In addition to class discussion, facility in using such material in a pastoral context is demonstrated in the development of sermons or lessons plans.

TBA.

**INT110 Theology and Film.** Students explore theological and biblical themes in contemporary movies and learn ways to engage people of all ages in theological conversation with movies in various Christian education settings. This interdisciplinary course may be taken as a theology elective or as a general elective by M.A.C.E. and M.Div. students.

TBA.

**INT112 Race-ing Justice and Engendering Power in Ecclesiastical Communities.** Throughout this course, we will grapple with Feminist and Womanist models for doing effective ministry across the life span — from birth, childhood, adolescence, adulthood, aging, and dying, as illustrated in autobiography, biography, and practice.

TBA.

**INT143 Global Perspectives on Christian Mission.** This course is offered in conjunction with the Overseas Ministries Study Center and takes place in New Haven, CT. Union Presbyterian Seminary students join other seminarians, mission personnel, and international church leaders who also attend two weeks of lectures at OMSC. Participants will be encouraged to (re)consider their own theologies of mission as these might be brought to bear in local, denominational, and global contexts. The third week of the course is spent with reading and writing.

January 2012.

\* *These courses are not ordinarily open to RTC cross-registration.*



**INT131, 132, 133, 134 Union Presbyterian Seminary Choir.** One-fourth credit course. May be taken for credit up to four times. Through participation in choir students will become familiar with a wide range of music appropriate for worship. They will plan and present programs that coordinate liturgy and music. Is graded pass/fail.

Fall 2011; Spring 2012.

**INT147 Spiritual Formation.** One-half credit course. May be taken for credit up to two times. This course examines a variety of practices that enhance spiritual formation. Through weekly meetings, assigned readings, and the keeping of a daily journal, students are encouraged to explore several practices of their choosing. During small group meetings, students are also introduced to the context, content, and practice of various spiritual disciplines. Is graded pass/fail.

Fall 2011; Spring 2012.

**INT199 Writing the Faith.** *Prerequisite: Permission of instructors. Enrollment limit: 12.* Jews and Christians, among others, as peoples and as individuals, have sought over the millennia to give written expression to their faith. In so doing they have bequeathed to their descendents a rich array of psalms, hymns, prayers, poems, and stories to be sung, prayed, told, and retold. These materials, in scripture and from tradition, can also offer models for those who seek to write "from faith for faith" today. This course will provide opportunity to examine examples of this legacy so that they may serve as guides and stimuli to faithful writing in our own day. Theological, historical, and literary analysis will thus be joined to the disciplines of creative writing as participants seek to engage in writing the faith and in writing faithfully.

TBA.

**INT263 Contemporary Theology and Education.** *Prerequisite: THE101 or its equivalent or permission of the instructor.* This course brings the fields of theology and educational theory into explicit dialogue by considering different contemporary approaches to theology and how they are contributing to the design and practice of Christian education today. Required for M.A./M.Div. dual degree students. May be taken as a theology or education elective by M.A.C.E. students.

Spring 2012.

**INT303 Biblical Approaches to Pastoral Care.** *Prerequisites: BIB160 and 170 or BIB211 and 221; and PRA102.* Is the Bible an agent for change, a means of catharsis, or a moral guide? In this interdisciplinary course, the wisdom literature, Psalms, and the parables of Jesus will be studied, giving attention to the manner in which literary form and metaphor can provide a method or structure for pastoral care and counseling.

TBA.

**INT308 Preaching from the Old Testament.** *Prerequisites: BIB211, BIB311, and PRA103.* This course enables students to discover the rich resources for preaching found in the Old Testament. Students will engage in exegetical study of texts and prepare sermons that reflect the Old Testament's unique and varied materials.

Fall 2011.

**INT323 Preaching Challenging New Testament Texts.** *Prerequisites: BIB221 and PRA103.* In this course, students will engage in exegetical study of several challenging texts of the New Testament, including parables and other teachings of Jesus as well as passages from the letters of Paul, Hebrews, and Revelation. Drawing from their exegetical insights, students will prepare sermons for contemporary listeners.

TBA.

**INT324 Preaching the Parables.** *Prerequisites: BIB221 and PRA103.* This course will enable students to engage in exegetical study of several of the parables of Jesus and to explore the possibilities and challenges they offer in preaching.

TBA.

**INT365 Teaching the Bible.** *Prerequisite: EDU186 or EDU266.* This interdisciplinary course examines selected approaches to bible teaching from the perspectives of biblical scholarship and Christian education. May 2012.

## Supervised Ministry Courses

**Supervised Ministry.** *Prerequisite: All supervised ministry courses require permission of the instructor. M.Div. and M.Div./M.A.C.E. degree students must have completed 7 credits before registering for supervised ministry. It is strongly recommended that students take either Introduction to Pastoral Care or Preaching and Worship prior to enrolling in a parish internship.* Non-degree students may not take supervised ministry courses. Supervised ministry promotes the personal, professional, theological, and spiritual formation of men and women through internships in approved settings. These courses seek to integrate classroom learning and the practice of ministry. While the majority of the internship is spent in pastoral work, other components include reading, evaluation, and ministry reflection with supervisors, the instructor, and peers. Union Presbyterian Seminary develops and nurtures partnerships with many congregations and agencies, and provides required training for supervisors and lay team members. The dialogue with the laity, the interaction with the supervisor, and the sharing of the life of the congregation or organization are essential components in the process of educating persons for effective ministry.

Students are eligible to receive compensation for all supervised ministry experiences. Students who are already serving on staff in congregational or other ministry settings may apply to have the setting approved as their internship setting. The Office of Supervised Ministry and Vocational Planning will assess each application on a case-by-case basis and according to criteria in the Supervised Ministry Handbook. Students may not do supervised ministry in their home congregations.

Supervised Ministry courses include the following:

- 1) **Student-in-Ministry (SIM):** This is a course during which students participate in the life of a church or institution for a minimum of 12 months and a maximum of 15 months.
- 2) **Summer Supervised Ministry:** This is a course during which students participate in the life of a church or institution on a full-time basis for at least ten weeks (400 hours).
- 3) **Academic-Year Supervised Ministry:** This is a course during which students participate in the life of a church or institution on a part-time basis for at least nine months (400 hours). (Richmond campus only).
- 4) **Two-Year Supervised Ministry Year:** This is a course during which students participate in the life of a church or institution on a part-time basis over two years, and full-time during the summer following the first year at the setting.

All supervised ministry classes must be approved by the Office of Supervised Ministry and Vocational Planning before the course registration process can be finalized. A listing of available positions (including parish and non-parish settings) is accessible on the website of Union Presbyterian Seminary in the Supervised Ministry area.

**Clinical Pastoral Education.** Students develop skills that enable them to minister to persons in times of physical, emotional, and spiritual need. Clinical Pastoral Education programs include opportunities for group processing, individual conferences with a certified supervisor, and interaction with patients and their families as well as hospital staff. Although Union Presbyterian Seminary works with hospitals throughout the country, we are fortunate in both the Richmond and Charlotte areas to have ACPE-accredited CPE programs available to our students. Interested students should contact the Office of Supervised Ministry and Vocational Planning.

Union Presbyterian Seminary will subsidize tuition charges assessed by CPE centers to M.A.C.E. and M.Div. students taking the first unit of CPE, if the students are electing CPE for supervised ministry credit. Th.M. students may also qualify for assistance with the prior approval of their departments in consultation with the Office of Supervised Ministry and Vocational Planning. Students in no other degree programs are eligible for subsidies.

CPE courses are typically offered by hospitals and clinical settings in the summer term, and generally require 8-12 weeks of full-time work. Some hospitals and clinical settings offer fall and spring CPE, and these classes generally

require 12-14 weeks of part-time work. Each CPE setting establishes its own program calendar, including starting and ending dates which do not necessarily align with Union Presbyterian Seminary's academic calendar. Students should check with SMVPO before accepting a CPE position to ensure that a particular program's calendar is compatible with the seminary's course calendar.

**Field Based Learning.** *Prerequisite: permission of the instructor. M.A.C.E. students must ordinarily have completed nine credits before registering for this supervised ministry course.* Field Based Learning for Richmond, ECP or Charlotte students is a one-term, full-time or two-term, part-time internship, for a total of 400 hours, and is ordinarily based in a parish setting. The course provides students a significant level of on-site leadership responsibility enabling students to integrate classroom learning with practical, supervised experiences in educational ministry. In Richmond, the 400 hour field-based learning requirement is ordinarily met in the summer between one's first and second year or when at least nine credits have been completed. Part-time internships in Richmond are 9 months long and may only be taken during the academic year. They must begin in the fall term and continue through the academic year. In Charlotte or ECP the 400 hour field-based learning requirement can be met in any one term or two consecutive terms after nine credits have been completed.

### Directed Studies

Students interested in doing a directed study should obtain a Directed Study Approval Form from the Office of the Registrar, (1) design and write a course description, (2) indicate the professor with whom the work is to be done, (3) obtain appropriate signatures, and (4) submit the completed form to the associate dean for academic programs, or the dean of Union Presbyterian Seminary, Charlotte Campus (for Charlotte students), for approval. Regularly enrolled students who qualify for directed studies may take no more than three directed studies in an academic year and no more than one directed study in a term. Students in the Extended Campus Program may take no more than one directed study every academic year. Non-degree students may not take directed studies. Courses otherwise offered in the Union Presbyterian Seminary curriculum may not ordinarily be taken as directed studies.

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

### United Methodist Studies

United Methodist students at Union Presbyterian Seminary who seek ordination as a Deacon or Elder in the United Methodist Church are required to take specific courses to meet the requirements of the General Board of Higher Education and Ministry and the Conference Board of Ordained Ministry. The general church requirements can be found at the General Board of Higher Education and Ministry website, <http://www.gbhem.org/>. Additionally each Conference Board of Ordained Ministry can add to the list of requirements. Students seeking ordination need to be in contact with their home Conference Board of Ordained Ministry for information about other required coursework.

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

**UNION PRESBYTERIAN SEMINARY, CHARLOTTE COURSES****Biblical Languages (Required Courses)**

**BIB003 Hebrew I and II.** See course description on p. 3-1.  
Summer 2013.

**BIB006 Greek I and II.** See course description on p. 3-1.  
Summer 2012.

**Biblical Studies (Required Courses)**

**BIB160 Old Testament I (M.A.C.E.).** See course description on p. 3-1.  
Fall 2011.

**BIB170 New Testament I (M.A.C.E.).** See course description on p. 3-1.  
Fall 2012.

**BIB211 Old Testament I: Pentateuch and Former Prophets.** See course description on p. 3-2.  
Fall 2011.

**BIB221 New Testament I: Gospels.** See course description on p. 3-2.  
Fall 2012.

**BIB260 Old Testament II (M.A.C.E.).** See course description on p. 3-2.  
Spring 2012.

**BIB270 New Testament II (M.A.C.E.).** See course description on p. 3-2.  
Spring 2013.

**BIB311 Old Testament II: Old Testament Prophets.** See course description on p. 3-2.  
Spring 2012.

**BIB321 New Testament II: Acts, Epistles, Apocalypse.** See course description on p. 3-2.  
Spring 2013.

**Biblical Studies (Elective Courses)**

**BIB212 Studies in the Psalms.** *Prerequisite: BIB 160 or BIB 211.* This course examines the psalms of the Old Testament in terms of their use in the liturgical, devotional, and theological life of ancient Israel and the church. It offers an orientation to contemporary and classical approaches to psalm interpretation and to the theology of the Psalter. The uses of psalms as hymns, as proper texts in the Christian year, in preaching, in theological reflection, and in spiritual reflection, and in spiritual discipline are considered.

Fall 2012.

**BIB123 Second Temple Judaism.** This course will examine the forms of the Jewish religion took between 515 BCE and 70 CE, with special focus on the roles the Temple played. Students will survey literature from the Apocrypha, Dead Sea Scrolls, Old Testament Pseudepigrapha, and Mishnah, as well as current reconstructions of the major Jewish sects and of synagogue development during the period.

Fall 2011.

**BIB124 The Passions of the Christ.** This course will examine the four canonical passion narratives, their sources, literary designs, narrative patterns, and theological motifs. The course will also look at evidence, canon-

cal and extra-canonical, for how early Christians used passion narratives rhetorically; e.g., as apologetic arguments, to address pastoral issues, and in theological disputes with other believers. Students completing the course can expect to improve their skills in exegesis and in communicating the results of those modes of inquiry to church members.

Spring 2012.

**BIB167 Images of Jesus.** This course explores a variety of artistic interpretations of Jesus of Nazareth—from early Christian mosaics, to the classical period of painting, sculpture, and music, to contemporary film. Students will analyze theological motifs, educational possibilities, and aesthetic dimensions of works presented in class.

Spring 2013.

### Christian Education (Required Courses)

**EDU166 The Christian Life.** See course description on p. 3-7.

Fall 2011; Fall 2012.

**EDU168 Understanding Congregations and Agencies.** See course description on p. 3-7.

Summer 2013.

**EDU171 Group Process and Leadership Skills.** Through a shared leadership group, students investigate selected leadership theories, identify group dynamics, learn how to facilitate group interaction, and apply group process skills to congregational life.

Summer 2012.

**EDU186 The Teaching Ministry of the Church.** See course description on p. 3-7.

Spring 2013.

**EDU263 Theory for Education in Religion.** See course description on p. 3-7.

Summer 2012.

**EDU272 Aspects of Human Growth and Development.** See course description on p. 3-8.

Summer 2013.

### Christian Education (Elective Courses)

**EDU127 Worship, Sacraments, and Education.** See course description on p. 3-8.

Fall 2012.

**EDU162 Curriculum and Resources for Christian Education.** See course description on p. 3-8.

Spring 2012.

**EDU176 Ministry with Children and Families.** This course is an examination of how faith is nurtured in children and their families, a study of different kinds of family structures, and an exploration of models for carrying our family ministry programming in the congregation.

Summer 2013.

**EDU177 Adult Religious Education.** See course description on p.3-9.

Fall 2011.

**EDU189 Using Child and Adolescent Literature in the Church.** See course description on p. 9.

Fall 2012.



**EDU192 Annual Recreation Workshop Conference.** See course description on p. 9.  
Summer 2012, 2013.

### History (Required Courses)

**HST101 History of Christianity I.** See course description on p. 3-11.  
Fall 2011, 2012.

**HST201 History of Christianity II.** See course description on p. 3-11.  
Spring 2012, 2013.

### History (Elective Courses)

TBA

### Practical Theology (Required Courses)

**PRA102 Introduction to Pastoral Care.** See course description on p. 3-14.  
Fall 2011, 2012.

**PRA103 Introduction to Preaching and Worship.** See course description on p. 3-14.  
Spring 2012, 2013.

### Practical Theology (Elective Courses)

**PRA112 Presbyterian Polity.** See course description on p. 3-15.  
Summer 2012 (Hybrid); Summer 2013.

**PRA119 The Christian Year.** See course description on p. 3-15.  
Summer 2012.

**PRA203 Preaching and Worship II.** *Prerequisite: PRA103.* This elective course will offer students an opportunity to continue the exploration of the theology, history, and practice of preaching and worship in the Reformed tradition which was begun in PRA 103. Students will construct and present sermons and learn the role of the one who presides in worship. Attention will be given to the lectionary, sacramental occasions, funerals and weddings.  
Fall 2012.

**PRA302 Pastoral Care and Counseling with Couples and Families.** *Prerequisite: PRA102. Enrollment limited to 16.* How does our theological perspective on human relationships influence our pastoral responses to couples and families in crisis? What do we mean when we say a family is dysfunctional? What, then, is a "healthy" family? Are there elements of our theological views which serve to further alienate those individuals who do not live in traditional nuclear families? This course will provide students with an opportunity to reflect on these questions (and others that they bring to the course) as they study various authors and approaches within the family systems theory literature (e.g., Boyd-Franklin, Friedman, McGoldrick, and Minuchin). Each student will be required to complete a detailed family genogram in order to gain a better self-understanding and competence with this assessment tool. Video tapes of seasoned therapists in live sessions as well as role playing in small groups will provide students with an opportunity to improve their care-giving and counseling skills. In addition, the course will consist of readings, lectures and discussions. A final paper will be required.

Fall 2011 (hybrid).

**PRA Practical Theology** Elective to be determined.  
Spring 2013.

**Theology and Ethics (Required Courses)**

**THE101 Theology I.** See course description on p. 3-18.  
Fall 2011, 2012.

**THE102 Introduction to Christian Ethics.** See course description on p. 3-18.  
Fall 2011, 2012.

**THE201 Theology II.** See course description on p. 3-18.  
Spring 2012, 2013.

**Theology and Ethics (Elective Courses)**

**THE105 The Reformed Confessional Tradition.** See course description on p. 3-19.  
Summer 2012, 2013.

**Intercultural Courses (Elective Courses)**

TBA

**Interdisciplinary Courses (Required Courses)**

**INT263 Contemporary Theology and Education.** Required for M.A.C.E./M.Div. students. May be taken as a theology or education elective by M.A.C.E. or M.Div. students. See course description on p. 3-25.  
Spring 2013.

**Interdisciplinary Courses (Elective Courses)**

**INT110 Theology and Film.** See course description on p.3-25.  
Spring 2012.

**INT130 Bible, Theology and Arts in the Church.** This course explores theological and biblical themes in the arts by inviting students to develop art criticism and theological reflection skills in their interaction with a variety of artistic forms (e.g. visual arts, music, drama, and mixed media). Students will also create ministry resources that encourage Christian adults to engage art forms in personal and communal theological reflection.  
Summer 2012.

**INT308 Preaching from the Old Testament.** See course description on p. 3-6.  
Fall 2011.

**INT365 Teaching the Bible.** See course description on p. 3-6.  
Fall 2011.

# 4. Academic Procedures and Regulations

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## CALENDAR

**Richmond:** On the Richmond campus, Union Presbyterian Seminary follows a 12–3–12–3 week calendar during the nine-month academic year, September–May. The four terms are designated respectively fall term, January term, spring term, and May term. During a summer term that extends from June through August, the seminary offers courses in biblical languages and supervised ministry.

**Charlotte:** On the Charlotte campus, there are three terms: spring, summer, and fall, each lasting for twelve weeks. A commencement service is scheduled for Charlotte graduates following the end of spring term in April each year. There are no classes in August.

**Extended Campus Program:** The Extended Campus Program (ECP) has two 13-week terms, one in the fall and one in the spring. Students attend six days of classes on campus in January (fall term) and June (spring term). Attendance at all class meetings during the January and June on campus days is required.

## COURSE CREDITS AND ACADEMIC LEVELS

### Course Credits

For courses in basic degree programs at Union Presbyterian Seminary, one credit is earned for most courses completed (a few elective courses earn fractional credits). Summer language courses and summer supervised ministry courses typically earn two credits. A one-credit course is considered to be the equivalent of a 3-semester-hour course at other institutions. Most seminars in advanced degree programs (Th.M. and Ph.D.) in the fall and spring terms are considered equivalent to a 6-semester-hour course.

### Levels

M.A.C.E. and M.Div. students who have completed one to ten credits are classified as first-level students; those who have completed 11 to 20 credits are classified as second-level students. M.Div. students with 21 or more credits are classified as third-level students. Students in the M.Div./M.A.C.E. program who have earned 32 credits or above are classified as fourth-level students. These designations affect access to courses with limited enrollment, choices in Union Presbyterian Seminary housing, and election to offices in student government.

## REQUIRED COURSES

M.A.C.E. and M.Div. students are encouraged to take required courses during their first year or two years of study, respectively. Most required courses are offered each year in Richmond, usually in the fall or spring terms.

## TRANSFER CREDITS

A limited number of transfer credits for M.A.C.E. and M.Div. students may be accepted for work completed within the past eight years at institutions accredited by the Association of Theological Schools in the United States and Canada, or at institutions offering graduate-level work accredited by one of the nationally recognized regional accrediting agencies in the United States. Union Presbyterian Seminary reserves the right to deny transfer credit for courses taken at institutions that do not meet its accreditation standards. By the end of their first term following matriculation at Union Presbyterian Seminary, transfer students must by written notice, to the associate dean for Richmond students and the Charlotte dean for Charlotte students, request to transfer course credits earned before coming to this institution.

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

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

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

Union Presbyterian Seminary considers for transfer credit only those distance-learning courses for which it can be established, in the judgment of the associate dean or (for Charlotte campus students) the dean of Union Presbyterian Seminary, Charlotte campus, that peer and student-faculty interaction met or exceeded 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**

A maximum load for M.A.C.E., M.Div., and M.Div./ M.A.C.E. students in Richmond is four credits (the equivalent of twelve semester hours) in each of the long terms (4.25 if choir is taken for credit) and one credit in each of the short terms. Faculty expect that students will be able to complete each course in the long terms at a satisfactory level in up to 12 hours of work in combined in-class and individual study each week. The maximum number of credits that may be earned in a nine-month academic year is 10.5; the maximum number of credits that may be earned in a summer is two.

Ordinarily, a student taking a full course load will complete the M.A.C.E. program in two years. M.Div. students are ordinarily enrolled for a minimum of three academic years and may take up to four years to complete their program. With the written permission of the associate dean for academic programs or the dean of Union Presbyterian Seminary, Charlotte campus for Charlotte students, M.Div. students may take up to six years to complete their degree. M.Div./ M.A.C.E. students ordinarily complete their degrees in four years of full-time study.

A student's academic requirements in terms of the number of courses and the specific courses are determined by the catalog at the time she or he 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, degree seeking students on the Richmond campus must take one of the following of types of course loads so that they complete a minimum of 10-12 credits (30-36 semester hours) per year:

1. Summer term: 2 credits (6 semester hours)
  2. Fall term: 3 credits (minimum) (9 semester hours)
  3. January term: 1 credit (3 semester hours)
  4. Spring term: 3 credits (minimum) (9 semester hours)
  5. May term: 1 credit (3 semester hours)
- OR
1. Fall term: 4 credits (minimum) (12 semester hours)
  2. January term: 1 credit (3 semester hours)
  3. Spring term: 4 credits (minimum) (12 semester hours)
  4. May term: 1 credit (3 semester hours)
- OR

SIM (Student-in-Ministry Year which is full-time for aid but earns a maximum of 4 credits (12 hours) academic credit)

International students studying on a visa must also be careful to comply with all federal laws concerning their enrollment status at all times. Courses offered on the Charlotte campus or via the Extended Campus Program are designed to be taken by part-time students. Ordinarily, students in these populations take no more than two courses per term.

Non-degree seeking exchange students studying on a visa must also comply with all federal laws concerning their enrollment status at all times. Full time for non-degree exchange students is 8 credits a year (24 semester hours).

1. Fall term: 3 credits (9 semester hours)
2. January term: 1 credit (3 semester hours)
3. Spring term: 3 credits (9 semester hours)
4. May term: 1 credit (3 semester hours)

Different forms of financial assistance may be available to students in each program. Students are urged to consult with the director of Financial Aid for more information.

## ADVISING

Each basic-degree student is assigned a faculty advisor for the required portfolio-based assessment (PBA) process; the student's advisor will be available during regular office hours or by appointment and for regularly scheduled portfolio-based assessment conferences.

The faculty advisor will work with the student to help plan a course of study that will meet degree requirements and be suited to the vocational direction, personal interests, previous professional and academic experience, and current strengths and weaknesses of the students. Advisors will have access to student academic records.

Students and advisors together will seek to determine the appropriate course distribution among and within the curricular areas. M.A.C.E. students intending to become certified educators in the Presbyterian Church (U.S.A.) should confer with their advisors and denominational representatives to be sure they meet the academic requirements for certification. M.Div. students intending to seek ordination should confer with their denominational oversight bodies to be sure they meet the academic requirements for ordination candidacy.

Students are responsible for checking with their advisor and/or the registrar to be sure all degree requirements are being met.

## REGISTRATION

Students must satisfy their financial obligations for any term before beginning another term. Students are not permitted to register for classes until they have paid all outstanding charges due the school. Retroactive registration is not permitted. (See Graduate Studies Handbook for continuous enrollment exception/requirement for Ph.D. students.)

### Cross-Registration

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

Master's-level students at Union Presbyterian Seminary may cross-register for one elective course (one Union Presbyterian Seminary credit) per term at an RTC school without requesting special permission, up to a limit of three credits in an academic year, and a total of four credits during the M.A.C.E. program, or a total of six credits



during the M.Div. program. M.A.C.E./M.Div. dual degree students may take a maximum of eight credits at RTC schools. Union Presbyterian Seminary students register for all RTC courses through the Union Presbyterian Seminary registrar's office, as part of the regular course registration process. All RTC registration requests to Union Presbyterian Seminary must come through the registrar and/or appropriate dean of the RTC school in which the student is enrolled.

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

### **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. ECP classes and Ph.D. seminars may not be audited. Otherwise, audit is by permission of instructor. The instructor shall also set all terms of the audit.

Anyone may apply to audit a Union Presbyterian Seminary course. Students currently enrolled at Union Presbyterian Seminary 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. The right to deny audit or to cancel an approved audit is reserved by the course instructor in all cases.

Graduates of Union Presbyterian Seminary and other RTC institutions, spouses of current Union Presbyterian Seminary students, and staff members employed by Union Presbyterian Seminary and RTC schools, as well as their spouses, may audit one course per term at no charge. To audit additional courses in one term, and for all other auditors, there is a non-refundable fee of one-half the cost of tuition per course.

All auditors will be registered for the course or courses they are auditing for emergency contact and archive purposes only. Auditors who fail to register through school processes are in violation of school policy and are responsible for those violations. Directed Study and Ph.D. seminars may not be audited.

## **ASSISTANCE IN ENGLISH-LANGUAGE PROFICIENCY**

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

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

## **GRADES**

As part of an academic assessment program that provides students accurate information regarding their progress toward the degree, the faculty has adopted the following grading system. The numbers in parentheses give the

quality points used in determining a student's grade point average (GPA): A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), F (0.0). This grading system is used in all degree programs.

All required courses in the various master's degree programs and elective courses are graded using the above letter grades. The faculty has approved as 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.

Some elective courses (INT146, Choir; INT147, Spiritual Formation) are graded on a "pass/fail" basis. A "pass" grade is required to earn credit toward graduation. Almost all other courses, including CPE, are graded using the A-F scale.

All courses in the Th.M., D.Min., and Ph.D. degree programs use the A-F grade categories. It is expected that advanced degree candidates will consistently do high quality work.

**INCOMPLETE.** An interim grade of "incomplete" will be assessed for unsubmitted grades. 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. Requests for extensions must be received in writing by the appropriate academic dean or program director before the end of the term or semester in which the course is offered. D.Min. students request extensions from the director of Doctor of Ministry Studies. All other Richmond-campus students request extensions from the associate dean for academic programs. Charlotte students request extensions from the dean of Union Presbyterian Seminary, Charlotte Campus. Extension request forms are available through the Union Presbyterian Seminary web pages.

**WITHDREW.** Following the drop/add period, a withdrawal from a course which occurs within the first half of any term will be recorded as "W" (withdrew) on a student's transcript. A student is limited to two course withdrawals during enrollment in any degree program. 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 appropriate academic dean or program director. If a course Withdrawal or Drop is allowed after institutional academic deadlines, tuition and fee schedules will ordinarily not be readjusted. Requests for exceptions to financial deadlines are to be directed to the Business Office.

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

## APPEAL OF GRADES

Policies and procedures for appeal of grades are detailed in the [Student Handbook](#).

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 at the next scheduled commencement.

## **REQUEST FOR EXCEPTION TO FACULTY POLICY**

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

## **DOCUMENTATION: MEDICAL-HEALTH**

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

## **ACADEMIC STANDING (The following policies do not apply to Ph.D., 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 associate dean for academic programs or (for Charlotte students) the dean of Union Presbyterian Seminary, Charlotte Campus to discuss areas of concern and options for improvement. Academic warning is removed when the student's GPA reaches 2.3 or higher.

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

Students who fail a required course two times, including required Greek and Hebrew courses, are automatically dismissed from Union Presbyterian Seminary and may not reapply for admission unless a majority of the full faculty, upon joint recommendation of the student's faculty advisor and academic dean, approves an exception. Former students must, if an exception is approved, make application through the regular admissions process and, if admitted, will reenter Union Presbyterian Seminary under the terms of the catalog in force at the time they reenter. These same policies apply to a student who fails a proficiency exam in a biblical language twice. Standards for grades and maintaining good standing for Ph.D., Th.M., and D.Min. students differ from those noted in this section.

## **PORTFOLIO-BASED ASSESSMENT PROCESS FOR MASTER'S LEVEL STUDENTS**

Participation in a portfolio-based assessment process is required for all M.Div., M.A.C.E., and M.Div./M.A.C.E. students.

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

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

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

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

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

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

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

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

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

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

## **ASSESSMENT OF ACADEMIC PROGRESS**

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

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

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

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

## **GRADUATING WITH HONORS**

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

## **FEDERAL SATISFACTORY ACADEMIC PROGRESS POLICY**

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 periodic SAP review for a student who receives or applies for a Federal Stafford Loan. SAP reviews are usually performed after the May term and must be completed at least once per academic year.

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

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

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

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

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

- identifying information including the student's full name, social security number, current address, phone number and e-mail address (if applicable);
- a written letter of appeal from the student explaining the circumstance that led to their SAP violation, and state why those mitigating circumstances are no longer affecting their academic performance.



This personal statement must include:

- 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 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.

## ACADEMIC RECORDS

### Student Files

For each student, Union Presbyterian Seminary maintains several sets of files (admissions, candidacy, academic, portfolio-based assessment, and financial). Under the provisions of the Family Educational Rights and Privacy Act (FERPA), all students have the right to inspect, review, and request correction of their education records.

Admissions office files contain the application form, transcripts, correspondence concerning the applicant, recommendations, and admissions committee members' evaluation forms. These files are open to the dean of students, the admissions committee, and the staff of the Office of Admissions.

The Office of Admissions begins a file on an applicant when it receives an application. It maintains this file until an applicant has been admitted and has indicated his or her intention to attend by submitting a deposit. Prior to the start of the student's first term, the Office of Admissions forwards to the registrar's office the person's application form, academic transcripts, and essays. It destroys the remaining documents in the application file pertaining to the admissions process. In the case of applicants who are not admitted, or who do not matriculate, the Office of Admissions retains the application file for five years before destroying the entire file.

The registrar receives the file from the Office of Admissions when the student matriculates. Copies of correspondence between the student and the school (deans, president, academic advisor, etc.) concerning extensions, fellowships, changes in courses, transfer credits, grading issues, academic evaluations, etc., are added to this file. Students' files are confidential and are held in secure storage. A file is open to the student whose record it contains. Student files are open to staff and faculty only as needed to implement Union Presbyterian Seminary's academic policies.

The office that oversees alumni/ae and constituency relations maintains the student's file when the student leaves Union Presbyterian Seminary. Items retained include the application form, correspondence about entering and leaving, and items from the public domain. Files are open to appropriate members of the administration, faculty, and staff of Union Presbyterian Seminary.

The Business Office maintains a record of each student's financial transactions with Union Presbyterian Seminary. These records are open to members of the Business Office. The director of financial aid maintains records about

financial aid and grants. This financial information is available to the student's faculty advisor, the president, and the deans.

The dean of students maintains a file on each Presbyterian student who may be seeking ordination to ministry of Word and Sacrament. Included in these files are Committee on Preparation for Ministry (CPM) annual reviews, a release form from the student, and other CPM-related materials. These files are destroyed after the student has graduated or withdrawn from Union Presbyterian Seminary.

The Office of Supervised Ministry and Vocational Planning (SMVPO) maintains a file of each student's evaluations, records, correspondence, and other documentation pertinent to supervised ministry, vocational planning, and the seeking of a call beyond graduation. Student records are protected at all times and stored in secured files.

SMVPO protects the student's right to authorize release of supervised ministry reports to committees on preparation for ministry or denominational committees of oversight for candidates. Information in student files is available to appropriate faculty and staff members at Union Presbyterian Seminary for purposes deemed legitimate by the SMVPO director.

The SMVPO director will weigh deliberately and carefully the implications for all parties in seeking and releasing written or verbal information about students. Such information will be treated in a confidential manner by all parties. SMVPO recognizes that other principles may at times supersede the need for confidentiality, and in such cases will be informed by legal and denominational rules and guidelines.

Portfolio-based student assessment files are maintained by the students and their faculty advisors. When student assessment information is being retrieved for purposes of institutional program evaluation, personally identifiable information is removed; otherwise, these files are available only on a need-to-know basis.

Students may see any of their own files upon request and, by written permission, may grant access to their files to other parties. The files are open only to the persons specified. If a student wishes to challenge the accuracy of the records held in the files of Union Presbyterian Seminary, a written request should be sent to the president or to the student's academic dean. The president, the dean, or the vice president for administration will respond. If the student continues to challenge the accuracy of the records, the student's complaint will be referred to the Board of Trustees. A hearing will be scheduled at which legal counsel is permitted. A decision by the Board of Trustees on the matter will be conclusive and final.

### **Transcript Requests**

Enrolled students, former students, and alumni/ae may request in writing that the registrar send an academic transcript or copies of academic evaluations to designated persons or institutions. Ordinarily, student records are mailed 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/ae, 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 Union Presbyterian Seminary have been met, as certified by the Business Office. Union Presbyterian Seminary does not provide or send copies of student transcripts from other institutions.

Grades are ordinarily e-mailed to the student's Union Presbyterian Seminary email address.

## TUITION FOR COURSES TAKEN AT OTHER SCHOOLS

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

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

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

## INTERCULTURAL COURSES

Union Presbyterian Seminary encourages students in all degree programs to take at least one intercultural course during their degree program. Policies and procedures for intercultural courses are set forth in the [Student Handbook](#).

## POLICY CONCERNING STUDENTS WITH LEARNING DISABILITIES

The Union Presbyterian Seminary policy is designed to enhance the educational environment for learning-disabled students who show promise for effective ministry and to provide information that will help learning-disabled students evaluate the feasibility of studying at Union Presbyterian Seminary. Primary responsibility for considering and/or arranging accommodations with each professor is lodged at Union Presbyterian Seminary in mutual agreement between the student and her or his professor. Students must file with Union Presbyterian Seminary documentation verifying their needs at least several weeks in advance of enrollment for any term or semester in which these needs are to be considered, and must take the initiative to contact professors for preliminary discussions and planning at least several weeks before a course is scheduled to begin. For details, see the [Student Handbook](#).

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

## 5. Student Expenses

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All expenses listed in this catalog are subject to change. Questions concerning the following information may be directed to the Business Office. Information about the financial aid program is found in chapter 7.

### FINANCIAL RESPONSIBILITY

Students are expected to maintain good financial standing with the seminary, as determined by the Union Presbyterian Seminary Business Office. "Good standing" is payment within 30 days of all charges that are not covered by another source, such as financial aid. Preregistration and registration requests from students who are not in good standing will not be processed. (See Graduate Studies Handbook for exception to this practice for Ph.D. continuous-enrollment requirement.) Students are responsible for knowing whether or not they are in good standing. A student who is not in good standing should immediately confer with the Business Office. The student is responsible for any loss of academic opportunities caused by not being in good financial standing.

Students must settle all financial obligations to Union Presbyterian Seminary before they may receive their diplomas, have transcripts provided, or be designated as having graduated. Students who fail to settle their financial obligations before graduation will be notified by email 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 in the graduation ceremony itself if they attend. 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. These same protocols pertain to any student who fails to complete the required ATS Graduating Student Questionnaire.

#### Payment Policies

Tuition and fee payments are due in the Business Office 30 days after they are billed. If this payment schedule is not possible, the student is responsible for making satisfactory payment arrangements with the Business Office.

Charges for room, board, the student health insurance plan, and other school fees are billed to the student's account. The student is responsible for making prompt payment of any amount due. The student will not be permitted to register for classes, receive grades, request transcripts, or graduate unless all charges have been paid. (For more information, please see the following sections of this catalog: Registration, p. 4-3 and Transcripts, p. 4-10.)

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

### ACADEMIC COSTS

**Master of Divinity, Master of Arts in Christian Education, Master of Arts (Theological Studies), and Master of Divinity/Master of Arts in Christian Education Dual Degree** students pay tuition of \$1,232 per credit. If ten credits are taken in the nine-month academic year, the total is \$12,320. Courses worth 2 credits (summer language courses, summer supervised ministry, clinical pastoral education, field-based learning) cost \$2,464. The total tuition cost for 12 credits is \$14,784.

**Doctor of Ministry** students pay tuition of \$1,200 per credit. Ten credits are required for the degree. D.Min. students are not eligible for financial aid.

**Master of Theology** students pay tuition of \$14,000 for the year. The degree is meant to be completed in one nine-month 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.

**Doctor of Philosophy** students in the first or second year will pay \$14,000 per year. Beginning in the third year, students will pay \$1,325 for the dissertation research and writing continuation credit in the Fall and Spring terms, for a total of \$2,650 per year. Students in good standing will maintain enrollment in dissertation research and writing unless granted an official leave.

## FEES

### Student Activities Fee

All full-time students will be charged \$200 per year. Part-time students, including doctoral level students after the first two years in residence, will be charged \$76 per year. ECP and D.Min. students will be charged \$13 per course.

Charlotte students pay \$36 per year (\$12 in each Fall, Spring, and Summer Term).

### Late Registration Fee

This \$50 fee applies to registrations received after the date shown on student registration forms.

### Health Insurance

All full-time students on the Richmond campus who are U.S. citizens are required to carry health insurance. All full-time international students on the Richmond campus are required to carry health insurance for themselves and their family members who have accompanied them to the U.S. A health insurance plan is available through the Student Life Office. The cost of this policy for 2011-2012 is \$235 per month for single students, and \$669 per month for a family.

### Graduation Fee

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

### Directed Study Late Registration Fee

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

### By-Pass, Advanced-Standing, and Proficiency Examination Fee

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

### Dissertation Fee

A fee of \$580 is applicable only in the final year of the Ph.D. program.



## HOUSING

Full-time students in Richmond are eligible to apply for on-campus housing. Housing rates vary according to size and location. Apartment and dormitory charges should be paid promptly on the first day of each month, or special arrangements should be made with the Business Office.

Students whose monthly rental payments are in arrears by more than three months and who have not made satisfactory payment arrangements with the Business Office will be notified that they must pay in full or move out within a month.

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

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

**One-bedroom (per month): \$776**

**Two-bedroom (per month): \$884**

**Three-bedroom (per month): \$1,016**

**Four-bedroom (per month): \$1,116**

Dormitory rates range from \$292 to \$340 per month, depending on size, location, and bathroom facilities.

## BOOKS

The seminary does not bill for books as the bookstore is operated by the Cokesbury Book Stores. The cost of books varies by the number and types of courses taken. Students should budget a minimum of \$100 per course for books.

## 6. Admission

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Union Presbyterian Seminary invites prospective students to apply for admission to five degree programs: Master of Divinity (M.Div.), Master of Arts in Christian Education (M.A.C.E.), M.Div./M.A.C.E. dual degree program, Master of Theology (Th.M.), and the Doctor of Philosophy (Ph.D.). Applications for admission to these degree programs are available on our website at [www.upsem.edu/Admissions](http://www.upsem.edu/Admissions). For help, call the Office of Admissions at 804-278-4339 or email [admissions@upsem.edu](mailto:admissions@upsem.edu). To communicate by mail, write to: Office of Admissions, Union Presbyterian Seminary, 3401 Brook Road, Richmond, VA 23227.

Union Presbyterian Seminary welcomes and seriously considers applications for admission from qualified applicants without regard to gender, sexual orientation, race, ethnicity, national origin, or physical disability.

### CAMPUS VISITS

Union Presbyterian Seminary strongly recommends that all prospective students visit the campus as part of the application process. Although not required, a campus visit that includes an interview with a faculty member and conversations with students and administrators is extremely helpful in a prospective student's discernment process.

#### Individual Campus Visits

The seminary is open 8:30 a.m. to 5:00 p.m. Monday through Friday in Richmond, and 8:30 a.m. to 5:00 p.m. Monday through Saturday in Charlotte. We are happy to arrange for your visit during these hours. If you would like to visit Richmond for more than one day, you may be our guest in seminary accommodations for up to two nights. Seminary accommodations are not available on the Charlotte campus. However, a list of area hotels will be made available to prospective students. To arrange a campus visit or to register for a Days for Discernment program, email [admissions@upsem.edu](mailto:admissions@upsem.edu), or phone 804-278-4221 in Richmond or 704-337-2450 in Charlotte.

#### Days for Discernment

*Days for Discernment* is a multi-day program structured to serve two goals: to answer prospective students' questions about graduate study at seminary (and Union Presbyterian Seminary in particular), and to provide attendees with tools and guidance to assist them in discerning God's call. Current students play a vigorous role in planning and supporting this program, and Days for Discernment events are generally scheduled when the communities are most strongly present on campus, which is Thursday through Saturday in Richmond, and Friday and Saturday in Charlotte. Worship, class visits, faculty interviews, campus tours, conversation with current students, and other activities are designed to inform participants and to assist them discern.

### APPLICATION PROCESS

Union Presbyterian Seminary admits students in two categories—degree-seeking and non-degree seeking. All admissions matters and requests by prospective students, regardless of category, begin by contacting staff in the Admissions Office.

All admission deliberations and all materials appertaining to those deliberations are confidential in executive sessions. The Admissions Office, except for Th.M. and Ph.D. decisions which are communicated through the director of graduate studies, makes all official communication of admissions decisions. No aspect of admission deliberations is communicated.

For information on financial aid, please see chapter 7.

## DEGREE-SEEKING ADMISSIONS

All degree-seeking applicants, except those seeking a Th.M. or Ph.D., must be admitted by vote of the Admissions Committee.

All Th.M. or Ph.D. applicants must be admitted through departmental recommendation and final decision by the Academic Program Committee.

Most degree-seeking students will be admitted without condition. However, the seminary reserves the right to admit a degree-seeking student conditionally. That is, it may stipulate conditions, including specific courses and grade minimums, that are conditions that must be met for the student to continue in her or his degree program. These will be communicated by the committee in the student's acceptance letter and monitored by the appropriate dean's office. Failure to meet the conditions results in automatic dismissal from the seminary at the end of the term or semester in which the failure occurred. Conditional status applies only to the specific conditions set by the committee. It is admission with all relevant degree responsibilities and privileges appertaining to the student as long as the committee's conditions, monitored by the appropriate dean's office and reported back to the committee, are met. No further Admission Committee review or decision is required if all conditions are met.

**Admission on a Trial basis for applicants without a baccalaureate degree:** Within the standards of the Association of Theological Schools, a limited percentage of students who have not earned a baccalaureate degree may be admitted as degree-seeking students on a trial basis. Such students shall take 12 semester hours (usually four courses) during a trial period, at least six (two courses) of which must be selected, with the assistance of the appropriate academic dean, from required courses as follows:

- For students admitted without a baccalaureate degree pursuing the M.Div. degree program, at least six hours (two courses) from required courses must be lodged in one or more of the following academic disciplines: Bible; History of Christianity; Theology.
- For students admitted without a baccalaureate degree pursuing the M.A.C.E. degree program, a least six hours (two courses) from required courses must be lodged in one or more of the following academic areas: Bible; Christian Education; History of Christianity; Theology.

Students without a baccalaureate degree, or its equivalent for international students, will not be admitted to the dual degree (M.Div./M.A.C.E.) or to the Th.M. degree programs on any basis, trial or otherwise.

Based on the work completed in the 12 hours (usually four courses) during a student's trial period, the Admissions Committee will make a recommendation to the faculty for or against the student's continuation in enrollment. A decision by the faculty to continue enrollment will result in the transfer of hours and grades to the degree program in which the student was admitted. A decision by the faculty not to continue enrollment disqualifies the student from any further enrollment at Union Presbyterian Seminary, and ends all rights and services that appertained during the trial period. Students in this situation may reapply for admission after two academic years.

The associate dean of the Richmond campus is assigned as faculty advisor to all students in Richmond and in ECP courses who were admitted on a trial basis because they lack a baccalaureate degree. The dean of the Charlotte campus is assigned as faculty advisor to all such students on the Charlotte campus.

Students without a baccalaureate degree admitted on a trial basis may (1) enroll in courses up to a limit of 12 hours (four courses); (2) enroll for the terms/years noted on their enrollment letters; and (3) apply for need-based, institutional financial aid.

Students without a baccalaureate degree admitted on a trial basis are not eligible for: (1) merit financial aid; (2) Stafford loans and deferment of Stafford loans; (3) student insurance; (4) student offices and awards; or (5) election or appointment as a student representative to faculty committees.

## NON-DEGREE SEEKING ADMISSIONS

Decisions regarding non-degree seeking applicants may be made through review and consultation by the relevant academic dean's office. The academic dean may decide the matter or refer it to the Admissions Committee for further consultation before deciding.

A non-degree seeking applicant who is admitted may take courses at Union Presbyterian Seminary under certain conditions. These conditions will include but are not limited to the following:

- a. A non-degree seeking student is not enrolled in a degree program;
- b. A non-degree seeking student may take no more than 12 hours (usually four courses) unless the student is seeking Educator Certification with the Presbyterian Church (USA) in which case the student is limited to the number of hours required to complete certification;
- c. Non-degree seeking students may not audit courses or enroll in doctoral seminars; they may not enroll in CPE, Field Education, travel seminars, or directed studies;
- d. A non-degree seeking student is eligible to apply for enrollment in a degree program but one's status as a non-degree seeking student does not insure admission to a degree program. The application of a non-degree seeking student for admission to a degree program will come for decision before the Admissions Committee, and must include at least one letter of recommendation from a Union Presbyterian Seminary professor with whom the student has taken a course as well as submission of all grades earned at Union Presbyterian Seminary as a non-degree student, and must include all other admission materials requested for the degree program to which the student is applying;
- e. Courses taken by a non-degree seeking student will be considered for transfer into a degree program if the student is admitted to a degree program;
- f. Non-degree seeking students may not serve on student and faculty committees or hold student office.

## MAKING APPLICATION

### Basic Degree Programs

#### Admission Criteria

The prerequisite for admission to the basic degree programs is a bachelor's degree, or its equivalent, from a college or university accredited by one of the nationally recognized regional accrediting agencies or the international equivalent. That degree will ordinarily include at least six semester hours in English grammar and composition, plus twelve semester hours in other liberal arts subjects (e.g., philosophy, literature, psychology, history, political science, and religion).

A qualified applicant for admission to the M.A.C.E., M.Div., and M.Div./M.A.C.E. programs gives evidence of:

- a) commitment to the church and its ministry, ordinarily including extended involvement in a particular community of faith;
- b) a vibrant, growing, and inquiring Christian faith, characterized by a commitment to regular worship, prayer, Bible study, stewardship, and service;
- c) attentiveness to a possible call to ministry characterized by a sense of God's leading, by contact and conversation with a community of faith, and by the identification of appropriate gifts for ministry;
- d) the ability to do graduate-level academic work, as shown by strong undergraduate performance and/or professional experience, and the ability to write well;
- e) the capacity for critical reflection, the willingness to explore various theological perspectives, and the ability to communicate effectively;
- f) emotional maturity, including evidence of adequate attention to personal stewardship (especially financial debt), and of due consideration to the financial, personal, family, and lifestyle adjustments and demands inherent in theological study and future ministry.

Union Presbyterian Seminary also asks applicants to provide certain information regarding their personal and academic background. Failure to make written disclosure of information solicited on the application form,

or misrepresentation in the information supplied, constitutes a prima facie basis for denial of admission. Where omissions or misrepresentations come to light after matriculation at Union Presbyterian Seminary, and are reasonably believed to cast doubt upon a student's suitability for theological study at this institution, he or she is subject to dismissal.

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

In addition to the criteria listed above, a qualified applicant for admission to the M.A.C.E degree program demonstrates interest in and commitment to educational ministry in the church or the communities it serves.

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

In addition to the criteria listed above, a qualified applicant for admission to the M.Div. degree program ordinarily demonstrates interest in and commitment to pastoral ministry in the church or the communities it serves.

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

In addition to the criteria listed above, a qualified applicant demonstrates interest in and commitment to pastoral and educational ministry in the church or the communities it serves.

For a list of the items required for a complete application, see [p. 6-8](#).

**Transfer Students**

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

Transfer students must meet the same requirements as other applicants to basic degree programs. The authority to decide which course credits will transfer resides with the associate dean for academic affairs or, for applicants to the Charlotte program, the dean of Union Presbyterian Seminary, Charlotte Campus. Transfer credit may be given only for work completed within the past eight years. Courses taken at any non-ATS-accredited school do not transfer (see [p.4-1, Transfer Credits](#), for more information).

Degree-specific requirements for transferring students are as follows:

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

Students transferring into the M.A.C.E. program must complete a minimum of 30 hours in residence at Union Presbyterian Seminary (half the hours required for the degree) and spend at least one year in Union Presbyterian Seminary's academic program, including the final year.

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

Students transferring into the M.Div. program must complete a minimum of 48 hours in residence at Union Presbyterian Seminary (half the hours required for the degree) and spend at least 1.5 years in Union Presbyterian Seminary's academic program, including the final year. Students who receive transfer credit for all basic courses in any department are required to take at least one elective course in that department: biblical studies, theology and ethics, history, education, and practical theology. Transfer students must earn at least six hours in supervised ministry at Union Presbyterian Seminary.

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

M.Div. and M.A.C.E. students currently enrolled at Union Presbyterian Seminary and in the first year of their degree program may apply to transfer into the M.Div./M.A.C.E. dual degree program. The application deadline is March 15. These students must submit:

- 1) a new application, complete except for application essays and application fee;
- 2) three references, including at least one from a Union Presbyterian Seminary faculty member;
- 3) an essay (limit of 1000 words) that answers the question, "How does this new direction reflect your calling?"



- 4) a transcript reflecting completed work at Union Presbyterian Seminary and copies of previous transcripts;
- 5) if adding the Master of Divinity, a Letter of Acknowledgment from the applicant's denominational governing body.

Students transferring into the M.Div./M.A.C.E. program from another institution must complete a minimum of 90 hours at Union Presbyterian Seminary in residence over a minimum of three years, including the final year. Students who receive transfer credit for all basic courses in any department are required to take at least one elective course in that department: biblical studies, theology and ethics, history, education, and practical theology. Transfer students must earn at least six hours in supervised ministry at Union Presbyterian Seminary.

### **Advanced Degree Programs**

#### **Master of Theology**

Applicants for admission to the Master of Theology (Th.M.) program must hold a bachelor's degree from a college or university accredited by one of the nationally recognized regional accrediting agencies or an equivalent educational credential from another country, and must have received a master's degree in an appropriate discipline from a seminary or university accredited by the Association of Theological Schools in the United States and Canada or its international equivalent. The deadline for a complete application is February 15 for entry the following September.

Applications for admission into the Th.M. program are evaluated by the appropriate faculty departments on the following criteria:

- a demonstrated record of academic achievement in undergraduate and previous theological studies;
- clear indication that an additional year of academic work using the available resources of Union Presbyterian Seminary will enhance the applicant's future contributions to the spiritual, ethical, and intellectual vitality of the church;
- specific evidence of readiness to undertake a proposed agenda of advanced study and research (for example, an application for specialized work in the biblical field must include evidence of basic competence in classical Hebrew and New Testament Greek);
- evidence of adequate attention to personal stewardship, especially financial debt.

For a list of the items required for a complete application, see p. 6-10. (Also see the Graduate Studies Handbook, at <http://www.upsem.edu/Registrar/handbooks/gradstudies/gradhandbook.pdf>).

#### **Doctor of Philosophy**

Applicants for admission to the Doctor of Philosophy (Ph.D.) program must hold a bachelor's degree from a four-year college or university, and a master's degree in an appropriate discipline from a college, university, or seminary accredited by one of the regional accrediting agencies, the Association of Theological Schools in the United States and Canada (ATS), or their international equivalent. The deadline for a complete application is January 15 for entry the following September.

Applications for admission into the Ph.D. program are evaluated by the appropriate faculty departments on the following criteria:

- a superior record of academic achievement in undergraduate and previous theological studies;
- evidence of specific readiness to undertake rigorous courses of scholarly study and research in the proposed areas of concentration;
- evidence of language competencies appropriate to the field of study;
- evidence of adequate attention to personal stewardship, especially financial debt.

For a list of the items required for a complete application, see p. 6-10. (Also see the Graduate Studies Handbook, at <http://www.upsem.edu/Registrar/handbooks/gradstudies/gradhandbook.pdf>).

## INTERNATIONAL APPLICANTS

### All Degrees

Union Presbyterian Seminary welcomes international students to all of its degree programs. International students who apply to the M.A.C.E. or M.Div. degree program should have the endorsement of their denomination or other church agency. International applicants are accepted only to the Richmond campus.

### English Language Proficiency

International students who do not speak, write, and read English as their first language are required to submit scores from the Test of English as a Foreign Language (TOEFL) and/or the Test of Written English (TWE). Those who take the computer-based TOEFL test are not required to submit a separate TWE score. To be eligible for admission consideration, applicants must submit minimum scores as follows:

TOEFL — 550 (paper-based test) or 80 (internet)

TWE — 4.0 (paper-based)

or

Essay rating — 4.0 (internet).

International students who have completed four years of bachelor's-level study or higher in an English-speaking institution may request an exemption from the requirement to submit TOEFL and TWE scores from the Director of Admissions.

Test information is available from Educational Testing Services at [www.ets.org](http://www.ets.org).

### Finances

Union Presbyterian Seminary does not have sufficient funds to pay for all expenses of international students. Students who are admitted and qualified for need-based financial aid receive funds to pay up to 75% of tuition. Particularly well-qualified international students may receive aid in the form of merit scholarships. However, international students who accept merit-based scholarships are not eligible for institutional need-based aid.

Financial aid will not cover travel or living expenses. Single students living on campus should budget at least \$30,000 for 12 months' tuition, books, and living expenses; married students with no children should budget at least \$40,000 for 12 months' tuition, books, and living expenses. All international students and their family members living in the US are required to have health insurance through a company approved by Union Presbyterian Seminary.

Union Presbyterian Seminary advises international students not to bring family members with them for the first year of study.

### Certification of Funding

Along with their application, international students must include documentation certifying the availability of funds sufficient to cover, at a minimum, living expenses during the course of study at Union Presbyterian Seminary. Applicants who are accepted must deposit funds with the seminary by May 1 preceding the fall term in which the student will enroll. The seminary's international student advisor (in the academic dean's office) will assist admitted students in completing visa forms after money has been deposited. Students must submit all required forms and deposit all required funds by May 1 for each year of study.

## EXTENDED CAMPUS PROGRAM (M.A.C.E.)

For students who are unable to relocate to our Richmond campus or to commute to our Charlotte campus, Union Presbyterian Seminary offers the M.A.C.E. through its Extended Campus Program (ECP). The deadlines for submission of complete M.A.C.E. applications are March 1 for the spring ECP term and September 1 for the

fall ECP term. See [chapter 2](#) for a description of the M.A.C.E. program.

Students who complete courses in the ECP receive graduate credit. For more information about the ECP, please contact Dr. Cindy Kissel-Ito, director of the Extended Campus Program at [ckisselito@upsem.edu](mailto:ckisselito@upsem.edu), or the Office of Admissions at 1-800-229-2990 ext 339 or 804-278-4339.

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

The Educator Certification Initiative (ECI) is not a degree program, and enrollment in courses through the ECI program does not constitute or promise admission to a degree program at Union Presbyterian Seminary. ECI is designed, rather, to offer through the Extended Campus format a limited number of courses to persons seeking certification as Christian Educators. For more information, please contact Dr. Cindy Kissel-Ito, director of the Extended Campus Program and the Educator Certification Initiative at [ckisselito@upsem.edu](mailto:ckisselito@upsem.edu), or the Office of Admissions at 1-800-229-2990 ext 339 or 804-278-4339.

**REQUIREMENTS FOR APPLICATION FOR THE RICHMOND CAMPUS: BASIC DEGREES**

<b>All Degree-Seeking Students</b>	M.A.C.E.	M.Div.	M.Div./M.A.C.E.	ND <sup>1</sup>
Prerequisites - Education	B.A./B.S. <sup>2</sup>	B.A./B.S. <sup>2</sup>	B.A./B.S. <sup>2</sup>	B.A./B.S. <sup>2</sup>
Completed Application	Yes	Yes	Yes	Yes
Application Fee (\$65 non-refundable)	Yes	Yes	Yes	Yes
References	Three <sup>3</sup>	Three <sup>3</sup>	Three <sup>3</sup>	Two <sup>4</sup>
Two Essays (800 words max.) <sup>5</sup>	Yes	Yes	Yes	No <sup>6</sup>
Official Transcripts <sup>7</sup>	Yes	Yes	Yes	Yes
Letter of Acknowledgment <sup>8</sup>	Only Int'l <sup>8</sup>	Yes <sup>8</sup>	Yes <sup>8</sup>	No
Application deadlines:				
for Summer Term <sup>9</sup>	n/a	March 15	March 15	March 15
for RICH Fall Term <sup>9</sup>	March 15	March 15	March 15	August 15
for ECP Fall Term <sup>10</sup>	Sept. 1	n/a	n/a	Sept. 1
for CHAR Fall Term	July 1	July 1	July 1	August 15
for ECP Spring Term <sup>10</sup>	Mar. 1	n/a	n/a	Mar. 1
<b>International Students</b> <sup>11</sup>				
May apply?	Yes	Yes	Yes	No
Endorsement	Yes	No	No	n/a
TOEFL <sup>12</sup>	550/80	550/80	550/80	n/a
TWE <sup>12</sup> or Essay	4.0	4.0	4.0	n/a
Application Deadline	Jan. 1	Jan. 1	Jan. 1	n/a
To enter <sup>13</sup>	Fall	Fall	Fall	n/a

ND – Non-degree    B.A./B.S. – Bachelor's degree    n/a – not applicable

Applicants wishing to transfer from another theological school must follow the application procedures for the degree they plan to pursue. The authority to decide which course credits will transfer resides with the appropriate dean. See p. 6-4.

**Notes:**

1. This classification pertains to non-degree-seeking students, who ordinarily take courses in the M.A.C.E. or M.Div. curriculum. ND students may take a maximum of four courses. A maximum of four courses taken under ND status may be counted toward a degree if the student is subsequently admitted by the faculty's admissions committee to Union Presbyterian Seminary. Other conditions apply to ND students.
2. Admission to a Union Presbyterian Seminary degree program requires 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. The degree ordinarily will include at least six semester hours in English grammar and composition, plus twelve semester hours in other liberal arts subjects (e.g., philosophy, literature, psychology, history, political science, religion). In exceptional cases and within ATS guidelines, students with demonstrated potential for ministry may be admitted to the M.A.C.E. and M.Div. programs without an undergraduate degree.

3. Basic degree applicants must provide three references who can comment on the applicant's qualifications for graduate-level theological study and his or her potential for service as a church leader, including at least one from a pastor or church educator, and at least one from a professor or an employment reference.
4. Non-Degree applicants must provide the names of two references who would be able to comment on the applicant's ability to engage in graduate-level theological study.
5. Basic degree applicants must submit two brief essays, as directed on the application form.
6. Non-Degree applicants must submit only a statement of the courses they wish to take, and their reasons for taking them.
7. All applicants to Union Presbyterian Seminary degree and non-degree programs must have an official transcript showing courses and grades sent directly from each accredited college or university they have attended except for exceptional cases. Union Presbyterian Seminary must have a final transcript documenting a bachelor's degree and the date conferred before a student may enroll, except in exceptional cases.
8. M.Div. and M.Div./M.A.C.E. applicants must ordinarily submit a Letter of Acknowledgment signed by the person, committee or other entity responsible for the process of preparing ministers for ordination in their denomination. *International* M.A.C.E. applicants must provide a letter from a denominational official endorsing their proposed study in the U.S.
9. After March 15, the faculty admissions committee considers applications for the Richmond campus only on a space-available basis.
10. Extended Campus Program (ECP) students take courses counting toward the M.A.C.E. degree, and/or toward church educator certification through the Educator Certification Initiative. See chapter 2.
11. All international applicants must cover their own living expenses. They must submit a Certification of Finances form with bank statements showing available funds from each source of assistance.
12. International students who do not speak, write, and read English as their first language are required to submit scores from the TOEFL. International students with a minimum of four years of study in an English-speaking institution at the bachelor's level or above may request an exemption from the requirement to submit TOEFL and TWE or essay scores. Otherwise, minimum acceptable scores are 80 (internet) and 4.0 on the TWE or essay. See p. 6-6 for a full description of requirements for international applicants.
13. All international students are required to attend a three-week Language and Culture Immersion program on the Richmond campus in the August immediately preceding matriculation. For questions or more information, please contact April Swofford, International Student Advisor, by email at [aswofford@upsem.edu](mailto:aswofford@upsem.edu) or by phone at 1-800-229-2990 ext. 231.

**REQUIREMENTS FOR APPLICATION: ADVANCED DEGREES**

	Th.M.	Ph.D.
Prerequisites - Education	M.Div. or M.A.C.E. <sup>1</sup>	Masters <sup>1</sup>
Completed Application	Yes	Yes
Application Fee (\$65 non-refundable)	Yes	Yes
References	Three <sup>2</sup>	Three <sup>3</sup>
Official Transcripts <sup>4</sup>	Yes	Yes
Writing Sample <sup>7</sup>	No	Yes
Purpose Statement	Yes <sup>5</sup>	Yes <sup>6</sup>
Intellectual Autobiography	No	Yes
GRE Scores	No	Yes
Application Deadline	February 15	January 15
<b>International Students<sup>8, 10</sup></b>		
May apply?	Yes	Yes
TOEFL <sup>9</sup>	550/80	550/80
TWE or Essay	4.0	4.0
Application Deadline	January 1	January 1
To Enter	Fall	Fall

**Notes:**

1. Must hold a bachelor's degree from a college or university accredited by one of the nationally recognized regional accrediting agencies or an equivalent educational credential from another country, and must have received a master's degree in an appropriate discipline from a seminary or university accredited by the Association of Theological Schools in the United States and Canada or its international equivalent.
2. Ordinarily one reference from the applicant's pastor or denominational official, and two from professors.
3. Ordinarily three academic references.
4. All applicants must have official transcripts showing degrees awarded and the dates of their conferral sent from each school they have attended.
5. A clear statement of the student's primary goals, and a specific proposed area, topic, or project for advanced study or research in the Th.M. program.
6. A statement describing your primary goals and preliminary research interests within the broader field of proposed study.
7. A research paper or recent essay the student considers representative of her or his work in the proposed field of study.
8. All international students must cover their own living expenses. They must submit a Certification of Finances form with a bank statement showing available funds from each source of assistance.
9. International students who do not speak, write, and read English as their first language are required to submit scores from the TOEFL. International students with a minimum of four years of study in an



English-speaking institution at the bachelor's level or above may request an exemption from the requirement to submit TOEFL and TWE or essay scores. Otherwise, minimum acceptable scores are 80 (internet) and 4.0 on the TWE or essay. See p. 6-6 for a full description of requirements for international applicants.

10. All international students are required to attend a three-week Language and Culture Immersion program on the Richmond campus in August immediately preceding matriculation. For questions or more information, please contact April Swofford, International Student Advisor, by email at [aswofford@upsem.edu](mailto:aswofford@upsem.edu) or by phone at 1-800-229-2990 ext. 231.

# 7. Financial Assistance for Students

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## GENERAL INFORMATION

Union Presbyterian Seminary offers a generous financial aid program that includes Merit Scholarships, Promise for Parish Ministry Awards, need-based grants, prizes, and loans. Union Presbyterian's admissions policy is need blind; eligibility for financial aid does not affect admission to the school. While Union Presbyterian seeks to help students meet the expenses of attendance, the ultimate responsibility for these costs rests with the student.

Churches or denominations that endorse persons to prepare for ministry usually offer personal encouragement, spiritual oversight, and fiscal support. It is the student's responsibility to secure financial support from their church or denomination. Students who are members of the Presbyterian Church (U.S.A.) may be eligible to apply for grants and loans from the denomination through the financial aid office. To be eligible for PC(USA) aid, a student in the M.Div. program must be at least an inquirer.

Information regarding outside scholarships may be found on the Union Presbyterian website at [http://www.upsem.edu/Academics/Financial\\_Aid.html](http://www.upsem.edu/Academics/Financial_Aid.html).

## UNION PRESBYTERIAN SEMINARY SCHOLARSHIPS

### Basic Degree Merit Scholarships

Union Presbyterian offers Merit Scholarships for full-time study in the first professional degree program (the M.Div., M.A.C.E., and the M.Div./M.A.C.E). These awards are made to incoming students who have demonstrated academic excellence and who have participated in the life of the church and their communities. Merit Scholarships for PC(USA) students may be up to 100% of tuition plus an additional grant which may be used to cover housing, books and other costs. For non-PC(USA) students and those not considering ordination in the PC(USA), the tuition grant portion is capped at 75% of the cost of tuition.

All admitted applicants are automatically considered for Merit Scholarships without submission of an additional application. To ensure consideration, a completed admission application must be submitted by March 15th.

### Basic Degree Merit Scholarship Renewal Criteria

The faculty's Student Assessment and Awards Committee reviews awards for renewal each Spring. In order to have their scholarship renewed, students with Merit Scholarships must maintain at least a 3.0 cumulative GPA. Students whose GPA falls below 3.0 will lose their scholarship for the next academic year but may reapply for the following academic year. Please see page 7-4 for a description of the duration of these awards.

The committee will occasionally offer scholarships to individuals who did not receive an award in their first year but whose work at Union Presbyterian has been outstanding. Applications for these scholarships are made available in January.

### Advanced Degree Merit Aid

Until and unless additional funds become available, Ph.D. students receive full tuition for their first two years of residency, but otherwise bear all costs for their degree program. Th.M. students do not receive tuition assistance and must bear all costs of the Th.M. degree program.

**Promise for Parish Ministry Awards**

The PPM is awarded to students who show genuine promise for outstanding leadership in the life of the church, and to encourage them to pursue parish ministry, particularly full-time parish ministry in the PC(USA). PPM Awards for PC(USA) students who are studying full-time for the first professional degree program (the M.Div., M.A.C.E., and the M.Div./M.A.C.E) may be for up to 100% of tuition plus an additional grant which may be used to cover housing, books and other costs. For non-PC(USA) students and those not considering ordination in the PC(USA), the tuition grant portion is capped at 75% of the cost of tuition. All admitted applicants are automatically considered for PPM awards without submission of an additional application. To ensure consideration, a completed admission application must be submitted by March 15th.

Additionally, a personal interview with at least one faculty member and/or the Director of Admissions is highly recommended. Newly admitted students who did not have an interview as part of their application process should contact the Admissions Office to arrange for one.

**Promise for Parish Ministry Awards Renewal Criteria**

The faculty's Student Assessment and Awards Committee reviews awards for renewal each Spring. In order to have their PPM award renewed, students must maintain at least a 3.0 cumulative GPA. Students whose GPA falls below 3.0 will lose their PPM for the next academic year but may reapply for the following academic year. Please see page 7-4 for a description of the duration of these awards.

**Need-Based Grants**

When planning for the cost of theological education, and before applying for need-based financial assistance, prospective students should consider all available resources: personal savings, summer earnings, employment during the school year, spouse's earnings (if appropriate), local church and presbytery grants, and denominational grants and loans. By comparing these resources against allowable expenses, the financial aid office will determine a student's remaining financial need.

Students who have not been awarded a merit or PPM scholarship may submit the application for need-based aid which is available in mid-March. Applications must be submitted to the financial aid office by the due date, which is normally in mid-May. Late applications will not be accepted.

Denominational affiliation, degree program, and status may affect the level of tuition support. Grants for M.Div. or dual degree students who are members of the PC(USA) may be up to 100% of tuition. To be eligible, a student must have a Letter of Acknowledgement on file. Returning students must be at least Inquirers by the start of their second academic year in order to maintain eligibility for 100% tuition support.

All other qualified basic degree students in eligible programs may be awarded need-based grants of up to 75% of tuition. This would include PC(USA) students who do not intend to seek ordination, or who do not have endorsements from their sessions.

**UNION PRESBYTERIAN SEMINARY PRIZES**

Each spring, the faculty awards a number of prizes to currently enrolled students. Prizes awarded for basic degree work are generally valued up to \$1,000, while prizes for advanced degree work have a substantially higher value. Except for prizes that require an essay and certain faculty fellowships that require a formal application, no application materials are necessary for consideration.

**LOANS****Federal Stafford Loan Program**

Union Presbyterian Seminary also participates in the Federal Stafford Loan Program. While loans should be viewed as a last resort to financing a theological education, some students find them necessary to meet expenses.

Approximately 20% of our students borrow from this program each year. There are two types of Stafford Loans: subsidized loans and unsubsidized loans. The maximum subsidized loan is \$8,500 per year while the maximum unsubsidized loan is \$20,500 per year.

Students begin by completing the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov/>.

### **Private Student Loan Programs**

Most private loan programs, especially those offered by banks or other profit-oriented organizations, generally offer student loans at terms less favorable than the terms available through the Federal Stafford Loan Program. However, many churches and church-affiliated organizations offer private loans for theological students with terms such as loan forgiveness provisions based on service to the church and/or more favorable interest rates. Contact your church or related organizations for additional information.

## **EMPLOYMENT**

Students pursuing graduate theological education on a full-time basis often find that they have a limited number of hours per week for part-time employment. Consequently, most full-time students generally view part-time employment as a supplemental rather than a primary means of financing their theological education. During the regular academic year, basic degree students on the Richmond campus who work average about ten hours per week.

## **DEFINITION OF FULL-TIME ENROLLMENT**

To receive any institutional aid, a Richmond student must enroll full-time. A maximum load for M.A.C.E., M.Div., and M.Div./ M.A.C.E. students in Richmond is four credits (the equivalent of twelve semester hours) in each of the long terms (4.25 if choir is taken for credit) and one credit in each of the short terms. For the purposes of financial aid, 2 credits may also be taken in the summer term in lieu of, or in addition to, the ten credits defined above.

Ordinarily, a student taking a full course load will complete the M.A.C.E. program in two years. M.Div. students are ordinarily enrolled for a minimum of three academic years and may take up to four years to complete their program. With the written permission of the associate dean for academic programs or the dean of Union Presbyterian Seminary, Charlotte Campus for Charlotte students, M.Div. students may take up to six years to complete their degree. M.Div./ M.A.C.E. students ordinarily complete their degrees in four years of full-time study.

## AID ELIGIBILITY BY DEGREE PROGRAM

	Basic Degrees			Advanced Degree
	M.A.C.E.	M.Div./ M.A.C.E.	M.Div.	Ph.D.
<b>Merit Scholarships<sup>a</sup></b>				
Merit Grant	Up to \$8,000	Up to \$8,000	Up to \$8,000	N/A
Tuition Grant	Up to 100%	Up to 100%	Up to 100%	100%
Maximum Eligibility in Years	2 <sup>b,c</sup>	4 <sup>c</sup>	3 <sup>c</sup>	2
<b>Promise for Parish Ministry Scholarships<sup>a</sup></b>				
Merit Grant	Up to \$8,000	Up to \$8,000	Up to \$8,000	N/A
Tuition Grant	Up to 100%	Up to 100%	Up to 100%	N/A
Maximum Eligibility in Years	2 <sup>b,c</sup>	4 <sup>c</sup>	3 <sup>c</sup>	N/A
<b>Need-Based Aid</b>				
Maximum Award				
Presbyterian	Up to 100% of tuition	Up to 100% of tuition	Up to 100% of tuition	N/A
Non-Presbyterian	Up to 75% of tuition	Up to 75% of tuition	Up to 75% of tuition	N/A
Maximum Eligibility in Years	2	4 <sup>d</sup>	3 <sup>d</sup>	N/A
<b>Federal Stafford Loans<sup>e</sup></b>				
Maximum Award per Year	\$20,500	\$20,500	\$20,500	\$20,500
Minimum Award per Year	\$200	\$200	\$200	\$200
Maximum Eligibility in Years	Up to 3	Up to 6	Up to 4	Up to 7

### Notes:

- <sup>a</sup> Merit and Promise for Parish Ministry Scholarships are restricted to full-time students.
- <sup>b</sup> See pages 7-1 and 7-2 for renewal criteria for these awards.
- <sup>c</sup> All basic degree aid recipients who enter Union Presbyterian Seminary with regular academic standing are expected to complete their programs within the usual time frames (see page 4-2).
- <sup>d</sup> Students participating in a Student in Ministry or an exchange year may be eligible for an additional four credits of need-based aid.
- <sup>e</sup> Federal regulations govern loan program. Borrowers may not receive loan assistance that exceeds either their demonstrated need or the allowable cost of attendance.

*The information presented in this chapter reflects current policies and practices and is subject to change.*

## **CHARLOTTE CAMPUS AID**

Established in 2002 as an extension of Union Presbyterian Seminary, classes at Union Presbyterian Seminary, Charlotte Campus are organized for part-time, working students with classes offered on weekends. The following grant, scholarship, and prize programs are available for Charlotte campus students.

### **MATCHING GRANT PROGRAM**

Financial aid for students attending Union Presbyterian Seminary, Charlotte Campus is primarily in the form of a Matching Grant Program. Institutional matching grants are available only to degree-seeking students enrolled in one of the Charlotte campus degree programs. To be eligible, students must be taking the normal course load (two credits per term) available in Charlotte in each of the three academic terms. The Matching Grant Program (applicable to two credits per term, up to three terms per academic year) involves the student, the student's church, and the seminary. Each party will provide one-third of the student's tuition. After a student pays his or her match and the church pays its match, then the seminary will pay the final 1/3 match.

### **MERIT AWARDS**

A limited number of merit awards are available for gifted students in their preparation for Christian ministry. No application is necessary for consideration.

### **PRIZES**

Returning Charlotte campus students are eligible for prizes awarded in the spring by the faculty's committee on student assessment and awards. Except for prizes that require an essay and certain faculty fellowships that require a formal application, no application materials are necessary for consideration.



# Information Directory

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## **Union Presbyterian Seminary**

3401 Brook Road  
Richmond, VA 23227  
(804) 355-0671  
1-800-229-2990  
Fax: (804) 355-3919  
[www.upsem.edu](http://www.upsem.edu)  
[admissions@upsem.edu](mailto:admissions@upsem.edu)

## **Union Presbyterian Seminary, Charlotte Campus**

Queens University of Charlotte  
1900 Selwyn Avenue  
Charlotte, NC 28274  
(704) 337-2450  
Fax: (704) 337-2451

*We can respond more quickly to your questions if you contact one of the following offices.*

### **Academic Program/Faculty**

Dean, Union Presbyterian Seminary, Richmond Campus: 804-278-4231  
[skreslet@upsem.edu](mailto:skreslet@upsem.edu)  
Associate Dean for Academic Programs: 804-278-4340  
[cbrisson@upsem.edu](mailto:cbrisson@upsem.edu)  
Dean, Union Presbyterian Seminary, Charlotte Campus: 704-337-2450  
[tcurrie@upsem.edu](mailto:tcurrie@upsem.edu)

### **Admissions**

Director of Admissions: 804-278-4222  
[kboswell@upsem.edu](mailto:kboswell@upsem.edu)

### **Alumni/ae Development**

Director of Alumni/ae Development: 804-278-4285  
[lmclintock@upsem.edu](mailto:lmclintock@upsem.edu)

### **Annual Giving**

Director of the Annual Fund: 804-278-4241  
[rbies@upsem.edu](mailto:rbies@upsem.edu)

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

Development Operations Manager: 804-278-4243  
[bhowell@upsem.edu](mailto:bhowell@upsem.edu)

### **Business Affairs, Student Accounts**

Business Office: 804-278-4213  
[bhuffman@upsem.edu](mailto:bhuffman@upsem.edu)

**Candidacy**

Dean of Students: 804-278-4232  
ebanes@upsem.edu

**Charlotte Programs, General Inquiries**

Assistant to the Dean: 704.337.2450  
tjohns@upsem.edu

**Continuing Education**

Center for Ministry and Leadership Development: 804-278-4300  
kmcfoyden@upsem.edu

**Educator Certification Initiative**

Program Coordinator: 804-278-4293  
ckisselito@upsem.edu

**Extended Campus Program**

Program Coordinator: 804-278-4293  
ckisselito@upsem.edu

**Financial Aid**

Director of Financial Aid: 804-278-4252  
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