

**ACADEMIC CATALOG**  
**2014-2015**



**UNION**  
**PRESBYTERIAN**  
**SEMINARY**

**Forming Leaders. Transforming the World.**

The regulations, requirements, and general information included in this document are official for the 2014-2015 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 2014-2015

### Summer Session 2014

|   |                  |
|---|------------------|
| Deadline to add Summer Hebrew .....                     | July 3           |
| Summer Hebrew .....                                     | July 7-August 22 |
| Deadline to drop or change to audit Summer Hebrew ..... | July 18          |
| Deadline to withdraw from Summer Hebrew .....           | July 28          |

### Language and Culture Immersion

|  |              |
|--|--------------|
| This non-credit orientation is required of all international students<br>in their first summer on campus in Richmond ..... | August 20-29 |
|--|--------------|

### Fall Session 2014

|  |                |
|--|----------------|
| Orientation of new students (Tues-Fri) .....       | September 2-5  |
| Richmond Fall Term classes begins (Mon) .....      | September 8    |
| Opening Convocation 203rd Session (Wed) .....      | September 10   |
| Deadline to drop/add or change to audit .....      | September 23   |
| Day for Discernment .....                          | October 1      |
| Day for Discernment .....                          | October 15     |
| Deadline to withdraw from a Fall Term course ..... | October 17     |
| Fall Recess (Thurs-Fri) .....                      | October 23-24  |
| Registration January and Spring Term 2015 .....    | November 3-16  |
| Day for Discernment .....                          | November 12    |
| Thanksgiving Recess .....                          | November 24-28 |
| Makeup days for October 23 & 24 .....              | December 8-9   |
| Richmond Fall Term classes conclude (Tues) .....   | December 9     |
| Reading Day .....                                  | December 10    |
| Examination days (Thurs-Fri) .....                 | December 11-12 |
| Richmond Fall Term ends after exams .....          | December 12    |

### January Term 2015

|  |            |
|--|------------|
| Richmond January Term classes begin (Mon) .....                | January 5  |
| Deadline to drop/add or change to audit.....                   | January 9  |
| Deadline to withdraw from January Term course .....            | January 14 |
| Martin Luther King, Jr. Day (no classes; offices closed) ..... | January 19 |
| Richmond January Term ends after classes (Thurs) .....         | January 22 |
| Winter Interlude (no classes) .....                            | January 23 |

### Spring Term 2015

|   |                     |
|---|---------------------|
| Richmond Spring Term classes begin (Mon) .....                    | January 26          |
| Deadline to drop/add or change to audit .....                     | February 10         |
| Day for Discernment .....   | February 11         |
| Registration May Term and Summer 2015 .....                       | February 20-March 7 |
| Day For Discernment .....   | February 25         |
| Day for Discernment .....   | March 4             |
| Spring Recess .....   | March 9-13          |
| Deadline to withdraw from Spring 2015 Term or Hybrid course ..... | March 13            |
| Good Friday (no class) .....                                      | April 3             |
| Registration Fall Term 2015 .....                                 | April 3-20          |

|  |                |
|--|----------------|
| Make-up Day for Good Friday or weather make-up day ..... | April 27-28    |
| Reading .....  | April 29       |
| Examination days (Thurs-Fri) .....                       | April 30-May 1 |
| Richmond Spring Term ends after exams .....              | May 1          |
| Interlude: Sprunt Lectures (Mon-Wed) .....               | May 4-6        |

**May Term 2015**

|  |        |
|--|--------|
| Richmond May Term classes begin (Thurs) .....          | May 7  |
| Deadline to drop/add or change to audit .....          | May 13 |
| Deadline to withdraw from a May Term 2015 course ..... | May 18 |
| Memorial Day (no classes; offices closed) .....        | May 25 |
| Richmond May Term classes end (Wed) .....              | May 27 |

**COMMENCEMENT 2015 (Sat) .....** **May 30**

**Summer Supervised Ministry 2015**

|  |           |
|--|-----------|
| Summer Supervised Ministry begins .....                    | June 1    |
| Deadline to drop or add Summer Supervised Ministry .....   | June 17   |
| Deadline to withdraw from Summer Supervised Ministry ..... | July 7    |
| Summer Supervised Ministry ends .....                      | August 21 |

**Summer Session 2015—Summer Language School**

|  |                  |
|--|------------------|
| Deadline to add Summer Greek .....                     | July 3           |
| Elementary Summer Greek School .....                   | July 6-August 21 |
| Deadline to drop or change to audit Summer Greek ..... | July 15          |
| Deadline to withdraw from Summer Greek .....           | July 24          |

**Language and Culture Immersion**

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

August 19-September 4

## **EXTENDED CAMPUS PROGRAM 2014-2015**

### **Fall Session 2014**

|   |                    |
|---|--------------------|
| Registration ECP Fall term .....              | September 8-19     |
| ECP Fall term at-home session begins .....    | October 13         |
| Deadline to drop/add or change to audit ..... | October 29         |
| Deadline to withdraw from a Fall course ..... | December 15        |
| ECP Fall term on-campus component .....       | January 5-10, 2015 |
| ECP Fall term at-home session ends .....      | January 24         |

### **Spring Session 2015**

|   |                     |
|---|---------------------|
| Registration ECP Spring 2015 term .....         | February 20-March 7 |
| ECP Spring term at-home session begins .....    | April 6             |
| Deadline to drop/add or change to audit .....   | April 22            |
| Deadline to withdraw from a Spring course ..... | May 27              |
| ECP Spring term on-campus component .....       | June 15-20          |
| ECP Spring term at-home session ends .....      | July 6              |

**CHARLOTTE CAMPUS 2014-2015**

**Fall Session 2014**

|                                    |                   |
|------------------------------------|-------------------|
| Registration .....                 | June 6-22         |
| New student Registration .....     | June 23-August 26 |
| Classes begin .....                | September 2       |
| Matching Grant due .....           | September 2       |
| Orientation .....                  | September 5       |
| Fall Convocation .....             | September 13      |
| Deadline to drop/add .....         | September 17      |
| Fall Recess .....                  | October 6-11      |
| Withdraw deadline .....            | October 25        |
| Day for Discernment .....          | November 15       |
| Thanksgiving Recess .....          | November 24-29    |
| Term ends after examinations ..... | December 6        |

**Spring Session 2015**

|                                    |               |
|------------------------------------|---------------|
| Registration .....                 | November 3-16 |
| Classes begin .....                | January 5     |
| Matching Grant due .....           | January 5     |
| Deadline to drop/add .....         | January 20    |
| Withdraw Deadline .....            | February 16   |
| Day for Discernment .....          | March 7       |
| Term ends after examinations ..... | March 28      |

**CHARLOTTE COMMENCEMENT 2015 ..... April 18**

**Summer Session 2015**

|                                    |                     |
|------------------------------------|---------------------|
| Registration .....                 | February 20-March 7 |
| Classes begin .....                | April 27            |
| Matching Grant due .....           | April 27            |
| Day for Discernment .....          | May 2               |
| Drop/add .....                     | May 12              |
| Day for Discernment .....          | June 6              |
| Withdraw deadline .....            | June 8              |
| Summer Recess .....                | June 29-July 4      |
| Term ends after examinations ..... | July 25             |

# The Mission of Union Presbyterian Seminary

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

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

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

## ACCREDITATION

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

Union Presbyterian Seminary is also accredited by the Commission on Accrediting of the Association of Theological Schools in the United States and Canada. The following degree programs are approved: M.Div., M.A.C.E., Th.M., and Ph.D. The following extension site is approved as specified: Charlotte, NC for the degrees of M.Div. and M.A.C.E. The Commission contact information is: The Commission on Accrediting of the Association of Theological Schools

in the United States and Canada, 10 Summit Park Drive, Pittsburgh, PA 15275, USA. Telephone: 412-788-6505; Fax: 412-788-6510; Website: [www.ats.edu](http://www.ats.edu)

Degree program(s) of study offered by Union Presbyterian Seminary 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 four 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. These two degrees may be earned concurrently through the Union Presbyterian Seminar dual degree program (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.upsem.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 Presbyterian 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 implemented new M.A.C.E. and M.Div. curricula. In addition, a revised set of requirements now guide newly matriculated students seeking to earn both degrees in the dual degree program. The descriptions given in this catalog for the 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 of the gospel for, and its faithful enactment in, their particular time and place.**

An educator as Practicing Theologian:

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

**B. Congregational Leader**

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

An educator as Congregational Leader:

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

**C. Community Witness**

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

An educator as Community Witness:

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

The course of studies leading to the M.A.C.E. degree is constructed in accordance with the standards of the Association of Theological Schools in the United States and Canada and the 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, 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 academic dean, candidates may take up to ten years to complete their degree. Students who do not successfully complete at least one ECP credit within a two-year time frame are withdrawn from the program. Some core courses may be offered only once in a five-year cycle.

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

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

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

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

Two ECP terms will be offered in 2014-2015: 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)  
Aspects of Human Growth and Development (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 3-12 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.

## 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 academic dean, 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, 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 arrange for proficiency exams in either or both Elementary Greek and Elementary Hebrew. The administrative fee for each exam is \$150. Successful completion of the exam(s) does not earn academic credit, but will allow the student to bypass these courses in the curriculum. A student who has completed at least one year of either or both languages (with grades of B or above) not more than two years before enrolling in Union Presbyterian Seminary may request that the proficiency exam(s) and required Greek or Hebrew courses be waived. The academic dean, after consulting with the chair of the biblical department, will act on the request. No academic credit at 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. Church in the World courses taken through Supervised Ministry do not count toward these totals.

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 conflicts at any time in meeting times with any other course.

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 appropriate dean 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. Students are encouraged to participate in these courses.

### **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 page 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 QEP advising process (required for graduation; earns no credit)**

**Total     90 credit hours**

**Additional Requirements for Graduation**

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

Students are expected to maintain high professional standards, personal integrity, and a certain quality of community life while at Union Presbyterian Seminary.

### **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 appropriate academic dean, 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)  
 Aspects of Human Growth and Development (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 3-12 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.

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

**Total     120 credit hours**

**Additional Requirements for Graduation**

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

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; Practical Theology; 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.

The Ph.D. program at Union Presbyterian Seminary will be under faculty review during the 2014-2015 academic year. No new applications for entry into the program in Fall 2015 will be accepted.

# 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.* The first 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.

Fall 2014, Richmond.

**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 2015, Richmond.

**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 2015, Charlotte.

**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 2014, Richmond.

**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 2015, Richmond.

### 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 2014, Richmond; Spring 2015, ECP.

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

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

Fall 2014, Richmond and Charlotte.

**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 2014, Richmond.

**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 2014, Richmond and Charlotte.

**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 2015, Richmond.

**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 2014, Richmond and Charlotte.

**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 2015, Richmond.

**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 2015, Richmond and Charlotte.

## **Biblical Studies (Elective Courses)**

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

Fall 2014, Richmond.

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

Fall 2014, Richmond.

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

May 2015, Richmond.

**BIB304 Genesis.** This course mixes exegesis of Hebrew and English pericopes in Genesis with attention to the theological themes of the book. Illustrations from the artistic tradition as well as interpretations by preachers and poets are considered.

Spring 2015, Charlotte.

**BIB307 Wisdom Literature of the Old Testament.** *Prerequisites: BIB211 and BIB311.* This course examines the various developments of wisdom literature in the Old Testament. Attention is given to wisdom's place in Israelite religion as well as its international roots in the ancient world, wisdom's feminine persona in Proverbs, wisdom in crisis in Qoheleth and Job, and wisdom's role in early Jewish writings and New Testament Christology. Both pertinent Hebrew passages and modern literary readings are chosen for discussion.

Fall 2014, Charlotte.

**BIB309 Revelation.** *Prerequisites: BIB221 & BIB321.* An exegetical study and cultural interpretation of the Apocalypse. The course will focus on the theological agenda, social location, and political motivations of the Book's first century concerns. First century concerns will become the starting place for investigating the use and meaning of the Apocalypse in contemporary twenty-first century church and culture.

Spring 2015, Richmond.

**BIB327 "Get Wisdom, Get Insight" (Prov. 4:5): Education by Proverb in Ancient and Modern Contexts.** *Prerequisites: BIB211 & BIB311.* This course explores the roles of human reason, divine revelation, and proverbial wisdom in the ancient Near East, the Old Testament, and the modern world. Special attention will be given to the nature and character of the God of Proverbs and to the contributions and constraints of the theology of Proverbs for those seeking "instruction in wise dealing, righteousness, justice, and equity" (Prov. 1:3).

Spring 2015, Richmond.

**BIB405 Archives of Eden: Primordial Visions and Political Consequences.** *Prerequisites: BIB211 & BIB311.* Primordial accounts typically locate the origin and structure of the world, good and evil, justice and judgment, and the role of God (gods) and human beings in a mythical past where inaugural truths irrevocably define human behavior in the present. They sacralize promises of blessing and prosperity in exchange for unconditional compliance. Genesis 1-11 has functioned in a similar way, especially within Judaism and Christian-

ity, and with political consequences—both ancient and modern—for addressing a variety of issues, e.g., sexuality, the value of human life, access to knowledge and resources, individual identity and community formation, and nation building. This course will examine the archives of Eden with special attention to their theological and political import for the community of faith.

Fall 2014, Richmond.

**BIB412/612 Old Testament Exegetical Seminar: The Book of Lamentations.** *Required of Ph.D. students in Bible; open to M.Div. and Th.M. students by permission of instructor. May be taken more than once for credit when topics vary.* Exegesis of a book, larger section, or theme in the Old Testament, with careful attention to methods of interpretation. Seminar presentations and papers. Focus in Fall 2014: Lamentations.

Fall 2014, Richmond.

**BIB410/641 Issues and Methods in Old Testament Theology.** Since its inception, modern Old Testament scholarship has raised the question if there is a single coherent theology underlying the diversity of traditions that have come together in the Old Testament canon. While several unifying themes have been suggested (the notion of covenant, God's law, or creation), most scholars today recognize the multiplicity of voices as the starting point to describe the theological discourse of the Old Testament. In this seminar, we will explore this discourse focusing on key theological issues such as the nearness and remoteness of God, God's love, the persistence of evil, life and death. This will include close readings of individual biblical texts as well as intertextual studies across the Torah, the Prophets, and the Writings.

Spring 2015, Richmond.

### **Christian Education (Required 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.

May 2015, Richmond.

**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 2014, Richmond and Charlotte.

**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 2015, Richmond and Charlotte.

**EDU263 Theory for Education in Religion.** *Prerequisites: One THE course & one EDU course.* This course is an investigation of the moral and religious dimensions of education as expressed in the family, church, school, and society. Selected educational theories and practices will be studied and the students will develop their personal theory of Christian education.

Fall 2014, ECP; Spring 2015, Richmond.

**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.

Summer 2015, Charlotte.

## Christian Education (Elective Courses)

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

Fall 2014, Charlotte.

**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, Charlotte.

**EDU176 Ministry with Children and their 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 2015, Charlotte.

**EDU189 Children's and Adolescent Literature.** 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, Charlotte

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

2014 Fall Richmond

**EDU192 Annual Recreation Workshop Conference.** Held in conjunction with The Annual Recreation Workshop at Montreat, NC, 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 2015, Richmond; Summer 2015, Charlotte.

**EDU220d Special Topics: Digital Culture and Spirituality.** Since social networking, gaming, and other online activities have become major pastimes among many age groups, contemporary experiences of Christian spirituality are significantly shaped by digital culture. This course explores the ways in which constructive theologies and practices of Christian identity, community, and education may evolve in relation to digital ideologies and experiences.

Spring 2015, Richmond.

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

Spring 2015, ECP.

## 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 2014, Richmond and Charlotte.

**HST201 History of Christianity II.** *Prerequisite: HST101.* The purposes of the course are to provide the student with basic knowledge of the history of Christianity since the time of the Reformation, to enable the student to develop skills in historical method and explanation, and to assess the past for the present work of ministry. The aim is also to stimulate a historical consciousness and an appreciation of the church as a historical community. The course provides a preparation for electives in this field and for continuing education in history. Emphasis is placed on American Christianity, the missionary movement, and the ecumenical movement.

Spring 2015, Richmond and Charlotte.

## 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 2015, Charlotte.

**HST135 Christian Encounter with World Religions.** There is little within contemporary discourse more contentious and theologically challenging than religious pluralism. Often fraught with prejudice and conflict, the encounter of people from different religious faiths also provides valuable opportunities for critical reflection, understanding, and respect. Given the reality of religious pluralism within both a global and local context, this course will allow students to critically reflect on key issues arising from the encounter of Christians with people of different faith traditions. Identifying central teachings of major world religions, including Islam, Hinduism, Buddhism, Sikhism and Judaism, we will examine the potential benefits and challenges of inter-religious encounter for Christian ministry in a local context.

Fall 2014, Charlotte (Church in the World Requirement: Interfaith Relations).

**HST216 Ascetics, Monastics, and Mystics.** *Prerequisite: HST101.* This course explores the lives of Christian men and women who chose to live a life withdrawn from daily society, forsaking their past, food, wealth, sex, family, and health. Beginning with the earliest renunciants, the class traces the various approaches imagined for living a lifestyle devoted to the divine. Students will read primary texts written by and about Christian ascetics, monastics, and mystics from the second to fourteenth centuries. Over the semester, students will examine the variety of ways that Christians sought to develop a more intimate relationship with God.

Spring 2015, Richmond.

**HST307 Survey of American Religious Experience from Colonial Times to the Present.** *Prerequisites: HST101 & HST201.* A survey of the American religious experience from colonial times to the present. Particular emphasis on the interaction of religion and American life. Primary and secondary sources consulted.

Fall 2014, Charlotte.

**HST308 Remembering the Holy: Pilgrimage Among Early Christians.** *Prerequisite: HST101.* Christianity emerged from a society fascinated with visiting the shrines of various deities and heroes. This class examines how early Christians adopted and adapted these cultural practices, focusing their sights on the burial sites of martyrs, the dwellings of holy men and women, and especially on the Holy Land. It also considers how these ancient travelers remembered and conveyed their experiences to their Christian brethren. Students spend the semester exploring ancient texts and material culture from the third to ninth centuries alongside modern theorizations of memory and space.

Spring 2015, Richmond.

### 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 2014, Charlotte; Spring 2015, Richmond.

**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 2014, Richmond; Spring 2015, Charlotte.

### Practical Theology (Elective Courses)

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

Fall 2014, Richmond (Church in the World Requirement: Evangelism).

**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, Richmond.

**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.

Spring 2014, Richmond; Summer 2015, Charlotte hybrid.

**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 2015, Richmond.

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

January 2015, Richmond.

**PRA129 Minister as Spiritual Guide.** This course is designed to prepare prospective church leaders to engage in the spiritual development of themselves, individual church members, and their congregations. Special emphasis will be placed on Reformed piety and contemporary spiritual disciplines.

Fall 2014, Richmond.

**PRA133 Musical Resources in Pastoral Care.** This course will provide students with basic fundamentals for understanding various styles of music—both sacred and secular—and examine how music may assist ministers in providing pastoral care. Resources from the fields of music therapy, psychology and pastoral theology will guide the study of hymn texts and tunes, songs from the popular culture as well as instrumental music. Each student will develop a “play list” for addressing pastoral care concerns including ministry with adolescents in crisis, bereavement, and mental illness.

January 2015, Richmond.

**PRA137 Reading Church and Cultural Contexts.** This course will draw upon material from the fields of congregational studies and sociology and equip students to analyze, assess, and understand dynamics of church life and the diverse contexts in which congregations engage in ministry. With this understanding, students will be able to articulate the implications of congregational identity for practices of leadership in its contextual setting.

Fall 2014, Richmond (Church in the World Requirement: Community Engagement).

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

January 2015, Richmond.

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

Spring 2015, Richmond.

**PRA223 The Hopeful Witness of Evangelism.** *Prerequisites: BIB 221 & THE 101.* This course will explore biblical and theological dimensions of evangelism, the dynamic interplay of evangelism and diverse cultural contexts, and historic, contemporary, and emerging evangelistic practices. By the end of this course, students will be able to articulate a biblical and theological basis for evangelism, express their personal faith in relation to the evangelistic ministries of the church, and design a strategic action plan for an evangelism initiative in a congregational setting or faith-based organization.

January 2015, Richmond (Church in the World Requirement: Evangelism).

**PRA302 Pastoral Care with Couples and Families.** *Prerequisite: PRA102.* How does our theological perspective on human relationships influence our pastoral responses to couples and families in crisis? What do we mean when we say a family is dysfunctional? What, then, is a “healthy” family? Are there elements of our theological views which serve to further alienate those individuals who do not live in traditional nuclear families?

This course will provide students with an opportunity to reflect on these questions (and others that they bring to the course) as they study various authors and approaches within the family systems theory literature (e.g., Boyd-Franklin, Friedman, McGoldrick, and Minuchin). Each student will be required to complete a detailed family genogram in order to gain a better self-understanding and competence with this assessment tool. Video tapes of seasoned therapists in live sessions as well as role playing in small groups will provide students with an opportunity to improve their care-giving and counseling skills. In addition, the course will consist of readings, lectures and discussions. A final paper will be required.

Fall 2014, Richmond.

### 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 2014, Richmond and Charlotte.

**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.

Fall 2014, Charlotte; Spring 2015, Richmond.

**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.

Fall 2014, ECP; Spring 2015, Richmond and Charlotte.

### Theology and Ethics (Elective Courses)

**THE115/615 Social Ethics and Contemporary Thought.** This course is an integrative study of theology, ethics and literature. The objective is to examine multiracial literary traditions in order to understand how they function as continuing resources for constructive ethics. Fiction, memoirs, autobiographies, and essays will be interfaced with a survey of theological doctrines.

Fall 2014, Richmond.

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

May 2015, Richmond.

**THE207 Theology of John Calvin.** *Prerequisite: THE101.* The purpose of this course is to help students understand the main themes of Calvin's theology. To that end we will engage in a close reading and discussion of the 1559 edition of the Institutes. Classes will include some lectures, but will primarily be discussion. A series of short papers will be required.

Spring 2015, Charlotte.

**THE266/626 Theology and Culture.** *Prerequisites: THE101 or THE102 or THE201.* This course will explore the intellectual bridge between the basic elements of theological ethics and the prevailing social conventions operative in a variety of Christian contexts. Course materials will include critical analysis of the ritual activities

that determine the way we see and do things, as well as exercises in constructing arguments from actual cases relative to ideas, habits, beliefs, values, customs, attitudes, and moral reasoning transmitted from generation to generation.

Fall 2014, Richmond.

**THE305/635 Theology of Karl Barth.** *Prerequisite: THE101 and THE201.* This course will attempt to trace the development of the 20th century's most important theologian by reading a selection of his works, including The Epistle to the Romans, lectures from The Word of God and the Word of Man, selections from the Church Dogmatics, and later essays. Special attention will be given to his letters, sermons, and occasional writings (e.g., on Mozart). Students will be expected to write a research paper on an assigned topic.

Spring 2015, Richmond.

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

**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 2014, Richmond; Spring 2015, Richmond.

**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.

Fall 2014, Richmond; Spring 2015, Richmond.

**INT113 Recovering from Racism: A Biblical and Theological 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, Charlotte.

**INT114 Holocaust Remembrance Today: Trauma, Ethics, and Memory.** This course explores the evolution of Holocaust remembrance in the United States and the role of traumatic memory in the religious, ethical, and cultural texture of our country. We will examine the devices-film, literature, testimony, and memorial museums-and the key scholarly texts that inform our collective memory of the Holocaust. In addition, the course will help students consider how their own theological perspectives inform their understanding of remembrance.

Spring 2015, Richmond (Church in the World Requirement: Interfaith Relations).

**INT210 Preacher/Presider as Theologian.** *Prerequisite: PRA 103 and THE 101 or permission of the instructors.* This course considers the ways that theology and the practice of worship leadership mutually enrich one another. It examines particular theological loci (creation and incarnation in 2015?) and explores the ways that they inform and shape the acts of preaching and presiding. Course readings will offer resources in the development and construction of theological arguments around these topics. Students will gain experience in worship leadership, attending closely to how liturgical acts can best express theological commitments. At the same time, students will consider how theology is informed by the embodied claims made when the congregation is gathered by God around text, song, font, and table.

January 2015, Richmond.

**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.  
Spring 2015, Charlotte.

**INT325 Preaching from the Prophets.** *Prerequisites: BIB211, BIB311, and PRA103.* This course will provide 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 this country and around the world.

Spring 2015, Charlotte (Church in the World Requirement: Community Engagement).

**INT326/626 The Holy Spirit in Bible and Theology.** *Prerequisites: one core course in biblical interpretation (BIB211, BIB221, BIB311, or BIB321), and one core course in theology (THE 101 or THE201).* According to the book of Acts, Paul asked believers in Ephesus, "Did you receive the Holy Spirit when you became believers?" Their response: "No, we have not even heard that there is a Holy Spirit" (Acts 19:2). Many Christians to this day continue to wonder about the identity, activities, and effects of this most elusive member of the divine Trinity. In this seminar, we will examine key biblical passages that speak about the Holy Spirit or Paraclete, as well as the Spirit of the Lord in the Old Testament. We will read classical and more contemporary biblical exegesis of these passages and also consider a range of theological views on the doctrine of the Holy Spirit. Our goal will be for each seminar member to develop a vibrant pneumatology that is biblically grounded, informed by tradition, and communicable in today's world. Requirements will include reading, active participation in class, and three short papers.

January 2015, Richmond.

**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. *Required for all Ph.D. students in the first two years of the program.*

Fall 2014, Richmond.

**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. *Required for all Ph.D. students in the first two years of the program.*

Spring 2015, Richmond.

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

### **INT042 India Travel Seminar.**

January 2015, Richmond (Church in the World Requirement: Interfaith Relations).

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

May 2015, Richmond (Church in the World Requirement: Community Engagement).

## 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.*

## **Intercultural Courses**

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

### **Eligibility to Participate**

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

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

### **Registration Procedures**

Students should be careful to observe the published deadlines to register set by faculty leaders of these courses. The academic dean, in consultation with the instructor(s) of the course, determines selection procedures for travel courses. Instructors will notify the registrar and students of the results of their deliberations.

### **Financial Considerations**

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

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

### **Withdrawals**

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

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

### **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 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. 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.

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)

**BIB006 Greek I and II (M.Div.).** See course description on p. 3-1.  
Summer 2014; April and May 2016.

**BIB003 Hebrew I and II (M.Div.).** See course description on p. 3-1.  
Summer 2015.

### Biblical Studies (Required Courses)

**BIB160 Old Testament I (M.A.C.E.).** See course description on p. 3-1.  
Fall 2015.

**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 2015.

**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 2016.

**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 2016.

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

### Biblical Studies (Elective Courses)

**BIB167 Images of Jesus.** This course explores a variety of artistic interpretations of Jesus of Nazareth—from early Christian mosaics, to the classical period of painting, sculpture, and music, to contemporary film. Students will analyze theological motifs, educational possibilities, and aesthetic dimensions of works presented in class.  
Summer 2014.

**BIB304 Genesis.** See course description on p. 3-3.  
Spring 2015.

**BIB307 Wisdom Literature.** See course description on p. 3-3.  
Fall 2014.

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

**EDU166 The Christian Life.** See course description on p. 3-4.  
Fall 2014, 2015.

**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, 2016.

**EDU186 The Teaching Ministry of the Church.** (also required for M.Div.) See course description on p. 3-4.  
Spring 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; April and May 2016..

**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; May 2016.

**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 2016.

**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 2015.

**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. 3-5.

Summer 2014, 2015; April 2016.

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

**HST101 History of Christianity I (M.Div.).** See course description on p. 3-6.

Fall 2014, 2015.

**HST201 History of Christianity II (M.Div.).** See course description on p. 3-6.

Spring 2016.

### **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; (pending department approval Summer 2015).

**HST135 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 2014, 2015.

**HST307 Survey of American Religious Experience from Colonial Times to the Present.**

See course description on p. 3-6.

Fall 2014.

### **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 2014, 2015.

**PRA103 Introduction to Preaching and Worship (M.Div.).** See course description on p. 3-7.

Spring 2015, 2016.

**Practical Theology (Elective Courses)**

**PRA112 Presbyterian Polity.** See course description on p. 3-7.  
Summer 2014; Summer 2015, Hybrid; April 2016, Hybrid.

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

**THE101 Theology I.** See course description on p. 3-9.  
Fall 2014, 2015.

**THE102 Introduction to Christian Ethics.** See course description on p. 3-9.  
Fall 2014, 2015.

**THE201 Theology II.** See course description on p. 3-9.  
Spring 2015, 2016 .

**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. 3-10.  
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.

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

Fall 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 which are coordinated insofar as possible 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 both degrees.

Credits to be earned through study at another school (other than an RTC school), after a student has enrolled at Union Presbyterian Seminary, require prior approval before they are begun. Richmond and ECP students are to contact the Richmond 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, 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 weekly for each three credit hour course. The maximum number of credit hours that may be earned in a nine-month academic year is 31.5; the maximum number of credit hours that may be earned in a summer is six. By definition, students on the Charlotte campus, or in the Extended Campus Program, are considered part-time.

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

A student's academic requirements in terms of the number of courses and the specific courses are determined by the Academic Catalog at the time she or he begins degree studies at UPSem. Other administrative matters such as fees, tuition, full-time enrollment status, etc. change in accordance with any modifications made in each catalog year. To maintain full-time status, degree-seeking students on the Richmond campus must take one of the following of types of course loads so that they complete a minimum of 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 who will be available during regular office hours or by appointment. The faculty advisor and the registrar work with students to help plan a course of study that meets the requirements of the student's degree program and is well suited to the vocational direction, personal interests, previous professional and academic experience, and current strengths and weaknesses of each student insofar as institutional resources and mission statement make possible. Together with the faculty advisor and the registrar, students register each term for courses appropriately distributed among and within the various fields of study offered at Union Presbyterian Seminary. Students are responsible for verifying with the registrar that degree requirements are met on a timeline that facilitates completion of their degree within institutional time limits.

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

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

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

## PORTFOLIO-BASED ASSESSMENT PROCESS

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

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

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

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

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

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

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

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

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

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

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

## QEP ASSESSMENT PROCESS

In preparation for re-accreditation in 2012, the faculty developed a Quality Enhancement Plan (QEP) focused on student advising. The QEP proposed a revised system of advising that would go into effect for new M.Div. and dual degree 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*): in advance of the spring advising meeting, the student will evaluate the admissions essay on Luke 4:16-19 he or she submitted when applying to the M.Div. or dual degree program, using a rubric for the assessment of integrative learning. The completed rubric is to be sent to the appropriate dean's office for posting to Blackboard not later than March 16. The faculty advisor will already have evaluated this essay using the same tool. The dean's office in Richmond or Charlotte will supply copies of the admissions essay and the rubric to students and their advisors, as needed. The spring meeting this year is an opportunity to reflect together on ways in which the student's coursework and seminary experience in the first year of the program may be broadening, challenging, and supporting the student's ability to approach particular theological questions.
2. **Year Two** (*for part-time students, after 54 credit hours have been earned*): in advance of the spring advising meeting, but not later than March 16, the student will submit to the appropriate academic dean's office for posting to Blackboard an integrative essay (ordinarily, at least 1500 words) prepared for one of the Church in the World courses or another course the student has taken. If a student does not have such an essay in hand already, he or she can write a new essay that focuses on theological integration

across coursework, church, and life experience. At this session, advisors will discuss the essay, paying special attention to ways in which it addresses the three curricular/ministerial roles. A primary aim of this conversation is to note ways that vertical integration is taking shape through the student's classes, church involvements, and life experience.

3. **Year Three** (*for part-time students, after 81 credit hours have been earned*): in advance of the spring advising meeting, the student will submit to the appropriate academic dean's office for posting on Blackboard not later than March 16 an integrative essay written in the context of a supervised ministry 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.) Except for the Union Presbyterian Seminary dual degree program, students may not be enrolled in two or more degree programs at this institution at the same time.

### Final Transcript Policy

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

Students for whom UPSem does not have, within 60 days of initial matriculation, official transcripts showing completion and awarding of previous degrees will be notified and given 30 additional days to comply. If they do not comply, they will be placed on registration hold. They will not be allowed to register for further course work and will be placed on Not-In-Good-Standing status until UPSem receives the needed, official transcripts. The registrar will also at this point notify the chair of the faculty Academic Program Committee for possible further actions, which actions may include dismissal from the seminary.

It is the student's responsibility to arrange for delivery of official transcripts to UPSem.

### **Late Fees**

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

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

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

### **Drop, Add, Withdraw**

The academic calendar is the official source for all institutional deadlines. For 2014-2015 academic deadlines, please see the academic calendar on the @UPSem web page [http://www.upsem.edu/academics/registrar/reg\\_landing](http://www.upsem.edu/academics/registrar/reg_landing). Students should consider regulations concerning their eligibility for Union Presbyterian Seminary housing, health insurance, visa status, and all forms of financial aid before and when they drop or make any enrollment change.

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

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

### **Cross-Registration**

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

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

- 1) Students at Union Presbyterian Seminary must take all core courses at Union Presbyterian Seminary.
- 2) If limited enrollment courses are filled by students at the school offering the course, students from the other two schools will not be admitted.

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

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

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

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

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

mond academic dean. Union Presbyterian Seminary students enrolled in courses at consortium schools or VCU will receive the host school's grades on their Union Presbyterian Seminary transcripts.

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

### **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 \$200.

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

## **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 internet is now a particularly rich source of instruction in standard English usage and should be consulted.

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

## **GRADES**

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

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

**INCOMPLETE.** An interim grade of "incomplete" will be assessed for unsubmitted grades. 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 registrar. 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. Requests for extensions must be received in writing before the end of the term or semester in which the course is offered. Richmond students request extensions from the registrar. 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.

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

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

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

## APPEAL OF GRADES

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

Students appealing any failing grade in a course needed to complete graduation requirements will not be graduated if the appeal is ongoing at the time of commencement. Should the appeal overturn the original grade and

qualify the student for graduation, the student will be certified as graduated from the time of the most recent commencement, and may participate at the next scheduled commencement.

## **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 appropriate academic dean to discuss areas of concern and options for improvement. Academic warning is removed when the student's GPA reaches 2.3 or higher.

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

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

## ASSESSMENT OF ACADEMIC PROGRESS

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

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

### Ph.D. Students

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

## FEDERAL SATISFACTORY ACADEMIC PROGRESS 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.

## **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.

## **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 academic dean of Union Presbyterian Seminary, Richmond campus or the academic 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.

## **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 [UPSem Policy and Procedure Booklet](#).

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.

## **IMPLEMENTATION**

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

## 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.

### 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 \$250 per year. Part-time students, including doctoral level students after the first two years in residence, will be charged \$90 per year. ECP students will be charged \$15 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.

**FINANCIAL RESPONSIBILITY**

Students are expected to maintain good financial standing with the seminary, as determined by the Union Presbyterian Seminary Business Office. Students must settle all financial obligations to Union Presbyterian Seminary before they may receive their diplomas, have transcripts provided, or be designated as having graduated. Students who fail to settle their financial obligations before graduation will be notified by 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.

**PAYMENT POLICIES**

Tuition and fee payments are due in the Business Office the day after drop/add. If a student is not able to make payment by that date, s/he is responsible for making satisfactory payment arrangements with the Business Office within 10 days of the start of a term. The student is responsible for making prompt payment of any amount due. Charges for housing and other school fees are also billed to the student account. If payment is not complete within 60 days of any amounts billed, the student will be placed on Financial Hold. A student on Financial Hold will not be permitted to register for classes, receive grades, request transcripts, or graduate unless all charges have been paid. A student on Financial Hold for greater than 90 days may be dismissed from the program and Seminary employment, if applicable.

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

## 6. Admission

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Union Presbyterian Seminary invites prospective students to apply for admission to four degree programs: Master of Divinity (M.Div.), Master of Arts in Christian Education (M.A.C.E.), M.Div./M.A.C.E. dual degree program, and Master of Theology (Th.M.). Applications for admission to these degree programs are available on our website at [www.upsem.edu/Admissions](http://www.upsem.edu/Admissions). For 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.

### ADMISSION CRITERIA

#### Basic Degree Programs

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 academic deans of the respective campuses. 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.

## **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**

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 additional 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 does not have sufficient funds to pay for all the expenses of international students, or to provide assistance to their families. Therefore, the 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 equal to 60% of the cost of attendance less any scholarship 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.

### **Language and Cultural Immersion Program**

All international students are required to attend a three-week Language and Cultural Immersion program on the Richmond campus in August immediately preceding matriculation. The focus of the program covers the knowledge and skills that students with English as a second language or who are new to the seminary culture will need to flourish in Union Presbyterian Seminary's academic programs. The curriculum will include a variety of tasks and activities — communicative and interactive, grammatical and cultural — with a strong emphasis on written work. For questions 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.

## **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, or by visiting our website at [www.upsem.edu/admissions](http://www.upsem.edu/admissions).

### **Degree Seeking Admissions**

Applicants to all degree programs are encouraged to submit the application for admissions using the electronic application found on our website. For a list of required items and deadlines, see pages 6-7 for basic degrees and 6-9 for advanced degrees.

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 director of graduate studies. No aspect of admission deliberations is communicated.

All degree-seeking applicants, except those seeking a Th.M., 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.

### **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.

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 is admitted for non-degree studies for a maximum of one academic year, which, with permission of the appropriate dean, may be extended for a second, concurrent academic year;

- c. 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;
- d. 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;
- e. 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 (U.S.A) in which case the student is limited to the number of hours required to complete certification;
- f. 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;
- g. The academic dean serves as faculty advisor to all limited enrollment students on their respective campuses;
- 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.

### **Conditional Enrollment**

Most degree-seeking students will be admitted without condition. However, the seminary reserves the right to admit a degree-seeking student conditionally. Applicants who do not have a baccalaureate degree from an accredited institution will only be considered for admission on a conditional basis. The seminary may stipulate conditions, including specific courses and grade minimums, that must be met for the student to continue in her or his degree program. These will be communicated by the Admissions committee in the student's acceptance letter and monitored by the appropriate dean's office.

- Richmond students admitted conditionally pursuing the M.Div. degree program may take up to 12 credit hours during a period of no more than three terms. All courses must be selected, with assistance from their advisor, from the core curriculum and include a biblical language. A minimum grade of B must be achieved in all courses.
- Richmond students admitted conditionally pursuing the M.A.C.E. degree program may take up to 12 credit hours during a period of no more than three terms. All courses must be selected, with assistance from their advisor, from the core curriculum. A minimum grade of B must be achieved in all courses.
- Charlotte students must complete 18 credit hours from the core curriculum. For M.Div. students, one of those courses must be a biblical language. A minimum grade of B must be achieved in all courses.
- ECP students must complete 12 credit hours from the core curriculum. Due to the scheduling of ECP coursework, there is no term limit on the time it may take to complete those 12 credit hours. A minimum grade of B must be achieved in all courses.

Based on the work completed in the courses taken during a student's conditional period, the Admissions Committee will, upon petition by the student, make a determination for or against the student's continuation in enrollment. Special attention will be paid to deadlines to ensure decisions are made before the close of the next registration period. A decision to continue enrollment will result in the transfer of hours and grades to the degree program in which the student was admitted. Failure to meet the conditions ends all rights and services that appertained during the conditional period. Students in this situation may reapply for admission after two academic years.

Students admitted on a conditional basis may (1) enroll in courses up to the limits set above; (2) enroll for the terms/years noted on their enrollment letters; and (3) apply for need-based, institutional financial aid or Matching Grants. Students admitted on a conditional basis are not eligible for: (1) merit financial aid; (2) student offices and awards; or (3) election or appointment as a student representative to faculty committees. Additionally,

students who are conditional admits because they do not possess a bachelor's degree may not receive federal student loans during the conditional period.

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.

## CAMPUS VISITS

Union Presbyterian Seminary strongly recommends that all prospective students visit the campus as part of the application process. 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. You may also register online at [www.upsem.edu/admissions/visit\\_us](http://www.upsem.edu/admissions/visit_us).

## 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.  | B.A./B.S.             | B.A./B.S.       | B.A./B.S.        |
| Application Fee (\$65 non-refundable) | Yes        | Yes                   | Yes             | Yes <sup>2</sup> |
| References                            | Three      | Three                 | Three           | Two              |
| Essays (800 words max.)               | Two        | Two                   | Two             | One              |
| Official Transcripts                  | Yes        | Yes                   | Yes             | Yes              |
| Letter of Acknowledgment              | Only Int'l | Yes                   | Yes             | No               |
| Background Check <sup>3</sup>         | Yes        | Yes                   | Yes             | Yes              |
| Interview <sup>4</sup>                | Yes        | Yes                   | Yes             | No               |
| Application deadlines:                |            |                       |                 |                  |
| for RICH Summer Term                  | n/a        | March 15              | March 15        | March 15         |
| for RICH Fall Term                    | March 15   | March 15 <sup>5</sup> | March 15        | August 15        |
| for ECP Fall Term                     | Sept. 1    | n/a                   | n/a             | Sept. 1          |
| for CLT Fall Term                     | July 1     | July 1                | July 1          | August 15        |
| for ECP Spring Term                   | Mar. 1     | n/a                   | n/a             | Mar. 1           |

**International Students**

|                                       |                                    |                                    |                                    |     |
|---------------------------------------|------------------------------------|------------------------------------|------------------------------------|-----|
| Eligible to apply                     | Yes                                | Yes                                | Yes                                | No  |
| Endorsement                           | Yes <sup>6</sup>                   | No                                 | No                                 | n/a |
| iBT TOEFL                             | A minimum score of 20 on each test | A minimum score of 20 on each test | A minimum score of 20 on each test | n/a |
| Certification of Funding              | Yes                                | Yes                                | Yes                                | n/a |
| Application Deadline to enter in Fall | Jan. 1                             | Jan. 1                             | Jan. 1                             | n/a |

LE – Limited Enrollment    B.A./B.S. – Bachelor’s degree    n/a – not applicable

**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. See p. 6-2.
2. The application fee for non-degree seeking, limited enrollment students is \$30.
3. 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/).

4. 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.
5. After March 15, the faculty admissions committee considers applications for the Richmond campus only on a space-available basis.
6. International M.A.C.E. applicants must provide a letter from a denominational official endorsing their proposed study in the U.S.

**REQUIREMENTS FOR APPLICATION: MASTER OF THEOLOGY**

|                                       | Th.M.                            |
|---------------------------------------|----------------------------------|
| Prerequisites - Education             | M.Div. or M.A.C.E.               |
| Application Fee (\$65 non-refundable) | Yes                              |
| References <sup>1</sup>               | Three                            |
| Official Transcripts                  | Yes                              |
| Purpose Statement <sup>2</sup>        | Yes                              |
| Background Check                      | Yes                              |
| Application Deadline                  | March 15                         |
| <b>International Students</b>         |                                  |
| Eligible to apply                     | Yes                              |
| iBT TOEFL                             | A minimum score of 20<br>on each |
| Certification of Finances             | Yes                              |
| Application Deadline to enter in Fall | January 1                        |

**Notes:**

1. Three *academic* references.
2. In no more than 1200 words, submit a clear statement of the applicant's primary goals, and a specific proposed area, topic, or project for advanced study or research in the Th.M. program.

# 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.

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.

While Union Presbyterian seeks to help students meet the expenses of attendance, the ultimate responsibility for these costs rests with the student. 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 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 PC(USA) 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**

Th.M. students may receive grants of up to 100% of tuition for one year of study. No additional application is required.

### **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.

**AID ELIGIBILITY BY DEGREE PROGRAM**

|   | <b>Basic Degrees</b>     |                          |                          | <b>Advanced Degree</b>              |
|---|--------------------------|--------------------------|--------------------------|-------------------------------------|
|   | M.A.C.E.                 | M.Div./<br>M.A.C.E.      | M.Div.                   | Ph.D.                               |
| <b>Merit Scholarships</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                        | 4                        | 3                        | 2                                   |
| <b>Promise for Parish Ministry Scholarships</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                        | 4                        | 3                        | N/A                                 |
| <b>Need-Based Aid</b>                           |                          |                          |                          |                                     |
| Maximum Award                                   |                          |                          |                          |                                     |
| Presbyterian                                    | Up to 100%<br>of tuition | Up to 100%<br>of tuition | Up to 100%<br>of tuition | N/A                                 |
| Non-Presbyterian                                | Up to 75%<br>of tuition  | Up to 75%<br>of tuition  | Up to 75%<br>of tuition  | N/A                                 |
| Maximum Eligibility in Years                    | 2                        | 4 <sup>a</sup>           | 3 <sup>a</sup>           | N/A                                 |
| <b>Federal Stafford Loans</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                  | No more than<br>7 consecutive years |

**Notes:**

- <sup>a</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.

*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, Stafford loan, 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. Deadlines to submit funds and application for the 2014-2015 academic year are: Fall Term, September 2, 2014; Spring Term, January 5, 2015; Summer Term, April 27, 2015.

### 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.

### 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.

# Information Directory

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## **Union Presbyterian Seminary**

3401 Brook Road  
Richmond, VA 23227  
(804) 355-0671  
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