

Forming Leaders. Transforming the World.



# Academic Catalog 2013-2014



UNION  
PRESBYTERIAN  
SEMINARY

The regulations, requirements, and general information included in this document are official for the 2013-2014 academic year.

In accordance with sound academic and fiscal practice, Union Presbyterian Seminary reserves the right to make changes in policies, regulations, procedures, and fees and will give due notice to affected parties. Current, and more comprehensive, information regarding the seminary's academic and non-degree programs, faculty and staff, campus settings and location, resources and facilities, and student services is available on the Union Presbyterian Seminary website at [www.upsem.edu](http://www.upsem.edu).

Union Presbyterian Seminary does not discriminate among applicants to, or participants in, its degree programs on the basis of 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. Information applicable to all campuses will be in standard text.*

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# Academic Calendar

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## RICHMOND CAMPUS 2013-2014

### Summer Session 2013

Deadline to add Summer Greek .....	July 5
Summer Greek .....	July 8-August 23
Deadline to drop or change to audit Summer Greek .....	July 17
Deadline to withdraw from Summer Greek .....	July 26

### Language and Culture Immersion

This non-credit orientation is required of all international students in their first summer on campus in Richmond .....	August 14-30
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### Fall Session 2013

Orientation of new students (Wed-Fri) .....	September 4-6
Richmond Fall Term classes begin (Mon) .....	September 9
Opening Convocation 202nd Session (Wed) .....	September 11
Hybrid on-campus .....	September 18-21
Deadline to drop/add or change to audit .....	September 18
Hybrid drop/add .....	September 18
Deadline to withdraw from a Fall Term or Hybrid course .....	October 18
Fall Recess (Thurs-Fri) .....	October 24-25
Day for Discernment .....	October 16
Day for Discernment .....	October 30
Registration January and Spring Term 2014 .....	November 1-16
Day for Discernment .....	November 13
Thanksgiving Recess .....	November 25-29
Hybrid on-campus .....	December 4-7
Makeup days for October 24 & 25 .....	December 9-10
Richmond Fall Term classes conclude (Tues) .....	December 10
Reading Day .....	December 11
Examination days (Thurs-Fri) .....	December 12-13
Richmond Fall Term ends after exams .....	December 13

### January Term 2014

Richmond January Term classes begin (Thurs) .....	January 2
Deadline to drop/add or change to audit.....	January 8
Deadline to withdraw from January Term course .....	January 13
Martin Luther King, Jr. Day (no classes; offices closed) .....	January 20
Richmond January Term ends after classes (Wed) .....	January 22
Winter Interlude (no classes) .....	January 23-24

### Spring Term 2014

Richmond Spring Term classes begin (Mon) .....	January 27
Deadline to drop/add or change to audit .....	February 5
Hybrid drop/add .....	February 5
Hybrid on-campus .....	February 12-15
Registration May Term and Summer 2014 .....	March 14-29
Deadline to withdraw from Spring Term or Hybrid course .....	March 11
Spring Recess .....	March 10-14

Registration Fall Term 2014 .....	April 4-19
Good Friday (no class) .....	April 18
Hybrid on campus .....	April 23-26
Make-up Day for Good Friday .....	April 28
Reading and/or weather makeup day .....	April 29-30
Examination days (Thurs-Fri) .....	May 1-2
Richmond Spring Term ends after exams .....	May 2
Interlude: Sprunt Lectures (Mon-Wed) .....	May 5-7

**May Term 2014**

Richmond May Term classes begin (Thurs) .....	May 8
Deadline to drop/add or change to audit .....	May 12
Deadline to withdraw from a May Term course .....	May 15
Richmond May Term classes end (Wed) .....	May 28

**COMMENCEMENT 2014 (Sat) ..... May 31**

**Summer Supervised Ministry 2014**

Summer Supervised Ministry begins .....	May 25
Deadline to drop or add Summer Supervised Ministry .....	June 11
Deadline to withdraw from Summer Supervised Ministry .....	July 7
Summer Supervised Ministry ends .....	September 29

**Summer Session 2014—Summer Hebrew School**

Deadline to add Summer Hebrew .....	July 4
Elementary Summer Hebrew School .....	July 7-August 22
Deadline to drop or change to audit Summer Hebrew .....	July 16
Deadline to withdraw from Summer Hebrew .....	July 25

**Language and Culture Immersion**

This non-credit orientation is required of all international students  
in their first summer on campus in Richmond ..... August 13-29

## **EXTENDED CAMPUS PROGRAM 2013-2014**

### **Fall Session 2013**

Registration ECP Fall term .....	September 9-20
ECP Fall term at-home session begins .....	October 14
Deadline to drop/add or change to audit .....	October 30
Deadline to withdraw from a Fall course .....	January 2
ECP Fall term on-campus component .....	January 6-11
ECP Fall term at-home session ends .....	January 25

### **Spring Session 2014**

Registration ECP Spring term .....	March 3-14
ECP Spring term at-home session begins .....	April 7
Deadline to drop/add or change to audit .....	April 23
Deadline to withdraw from a Spring course .....	June 9
ECP Spring term on-campus component .....	June 16-20
ECP Spring term at-home session ends .....	July 7

## CHARLOTTE CAMPUS 2013-2014

### Fall Session 2013

Registration .....	June 7-22
New student Registration .....	June 24-September 1
Classes begin .....	September 3
Orientation .....	September 4
Fall Convocation .....	September 14
Deadline to drop/add or change to audit .....	October 1
Fall Recess .....	October 7-12
Withdraw deadline .....	October 28
Day for Discernment .....	November 16
Thanksgiving Recess .....	November 25-30
Term ends after examinations .....	December 7

### Spring Session 2014

Registration .....	November 1-16
Classes begin .....	January 6
Deadline to drop/add or change to audit .....	February 10
Day for Discernment .....	??
Withdraw Deadline .....	March 3
Term ends after examinations .....	March 29

### CHARLOTTE COMMENCEMENT 2014 ..... April 26

### Summer Session 2014

Registration .....	February 26-March 11
Classes begin .....	April 28
Drop/add or change to audit deadline .....	May 28
Withdraw deadline .....	June 18
Summer Recess .....	June 30-July 5
Term ends after examinations .....	July 26

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

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

Degree program(s) of study offered by Union Presbyterian Seminary 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.

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

# I. Overview

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## 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.

### **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. In September of 2012, the Charlotte campus moved to its own building on the campus of Sharon Presbyterian Church, Charlotte, NC.

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

## 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 advanced degree programs.

Union Presbyterian Seminary, Richmond campus offers all five of the above degree programs in a traditional, residential format.

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. Designed for commuter students, classes in Charlotte are offered on evenings and Saturday.

The Extended Campus Program (ECP) offers the M.A.C.E. degree in a hybrid learning format. Students attend a limited number of class meetings on the Richmond campus and complete the remainder of their coursework online.

## 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 and prepare for service in the church without incurring burdensome debt. Need-based grants and merit scholarships 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 at 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 in the Extended Campus Program have access to the electronic resources available through the William Smith Morton Library in Richmond. Additionally, ECP students have physical access to the library during the on-campus portion of each term.

Union Presbyterian Seminary, Charlotte campus, students have access to the extensive electronic databases, print and electronic books available at the William Smith Morton library (<http://library.union-psce.edu/>). The Morton library has many important resources, including premium electronic databases that can be accessed remotely by a home or work computer. We are excited about our new initiative of adding many electronic books to our catalog.

In addition to the electronic resources, there are almost 20,000 books and many print journals to assist you with class work, research projects, and ordination exams. Located throughout the library are comfortable computer stations with personal computers. The library also has new state-of-the-art laptop computers that can be checked out for use. Most importantly, David Mayo is the full time theological librarian to help you navigate the information highway.

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

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

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

## **THE LEADERSHIP INSTITUTE**

The Leadership Institute at Union Presbyterian Seminary is responding to the changing needs of the church and its leadership. Its mission is to strengthen and enrich the ministries of churches and other ministry settings, and to be a significant partner in the ongoing process of educating and equipping leaders for service to the church and world. In cooperation with other offices of the seminary, the Leadership Institute is developing a new cohort-based program to provide Union Presbyterian Seminary graduates continuing education opportunities in the first four years of their ministries.

In living out this mission, the Leadership Institute offers workshops, lectures, seminars, and consultations for pastors, educators, and lay persons involved in a variety of leadership roles in congregations and other settings. With these offerings, the Institute's objectives are (a) to stimulate growth, development, and renewal for church leaders, (b) to deepen a base of knowledge which is sufficiently integrated into the practice of ministry, and (c) to assist leaders in identifying strategies for staying on a growing edge in ministry.

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

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## 2. Academic Programs

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### PROFESSIONAL DEGREE PROGRAMS

In Summer 2013 (Fall 2013 in Charlotte), Union Presbyterian Seminary will implement new M.A.C.E. and M.Div. curricula. In addition, a revised set of requirements will guide newly matriculated students seeking to earn both degrees in the dual degree program. The descriptions given in this catalog for the 2013-2014 academic year will apply to students who enter one or another of these professional degree programs in Summer 2013 (Fall 2013 in Charlotte) or later. Students already matriculated in the M.A.C.E. or M.Div. degree programs (or both through the dual degree program) before Summer 2013 will continue to be governed by the academic catalog then in force when they began their degree program.

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

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

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

#### Program Goals

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

Curricular Commitments, UPSem Faculty

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

#### A. Practicing Theologian

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

An educator as Practicing Theologian:

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

**B. Congregational Leader**

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

An educator as Congregational Leader:

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

**C. Community Witness**

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

An educator as Community Witness:

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

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

**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](#).

**Advising**

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

**Residency and Time Requirements**

The M.A.C.E. program ordinarily requires a minimum of two years of full-time study for students on the Richmond campus. Students may earn up to 31.5 credit hours in each nine-month academic year (normally students take

ten courses or 30 credit hours in a nine-month academic year and two courses or six credit hours of summer field education between the first and second year). By definition, M.A.C.E. students on the Charlotte campus and the Extended Campus Program are considered part-time and different time requirements apply. Information regarding course loads and full-time status for every degree program can be found in [chapter 4, Academic Procedures and Regulations](#).

### **Prior Credit**

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

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

The M.A.C.E. degree may be earned through the Charlotte campus. The Charlotte program is designed for part-time, non-residential students who attend classes in the evenings or Saturdays.

### **Extended Campus Program**

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

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

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

- Pursue a M.A.C.E. degree while continuing to live and work in their community.
- Expand vocational skills and knowledge in educational ministry.
- Fulfill course requirements approved for educator certification in the Presbyterian Church (U.S.A.).

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

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

Two ECP terms will be offered in 2013-2014: 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 an additional four weeks of study at home. 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 four final weeks

of study at home. 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. Housing for ECP students during the on-campus portions of each term may be available and students are responsible for the cost of on-campus housing.

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

See [chapter 6](#) for admission procedures.

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

#### **Course Requirements**

A student must complete 60 semester credit hours and meet the course requirements detailed below. Ordinarily, a minimum of two years of full-time study is needed to complete the Master of Arts in Christian Education degree program. Information regarding course loads and full-time status requirements for every degree program will be found in [Chapter 4](#) of this catalog, [Academic Procedures and Regulations](#).

Each M.A.C.E. student shall participate in the portfolio-based advising process, described on page 4-3, below. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

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

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

Old Testament I & II (BIB160 & BIB260)

New Testament I & II (BIB170 & BIB270)

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

Theology I & II (THE101 and THE201)

Ethics (THE102)

##### *Education (12 hours)*

The Christian Life (EDU166)

Teaching Ministry of the Church (EDU186)

Theory for Education in Religion (EDU263)

Education through the Lifespan (EDU272)

#### **Supervised Ministry (3 hours)**

Students must earn at least three hours of credit in a supervised ministry placement approved in advance by the Supervised Ministry and Vocational Planning Office. See page 3-11 for more specific information.

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

Students will meet this requirement by taking an approved elective or participating in a supervised ministry placement focused on one of the three following ministry areas: evangelism, inter-

faith relations, or community engagement. The registrar maintains a current list of the approved elective courses that address each of these areas. The Supervised Ministry and Vocational Planning Office works with students to identify qualifying supervised ministry placements.

**Electives (21 hours)**

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

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

**Total: 60 semester credit hours**

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

After having completed at least 27 credit hours in the M.A.C.E. program, the student will engage in a congregational or institutional internship 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 or spring of one's final year. On the Charlotte campus or for Extended Campus Program students, this internship may occur in any term or consecutive terms after the completion of at least 27 credit hours.

**Additional Requirements for Graduation**

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

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, Appendix A, IX, part 1.B](#)).

## Master of Divinity (M.Div.)

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

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

### Program Goals

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

Curricular Commitments, UPSem Faculty

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

#### A. Practicing Theologian

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

A Practicing Theologian:

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

#### B. Congregational Leader

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

A Congregational Leader:

- 1) Exhibits skills in worship leadership and sacramental practices that shape the faith of individuals and congregations.
- 2) Preaches in ways that discern the connections between biblical texts and the situations of contemporary listeners, calling them to respond faithfully to the claims of the gospel.

- 3) Offers meaningful and appropriate care to people in a variety of life circumstances with an awareness of self and others.
- 4) Teaches effectively and equips congregations to be communities of teaching and learning for faithful living in the contemporary world.

### C. Community Witness

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

A Community Witness:

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

The course of studies leading to the M.Div. degree is constructed in accordance with the standards of the Association of Theological Schools in the United States and Canada and the 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](#).

#### **Advising**

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

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

The M.Div. program takes at least three years of full-time study, or five years of part-time study. If a student elects to take a year-long Student-in-Ministry (SIM) internship, at least four years of full-time study 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, full-time students may earn up to 31.5 credit hours in each nine-month academic year and up to six credit hours in the summer term. Students on the Charlotte campus should be in touch with the academic dean for the Charlotte campus for more information about time and course-load limitations. Information regarding course loads and full-time status for every degree program can be found in [chapter 4, Academic Procedures and Regulations](#).

#### **Prior Credit**

Students who have earned the M.A.C.E. degree or its equivalent from an ATS-accredited institution within eight years of beginning the M.Div. degree program at Union Presbyterian Seminary may be eligible for admission with prior credit. A student who qualifies for prior credit must complete at least 60 credit hours toward the M.Div.

degree at 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) 60 credit hours 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 90 credit hours to receive the M.Div. degree. Twelve basic courses are required. These introduce students to particular fields of study and are designed to provide knowledge and skills for additional work in these fields. Two basic courses each are required in Old Testament, New Testament, History of Christianity, and Theology. One basic course is required in each of Christian Ethics, Preaching and Worship, the Teaching Ministry of the Church, and Pastoral Care. Students must also take an elective course in Preaching and/or Worship. These 13 courses, plus 12 credit hours in elementary biblical language courses, and six credit hours in supervised ministry, constitute the standard core curriculum.

#### **Language Courses**

Upon admission, a student may request that the appropriate academic dean or associate dean arrange for proficiency exams in either or both Elementary Greek and Elementary Hebrew. The administrative fee for each exam is \$150. Successful completion of the exam(s) does not earn academic credit, but will allow the student to bypass these courses in the curriculum. A student who has completed at least one year of either or both languages (with grades of B or above) not more than two years before enrolling in Union Presbyterian Seminary may request that the proficiency exam(s) and required Greek or Hebrew courses be waived. The academic dean or associate dean, 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 90 credit hours to earn the M.Div. degree. A student who fails a proficiency exam in either language for a second time will be dismissed from 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. Three supervised ministry courses (9 credit hours) are required for graduation. Any additional credit hours earned in supervised ministry are considered elective credits. Ordinarily no more than 15 credit hours may be earned in supervised ministry. However, students who take any other supervised ministry course in addition to a student-in-ministry (SIM) year may earn 18 credit hours toward fulfillment of degree requirements.

Of the nine required hours in supervised ministry, at least six must be earned in a parish-based setting. Three required hours in supervised ministry must also be earned through the Church in the World segment of the M.Div. curriculum.

Because of denominational requirements, many students will choose Clinical Pastoral Education (CPE) as one of their supervised ministry settings. CPE is a nationally accredited program offered in hospitals and other institutions that includes clinical training, peer learning, and supervision. Students who complete a full unit of CPE during the summer or academic year earn six credit hours in supervised ministry. Students who complete a half-unit of CPE in any term can earn three credit hours in supervised ministry.

The faculty prohibits students from taking courses that conflict at any time in attendance. CPE, field education, and supervised ministry courses are not exempt from this policy. No student should commit to any course or to any supervised ministry engagement that conflict at any time in meeting times with any other courses.

The three 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 12 credit hours in supervised ministry.

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 six credit hours in supervised ministry.

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 six credit hours in supervised ministry.

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 six credit hours in one term or for three credit hours 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**

Intercultural electives are offered during the January or May terms on the Richmond campus, and either Spring or May/Summer on the Charlotte campus. These courses typically include travel seminars to Latin America, East Asia, Ghana, and the Middle East, plus a January term course in Rome, 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**

Degree seeking students may plan and carry out, with institutional procedures for approval, a limited number of self-initiated courses of study. 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 of the Richmond campus or dean of the Charlotte campus.

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

#### **Course Requirements**

A student must complete 90 semester credit hours and meet the course requirements detailed below. Ordinarily, a minimum of three years of full-time study is needed to complete the M.Div. degree. Information regarding course loads and full-time status for every degree program will be found in Chapter 4 of this catalog, Academic Procedures and Regulations.

Each M.Div. student shall participate in the advising process designed for this degree program below, which is described in chapter 4, Academic Procedures and Regulations, and in the Student Handbook. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

**Required Courses (51 hours)**

*Biblical Languages (12 hours)*

- Hebrew I & II (BIB001-002 or BIB003)
- Greek I & II (BIB004-005 or BIB006)

*Biblical Studies (12 hours)*

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

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

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

*Practical Theology and Education (12 hours)*

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

**Supervised Ministry (6 hours)**

Students must earn at least six hours in an approved parish-based supervised ministry setting. Ordinarily, no more than 15 hours may be earned in supervised ministry. An exception is made for students who take any other supervised ministry course in addition to an SIM year in ministry. The Supervised Ministry and Vocational Planning Office must approve all supervised ministry coursework in advance. See pages 3-11 and 3-12 for specific information.

**Church in the World (9 hours)**

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

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

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

**Free Electives (24 hours)**

**Participation in the M.Div. advising process (required for graduation; earns no credit)**

**Total      90 credit hours**

### **Additional Requirements for Graduation**

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

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, Appendix A, IX, part 1.B](#)).

### **M.Div. at Charlotte**

Students on our Charlotte campus can attend classes part-time in evenings or Saturdays to earn the Master of Divinity degree. Students who take two classes per term in Charlotte could complete the degree requirements in five years.

### **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 Divinity degree and a Master of Arts in Christian Education degree (M.Div./M.A.C.E.) in four years on the Richmond campus, or seven years on the Charlotte campus. With the written permission of the associate dean for academic programs or the dean of Union Presbyterian Seminary, Charlotte campus, students may take up to eight years to complete the two degrees in the dual degree program. Information regarding course loads and full-time status for every degree program will be found in [Chapter 4](#) of this catalog, [Academic Procedures and Regulations](#).

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

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

### **Admission**

The basic academic requirement for admission is a bachelor’s degree from a four-year regionally accredited college or university in the United States, or an equivalent educational credential from another country. A qualified applicant gives evidence of commitment to the church and its ministry, is emotionally mature, has sound academic preparation, has a clear or developing sense of call, articulates interest in and commitment to both educational and pastoral dimensions of ministry, demonstrates leadership ability, and exhibits the potential to integrate the resources of the two degree programs. There are additional requirements for admission; see [chapter 6](#).

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

#### **Course Requirements**

A student must complete 120 semester credit hours and meet the course requirements detailed below. Each dual degree student shall participate in the advising process designed for the M.Div. degree program below, which is described beginning on page 4-11. This process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

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

*Biblical Languages (12 hours)*

Hebrew I & II (BIB001-002 or 003)

Greek I & II (BIB004-005 or 006)

*Biblical Studies (12 hours)*

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

*History, Theology and Ethics (15 hours)*

- History of Christianity I & II (HST101 & 201)
- Theology I & II (THE101 & 102)
- Ethics (THE102)

*Practical Theology (9 hours)*

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

*Education (15 hours)*

- Worship, Sacraments, and Education (EDU127)
- The Christian Life (EDU166)
- Teaching Ministry of the Church (EDU186)
- Theory for Education in Religion (EDU263)
- Education through the Lifespan (EDU272)

**Supervised Ministry (9 hours)**

Students must earn at least six hours in an approved parish-based supervised ministry setting, with at least three of the nine hours in supervised ministry involving significant work in educational ministry. The Supervised Ministry and Vocational Planning Office must approve all supervised ministry coursework in advance. See page 3-11 for specific information.

**Church in the World (9 hours)**

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

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

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

**Electives (39 hours)**

*Electives in Christian Education (12 hours)*

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

*Open Electives (27 hours)*

**Participation in the M.Div. advising process (required for graduation; earns no credit)**

**Total     120 credit hours**

### **Additional Requirements for Graduation**

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

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, Appendix A, IX, part 1.B](#)).

### **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 M.Div./M.A.C.E. programs are the same. The Charlotte program is designed for part-time, non-residential students who ordinarily attend classes evenings or Saturdays.

## **ADVANCED DEGREES**

Advanced degrees (Th.M. and Ph.D.) are only offered on the Richmond campus.

### **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.

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 student’s faculty advisor and the director of graduate programs.

### **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. Designed and intended to be completed in five years of full-time, continuous enrollment, with the first two years of these five years in required residential enrollment, the Ph.D. degree program may be undertaken in Biblical Studies with a concentration in Old Testament, or in Historical and Theological Studies. All course work is offered on the Richmond campus of Union Presbyterian Seminary only. Applicants to the Ph.D. program are encouraged to contact the faculty chair of their academic area of interest for further and more specific information.

# 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 and biblical studies; education and ministry; history; practical theology; and theology and ethics. At the end of the course listings in this catalog, information is provided about intercultural study opportunities, supervised ministry courses, directed studies, and other educational opportunities. The list of courses printed here is subject to change and is for general reference only. Updated course offerings are available for review on the student portal. 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 2013.

**BIB002 Elementary Biblical Hebrew II.** *Prerequisite: BIB001.* The second term of a year-long 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 2014.

**BIB003 Elementary Biblical Hebrew I & II.** *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.  
Summer 2014.

**BIB004 Elementary Biblical Greek I.** *Prerequisite: None.* The first term of a year-long course introducing the grammar, syntax, and vocabulary of New Testament Greek.  
Fall 2013.

**BIB005 Elementary Biblical Greek II.** *Prerequisite: BIB004.* The second term of a year-long course introducing the grammar, syntax, and vocabulary of New Testament Greek. In this half of the course, students begin translating texts from the New Testament.  
Spring 2014.

### 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 2013

**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 2013.

**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 2013.

**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 2013.

**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 2014.

**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.

Fall (ECP) 2013; Spring 2014.

**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 2014.

**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 2014.

## Biblical Studies (Elective Courses)

**BIB125 Church, Community, World: New Testament Images.** *This course, designed to meet the Community Engagement requirement within the Church and World segment of the M.Div. and M.A.C.E. curricula, is open without prerequisite to students in all UPSem degree programs.* This course will explore diverse models of the church and its engagement with the world as presented in the New Testament. Particular attention will be given to the Gospel of Luke and Acts of the Apostles, the Gospel and Letters of John, the Letters of Paul, James, First Peter, and Revelation. In addition to a classroom-based component with assigned readings, lectures, discussion, and student presentations, an experiential component will offer students the opportunity (1) to participate in a community agency or conduct field-based research on local ministries engaged in community service or advocacy and (2) to reflect on that experiential learning in the light of the New Testament witness, and vice versa.

2014 Spring (Church in the World Requirement: Community Engagement)

**BIB404 "I am God and no mortal" (Hos 11:9): The Ethics of God in the Hebrew Bible.** *Prerequisites: BIB211 and BIB31.* 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.

Spring 2014.

**BIB471 Issues and Methods in New Testament Interpretation.** *Prerequisites: BIB221 and BIB321.* *This seminar is open to Th.M. and Ph.D. students and, by permission of the instructor, to other students who have completed BIB221 and BIB321.* The purpose of the seminar is twofold: to enable advanced-degree students (a) to become acquainted with significant issues and methods in the interpretation of the New Testament, with attention to an array of historical, literary, cultural-studies, and theological approaches; and, (b) for a chosen topic of investigation, to develop skills in research and writing at the doctoral level. The seminar aims to accomplish these purposes through assigned readings that introduce key areas of inquiry and methods in New Testament studies; preparation of a select, annotated bibliography correlated with readings in pertinent scholarly literature; seminar discussion of topics of special importance; and research and writing of a major paper on a topic chosen by the student.

Fall 2013.

**BIB641 Doctoral Seminar: Old Testament Theology.** Doctoral Seminar of BIB410. 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 OT 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 OT. 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 intertextual studies across the Torah, the Prophets, and the Writings.

Fall 2013.

**BIB671 Issues and Methods in New Testament Interpretation.** *This seminar is open to Th.M. and Ph.D. students and, by permission of the instructor, to other students who have completed BIB221 and BIB321.* The purpose of the seminar is twofold: to enable advanced-degree students (a) to become acquainted with significant issues and methods in the interpretation of the New Testament, with attention to an array of historical, literary, cultural-studies, and theological approaches; and, (b) for a chosen topic of investigation, to develop skills in research and writing at the doctoral level. The seminar aims to accomplish these purposes through assigned readings that introduce key areas of inquiry and methods in New Testament studies; preparation of a select, annotated bibliography correlated with readings in pertinent scholarly literature; seminar discussion of topics of special importance; and research and writing of a major paper on a topic chosen by the student.

Fall 2013.

### **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.

Fall (ECP) 2013.

**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.

Spring (Richmond and ECP) 2014.

**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.

Spring 2014.

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

**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.

May 2014.

**EDU192 Annual Recreation Workshop Conference.** Held in conjunction with The Annual Recreation Workshop at Montreat, North Carolina, this course is an experiential study of current trends and practices in recreational ministry. The course begins with attendance at the Annual Recreation Workshop, followed by a time on the Richmond campus for class sharing from May 15 to 24. The on-campus daily schedule and sharing will be designed collaboratively upon return to UPSem.

May 2014.

**EDU220A ST: Intercultural & 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 legacy of imperialism, addresses the 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 (ECP) 2013

**EDU266 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.

2014 January

## 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 2013.

**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 2014.

## History (Elective Courses)

**HST116 The 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.

Fall 2013 (Church in the World Requirement: Interfaith Relations)

**HST123 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.

May 2014.

**HST145 The Evangelical Tradition in American History (hybrid).** 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 mega churches, 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.

Fall 2013 (hybrid format)

**HST210 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).

January 2014.

**HST645 Doctoral Seminar: The Evangelical Tradition in American History.** (Doctoral seminar for HST145) 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 mega churches, 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.

Fall 2013.

### **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 2013.

**PRA103 Introduction to Preaching and Worship.** *Prerequisites: New Testament I or Old Testament I (New Testament II or Old Testament II recommended but not required) or instructor permission.* This basic introductory course draws upon biblical and traditional resources in helping 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.

Fall 2013.

### **Practical Theology (Elective Courses)**

**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.

May 2014.

**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 councils 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 2013 (hybrid format); Spring 2014.

**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.

Spring 2014.

**PRA123 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.

Fall 2013.

**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.

January 2014.

**PRA140 Ministry to the Family of the Alcoholic.** Ministry to the Family of the Alcoholic 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.

January 2014 (Church in the World Requirement: Community Engagement)

**PRA208 Holy Week: The Heart of the Christian Year.** *Prerequisite: PRA103.* This course explores the history, liturgical development, theological literature, and practice of the celebration of Maundy Thursday, Good Friday, and the Easter Vigil (the triduum) as the center of the celebration of the Christian year. Students will study the development and changes in the celebration of the liturgy as well as engage in planning and leadership of these services.

2014 Spring (hybrid format).

**PRA215 Preaching for the Twenty-first 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.

January 2014.

**PRA221 American Preachers and Preaching.** *Pre-requisite: PRA103.* The American church has a strong and unique tradition of preaching that has influenced the nation for more than four centuries. This course will look at many of the movements and voices of that tradition and the ways in which they have shaped the American church and its cultural context. Students will prepare sermons based on insights gleaned from the history of American preaching.

Spring 2014.

**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 2014.

## 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 2013; Spring 2014 (ECP).

**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 2014.

**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 2014.

### **Theology and Ethics (Elective Courses)**

**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 and ministry sites in Washington, D.C., through collaboration with the Office of Public Witness of the PCUSA. A paper outlining a project will be required.

January 2014 (Church in the World Requirement: Community Engagement).

**THE126 Church and Ministry: Seeking Theological Meaning.** The PC(USA) and other mainline American denominations have been fighting about ordination for decades. Catholics and Protestants alike have been rocked by scandals centering on the misdeeds of clergy members. Our eyes are now turned towards Rome with the surprising resignation of a sitting pope opening up the centuries old process for electing a new Pope. And here we are preparing for ministry. This is an excellent moment in which to seek together the meaning of ministry. In this class, we will seek answers to the following questions: What is ministry? Who are the Church's ministers? What difference, if any, does ordination make? What is the relationship between the ministry of the Church and the ministry of Christ? What is the significance of ministry for the identity of the Church? We are not the first to ask these questions, and so, in addition to scriptural study, we will consider several answers posed by theologians throughout Christian history. Each student will be expected to participate in seminar discussions, to research and present (in a paper and a class presentation) answers to the class questions that they find in a key thinker or document from his or her own tradition, and to articulate in writing her or his own answers to the questions, both initially and after a semester of study.

2013 Fall

**THE140 Christian Theology and Abrahamic Religions.** Jews, Christians, and Muslims all claim to worship the one God, who created the universe, called Abraham/Ibrahim, and revealed God's will to humanity. Yet they disagree on issues of profound import such as the (tri)unity of God, the centrality of the law, and the identity of Jesus and Mohammad. In light of this complex history, this course aims to stimulate Christian theological reflection both about and with our Abrahamic cousins. Our theological dialogue will focus on the following themes: God, creation, scripture(s), land, law, prophets, supersessionism, and the Shoah. Assignments will include readings from Christian, Jewish, and Muslim authors, class presentations, a review essay and a final constructive project.

Spring 2014.

**THE211 Contemporary Theological Ethics.** *Prerequisites: THE101 and THE102.* This seminar examines an array of normative proposals in Christian ethics which have been offered in the twentieth century. Participants will read selections from Rauschenbusch, Barth, Reinhold Niebuhr, H. Richard Niebuhr, the Roman Catholic encyclical tradition, Bonhoeffer, James Cone, recent feminist ethicists, and others. A final paper is required.

Fall 2013.

**THE218 Paul Tillich's Systematic Theology.** *Prerequisite: THE101 and one course in theology or ethics. Limit: 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.

January 2014.

**THE241 God of the Nations: Interpreting Civil Government.** *Prerequisite: THE101 and THE102.* This seminar will read and discuss biblical passages, classical and recent theological texts relevant for construing civil government and the nation-state in a Christian perspective. In addition, we will consider some recent statements about social responsibilities of modern states, as well as about war and military service. Short papers. Prerequisites: one course in theology or ethics.

May 2014.

**THE267 Ethical Motifs and Moral Agency.** *Prerequisites: THE101 and THE102.* This seminar examines an array of normative proposals in Christian ethics which have been offered in the twentieth century. Participants will read selections from Rauschenbusch, Barth, Reinhold Niebuhr, H. Richard Niebuhr, the Roman Catholic encyclical tradition, Bonhoeffer, James Cone, recent feminist ethicists, and others. A final paper is required. t

Fall 2013.

**THE330 The Doctrine of Election.** *Prerequisite: THE101.* A defining characteristic of Reformed Theology is its emphasis on God's election. While election has strong biblical support and deep roots in the broader history of Christianity, the claim that God chose "before the foundation of the world" also presents theological and pastoral difficulties about the nature of grace, divine justice, and human freedom. This course will consider the different ways that Christian theologians understand divine election, why they believe that it is vital to affirm, and how their conceptions of election both inform and are informed by other topics such as God, Israel, Jesus Christ, predestination, the problem of evil, human freedom, damnation, and divine justice. Our primary readings will be from Augustine, Calvin, Schleiermacher, and Barth, but we will also consider critics of Reformed understandings of election as well as contemporary reconstructions of the doctrine. Space will be provided to consider the pastoral implications of the doctrine and ways that it might be interpreted and communicated clearly, faithfully, and creatively in diverse contexts.

Spring 2014.

**THE606 Doctoral Seminar: Contemporary Theological Ethics.** This seminar examines an array of normative proposals in Christian ethics which have been offered in the twentieth century. Participants will read selections from Rauschenbusch, Barth, Reinhold Niebuhr, H. Richard Niebuhr, the Roman Catholic encyclical tradition, Bonhoeffer, James Cone, recent feminist ethicists, and others. A final paper is required.

Fall 2013.

**THE620 Doctoral Seminar: Ethical Motifs and Moral Agency.** The aim of this 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 2013.

**THE630 Doctoral Seminar: The Doctrine of Election.** A defining characteristic of Reformed Theology is its emphasis on God's election. While election has strong biblical support and deep roots in the broader history of Christianity, the claim that God chose "before the foundation of the world" also presents theological and pastoral difficulties about the nature of grace, divine justice, and human freedom. This course will consider the different ways that Christian theologians understand divine election, why they believe that it is vital to affirm, and how their conceptions of election both inform and are informed by other topics such as God, Israel, Jesus Christ, predestination, the problem of evil, human freedom, damnation, and divine justice. Our primary readings

will be from Augustine, Calvin, Schleiermacher, and Barth, but we will also consider critics of Reformed understandings of election as well as contemporary reconstructions of the doctrine. Space will be provided to consider the pastoral implications of the doctrine and ways that it might be interpreted and communicated clearly, faithfully, and creatively in diverse contexts.

Spring 2014.

### **Interdisciplinary Courses (elective courses)**

**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. (Formerly THE120)

Fall 2013 (Church in the World Requirement: Community Engagement)

**INT130 Bible, Theology, and Arts in the Church.** In this course, students consider 1) the relationships between Bible, theology, and a range of arts, and 2) how arts might be engaged in the church. Students will consider visual arts, music, drama, poetry, and other arts, engaging these arts and seeing how the arts might enrich the Christian life in our churches. Students do *not* need to have art expertise for this course!

Spring 2014.

**INT134 Union Presbyterian Seminary Choir.** 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.

Fall 2013; Spring 2014.

**INT143 Global Perspectives-Today's 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 60 to 80 others who also attend two weeks of lectures at OMSC. Visiting lecturers are from seminaries and mission agencies. The third week of the course is spent in reading and writing. Fees in addition to tuition will be charged; subsidies are available.

January 2014.

**INT147 Spiritual Formation.** This one-half credit 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.

Spring 2014.

**INT263 Contemporary Theology and Education.** *Prerequisite: THE101. Required for M.A./M.Div. students. May be taken as a theology or education elective by M.A. students.* 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.

Fall 2013.

**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.

May 2014.

### **Intercultural Study Opportunities (elective courses)**

**\*INT047 Middle East Travel Seminar.** This seminar is conducted on tour (20-23 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. There will be fees in addition to the usual tuition fees. Seminary travel subsidy is available to 25 M.Div. students. Procedures outlined in "Registration for Intercultural Courses" (p. 5-12) are applicable.

May 2014 (Church in the World Requirement: Interfaith Relations)

**\*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. Note: Fees in addition to tuition will be charged.

January 2014 (Church in the World Requirement: Interfaith Relations)

### **Graduate Teaching Seminars (required for all Ph.D. students in the first two years of the program)**

**INT600 Graduate Teaching Seminar I.** The seminars will among other things include instruction in teaching methods and, ordinarily in the second semester, class assignments intended to facilitate the development of competencies in teaching. The seminars may be resourced by faculty from different academic areas as the professor of record deems appropriate, but will have one professor of record who will be responsible for and will assess the final course grade.

Fall 2014.

**INT601 Graduate Teaching Seminar II.** *Prerequisite: INT600.* The seminars will among other things include instruction in teaching methods and, ordinarily in the second semester, class assignments intended to facilitate the development of competencies in teaching. The seminars may be resourced by faculty from different academic areas as the professor of record deems appropriate, but will have one professor of record who will be responsible for and will assess the final course grade.

Spring 2015.

### **Supervised Ministry Courses**

**Supervised Ministry.** *Prerequisite: All supervised ministry courses require permission of the instructor. M.Div. students must have completed 21 credit hours 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.* Supervised ministry is central to the process of preparing men and women for ministry. On-campus learning is balanced by clergy and lay involvement during this off-campus training. Depending on the setting chosen, these courses provide the opportunity to develop skills in preaching, teaching, pastoral care, and administration. While the majority of the student's time may be spent in pastoral work, time is also provided for reading, reflection, and evaluation. A number of churches and other agencies and organizations partner with Union Presbyterian Seminary in this program. Supervisors are trained at Union Presbyterian Seminary and settings establish a mentoring team to work closely with the student. The dialogue with mentors, the interaction with the supervisor, and the sharing of the life of the congregation or organization are essential components in the process of educating persons for effective ministry.

Students are eligible to receive compensation for all supervised ministry experiences. Students who are already serving churches or are involved in other ministry settings are permitted to receive supervised ministry credit provided the setting is approved and qualified supervision exists. 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. Students then must take a parish internship.
- 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).

All supervised ministry courses must be approved in advance by the Office of Supervised Ministry and Vocational Planning. A listing of available positions (including parish and agency settings) for each of these courses is accessible online on the Union Presbyterian Seminary website, [www.upsem.edu](http://www.upsem.edu). Clinical Pastoral Education (CPE) earns supervised ministry credit and is explained in further detail below.

**CPE101, 201, 301, and 401 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. Union Presbyterian Seminary works with accredited programs throughout the country. Interested students should contact the Office of Supervised Ministry and Vocational Planning in Richmond Hall.

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

Summer session (10-12 weeks). Other options may be available.

Students at Union Presbyterian Seminary, Charlotte Campus enroll in accredited CPE programs throughout North Carolina and South Carolina, including Carolinas Medical Center/Carolinas Healthcare System in Charlotte. Union Presbyterian Seminary will subsidize the first unit of CPE tuition charges assessed by CPE agencies to M.A.C.E. and M.Div. students if the students are taking CPE for supervised ministry credit.

*The faculty prohibits students from taking courses that conflict at any time in attendance. CPE and supervised ministry courses are not exempt from this policy. No student should commit to any course or to any supervised credits that conflict at any time in meeting times with any other course.*

## United Methodist Studies

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

Union has developed a partnership with Wesley Theological Seminary in Washington, D.C. and Pfeiffer University in Charlotte, NC designed to help United Methodist students meet all their denominational course requirements. While many of the required courses for ordination are covered by the core and elective curriculum of Union Presbyterian Seminary, courses in United Methodist History, Doctrine and Polity are offered through Wesley Theological Seminary or Pfeiffer University in a variety of formats including online, intensive and face to face. Union does not offer a separate set of these UMC courses in its curriculum. Additionally, other courses are offered

through the partnership between UPSem, Wesley and Pfeiffer 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)). Charlotte students can also contact Kathleen Kilbourne at Pfeiffer University ([kathleen.kilbourne@pfeiffer.edu](mailto:kathleen.kilbourne@pfeiffer.edu)).

## Directed Studies

Students interested in a directed study should obtain a Directed Studies Approval Form from the Office of the Registrar, either in person or online, and (1) create a course description, (2) indicate the professor with whom the work is to be done, (3) obtain the professor's permission and signature, and (4) submit the completed form to the appropriate academic dean or associate dean, for approval. Full-time students may take up to three directed studies in an academic year and no more than one directed study in a term. Part-time students may take one directed study per year. Non-degree students may not take directed study.

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.

## 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 travel seminar, although the professor(s) of record are from the UPSem faculty. This learning opportunity is partially subsidized by UPSem and is offered on alternating years; 2) Since 1987-88, Ghanaian pastors have come to UPSem 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 is the language of instruction. Students who apply should include a detailed statement indicating their language ability. Korean is not mandatory for the Seoul program. These opportunities are ordinarily offered every other year. Each of these schools is also able to send a student to UPSem on the alternating year.

## UNION PRESBYTERIAN SEMINARY, CHARLOTTE COURSES

### Biblical Languages (Required Courses)

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

**BIB006 Greek I and II (M.Div.).** A study of Greek grammar, syntax, and vocabulary beginning with elementary forms and moving into the reading of simple prose texts from the New Testament.  
Summer 2014.

### Biblical Studies (Required Courses)

**BIB160 Old Testament I (M.A.C.E.).** See course description on p. 3-1.  
Fall 2013.

**BIB170 New Testament I (M.A.C.E.).** See course description on p. 3-1—3.2.  
Fall 2014.

**BIB211 Old Testament I: Pentateuch and Former Prophets (M.Div.).** See course description on p. 3-2.  
Fall 2013.

**BIB221 New Testament I: Gospels (M.Div.).** See course description on p. 3-2.  
Fall 2014.

**BIB260 Old Testament II (M.A.C.E.).** See course description on p. 3-2.  
Spring 2014.

**BIB270 New Testament II (M.A.C.E.).** See course description on p. 3-2.  
Spring 2015.

**BIB311 Old Testament II: Old Testament Prophets (M.Div.).** See course description on p. 3-2.  
Spring 2014.

**BIB321 New Testament II: Acts, Epistles, Apocalypse (M.Div.).** See course description on p. 3-2.  
Spring 2015.

### Biblical Studies (Elective Courses)

**BIB115 Bible, Race, and Religion.** What does the Bible have to say about race? In the course of the history of the United States, the Bible has been used as a source document to speak about issues of race. Prior to the Civil War (and even afterwards), both pro-slavery advocates and those opposed to slavery found support in the pages of scripture (often from the same texts). In this course, students will explore secondary literature to note how the Bible has been and continues to be utilized in this discussion, and they will engage exegetically certain key pericopes employed in these debates. Finally, students will be asked to derive a theological paradigm for interpersonal relationships consistent with a renewed understanding of biblical instruction.  
Spring 2014.

**BIB301 Gospel of Mark.** *Prerequisite: BIB170 or BIB221.* This elective introduces students to Mark's gospel by means of a close exegetical and theological reading of the text. Significant attention will be given to Mark's Christology, the messianic secret, apocalyptic motifs, and his understanding of discipleship. Students will also explore ways to preach and embody the text in the life of the church.  
Fall 2013.

**BIB310 Corinthians Correspondence.** *Prerequisites:* BIB270 or BIB321. The course will focus on a close reading of selected passages from I and II Corinthians in order to identify the issues facing the Corinthian congregation(s) and the solutions Paul presents. This seminar will have three goals: to review scholarship on the socio-historical context and literary structure of the Corinthian epistles, to do exegetical study leading to sermon or teaching outlines, and to gain a deeper understanding of Pauline theology. In addition to assigned readings, this course will require an exegetical paper and a sermon or teaching outline.

Spring 2014.

### **Christian Education (Required Courses for M.A.C.E.)**

**EDU166 The Christian Life.** See course description on p. 3-4.

Fall 2013, 2014.

**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 2015.

**EDU186 The Teaching Ministry of the Church.** (also required for M.Div.) See course description on p. 3-4.

Spring 2014, 2015.

**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.

Summer 2014.

**EDU272 Aspects of Human Growth and Development.** See course description on p. 3-4.

Summer 2015.

### **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. Formerly listed as PRA127.

Summer 2014.

**EDU158 Education for 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.

Fall 2014.

**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.

Spring 2014.

**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 ?

**EDU189 Using Child and Adolescent Literature in the Church.** 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. The course is open to all students, with no prerequisites.

Fall 2014.

**EDU192 Annual Recreation Workshop Conference.** See course description on p. 3-4.

Summer 2014, 2015.

### **History (Required Courses)**

**HST101 History of Christianity I (M.Div.).** See course description on p. 3-5.

Fall 2014, 2015.

**HST201 History of Christianity II (M.Div.).** See course description on p. 3-5.

Spring 2014, 2015.

### **History (Elective Courses)**

**HST132 Introduction to Christian Mission.** *No prerequisites.* This course will serve as an introduction to the history and theology of Christian Mission. Key missiological paradigms will be identified and studied within the history of Christianity in order to engage with contemporary issues of global and local mission discourse. The course will cover biblical foundations for mission, mission in the early church, mission during the modern era of colonial expansion, and mission in and beyond the twentieth century. Critical reflection will be shaped through study of the following theological themes: salvation/liberation; evangelism/ecumenism; the Christian encounter with world religions/interfaith dialogue; enculturation; religious identity; ecclesiology.

Summer 2014.

**HST153 Christian Encounter with World Religions.** This course has three main goals: 1) To provide a basic understanding of the history and central teachings of major world religions, including Islam, Hinduism, Buddhism, and Sikhism.; 2) To introduce the student to the historical and theological encounter of adherents of Christianity with those of other world religions; 3) To examine the implications of religious plurality for Christian ministry in a local context.

Fall 2013.

### **Practical Theology (Required Courses)**

**PRA102 Introduction to Pastoral Care (M.Div.).** 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 2013, 2014.

**PRA103 Introduction to Preaching and Worship (M.Div.).** See course description on p. 3-6.

Spring 2014, 2015.

**Practical Theology (Elective Courses)**

**PRA103 Introduction to Preaching and Worship (M.A.C.E.).** See course description on p. 3-6.  
Spring 2014, 2015.

**PRA112 Presbyterian Polity.** See course description on p. 3-6.  
Summer 2014, 2015.

**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.  
Fall 2013.

**PRA132 Pastor/Educator as Public Leader.** This course engages students in the theological and biblical imperative for the public leadership of clergy and provides practical contextual and hands-on skills for carrying out that imperative.  
Summer 2015.

**PRA208 Holy Week: The Heart of the Church.** See course description on p. 3-7.  
Spring 2014.

**Theology and Ethics (Required Courses for M.Div. and M.A.C.E.)**

**THE101 Theology I.** See course description on p. 3-7.  
Fall 2013, 2014.

**THE102 Introduction to Christian Ethics.** See course description on p. 3-8.  
Fall 2013, 2014.

**THE201 Theology II.** See course description on p. 3-8.  
Spring 2014, 2015.

**Theology and Ethics (Elective Courses)**

**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.  
Summer 2014, 2015.

**THE207 John Calvin: Theologian of Grace.** Looking over the shoulder of a single, pivotal theologian for the Reformed Tradition—Calvin's primary writings in the context of his life and work—this course reviews the major doctrines of Christian theology as building blocks and grace as the mortar that holds them together. The aim is to engage class members in developing and drawing together their own theological insights, for ministry in the contemporary church.  
Fall 2013

**THE307 The Theology of Dietrich Bonhoeffer.** *Prerequisite: THE101 and THE201.* This course will examine several of Dietrich Bonhoeffer's works, including *Christ the Center*, *Life Together*, *The Cost of Discipleship*, and *Ethics*. In addition, some attention will be paid to his life and witness, drawing particularly on the biography by Eberhard Bethge, and Bonhoeffer's own Letters and Papers from Prison. This course will seek to engage the student in major aspects of Bonhoeffer's life and work and discern his significance for ministry today.

Spring 2014.

### **Intercultural Courses (Elective Courses)**

**INT047 Middle East Travel Seminar.** See course description on p. 3-11.

Summer 2014.

### **Interdisciplinary Courses (Required Courses)**

**INT263 Contemporary Theology and Education.** Course description on p. 3-10

Spring 2015.

### **Interdisciplinary Courses (Elective Courses)**

**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.

Spring 2014.

**INT113 Recovering from Racism: A Theological and Biblical Approach.** This course will examine how social systems, most specifically the church, have interacted with, opposed, and perpetuated racism. We will discuss how racism has historically been justified (i.e. rationalized as "just") from a biblical and theological basis. We will also consider how we can employ a biblical and theological foundation to adjust or justify (i.e. make just) our understanding of race and racialization and bring our actions and theology into alignment.

Fall 2014.

**INT325 Preaching from the Prophets.** *Prerequisites: BIB211, BIB311, and PRA103.* This course provides students with a deeper exposure to the power of the Hebrew prophets and will explore ways to appropriate that power in preaching and worship today. Students will engage in exegetical study of texts in the original language, prepare worship services, and deliver sermons grounded in these materials. Students will also read and critique sermons from various prophetic voices in the country and around the world.

Spring 2015.

# 4. Academic Procedures and Regulations

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## CALENDAR

The Charlotte campus, the Extended Campus Program, and the Richmond campus maintain their own calendars specifically designed primarily to address the needs and circumstances of their students. These calendars are coordinated insofar as possible in order to allow some cross-registration opportunities. See each calendar for more details.

## COURSE CREDITS AND ACADEMIC LEVELS

M.A.C.E. and M.Div. students who have completed three to 30 credit hours are classified as first-level students; those who have completed 33 to 60 credit hours are classified as second-level students. M.Div. students with 63 or more credit hours are classified as third-level students. Students in the M.Div./M.A.C.E. program who have earned 93 credit hours or above are classified as fourth-level students. These designations affect access to courses with limited enrollment, choices in Union Presbyterian Seminary housing, and election to offices in student government.

## TRANSFER CREDITS

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

Students who receive transfer credit for all required courses in any academic department are ordinarily required to take at least one elective course in that department (biblical studies, theology and ethics, history, education, and practical theology). Transfer students must earn at least half of the credits required for their degree at Union Presbyterian Seminary, including at least 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 and ECP 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 appropriate academic dean or associate dean, 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 12.75 credit hours in each of the long terms and three credit hours in each of the short terms. Faculty expect that students will be able to complete each course in the long terms at a satisfactory level in up to 12 hours of work in combined in-class and individual study each week. An equivalent amount of class-work is required for short-term courses, although on a

different schedule. Students can expect not less than six hours of work outside of class for each three credit hour course. The maximum number of credit hours that may be earned in a nine-month academic year is 10.5; the maximum number of credit hours that may be earned in a summer is six. By definition, students on the Charlotte campus, or in the Extended Campus Program, are considered part-time.

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

A student's academic requirements in terms of the number of courses and the specific courses are determined by the Academic Catalog at the time she or he begins degree studies at UPSem. Other administrative matters such as fees, tuition, fulltime 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 30 credit hours per year:

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

OR

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

OR

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

## **ADVISING**

Each student is assigned a faculty advisor; the student's advisor will be available during regular office hours or by appointment.

Faculty advisors will work with students 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 their advisees' academic records. Students are responsible for checking with their advisor and/or the registrar to be sure all degree requirements are being met. There is an academic plan area of the Self Service portal that outlines degree requirements and courses taken to satisfy those requirements.

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. Students intending to seek ordination should confer with their denominational oversight bodies to be sure they meet the academic requirements for ordination candidacy.

## **ASSESSMENT: PORTFOLIO-BASED ASSESSMENT PROCESS (PBA)**

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

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

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

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

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

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

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

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

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

Participation in the portfolio-based assessment process is an integral part of the student's educational program and personal and vocational formation. Failure to complete required elements of the assessment process by established deadlines will result in a non-refundable \$100 late fee (charged to the student's Union Presbyterian Seminary account) and referral to the 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: M.DIV. AND DUAL DEGREE STUDENTS MATRICULATING IN SUMMER 2013 OR LATER**

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

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

1. Identify critical elements of integrative thinking in ministry, particularly in the context of the Seminary's curricular/ministerial roles (practicing theologian, congregational leader, community witness);
2. Recognize and name their own personal strengths and weaknesses with respect to the practice of integration;
3. Demonstrate improvement in their capacity to integrate learning gained from multiple areas of academic theological study and from field experience in ministry.

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

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

1. **Year One** (*for part-time students, after 27 credit hours have been earned*): the student will evaluate the admissions essay on Luke 4:16-19 he or she submitted when applying to the M.Div. or dual degree program, using a rubric for the assessment of integrative learning. The faculty advisor will already have evaluated this essay using the same tool. The dean's office in Richmond or Charlotte will supply copies of the admissions essay and the rubric to students and their advisors, as needed. The spring meeting this year is an opportunity to reflect together on ways in which the student's coursework and seminary experience in the first year of the program may be broadening, challenging, and supporting the student's ability to approach particular theological questions.
2. **Year Two** (*for part-time students, after 54 credit hours have been earned*): the student will submit to the advisor at least one week in advance an integrative essay (ordinarily, at least 1500 words) prepared for one of the Church in the World courses or another course the student has taken. If a student does not have such an essay in hand already, he or she can write a new essay that focuses on theological integration across coursework, church, and life experience. At this session, advisors will discuss the essay, paying special attention to ways in which it addresses the three curricular/ministerial roles. A primary aim

of this conversation is to note ways that vertical integration is taking shape through the student's classes, church involvements, and life experience.

3. **Year Three** (*for part-time students, after 81 credit hours have been earned*): the student will submit to the advisor at least one week in advance an integrative essay written in the context of a supervised ministry placement. This must be a different essay than the one used in the second year if that essay also came from a supervised ministry setting (i.e., one designated for the Church in the World segment of the curriculum). Students and their supervised ministry supervisors will also submit copies of the Resource for Evaluation of Student Learning Outcomes in connection with supervised ministry placements. A particular goal of this spring consultation is to track how integration has occurred across the curriculum and between ministry settings during the student's time of study.

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

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

## 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 (three Union Presbyterian Seminary credit hours) per term at an RTC school without requesting special permission, up to a limit of nine credits hours in an academic year, and a total of 12 credit hours during the M.A.C.E. program, or a total of 18 credit hours during the M.Div. program. M.A.C.E./M.Div. dual degree students may take a maximum of 24 credit hours 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.

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

By the terms of a cross-registration agreement with Virginia Commonwealth University (VCU), full-time students in all degree programs are eligible to take one graduate-level course at VCU in each fall or spring term. Certain restrictions apply (see the registrar for details), and VCU courses count toward cross-registration limits defined in this section. Before registering for a VCU course, students must obtain permission from the 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.

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

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

While not every request for audit can be approved, anyone may apply to audit a Union Presbyterian Seminary course. Students currently enrolled at 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. Permission to audit can be withdrawn during a course at the discretion of the professor.

Graduates of Union Presbyterian Seminary and other RTC institutions, spouses of current Union Presbyterian Seminary students, degree-seeking 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, as long as the course is otherwise available to auditors and as long as procedures for signing up for audit have been followed. To audit additional courses in one term, and for all other auditors, there is a non-refundable fee of one-half the cost of tuition per course.

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

### **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. Students who require assistance with English may contact the appropriate dean's office to 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. Some elective courses, with prior approval and notice, are graded on a pass/fail basis.

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

**INCOMPLETE.** An interim grade of "incomplete" will be assessed for unsubmitted grades. 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. Richmond 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.

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

## **APPEAL OF GRADES**

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/academics/registrar/](http://www.upsem.edu/academics/registrar/)). 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. or Th.M. programs. They do apply to all other students, degree and non-degree)**

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

A student whose GPA falls below 2.3 will be placed on academic warning. Academic warning means: (1) it is recommended that the student take a reduced load of courses; and (2) the student must have a conference with his or her faculty advisor and the 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. or Th.M. students differ from those noted in this section.

## **ASSESSMENT OF ACADEMIC PROGRESS**

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

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

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

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

## **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 yearly SAP review for a student who receives or applies for a Federal Stafford Loan. SAP reviews are usually performed after the May term.

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

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 that the registrar send an academic transcript or copies of academic evaluations to designated persons or institutions. Ordinarily, transcript requests are processed within one week of receipt of such requests.

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

For former students and alumni/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.

### **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**

Intercultural electives are offered during the January or May terms on the Richmond campus, and either Spring or May/Summer on the Charlotte campus. These courses typically include travel seminars to Latin America, East Asia, Ghana, and the Middle East, plus a January term course in Rome, Italy. Other courses regularly take place at the Overseas Ministry Study Center in New Haven, Connecticut. Students are encouraged to participate in these courses.

### **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 director of student services 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 exceptions 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.

Any student, degree or non-degree, who has not met her or his financial responsibilities to UPSem is not in good standing. This may result in a hold being placed on a student's account and the subsequent withholding of enrollment, transcripts, diplomas, registration, and bookstore charging privileges.

### 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, 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.

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.

## 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 \$450 per credit hour. If 30 credit hours are taken in the nine-month academic year, the total is \$13,500. Courses worth six credit hours (summer language courses, summer supervised ministry, clinical pastoral education, field-based learning) cost \$2,700. The total tuition cost for 36 credit hours is \$16,200.

**Master of Theology** students pay tuition of \$15,000 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. The continuation fee for 2013-2014 is \$1,500 per term.

**Doctor of Philosophy** students in the first or second year will pay \$15,000 per year. Beginning in the third year, students will pay \$1,500 for the dissertation research and writing continuation credit in the Fall and Spring terms, for a total of \$3,000 per year. Students in good standing will maintain enrollment in dissertation research and writing unless granted an official leave.

## **FEES**

### **Student Activities Fee**

All full-time students will be 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 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 2012-2013 is \$245 per month for single students, and \$698 per month for a family.

### **Graduation Fee**

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

### **Directed Study Late Registration Fee**

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

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

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

### **Dissertation Fee**

A fee of \$600 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:

Size	Unfurnished	Furnished
One-bedroom (per month)	\$816	\$858
Two-bedroom (per month)	\$928	\$975
Three-bedroom (per month)	\$1,068	\$1,123
Four-bedroom (per month)	\$1,172	\$1,230

Dormitory rates range from \$341 to \$362 per month, depending on size, location, and bathroom facilities.

## BOOKS

Union Presbyterian Seminary's bookstore can bill currently enrolled students, whose accounts are in good standing, for textbooks. 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.

### 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. The decisions of the committee are both confidential and final. An applicant who is not admitted, or who is wait-listed and subsequently not admitted, may request admission again after two academic years. A completely new application, along with all supporting documentation, will be required.

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 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 credit hours (usually four courses) during a trial period, at least six hours (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 credit hours (two courses) must be required courses 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, at least six credit hours (two courses) must be required courses 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 credit 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 academic 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 credit 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) student insurance; (3) student offices and awards; or (4) election or appointment as a student representative to faculty committees.

## **NON-DEGREE SEEKING ADMISSIONS/LIMITED ENROLLMENT**

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.

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

- a. A limited enrollment student is not enrolled in a degree program;
- b. A limited enrollment student may take no more than 12 credit 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. Limited enrollment 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 limited enrollment 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 limited enrollment 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 and submission of all grades earned at Union Presbyterian Seminary as a non-degree student, as well as all other admission materials requested for the degree program to which the student is applying;
- e. The academic dean serves as faculty advisor to all limited enrollment students in Charlotte; the associate dean serves as faculty advisor to limited enrollment students in Richmond;
- f. A limited enrollment student is admitted for non-degree studies for a maximum of one academic year, which, with permission of the dean in Charlotte or the associate dean in Richmond, may be extended for a second, concurrent academic year;
- g. 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;
- h. Limited enrollment students may not serve on student and faculty committees or hold student office.
- i. A non-degree student is ineligible for financial aid and student and academic awards and recognitions.

## **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 Friday in Charlotte, as well as on Saturday when the Charlotte program is in session. 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, email [admissions@upsem.edu](mailto:admissions@upsem.edu), or phone 804-278-4221 in Richmond or 980-636-1662 in Charlotte.

### **Days for Discernment**

*Days for Discernment* is a full 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 key 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 Wednesday in Richmond, 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 as they discern. To register for a Days for Discernment program, email [admissions@upsem.edu](mailto:admissions@upsem.edu), or phone 804-278-4221 in Richmond or 980-636-1662 in Charlotte.

## **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 conveys all official communications of admissions decisions, except for Th.M. and Ph.D. decisions which are communicated through the associate dean for academic studies. No aspect of admission deliberations is communicated.

## **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., or 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 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 semester hours in residence at Union Presbyterian Seminary (half the semester 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 semester hours in residence at Union Presbyterian Seminary (half the semester 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.

**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 paper application, complete except for application essays and the application fee (the online application may not be used for this purpose);
- 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 transcripts from previous institutions, all of which can be retrieved by the student from the registrar's office;
- 5) if transferring from the M.A.C.E. to the M.Div./M.A.C.E., 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 semester 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. Transfer students must earn at least six semester 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 to submit a complete application is March 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.

**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 to submit 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.

## 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 internet-based Test of English as a Foreign Language (iBT TOEFL). A score of at least 20 must be achieved on each of the four tests of the iBT TOEFL. Scores from the paper-based test will no longer be accepted.

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 scores from the director of admissions.

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

### Finances

Union Presbyterian Seminary does not have sufficient funds to pay for all the expenses of international students. Particularly well-qualified international students may receive aid in the form of merit scholarships. Those who are not offered a scholarship may apply for need-based aid on the same basis as domestic students (see p. 7-2). 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 suggests that international students not 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 (E.C.P.)**

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 to submit a complete M.A.C.E. application 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.

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 [admissions@upsem.edu](mailto:admissions@upsem.edu) 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 [admissions@upsem.edu](mailto:admissions@upsem.edu) 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.	LE <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	Three	Three	Two
Essays (1200 words max.)	Two	Two	Two	One
Official Transcripts <sup>3</sup>	Yes	Yes	Yes	Yes
Letter of Acknowledgment <sup>4</sup>	Only Int'l <sup>4</sup>	Yes <sup>4</sup>	Yes <sup>4</sup>	No
Background Check <sup>5</sup>	Yes	Yes	Yes	Yes
Interview <sup>6</sup>	Yes	Yes	Yes	No
Application deadlines:				
for RICH Summer Term <sup>7</sup>	n/a	March 15	March 15	March 15
for RICH Fall Term <sup>7</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	Mar. 1	n/a	n/a	Mar. 1
<b>International Students<sup>11</sup></b>				
May apply?	Yes	Yes	Yes	No
Endorsement	Yes	No	No	n/a
iBT TOEFL	A minimum score of 20 on each test <sup>8</sup>	A minimum score of 20 on each test <sup>8</sup>	A minimum score of 20 on each test <sup>8</sup>	n/a
Certification of Funding <sup>9</sup>	Yes	Yes	Yes	n/a
Application Deadline	Jan. 1	Jan. 1	Jan. 1	n/a
To enter <sup>10</sup>	Fall	Fall	Fall	n/a

LE – Limited Enrollment    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, limited enrollment students, who ordinarily take courses in the M.A.C.E. or M.Div. curriculum. LE students may take a maximum of four courses. A maximum of four courses taken under LE 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 LE students. See p. 6-2.

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. 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. Union Presbyterian Seminary must have a final transcript documenting a bachelor's degree and the date conferred before a student may enroll.
4. 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.
5. Domestic applicants to all programs, and international applicants who have lived in the U.S. for the last two years or more, both degree and non-degree seeking, must complete a background check. Complete information and directions may be found at [http://www.upsem.edu/admissions/basic\\_degree\\_requirements/](http://www.upsem.edu/admissions/basic_degree_requirements/).
6. Applicants for all degree-seeking programs must schedule a personal interview with a member of the Admissions Committee or other faculty member. Contact the admissions office at [admissions@upsem.edu](mailto:admissions@upsem.edu) or 804-278-4339 to arrange an interview in person, by phone or SKYPE.
7. After March 15, the faculty admissions committee considers applications for the Richmond campus only on a space-available basis.
8. International students who do not speak, write, and read English as their first language are required to submit scores from the TOEFL. A minimum score of 20 on each of the four tests of the iBT TOEFL is required. 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 scores. See p. 6-6 for a full description of requirements for international applicants.
9. 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.
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.

## 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 <sup>2</sup>	Three	Three
Official Transcripts <sup>3</sup>	Yes	Yes
Writing Sample <sup>4</sup>	No	Yes
Purpose Statement	Yes <sup>5</sup>	Yes <sup>6</sup>
Intellectual Autobiography <sup>7</sup>	No	Yes
GRE Scores	No	Yes
Application Deadline	March 15	January 15
Background Check <sup>8</sup>	Yes	Yes
<b>International Students</b>		
May apply?	Yes	Yes
TOEFL	A minimum score of 20 on each <sup>9</sup>	A minimum score of 20 on each <sup>9</sup>
Certification of Finances <sup>10</sup>	Yes	Yes
Application Deadline	January 1	January 1
To Enter <sup>11</sup>	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. Three *academic* references.
3. All applicants must have official transcripts showing degrees awarded and the dates of their conferral sent from each school they have attended.
4. A research paper or recent essay the student considers representative of her or his work in the proposed field of study.
5. In no more than 1200 words, submit 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. In no more than 1200 words, submit a statement describing the student’s primary goals and preliminary research interests within the broader field of proposed study.
7. In no more than 1200 words, submit an essay discussing the authors and ideas that have shaped his/her thinking theologically.

8. Domestic applicants to all programs, and international applicants who have lived in the U.S. for the last two or more years, both degree and non-degree seeking must complete a background check. Complete information and directions may be found at [http://www.upsem.edu/admissions/apply/advanced\\_degree\\_requirements/](http://www.upsem.edu/admissions/apply/advanced_degree_requirements/).
9. International students who do not speak, write, and read English as their first language are required to submit scores from the TOEFL. A minimum score of 20 on each of the four tests of the iBT-TOEFL is required. 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 scores. See p. 6-6 for a full description of requirements for international applicants.
10. 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.
11. 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/Admissions/Financial\\_Aid1/](http://www.upsem.edu/Admissions/Financial_Aid1/).

## 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 M.Div. students 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 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.

### Promise for Parish Ministry Awards

The PPM is awarded to students whose application for admission shows genuine promise for outstanding leadership in the life of the church, and to encourage them to pursue parish ministry. 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 M.Div. students 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.

#### **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 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. M.A.C.E. students who are members of the PC(USA) may also be eligible for support of up to 100% of tuition.

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

#### **Advanced Degree Merit Aid**

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.

### **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. Under new federal regulations, graduate students may only borrow unsubsidized loans. The maximum yearly limit is \$20,500. Interest begins to accrue on unsubsidized loans from the date of disbursement.

Students begin by completing the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov/>. Union Presbyterian Seminary's federal school code is G03743.

### 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 (Richmond Campus)

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 student registers for each term separately and full-time status for the purposes of financial aid is determined for each term individually, as well as cumulatively for the academic year. A student may choose not register for a January or May term, however, they must maintain a course load of at least 30 credit hours per year to be considered full-time and retain their eligibility for aid.

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 who are scholarship recipients may be eligible for four credits of need-based aid in lieu of their scholarships for this fourth year.
- <sup>e</sup> Federal regulations govern the 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 three-credit hour courses per term) available in Charlotte in each of the three academic terms. The Matching Grant Program (applicable to two or three credit hour courses 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**

5141 Sharon Road  
Charlotte, NC 28210  
(980) 636-1700  
Fax: (980) 636-1799

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

### **Academic Program/Faculty**

Stanley H. Skreslet, Dean, Union Presbyterian Seminary, Richmond Campus: 804-278-4231  
[sskreslet@upsem.edu](mailto:sskreslet@upsem.edu)  
E. Carson Brisson, Associate Dean for Academic Programs: 804-278-4340  
[cbrisson@upsem.edu](mailto:cbrisson@upsem.edu)  
Thomas W. Currie, Dean, Union Presbyterian Seminary, Charlotte Campus: 980-636-1700  
[tcurrie@upsem.edu](mailto:tcurrie@upsem.edu)

### **Admissions**

Kate Boswell, Director of Admissions: 804-278-4222  
[kboswell@upsem.edu](mailto:kboswell@upsem.edu)  
Lisa McLennan, Charlotte Campus Admissions Counselor: 980-636-1700  
[lisa.mclennan@upsem.edu](mailto:lisa.mclennan@upsem.edu)

### **Alumni/ae Development**

Lynn McClintock, Director of Alumni/ae Development: 804-278-4285  
[lmclintock@upsem.edu](mailto:lmclintock@upsem.edu)  
Nadine Moran, Charlotte Campus Associate for Advancement: 980-636-1700  
[nadine.moran@upsem.edu](mailto:nadine.moran@upsem.edu)

### **Annual Giving**

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

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

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

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

Beth Walsh, Assistant Controller: 804-278-4213  
[bwalsh@upsem.edu](mailto:bwalsh@upsem.edu)

**Candidacy**

Susan Fox, Director of Supervised Ministry and Vocational Planning: 804-278-4237  
sfox@upsem.edu

**Charlotte Programs, General Inquiries**

Terry Johns, Assistant to the Dean: 980-636-1700  
tjohns@upsem.edu

**Continuing Education**

Ken McFayden, The Leadership Institute: 804-278-4300  
kmcfayden@upsem.edu

**Educator Certification Initiative**

Cindy Kissel-Ito, Program Coordinator: 804-278-4293  
ckisselito@upsem.edu

**Extended Campus Program**

Cindy Kissel-Ito, Program Coordinator: 804-278-4293  
ckisselito@upsem.edu

**Financial Aid**

Michelle J. Walker, Director of Financial Aid: 804-278-4252  
mwalker@upsem.edu

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

E. Carson Brisson, Associate Dean for Academic Programs; Director of Graduate Studies: 804-278-4340  
cbrisson@upsem.edu

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

Debra Reagan, Editorial Office: 804-278-4296  
debra.reagan@upsem.edu

**Public Relations/Publications**

Andrea Wright, Director of Communications: 804-278-4279  
awright@upsem.edu

**Registration**

Carolyn Day Pruett, Office of the Registrar: 804-278-4233  
cpruett@upsem.edu

**Student Housing**

Carol Sutton-Abaire, Coordinator of Housing: 804-278-4218  
csuttonabaire@upsem.edu

**Transcripts**

Carolyn Day Pruett, Office of the Registrar: 804-278-4233  
cpruett@upsem.edu



**UNION PRESBYTERIAN SEMINARY**  
1-800-229-2990 • [www.upsem.edu](http://www.upsem.edu)

**RICHMOND CAMPUS 3401 Brook Road • Richmond, Virginia 23227**

**CHARLOTTE CAMPUS 5141 Sharon Road • Charlotte, North Carolina 28210**