



UNION
PRESBYTERIAN
SEMINARY

**Student Handbook
2012-2013**



The Mission Statement of Union Presbyterian Seminary

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

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

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

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

Through its committees, deans, and program directors, the Union Presbyterian Seminary faculty reserves the right to interpret and the right to make exceptions to the policies and practices described in the Student Handbook.

Common Abbreviations & Terms

AAMC—Asian American Ministry Center
APCE — Association of Presbyterian Church Educators
APRRE — Association of Professors and Researchers in Religious Education
ATS — Association of Theological Schools in the United States and Canada
ASAP — As soon as possible
AV — Audiovisual
Belk Center — Mail room and student center in Richmond Hall
BTSR — Baptist Theological Seminary at Richmond
CARITAS — Congregations Around Richmond Involved to Assure Shelter (to aid the homeless)
CIF — Church Information Form, Presbyterian Church (U.S.A.)
COA — Center on Aging
COL — Communities of Learning
COTE — Committee on Theological Education, Presbyterian Church (U.S.A.)
CPE — Clinical Pastoral Education
CPM — Committee on Preparation for Ministry, Presbyterian Church (U.S.A.)
D4D — Days for Discernment
ECP — Extended Campus Program
ESL — English as a Second Language
ESP — Executive Staff of the President
FAC — Faculty Advisory Committee
FBL — Field-based Learning
FYI — For Your Information
GA — General Assembly, Presbyterian Church (U.S.A.)
GSA — Graduate Students Association
GRE — Graduate Record Exam
IRT— Institute for Reformed Theology
LCI— Language and Culture Immersion
LE — Limited Enrollment
LI — Leadership Institute (formerly Center for Ministry and Leadership Development)
LOA — Leave of Absence
M.A.C.E. — Master of Arts in Christian Education
M.A.T.S. — Master of Arts (Theological Studies)
M.Div./M.A.C.E. — Master of Arts in Christian Education/Master of Divinity (dual degree)
MCV — Medical College of Virginia
M.Div. — Master of Divinity
N/A — Not applicable
OFINE — Office of Institutional Effectiveness

Ords — Ordination Exams, Presbyterian Church (U.S.A.)
Ph.D. — Doctor of Philosophy
P.O. (Box) — Post Office (Box)
PC(USA) — Presbyterian Church (U.S.A.)
PIF — Personal Information Form —Presbyterian Church (U.S.A.)
PSCE — Presbyterian School of Christian Education (pre-federation, 1997)
RCO — Recognized Campus Organizations
RSGA — Richmond Student Government Assembly
RTC — Richmond Theological Consortium
SACS — Southern Association of Colleges and Schools
SAR — Student Aid Report
SIM (S-I-M) — Student in Ministry
SLO — Student Life Office
SMVPO — Supervised Ministry and Vocational Planning Office
STVU — School of Theology, Virginia Union University
Th.M. — Master of Theology
TOEFL — Test of English as a Foreign Language
TSAD — Theological School Advisory Delegate—Presbyterian Church (U.S.A.)
Union-PSCE — Union Theological Seminary and Presbyterian School of Christian Education (*name before July 2010*)
UPSem—Union Presbyterian Seminary
UTS — Union Theological Seminary in Virginia (pre-federation, 1997)
VCU—Virginia Commonwealth University
WCC — World Council of Churches

Directory of Services

This is a directory of information resources provided for Union Presbyterian Seminary students. For a complete listing of Union Presbyterian Seminary staff and services, consult the current academic catalog found online at www.upsem.edu.

Directory key: Name of service, office providing service, building and room number, contact person/direct telephone number. Area code 804 unless otherwise indicated.

ACCOUNTS, STUDENT

Controller and Student Housing Coordinator, Watts Hall 112, Sharon Payne/278-4235
Student Account Assistant, Watts Hall 112, Beth Huffman/278-4213

ADMISSIONS

Admissions Director, Watts Hall 101, Kate Boswell/278-4222
Admissions Counselor for Charlotte Campus, Lisa McLennan/704-337-2450
Admissions Specialist, Watts Hall, Amanda Montague/278-4339
Materials (applications, viewbook, brochures, mailing)
Administrative Assistant, Watts Hall, Tanya Wineland/278-4221
Campus visits and Days for Discernment

ALUMNI/AE ACTIVITIES

Alumni/ae Development, Seminary Relations Center, Lynn McClintock/278-4382

ASIAN AMERICAN MINISTRY CENTER

Director, Watts Hall 401, Sung Hee Chang/278-4319

BOOKSTORE

Cokesbury campus bookstore, Belk Center, Anne McGinnis/353-6815

CALENDAR (CAMPUS EVENTS)

Student Life, Watts 107, Mimi Siff/278-4204

CAR (PARKING STICKERS)

Student Life Office, Watts 107, Mimi Siff/278-4204

CHARLOTTE CAMPUS

See directory, [page 11](#).

CHILD CARE

Director of Student Services, Watts 107, Mimi Siff/278-4204

COMMUNITIES OF LEARNING

Program Director, Early Center, Sandy Irby/278-4272

COMMUNITY EVENTS CALENDAR, COORDINATION

Director of Student Services, Watts 107, Mimi Siff/278-4204

COMPUTER SERVICES

Campus Computer Support Help Desk, 278-4266, 8:30 a.m. to 5 p.m., Monday–Friday

Director of Technology Services, Media & Technology Center (1010 Westwood Ave.), John Wilson/278-4330
Database and Network Administrator, Margaret Heinrich/278-4210

Media Services

Media and Technology Center (1010 Westwood Ave.)
Technology Coordinator (equipment loan, event setups), Lou McKinney/278-4322
Technology Operations Specialist, Solita Green/278-4270

CONTINUING EDUCATION (SEE LEADERSHIP INSTITUTE)

COPYING

Director of Central Services, Richmond Hall, Bob Hooley/278-4295

COUNSELING

Personal/Professional Referral

Chaplain and Dean of Students, Watts 100, Edna Banes/278-4232

DIRECTED STUDIES, FORMS

Registrar, Watts Hall 307, Stan Hargraves/278-4379

Assistant to the Registrar, Carolyn Day Pruett/278-4233

DISABILITIES (PHYSICAL)

Chaplain and Dean of Students, Watts Hall 100, Edna Banes/278-4232

DOCTORAL FIELD EXAMS

Associate Dean for Academic Programs, Watts Hall 106, Carson Brisson/278-4340

EMPLOYMENT OPPORTUNITIES

International students

Executive Assistant to Dean of Union Presbyterian Seminary (Richmond), Watts 104, April Swofford/278-4231

Student employment on campus

Director of Enrollment Management, Watts Hall 103, Michelle Walker/278-4252

E-MAIL

Director of Technology Services, Media & Technology Center (1010 Westwood Ave.), John Wilson/278-4330

EXTENSIONS

M.A.C.E.—Associate Dean for Academic Programs, Watts Hall 106, Carson Brisson/278-4340 or Dean of Union Presbyterian Seminary, Charlotte Campus

M.A.T.S.—Associate Dean for Academic Programs, Watts Hall 106, Carson Brisson/278-4340

M.Div.—Associate Dean for Academic Programs, Watts Hall 106, Carson Brisson/278-4340 or Dean of Union Presbyterian Seminary, Charlotte Campus

Th.M./Ph.D.—Associate Dean of Academic Programs, Watts Hall 106, Carson Brisson/278-4340

FEES, STUDENT

Student Accounts and Student Housing Manager, Watts Hall 110, Sharon Payne/278-4235

FIELD EDUCATION

Master of Divinity and Master of Arts in Christian Education

Professor of Supervised Ministry and Vocational Planning and Director, Richmond Hall, Susan Fox/278-4237

Associate Director, Supervised Ministry and Vocational Planning, Richmond Hall, Dorothee Tripodi/278-4220

FINANCIAL AID

Director of Financial Aid, Watts Hall 103, Michelle Walker/278-4252

FOCUS (SEE PUBLICATIONS)

HOUSING, FACULTY AND STUDENT

Student Housing Coordinator, Watts Hall 112, Sharon Payne/278-4235

Maintenance and Repairs, Physical Plant, Administrative Assistant, Carol Sutton-Abair/278-4218

Subintendant/278-4281; beeper/342-4591

INTERNATIONAL STUDENTS

Dean of Students, Watts 100, Edna Banes/278-4232

Director of Student Services, Watts 107, Mimi Siff/278-4223

Visas

Executive Assistant to the Dean of Union Presbyterian Seminary, Richmond Campus, Watts 104, April Swofford/
278-4231

INTERPRETATION (SEE PUBLICATIONS)

INSTITUTIONAL EFFECTIVENESS

Director, William Smith Morton Library, Joe Coalter/278-4311

INSTITUTE FOR REFORMED THEOLOGY

Leadership Institute Dean, Paisley Hall, Ken McFayden/278-4300

INSURANCE

Student

Director of Enrollment Management, Watts 103, Michelle Walker/278-4252

Employee

Human Resources Assistant, Watts Hall 112, Sara Mackey/278-4202

LEADERSHIP INSTITUTE

Dean of the Leadership Institute, Paisley Hall, Ken McFayden/278-4300

Program Director, Paisley Hall, Marilyn Johns/278-4383

Program Coordinator, Paisley Hall, Sheila Mullenax/278-4301

LEARNING DISABILITIES

Associate Dean for Academic Programs, Watts Hall 106, Carson Brisson/278-4340

LIBRARY

Administrative

Director, Joe Coalter/278-4311

Academic Computing Support

Librarian for Academic Computing Support, Leland Deeds/278-4217

Acquisitions and Technical Services

Technical Services Librarian, Irina Topping/278-4314

Archives

Special Collections and Preservation, Paula Skreslet/278-4333

Circulation

Circulation Librarian, Rachel Perky/278-4310

Media Resources Director, Ann Knox/278-4324

Reference

Reference Librarian, Paula Skreslet/278-4333

Charlotte Library

Director of Charlotte Library, David Mayo/704-337-2450

MAIL

Director of Central Services, Richmond Hall, Bob Hooley/278-4295

MAINTENANCE

Assistant Vice President for Operations, Dennis Johnson/278-4274

Director of Physical Plant, Keith Fauber/278-4303

MASTER EVENTS CALENDAR

Director of Student Services, Watts 107, Mimi Siff/278-4204—Richmond Campus
 Assistant to the Dean of UPsem, Charlotte, Terry Johns/704-337-2450 ext.7502—Charlotte Campus

MEDIA RESOURCES AND SERVICES

Director, Ann Knox/278-4324

PARENTS' NIGHT OUT

Director of Student Services, Mimi Siff/278-4204

PAYROLL

Controller, Sharon Payne, Watts Hall 112, 278-4235

PRESBYTERY CONTACT (COMMITTEE ON PREPARATION FOR MINISTRY)

Chaplain and Dean of Students, Watts 100, Edna Banes/278-4232

PUBLICATIONS

Focus

Office of Communications, Seminary Relations Center, Andrea Wright/278-4279

Interpretation

Managing Editor, Johnson Hall, Debra Regan/278-4296
 Subscriptions Manager, Johnson Hall, Willa Jacob/278-4297

REGISTRATION

Degree Programs

Registrar, Watts Hall 307, Stan Hargraves/278-4379
 Assistant to the Registrar, Watts Hall 307, Caroline Day Pruett/278-4233

Continuing Education

Leadership Institute, Paisley Hall, Sheila Mullenax/278-4301

REIMBURSEMENT CHECKS

Controller and Student Housing Coordinator, Watts Hall 112, Sharon Payne/278-4235

ROOM RESERVATIONS

Paisley Hall

Program Coordinator for Leadership Institute, Sheila Mullenax/278-4301

Public Areas

Director of Student Services, Watts 107, Mimi Siff/278-4204

Classroom Space

Assistant to the Registrar, Watts Hall 307, Carolyn Day Pruett/278-4233

Library Space

Assistant to the Library Director, William Morton Library 312, Fran Eagan/278-4312

Charlotte Campus

Assistant to the Dean, Charlotte campus, Terry Johns/704-337-2450

SCHOLARSHIPS

Director of Enrollment Management, Watts Hall 103, Michelle Walker/278-4252

SECURITY

Library, Officer David Chandler/278-4341

SPIRITUAL DIRECTION

Chaplain and Dean of Students, Watts 100, Edna Banes/278-4232

SPRUNT LECTURES

Director of Alumni/ae Development, Seminary Relations Center, Lynn McClintock/278-4382

SUPPLY PREACHING

Director of Student Services, Watts 107, Mimi Siff/278-4204

TELEPHONES

Call your local telephone company (Verizon, Cavalier, etc.) for repairs

For additional telephone support, contact the campus help desk/278-4266

TRANSCRIPTS

Registrar, Watts Hall 307, Stan Hargraves/278-4379

Assistant to the Registrar, Watts Hall 307, Carolyn Day Pruett/278-4233

VIDEO

Equipment setup/checkout/taping, 1010 Westwood Avenue, Lou McKinney/278-4322

WEBSITE

Office of Communications, Seminary Relations Center, Suzan White/278-4305

WIRELESS INTERNET

Director of Technology Services, Media and Technology Center (1010 Westwood Ave.), John Wilson/278-4330

WORSHIP

Chaplain and Dean of Students, Watts 100, Edna Banes/278-4232

Student Coordinator, Shelby Etheridge/shelby.etheridge@upsem.edu

Music Director, Doug Brown/278-4736

WRITING, INSTRUCTION**Writing**

Tutorial help for students whose primary language is English, Carson Brisson/278-4340

ESL (English as a Second Language)

Executive Assistant to the Dean, Richmond Campus, April Swofford/278-4231

**UNION PRESBYTERIAN SEMINARY, CHARLOTTE CAMPUS
DIRECTORY**

Thomas W. Currie

Dean of Union Presbyterian Seminary and Professor of Theology, Charlotte Campus/704-337-2450/
tcurrie@upsem.edu

Terry Johns

Assistant to the Dean of Union Presbyterian Seminary, Charlotte Campus/704-337-2450/tjohns@upsem.edu

Susan Griner

Receptionist/Library Assistant/Student Life Assistant for Charlotte campus/704-337-2450/sgriner@upsem.edu

Monica Sanders

Office Assistant and Library Assistant, Charlotte campus/704-337-2450/msanders@upsem.edu

Pamela Mitchell-Legg

Sarah Belk Gambrell Professor of Christian Education/704-337-2450/plegg@upsem.edu

Richard Boyce

Associate Professor of Preaching and Pastoral Leadership/704-337-2450/rboyce@upsem.edu

Rodney Sadler

Associate Professor of Bible/704-337-2450/rsadler@upsem.edu

Richard Vinson

Affiliate Professor of Bible/704-337-2450/richard.vinson@salem.edu

Lisa McLennan

Admissions Counselor/704-337-2450/lisa.mclennan@upsem.edu

Charles Davenport

Associate Director of Supervised Ministry and Vocational Planning and Affiliate Instructor in Supervised Ministry/
cdavenport@upsem.edu/704-337-2450

Susan Hickok

Director of Advancement for Charlotte campus/704-337-2450/shickok@upsem.edu

Nadine Ellsworth-Moran

Associate for Advancement and Coordinator for Worship & Church Relations, Charlotte campus/704-337-2450/
nadine.moran@upsem.edu

David Mayo

Director of the Charlotte Campus Library/704-337-2450/dmayo@upsem.edu

Yao Thomas Agbemenou

Library Assistant and Security Guard for Charlotte Campus/704-337-2450/thomas.agbemenou@upsem.edu

Kevin Davis

Library Assistant for Charlotte Campus/704-337-2450/kevin.davis@upsem.edu

Liz Wagner

Library Assistant for Charlotte Campus/704-337-2450/liz.wagner@upsem.edu

Campus Resources & Service

BOOKSTORE

The Cokesbury campus bookstore in Richmond Hall serves members of the Richmond Theological Consortium and the surrounding area. Cokesbury provides students, faculty, staff and clergy a 20 percent discount on most book purchases. The Cokesbury charge account is offered interest free and without carrying charges. Cokesbury also accepts cash, checks, and major credit cards.

Bookstore hours are Monday-Thursday, 10 a.m.–5 p.m.; Friday, 10 a.m.–6 p.m.; Saturday, 11 a.m.–4 p.m. (September–May). Changes in schedule and special hours are posted on the bookstore door. Phone: 353-6815, Fax: 353-9004, E-mail: union@cokebury.com

Charlotte Campus Bookstore

Cokesbury
726 Tyolva Road, Suite 100
(704) 525-4543

Monday-Friday	10 a.m.–6 p.m.
Saturday	10 a.m.–3 p.m.

*Students, faculty, staff and clergy
receive a 20 percent discount
on most book purchases.*

BUS SCHEDULE

Richmond City bus schedules are available online at <http://www.ridegrtc.com>

BUSINESS AND PERSONAL SERVICES

LOST & FOUND

Look for lost belongings at the circulation desk of the library, in the Student Life Office in Watts 107. Found items should be turned in to one of those areas.

NOTARY PUBLIC

If you need a notary public, see Fran Eagan in the library, Carolyn Day Pruett in the registrar's office, or Tanya Wineland in the admission's office.

PHOTOCOPYING

Three copying machines are located in the library: two on the first floor by the south elevator, and one in the Microforms room on the first floor. All three machines are self-service and accept plastic debit cards that can be purchased from the vending machine beside the first-floor copiers. The cost of the card is 50¢; copies are 10¢ each.

VENDING MACHINES

Vending machines are found on campus in the following locations: the stairwell between the second and third floors of Watts Hall, and in the Belk Center.

CAMPUS TECHNOLOGY AND MEDIA SERVICES

COMPUTING ON CAMPUS

Students have a variety of options for computer access while on campus.

Free wireless Internet access is available in most public areas and classrooms on the Richmond campus. "Hot spots" include the William Smith Morton Library, Early Center classrooms, Watts Hall classrooms, and the Belk Center in Richmond Hall. Wireless Internet access is available in the Moore and Richmond residence halls. Union Presbyterian Seminary does not provide wireless Internet access in the Advance or Melrose apartments, but does give apartment student residents a rent credit which they can use to pay for DSL or cable Internet service from a local provider. See Housing Coordinator for more information.

Computer access is available in several other locations on campus. A computer lab is located on the lower level of the William Smith Morton Library. The hours for this lab coincide with the operating hours of the library, with the lab closing thirty minutes prior to the closing of the library. In Watts Hall 205, there are computers and printing available around the clock.

General questions about campus technology can be addressed by John Wilson, Director of Technology and Media Services at (804) 278-4330 or jwilson@upsem.edu. The campus Media/Technology Help Desk is at 278-4266 (8:30 a.m. to 5:00 p.m. M-F) or helpdesk@upsem.edu.

MEDIA/TECH DEPARTMENT

The Media and Technology Services Department is located at 1010 Westwood Avenue. This department offers a wide variety of services to the community including:

- Audio and videotaping
- Digital photography
- Recording studio
- Image, video and audio production assistance and services
- Digital scanning/printing
- Video editing and copying
- Sound systems and projection
- A/V and technology setup and consulting for classes, meetings, and events
- Assistance with the use of technology and media on campus.

There is an extensive inventory of equipment available for free loan to the community. Offices are staffed Monday through Friday, 8:30 a.m. to 5 p.m. Reservations are requested when borrowing equipment. A minimum 24 hours advance notice is kindly requested for help with class, meeting and event setups, and longer notice is necessary for larger events with extensive equipment needs.

For help with media service planning, needs and equipment check out, please contact Lou McKinney, Technology Coordinator, at (804) 278-4322 or mckinney@upsem.edu.

The campus Media/Technology Help Desk is at 278-4266 (8:30 a.m. to 5:00 p.m. M-F) or helpdesk@upsem.edu.

CLASSROOM TECHNOLOGY

Union Presbyterian Seminary owns and maintains an extensive amount of community accessible computer and classroom technology and relies on it for its instructional mission. Tampering with classroom technology interrupts the rhythm of this mission. Moving, relocating or altering classroom technology in a way that could affect its customary use, without the prior knowledge and consent of the Technology Services department, is forbidden.

CANDIDACY PROCESS

Presbyterian students seeking ordination of Word and Sacrament who have questions about the inquiry or candidacy process may contact the Student Life Office for support and resources. An orientation to the candidacy process is held each fall for all Presbyterian students. The dean of students is the liaison with all committees on preparation for ministry (CPMs).

Union Presbyterian Seminary sends transcripts of grades and other relevant information to your CPM each year if you have signed a release form. If you have questions about communication between the CPM and Union Presbyterian Seminary, please contact the Dean of Students Edna Banes.

The Office of Supervised Ministry and Vocational Planning (SMVPO) serves as a liaison with students through the final stages of candidacy and during the call process. Direct any questions to Susan Fox in SMVPO.

The Dean of Students Edna Banes works as a liaison with students from other denominations to facilitate information flow between Union Presbyterian Seminary and the denominations regarding candidacy issues.

CHILD CARE

TRAINED STUDENT CAREGIVERS

Students who wish to be called on for group child care during campus events participate in a brief orientation course and are supervised by the child care coordinator during child care events. Many student caregivers are certified in first aid and/or CPR. The childcare coordinator maintains a list of student caregivers who wish to babysit in homes.

PARENTS' NIGHT OUT

During the school year, one weekend evening a month is "Parents' Night Out." On these occasions, free child care is provided for the children of students. Parents sign-up for childcare in the Union Presbyterian Seminary Student Life Office. Dates and specific information are published each fall during orientation.

PLAYGROUPS

Parents who are at home with their infants, toddlers, or preschoolers are welcome to form playgroups and use Advance apartment L-12. For more information, contact the Student Life Office.

FOR MORE INFORMATION

For specific child care needs and questions, please contact the Director of Student Services Mimi Siff.

COMMUNICATION

E-MAIL

Information concerning academic matters and the life of the community will be disseminated through school provided e-mail (Example: Terry.Jones@upsem.edu). **Students are encouraged to access their school-provided personal account daily, and are REQUIRED to access it weekly (See Policy p. 95).**

FLYERS

Flyers may be posted on the appropriate bulletin boards throughout Union Presbyterian Seminary. Flyers may not be posted on glass or on painted surfaces. Flyers posted by students must be approved by the Student Life Office prior to their posting. Flyers must include event name, date, time, location, sponsoring group and a contact person. This policy also holds true for the Charlotte campus.

Watts Hall: Information about class schedules, room assignments, campus jobs, awards, and official notices from the president, the dean of the faculty, registrar, and alumni/ae office are posted on the boards in Watts Hall and in Blackboard.

Belk Center: Information about off-campus church and secular jobs, apartments, placement, general news for students, and Richmond Student Government Assembly are posted in the Belk Center. The Office of Supervised Ministry and Vocational Planning also maintains bulletin boards in the Belk Center.

RICHMOND CAMPUS COMMUNITY LUNCH

On Wednesdays (during regular academic terms), lunch is offered in the Belk Center immediately following worship. See Worship page 22.

COMMUTER STUDENT RESOURCES

RICHMOND HALL

Two lounge areas have been equipped for use by commuter students.

Suite 216 offers space for study and rest, with a refrigerator, telephone, bed, and bath. Keys for this suite are issued from the Business Office for a \$25 key deposit. The suite is available 24 hours a day.

The Belk Center lounge in Richmond Hall is available to commuters. See the recreation section on page 46 for more information.

COUNSELING

If you or your family need counseling or assistance with a personal problem, Chaplain and Dean of Students Edna Banes or Director of Student Services Mimi Siff should be consulted for assistance and referrals. Grants are made to students to help defray costs. You must apply for these grants directly to the dean of students. You are encouraged to use your own health insurance if available.

DINING

Richmond Campus

When classes are in session lunch is available in the Belk Center, Tuesdays, Wednesdays and Thursdays. Tuesday and Thursday lunch is served 12:30 p.m. – 1:30 p.m., \$5.00 per lunch. Wednesday lunch is served after the 11:45 AM worship service. Wednesday there is no charge for students, faculty and staff. \$10 per guest.

Charlotte Campus

Refrigerators, microwave ovens, along with various soda and snack vending machines are available to the students on both floors of the Charlotte campus of Union Presbyterian Seminary.

DISABILITIES (PHYSICAL)

It is the goal of the Union Presbyterian Seminary community to be open to all people who might find our programs and services valuable to them. Consistent with this goal, which is rooted in the mandate of Jesus Christ, and by the desire to be inclusive, Union Presbyterian declares as its policy and practice:

- to undertake to make all new construction on campus completely accessible to those in wheelchairs and to the visually impaired, and to modify existing structures when they are renovated to provide the maximum accessibility that can reasonably be afforded.
- to provide library services to all patrons irrespective of their mobility or visual impairment including:
 - Personal library aides to locate and secure books and other materials.
 - The Kurzweil 3000 PC based reading system which reads aloud a scanned text.
- to assign and reassign classes and meetings to rooms when necessary to accommodate persons with disability-based special needs.
- to allow visually impaired persons to take class notes via audiotape and hearing impaired individuals to have an ASL interpreter present at their own expense.
- to continue to admit students to degree programs solely on the basis of academic preparation and promise and fitness for ministry.

Persons with requests or concerns involving the accommodations of persons with disabilities are directed to speak with Edna Banes, dean of students, and to provide supporting documentation at least four weeks in advance of the time the accommodation is needed.

CHRISTIAN EDUCATOR CERTIFICATION, PRESBYTERIAN CHURCH (U.S.A.)

Students who plan to seek positions as educators in the Presbyterian Church (U.S.A.) are encouraged to complete the courses required for denominational certification as an educator. The Christian Education faculty discusses the certification process and requirements with students on an annual basis. For further information, contact Cindy Kissel-Ito, Director of the Educator Certification Initiative (ckisselito@upsem.edu).

Christian Educator Certification (PCUSA) knowledge and skill areas with approved corresponding courses:

Biblical interpretation: BIB160 Old Testament I (M.A.C.E.) or BIB211 New Testament I (M.A.C.E.) or BIB211 Old Testament I or BIB221 New Testament I or BIB119 Biblical Interpretation

Reformed theology: THE101 Theology I, THE201 Theology 2 or THE210 Reformed Theology

Faith and Human Development: EDU272 Aspects of Human Growth and Development

Religious Education Theory and Practice: EDU186 Teaching Ministry of the Church or EDU263 Theory for Education in Religion

Presbyterian Polity, Program and Mission (*combined skill areas*): EDU151 Polity, Mission and Program for Presbyterian Church Educators or PRA112 Presbyterian Polity

Worship and Sacraments: EDU127: Worship, Sacraments and Education

GARDEN

A cooperative garden is located on the Westwood tract behind Advance apartment. All members of the community—students, faculty, staff, and families — are welcome to participate. The garden is plowed. Cooperative work involves clearing the garden and bringing in leaves and manure in the fall. Tomatoes, peppers, and a variety of other vegetables and flowers grow very well here. Contact the Student Life Office if you are interested in the garden.

HEALTH INSURANCE

FOR RICHMOND CAMPUS STUDENTS

Union Presbyterian Seminary requires all full-time students to have health insurance that includes coverage for both major medical and hospitalization. The seminary makes available a medical insurance plan for students (single or family) with premiums billed to the student's account. If a student does not utilize the insurance offered by the school, the seminary requires that the student provide proof of comparable coverage. Exchange students will be enrolled in the insurance program offered by Union Presbyterian Seminary.

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

It is the student's responsibility to notify the director of enrollment management, in writing, with any request to change insurance coverage offered by the school as a result of change in family status, change in enrollment status, or for any other reason. Written requests for changes received by the director on or before the fifteenth day of any month will become effective at the beginning of the following month.

THE WILLIAM SMITH MORTON LIBRARY

The William Smith Morton Library is one of the finest resources for biblical studies, theology, Christian education, and church history in the nation. In addition to the library's holdings, students and faculty have direct access to more than three million volumes through the Richmond Academic Library Consortium.

For complete information about Morton Library's services and policies as well as tutorials for using the library's collection, visit <http://library.upsem.edu>.

GRADUATE SEMINAR ROOM, GROUP STUDY ROOMS, AND THE MULTIMEDIA ROOMS

Library rooms may be assigned to Union Presbyterian Seminary and Baptist Theological Seminary at Richmond students, faculty and staff for regularly scheduled functions including individual class meetings requiring library resources or instructional technology, group study sessions for students preparing class assignments, meetings of faculty and staff. Library rooms may be assigned for classes, for dissertation defenses, orientation sessions, workshops, student interviews by churches, and alumni reunions during "Sprunts." When rooms are not scheduled, they are used by students and faculty in lieu of study seating, which is not available in the stack areas.

Classrooms:

The following rooms may be assigned for classes during a given academic session:

Graduate Seminar Room
 Group Studies B102, 203, 214, 257, 302, 303
 Multi-Media Room

The responsibility for scheduling the rooms is as follows:

Graduate Seminar Room—Assistant to the Library Director Fran Eagan
 Group Studies and Multi-Media Room—Assistant to the Library Director Fran Eagan

Guidelines for the assignment of the Group Studies and Multi-Media Room for classes are as follows:

1. Priority for the Multi-Media Room will be given to classes requiring the use of its technological functions, first to Union Presbyterian Seminary until the third weekday before the beginning day of classes of a given session and then to BTSR on a first-come basis.
2. Priority to schedule classes in the Lou and Randall Lolley Center for Baptist Studies Room (302) will be given to the Baptist Theological Seminary at Richmond until the third weekday before the beginning day of classes of a given session and then to Union Presbyterian Seminary on a first-come basis.
3. Priority to schedule classes in the Group Study Rooms will be given to Union Presbyterian Seminary until the third weekday before the beginning day of classes of a given session and then to BTSR on a first-come basis.

Outside Requests

Rooms are not available to off campus organizations or individuals not affiliated with Union Presbyterian Seminary and BTSR.

COLLECTIONS

The general collection consists of more than 317,000 volumes and over 75,000 e-books. The library receives over 500 current periodicals and scholarly journals. This major research library, with strengths in Presbyterian history, theology, and biblical studies, houses the libraries of Dr. George Gunn (Scottish history, literature and theology), Dr. H. H. Rowley (Old Testament), Dr. Gotthold Müller (19th and 20th century German theology and philosophy with Reformed and Lutheran writings), and Dr. Thomas F. Torrance (patristic, Calvin, and other Reformed resources).

The Instructional Resource Center has a collection (over 52,000 items) of audio and videocassettes, digital videodiscs, compact discs, slides, kits, games, posters, and current curriculum. These materials are included in the online catalog and are chosen to support the academic programs of the Richmond Theological Consortium institutions. In addition, an extensive mailing program makes most of these and other library materials available to alumni and church leaders who do not live in the Richmond area. The center also markets special collections of recordings of Paul Tillich and Reinhold Niebuhr.

Special collections include more than 4,700 cataloged rare titles dating from 1470 through 1830. There are many nineteenth century church related newspapers, especially those of a Presbyterian character in the South. Other outstanding collections are nineteenth century children's books and Sunday school books. The personal papers of faculty members and ministers and missionaries of the Presbyterian Church (US) form the core of the 1,200 linear feet of the archival manuscript collection.

The reference collection contains over 3,000 titles, with significant depth in religious studies.

ELECTRONIC RESOURCES

The library maintains its own website at <http://library.upsem.edu> to provide information about library services and access to electronic resources and tutorials for using these resources. Via the website, anyone can access the library's online catalog for its collections; students and faculty can access the seminary's numerous research databases, its federated search tool to comb those databases for relevant materials and over 8,000 electronic journals to which the library subscribes; and alumni/ae can access the search engine known as ATLAS that provides entry into the full text of more than 200 journals in religious studies.

Any patron working in the library building can access all of the above as well as the internet through wireless connections inside the library or via six computers in the reference room.

LIBRARY HOURS

Hours during the academic year are 8 a.m. to 10 p.m. Mondays through Thursdays, 8 a.m. to 8 p.m. on Fridays, 1 p.m. to 6 p.m. on Saturdays. Hours are posted for other times of the year.

REFERENCE SERVICES

Reference assistance in the Reference Room is normally available Monday through Friday from 8:30 a.m. to 4:30 p.m. Professional assistance in the Instructional Resource Center is available on weekdays, 8:30 a.m. to 4:30 p.m. Access to the Archives and Special Collections can be arranged by appointment.

CIRCULATION OF RESOURCES

Books may be checked out of the library for a period of three weeks and may be renewed (via the library online catalog, by phone, or mail) for an additional three weeks unless they are recalled or requested to be held by another patron. Items marked "Ref." or "Bib.," those with an asterisk (*) above the classification number, those reserved for collateral reading, unclassified graduate theses, microfilms, records, minutes of church courts, bound periodicals, rare books, and certain pamphlets may not leave the library.

Reserve books may not be taken from the Reserve Room except to make copies in the library and for overnight loan. Reserves may be borrowed two hours before closing and must be returned by 9:30 a.m. the following day. On Saturdays they may be borrowed two hours before closing and returned by 9:30 a.m. the following Monday. Only two books may be checked out overnight.

Reserve media materials are shelved at the circulation desk. Playback equipment for all reserves is also available in the Center. Media reserves follow the same borrowing guidelines as those for books.

FINES

Fines on regular loans are ten cents per day for each overdue day. For reserve books, fines are 50 cents for each overdue hour or part of an hour. Fines should be paid promptly when they are incurred. Borrowing privileges will be suspended until all fines are paid for any patron whose accumulated fines exceed \$10. The charge for lost books is \$90.

CHARLOTTE CAMPUS LIBRARY

Union Presbyterian Seminary, Charlotte Campus students have access to the vast electronic resources available through the William Smith Morton Library in Richmond. Many of the electronic databases can be accessed remotely by password from an off-site home or office computer. These electronic resources add depth and breadth to the print collection available at the Charlotte Campus library.

The Charlotte Campus library has thousands of books and dozens of journals that are specifically dedicated to theological education and research for Union Presbyterian Seminary, Charlotte campus students and faculty. There is a Curriculum Resource Center in one of the classrooms near the library that holds a large variety of Christian education curriculum. These are non-circulating resources.

Union Presbyterian Seminary, Charlotte campus is a member of the Carolinas Theological Library Consortium. Members of this consortium are Carolina Graduate School of Divinity (Greensboro), Columbia International University (Columbia, SC), Gordon-Conwell Theological Seminary (Charlotte), Hood Theological Seminary (Salisbury), Laurel University (High Point), New Life Seminary (Charlotte), Piedmont International University (Winston-Salem), Reformed Theological Seminary (Charlotte), Shepherds Theological Seminary (Cary), Southeastern Baptist Theological Seminary (Wake Forest), and Southern Evangelical Seminary (Charlotte). Each of these theological schools add their own unique library collection to the consortium and they provide library resources to students and faculty that live in Charlotte as well as those that live in the surrounding area of Charlotte. Information for each library can be found at the following website—<https://www.atla.com/Members/divisions/regional/CTLC/Pages/default.aspx>. In addition, Union Presbyterian Seminary, Charlotte campus has an agreement with Queens University of Charlotte giving students and faculty library privileges at Everett Library.

Library hours may vary during the year. For the latest update on Charlotte library hours please visit the William Smith Morton Library website (<http://library.upsem.edu/>).

The Charlotte library also offers reference assistance of a theological librarian to help students and faculty use library resources efficiently and effectively.

From the beginning, the library has been a member of the American Theological Library Association.

PARKING

Richmond students must register vehicles with the Student Life Office and obtain a Union Presbyterian Seminary parking sticker (no cost), which should be placed on the rear bumper or rear window of the vehicle.

The parking lot at the corner of Brook and Palmyra is restricted during business hours to faculty and staff and participants in programs of the Leadership Institute. The parking lot is restricted during the evening to commuter students attending evening classes.

STREETS: Parking is allowed on streets surrounding the campus. It is not restricted by Union Presbyterian Seminary policy but by posted city parking signs.

Street cleaning is provided by the city of Richmond several times each year. Be alert to “No Parking” notices posted on trees a day or two in advance. Failure to move a car can result in towing and a fine. Information about cleaning schedules is at www.richmondgov.com/PublicWorks/Leafcollection.aspx.

CONSEQUENCES OF CAMPUS PARKING VIOLATIONS:

- Violators creating traffic flow problems may be towed at their expense.
- In addition, Union Presbyterian Seminary will notify the police of cars violating city parking ordinances.

CHARLOTTE CAMPUS PARKING REGULATIONS

Charlotte students must register their vehicles with the Student Life Office and obtain a Union Presbyterian Seminary parking sticker (no cost), which should be placed on the rear bumper or rear window of the vehicle. The parking lot in front of the campus building is available for all faculty, staff, students, and visitors.

SCHEDULING EVENTS

Guidelines for On-Campus Groups on the Richmond Campus:

1. Choose a date. Check the Master Calendar (online) to be sure the date is available.
How to Check the Master Calendar
 - a. Open your Outlook/Union Presbyterian Seminary e-mail
 - b. Under Folders, Click on Public Folders
 - c. Click on Union Presbyterian Seminary Master Calendar
2. Choose a location. Options include: Belk Center, Quad, classrooms in Watts, Watts Chapel, classrooms in the Early Center, Lake Chapel, Rose Reception Hall, Library, Paisley Hall, Thompson Hall, Westwood Track and ball fields.
3. Contact the office who schedules that space to be sure the location is available.
 - a. Belk Center, Quad – Student Life Office
 - b. Watts Chapel and classrooms, Early Center classrooms, Lake Chapel, Rose Reception Hall – Registrar’s Office
 - c. Library – Administrative Assistant to the Library Director
 - d. Paisley, Thompson – Administrative Assistant for Center for Ministry and Leadership Development
 - e. Westwood Track or Ball Field – Physical Plant

For approval:

- **Student events** (including RSGA events) need to go through the Student Life Office
 - **Faculty events** need to go through the Academic Dean
 - **Staff events** need to go through the Vice President for Finance and Administration
 - Events not sponsored by a student, faculty or staff group, but is to be a ‘private function’ that a student, faculty or staff member would like to have on campus must get approval from the Vice President for Finance and Administration Mike Cashwell, mcashwell@upsem.edu
4. Once the event is approved contact the Student Life Office to put your event on the Master Calendar.
 5. Send an e-mail to Physical Plant to let them know you will be using the space and attach an Event Requirements Form, found online with the Master Calendar.
 6. Send an e-mail to Security (csuttonabaire@upsem.edu) to let them know when and where you will be meeting on campus.
 7. Requests for audio-visual equipment should be made through Media Services.
 8. Create advertising for your event.
 - a. Check with the Student Life Office before posting any advertisements. If your event is RSGA related, you may receive assistance from the RSGA Communications Committee.
 - b. Send email to RSGA Clerk to post advertisement on RSGA Blackboard page.
 - c. Announcements for the Friday News should be sent to FridayNews@upsem.edu no later than Wednesday at noon the week before the event.
 - d. You may also send e-mail to StudentLife@upsem.edu for distribution to the Richmond community.

FYI: Requests for space from organizations that are not fully and completely a part of the Union Presbyterian Seminary community should be made by contacting the Assistant Vice President for Operations Dennis Johnson, djohnson@upsem.edu, for the Richmond campus and through Dean Tom Currie, tcurrie@upsem.edu, for the Charlotte campus, before beginning any effort toward scheduling space on campus.

Guidelines for On-Campus Groups on the Charlotte Campus:

1. Choose a date. Check the Master Calendar located in the office of the assistant to the dean to be sure the date is available. If available, make a request for the room you wish to use.
2. Once the event is approved, the assistant to the dean will post your event on the Master Calendar.

Requests for space from organizations that are not fully and completely a part of the Union Presbyterian Seminary community may be made through the dean on the Charlotte campus and must be done before beginning any effort towards scheduling space on campus.

SECURITY

In an emergency, dial 911 for the police, fire departments or emergency medical services and tell them you are on the Union Presbyterian Seminary campus. Give the exact building, location, and address.

If you have a security problem or need an escort after regular business hours, call the security radiophone at 278-4357 (278-HELP) and someone will be dispatched to investigate or help. Escorts are available seven days a week. Advance notice is requested to ensure service.

The Union Presbyterian Seminary security force consists of off-duty City of Richmond police officers. These officers are uniformed, armed, and have communications contact with the city's police department. To ensure quick response and to enable officers to cover more ground during routine patrol, Union Presbyterian Seminary has a vehicle especially designed for security use.

You have a right to safety; privacy in your residence; freedom from offensive, riotous, or disruptive conduct by others; and an atmosphere conducive to study. In return, you have the responsibility to help provide and protect this right for other members of the community and to respect the property of Union Presbyterian Seminary. Union Presbyterian Seminary is responsible for providing a security system to protect persons and property. Students are responsible for using the security system and cooperating with security officers in the interest of community well-being. This cooperation includes denying access to a locked building, especially dormitories, to persons whom you do not know, regardless of the assurances they may give. You may offer to go get the person whom they are requesting to visit or call campus security to assist them.

If you have security questions, contact Assistant Vice President for Operations Dennis Johnson (278-4274).

CHARLOTTE CAMPUS SECURITY

Your personal security and that of all members of the UPSem community are of paramount importance. In case of any type of emergency situation, please call "911."

SUPPLY PREACHING AND TEACHING

The Student Life Office receives word of opportunities from churches for supply preaching and teaching. Students in their second, third, or fourth level of M.Div. and M.A.C.E., as well as those in the Th.M. and Ph.D. programs, are eligible for supply preaching. If you are interested, contact the Director of Student Services Elsie Hackett.

TUTORING

Students admitted to Union Presbyterian Seminary are expected to be able to achieve success in their academic pursuits. Students who need tutoring are encouraged to take the initiative to procure a tutor. Limited opportunities for help with short-term tutoring may also be made available in cases of demonstrated need for students who have documented a Learning Disability through the required process for that. Students will bear most or all of the costs for tutoring and remain solely responsible for the quality of their academic work.

VOCATIONAL SERVICES

Union Presbyterian Seminary is committed to providing a highly effective vocational assistance program for students. Students in all degree programs have equal access to information, seminars, consultations, files, and resources. In addition, the Office of Supervised Ministry and Vocational Planning is a resource to churches and institutions and serves alumni/ae that request assistance in obtaining a new call or ministry setting.

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

1. A series of workshops and orientations are held at various times throughout each year to assist students preparing to take the Presbyterian Church (U.S.A.) ordination exams. Other workshops, including a Fiscal Fitness Seminar, which is conducted by the regional representative from the PC(USA) Board of Pensions, are held each year.
2. All final level M.Div., Th.M., and M.A.C.E. students are invited to participate in annual placement workshops. Workshops introduce students to denominational resources and processes; orient students to the valuable resources available at SMVPO's website; prepare students to write their Union Presbyterian Seminary bio; offer important tips on writing the PC(USA) Personal Information Form and on interpreting Church Information Forms; and provide pointers about search and interviewing etiquette.
3. Extensive resources related to seeking a call are available at SMVPO's Vocational Resources Blackboard site. Contact SMVPO to be enrolled.
4. While PC(USA) Church Information Forms can be accessed on-line at www.pcusa.org, churches from a variety of denominations, including the PC(USA), choose to post their vacancies on SMVPO's website. Final level students are strongly encouraged to check SMVPO listings regularly.
5. SMVPO invites search committees to conduct interviews with graduating students on campus beginning in January of each year. Students are strongly encouraged to take advantage of this opportunity.
6. Each year SMVPO publishes *Graduating Student Bios* on its website. All graduating students are strongly encouraged to submit a bio, as these postings generates significant response from search committees. The *Graduating Student Bios* are published in mid-January.
7. Individual consultations are available with SMVPO to discuss the call process and vocational concerns, review bios and PIFs, and to provide online matching services through the PC(USA) Church Leadership Connection.
8. SMVPO publishes an electronic newsletter throughout the year which highlights important workshops, seminars, and ministry postings.

WORSHIP

RICHMOND CAMPUS SERVICES

Regular worship nurtures faith in God and commitment to the church. Worship is held Wednesday and Thursday during the regular academic terms. During Summer Language School, worship is held on Wednesday. Communion is served generally on Wednesdays. Special services are held to highlight the seasons of the church and the academic year.

Faculty, students, and staff work together to plan and lead worship. Contact the Student Life Office to sign up to participate in worship leadership.

CHARLOTTE CAMPUS SERVICES

A worship service is held on Saturdays during the academic terms at 12 noon.

RICHMOND CAMPUS CHOIR

The Union Presbyterian Seminary choir sings in worship regularly, as well as for special services. It is open to students, faculty, staff, and spouses. The choir rehearses weekly for one hour. It may be taken for credit (1/4 each

term, up to 1 credit), or just for the love of singing. For more information, contact the director, Doug Brown (278-4736).

CHARLOTTE CAMPUS CHOIR

The Charlotte campus choir is open to students, faculty, staff, and spouses. The choir rehearses as needed for special events.

COMMUNION

Those who preside at the Lord's Supper in Union Presbyterian Seminary sponsored services must be ministers of Word and Sacrament ordained by a recognized denominational body. The Student Life Office will provide details and suggested orders of service for communion to those officiating. Worship leaders may invite other baptized Christians to participate in the distribution of the elements.

CELEBRATING THE LORD'S SUPPER OUTSIDE OF CHAPEL

The Lord's Supper is celebrated at Union Presbyterian Seminary under the authority and by permission of the General Assembly of the Presbyterian Church (U.S.A.). The Lord's Supper is by its very nature intended for the whole community rather than to serve as a private devotional for small groups. For that reason, we recommend that the Lord's Supper not be celebrated in classes. However, if the faculty member in charge of the class believes that there is sufficient reason to permit such a celebration, it will be her or his responsibility to ensure that the norms described in the "Directory for Worship" (Book of Order, PC(USA)) have been heard and respected. This includes the obligation that those who preside are church officers ordained to the ministry of Word and Sacrament in good standing in a recognized denominational body.

When Union Presbyterian Seminary related groups wish to celebrate the Lord's Supper at retreats or meetings apart from regularly scheduled worship services, on-campus or off, they must secure the approval of the worship committee unless they choose to seek the approval of a church session or a presbytery for such a celebration.

For the sake of good order, we request that when there are celebrations outside of regularly scheduled chapel services, the faculty member in charge notify the worship committee.

UNION PRESBYTERIAN SEMINARY RECOGNIZES THE FOLLOWING:

- The PC(USA) *Book of Order* strongly encourages the use of unfermented grape juice when wine is used in celebration of the Lord's Supper (W-3.3611).
- The Union Presbyterian Seminary community includes persons for whom the use of fermented or unfermented grape juice are matters rooted in the piety and ecclesiastical practice of their traditions.
- In this era of substance abuse, Union Presbyterian Seminary bears particular responsibility not to put vulnerable persons at risk. Therefore, the policy of Union Presbyterian Seminary regarding the use of wine at the Lord's Supper is that wine may be used in celebrations of the Lord's Supper; that whenever wine is offered, unfermented grape juice must be offered as well; and the choice must be clearly identified.

ENGLISH USAGE ASSISTANCE

While at all times a student remains responsible for the quality of her or his academic work and performance, including standard English usage in speech, hearing, writing, and reading at the level necessary for successful progress in studies at Union Presbyterian Seminary, a one-time stipend of up to \$200 may be available for degree-seeking students who demonstrate need for assistance with English. For details, Charlotte students may contact the Charlotte dean and Richmond students may contact the associate dean. This stipend is unavailable to Limited Enrollment students.

Richmond Campus Calendar 2012-13

SUMMER SESSION 2012

Deadline to add Summer Hebrew	July 8
Summer Hebrew	July 9-August 22
Deadline to drop or change to audit Summer Hebrew	July 20
Deadline to withdraw from Summer Hebrew	July 27

LANGUAGE AND CULTURE IMMERSION

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

August 15-31

FALL SESSION 2012

Orientation of new students (Wed-Fri)	September 5-7
Richmond Fall term & hybrid classes begin (Mon)	September 10
Opening Convocation 201st Session (Saturday @ Charlotte)	September 15
Fall term drop/add or change to audit deadline	September 19
Hybrid classes drop/add deadline	September 19
Hybrid on-campus	September 20-22
Registration January Term	October 8-19
Day for Discernment	October 10
Deadline to withdraw from a Fall term or hybrid course	October 22
Day for Discernment	October 24
Fall Recess (Thurs-Fri)	October 25-26
Registration Spring Term	November 12-26
Thanksgiving Recess	November 19-23
Hybrid on-campus	December 6-8
Makeup days for 10/25 & 10/26	December 10-11
Richmond Fall term classes end (Tues)	December 11
Reading day	December 12
Examination Days (Thurs-Fri)	December 13-14
Richmond Fall term & hybrid classes end after exams	December 14

JANUARY SESSION 2013

Richmond January term classes begin (Thurs)	January 3
Drop/add or change to audit deadline	January 7
Deadline to withdraw from January Term course	January 11
Martin Luther King, Jr. Day (no classes, offices closed)	January 21
Richmond January term ends after classes (Wed)	January 23
Winter Interlude (no classes)	January 24-25

SPRING SESSION 2013

Richmond Spring term & hybrid classes begin (Mon)	January 28
Spring term drop/add or change to audit deadline	February 6
Hybrid drop/add	February 6
Hybrid on-campus	February 6-9
Registration May term	February 25-March 8
Deadline to withdraw from Spring Term term or hybrid course	March 11

Spring Recess (Easter week)	March 25-29
Registration Summer & Fall terms for returning students	April 1-12
Registration Summer & Fall terms new students	April 15-July 5
Hybrid on campus	April 24-27
Richmond Spring term classes conclude (Fri)	April 26
Reading and/or (weather) make-up day	April 29
Examination days (Tues-Wed)	April 30-May 1
Richmond Spring term & hybrid classes end after examinations	May 1
Interlude: Sprunt Lectures (Wed-Fri)	May 1-3

MAY TERM 2013

Richmond May term classes begin (Mon)	May 6
Drop/add or change to audit deadline	May 8
Deadline to withdraw from a course	May 14
Richmond May term classes end (Wed)	May 22

COMMENCEMENT 2013 (Sat) May 25

SUMMER SUPERVISED MINISTRY 2013

Summer Supervised Ministry begins	May 26
Deadline to drop/add Summer Supervised Ministry	June 10
Deadline to withdraw from Summer Supervised Ministry	July 8
Summer Supervised Ministry ends	September 20

SUMMER SESSION 2013

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

Extended Campus Program Calendar 2012-13

FALL SESSION 2012

Registration ECP Fall term	September 10-21
ECP Fall term at-home session begins	October 8
Fall add/drop deadline	October 22
Deadline to withdraw from a Fall course	January 4
ECP Fall term on-campus component	January 7-12
ECP Fall term at-home session ends	January 25

SPRING SESSION 2013

Registration ECP Spring term	March 4-15
ECP Spring term at-home session begins	April 8
Spring add/drop deadline	April 22
Deadline to withdraw from a Spring course	June 7
ECP Spring session on-campus session	June 10-15
ECP Spring session at-home session ends	June 29

Charlotte Campus Calendar 2012-13

FALL 2012

Registration	June 8-23
New student registration	June 25-Aug 31
Classes begin	September 11
Orientation	September 12
Fall Convocation	September 15
Drop/Add or change to audit deadline	October 1
Withdraw deadline (<i>50% tuition charged</i>)	October 29
Day for Discernment	November 3
Thanksgiving Recess	November 22-24
Term ends after examinations	December 8

SPRING 2013

Registration	Oct 26-Nov 10
Classes begin	January 4
Drop/Add or change to audit deadline	February 1
Day for Discernment	February 16
Withdraw deadline (<i>50% tuition charged</i>)	February 22
Day for Discernment	March 16
Term ends after examinations	March 23

COMMENCEMENT 2013 **April 27**

SUMMER 2013

Registration	Feb 22- March 9
Classes begin	May 3
Day for Discernment	May 18
Drop/Add or change to audit deadline	May 24
Withdraw deadline (<i>50% tuition charged</i>)	June 24
Summer Recess	July 5-6
Term ends after examinations	July 27

Committees

STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING

Students are encouraged to participate in the formulation of standards of conduct, guidelines for student activities, and the development of institutional policies that affect their rights and well-being. Students are represented in the Richmond Student Government Assembly, which addresses concerns brought from the student body and takes appropriate action.

Students participate in the governance of Union Presbyterian Seminary through service on various faculty and administrative committees. Job descriptions for the various committees may be obtained from the Student Life Office. Officers of the Richmond Student Government Assembly are invited to faculty and trustee meetings.

FACULTY COMMITTEES

The life of the institution is governed through committees that are responsible to the faculty. These committees are appointed annually by the faculty and (for student members) by the president and are composed of members of faculty, administration, staff, and the student body. Committee membership rotates to provide an equitable distribution of responsibilities and to ensure that members of the Union Presbyterian Seminary community gain wide exposure to its programs and opportunities. Student members are appointed at the beginning of the fall term. For a complete listing of these committees, see the Student Life Office.

ADMINISTRATIVE COMMITTEES

FINANCIAL AID COMMITTEE

This committee oversees the institution's program of need-based financial aid. It recommends policies to the faculty for distributing need-based financial aid for students in the M.Div. and M.A.C.E. programs. The committee serves as an advisory board to the director of financial aid. It is made up of a member of the faculty, the director of admissions, the dean of students, the vice president for administration, the controller, and students from the relevant degree programs.

HOUSING COMMITTEE

The housing committee serves as an advisory group in recommending procedures and policies related to student housing and facilitates resolution of concerns arising from residential life. The committee acts as a liaison between resident students and administration. Members include student representatives, the director of student services, the housing coordinator, the assistant vice president for the physical plant, and the vice president for administration.

Consortium

RICHMOND THEOLOGICAL CONSORTIUM

Union Presbyterian Seminary is part of the Richmond Theological Consortium (RTC), which also includes the Baptist Theological Seminary at Richmond and the Samuel DeWitt Proctor School of Theology of Virginia Union University. Although each institution has its own structure and grants its own degrees, cooperation has extended in many directions. Students may register for elective courses, and the schools share a bookstore. The combination of these distinctive schools provides a mix of racial, denominational, and professional characteristics, and offers an exciting context in which to pursue an education in preparation for ministry.

Financial Aid

INTRODUCTION

The financial aid office is available to assist students in planning for the financial challenges of graduate education. Before applying for aid, students should consider all the resources that may be available. These include:

- summer and academic year earnings
- spouse's income from employment
- savings and investments
- family assistance
- local church support
- denominational grants and loans
- outside scholarships

Funds for financial aid are made possible through the generosity of many individuals, churches, and other organizations that have established endowment funds and given gifts over the years. Through their generosity, Union Presbyterian Seminary is able to offer merit aid, need-based grants, and loans.

MERIT SCHOLARSHIPS

Union Presbyterian Seminary offers merit scholarships for full-time study on the Richmond campus in the following degree programs:

- First professional or basic degree programs: M.Div., M.A.C.E., and M.Div./M.A.C.E.

Disbursement of Merit Scholarships

Continuing merit scholarships are disbursed by the term. A percentage, based on the numbers of credits the student has stated they will attempt on their Enrollment Plan, is disbursed at the beginning of every term in which the student is registered.

For students receiving a first award in 2011, scholarships were awarded as a merit award plus a tuition grant. The merit award will be disbursed as above. The tuition grant portion will be disbursed each term after the add/drop deadline.

Renewal of Basic Degree Merit Scholarships

The following criteria apply:

- Eligibility for scholarship renewal requires a minimum cumulative GPA of 3.0. Students whose cumulative GPA falls below 3.0 will lose their scholarship for the next academic year, but may reapply the following academic year.
- The review committee also considers participation and leadership in the life of the church, the Union Presbyterian Seminary community, and the wider community in accordance with individual gifts and life circumstances.

Basic degree merit aid scholarships are renewable as follows:

- M.Div. and M.Div./M.A.C.E. students may receive merit aid for up to three years
- M.A.C.E. students may receive merit aid for up to two years
- Students who participate in a Student-In-Ministry or an Exchange Program may not receive their scholarship funds during that year. The scholarship is deferred until they return to campus for full-time study. SIM and exchange year students may apply for need-based aid to cover the cost of tuition.

Occasionally, based on the considerations listed above, the review committee will award scholarships to individuals who did not receive awards in their first year of study. Applications for new second or third year merit scholarships are made available in early January.

Availability of Other Aid

- Recipients are not eligible for need-based grants awarded by the seminary.
- Recipients are eligible for prizes awarded by the seminary.
- Recipients are encouraged not to incur debt for their theological education.

Ph.D. Merit Aid

Union Presbyterian Seminary offers merit aid to some entering students who are accepted into the Ph.D. program. This award is renewable for a second year of study.

Donor Acknowledgment

Union Presbyterian Seminary expects all scholarship and fellowship recipients to write letters of appreciation to the donors whose generous support makes the aid possible. Students who do not comply with this request from Advancement may have the Spring disbursement of their aid held until the commission is completed.

PROMISE FOR PARISH MINISTRY (PPM) AWARDS

Purpose of the Program

This program exists to encourage regularly admitted, full-time degree-seeking M.Div., M.A.C.E., and dual degree students to pursue parish ministry, particularly full-time parish ministry.

Award Amounts

- Awards are made in two parts: a PPM grant and a tuition grant.
- The tuition grant may be up to full tuition for PC(USA) M.Div., M.Div./M.A.C.E., and M.A.C.E. students.
- For students who are not members of the PC(USA), the tuition grant is capped at 75% of tuition.

Disbursement

- All PPM awards are credited to the recipient's Union Presbyterian Seminary student account.
- Disbursement of PPM follows the same pattern as the Merit Scholarships noted above.

Renewal Terms

See Renewal of Basic Degree Scholarships above.

Availability of Other Aid

- Recipients are not eligible for need-based grants awarded by the seminary.
- Recipients are eligible for prizes awarded by the seminary.
- Recipients are encouraged not to incur debt for their theological education.

NEED-BASED AID

Program Eligibility

- Full-time students in the M.A.C.E., M.Div., and M.Div./M.A.C.E. programs on the Richmond campus who have not received any other Union Presbyterian Seminary aid may apply for a need-based grant.
- M.Div. students on the Richmond campus who would normally receive a Merit Scholarship or PPM but are taking a Student-In-Ministry or Exchange Program year are also eligible to apply.
- Ph.D., Th.M., ECP (Extended Campus Program), Charlotte campus students, non-degree or limited enrollment, and exchange students are not eligible to apply for need-based financial aid from Union Presbyterian Seminary.

- Full-time degree-seeking students on the Richmond campus who are enrolled during the regular academic year in an eligible program and take a class in the ECP or hybrid-learning format may include that class in their expenses, and be eligible to receive aid for the course.

Definition of Full-time

A student enrolled on the Richmond campus attains full-time status by taking a minimum of three credits in a 12-week (Fall or Spring) term; one credit in a 3-week (January or May) term; and two credits in Summer term. Courses offered on the Charlotte campus or via the Extended Campus Program are designed to be taken by part-time students. Ordinarily, students in these populations take no more than two courses per term. International students studying on a visa must also be careful to comply with all federal laws concerning their enrollment status at all times. Different forms of financial assistance may be available to students in each program. Students are urged to consult with the Director of Financial Aid for more information.

Need-Based Tuition Assistance–M.Div.

- M.Div. students who are members of the PC(USA) are eligible for up to 100 percent of tuition if under care, have the letter of acknowledgment from their Committee on Preparation for Ministry, or have a letter from their session stating that they are in the process of coming under care.
- M.Div. students who are not members of the PC(USA), as well as new M.Div. students who are members of the PC(USA) and who do not intend to be under care, are eligible for up to 75 percent of tuition.
- M.Div./M.A.C.E. students will be treated the same as M.Div. students for the purposes of need-based aid.

Need-Based Tuition Assistance–M.A.C.E.

- M.A.C.E. students who are members of the PC(USA) are eligible for up to 100 percent of tuition if they have a letter of support or endorsement from their session.
- M.A.C.E. students who are members of the PC(USA) are eligible for up to 75 percent of tuition if they are unable to obtain a letter of endorsement or support from their session.
- M.A.C.E. students who are not members of the PC(USA) will be eligible for up to 75 percent of tuition.

Change in Denomination

M.Div., M.A.C.E. and any dual degree program students who change their affiliation to the PC(USA) after matriculation can become eligible for 100 percent tuition support. Eligibility for 100 percent tuition support will begin the next academic term after confirmed affiliation with the PC(USA). Students changing their affiliation must also demonstrate that they are either in the process of coming under care or have a letter from their session indicating their support of the student's theological education. The 100 percent tuition support is not retroactive.

Need-Based Aid–Ineligible Students

- Both new and returning students who apply for need-based aid after the financial aid application deadline will not be assisted.
- Institutional aid will not be awarded to students who matriculate in a spring term. Students entering mid-year will be eligible to apply for need-based aid for the next full academic year.

Duration

For master's-level students, need-based aid is awarded per class for the academic credits counting toward graduation. The following limits apply:

- M.A.C.E. students with regular standing may receive need-based aid for up to 20 credits
- M.A.C.E. students with advanced standing may receive need-based aid for up to 10 credits

- M.Div./M.A.C.E. students may receive need-based aid for up to 40 credits (up to 44 credits if a Student-in-Ministry year or Union Presbyterian Seminary Exchange Program is taken)
- M.Div. students with regular standing may receive need-based aid for up to 32 credits (up to 36 credits if a Student-in-Ministry year or Union Presbyterian Seminary Exchange Program is taken)
- M.Div. students with advanced standing may receive need-based aid for up to 20 credits (up to 24 credits if a Student-in-Ministry year or Union Presbyterian Seminary Exchange Program is taken)

Applying for Need-Based Aid

To apply for need-based aid a student must complete the *Union Presbyterian Seminary Application for Need-Based Financial Aid* and return it to the school by the specified date, usually in mid-May. All students will receive notification of decisions regarding their aid application no later than July 1. Late applications will not be reviewed. Aid appeals based on extenuating circumstances may be taken to the Appeals Committee in accordance with the Appeals Committee guidelines (see page 39).

International Students

See **Special Instructions for International Students**, page 34.

Changes in Financial Status

Aid recipients must notify the financial aid office of any changes in their financial situation. These changes will be reflected, according to policies, in the individual student's financial aid eligibility calculations.

Disbursement of Need-based Aid

Before institutional grants are disbursed, students must provide proof of current health insurance for the academic year. Need-based grants are credited to student accounts after the add/drop period of each term. The amount of the award is based on the number of credits taken. Changes in the number of credits should be reported immediately to the financial aid office since these changes affect the amount of aid disbursed. If a student drops a course, the amount of financial aid given for that course will be debited from the student's account.

Expectations of Need-based Aid Recipients

All students are expected to practice responsibility not only in their personal lives, but in their business lives as well. Part of this involves doing things on time – from meeting deadlines to paying tuition, rent, and other bills.

If you are receiving financial aid, we expect that you:

- will use your financial aid to settle your school account first;
- will gratefully acknowledge receipt of your aid to the appropriate donors;
- will apply to all reasonable sources of scholarships and grants;
- will arrange for health insurance coverage for yourself and your dependent family members;
- will arrive at the school with sufficient personal funds to cover your expenses until your UPSem financial aid can be disbursed according to established schedules;
- if you are married but do not have preschool children, we expect that your spouse will be employed.

Students must complete a new application for need-based financial aid each year. Returning students who are members of the PC(USA) must be at least Inquirers by the start of their second academic year in order to maintain eligibility for 100% tuition support.

SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS

Continuing Enrollment

Basic degree students from other countries must submit a new *Certification of Funding* form, as well as accompanying documentation every year. If a student reports a shortage of funds, he or she will meet with the vice president for administration to discuss strategies for securing the missing funds. Funds must be on deposit by July 1 for students who are continuing studies in the next academic year.

Taxes

International students who receive funds from any source in the United States may be required to pay U.S. income taxes. Failure to do so may result in the student not being able to acquire another visa to the United States. The business office will determine the need for withholding federal taxes on scholarships and grant income. If taxes need to be withheld, the business office will withhold the necessary amount and send the payment to the Internal Revenue Service.

UNION PRESBYTERIAN SEMINARY LOAN PROGRAMS

Union Presbyterian-funded emergency loans may be available to students facing dire, immediate need. Please see the Director of Financial Aid for further information.

OTHER SOURCES OF FINANCIAL AID

The Fund for Theological Education

Information about grants from outside sources can be found at the Fund for Theological Education website — <http://www.fteleaders.org/fundfinder>.

GTU Scholarship Database

Another excellent scholarship database is maintained by the Graduate Theological Union. It is a fully searchable database of scholarships and grants for students of theology, divinity, religion, and the humanities. It can be found at http://www.seedwiki.com/wiki/gtu_scholarships or <http://tinyurl.com/35exz9>.

Presbyterian Church (U.S.A.) Grants and Loans

The denomination offers grants and loans to full-time students who are members in good standing of the Presbyterian Church (U.S.A.). The following conditions apply:

- Students must be U.S. citizens or permanent residents;
- M.Div. and M.Div./M.A.C.E. students must be either inquirers or candidates;
- Applicants must complete the *FAFSA* and show remaining need after all other aid is applied;

Applications for the Presbyterian Church (U.S.A.) grant and loan programs are available on the denomination's website in early Spring.

FEDERAL STAFFORD LOANS

The Federal Stafford Loan is a long-term, low-interest loan authorized by the federal government for the educational expenses of eligible students. Graduate students may only apply for unsubsidized loans which are not need-based. The student is responsible for all interest which begins accruing at disbursement.

Stafford Loan Interest Rates, Maximum Amounts, and Fees

- The interest rate is fixed at 6.8 percent.
- The graduate annual limit is \$20,500 (\$8,500 subsidized and up to \$20,500 unsubsidized).

- The *subsidized* aggregate limit is \$65,500; the aggregate lifetime limit is \$138,500 for combined *subsidized and unsubsidized* loans.
- There is a 1.0% origination fee which is assessed by the Department of Education.

Stafford Loan Eligibility

To be eligible, one must:

- Use the loan only to pay for the cost of attending Union Presbyterian Seminary.
- Be enrolled at least half-time as a degree-seeking student in the M.Div., M.A.C.E., any dual degree program, Th.M., or Ph.D. program, on any platform.
- Be a U.S. citizen or permanent resident of the U.S.
- Have a valid social security number.
- Be making satisfactory progress in a program of study as determined by Union Presbyterian Seminary, and as defined by federal regulations. (Ph.D. students may not receive Stafford Loans for more than seven years of full-time study.)
- Not owe money on a federal student grant or have a satisfactory arrangement to repay it.
- Not have defaulted on a federal loan (unless the student has made satisfactory arrangements to repay the defaulted loan).
- Must not have property subject to a judgment lien for a debt owed to the United States government.
- Not have been convicted of violating certain felony drug statutes.

Stafford Loan Application Information

- Complete your 2011 tax return.
- Complete the 2012-2013 Free Application for Federal Student Aid. Students may do so at www.fafsa.ed.gov. Be sure to enter the UPSem school code, G03743, on the *FAFSA*. Make sure to print a copy for your files.
- After the *FAFSA* is delivered electronically to UPSem, the financial aid office will send the student a 2012-2013 Direct Loan Request Form along with a letter detailing how much the student is eligible to borrow. Return this application indicating the desired loan amounts.
- The financial aid office will send a confirmation of receipt of the loan application by email. If required, the email will explain how to complete the Master Promissory Note and Entrance Counseling electronically.

Stafford Loan Verification

- An applicant for federal aid may be selected for verification by the *FAFSA* processor.
- The financial aid office will ask the applicant in writing to supply a federal tax return as well as any other applicable documents.
- The student's application for federal aid will not be processed until all documents requested for the verification process are provided and the verification process is complete.
- Students are expected to submit requested documentation within 30 days of the date of the request. Failure to comply with verification will result in the loan application not being processed.
- If the verification process results in a change in the applicant's Expected Family Contribution, the student will be notified in writing of the effect on his or her application for federal aid. If an error is found, the applicant will be notified and told how to resolve it.
- If there is reason to suspect that an applicant may have engaged in fraud or other criminal misconduct in connection with the *FAFSA*, a letter stating the grounds for suspicion will be mailed to the Office of the Inspector General of the Department of Education. A copy of the letter will be given to the applicant.

Stafford Loan Delivery

- Prior to approving the delivery of loan funds, the director of financial aid must verify the student's eli-

gibility again. The student's unmet need will be recalculated if any additional financial aid was awarded to the student subsequent to completion of the loan request.

- All first time federal student loan borrowers are required to complete Entrance Loan Counseling. This can be completed online at <http://www.studentloans.gov>. The financial aid office will notify student borrowers if this is required.
- After reverifying the student's eligibility, the financial aid office will authorize disbursement by the business office.

Stafford Loan Exit Interview

All students who are Federal Stafford Loan borrowers must complete an exit interview process when ceasing at least half-time enrollment. Borrowers should contact the financial aid office for exit interview information.

REFUND (RETURN) OF STAFFORD LOANS FUNDS

The Return of Title IV Funds Policy applies to federal Stafford loan recipients who **totally withdraw** from the seminary. The seminary follows the federally mandated formula when calculating the amount of funds to be returned to the loan program.

The formula assumes that a student uses Title IV aid (e.g. Stafford loans) to pay institutional charges such as tuition, fees, rent and certain other institutional charges. Withdrawal prior to completing 60% of the semester for which aid was awarded requires that a pro rata portion of the aid must be returned to the department.

First, Union Presbyterian will return to the appropriate federal fund source a proportional share of institutional charges that were paid. In general, the effect of this return of Title IV aid by the institution is to reduce an outstanding federal loan balance. Second, if the amount returned by the school is not enough to repay the entire amount not earned, the student will be required to repay unearned Title IV aid to the department. If a student is entitled to a refund from the school for amounts paid to cover institutional charges, any refund due will first be applied to the obligation to return "unearned" aid. Thus, portions of institutional refunds may be applied to an outstanding Stafford Loan.

Union Presbyterian Seminary will bill the student for the amount returned to the lender on behalf of the student. Then, if the amount that the institution is responsible for returning is less than the total amount of aid that needs to be returned, the student is responsible for the remainder. While institutions must return loan funds to the lender promptly, students may repay loans under the terms and conditions of the loans. This means that a student may choose whether or not to repay in full at the time of withdrawal, but for the purposes of the calculation the amount owed counts as part of the student's share of the repayment.

A Federal Stafford Loan recipient who is on approved Leave of Absence for more than 180 days must be considered as having totally withdrawn for the purposes of this policy.

OTHER FINANCIAL AID INFORMATION

Church Support for Students

Union Presbyterian Seminary expects that students enrolled in its academic programs shall have the endorsement and support of their appropriate denominational judicatory. This expectation includes both ecclesiastical endorsement and financial support. It is our conviction and assumption that churches which endorse and encourage persons to seek preparation for ministry in their tradition, by that fact become responsible for providing personal encouragement, spiritual oversight, and tangible fiscal support.

Students are responsible for arranging and securing financial support from their denomination or congregation. Union Presbyterian Seminary's financial aid office is prepared to assist students in this process, but the responsibility for seeking and securing this support remains with the student.

Estimated Cost of Attendance

Need-based financial aid is based on the *Union Presbyterian Seminary Cost of Attendance* that includes both educational and estimated personal living costs. These estimated expense items establish a uniform standard of living that the seminary is willing to help underwrite. Expenses for single and married students, as well as allowances for dependents, are included. (For Union Presbyterian Seminary financial aid purposes, a dependent is a child claimed as a dependent on the student's federal income tax return. If over the age of 18, the child may be counted as a dependent up to the age of 23 provided the child is a full-time student.) Allowable expenses include:

- Educational expenses – tuition, student fees, and books
- Housing
- Food
- Health insurance and medical expenses
- Transportation
- Miscellaneous personal expenses
- Child care
- Church contributions

Child care costs and church contributions are not estimated by Union Presbyterian Seminary, but can be entered on the financial aid application as expenses. Church contributions cannot total more than 10% of stated income.

Any expenses listed on the financial aid application by the student that are greater than those found on the schedule of *Union Presbyterian Seminary Cost of Attendance* should be explained by the student. Union Presbyterian Seminary does not consider consumer debt payments, a spouse's education costs, or extraordinary housing costs as allowable expenses when determining eligibility for need-based aid.

Personal Resources

Eligibility for need-based aid is calculated after all possible sources of income have been taken into account. The following categories of support are considered when determining a student's resources:

- Personal assets – all assets (except retirement accounts approved by the IRS, and certain levels of home equity of a student's primary residence) including:
 - Value of cash, savings, CDs, checking accounts, and any interest income from same
 - Value of other liquid assets (stocks, bonds, etc.), and dividends or interest from same
 - Value of trusts, and any income from same
- Student spouse's income from employment
- Student and spouse's taxable, or partially taxable, income from pensions, annuities, and retirement accounts
- Other family assistance
- Scholarships and grants – including merit awards from Union Presbyterian Seminary or other sources, as well as assistance from the student's church and denomination
- Government programs – including AmeriCorps, social security, veterans benefits, vocational rehabilitation benefits, unemployment compensation, etc.
- Loan aid – including low-interest, no-interest, and service-forgiven loans available from churches and denominations
- Other income such as alimony, child support, housing allowance, rental income, etc.

APPEALS COMMITTEE

- 1) The FA Appeals Committee is an ad hoc committee called by the dean.
 - a) It shall consist of three voting members and be made up of faculty and staff.
 - b) The director of financial aid (DFA) will not be a voting member of the appeals committee.
- 2) The DFA shall serve as the coordinator of the appeals process and contact person for the student.

- 3) The DFA will make routine decisions about a student's eligibility for financial aid in accordance with current financial aid policy.
- 4) When an appeal based upon exceptional circumstances is requested:
 - a) the appeal process is started as soon as practical;
 - b) the dean selects three members for the committee and sets a meeting date;
 - c) the DFA provides the committee with written documentation regarding facts, events, and decisions along with copies of all relevant correspondence;
 - d) the DFA informs the student of the meeting date of the committee and that the student may request an earlier meeting of the committee if the meeting is more than 30 days away
 - i) if requested by the student, the DFA will contact the dean to negotiate an earlier date
 - ii) the dean will have the authority to call an earlier meeting or make the decision not to call an earlier meeting of the appeals committee.
- 5) Students requesting an appeal must provide a written statement to the committee with the reasons for the appeal along with appropriate documentation.
- 6) The student is invited and encouraged to meet with the appeals committee for dialogue, additional explanation, and response to questions by the committee.
- 7) The attitude of the appeals committee shall be one of:
 - a) providing pastoral care and support
 - b) seeking to understand the student's position and rationale
 - c) demonstrating openness
 - d) making decisions which are fiscally responsible and pastorally just
- 8) The decision of the committee shall be communicated to the student in writing within ten working days after the committee meets unless the student is informed at the appeals committee meeting why he or she would not be notified within that time period.
- 9) The following are examples of process issues that need to be considered in conversation with students and staff persons:
 - a) Was the procedure for requesting financial aid correctly followed?
 - b) Were the guidelines for determining the appropriate amount of financial aid correctly followed?
 - c) Was the student given the most current information on his or her status?

FOR MORE INFORMATION

Questions regarding Union Presbyterian Seminary's financial aid program may be directed to the director of financial aid. Union Presbyterian Seminary provides complete access to accreditation credentials upon request and is subject to federal regulations in the administration of the Federal Stafford Loan Program.

CHARLOTTE MATCHING GRANT PROGRAM

The creation of the Charlotte campus is based on the opportunity to deepen the partnerships between the seminary and sponsoring area churches and their members. These partnerships can extend to providing financial support for seminary students. A matching grant program involving the student, the student's church, and the seminary is available.

Student Eligibility Requirements

- Degree-seeking status enrolled for a minimum of two credits for the Fall 2012 term
- Active member of a Christian congregation
- Satisfactory academic progress in a degree program
- U.S. citizen or permanent resident

Application Distribution and Deadline

- Charlotte campus students will receive a matching grant application via Blackboard no later than June 7, 2012. For the convenience of an applicant and his/her supporting church, pre-addressed Matching Grant payment envelopes will also be made available in the office of Terry Johns after **September 15, 2012**.
- Students must apply to dean of the Charlotte campus no later than **October 15, 2012** for the Fall term.

Payment Deadline, Disbursement, and Billing Information

- One-third tuition match of at least \$854, along with a \$12 activity fee, and a completed application from the student must be submitted to Terry Johns on the Charlotte campus by **October 15, 2012**.
- One-third tuition match of \$853 from the church must be received by Terry Johns on the Charlotte campus by **October 15, 2012**.
- If the student activity fee and all necessary matches are not received by the **October 15, 2012** deadline, the seminary will not provide a Fall term match.
- One-third tuition match by seminary will be disbursed after receipt of student application, student activity fee, student and church matches, and after the fall add/drop deadline. Therefore, the November 2012 statement is the first statement that could reflect the seminary match.
- The matching grant application will provide a one-third tuition match for *two* credits per term.

Other Considerations

- The institutional match is available only through a formal **term-by-term** application process.
- The seminary will not “overmatch” (pay more than one-third of tuition) nor can the church’s share be waived. In other words, a student cannot pay two-thirds of tuition and expect the seminary to pay the remaining one-third share.
- Church matching funds must be applied to the student’s seminary student account. The student is responsible for arranging receipt of their church’s match by **October 15, 2012**.

Questions?

Please contact the Office of the Dean of the Charlotte campus for additional information at 704-337-2450.

TUITION FOR 2012-13 ACADEMIC YEAR

Tuition (Basic Degree Programs)		
\$1,280 per credit x 10 credits	\$12,800	9 months, full-time in Richmond
\$1,280 per credit x 12 credits	\$15,360	12 months, full-time in Richmond
\$1,280 per credit x 6 credits	\$7,680	12 months in Charlotte
Tuition (Advanced Degree Programs)		
Th.M.	\$14,000	Annual Tuition
Th.M. (after first year of continual study)	\$2,800	Annual Continuation Tuition
Ph.D.	\$14,000	Annual Tuition
Ph.D. (third year and beyond)	\$2,800	Annual Continuation Tuition

BASIC DEGREE ESTIMATED COST OF ATTENDANCE

Single Student On Campus	11 Months	Married Student On Campus	11 Months
Housing	\$3,240	Housing	\$7,326
Food	\$2,700	Food	\$4,050
Miscellaneous	\$3,600	Miscellaneous	\$4,680
Transportation	\$2,007	Transportation	\$4,906
Health Insurance	\$2,706	Health Insurance	\$7,722
Living Expenses	\$14,253	Living Expenses	\$25,785
Tuition	\$12,800	Tuition	\$12,800
Activity Fee	\$200	Activity Fee	\$200
Books	\$1,000	Books	\$1,000
Educational Expenses	\$14,000	Educational Expenses	\$14,000
GRAND TOTAL	\$28,253	GRAND TOTAL	\$39,785

Other Financial Matters

GENERAL REFUND POLICY

Withdrawal and Dismissal

A student who does not complete the term for which he or she has been charged, either by voluntary withdrawal or dismissal, may be entitled to a refund depending upon the timing of his or her date of separation from Union Presbyterian Seminary. A student must submit to the associate dean for academic programs, or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte Campus, a letter of request for permission to withdraw. The student's separation date is the later of the date of the letter of request for withdrawal or a date mentioned in the letter of request. A student who has been dismissed from Union Presbyterian Seminary will be considered to have been separated from Union Presbyterian Seminary as of the date of the action of dismissal.

Leave of Absence

For federal aid, the definition of an approved leave of absence is leave that has been requested in writing to the associate dean for academic programs, or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte Campus, and does not exceed 180 days within a 12-month period. The seminary will not charge tuition and fees, other than rent, if applicable, for a student during an approved leave of absence. A student who receives no federal aid may be granted an approved leave of absence up to one calendar year by the associate dean for academic programs; or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte Campus. Approval of a one-year leave of absence by the seminary does not supersede the 180-day federal limit. Students with federal loans should be aware that their loans may go into repayment during a one-year leave of absence. More information is available from the director of financial aid. A student who takes an unapproved leave of absence or who does not return to Union Presbyterian Seminary after an approved leave of absence is considered to have withdrawn as of the end of his or her last term of enrollment.

Refund of Fees

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

Refund Allocations

Any federal aid recipient who is due a refund, whether or not he or she received permission from the associate dean for academic programs (or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte Campus) to withdraw, will have federal funds returned according to federal regulations.

REFUND OF TUITION

The following guidelines are used to determine institutional tuition refunds for students not receiving federal aid. These guidelines apply when a student notifies the registrar that she or he is dropping a course or courses. They also apply when a student withdraws from the school with the permission of the associate dean for academic programs (or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte Campus).

Basic Degree Students

- Basic degree students who drop a course or switch to audit status by the drop/add deadline will receive a full refund of the tuition for that course. Students who are enrolled in a program that charges tuition on a per course basis and who withdraw from a course or switch to audit status after the drop/add deadline, but prior to the end of one-half of the term (as noted above), will receive a 50 percent refund of the tuition for that course.

- The refund policy may differ with supervised ministry courses.
- No other refunds are available.
- If a student drops a course, the amount of financial aid given for that course will be administered according to the following process:
 - a. For a student who drops the course before the drop/add deadline, any merit grant will be deducted from their student account and may be used later when or if the course is repeated.
 - b. If the course is dropped after the d/a deadline, the merit grant is not reversed from the student's account. No new grant aid will be credited to cover the course when or if it is repeated.
 - c. For a student with tuition-based aid who drops a course after the d/a deadline, the financial aid for that course is not reversed from the student's account. No new aid will be credited to cover the course when or if it is repeated.

Advanced Degree Students

- Advanced degree students who withdraw from the degree program or who start a leave of absence before the drop/add deadline will receive a full refund of the tuition or continuation fee for the current half year.
- Advanced degree students who withdraw from the degree program or who start a leave of absence after the d/a deadline but prior to the 50% mark will receive a 50% refund of the tuition or continuation fee for the current term.
- Advanced degree students who withdraw from the degree program or who start a leave of absence after the 50% mark has passed will receive no refund of tuition.
- If a student withdraws or starts a leave of absence at any time prior to the d/a deadline, any institutional financial aid given for that term will be removed from the student's account.
- No other refunds are available.

GENERAL TAX INFORMATION FOR STUDENTS

Scholarship, grant, and fellowship amounts in excess of required tuition, fees, and books are generally taxable as income under federal law. Tuition charges and fees are billed to student accounts maintained by the business office. Students receive monthly statements on all account activity. These statements should be saved to verify amounts paid for tax purposes. Receipts for books should also be saved to support amounts deducted in determining taxable income. Note that while scholarships, grants and fellowships are usually awarded for an academic year, taxable income is based on the calendar year.

By the end of January, the business office issues each student a *Form 1098-T*. This form lists the total of the tuition and fees that were billed in the previous calendar year as well as the total of the scholarships, grants, and fellowships credited in that calendar year. Institutions are required to report the *Form 1098-T* information to the Internal Revenue Service. Students should use their *Form 1098-T* information when they complete their tax returns as well as their *Free Application for Federal Student Aid*. Students are responsible for calculating the taxable amount of their gift aid and for reporting it on the appropriate forms.

Students not receiving gift aid, or whose gift aid is less than tuition, may be eligible to use the Lifetime Learning Credit for tuition and required fees billed by the institution.

The seminary does not render tax advice. Students should contact a qualified tax advisor for specific information and guidance. The following Internal Revenue Service web site provides official tax guidance for students:

<http://www.irs.gov/pub/irs-pdf/p970.pdf>
Publication 970, Tax Benefits for Education.

Organizations

RICHMOND CAMPUS STUDENT GOVERNMENT ASSEMBLY

The purpose of the Richmond Student Government Assembly (RSGA) is “to foster and sustain community wholeness as we respond to and advocate for the needs of the student body...” The membership of the Richmond Student Government Assembly is comprised of two governing bodies: The Senate and the Diaconate.

SENATE

This body is responsible for hearing student concerns and issues from students and/or their representatives, and acting on them in a timely manner consistent with the purpose statement.

Elected members of the Student Senate are: Officers—moderator, vice-moderator, clerk, and treasurer; and Representatives—1st and final level M.A.C.E./M.A.T.S.; 1st, 2nd, and final level M.Div.; two at-large dual degree (M.Div./M.A.C.E.) who have completed one year of study at Union Presbyterian Seminary; dual degree (M.Div./M.A.C.E.); postgraduate; and international and commuter student representatives. A representative from each recognized campus organization is invited as a non-voting member as well.

DIACONATE

This body is responsible for programs and for community care. The vice-moderator of the RSGA serves as moderator for this body and as the liaison between the Diaconate and the Student Senate.

The members of the Diaconate are the elected chairs of the standing committees: Ecological Awareness, Campus Care, Communication, Fellowship, and Service. Students are invited to participate in student government by participating on one or more of these committees.

For more information, see Appendix B: Richmond Student Government Assembly Constitution, page 98.

RECOGNIZED CAMPUS ORGANIZATIONS

BLACK CAUCUS

The Black Caucus establishes a network of support systems among the Union Presbyterian Seminary community, RTC community, and the broader church to help maintain and enrich Black identity within this diversity by uplifting the integrity of Black heritage.

The caucus affirms a commitment to pluralism and inclusiveness and works to expand the academic curriculum to include courses relevant to the contributions of Blacks to our Christian tradition, thereby equipping us all for the cultural diversity in the church. It encourages, supports and sustains the Black student body; facilitates the engagement of the entire RTC student body in the richness of the Black people in order to broaden and deepen our worship together; and initiates, sustains, and utilizes a network of dialogue between RTC students, local Black churches, and other resource persons of color in our immediate area.

COMMUTER STUDENTS

Commuter students establish support systems among themselves through regular commuter lunch meetings. Wednesday community lunch in the Belk Center offers an excellent opportunity for community-building.

Each year a commuter representative is elected to the student government to represent commuter interests. Facilities designated especially for commuter students are described on p. 14.

GRADUATE STUDENTS ASSOCIATION

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

INTERNATIONAL STUDENT ORGANIZATION

The International Student Organization helps facilitate adjustment to the culture and climate of the United States, to the Union Presbyterian Seminary community, and builds a network of supportive relationships. It raises community awareness of the presence, gifts, and talents of students from other countries and encourages community members to share their culture, language, and other unique aspects of their heritage.

KOREAN STUDENTS

The Korean Students group establishes a network of support systems among the Union Presbyterian Seminary community.

SAFE SPACE

Safe Space is Union Presbyterian Seminary's gay-straight alliance. Its mission is two-fold. First, it seeks to provide a safe space for gay, lesbian, bisexual, and transgender students and their families and their straight allies. This space is a place for discussion, support, and celebration as well as a place to find GLBT-friendly resources for clergy. Second, it does outreach to the Union Presbyterian Seminary community and to Richmond, in general, with the aim of increasing awareness of GLBT issues, especially those faced by GLBT Christians, and engaging in dialogue.

UNION PRESBYTERIAN SEMINARY SPOUSES CONNECTION

Union Presbyterian Seminary Spouses Connection serves as a support group for the spouses of the RTC Community by providing opportunities for spiritual growth, study, fellowship, and service to others.

A husband or wife of an RTC community student automatically belongs to the organization. The Spouses' Connection plans and organizes a variety of programs for all spouses in the RTC community. Throughout the year Union Presbyterian Seminary Spouses Connection offer fellowship opportunities; Bible studies/prayer groups; spouses' and parenting classes; community care, which provides meals or other kinds of help to families experiencing an illness, crisis, or a baby's arrival.

UNION SOCIETY FOR PATRISTIC AND MEDIEVAL STUDIES

Pulchritudo tam anitiqua et tam nova – 'Beauty ever old and ever new'

Union Society for Patristic and Medieval Studies is a convivial group that gathers to explore, examine, and enjoy shared heritage in a wide variety of topics from the patristic and medieval periods in church history. The first 1500 years of the Christian tradition is valued for bestowing the foundation of many of the practices and beliefs of today. USPMS therefore affirms the importance of mining the richness of the past so that we might understand ourselves more fully today and serve the Church more faithfully in the future.

Leisure Time

RECREATION

RICHMOND CAMPUS

Union Presbyterian Seminary has athletic fields, four tennis courts, a jogging track, a labyrinth for meditative walking (established in cooperation with and maintained by The Chrysalis Group), a weight room, children's playgrounds, and ping-pong and pool tables.

The tennis courts, on Brook Road near the Advance Apartments, require no fee for their use. You may ask non-school players, who often use the courts, to leave if the courts are filled. For walking, jogging and running, a 0.4-mile track winds among the trees near the corner of Loxley Road and Westwood Avenue. The track has several exercise stations as well as the labyrinth.

A Student Center is located in the Belk Center in Richmond Hall. There is a large screen TV, CD, and DVD player, computers, games, pool table, and lounge area. A weight room and ping-pong tables are located in Richmond Hall basement.

A fenced playground is in the field beside Advance Apartments and has a sandbox, swings, and other play equipment.

ARTS AND ENTERTAINMENT

RICHMOND

The Richmond metropolitan area offers a host of recreational facilities and activities, including city and county parks with jogging trails, tennis courts, and picnic areas, roller skating and ice skating rinks, hiking and rock climbing at James River Park, adult and children's sports leagues, single and family memberships at several branches of the YMCA, and a zoo. In addition, you can easily travel to beaches or the mountains in one to two hours.

Richmond offers people of all ages a wealth of low cost and free opportunities for cultural enrichment. In this city, everyone can enjoy theater, opera, ballet, concerts, museums for the arts and sciences, botanical gardens, and historical sites. Richmond also has outstanding food festivals including the Greek Festival in early June, sponsored by the area's Greek Orthodox community, and the International Food Festival, held each fall. The food is delicious and inexpensive.

Information about arts and entertainment is available through *Style Weekly*, a free newspaper found at many convenient sites in the neighborhood, and in *Weekend*, a supplement published each Thursday by the *Richmond Times-Dispatch*.

You may go online to www.Richmond.com for a list of upcoming activities.

Special student ticket prices are available from many theatres and arts organizations. Be sure to inquire. A list of some area theatres and arts organizations follows.

Center Stage, www.richmondcenterstage.com

Carpenter Center for the Performing Arts

Richmond Landmark Theatre,

Richmond Ballet

The Richmond Symphony, www.richmondsymphony.com

Theatre IV/Barksdale Theatre, www.theatreivrichmond.org

Virginia Opera, www.vaopera.org

Swift Creek Mill Playhouse, www.swiftcreekmill.com

Black History Museum & Cultural Center of Virginia, blackhistorymuseum.org

Lewis Ginter Botanical Gardens, lewisginter.org

Maymont, www.maymont.org
Metro Richmond Zoo, www.metrorichmondzoo.com
Museum and White House of the Confederacy, www.virginia.org/listing/museums
Paramount's Kings Dominion, www.kingsdominion.com
Edgar Allen Poe Museum, www.poemuseum.org
Richmond Flying Squirrels Baseball, www.squirrelsbaseball.com
Richmond Children's Museum, www.c-mor.org
Richmond Holocaust Museum, www.holocaust.com
Richmond Kickers Soccer, www.richmondkickers.com
Richmond National Battlefield Park, www.nps.gov/rich/
Science Museum of Virginia, smv.org
Three Lakes Nature Center and Aquarium, www.digif.virginia.gov
(go to wild life watching)
Valentine Museum, www.richmondhistorycenter.com
Virginia Aviation Museum, www.vam.smv.org
Virginia Historical Society, www.vahistorical.org
Virginia Museum of Fine Arts, www.vmfa.state.va.us

Annual Events & Special Activities

Annual events and informal gatherings bring together the faculty, staff, and student body of Union Presbyterian Seminary throughout the academic year. Community activities include outdoor picnics, potluck dinners, and parties sponsored by the Richmond Student Government Assembly.

FALL SEMESTER

CALVIN BOWL

Annual flag football game for students, faculty, and staff.

CALVIN BALL

The ball (dance) is held in the fall.

COMMUNITY LUNCH

Students, faculty, and staff have the opportunity to grow as a worshipping community and enjoy a time of fellowship. On Wednesdays when classes are in session, worship with Communion is held at 11:45 a.m. followed by a community lunch.

FAITH SEEKING UNDERSTANDING

This annual lecture on the Charlotte campus seeks to provide the seminary community with a forum for dialogue and reflection on matters of theology, faith, and Christian witness.

ORIENTATION

Orientation for new students is held several days (over the course of one day for the Charlotte campus) prior to the start of the fall term. Orientation seeks to familiarize students with Union Presbyterian Seminary, faculty, and other students.

OPENING CONVOCATION

The convocation is held in September on both the Richmond and Charlotte campuses.

DAYS FOR DISCERNMENT (FALL & SPRING)

Richmond Campus

Days for Discernment (D4D) are held in the fall and in the spring to give prospective Union Presbyterian Seminary students the opportunity to experience various aspects of campus life. The schedule includes time to attend a class, conversations with faculty and students, information about the degree programs and financial aid, worship, and a campus tour.

Charlotte Campus

For prospective Union Presbyterian Seminary students who are interested in the Charlotte campus, Days for Discernment (D4D) are held in the fall and in the spring. These events include worship, information sessions on degree programs, a workshop on call, conversations with students and faculty, attending a class, and a shared meal.

SPRING SEMESTER

SPRUNT LECTURES

In 1911, Dr. James Sprunt, a ruling elder in the First Presbyterian Church of Wilmington, NC, created a foundation for the purpose of bringing to the institution outstanding lecturers “for the authoritative presentation to the students of the particular subject or subjects which, at any given time, may be occupying the attention of the Christian World.” The annual lecture series brings distinguished visitors to Union Presbyterian Seminary to

discuss various aspects of Christian thought and work. Students may enroll in a course related to the Sprunt Lectures. Alumni/ae return to campus each year to attend the lectures and class reunions. The lectures usually occur over three days following the Spring term.

THE HARRISON FILES CURRIE LECTURESHIP IN CHRISTIAN MISSION

This annual lectureship on the Charlotte campus seeks to bring outstanding theologians and missiologists to the seminary who will help students better understand the mission of the church, and help the church reflect faithfully and imaginatively on that mission in our own day and time.

RSGA FELLOWSHIP EVENTS

Events are held throughout the year.

Academic Rules & Regulations

EXCEPTIONS TO FACULTY POLICIES

Except in cases of medical emergency, requests for exceptions to academic policies must be submitted in writing to the appropriate office or faculty member at least three weeks in advance of their requested effective date. A form for electronic submission of such requests is located on the Registrar's section of the Union Presbyterian Seminary web site. Submitted requests are automatically routed to the appropriate office or faculty member. Requests may be decided upon receipt, referred for consultation involving appropriate academic department chairs or faculty, or forwarded to the Academic Program Committee of the faculty for action.

CONVOCATION SCHEDULE

The 2012-2013 Opening Convocation for both Richmond and Charlotte campuses is scheduled for Saturday, September 15, 2012 in the newly built Union Presbyterian Seminary, Charlotte campus, on the grounds of Sharon Presbyterian Church, Charlotte, NC. Lunch and a reception will follow on the lawn.

RICHMOND CAMPUS DAILY CLASS SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1	8:30-9:20 a.m.	8:30-9:20 a.m.	8:30-9:20 a.m.	8:30-9:20 a.m.	8:30-9:20 a.m.
Period 2	9:30-10:20 a.m.	9:30-10:20 a.m.	9:30-10:20 a.m.	9:30-10:20 a.m.	9:30-10:20 a.m.
	10:30-11:00 a.m. Break	10:30-11:00 a.m. Break	10:30-11:20 a.m.	10:30-11:00 a.m. Worship	10:30-11:00 a.m. Break
Period 3	11:10-12:00 p.m.	11:10-12:00 p.m.		11:20-12:00 p.m.	11:10-12:00 p.m.
Period 4	12:10-1:00 p.m.	12:10-1:00 p.m.	11:45-2:00 p.m. Worship/ Community Lunch	12:10-1:00 p.m.	12:10-1:00 p.m.
	1:10-2:00 p.m. Lunch	1:10-2:00 p.m. Lunch		1:10-2:00 p.m. Lunch	1:10-2:00 p.m. Lunch
Period 5	2:10-3:00 p.m.	2:10-3:00 p.m.	2:10-3:00 p.m.	2:10-3:00* p.m.	2:10-3:00 p.m.
Period 6	3:10-4:00 p.m.	3:10-4:00 p.m.	3:10-4:00 p.m.	3:10-4:00* p.m.	3:10-4:00 p.m.
Period 7	4:10-5:00 p.m.	4:10-6:00 p.m.	4:10-5:00 p.m.	4:10-6:00 p.m.	4:10-5:00 p.m.
Period 8	5:10-6:00 p.m.	Faculty & Committee Meetings	5:10-6:00 p.m.	Faculty & Committee Meetings	5:10-6:00 p.m.

*On days when a convocation is scheduled at midday, Period 5 is 3:10 to 4:00 p.m.; Period 6 is 4:10 to 5:00 p.m. Committee meetings follow at 5:10 p.m. (Professors may choose to begin their classes on the half-hour. Students should check course schedules carefully.)

RICHMOND CAMPUS DAILY CLASS SCHEDULE cont.

	Monday	Tuesday	Wednesday	Thursday	Friday
Period 9	6:00-7:00 p.m. 6:30-9:30 p.m.	6:00-7:00 p.m. 6:30-7:30 p.m.	6:00-7:00 p.m.	6:00-7:00 p.m. 6:30-9:30 p.m.	6:00-7:00 p.m.
Period 10			7:10-8:00 p.m.		7:10-8:00 p.m.
Period 11		8:10-9:30 p.m.	8:10-9:00 p.m.		8:10-9:00 p.m.
Period 12			9:10-10:00 p.m.		9:10-10:00 p.m.

CHARLOTTE CAMPUS WEEKLY CLASS SCHEDULE

Tuesday		
Period 1	6-9:30 p.m.	Required Courses
	6-9 p.m.	Elective Courses
Thursday		
Period 1	6-9:30 p.m.	Required Courses
	6-9 p.m.	Elective Courses
Friday		
Period 1	6-9:30 p.m.	Required Courses
	6-9 p.m.	Elective Courses
Saturday		
Period 1	8:15-11:45 a.m.	Required Courses
	8:30-11:30 a.m.	Elective Courses
Period 2	Noon-12:45 p.m.	Community Worship Service
	12:45-1:25 p.m.	Lunch
Period 3	1:30-5 p.m.	Required Courses
	1:30-4:30 p.m.	Elective Courses

ATTENDANCE

Professors teaching in all degree programs may require class attendance, and students must submit a written request to be excused whenever attendance is required. It is in every case the prerogative of the professor to approve or to deny such requests. Students should consult the course syllabus for each class for details.

EXTENDED CAMPUS PROGRAM ATTENDANCE

ECP does not allow absence from any on-campus class meeting. Students with concerns or questions related to class attendance or scheduling should first contact their professor, and then, if needed, the director of the Extended Campus Program.

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 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 seek the appropriate course distribution among and within the curricular areas 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 will also participate with their student advisees in the portfolio-based assessment process required of all master's level students (who entered in the summer or fall of 2007 or thereafter), as described in a separate section of the Student Handbook.

M.A.C.E. students intending to become certified educators in the Presbyterian Church (U.S.A.) should confer with their advisors; certification liaison; 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 their denominational representatives regarding academic requirements.

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 associate dean. Non-degree students must receive prior permission from their advisor before registering for any course. (For other policies for non-degree students see Admissions section of the Academic Catalog.)

FACULTY MEETINGS

The full faculty ordinarily meets on the second or third Thursday of each month at 4:10 p.m. Other faculty committees routinely meet on the first or third Tuesday or Thursday of every month. Classes are not scheduled at these times.

FILES

Union Presbyterian Seminary follows the guidelines provided by the Family Educational Rights and Privacy Act regarding access privileges to student educational records.

1. Students' educational records (other than directory information*) are considered confidential and may not be released without written consent of the student. Faculty and staff members are aware of their legal responsibility to protect the confidentiality of student educational records in their possession.
2. Students may inspect their own educational records in the Office of the Registrar, Watts Hall 307 on the Richmond campus, by appointment during business hours. Non-residential students may contact the registrar's office at (804) 278-4233 to make alternative arrangements.
3. Faculty and staff have access to student educational records in the legitimate completion of their responsibilities as employees of the institution. Such responsibilities may include routine administrative duties; evaluation of previous academic work in view of a request to by-pass a course; or the need to render care in case of physical injury or other emergency.
4. Persons presenting a judicial order or subpoena may have access to student educational records. Unless the subpoena is issued by a federal grand jury or a law enforcement agency, the institution will make a reasonable effort to notify the student of the order or subpoena in advance of compliance.

*Directory information is defined at Union Presbyterian Seminary as:

- name and in-session address
- telephone number
- campus e-mail address
- home town
- college, curriculum, year in school
- enrollment status (registered, on leave, student-in-ministry)
- degrees earned
- Note: directory information does not include denominational affiliation

A student may place a block on his or her directory information or educational records to prevent their being communicated to third parties. A written request for a block of directory information should be submitted to the Student Life Office. A written request for a block of educational records should be submitted to the Office of the Registrar.

REGISTRATION

Participation in the community and academic life of Union Presbyterian Seminary and continuance in one's degree program are privileges extended to those who have met the requirements of the institution. Applicants who have been admitted to Union Presbyterian Seminary may register for classes if they fulfill their financial obligations to the institution within appropriate cumulative grade levels (see "Academic Standing," p 4-5, Union Presbyterian Seminary Academic Catalog 2012-2013. A student will not be permitted to register for classes unless all previous charges due the institution have been paid. (See Graduate Handbook for exception for all Ph.D. students in the continuation phase of their programs.)

Students expecting to graduate or to participate in commencement exercises must pay all outstanding debts to Union Presbyterian Seminary at least five business days before graduation. Students who do fail to comply may participate in all graduation exercises and activities, including being included in the graduation insert. But, at graduation itself they will receive their diploma jacket only. Until their accounts are cleared by the Business Office, they will not receive their diploma itself or have their transcripts or grades provided, and will not be verified as having met all institutional requirements for receipt of the degree. Once the Business Office clears a former student's account, her or his graduation date will be verified as the date on the previously held diploma. These same protocols pertain for any student who fails to complete the required ATS Graduating Student Questionnaire.

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

COURSES WITH SECTIONS

For courses with sections, registration will function the same as all courses for the plenary feature of the class. When a student requests a particular course section, the request will be received as advisory only. This will allow faculty and/or the Registrar's Office the opportunity to balance the number of students in course sections if and as needed. Students will be notified if any changes are made to their requested course sections.

LATE FEES

A late registration fee of \$50 applies to registrations received after the deadline printed on student registration forms. 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.

CHANGING OR DROPPING COURSES

EXTENDED CAMPUS PROGRAM

Students enrolled in the Extended Campus Program (ECP) begin their course work at home approximately two months before meeting for on-campus coursework in Richmond. Students may add courses only by permission of the professor after the first day any class meets up to the drop/add deadline. ECP students may drop courses up to but no later than the last day of the second week of at-home course work. Thereafter, students may withdraw from a course and pay 50 percent tuition if they do so up to the last business day before the first day of the on-campus session. Any student who wishes to withdraw from a course should be in contact with their professor and the associate dean for academic programs. If a student withdraws from a course, the course will remain on their transcript with a grade of “W” and will be neutral in relation to GPA calculations.

Courses offered through the Extended Campus Program may not be audited, including field-based learning courses. Field-based learning courses or supervised ministry courses must be arranged with and approved by the Office of Supervised Ministry and Vocational Planning. These courses are included in course-load limits.

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 associate dean for academic programs.

Specific deadlines for drop/add and withdrawal are communicated during registration for any given term or can be obtained by contacting the Office of the Registrar or consulting the academic calendar in the academic catalog.

RICHMOND CAMPUS

Students enroll for long and short semesters on the Richmond campus. In the long terms (Fall and Spring), students may drop courses up to but no later than 5 p.m. on the tenth day of classes. Students may add courses or change to audit only by permission of the professor after the first day any class meets up to the drop/add deadline. Supervised ministry and field-based learning courses may not be audited, and must be arranged with and approved by the Office of Supervised Ministry and Vocational Planning. In short terms on the Richmond campus (January and May), students may drop courses up to but no later than the third day of classes. After the first day any class meets, students may add a course or change to audit only with the professor’s permission up until the drop/add deadline.

Students in Richmond may also enroll in a seven-week intensive summer language school or summer supervised ministry internships. 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. Summer ministry internships and field-based learning placements may not be audited, and must be arranged with and approved by the Supervised Ministry and Vocational Planning Office. 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.

Some courses are only offered on a pass/fail basis. Required courses will only use letter grading (A-F). Pass/fail grading for electives must be approved by the professor. More information about grading can be found in the Academic Catalog. 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.

Following the drop/add period, Richmond students may withdraw from a course within the withdrawal period on the Richmond campus with the permission of the associate dean for academic programs. 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 associate dean for academic programs to grant an exception to the rule, a student is limited to two course withdrawals during enrollment in any degree program. Students are expected to notify the professor who teaches any course from which they opt to withdraw. Confirmation of withdrawal will be made by the registrar to the professor and to the Business Office, for billing update. Withdrawal from a field-based learning course or a supervised ministry course may occur after consultation with and agree-

ment by the Director of Supervised Ministry and Vocational Planning Office in accordance with established guidelines in that office. Richmond students who withdraw from a course according to established guidelines before the withdrawal deadline are charged 50 percent tuition for the course.

Withdrawal from a course after the first half of any term is not ordinarily permitted. Students who desire to do so must submit a request for exception to academic policy with the appropriate academic dean or program director.

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.

All registration deadlines with specific dates, including drop/add/change to audit deadlines and withdrawal deadlines will be communicated to students during registration for that particular term or can be obtained from the Office of the Registrar.

CHARLOTTE CAMPUS

Registration deadlines on Union Presbyterian Seminary, Charlotte Campus occur at appointed times during the three semesters offered annually. Charlotte students may change to audit or drop courses up to but no later than the fourth Saturday of the term. Students may add courses only by permission of the professor after the first day any class meets up until the add deadline. Supervised ministry and field-based learning courses may not be audited and must be arranged with and approved by the Office of Supervised Ministry and Vocational Planning.

Following the drop/add period, a student may withdraw from a course within the first half of any term on the Charlotte campus with approval from the Dean of Faculty of Union Presbyterian Seminary, Charlotte Campus. The withdrawal will be graded as “W” on the student’s transcript. Unless extraordinary circumstances warrant the dean of faculty to grant an exception to the rule, a student is limited to two course withdrawals during enrollment in any degree program. Withdrawal from a field-based learning course or a supervised ministry course may occur after consultation with and agreement by the Associate Director of the Office of Supervised Ministry and Vocational Planning, Charlotte, and in accordance with established guidelines of that office. Charlotte students who withdraw from a course according to established guidelines before the midterm deadline are charged 50 percent tuition for the course.

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 dean of faculty, Charlotte campus. Tuition and other fees will ordinarily not be adjusted for a course withdrawal after the withdrawal deadline has passed. Students should direct requests for exceptions to this policy to the Business Office.

All registration deadlines with specific dates, including drop/add/change to audit deadlines and withdrawal deadlines will be communicated to students during registration for that particular term or can be obtained from the Office of the Registrar.

ALL CAMPUSES

Students must 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.

LIMITED ENROLLMENT COURSES

Except when otherwise noted in registration materials, students are admitted to courses with limited enrollment in the following sequence:

- (1) full-time, third-level M.Div., fourth-level M.Div./M.A.C.E. students, and second-level M.A.C.E. and M.A.T.S. students
- (2) full-time Th.M. students
- (3) full-time, second-level M.Div., third-level M.Div./M.A.C.E. students, and first-level M.A.C.E. and M.A.T.S. students

- (4) full-time, second-level M.Div./M.A.C.E. students
- (5) international exchange students
- (6) full-time, first-level M.Div. and first-level M.Div./M.A.C.E. students
- (7) full-time, in-residence Ph.D. students
- (8) special and limited enrollment students
- (9) RTC students

This sequence is followed until the end of the official registration period. Thereafter students are enrolled on a first-come, first-served basis. Variance from these rubrics requires the permission of the associate dean for academic programs; or for Charlotte students, the dean of Union Presbyterian Seminary, Charlotte campus.

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 (UPSem).

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. students may cross-register for no more than three courses in any nine-month academic year;
 - b. students in a three-year academic program may cross-register for no more than six courses during their degree work;
 - c. students in a two-year academic program may cross-register for no more than four courses during their degree work;
 - d. students who have reached the limits set in (b.) and (c.) above may cross-register for an additional course if they obtain the permission of the associate dean for academic programs 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) Evening courses at Union Presbyterian Seminary fall under the guidelines listed in (3) above.
- 6) Cross-registration for courses in the STVU Weekend Program requires the permission of the dean of STVU before Union Presbyterian Seminary students may enroll.
- 7) 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.
- 8) 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.
- 9) 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.
- 10) See the Union Presbyterian Seminary Academic Catalog for further information on cross-registration and for UPSem approval and tuition policies for all required UPSem courses.

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.

EVALUATION OF COURSES AND FACULTY MEMBERS

At the close of each term, students have the opportunity to submit to the Office of the Dean signed or unsigned written evaluations of courses taken that term and of the teaching effectiveness of the faculty. The results are used in the regular performance review of each faculty member. Therefore, it is crucial that all students participate and offer candid responses.

EXAMINATIONS

If a student is enrolled in four courses in one of the long terms, and each course requires a final examination using the exam period, the examination period will be extended one day beyond the end of exams for that student. If a student is unable to take an examination due to an emergency such as a serious illness, the examination may be rescheduled for a later date assigned by the associate dean (Richmond) or dean (Charlotte) with that official’s advance permission. Students who fail for any reason other than an emergency to take any exam during the allotted period or who fail to provide reasonable notice that an emergency is preventing them from taking an exam will be assigned a grade of zero for each untaken exam unless their course instructor(s) agree to give the exams or make-up exams later.

Students for whom English is a second language are allowed 50 percent more time on final examinations. (Professors are also expected to make similar provisions for quizzes and tests given during the term.)

Students with learning disabilities should refer to the Union Presbyterian Seminary “Students with Learning Disabilities” policy on page 78 of this Student Handbook.

Request for extension of exam time must be submitted to the appropriate dean or associate dean in writing at least two weeks prior to the exam.

Any special conditions for an exam will be set by the professor of the course with advance notice to the student and to the appropriate dean or associate dean.

Professors are not required to use the exam period. Professors may arrange to use a specified exam time within the exam period with advance notice to students made by the professor, and with the prerogative of making other arrangements with students who show, in the judgment of the professor, due need.

APPEAL OF GRADES

STEP 1: DISCUSSION OF GRADE

Is a grade appeal the first step to take when one disagrees with a grade?

Students are strongly encouraged to discuss any disagreement about a grade with the grading professor(s) of the course in a spirit of goodwill for the benefit of all persons. Any grade given during a course, including the final grade, may be discussed. Such discussions should occur as soon as possible after a disagreement arises. In terms of one’s final course grade, this discussion should occur no later than within two weeks of the student gaining access to the grade.

STEP 2: APPEAL OF GRADE

Under what circumstances may a grade appeal be submitted?

If discussions between the student and the professor(s) and all other efforts appropriate to community norms and standards do not lead to a mutually satisfactory resolution of a disagreement about a grade, the student may decide that it is appropriate to submit a grade appeal.

It should be noted at the outset of any appeal that, though no system of grading achieves perfection, the ability and the responsibility to administer grades rests heavily on the expertise and knowledge of the teacher in the discipline in which she or he teaches. There is, therefore, an inherent and fairly strong assumption in all grading matters that the grade administered is accurate until or unless it is clearly demonstrated, in the context of peer review of the material by other faculty in the same discipline, that it is not.

To whom is a grade appeal submitted?

Appeals from students in the Th.M. and in the Ph.D. degree program must be submitted to the director of graduate studies. Appeals from students in all other degree programs, including those in the Extended Campus Program, and from students in any non-degree-seeking status must be submitted to the associate dean for academic programs for Richmond students and to the dean of Union Presbyterian Seminary, Charlotte Campus for Charlotte students. In any case in which the grading professor is the same person designated to receive grade appeals in the student's degree program, the grade appeal must be submitted to the dean of Union Presbyterian Seminary, Richmond Campus.

What must be submitted?

All appeals must be submitted in writing. They must include the name of the course, the year and semester or term in which it was taught, and the names of all grading professors. They must state precisely what grade is being appealed and why. Copies of all relevant supporting documentation must be provided by the student at the time of submission. Appeals must be signed and dated by the student.

Are there time limits for submitting a grade appeal?

For a final course grade, a grade appeal must be submitted four weeks of the student receiving access to the grade or, if the grade appeal is for a grade other than the final course grade, the grade appeal must be submitted within four weeks of the student's receipt of the grade.

An appeal submitted after deadline will ordinarily include a statement that explains why it has been submitted late, and will ordinarily not go forward unless approval is given by the faculty committee that has oversight for the degree program in which the student is enrolled.

An appeal submitted without all relevant documentation will be held without further action until all such materials are provided by the student. This delay will not ordinarily count against the time limit for submitting the appeal itself, but all other institutional procedures and deadlines will remain in force. Submission of additional documentation after the appeal has been submitted will not ordinarily be allowed unless specifically requested by the professor to whom the review has been delegated.

What happens when a grade appeal is submitted?

The dean or program director who receives the appeal will have copies of the appeal made and copies of all documentation submitted in support of the appeal made, and will send these to the grading professor(s) and to the dean of students.

Within one week, the individual who has received the grade appeal will appoint a faculty member from the department within which the course was taught to review the grade in question. Within three weeks of the appointment, the faculty member reviewing the grade will consult the grading professor and the office through which the appeal was assigned, and must bring the matter to a vote and report that vote. The dean of students may be invited to participate in these consultations. The dean of students shall have voice but not vote. The grading professor and the reviewing professor shall have voice and vote.

No student will be required to be present during or personally participate in these consultations. If a student requests presence and/or participation in consultations, the reviewing professor will in all cases decide if and if so how such presence and/or participation will be permitted.

The grade will be upheld, raised, or lowered by unanimous vote of the reviewing professor and the original grading professor. The reviewing professor will immediately send notice of the outcome of the vote to the dean or program director by whom she or he was assigned the review.

In the event of a split vote, the dean or program director who assigned the faculty member to review the grade will, at his or her discretion, either cast the deciding vote or appoint a third faculty member to do so. That faculty member will have two weeks from appointment to consult with the professor previously involved

How is one informed of the outcome of a grade appeal?

When the results of a grade appeal are received, the dean or program director with whom the appeal was filed must, before the end of the first business day after the results are in, contact the student or send notification to the student that the appeal process has been completed. If the result of the appeal is communicated to the student at that time, the means of communication will respect the student's privacy. The dean or program director with whom the appeal was filed will also notify the registrar of the result of the appeal within one business day after it is received. The registrar will send an official, written notice of the results of the appeal to the student, along with official notification of any changes made to the student's transcript.

Is there further redress beyond the grade-appeal process?

The decision at the conclusion of the grade appeal process is final. A student who believes her or his appeal was handled improperly may request a review of the process by the dean of Union Presbyterian Seminary, Richmond Campus.

While a grievance may arise in part out of circumstances related to a grade, disagreeing with a grade in itself and/or disagreeing with the results of a properly-conducted grade-appeal process in itself shall not constitute grounds for a grievance.

What happens to the academic standing of a student while a grade appeal is in process?

During the grade appeal process, the original grade assigned by the grading professor(s) remains the official grade for the work under review and is the grade used when determining all related course and institutional matters.

Students appealing any grade needed to complete graduation requirements will not be graduated if the appeal is ongoing at the time of commencement. Should the appeal overturn the original grade and qualify the student for graduation, the student will be certified as graduated from the time of the most recent commencement, and may participate in graduation at the next scheduled commencement.

A student who fails a prerequisite for a course, such as but not limited to the fall semester of a fall and spring semester set of courses, and whose appeal is in process, may attend the course for which the prerequisite was failed and participate in it fully until the grade appeal is decided. If the appeal results in a passing grade, the student will then be registered for the course without penalty or late fees. If the appeal does not result in a passing grade, the student must cease attending the course or, with the professor's permission, may opt to switch to audit status. In no case will the student be registered to earn credit in a course for which the prerequisite course was failed.

What happens to the materials submitted during a grade appeal when the appeal ends?

At the end of the appeal process, all materials submitted by the student are returned to the student or destroyed. (Students should always keep their own personal copy of all materials submitted.) The materials do not become a part of the student's permanent Union Presbyterian Seminary record unless the student requests such. A copy of the decision made concerning the appeal does become a part of the student's permanent Union Presbyterian Seminary record.

EXTENSIONS (OF DEADLINES) WITHIN THE TERM

Students who do not complete requirements in a course by the deadlines stated in the syllabus will ordinarily be expected to abide by the consequences for late or missing work as these are determined by the course instructor(s). Requests for extensions of deadlines for assignments *within* a term should be directed to the course instructors. For requests to extend *beyond* the end of term, see Extensions (of Deadlines) Beyond the End of Term (below).

EXTENSIONS (OF DEADLINES) BEYOND END OF TERM

M.A.C.E., M.Div., AND M.A.T.S. STUDENTS

Students are expected to complete academic work on time. Requests for extensions beyond the end of the term must be made in writing to the associate dean for academic programs by 5 p.m. on the day before the last day of exams when there are institutional examination periods, or by 5 p.m. on the last day of the term when there is no exam period. Course extensions should be submitted using the on-line format available at www.upsem.edu, select Registrar, select Extension Request Form.

The purpose of the extension is to offer additional time for completion of course requirements when an emergency, such as personal or family sickness or injury, interrupts course work. Poor planning, failure to use time wisely, overcommitment, beginning assignments late, and other related factors within the control of the individual student do not constitute appropriate grounds for an extension.

The student will be notified by e-mail at her or his campus e-mail address as soon as a decision approving or denying the extension request is made.

If an extension is approved, the student is responsible for arranging with the professor a plan for submitting assignments to the professor before the extension expires. Such arrangements should be made without delay. Using any third party to deliver assignments is not recommended. In order to remain a neutral party should one be needed, the Office of the Associate Dean for Academic Programs will not participate in the delivery of assignments.

If it is determined that the responsibility for the overdue grade is the student's, then a grade of F is assessed for the course. Otherwise, the grade remains an Incomplete until a grade is submitted. This grade is official and bears on all relevant institutional policies, for example, but not limited to, the student's GPA. If a grade other than F is subsequently submitted by the professor or is substituted as a result of the appeal's process, the F for an overdue grade is expunged from the student's record.

Th.M. AND Ph.D. STUDENTS

Students are expected to complete required work on time. In special circumstances, for example, an illness, accident, or family tragedy, a student may request an extension beyond the last day of the examination period. This request should be submitted in writing to the professor and the director of graduate studies. An extension may be granted by the director of graduate studies, who will consult with the professor. Ordinarily, the maximum extension will be 30 days. If a student fails to complete the required work by the end of the term and has not obtained an extension, the professor will turn in a grade to the registrar that reflects the failure to complete required work. If a student obtains an extension and fails to complete all work by the end of the extension, the professor will turn in a grade to the registrar that reflects the failure to complete the required work.

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 the documentation, and to determine the implications of the documentation for its decisions.

LEAVE TIME

LEAVE OF ABSENCE

M.A.C.E., M.A.T.S., M.Div., and dual degree students in good standing may request a leave of absence for up to one year. The associate dean for academic programs (Richmond students) and the dean of Union Presbyterian Seminary at Charlotte (Charlotte students) are authorized to grant or deny this request. A student on a leave of absence is not considered enrolled for Union Presbyterian Seminary reporting purposes. (Some loan companies defer payment for students on leave of absence. Check with the loan company for their policy.)

A request by a Ph.D. student for a leave of absence, in which a candidate suspends relationship with the program for a period of one year and pays no tuition or annual continuance fee, will be honored only in exceptional cases. For example, a candidate may undertake an approved course of training, study, or research at another institution. Unusual financial hardship, which requires a candidate to be employed full-time for a period of no more than a year, or a severe health problem, which requires recuperation for no more than one year, may also be considered as reason for a leave of absence. Re-admission during that year is possible with permission of the academic dean who granted the request. That dean, in consultation with the Academic Programs Committee, may set conditions for re-enrollment. A student who is granted a leave of absence is required promptly to pay any outstanding balances due or to make satisfactory payment arrangements with the business office. A student may be granted only one leave of absence during his or her enrollment in a particular degree program.

A student who takes an unapproved leave of absence, or who does not return after an approved leave of absence, is considered to have withdrawn as of the last date of recorded attendance in class. An unapproved leave of absence is failure to register for any long term (fall or spring) without prior written approval of the appropriate academic dean, or failure to attend classes after having registered. Union Presbyterian Seminary will not charge tuition and fees other than rent (if applicable) for a student during an approved leave of absence.

Financial aid is not available to a student on leave of absence.

PERSONAL LEAVE

A student enrolled in any degree program may apply to the dean of students for personal leave to meet a contingency of health or family emergencies. Such personal leave must not exceed 30 days. Institutional financial aid is not affected by a personal leave. Students contemplating a personal leave must consult with the financial aid office about applicable federal laws regarding financial aid. While class attendance will not be required during personal leave, it remains the prerogative of the professor in each course to determine any make-up work or other course requirements that must be met after the leave has ended. Students contemplating a personal leave are encouraged to consult with their professors.

WITHDRAWAL AND REINSTATEMENT

To withdraw from the institution, students in all degree programs must submit a written request to the associate dean for academic programs (Richmond students) or the dean for Union Presbyterian Seminary, Charlotte Campus (Charlotte students). After one year the student may apply to the admissions committee for reinstatement. Procedures for applying for reinstatement are determined for each case by the admissions committee in consultation with the appropriate dean.

Union Presbyterian Seminary reserves the right to require students who do not earn academic credits at Union Presbyterian Seminary for 18 consecutive months or longer to meet the degree program academic requirements of and comply with all policies in the catalog in force when and if they resume their enrollment. Credit toward students writing dissertations for the Ph.D. degree are exempted.

DISMISSAL, ACADEMIC WARNING AND PROBATION, AND FAILURE TO MAINTAIN GOOD STANDING

See current Academic Catalog 2012-13 sections on Academic and Community Standing, and Appendix A of the current Student Handbook. Also see current Graduate Handbook statements on academic standing for Th.M. and Ph.D. students.

REFUNDS

TUITION REFUNDS

The following guidelines are used to determine tuition refunds for students not receiving federal aid. (See below for important information about refunds and student loans.) These guidelines apply when the registrar is notified in a timely fashion by a student that she or he is dropping a course or courses. They also apply when a student withdraws from Union Presbyterian Seminary with the permission of the associate dean for academic programs.

Students who drop a course by the drop/add deadline will receive a full refund of the tuition for that course. Students who are enrolled in a program that charges tuition on a per course basis and who withdraw from a course after the drop/add deadline but prior to the end of one-half of the term (as noted above) will be charged 50 percent of the tuition for that course. The tuition policy may differ with supervised ministry courses due to particular circumstances. No other refunds are available.

If a student drops a course, the amount of financial aid given for that course will be debited from the student's account (see Refund of Tuition, page 42).

REFUND OF FEES

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

REFUNDS AND STUDENT LOANS

An explanation of the federal refund regulations may be found on page 36. Questions about the refund policy and requests for refunds should be addressed to the director of financial aid.

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 associate dean for academic programs 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 associate dean for academic programs, 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. The supporting statement of 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.
- A student may not take an international travel seminar in the January term and May term of the same academic year.
- Union Presbyterian Seminary's exchange programs in Montpellier, Bern, and Seoul are not considered international travel seminars. Students who participate in these exchanges are not precluded from taking part in international travel seminars.

REGISTRATION PROCEDURES

Students should be careful to observe the published deadlines to register set by faculty leaders of these courses. Submission of registration forms for such travel courses constitutes application for admission into the course. The associate dean for academic programs, 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. Selection procedures may override the priority list stated on page 52 of this handbook.

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 an intercultural course in the United States may receive another subsidy. (Students registering for domestic intercultural courses may be required to pay a \$100 deposit, refundable upon successful completion of the course.)

Students who have received a financial subsidy for one international travel seminar are not eligible for another subsidy. 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.

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.

Portfolio-Based Assessment Process for Master's Level Students

Participation in a portfolio-based assessment process is required for all master's level students who begin their program in or after the summer of 2007 on the Richmond campus, and in or after the fall of 2007 on the Charlotte campus.

The portfolio-based assessment process for master's level students is for basic degree programs at Union Presbyterian Seminary: Masters of Divinity (M.Div.), Master of Arts in Christian Education (M.A.C.E.), and the Dual Degree (M.Div./M.A.C.E.) as well as for all students in those programs whose enrollment is conditional or probationary.

PURPOSE OF THE PORTFOLIO-BASED ASSESSMENT PROCESS

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.

CONTENT OF THE PORTFOLIO

Over time, each student will construct her or his portfolio by adding to it required and optional elements.

The **required** elements will differ somewhat among the various degree programs that use a portfolio as a tool to support integrative learning and assessment. More complete lists of portfolio elements required for each degree program will be provided to students and their faculty advisors. All student portfolios, however, will include essays submitted with the student's application for admission; a current transcript of Union Presbyterian Seminary courses completed; important papers written for classes along with professors' evaluations of these papers; a statement of faith or theological understanding; and one-page reflective essays prepared for each annual conference with faculty advisor(s) in which the student summarizes academic progress and challenges, as well as plans and concerns relating to her or his future vocation.

Optional elements may include any other documents or performance records that the student considers essential to the portfolio's purpose of facilitating and assessing cohesion and integration of student learning. Students are especially encouraged to include papers and exams prepared as part of denominational ordination or certification processes, as appropriate to their degree program and vocational goals.

OVERVIEW OF THE ASSESSMENT PROCESS

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
- discuss academic progress and growth toward meeting vocational goals, using the portfolio as a resource.

In advance of this meeting, the student will provide to the faculty advisor(s) a brief summary (ordinarily no more than one page) that summarizes his or her academic progress and areas for further growth, as well as thoughts, plans, and concerns relating to preparation for anticipated vocation. 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. A record of the meeting will be included in the portfolio, together with any (optional) comments by the student and faculty advisor(s).

In relation to the institution's needs, student portfolios may be used as a resource in evaluation of Union Presbyterian Seminary's educational programs. If used in relation to such program evaluation, carefully defined safeguards will ensure the privacy of students (including sampling techniques, the removal of student names and other identifying information, etc.).

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

STATEMENT OF CONFIDENTIALITY

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.

Communal Expectations for Social Media at Union Presbyterian Seminary

Martin Luther King, Jr, claimed that humanity is caught “...in an inescapable network of mutuality, tied in a single garment of destiny. Whatever affects one directly affects all indirectly. I can never be what I ought to be until you are what you ought to be. And you can never be what you ought to be until I am what I ought to be. This is the interrelated structure of reality.”

The way we communicate has changed and become more interrelated. Union Presbyterian Seminary acknowledges the transformed landscape, seeks to utilize technological resources in the service of Christ’s Church, but at the same time we recognize the risks posed by social media for our life together. Accordingly, we adopt the following communal expectations:

1. **Responsibility:** the different social media platforms provide opportunities for broad communication, and they allow for both creativity and lively interchange. Free speech is critically important, on these and other forums. Yet platforms like Facebook are very public forums, and community members can have absolutely no expectation of privacy. By posting inappropriate content, students, faculty, and staff expose themselves and others to a variety of repercussions, including potential harassment and damage to future employment possibilities. A helpful guideline for Facebook and other social media is the responsibility to behave in one’s interests not only for today, but also for who and what one wants to be tomorrow. Community members should also remember their personal safety and the safety of others when posting comments. All Facebook users are urged to check their privacy settings on the site and stay abreast of privacy policy changes made by Facebook.
2. **Social Media and Seminary Events:** Facebook is not the official communications mechanism of the school. Community members are encouraged to publicize events and build community on Facebook, but such efforts should be in conjunction with other established protocols. The reservation of space for official meetings or other special events has to occur through proper channels, and all events still need to be placed on the Union Presbyterian Seminary Master Calendar (available via Microsoft Outlook). In addition, many members of the Union community do not use some of the newer forms of social media, and all necessary efforts should be taken to inform them of community events.
3. **Official seminary business:** Students, faculty, staff, and alumni should take care not to imply that they are speaking in the name of the seminary when making posts or commenting on seminary affairs. The seminary logo may not be used on Twitter or Facebook without the permission of the communications office.
4. **Classroom etiquette:** Union Presbyterian Seminary acknowledges the sacred precinct of the classroom, where much of our discourse as a community occurs. We recognize the importance of face-to-face interaction for learning and the need for mutual respect among professors and students. Facebooking, Tweeting, text-messaging, and other related activities during official class time are disrespectful and distracting to the learning process and are therefore unacceptable.

Appendix A: Policies

I. SUBSTANCE ABUSE PREVENTION POLICY

STANDARDS OF CONDUCT

In compliance with federal regulations, Union Presbyterian Seminary prohibits the unlawful use, possession, and distribution of illicit drugs and alcohol on campus and at school activities. Illegal conduct by a student should be reported to the dean of students. Illegal conduct by an employee should be reported to the vice president for administration.

The illicit use or distribution of drugs (both illegal drugs and prescription medications or controlled substances for which the person does not have a legal prescription or which the person uses in a non-prescribed manner) and the abuse of alcohol may lead to the disciplinary action of required participation in a rehabilitation program (if the person recognizes a need for such rehabilitation or therapy), to suspension, to expulsion, to termination (in the case of an employee), and/or to prosecution. Persons in violation of any local, state, or federal laws are subject, as warranted, to prosecution by law enforcement agencies as well as to disciplinary proceedings by Union Presbyterian Seminary.

LEGAL SANCTIONS

Under the laws of the Commonwealth of Virginia, the legal age for the consumption of alcoholic beverages is 21. Violations of Virginia's alcoholic beverage laws are misdemeanors subject to fine up to \$1,000, a jail term of up to twelve months, and possible loss of driver's license.

Violations of Virginia's drug control laws constitute misdemeanors or felonies, depending upon the nature of the offense involved, and can result in imprisonment of up to ten years and fines of up to \$2,500.

Federal penalties for the unlawful use or distribution of illicit drugs and alcohol range from fines of \$1,000 and several months in prison to fines of \$4 million (for an individual) and life imprisonment.

HEALTH RISKS

Substance abuse is a complex health problem. Medical research has shown that the misuse of drugs and alcohol can lead to severe and/or chronic physical, social, and emotional impairment. Substance abuse may lead to illness, accidents, absenteeism, poor performance, and other conditions harmful to the health and morale of the abuser, his or her family, and the community. In addition, the abuse of drugs and alcohol can cause marked impairments in higher mental functions, thus severely altering one's ability to learn. Substance abuse is inconsistent with the educational process and with preparation for ministry.

A student with concerns about substance abuse may talk with the dean of students about these concerns. A student involved in substance abuse may have a confidential conversation with the dean of students; the dean of students may make referrals to a counselor or rehabilitation program if the student recognizes a potential need for such a program. Requests for referral will be kept confidential to the extent possible.

Union Presbyterian Seminary biennially reviews the substance abuse prevention policy to determine its effectiveness, to implement changes to the policy if they are needed, and to ensure that the disciplinary sanctions are consistently enforced.

II. ALCOHOLIC BEVERAGE POLICY

Alcoholic beverages may not be served or consumed on campus except as follows:

RESIDENCES

Alcoholic beverages may be consumed in the privacy of on-campus residences. Such activity is deemed to be the sole responsibility of the resident and is neither condoned nor prohibited by Union Presbyterian Seminary.

PUBLIC BUILDINGS AND SPACES

Non-distilled spirits (wine or beer) may be served and/or consumed at Union Presbyterian Seminary sponsored or approved events in the Belk Center and the Rose Reception Room of the Early Center. Alcohol may be served and/or consumed at Union Presbyterian Seminary sponsored or approved events in other areas of the campus only when specifically authorized in writing by the vice president for administration.

When serving alcoholic beverages is authorized and are served, non-alcoholic beverages must also be served.

In no event may alcoholic beverages be served to or consumed by persons under the age of 21 or anyone otherwise prohibited by law from such use.

No alcoholic beverages may be sold on Union Presbyterian Seminary premises.

III. GUIDELINES FOR EMPLOYMENT OF INTERNATIONAL STUDENTS

International students are eligible for a variety of work opportunities in the U.S., but their employment without proper authorization is a serious violation of visa status. All types of employment of international students are regulated by the government and are subject to a number of restrictions.

These brief guidelines have been prepared as an aid to understanding government regulations. However, these guidelines are not exhaustive. Each case requires the oversight and permission of the dean of Union Presbyterian Seminary, Richmond Campus. Before starting employment of any kind, even employment related to field education, you must first consult the dean of Union Presbyterian Seminary, whose written approval is necessary in advance.

If you have questions relating to employment of international students, contact April Swofford, 278-4231, in the Office of the Dean of Union Presbyterian Seminary, Richmond Campus, 104 Watts Hall.

INTERNATIONAL STUDENTS ON AN F-1 VISA

International students on an F-1 visa may work up to 20 hours per week on campus. Additional restrictions apply to off-campus employment.

International students who are officially employed must file for social security cards with the local social security office. They must pay U.S. income tax on wages earned, whether they are employed by a company or self-employed.

SPOUSES OF F-STUDENTS

The spouses of F-students are not permitted to work while in the U.S.

F-1 CURRICULAR PRACTICAL TRAINING

Curricular Practical Training (CPT) is defined as alternated work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with Union Presbyterian Seminary. The CPT application requires an approval from the Foreign Student Advisor in the office of the Academic Dean of Union Presbyterian Seminary (Watts 104) prior to the beginning date of the training.

Eligibility

The student must have been in lawful full-time status for one full academic year.

Employment must be in the student's field of study, appropriate given the student's degree level, and taken for one of the following reasons:

1. to supplement coursework (must give course number and title);
2. to assist in research which will be incorporated into final thesis/dissertation;
3. to enhance current coursework with practical application;
4. to fulfill degree requirements.

Documentation of an offer of employment is required in order to apply for CPT. The student may begin employment only after the receipt of official approval from the Foreign Student Advisor. This approval will be a CPT endorsement on the third page of the I-20. Work authorization can be given for only one year at a time. Each successive year the student will need to re-apply by filling out the entire application again (including a letter detailing the offer of employment).

The student must be in good academic standing at the time of application and must maintain good academic standing while employed.

Required documentation

The student must submit to the Foreign Student Advisor (in 104 Watts Hall) the following documentation:

- Prospective Employer Letter specifying job title, duties, beginning and ending dates, and number of hours per week (see Foreign Student Advisor for a sample.);
- the academic advisor's endorsement.

Application process

- review the instructions;
- obtain an offer letter from the Prospective Employer;
- request the academic advisor's endorsement;
- collect all documentation and make an appointment with the Foreign Student Advisor;
- allow 5 to 10 business days for the processing of the application;
- pick up the endorsed I-20 form prior to the beginning date of the training/employment.

Additional information

Part-time curricular practical training (CPT) is employment for 20 hours or less per week while the student is simultaneously enrolled in classes. Full-time CPT is employment for more than 20 hours per week, it is usually only available during periods when classes are not in session. Students who engage in one year or more of full-time CPT are ineligible for optional practical training (OPT) after completion of the student's degree program. Part-time CPT does not count in determining eligibility for OPT.

If the student does not already have a Social Security number, he or she must apply for one in order to complete the approval process for CPT. A letter of authorization will be needed from the Foreign Student Advisor and also a letter from the prospective employer.

Work authorization from the Foreign Student Advisor is necessary for all employment, whether on campus or off campus.

HOUSE-CLEANING AND CHILD CARE

These types of employment fall under the same laws. Anyone who privately employs a student, international or otherwise, must report wages paid each year. Likewise, anyone who earns wages must have a social security card and report their self-employment earnings quarterly to the Internal Revenue Service. In any case, the employer and employee need to be reporting the same information for the protection of both parties.

GIFTS OF CASH, FOOD, AND CLOTHING

These types of gifts are a legal option for those concerned for the welfare of international students and their families. The gifts are not considered taxable income for international students and their spouses, and the donor may not report the gifts as charitable giving.

IV. 2011-2012 HOUSING POLICIES

Union Presbyterian Seminary has developed the following policies related to living on campus. All resident students must agree to abide by the following:

1. Only full-time students are eligible for campus housing. Exceptions to the policy must be approved by the housing coordinator and shall involve non-student residents who are involved in the work of the mission of the school.
2. Pets are allowed only in Melrose apartments, and only after registering pet(s) with the Housing Coordinator. Possession of a pet in any other housing unit or without registration will be considered a violation of the lease and grounds for eviction. Glass terrariums (with ventilation) and aquariums may be kept in any campus dorm or apartment. Terrariums and aquariums are limited to 20-gallon size. See the Pet Policy in the Student Handbook for further information.
3. New students moving into campus housing for summer language school may move in one week prior to the start of class. New students moving into campus housing for the fall term may move in according to the following: students with children in a Richmond area school may move into campus housing up to two weeks before public school begins; students without children in school may move into campus housing one week before orientation begins; International students attending the Language and Cultural Immersion Program may move in the week the program begins.
4. Students may change their on-campus housing assignments during the year only with the permission of the Housing Coordinator.
5. Students returning to Union Presbyterian Seminary in the fall may stay in their apartments or dorm rooms during the summer. Graduating students without school-age children must vacate their apartments or dorm rooms by 5 p.m. on the Friday following graduation. Graduating students with school-age children must vacate their apartments by three days after the close of the children's schools. To request a later departure time, a student should send a letter to the Housing Coordinator, who will consult with the Housing Committee if needed.
6. Students who will be returning to the same apartment or dorm room and who will be out of their room or apartment for a period of at least eight consecutive weeks may leave their belongings in their apartment or dorm room over the summer months and pay a storage fee of \$15 per week for the dorms or \$27 per week for the apartments. Students who will be paying a storage fee must turn in their keys before leaving campus. Keys will not be issued to anyone not listed on the lease. If there is a special circumstance whereas another individual needs legitimate access to your room the lessee must contact the housing coordinator by phone at 804-278-4235 to give permission. Students who move out of campus housing within two months after using the storage status will have their storage fees reversed and be charged half-rent for the storage time. The storage rate is available for a maximum of 3 months per academic year.
7. Residents of both apartments and dorms are reminded that our community is made up of a diverse mixture of singles, couples, and families, as well as various national, ethnic, and denominational backgrounds. Learning to be respectful and appreciative of others can be challenging on a day-to-day basis—like how we process neighbor noise. Knowing your neighbors, communicating and caring for one another is vital. With this in mind, please be mindful of your activities and keep noise to an appropriate level.

8. There is no storage space available outside of dorm rooms and apartments. Hallways and stairwells must be kept clear of personal items at all times. Gas or charcoal grills may not be stored inside the buildings. Canoes, motorbikes, freezers, extra appliances, etc. may not be stored in the basements.
9. Apartments and rooms should be maintained in a safe and sanitary condition at all times.

10. Furniture and Appliance Guidelines

The furniture in dorm rooms and apartments that are rented as furnished must remain in the room or apartment unless arrangements are made with the Physical Plant to remove items.

Lofts are not permitted. Waterbeds are permitted only in Advance apartments.

Coin-operated washers and dryers are located in laundry areas convenient to each room or apartment. Students may not have personally owned washers or dryers in campus housing.

Dormitory Rooms: All electrical appliances must be UL approved (Underwriter's Laboratory) and be in good working order. Hotpots, popcorn poppers and coffee pots, which are contained in an enclosed unit, are permitted. Toasters, toaster ovens, microwave ovens, and hot plates are **not allowed in dorm rooms**. One compact refrigerator, which clearly conforms to proper electrical standards, operates on no more than 2.5 amps, has a capacity not exceeding 5 cubic feet, and whose maximum outside dimension does not exceed 48 inches, is permitted in each room. Freezers are not permitted.

Community kitchens are provided in both dorms. Residents are expected to share this space with their neighbors and be respectful at all times of the property of other residents. Items in the pantries and refrigerators/freezers should be labeled with the owner's name. Residents using the kitchens are expected to clean up after themselves. Failure to follow these rules may result in loss of campus housing privileges.

Auxiliary heaters may not be used. Only approved UL extension cords are permitted in the Residence Halls and power strips with built-in circuit breakers or surge protectors are recommended.

Halogen lamps may be a fire hazard and students are asked not to bring them to campus.

Adhesive backed paper should not be used on walls, shelves, cabinets etc.

Students may not install window air-conditioner units in dorm rooms because of limited electrical service capacity.

Apartments: Each apartment is equipped with a range and refrigerator, which may not be removed. Only one refrigerator is permitted in each apartment. Freezers are not permitted. Auxiliary heaters may not be used. Only UL approved extension cords are permitted and students are encouraged to use power strips with built in circuit breakers or surge protectors.

Halogen lamps may be a fire hazard, and students are asked not to bring them to campus. Adhesive backed paper should not be used on walls, cabinets, shelves, etc.

11. Residents may not paint dorm room and apartment walls. Care should be taken in hanging pictures and other items on the walls. A charge for any damage to walls will be deducted from the security deposit. Nothing may be attached to the exterior walls of the dorm or apartment buildings.

12. Commuting students enrolled in a degree program may stay in a dorm room on campus for up to two nights a week as long as there is space available. The room will not be available for the student's use during the rest of the week. The \$15 per night fee will be charged to the student's account.
13. **Visitors (overnight):** Campus apartments are provided for students, their spouses and their children. There is a 30-day limit for a visitor in a campus apartment not listed on the lease. Longer visits must be approved in advance by the Housing Coordinator. Students may arrange overnight accommodations for visitors by contacting Sheila Mullenax for Paisley Hall and Thompson House (804-278-4301) or Sharon Payne for apartment or dorm rooms (804-278-4235).
14. Students residing in campus housing may retain assignment in subsequent years or request a different assignment. Assignments will be made according to priorities among levels of students as listed below. Students will continue to accumulate priority level each year as long as they qualify for campus housing. The highest housing priority afforded any student will be 4th year. Lots will be drawn if two or more students with the same priority want the same space.
15. Students are assigned apartment sizes according to the priorities for size of apartment guidelines listed below. In order to be counted for an apartment, children must be living full-time with the student. Students whose household size is decreased, for whatever reason, may be required to move to a smaller apartment to make room for larger families in need of more space.
16. Apartments may be made available to single students each year depending on availability. Assignment will be made according to class level priorities. The number of occupants in an apartment must correspond to the number of bedrooms (one student/one bedroom, two students/two bedrooms...). When sharing a multiple bedroom apartment all occupants must be of the same gender. While it is assumed that the rent for shared apartments will be equally divided among the residents, each individual must sign the lease and is obligated for the entire amount until it is paid.

PRIORITIES AMONG LEVELS OF STUDENTS:

1. 3rd-level M.Div. students who have completed an intern year, 4th year Ph.D., 4th & 5th Dual Degree.
2. 3rd-level M.Div. or intern M.Div., 3rd year Ph.D., 3rd year Dual Degree, 2nd year M.A.C.E.
3. 2nd level M.Div., 2nd year Ph.D., and 2nd year Dual Degree students.
4. All 1st-level students who will remain in the 1st-level in the fall.
5. All entering students. Priority determined by the date housing application and deposit is received.

PRIORITIES FOR SIZE OF APARTMENTS

Note: Priority system, i.e., based on 'family size within level', applies to all apartments.

GROUP I – FOR FOUR-BEDROOM APARTMENTS

1. parent or married couple with four or more children based on age and sex
2. parent or married couple with three children based on age and sex
3. four single students if apartments are available

GROUP II – FOR THREE-BEDROOM APARTMENTS

1. parent or married couple with three children based on age and sex
2. parent or married couple with two children based on age and sex
3. three single students if apartments are available

GROUP III- FOR TWO-BEDROOM APARTMENTS

1. parent or married couple with three children if three-bedroom apts. are not available
2. parent or married couple with two children

3. parent or married couple with one child
4. married couple when both are Union Presbyterian Seminary students
5. married couple
6. two single students of same gender if apartments are available

GROUP IV – FOR ONE-BEDROOM APARTMENTS

1. parent or married couple with one child if two-bedroom apartment is not available.
2. married couple.
3. one single student if apartments are available

**APARTMENT RATES AND DORMITORY RATES
(INCLUDES ALL UTILITIES EXCEPT FOR TELEPHONE)**

2012-2013 RATES	1 B.R.	2 B.R.	3 B.R.	4 B.R.
Advance	\$816.00	\$928.00	\$1,068.00	\$1,172.00
DORMITORY RATES PER PERSON		MINIMUM	MAXIMUM	
Richmond		\$324.00	\$348.00	
Moore		\$308.00	\$360.00	

First month's rent and a security deposit equal to one month's rent are due at beginning of lease. Security deposit, less any amount charged for damages, will be refunded after the room or apartment has been vacated and inspected.

A rent credit of \$30 per month is available to apartment student residents upon proof of subscription to a high-speed internet service (Union Presbyterian Students only). Wireless internet connection is provided to dorm residents at no cost.

V. PET POLICY

Union Presbyterian Seminary prohibits pets (other than small fish contained in enclosed aquariums) in all campus buildings except as allowed under the terms of this policy. Service animals are exempted from this general prohibition.

Certain Pets will be allowed in, and may be domiciled in the Melrose apartment buildings on the Union Presbyterian Seminary campus, subject to the conditions set forth below:

- For purposes of this policy "Pets" shall mean only dogs or cats weighing no more than 35 pounds and which are domiciled in Melrose Apartments.
- All Pets allowed on Union Presbyterian Seminary property under the terms of this policy are the full and exclusive responsibility of their owner, who must be a resident of Melrose apartments. Pet owners are expected to exercise responsible control over their Pets and should at all times be aware of the impact the Pet(s) may have on other residents, staff, students and visitors to Union Presbyterian Seminary.
- No more than two Pets may be domiciled in any apartment
- When outside of Melrose apartments on Union Presbyterian Seminary property, all Pets must be on a leash.
- Pet owners are required to comply with all Richmond City codes and ordinances regarding their Pets. This includes ordinances relating to licensing, vaccinating, and picking up pet waste.
- Before a Pet may be domiciled in Melrose apartments as provided in this policy, the Pet Owner must obtain, sign and file a copy of this Pet Policy with the student housing office and pay a one-time \$250.00 non-refundable Pet fee. Monthly rental rates for apartments where pets are domiciled will be increased

- by \$10.00/pet above the normal rate.
- Pet owners are responsible (both financially and otherwise) for any and all damage to Union Presbyterian Seminary property caused by the Pet.
- Any questions, comments, concerns or issues of interpretation of this policy and/ or its enforcement or modification must be submitted in writing to the Pet Policy subcommittee of the Student Government Association for resolution. This committee shall consult with the school's Housing Coordinator, AVP of Operations and Student Life Office in making any recommendation or decision. All decisions of the Pet Policy Sub-Committee are subject to, and effective only upon, the concurrence of the Vice-President of Administration for Union Presbyterian Seminary.

If for any reason whatsoever a Pet Owner ceases to be a resident of Melrose apartments (including, but not limited to, any decision by the Union Presbyterian Seminary administration to vacate some or all of the apartments in the Melrose apartment buildings for reasons of health, safety, expense or otherwise) the authorization under this policy for the Pet owner to domicile a Pet on campus shall terminate. Such terminations shall be effective on the date on which the Pet owner vacates Melrose apartments.

VI. INCLEMENT WEATHER AND SCHOOL CLOSING POLICY

As a general rule, Union Presbyterian Seminary will remain open on its normal schedule.

Classes will ordinarily be held, but if in the judgment of the president, who will consult with the dean, chaplain/dean of students, vice president for administration, and moderator of the RSGA (or the moderator's designee), inclement weather requires that classes be cancelled or the start of school delayed, appropriate announcements will be communicated through news media and on the inclement weather hotline as soon as possible, no later than 6 a.m. on the day affected.

Students who are unable to attend class due to inclement weather and associated road conditions will not be penalized for missing class. Students should communicate directly with the course instructor regarding their circumstance. No student should risk injury by traveling in hazardous conditions to attend class.

Campus offices will also be open, and staff is expected to report unless their personal safety is of major concern to them. Staff should communicate directly with their supervisor regarding their circumstances. Time missed can be made up or counted as vacation or personal leave by mutual agreement of the employee and supervisor.

If in the judgment of the V.P. of Administration, after appropriate consultation, the situation requires that all or part of the institution be closed or opening delayed, an announcement will be made as soon as possible on **television stations WWBT, Channel 12, CBS WTVR Channel 6, and on radio stations WRVA 1140 AM, WRXL 102.1 FM, WRNL 910 AM, and WRVQ 94.5 FM.**

Interested parties are also encouraged, when possible, to check media web sites, including **the UPSem web site home page, www.nbc12.com and www.wrva.com** to locate announcements regarding delay or closing of UPSem at Richmond.

Closing and delay information will be available on the **UPSem Inclement Weather Hotline at 804-278-4364** and on **our main number, (800) 229-2990**. In the event of an extended loss of power, our primary telephone system may not be operational.

A best effort will also be made by the UPSem administration to send an email message to all members of the community regarding changes in the school's schedule due to emergency or inclement weather.

Note that only in extreme circumstances (e.g. extended campus-wide power outage) will UPSem, once open for the day, close early. If early closing is required, situation specific arrangements will be made regarding missed classes. Any staff member who feels the need to leave early due to weather conditions may do so in consultation

with his or her supervisor regarding options for making up lost time or using personal/vacation time.

In the event that the opening of UPSem at Richmond is delayed, that delay will normally be two hours, and the following academic schedule will be used:

Ordinary Class Time	Class period	Adjusted time
8:30-9:20 a.m.	1	10:30-11:10 a.m.
9:30-10:20 a.m.	2	11:20 a.m.-12 noon
11:10-12:00 a.m.	3	12:10-12:50 p.m.
12:10-1:00 p.m.	4	1:00-1:40 p.m.
1:10-2:00 p.m.	Lunch	1:40-2:10 p.m.
2:10-3:00 p.m.	5	2:10-2:50 p.m.
3:10-4:00 p.m.	6	3:00-3:40 p.m.
4:10-5:00 p.m.	7	3:50-4:30 p.m.
5:10-6:00 p.m.	8	4:40-5:20 p.m.

(When on a delayed opening, there is no chapel or community time built into the schedule. Unless otherwise announced, evening courses scheduled for delayed-opening days will meet according to their regular schedule. In such cases, individual professors may choose to dismiss class early if weather conditions appear unfavorable.)

CHARLOTTE CAMPUS INCLEMENT WEATHER

The primary purpose of Union Presbyterian Seminary, Charlotte Campus is to accomplish its mission. All of us, faculty, administration, staff, and students share in this responsibility.

As a general rule, Union Presbyterian Seminary will remain open on its normal schedule. Classes will ordinarily be held, but if in the judgement of the dean, inclement weather requires classes be cancelled or the start of school delayed, appropriate announcements will be communicated through news media, the inclement weather phone hotline, and the UPSem email system.

Students who are unable to attend class due to inclement weather and associated road conditions will not be penalized for missing class. Students should communicate directly with the course instructor regarding their circumstances. No student should risk injury by traveling in hazardous conditions to attend class.

Campus offices will also be open, and staff is expected to report unless their personal safety is of major concern to them. Staff should communicate directly with their supervisor regarding their circumstances. Time missed can be made up or counted as vacation or personal leave by mutual agreement of the employee and supervisor.

If in the judgement of the dean of Charlotte campus, after appropriate consultation, the situation requires that all or part of the institution be closed or opening delayed, an announcement will be made as soon as possible on **television stations WCNC-TV and WBTV and on radio stations WBT-AM 1110, WBT-FM 99.3, Link 107.9, Lite 102.9 WLYT-FM, Kat Country 96.9 WKKT-FM, The Fox 99.7 WRFX-FM, Magic 96.1 WMMG-FM, and The End 106.5 WEND-FM.** Information will also be available from 6 a.m. each day at 704-337-2450 and when possible, via Union Presbyterian Seminary e-mail, and at www.nbc6.com and www.wbvtv.com. In the event of an extended loss of power, our primary telephone system may not be operational. If a student is unable to obtain inclement weather information via the above-mentioned outlets, students may call Dean Currie at 704-365-7897 or 704-293-0881 and/or Terry Johns at 704-893-0221.

A best effort will also be made by the UPSem administration to send an email message to all members of the community regarding changes in the school's schedule due to emergency or inclement weather. Note that only in extreme circumstances (e.g. extended campus-wide power outage) will UPSem, open for the day, close early. If early closing is required, situation specific arrangements will be made regarding missed classes. Any staff member

who feels the need to leave early due to weather conditions may do so in consultation with his or her supervisor regarding options for making up lost time or using personal/vacation time. We will make every attempt to have school open on the second day of a storm.

Revised May 16, 2012

VII. INCLUSIVE LANGUAGE—STATEMENT AND GUIDELINES

PREFACE

The following resolution was endorsed by the Union Seminary faculty May 26, 1980, and reaffirmed March 11, 1982. It was endorsed by the PSCE faculty December 12, 1996. The faculty recognizes "...the importance of using language in teaching, worship, administration, and personal relationships that is inclusive." The faculty committed itself "...to mutual encouragement of one another in developing a style of language in which all persons find themselves included." The following is intended as a further development of that resolution and applies to faculty, students, staff, and administration.

We believe that all persons are created in the image of God, and that, in Jesus Christ, persons are redeemed without regard to their earthly positions, stations, backgrounds, and merits. We believe further that our language ought intentionally and thoughtfully to reflect the inclusiveness of the good news of the gospel.

An important place that our corporate belief is expressed and modeled is in the gathering of all God's people for worship. In order to encourage all to participate in worship, language should reflect the corporate unity and the diversity of the people of God and the diverse ways the Bible and our Christian tradition speak about God.

In the past, the terms "man," "men," and "mankind" were understood to include both men and women, though these terms sometimes reflected assumptions about gender value and roles. In order to avoid perpetuating inappropriate assumptions, we need to exercise care in the language we use to speak about God's people.

Both the Bible and Christian tradition use a variety of terms and metaphors to refer to God (e.g., Spirit, Protector, Lord, Father, Redeemer). By inappropriately limiting our language to any one term or metaphor we may limit our understanding of God. For example, often we speak, and speak appropriately of, "God the Father," but we ought not to speak of God only in this way. We need to exercise care in the language we use to speak about God.

GUIDELINES FOR USE OF INCLUSIVE LANGUAGE IN CHAPEL

Language about God

In keeping with the constitution of the Presbyterian Church (U.S.A.), Union Presbyterian Seminary supports the use of inclusive language and diverse biblical images in worship (W-1.2006).

Language about people of God

Language in liturgy, hymns, or other music, and sermons, which excludes on the basis of sex, race, age, mental or physical ability, and socioeconomic status is discouraged. When referring to God's people, the chapel leader should use words and phrases such as humanity, humankind, human beings, folk, friends, people, persons, men and women, brothers and sisters, sons and daughters, mothers and fathers, ancestors, descendants, etc., to reflect the diversity of the faithful community. The use of the word "man" or "men" (as well as other gender specific words) when referring to all of God's people is discouraged. Similarly, the use of words, phrases, and metaphors which are not sensitive to the diversity of God's people (for example, the simple equating of white with goodness and black with evil) is discouraged. Consistent with the leader's knowledge of biblical languages, when the intent of the Greek or Hebrew is inclusive of all God's people it is appropriate for the translation of scripture to reflect that. (For example, sons of Israel = Israelites, anthropoids = human beings, etc.) Sensitivity with respect to language about the people of God in scripture and creeds is the responsibility of the chapel leader.

Representation of the concerns articulated in this document will be the responsibility of the faculty committee charged with the oversight of chapel.

GUIDELINES FOR THE COMMUNITY

The faculty (and students, staff, and administration) recognizes the importance of using language in teaching, worship, administration, and personal relationships that is inclusive. We commit ourselves to mutual encouragement of one another in developing a style of language in which all persons find themselves included.

VIII. STUDENTS WITH LEARNING DISABILITIES POLICY

Adopted by the Faculty, September 7, 1988, and reaffirmed February 1998; revised April 2009.

This 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.

General Policy

A student seeking special accommodations to help compensate for a learning disability must make a declaration of such disability and provide adequate documentation of the disability at least four weeks prior to matriculation. The declaration and supporting documentation should be hand-delivered or sent by registered mail to the associate dean for academic programs, for all Richmond students, or to the dean of Union Presbyterian Seminary, Charlotte Campus, for all Charlotte students.

Prior to admission, specific information from a prospective student allows the admissions committee of the seminary to be more helpful in evaluating the appropriateness of accommodations that can be provided in this learning environment. It is the specific responsibility of the director of admissions to counsel with applicants known to have a learning disability about the provisions and limitations of accommodation available so that a realistic decision can be made by both the applicant and the admissions committee. Documentation of specific learning disabilities and accommodations recommended by a qualified diagnostician must be presented by an admitted student (at least four weeks prior to matriculation) in order for special accommodations to begin. In cases of ambiguous or conflicting information, the institution reserves the right to request additional clarification or diagnosis.

After the student has contacted the appropriate academic dean and provided supporting documentation of the need for accommodation, Union Presbyterian Seminary will respond in a timely manner indicating what accommodations can be made and providing a timeline for implementing them.

After admission and receipt by deadline of supporting documentation from the student, and at the student's request, the associate dean for academic programs or dean of Union Presbyterian Seminary, Charlotte Campus will facilitate notification of professors and the library of the student's documented disability. If the student wishes consultation with faculty or library staff, he or she is expected to take the initiative in arranging such conversations.

In cases in which student-professor, learning-disability accommodation conferences fail (for a duly documented learning disability), to result in mutually-agreed accommodations, the accommodation(s) request and any supporting documentation from the student and/or from the professor will be referred to the Charlotte Dean (for any course lodged in Charlotte) or to the Associate Dean for Academic Programs (for any other course), which dean will then facilitate a review and decision through appropriate consultations within two weeks of receipt of the request.

Faculty Responsibilities

When a faculty member is provided access to documentation from the dean and receives an inquiry from the student, he or she is encouraged to work with the student in arranging reasonable adaptations consistent with the objectives and educational methods of the course. In keeping with the seminary's desire to prepare

students for effectiveness in ministry, accommodations should be reasonably consistent with the types of accommodation that the individual could obtain in employment after graduation.

The following educational strategies are illustrative, but are in no way limiting or mandated:

- encouraging the student to “pair up” with a good note taker in the class;
- extending time for examinations and/or provision of alternate locations for test taking to minimize distractions;
- reviewing rough drafts of required papers, submitted ahead of final deadlines;
- allowing use of word processing technology, including spelling checkers, on examinations;
- presenting requirements for term papers at the beginning of the term so that longer periods of preparation are possible.

Responsibilities of Academic Deans

In addition to receiving documentation from the student and, at the student’s request, providing faculty and library access to it, the academic deans are responsible for:

- establishing a procedure for making all recent course syllabi readily available for review, within three weeks of the request, by students who make specific inquiries;
- establishing a procedure with the campus bookstore for making book lists readily available, within three weeks of receiving the request, for students who make specific inquiries about courses.

Library Responsibilities

Upon notification from an academic dean, and upon request by the student, the librarian or public services personnel will provide assistance in the following areas:

- instruction in the use of catalogs, reference tools, and indexes in order that the student may make optimum use of these tools, and assistance with such use on an ongoing basis where learning difficulties make this advisable;
- assistance with media;
- study space for students with auditory or perceptual difficulties within general guidelines for use of library facilities and collections. Exceptions for removal of materials from designated areas may be made by library staff when conditions, in the opinion of the librarian, so warrant.

Student’s Responsibilities

Students bear responsibility for taking initiative in providing documentation to the associate dean for academic programs (Richmond students) or the dean of Union Presbyterian Seminary, Charlotte Campus (Charlotte students) and for obtaining the assistance suggested from the faculty, dean, and library. In addition, students are encouraged to:

- discuss reading loads for particular courses with professors prior to registering for the courses;
- discuss with other students and academic advisors the varying study loads and sequencing of courses that might be useful to them in fulfilling the requirements for their course of study;
- arrange an appointment with their professor at least two weeks prior to the beginning of a course in order to thoroughly discuss the needs of the student and the requirements of the professor;
- discuss with faculty advisor(s) the impact of learning disabilities and needs upon academic progress.

Institutional Responsibilities

In addition to the responsibilities listed above, Union provides two additional resources:

- provision of financial aid, as institutional resources permit, for an additional year of study for professional-degree students who find it necessary, due to learning disabilities, to carry a reduced number of courses during each academic term.

- use of the institution’s standing grievance procedures for resolution of disagreements regarding fair and reasonable treatment of a student with a documented specific learning disability.

Union Presbyterian Seminary reserves the right to establish whether or not requested accommodations fall within its mission and resources.

IX. COMMUNITY GRIEVANCE AND DISCIPLINE POLICY

INCLUDING:

- I. Statement of Community Standards and Expectations
- II. Application of Community Standards and Expectations
- III. Outcomes
- IV. Grievance/Disciplinary Procedures
- V. Interim Suspension and Reinstatement
- VI. Records
- VII. Implementation

PART I: Statement of Community Standards and Expectations

Union Presbyterian Seminary, by its charter and by its purpose, prepares women and men for leadership and service in the church. In view of this central purpose, we enter into community with one another, under Jesus Christ’s model of mutual respect and forbearance (Colossians 3:12-17). Thus, our life together in community is an important part of our preparation for ministry, as we seek to experience and embody values in our life together that will enable us to provide leadership for other communities of faith.

Union Presbyterian Seminary seeks to be a Christ-centered place where we learn what it means to live together as a community of Jesus’ disciples — with all the joys, challenges, tensions, and growth entailed.

As we engage conflict/grievances, we do so with a view toward reconciliation, restoration, and building up the body of Christ.

We value direct, face-to-face communication as we engage conflict.

In the maintenance of our communal life together, particular attention is given to four areas:

Academic Honesty
Personal Behavior
Financial Accountability
Evaluation

A. Academic Honesty

As in all academic institutions, the effectiveness of the learning process is closely related to the honesty and timeliness of the work of both students and faculty. An honor system is assumed at Union Presbyterian Seminary.

1. FACULTY

a. Responsibility in Teaching and Research

Faculty bear significant responsibility for ensuring academic honesty, not only in student papers and examinations, but in their own teaching and research as well. Whenever sources, ideas and quotations are used in their teaching or research, they are to be publicly acknowledged. Student papers and other

student materials for evaluation are to be returned in a timely manner, according to the policy set forth in the Faculty Manual (Grades 3209.00). Students who question the fairness of a professor's grade may appeal by following the policy on Appeal of a Grade [Student Handbook].

b. Academic Freedom

The search for truth is central to the vocation of Union Presbyterian Seminary and to its faculty members, students, and staff. This search for truth is the calling of both individuals and of the community as a whole.

Students and Staff: The freedom necessary in this search for truth is important to students and staff, and in particular, students engaged in doctoral research shall have the freedom to conduct their research in their respective disciplines and to communicate the findings of their research.

Faculty: The faculty members of Union Presbyterian Seminary acknowledge the responsibilities attendant upon their academic freedom. They exercise their freedom in a manner conformable to the vows which they take at their installation as members of the instructional staff of the institution (see By-Laws, Article IV), as well as to the vows they have taken if they have been ordained as officers of the church.

Within that context, the members of the faculty exercise their responsibilities as scholars and teachers without interference, and in a climate of mutual respect and free intellectual inquiry. In their search for truth, faculty members are free to the maximum extent that is consistent with the mission, educational objectives, and needs of Union Presbyterian Seminary, to teach, carry out research and publish. They are assured of the support of the Board of Trustees in this freedom even if their views, held in good conscience, may be unpopular ones. Within the classroom, faculty members must exercise their academic freedom responsibly so as not to infringe their obligations as instructional staff to teach prescribed course content in a timely and efficient manner. One faculty member's claim to academic freedom must not subvert the overall education and training interests of the institution, or the faculty's responsibility to prescribe curriculum content and allocate faculty resources.

Beyond the classroom and the community of Union Presbyterian Seminary the faculty member is entitled to make responsible expression of his or her opinions as a citizen without prior authorization by the institution. However, in such cases the faculty member should make clear that he or she does not speak for the institution. It is important that the faculty members of the Union Presbyterian Seminary community recognize that their words and actions reflect on the school and that institutional as well as personal interests should therefore be taken into account when entering into the public arena.

The search for truth is central to the vocation of Union Presbyterian Seminary and its faculty members, students, and staff. This search for truth is the calling of both individuals and the community as a whole.

Students and Staff: The freedom necessary in this search for truth is important to students and staff, and in particular, students engaged in doctoral research shall have the freedom to conduct their research in their respective disciplines and to communicate the findings of their research.

2. STUDENTS

a. Timeliness

Course requirements are to be submitted on time. When a deadline cannot be met, prior contact should be made with the professor. For work to be completed after the end of a term, students must request extensions from the appropriate dean of faculty or director of graduate studies.

b. Plagiarism

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

Process for first occurrence:

- (1) the grading professor consults a departmental colleague, with all personally identifying information removed; (2) if concern remains, the grading professor takes the concern to the student; (3) if plagiarism is determined after consultation with the student and a departmental colleague, the consequences will be determined in consultation with the appropriate academic dean: the associate dean of academic programs (Richmond) or dean of Union Presbyterian Seminary, Charlotte Campus.
- (4) Appeals may be made to the academic dean in Richmond.

Process for a second or third occurrence is identical, except that the consequences will vary, as outlined below.

Consequences:

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

for a second occurrence in the same course, the student will fail the course;

for a third occurrence in any course while enrolled in the seminary, the student will face expulsion by 2/3 vote of the faculty, meeting in executive session.

Documentation:

Supporting documentation for resolution of cases of plagiarism will be retained in office of the associate dean for academic programs (Richmond) or the academic dean (Charlotte).

Revised policy on plagiarism effective at the beginning of the 2009-10 academic year (by faculty action, April 9, 2009).

c. Honesty in Testing

Students are required to undergo examinations and other forms of academic evaluation. Any use of materials and/or methods other than those permitted by the professor(s) grading the course or event will constitute academic dishonesty. The academic consequences, grades and otherwise, for academic dishonesty will be determined by the grading professor(s), who may consult with their departments and/or deans. If plagiarism is suspected, the institution's Plagiarism Policy will be followed. Students have the right to appeal all decisions to the Associate Dean in Richmond, for courses lodged in Richmond or in the ECP, and to the Dean of Union Presbyterian Seminary (Charlotte) for courses lodged in Charlotte, which offices will also maintain a record of all confirmed cases of academic dishonesty on their respective campuses.

d. Honesty in Research and Writing

See Plagiarism Policy.

B. Personal Behavior

Life at Union is lived in the context of a community that is both academic and Christian. Depth of conviction and an emphasis on moral conduct are integral to the life shared here. Relationships are to be honored. Personal behavior is taken with great seriousness in a variety of relationships, including the following:

1. COMMUNITY RELATIONSHIPS

Both in and out of the classroom, balances must be found among personal freedom, freedom to associate, freedom to express views, the responsibility to seek peace in our living and working together, and the importance of maintaining an environment conducive to investigation and learning. Our aca-

democratic and religious mission encourages frank and open discourse and debate in the classroom, often about the most profound and deeply held beliefs. Participants in these discussions should be able to express these beliefs without fear of censure, intimidation, or retribution. Even when expressing the most strongly held beliefs, however, students and faculty are expected to maintain civility, collegiality, and respect.

Members of the community should strive always to conduct themselves in ways that support the well-being of the whole community, and refrain from disruptive behavior such as gossip, rumor, secret accusations, and disregard for the needs and rights of others to pursue study, family life, recreation, and friendships. When members of the community are offended by others' conduct, they are encouraged to seek opportunities to work out the difficulties among themselves. (See Informal Procedure IV.A.) If more help is needed, processes for handling grievances in community relationships are outlined below.

It must be recognized, however, that the processes described below can involve a substantial amount of time, effort, and disruption. Community members are expected to resolve relatively minor disagreements and misunderstandings without invoking unnecessarily formal processes. Grievances over trivial matters would be an abuse of this process.

2. CONFLICT

When conflict emerges and emotional intensity is high, a third party may be needed to serve in a mediating role. Procedures for initiating this mediatorial process are outlined below [Cf. Mediation and/or Intervention IV. B.]

3. COMMUNICATION

Deterioration of relationships can often be attributed to poor communication. Educational and remedial resources for improving communication among members of the community are available from members of the student services staff, as well as from various members of the faculty.

4. RESPECT FOR RELATIONSHIPS

All members of the school community are called in Christ to respect the nature and limits of the various human relationships in which we are involved. The covenant of marriage, for example, is one that is to be honored by both partners in the marriage, and by friends of those partners. Likewise, the relationship between professor and student must be characterized by trust and mutual respect. As officers of the institution, faculty members and administrative staff bear particular responsibility for maintaining the values of civility, respect, collegiality, and wise resolution of conflict. Through informal and formal processes in the upholding of community standards, including grievance/ disciplinary processes, the community hopes to ensure respect for relationships throughout its common life.

5. SEXUAL MISCONDUCT

Respect for the faculty-student relationship necessarily restricts any intimacy or expression of affection that would jeopardize the learning process or take advantage of the inevitable imbalance of power that is part of the student-professor relationship. In cases of sexual harassment or sexual misconduct, the faculty and Board of Trustees have adopted a particular policy and set of procedures [Sexual Misconduct/ Harassment Policy, in the Student Handbook and in the Faculty Manual, Appendix E].

6. OTHER FORMS OF MISCONDUCT

Respect for other persons extends beyond these values. Thus, other forms of misconduct are also breaches of community life. It is not possible to anticipate or list all the forms such misconduct could take, but some examples include:

- a. Discrimination against others on the basis of race, national origin, ethnicity, sex, religion, color, creed, disability, sexual orientation, marital status, or age.

- b. Harassing or intimidating another.
- c. Causing physical injury to, or threatening, another.
- d. Disrupting the peaceful or orderly conduct of lectures, meetings, and worship services led or sponsored by those with whom one may disagree.
- e. Bringing complaints against a community member that are spurious, or that are intended primarily to harass or maliciously defame another.

C. Financial Accountability

Honesty and integrity require that persons serving in the life of the church and this community be prompt in the payment of their debts and responsible in the stewardship of their resources. Employees and students are encouraged to discuss financial questions or difficulties with the appropriate officers of Union Presbyterian Seminary. The business office makes every effort to assist in working out problems with payment for students. When students are not responsive to their obligations, however, they may be referred by the business office to the dean of students for further inquiry and possible action.

D. Evaluation

It is in the nature of an academic institution that evaluation and assessment take place on a regular basis. This is done out of Union Presbyterian Seminary's commitment to the larger church, which looks to the institution for dependable evaluation of students seeking ordination to the ministry of Word and Sacrament or employment as professional church educators. Evaluation is also done out of regard for the standards of competence that must be maintained in order for Union to remain accredited and function at a high level of scholarship and stewardship. Regular evaluation and assessment, therefore, take place with regard to all members of the community: students, staff and faculty.

1. STUDENTS

Regular evaluation of students' academic performance takes place in the form of course grades, which become part of the student's permanent record. Supervised ministry or field-based learning reports and other formal faculty evaluations may become part of a student's permanent files. Before any student is granted a degree, a final faculty vote is taken on the student's acceptability for graduation [By-Laws IV,3].

2. STAFF

Regular evaluations of employees by supervisors are carried out in accordance with established personnel procedures. (Employee Guidelines: Evaluation 300.5)

3. FACULTY

Regular procedures are established for evaluation of faculty members prior to any promotion. A more extensive evaluation takes place when a faculty member is considered for tenure. Individual biennial or triennial conferences take place for each faculty member, in conversation with the president and the appropriate academic dean, at which time the work of the faculty member is reviewed, and plans for future teaching, research, and service are considered [Faculty Manual 4403.00].

PART II: Application of Community Standards and Expectations

These standards and expectations, together with the descriptions and procedures for ensuring that they are met, help to inform and guide the conduct of all persons on the premises of Union Presbyterian Seminary, including faculty, administrators, staff, and students, as well as those who are employed by entities with which Union Presbyterian Seminary has a contractual relationship. When an alleged violation of these community standards and expectations falls into a category that must be handled according to a separate process adopted by

the Union Presbyterian Seminary Board of Trustees, that process shall supersede the provisions of this document. The legal statutes of the Commonwealth of Virginia and the City of Richmond, as well as all federal laws, apply on Union Presbyterian Seminary premises, and violators of these laws are subject to their provisions, in addition to any sanctions growing out of this document. Union Presbyterian Seminary ordinarily does not become involved in overseeing the off-campus conduct of its community members, but Union is committed to protecting its own welfare and that of its students, staff, and faculty, as well as their family members. Therefore, in circumstances where the off-campus behavior of a member of the Union Presbyterian Seminary community significantly impairs the functioning of another community member or gives rise to serious danger to the Union community, the provisions of this document will also apply to the off-campus behavior of community members. Such conduct may subject the violator to the provisions of the law, in addition to the sanctions of this document.

PART III. Outcomes

When a member of the Union Presbyterian Seminary community fails to satisfy the community's expectations, so that a corrective measure is needed, Union Presbyterian Seminary encourages a creative approach to identifying or designing a response that will meet the needs of the particular circumstances. It is not possible to identify all possible outcomes, and the following listing is not intended to limit or stifle the creativity involved in identifying appropriate individual outcomes; it is simply a list of examples of possible outcomes.

A. Exoneration

After investigation of a grievance, when formal complaints are found to be without substance, the matter is considered ended and no further action is taken.

B. Reminder

Even if it cannot be satisfactorily determined whether any offensive conduct actually occurred, it may be appropriate to remind the subject of the complaint of the community's expectations concerning such conduct.

C. Admonition/Warning

Within the rules of confidentiality for grievance procedures, the offender is given a clear written or verbal description of the offensive behavior and the potential consequences of similar complaints.

D. Remedial Training/Reparation

Attendance at classes, seminars and/or workshops designed to raise the level of awareness of the offender, coupled with behavior which demonstrates the results of such training.

E. Counseling or Therapy

The offender recognizes a need for, and undergoes, group or individual counseling therapy with appropriately credentialed mental health professionals.

F. Referral to Ecclesiastical Authorities

Officers of the denomination of the offender are requested to investigate and take action in response to the grievance.

G. Suspension

The offender is barred from participation in the life of the community for a specified period of time and under specified circumstances. Suspension without pay is not imposed on employees who are exempt from overtime pay requirements, except for infractions of safety rules of major significance.

H. Dismissal

The offender is permanently barred from participation in the life of the community.

I. Reinstatement

At the end of a period of suspension or upon application for reinstatement, an offender is awarded some or all the rights and privileges of membership in the community (perhaps with conditions attached).

PART IV: Grievance/Disciplinary Procedures

Introduction

The procedures for adjudicating alleged violations of community standards or expectations are based on principles laid out in the Book of Order of the Presbyterian Church (U.S.A.)

- **Goal**
The goal is the reform of behavior and/or the reconciliation of the aggrieved party or parties.
- **Purpose**
The purpose of exercising discipline in the community is to nurture or support the goal of individual reform and reconciliation, to maintain community life together, and otherwise to honor God and build up the Body of Christ.
- **Use of Sanctions**
Disciplinary sanctions are dispensed for the purposes of restoration, not punishment, and are guided by mercy, not anger.
- **Intervention**
Intervention is conducted according to Union Presbyterian Seminary's standards of justice, timeliness, and due process.
- **Expectations**
Union Presbyterian Seminary anticipates and expects that the majority of problems will be resolved through informal processes. When such processes fail to resolve the problem, the next step, ordinarily, should be to seek mediation/intervention. Formal charges are extraordinarily time-consuming and disruptive, and should be filed only as a last resort.
- **Confidentiality**
Confidentiality is expected to be observed by all parties during the investigation and adjudication stages of mediation/intervention and the formal complaint process.

A. Informal Procedure

At the outset of any disagreement or conflict, members of the community are expected to explore and pursue efforts to resolve their differences through creative application of measures such as improved communications, compromise, understanding, mediation, and of course, prayer. Union Presbyterian Seminary anticipates and expects that these informal processes will resolve the majority of problems, so that people very rarely resort to the more disruptive and time consuming mediation, intervention, and grievance/disciplinary procedures described below.

B. Investigation, Mediation and/or Intervention

This process is intended to provide an opportunity for an informal resolution of a complaint by a member of Union community against another member of the community. The administrator receiving the request for mediation or intervention serves as a neutral mediator or arranges for a neutral mediator to help resolve the complaint; the mediator is authorized to propose outcomes including, but not limited to, those outlined in Part III above. If an administrator is the subject of a complaint, the request for mediation/intervention is made to the president. All disputes brought to an administrator will initially be handled by attempts at mediation or interven-

tion. If the administrator determines that resolution is not possible through mediation and/or intervention, the administrator refers the matter to the appropriate body as a formal complaint.

1. MAKING A REQUEST FOR MEDIATION AND/OR INTERVENTION

- a. Issues in relation to the president are addressed to the executive committee of the Board of Trustees;
- b. Issues in relation to a faculty member are addressed to the appropriate academic dean;
- c. Issues in relation to academic misconduct by a student are directed to the associate dean for academic programs or (for Charlotte students) the dean of Union Presbyterian Seminary, Charlotte Campus;
- d. Non-academic issues pertaining to students are directed to the dean of students;
- e. Issues in relation to hourly-wage employees are addressed to the employee's supervisor;
- f. Issues in relation to a member of the executive staff of the president or administrator are addressed to the president.

2. PROCESS

The administrator receiving the request for mediation and/or intervention conducts a confidential investigation by meeting with all relevant parties. The administrator may, while maintaining confidentiality to the maximum extent practicable, call upon other persons to assist him or her in the investigation. If the administrator concludes that the situation warrants it, he or she may act to suspend further participation of the person bringing the complaint in the course or other context in which the complaint arose until such time as the grievance is settled.

3. MEDIATION AND/OR INTERVENTION

- a. As soon as reasonably possible following the conclusion of the investigation, the administrator brings the relevant parties together to attempt resolution or intervenes to resolve the situation.
- b. If the suggested resolution or outcome is not acceptable to any of the relevant parties, an appeal may be made through the Formal Complaint procedure.

C. Formal Complaint

Formal complaints are adjudicated by more than one person, involve additional steps to ensure due process, and may result in more serious consequences for the subject of the complaint. As a result, formal complaints are considered a last resort, to be filed only when all other options have been exhausted. The formal complaint process is always preceded by attempts at mediation and/or intervention.

1. FILING A FORMAL COMPLAINT

Filing a formal complaint follows the steps outlined in Section IV, Part B.

2. INVESTIGATION OF FORMAL COMPLAINT

Ordinarily investigation of a formal complaint will have been carried out during the investigation, mediation, and/or intervention process (Section IV, Part B).

3. DETERMINATION OF SUBSTANCE TO THE FORMAL COMPLAINTS

- a. When the investigation is complete, the administrator with whom the complaint is filed refers the matter—including his or her assessment of the evidence and any recommendation regarding the disposition of the complaint—to one of the following:
 - 1) In cases where the subject of the complaint is a faculty member, to an executive session of the faculty advisory committee.
 - 2) In cases where the subject of the complaint is a student, to a conference of the academic deans, associate dean, dean of students, and the student's faculty advisor or another faculty member requested by the student. (If one of the deans conducted an investigation of the complaint, that dean will not participate in this deans'/advisor's conference.)

- 3) In cases where the subject of the complaint is an administrator without faculty rank, to the executive staff of the president.
 - b. Once this referral to the appropriate entity is made, the administrator who has investigated this complaint is excused from further formal participation.
 - c. Promptly after receiving the report, the appropriate entity considers the formal complaint. The entity reviews the material brought before it by the administrator, and may request that witnesses identified in the administrator's report or other persons who may have pertinent information appear before the entity to be interviewed.
 - d. The entity decides among the following:
 - 1) Whether the evidence brought before it is sufficient to sustain the complaint[s].
 - 2) In light of its decision in (1), the appropriate outcome to be recommended.
 - e. If the entity determines that the evidence does not support the complaint[s], it prepares a memorandum exonerating the subject of the complaint to be given to the various parties involved.
 - f. If the entity determines that the evidence supports the complaint[s] alleged it may order an outcome including, but not limited to, those outlined in Part III: Outcomes.
4. APPEALS FROM ADJUDICATION OF FORMAL COMPLAINTS
- a. Persons who are involved in the formal complaint process and are dissatisfied with the outcome are entitled, under certain circumstances, to appeal the entity's findings.
 - b. Persons wishing to appeal must, within 14 days of being notified of the outcome, file a written appeal.
 - c. Appeals of the outcome of formal complaints over issues in relation to a faculty member or a student are directed to the faculty convened in executive session. The appeal is considered before any penalty (except for interim suspension as provided in Part V) takes effect. When such an appeal is filed, the faculty promptly assembles to review records kept by the faculty advisory committee executive session or the deans'/advisor's conference and the text of the written appeal filed by the appellant.
 - d. Appeals of the outcome of formal complaints over issues in relation to an administrator without faculty rank are directed to the president. The appeal is considered before any penalty (except for interim suspension as provided in Part V) takes effect. When such an appeal is filed, the president promptly reviews records kept by his or her executive staff and the text of the written appeal filed by the appellant.
 - e. Three options are open in considering such appeals:
 - 1) The decision of the faculty advisory committee, deans'/advisor's conference, or executive staff may be upheld in full.
 - 2) The decision of the faculty advisory committee, deans'/advisor's conference, or executive staff may be upheld but the sanction may be modified.
 - 3) The decision of the faculty advisory committee, deans'/advisor's conference, or executive staff may be overturned, in which case all complaints are dismissed and all consequences are abrogated.
 - f. The parties involved are promptly notified in writing of the results of the appeal. If the subject of the complaint is a student or faculty member, this notice comes from the clerk of the faculty; if the subject is an administrator without faculty rank, the notice comes from the president.
 - g. Persons who are involved in the formal complaint process and are dissatisfied with the outcome of this appeal have a right to appeal further to the Board of Trustees. Within 10 days of the decision on the appeal, the person must submit a written appeal to the chairperson of the Board. (Students, see By-Laws Article V. Sec. 2; Faculty, see By-Laws Article IV. Sec. 4.)

PART V: *Interim Suspension and Reinstatement*

A. If the president of Union Presbyterian Seminary (or, if the subject of the complaint is the president, the chairperson of the Board of Trustees) determines that the presence of a person who is the subject of the complaint presents a serious and immediate threat to the institution or the community, he or she may immediately suspend that person (with pay if the person is an employee) and without prejudice pending the investigation of the matter and/or a grievance proceeding. The notice of suspension, which must be made in written form, is handed to the person directly by the president (or chairperson of the Board of Trustees), or, in his or her absence, by one of the officers of Union Presbyterian Seminary designated by the president (or chairperson of the Board of Trustees).

B. If the suspended person objects to the president's decision to suspend him or her on an interim basis, he or she may request that the decision be reviewed as follows:

1. If the person suspended is the president or a senior administrator, by the executive committee of the Board of Trustees.
2. If the person suspended is a faculty member, by the faculty meeting in executive session.
3. If the person suspended is a student, by a conference of the academic deans, associate dean, dean of students, and the student's faculty advisor or another faculty member requested by the student.
4. If the person suspended is a staff member, by the executive staff of the president.

Any such request for review is to be granted

C. These entities, promptly and normally within 10 days of receiving notice of the request for review, meet to consider the matter. If the decision of the president (or chairperson of the Board of Trustees) is sustained by the entity, notice is sent to the subject of the complaint informing him or her that the interim suspension stands. If the decision of the president (or chairperson of the Board of Trustees) is not sustained by the appropriate entity, it asks the president (or chairperson of the Board of Trustees) to revoke the suspension and to notify the subject of the complaint that the interim suspension has been lifted.

D. There is no further appeal of an interim suspension.

E. Persons facing formal complaints who have been suspended with pay and without prejudice pending disposition of the case, may, upon receipt of formal notice that they have been exonerated, be reinstated to their former status.

F. Persons found guilty of formal complaints and suspended for a defined period of time may, upon the expiration of that period of time, request that the president reinstate them to their former status within the community.

G. Persons found guilty of formal complaints and suspended for an indefinite period in order that they might engage in remedial training or undergo professional counseling may, upon certification of their having completed the required training or counseling, apply to the appropriate office of the school for reinstatement to their former status within the community.

1. For students, to the office of admissions.
2. For faculty, to the office of the appropriate academic dean.
3. For administrators and other staff members, to the office of the president.

PART VI: *Records*

Records concerning investigations and grievance procedures are kept for the period they are useful and are maintained under conditions to provide the necessary and appropriate level of security and confidentiality.

PART VII: Implementation

A. COORDINATION AND IMPLEMENTATION

The president or his or her designee is responsible for coordinating the provisions of this document and provides orientation and training for those with identified functions under this document.

B. ENABLING CLAUSE

This document replaces and supersedes all previous grievance and disciplinary policies of Union Presbyterian Seminary or of either Union Theological Seminary in Virginia or the Presbyterian School of Christian Education. The sexual misconduct/harassment policy (revised November 2008) is still in effect. Records created or sanctions imposed under previous policies will be continued, amended, stored or destroyed as appropriate to conform to the provisions of this document.

C. REVISIONS

The president may vest responsibility for recommending specific changes or undertaking a general revision of this document in the review committee or establish an ad hoc committee to do so. Any member of the Union community, either singly or in concert with others, has the right to petition the president in this regard.

Approved by the faculty, May 14, 1998

Approved by the Board of Trustees, July 13, 1998

Effective July 13, 1998

Revised by the faculty, November 13, 2008

Revised by the faculty and the Board of Trustees, April 30, 2009 and May 15, 2009

X. SEXUAL MISCONDUCT/HARASSMENT POLICY

Approved by the Union Presbyterian Seminary Faculty as a recommendation to the Board of Trustees
February 12, 2004

Introduction

Union Presbyterian Seminary regards a supportive community and a high quality of life as essential to its character as an educational institution preparing men and women for service in the Christian church. In keeping with that character, the school is committed to nurturing an environment in which students, faculty, administrators, and staff may pursue their work in an atmosphere free of sexual misconduct. State and federal laws prohibit some forms of sexual misconduct. Union Presbyterian Seminary, therefore, does not tolerate sexual misconduct by its students, faculty, administrators, or staff, or by visitors to the Union Presbyterian Seminary campus.

All forms of sexual misconduct violate the Christian vision which informs the purpose of this school, and are incompatible with the church's moral standards for both its members and its professional leaders. Union Presbyterian Seminary is also committed to taking appropriate action to deal with any sexual misconduct that any visitor to the campus might inflict on any member of the community.

Statement of Purpose

The purpose of this sexual misconduct policy is (a) to articulate standards of behavior for the students, faculty, administrators, and staff of Union Presbyterian Seminary, as well as visitors to our campus, (b) to provide guidelines for the investigation of allegations of sexual misconduct, and (c) to identify a range of appropriate consequences for persons who engage in sexual misconduct, as defined by this policy.

The effective date for this policy is February 14, 2004. The policy does not apply to offenses or cases prior to such date.

Definitions

Sexual misconduct, *in this policy, refers to:*

1. Sexual Harassment:

- a. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment within the meaning of this policy when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, status, or academic standing;
 - submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work, study, or learning environment.

- b. Some examples of behavior that may constitute sexual harassment are:

Pressure for sexual activity;
 Uninvited physical contact;
 Disparaging remarks about one's gender;
 Lewd or sexually suggestive comments;
 Sexual suggestions disguised as humor;
 Requests for sexual favors accompanied by implied or overt threats;
 Dissemination or display of sexually offensive materials.

2. **Sexual Abuse:** forcible criminal sexual offenses, such as rape and child molestation.

Complainant: the person who files an allegation of sexual misconduct by a person covered by this policy. The complainant may or may not be the alleged victim of sexual misconduct. A family member, friend, or colleague of the alleged victim may be the complainant whose information initiates the inquiry.

Alleged victim: the person claimed to have been injured by sexual misconduct.

Alleged offender: the person against whom a claim of sexual misconduct is made.

Case Committee: a committee of persons appointed by the appropriate academic dean to investigate the complaint.

Guiding Principles

Serious treatment of allegations

The complainant, the alleged victim, and the alleged offender are to be treated with respect through this process. All allegations will be taken seriously by the person to whom complaint is made and by any person who is acting on behalf of Union Presbyterian Seminary in response to the allegation.

Procedural integrity

As soon as a complainant makes an allegation, the response of Union Presbyterian Seminary will be prompt. All responses will be undertaken with sensitivity to the painful nature of bringing an allegation of sexual misconduct. The filing of a complaint produces considerable stress on the complainant and the alleged victim, and his or her family.

The guilt or innocence of the alleged offender is not to be prejudged until the allegation has been sustained through this process or the person is exonerated. The filing of a complaint produces considerable stress on the alleged offender and his or her family.

In response to an allegation of sexual misconduct, the goal of Union Presbyterian Seminary will be to determine the truth as far as is humanly possible. Those charged with responding on behalf of the institution in the pursuit of truth shall do so with care for persons and for processes, and be guided by prayer for discernment and guidance.

Union Presbyterian Seminary will not tolerate any retaliation against any person for making a complaint or any retaliation against anyone for participating in any investigation of any complaint. All members of the community are expected to cooperate in this complaint and investigation procedure. Any member of the community who conceals information or knowingly provides false or misleading information will be subject to disciplinary action.

Care for the Parties Involved

Aware of the painful nature of initiating or of responding to an allegation of sexual misconduct, Union Presbyterian Seminary will assist the alleged victim and the alleged offender in identifying appropriate resources for personal and spiritual support.

When meeting with a Case Committee, in its pursuit of the truth, the complainant, alleged victim, and the alleged offender may each be accompanied by a person of his or her choosing, selected from among members of the Union Presbyterian Seminary community.

Confidentiality

Any complaint of sexual misconduct will be held in confidence by all persons involved, and the information will be disclosed only on a need to know basis to investigate and resolve the matter.

Guidelines for Reporting a Complaint

Introduction

What follows is meant to describe a general set of guidelines for reporting a complaint and the process by which Union Presbyterian Seminary will respond to a complaint. As with its *Community Grievance and Disciplinary Policy*, Union Presbyterian Seminary anticipates and expects that many potential problems in this area will be resolved by informal means.

Criminal Offenses/Sexual Assault

In the instance of a criminal or forcible sexual offense, the following procedures will apply:

- (1) Child molestation will be reported to the dean of students.
- (2) Any person who has knowledge of an instance of forcible sexual offense, rape, or acquaintance rape, should report this information immediately to the dean of students.

Sexual Misconduct

In the instance of sexual misconduct, the following procedures will apply:

- (1) Any member of the community who believes he or she has been subjected to sexual misconduct or who observes or learns of such misconduct experienced by another is expected to report the misconduct to the Academic Dean.
- (2) If a member of the executive staff of the president is the alleged offender, the complaint should be brought to the president.

- (3) If the president is the alleged offender, the chair of the Board of Trustees should be notified so that the Board of Trustees may take appropriate action.

The complaint should be summarized in writing either by the complainant or by the person to whom the complaint is reported.

Guidelines for Responding to a Complaint

Introduction

Ordinarily the process outlined below is used to respond to complaints of sexual misconduct. Union Presbyterian Seminary does, however, reserve the right to modify the process outlined here, in order to respond appropriately to a particular case.

Criminal Offenses/Sexual Assault

In the instance of a criminal or forcible sexual offense, the following procedures will apply:

- (1) After receiving a complaint of child molestation, the Dean of Students will notify the appropriate authorities.
- (2) After receiving a complaint of an instance of forcible sexual offense, rape or acquaintance rape, the Dean of Students will take appropriate action, including assisting the alleged victim in notifying proper law enforcement authorities if the alleged victim requests the assistance of these personnel. Evidence pertaining to any such possible criminal offense should be preserved carefully and provided to the law enforcement authorities.
- (3) In any instance of a criminal or forcible sexual offense, the Dean of Students will advise the alleged victim of the availability of counseling and mental health services in the area. In addition, Union Presbyterian Seminary will change an alleged victim's academic and living situations if those changes are requested by the alleged victim through the Dean of Students and are reasonably available.
- (4) Other actions by the institution will follow the process outlined below. In the event that law enforcement authorities investigate an alleged incident of sexual misconduct, Union Presbyterian Seminary may choose to defer taking action until that investigation is completed. Even if the investigation and any prosecution do not result in a conviction, however, Union Presbyterian Seminary may take action.

Sexual Misconduct

- (1) Once a complaint is submitted to the appropriate Academic Dean, President, or Chair of the Board of Trustees, it will be promptly and appropriately investigated. In a situation where the Academic Dean receives a complaint, he or she will appoint a Case Committee to investigate the complaint.
- (2) The Case Committee will conduct an appropriate investigation which may include interviewing the involved parties and witnesses, and reviewing documents.
- (3) During the period of investigation, the Case Committee will consult with the President, if necessary, concerning administrative actions with regard to:
 - a. Any restrictions, if necessary, that should be placed on the activities of the accused during the period of the investigation.
 - b. Special provision, if necessary, for continuation of work or study on the part of the complainant.
- (4) Upon completion of the investigation, the Case Committee will render a conclusion on its findings, take appropriate actions, and inform the complainant, the alleged victim, the alleged offender, and other persons, offices, or entities who have a need to know of the outcome. These actions may include, but are not limited to, the following:

Private admonition and/or reprimand;

A period of counseling, when the accused recognizes the need for such counseling;

Public reprimand and/or censure;
Reassignment of campus privileges (housing, chapel leadership, etc.);
Restriction of and/or reassignment of duties;
Referral to appropriate ecclesiastical bodies;
Suspension from current position, if faculty or staff, or from degree program(s), if student;
Permanent dismissal from current position, if faculty or staff, or from degree program(s), if student.

- (5) An appeal of the Case Committee's action is filed in the following manner:
- a. If the alleged offender is a student or member of the staff, the appeal shall be made in writing to the president, who shall review the evidence and decision of the Case Committee. The president's decision shall be final.
 - b. If the alleged offender is a member of the faculty or the Executive Staff of the President, the appeal shall be made in writing to the Chair of the Board of Trustees, who will refer the matter to the Executive Committee of the Board of Trustees. The Executive Committee shall review the evidence and decision of the Case Committee, and the decision of the Executive Committee of the Board shall be final.

Implementation

After the approval of this policy, all students and employees of Union Presbyterian Seminary shall be required, in writing, to acknowledge receipt of this policy.

This policy shall be included each year in the Student Handbook and noted during student orientation each year.

An in-service training session shall be provided for all students and employees periodically in order (1) to provide continuing education on the nature of sexual misconduct, and/or (2) to receive any updates on Union Presbyterian Seminary's *Sexual Misconduct/Harassment Policy*.

Revised by the faculty, November 13, 2008

Revised by the faculty and Board of Trustees Executive Committee, April-May 2009

XI. PLAGIARISM POLICY

Definition

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

A grading professor who is concerned that plagiarism may have occurred will:

Process for first occurrence:

- 1) Consult a department colleague without divulging any personally identifiable information;
- 2) If the concern remains after this consultation, the grading professor will take the concern to the student;
- 3) If plagiarism, after this consultation with a department colleague and subsequent consultation with the student, is believed by the grading professor to have occurred, the consequences will be determined in consultation with the associate dean in Richmond and the dean in Charlotte;
- 4) Appeals may be made to the dean in Richmond.

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

Consequences:

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

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

For a third occurrence while in seminary, the student will face expulsion by 2/3 vote of the faculty.

Documentation:

Supporting documentation for resolution of cases of plagiarism will be retained in the office of the associate dean of Richmond and the dean of Charlotte.

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

Effective at the beginning of the 2009-10 academic year.

XII. POLICIES FOR ACCEPTABLE USE OF TECHNOLOGY

General Statement

Recognizing the significant role that technology plays in the mission of educational institutions, the church, and society as a whole, Union Presbyterian Seminary is committed to providing and maintaining computing resources for its faculty, staff, and students. The purpose of this document is to provide a general overview of the expectations Union Presbyterian Seminary has for its students who use the computing resources that are owned by the institution.

Ownership and Purpose

Union Presbyterian Seminary provides computing, printing, electronic mail, and Internet access services to assist students in their coursework and correspondence and to enhance their campus life while enrolled at Union Presbyterian Seminary and toward being faithful stewards of time and human and natural resources. The entire Union Presbyterian Seminary information technology system is the property of the institution and is provided to students with the expectation that they will use these resources responsibly. Union Presbyterian Seminary retains ultimate authority and ownership rights over its computers, computer network, and the data residing thereon, including the right to access and inspect computer and data accounts that reside on computer systems that are owned and/or provided to students by the institution.

Security

The security of the campus network and computer system is of great importance and it is essential that students act responsibly as the “first line of defense” for the campus network.

Every student is assigned a unique login ID and a unique password. A student’s password is strictly confidential and should never be shared with anyone. Doing so could result in the student’s computer privileges being suspended or revoked. Contact Technology Services immediately if you feel the confidentiality of your password has been compromised.

Internet usage

Internet access is provided to aid students in doing research and obtaining information that is related to the educational functions of Union Presbyterian Seminary. Internet bandwidth is a commodity and students are

expected to use it responsibly. Campus Internet access is not to be used for the following activities:

- to access sites that are sexually explicit or graphically violent, or sites that exist solely as a means to display or distribute pornographic content.
- to access sites that exist solely to denigrate groups and or individuals
- to gamble
- to run a personal business or to advertise items for sale
- to create and/or run websites.

E-mail

The Union Presbyterian Seminary campus e-mail system is provided as a fast and convenient communication method for faculty, staff and students to convey information to colleagues on and off campus.

Union Presbyterian Seminary students are expected to use e-mail in a courteous and professional manner, whether communicating to on-campus or off-campus colleagues.

Information concerning academic matters and the life of the community will be disseminated through e-mail; students are encouraged to access their school-provided personal accounts daily, and are required to access them at least weekly. A student is responsible for complying with official e-mails or responding if questions arise within one week of the date of the e-mail.

The electronic mail system and all messages and material stored in it are the exclusive property of Union Presbyterian Seminary. Students are expected to adhere to the guidelines in this policy and exercise reasonable and responsible use of the campus e-mail system. Maintenance of e-mail accounts is managed by the Technology Services Department, and filled e-mail boxes may be emptied in order to provide space for new incoming messages.

The following activities constitute unacceptable use of the campus e-mail system:

- to run a personal business or to advertise items for sale
- to distribute copyrighted material illegally
- to send messages or materials that are pornographic
- to send messages or material that deride groups and/or individuals
- to endorse political candidates or political positions
- to deride elected officials or public office holders
- to forward chain letters or other mass mailings.
- to send knowingly false statements.

This policy statement only intends to establish reasonable expectations for the use of the campus computing system and to be comprehensive in scope. It cannot address every specific issue that may arise from the use or abuse of the campus network. In situations where an abuse of the system is suspected the student, dean of students and director of technology services will confer together to reach a resolution.

Adopted May 2002

Approved by the Union Presbyterian Seminary Faculty as a recommendation to the Board of Trustees, February 12, 2004

XII. COPYRIGHT OWNERSHIP POLICY

I. Purpose and Scope The purpose of this statement is to set forth campus policy regarding copyright ownership for works produced at, by, or through Union Presbyterian Seminary. This policy applies to Union Presbyterian Seminary faculty, staff, students, and other persons or entities using designated Seminary facilities or acting under contract with Union Presbyterian Seminary for commissioned works.

II. Explanation of Terms

- A. **Copyright-** Copyright is the intangible property right granted by Federal statute for —original works of authorship|| which have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or devise. These works include, but are not limited to, literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional materials, databases, and bibliographies; musical works, dramatic works, pictorial and graphic works such as photographs, diagrams, and sketches; motion pictures, videotapes, and sound recordings. As provided by law, copyright protection does not extend to ideas, facts, U.S. government works, works in the public domain, works for which the copyright has expired, or live performances that are not fixed in a tangible medium.
- B. **Scholarly and Instructional Works-** Scholarly and instructional works embody substantive educational, creative, and scholarly work, thought, or research.
- C. **Administrative Works-** Administrative works are those generally created by Seminary employees in the regular course of their employment and relate to the administration of the educational mission of the Seminary and are generally not the result of scholarly work or research. For example, an administrative work may be a spreadsheet or software tool developed and improved over time by multiple administrators, faculty, staff, or students where authorship is not appropriately attributed to a single or defined group of authors. However, an administrative work may have one originator, creator, or author.
- D. **Institutional Works-** Institutional works are works supported by a specific allocation of Seminary funds or are created at the direction of the Seminary for a specific Seminary purpose.
- E. **Commissioned Works-** Commissioned works are works produced for Seminary purposes by individuals not employed at the Seminary or by Seminary employees outside their regular job duties.
- F. **Sponsored Works-** Sponsored works are works first produced by or through the Seminary in the performance of a written agreement between the Seminary and a sponsor or outside funding source.
- G. **Works for Hire-** As defined in the U.S. Copyright Act, a work for hire is —a work prepared by an employee within the scope of his or her employment.
- H. **Fair Use Doctrine-** As embodied in Section 107 of the U.S. Copyright Act, the fair use doctrine exempts limited uses of materials from copyright infringement liabilities. Under the statute the right of fair use is specifically applicable to teaching, research and scholarship, and that its scope depends on four factors: 1) the purpose and character of the use; 2) the nature of the copyrighted work; 3) the amount and substantiality of the portion used; and 4) the effect of the use upon the potential market for or value of the copyrighted work. The specific facts of each use or proposed use should be analyzed in light of these four factors.

III. General Policy Statement It is the general policy of the Seminary that all rights in copyright shall remain with the creator except where the work is a work-for-hire under copyright law, is commissioned by the Seminary, results from extraordinary use of Seminary resources or facilities or where copyright is determined by contract.

IV. Scholarly and Instructional Works All rights in copyright of scholarly and instructional works shall belong to the creator, originator or author whether that person is professor, librarian, staff member, or associated with the Seminary in any other capacity and shall not be considered works for hire, unless there is a written agreement to the contrary. Therefore, students not employed by the Seminary retain copyright for term papers, theses, and other projects that students complete in their own name as part of course assignments or degree programs.

V. Administrative and Institutional Works as Work-For-Hire Administrative and institutional works whether created by faculty, staff, or students are generally works for hire and the Seminary is therefore the owner of all rights in copyright unless a written agreement provides otherwise.

VI. Commissioned Works Copyright ownership of commissioned works shall reside with the Seminary unless a written agreement provides otherwise. In commissioning work, where applicable the Seminary should seek a written agreement setting forth copyright ownership and rights of use.

VII. Sponsored Works Copyright ownership of sponsored works shall be with the Seminary unless the sponsored agreement or grant contract provides otherwise. Academic or scholarly works derived from sponsored work, including journal articles, lectures, books, videos, or other copyrightable works created through independent effort even though based on the findings of the sponsored project or derived from sponsored work shall reside with the creator, originator or author.

VIII. Assignment and Licensing of Copyrights The Seminary may assign or license its copyrights to others. The Seminary shall encourage and facilitate the use of assignments and licensing agreements among interested parties to help avoid controversy and foster creative endeavor. For example, where the Seminary owns the copyright, the Seminary may wish to license to the professor, staff member, or student who created it the right to use the copyrighted expression in other contexts, to make reproductions of the work to use in teaching, scholarship, or research, to modify or update the work, or to take the work with them for use with a new employer. Similarly, the creator with copyright ownership shall cooperate with the Seminary and may license to the Seminary various rights of use, for example, a limited, nonexclusive right of colleagues and students to make reproductions of the work to use in teaching, scholarship, or research, or to reproduce the work for uses directly related to advancing the mission of the Seminary. The Seminary and its faculty and staff shall avoid joint ownership of copyrights as joint owners have legal obligations to one another potentially over many years. Whenever possible joint copyright owners should seek written agreements specifying their interests in, and the terms of, copyright management.

IX. Use of Copyrighted Works Owned by Others The Seminary may make use of copyrighted works owned by others under the fair use doctrine. What constitutes fair use of copyrighted material owned by another is a legal determination. Administrators, faculty, staff, and students are encouraged to review copyright law on fair use.

X. Administration of Copyright Policy It is the owner's responsibility to enforce the copyright and any assigned or licensed rights of use. The President of the Seminary or his/her designee may direct the issuance of guidelines, and implementing procedures consistent with this Policy as necessary. The President of the Seminary or his/her designee may direct the register of copyrights, the acceptance of copyrights from third parties, the release of copyrights to third parties, and the sale, assignment or granting of licenses for any rights related to copyrights in the name of the Seminary. Nothing in this policy is intended to interfere with the Seminary's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored programs, research agreements or license agreements. Nothing in this policy is intended to prevent the Seminary from assigning or licensing any of the rights of copyright ownership at any time where it is in the best interests of the Seminary or the individuals of the Seminary community.

Adopted by the faculty, April 30, 2009
Approved by the board of trustees, May 15, 2009

Appendix B: Student Government

RICHMOND STUDENT GOVERNMENT ASSEMBLY CONSTITUTION

(with the amendments approved at the student body meeting on April 24, 2008)

ARTICLE I. Name and Purpose

Section I.

The name of our organization is the Richmond Student Government Assembly.

Section II.

In response to God's sovereignty, grace, and love for us, we covenant together as a representative body to seek to do God's will in all we do. In Christian love and respect, we will work to foster and sustain community wholeness as we respond to and advocate for the needs of the student body in areas including, but not limited to: fellowship, worship, service, campus care, communications, ecological awareness, sports and recreation, and academic and security needs.

Section III. Charlotte Students

The RSGA Constitution is designed for the Richmond Campus; however members of the Union Presbyterian Seminary Student Body in Charlotte are invited to participate and have voice, in ways which include serving as Student Representative from Charlotte to the Board of Trustees, serving on faculty committees, submitting reports and requests to the Richmond Campus, etc

ARTICLE II. Membership

The membership of the RSGA constitutes two governing bodies: the Student Senate and the Diaconate.

Section I. Student Senate

The elected voting members of the Student Senate are:

Officers: Moderator, Vice Moderator, Clerk, and Treasurer

Representatives: First level representative,
middle level representative,
final level representative,
a postgraduate representative (Ph.D., Th.M., and D.Min. programs),
an International Student representative,
a Commuter Student representative,
and an African-American student representative.

Members with voice but no vote are:

the appointed Board of Trustee Student Body representatives,
other associates appointed by the Moderator as defined in Article III, Section I.B.i.
a representative from each recognized campus organization.

If a student group on campus feels unrepresented they may form an RCO for a period of one year to exercise voice before requesting that a new seat be created in the Student Senate.

Section II. Diaconate

The elected committee chairs for each standing committee are members of the Diaconate. The Diaconate meets separately from the Student Senate. The Vice Moderator chairs the meetings. The standing committees

are the Ecological Awareness, Campus Care, Communications, Fellowship, Service, and Sports and Recreation. Thereby, the Diaconate has 6 elected students serving in these stated positions.

ARTICLE III. Duties

Section I. Student Senate

- A. The Student Senate will be responsible for hearing student concerns and issues from students and/or their representatives, and acting on them in timely manner consistent with the purpose statement.
- B. Duties of Officers
 - i. The Moderator shall:
 1. Act as a representative for the students to the trustees, faculty, administration, staff and the community in matters of concern to the student body, including attendance at meetings as necessary and proper, and reporting to the student government on all matters and meetings at which she/he represented the student government.
 2. Attend all regular and special called meetings of the Student Senate and Student Body.
 3. Provide assistance to the Clerk with the annual election process.
 4. Have a working knowledge of the current edition of Robert's Rules of Order Newly Revised.
 5. Work in coordination with the Vice Moderator to share duties as is appropriate.
 6. Set the agenda, call and preside at meetings of the Student Senate as prescribed in the constitution.
 7. Set the agenda and preside at meetings of the student body and propose stated meeting dates to be approved by the Student Senate.
 8. Plan for and preside at the installation service.
 9. Meet with the Seminary President and the deans to make student assignments to faculty committees and ensure that a list of all who serve on faculty and RTC committees and RSGA is made available to the student body.
 10. Have the right to appoint associates to specialize in areas of need within the RSGA and the Union Presbyterian Seminary community as a whole, including but not limited to Parliamentarian. All persons appointed under this provision must be approved by a simple majority vote of the Student Senate and introduced to the student body at the next Student Body Meeting following one's appointment.
 - ii. The Vice Moderator shall:
 1. Act as a representative for the students to the trustees, faculty, administration, staff and the community in matters of concern to the student body, including attendance at meetings as necessary and proper, and reporting to the student government on all matters and meetings at which she/he represented the student government.
 2. Attend all regular and special called meetings of the Student Senate, Diaconate, and Student Body.
 3. Provide assistance to the Clerk with the annual election process.
 4. Have a working knowledge of the current edition of Robert's Rules of Order Newly Revised.
 5. Work in coordination with the Moderator to share duties as is appropriate.
 6. Set the agenda, call and preside at meetings of the Diaconate as prescribed in the constitution.
 7. Actively encourage the work of the Diaconate and assist committee chairs as needed.
 8. Act as a liaison between the Diaconate and the Student Senate and as a voice for the Diaconate

at Student Senate meetings. The Vice Moderator is required to bring motions to the Student Senate on behalf of any committee chair.

9. Preside at meetings of the Student Senate in the absence of the Moderator.

iii. The Clerk shall:

1. Act as a representative for the students to the trustees, faculty, administration, staff and the community in matters of concern to the student body, including attendance at meetings as necessary and proper, and reporting to the student government on all matters and meetings at which she/he represented the student government.
2. Attend all regular and special called meetings of the Student Senate and Student Body.
3. Be responsible for the nomination and election process for all elected RSGA offices as prescribed in Article VI. Elections, Section III. Election Procedures, Item A.
4. Have a working knowledge of the current edition of Robert's Rules of Order Newly Revised.
5. Record the minutes of the meetings of the Student Senate and the Student Body, as well as the yearly combined budget meeting, and present them for approval at the following meeting of the Student Senate. Ensure that minutes are accessible to the entire seminary community.
6. Be responsible for file management (RCO reports, past minutes, etc.) and other official records of the student government. Student election ballots shall be maintained by the Clerk for a period of 1 year.

iv. The Treasurer shall:

1. Act as a representative for the students to the trustees, faculty, administration, staff and the community in matters of concern to the student body, including attendance at meetings as necessary and proper, and reporting to the student government on all matters and meetings at which she/he represented the student government.
2. Attend all regular and special called meetings of the Student Senate.
3. Provide assistance to the Clerk with the annual election process.
4. Have a working knowledge of the current edition of Robert's Rules of Order Newly Revised.
5. Maintain the financial records of the student government and report year-to-date spending at each stated Student Senate Meeting.
6. Receive budget requests and propose a budget for the annual joint budget meeting.
7. Make such disbursements as authorized by student government as prescribed in Article V, Finances, Section 3, Permitted Budgetary Spending.
8. Provide financial reports to officers, representatives, committee chairs, and RCO contact persons on a regular basis showing their spending to date and remaining budget.

C. Representatives

1. Shall be responsible for actively seeking the opinions, ideas, and concerns of their constituents.
2. Shall be responsible for representing their constituency at meetings of the Student Senate, as well as to the trustees, faculty, staff, and administration.
3. Shall attend all regular and special called Student Senate meetings.
4. Shall provide assistance to the Clerk with the annual election process.
5. Shall be responsible for hosting at least two gatherings per academic year (one in the fall and one in the spring) for their constituency and/or the community.
6. Shall serve on a Diaconate committee, a faculty committee, or a Union Presbyterian Seminary committee.

Section II. Diaconate

- A. The Diaconate shall be made up of all committee chairs and shall have its own separate meeting time. The student body shall elect each committee chair to a specific committee.
- B. The Vice Moderator of the RSGA shall serve as the Moderator for this body and shall be the liaison between the Diaconate and the Student Senate.
- C. Each committee chair shall submit a proposed budget in writing to the Treasurer by a set date to be voted on and approved at a combined meeting of the two bodies.
- D. There shall be six standing committees of the RSGA and they shall be:
 - i. **Ecological Awareness** – This committee will coordinate and promote activities that allow the campus community to be informed about issues and areas of concern related to the care of our ecological surroundings and the promotion of the sanctity of Creation. This committee shall design programs to facilitate exploration and understanding relating to such issues. This includes the coordination of, including recruitment and scheduling of, a Campus Recycling Program.
 - ii. **Campus Care** - This committee shall be in touch with and respond to personal needs and concerns of the student body related to pastoral care and community building and will provide support in times of joy and grief. The Campus Care Chair will sit on the faculty community committee. This committee is also responsible for coordinating community breaks.
 - iii. **Communications** - This committee will be responsible for publicizing events that have been organized by the RSGA committees and representatives through the posting of a monthly calendar on the RSGA Bulletin board and through the use of other campus-wide communication. Each chair and representative is responsible for verifying that his or her event is on the Union Presbyterian Seminary's Master Calendar with the Student Life Office. The chair must then submit publicity requests to the Communications Chair by set date in order to ensure adequate exposure for upcoming events. The Communications Chair will also work closely with the Student Life Office to monitor and maintain up-to-date RSGA bulletin boards available on campus as stated in the student handbook policy for sign posting.
 - iv. **Fellowship** - This committee will be responsible for planning and implementing opportunities for campus-wide social events that bring the community together in fellowship. This committee shall respond to specific social needs of the campus as they arise and shall attempt to be inclusive of all persons in the student body and their families.
 - v. **Service** - This committee will provide opportunities for members of the campus community to actively participate in hands-on service opportunities both on and off campus through coordination of volunteer efforts and work projects.
 - vi. **Sports and Recreation** - This committee will be responsible for planning and implementing activities, events, and programs that promote the physical fitness and well-being of the Union Presbyterian Seminary community.
- E. Information and interest surveys about the committees and their responsibilities shall be made available to the entire student body at the beginning of each year. Students will then be given the chance to participate in student government by participating on one or more of these committees.
- G. Each Diaconate chair shall meet with their predecessor upon being installed to office for knowledge transfer, meet with the Director of Student Services for training, and upon completion of their term, meet with their successor for knowledge transfer (also see VII.B).

ARTICLE IV. Meetings

Section I. Stated Meetings

- A. The Student Senate shall meet monthly during the Fall and Spring terms. The date and time for the first Student Senate meeting of the Fall term shall be announced by the Moderator at the final Student Senate

meeting of the previous Spring term. The dates, times, and locations for the Student Senate meetings for the remainder of the academic year shall be announced at the first meeting of the Fall term by the Moderator. A quorum for a Student Senate meeting shall be one-half of the installed voting members (excluding vacancies) including two officers. If neither the Moderator or Vice Moderator can be present for a meeting, then the Treasurer shall assume the office of Moderator Pro Tem for that meeting.

- B. The Diaconate will meet regularly at a time set by the Vice Moderator. A quorum for the Diaconate shall be one-half of the installed members (excluding vacancies) and the Vice Moderator. If the Vice Moderator cannot be present, then she/he can choose another officer to moderate the meeting.

Section II. Special Meetings

- A. The Moderator may call a special meeting of the Student Senate as she/he deems necessary.
- B. The Moderator shall call a special meeting of the Student Senate when requested in writing by at least two Student Senate members. Written requests shall state the purpose of the meeting and shall bear the signatures of those submitting the request.
- C. In the case of a special meeting, no business shall be transacted other than that for which the meeting was called.

Section III. Notice of Student Senate and Diaconate Meetings

- A. All stated meetings shall be announced at least one week prior to the meeting. The agenda for each stated meeting shall be submitted to the members and conspicuously posted 48 hours in advance of the meeting.
- B. Reasonable notice of special meetings shall be given.
- C. Notice of special meetings shall include the purpose of the meeting. No other business shall be transacted at the meeting.

Section IV. Open Meetings

Student Senate and Diaconate meetings shall be open to all interested parties.

Section V. Executive Session

Student Senate and Diaconate reserve the right to meet in executive session as deemed necessary. Executive session shall be defined as installed voting members only. The Moderator of the meetings can call an executive session at any meeting as she/he deems necessary or as requested by any member present.

Section VI. Student Body Comment

Non-RSGA members shall be permitted to speak at meetings at the discretion of the Moderator or the Vice Moderator, whose decision may be overruled by a majority vote of the members present and voting.

Section VII. Installation

- A. Newly elected members shall be installed at a chapel service or other appropriate community gathering during the term in which they are elected.
- B. Outgoing members of the RSGA are to have an individual orientation with the incoming persons in the same office before the end of the academic year. Outgoing first level representatives will orient their successors after the fall elections.
- C. There is to be a joint meeting between incoming and outgoing Student Senate and Diaconate members for the primary purposes of training new members and preliminary budgeting for the following year before the end of the spring term. RSGA members and RSGA members-elect shall have voice and vote at this joint meeting.

Section VIII. Prayer

All meetings shall be opened and closed with prayer.

Section IX. Student Body Meetings

- A. The RSGA shall call a stated meeting of the student body within four weeks following the start of classes in the fall semester. The purpose of the meeting is for the Moderator to report on the proposed activities of the RSGA for the coming year and to announce fall elections.
- B. Special called RSGA meetings of the student body may be called upon a majority vote of the RSGA or upon the request of a quorum of the student body, as defined in part D. The request shall state the reasons and purpose of the meeting, bear the signatures of those presenting the request, and be submitted to the RSGA. The RSGA shall note the request in its minutes and call a special meeting. In such an instance, no vote of the RSGA to call the meeting shall be taken. In the case of a special meeting, no business shall be transacted other than that for which the meeting was called.
- C. Notice of all called RSGA meetings of the student body shall be published and conspicuously posted no less than seven days prior to the meeting.
- D. The quorum for called RSGA Student Body Meetings shall consist of 25 students or one tenth of the student body, whichever is less.
- E. Each called RSGA meeting of the student body shall be opened and closed with prayer.
- F. The Student Body shall vote annually on amendments to the RSGA Constitution during a called RSGA Student Body meeting in compliance with Article XI.

ARTICLE V. Finances

Section I. Use of Funds

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

- A. From within an approved budget.
- B. By vote of the Student Senate.

Section II. Budget Approval

A preliminary budget for the following academic year will be approved at an annual meeting consisting of both the Diaconate and the Student Senate. This meeting shall be held no later than the end of the Spring term. All members of both bodies have voice and vote at these meeting. A final budget will be approved by the RSGA Senate in the Fall term of the October meeting.

Section III. Permitted Budgetary Spending

- A. Members of the Student Senate and Diaconate with approved budgets are permitted to spend that money without further approval. If the amount of a single receipt is over \$500, they must get prior approval from the Student Senate. If they or any other RSGA member wish to spend funds on items outside of the approved annual RSGA budget they must get prior approval from the Student Senate.
- B. Any checks written from RSGA Accounts must be co-signed by the Treasurer and the Moderator.
- C. Officers, Representatives, Committee Chairs, and RCO's shall be reimbursed for budgeted expenses upon submission of receipts to the Treasurer. All receipts shall be turned in within thirty days of the event. Each receipt shall be clearly labeled with name of person to be reimbursed, budget line item, and purpose or event. Persons submitting receipts must either be the budget owner or the budget owner's signature must be on the receipt. The person submitting the receipt shall retain a copy of the receipt for their records. In certain circumstances, requests for cash advances may be submitted in writing to the Treasurer with complete details of the anticipated expenses. Each request for cash advances must be

approved by the Moderator, Vice Moderator, and Treasurer. All receipts accounting for such expenditures must be submitted to the Treasurer along with any unused funds.

Section IV. Fundraisers and Benefits

Student groups who wish to sponsor fundraisers and benefits to generate additional funds should notify the treasurer at least one week prior to their event(s). Donated funds will be received and their value recorded by a representative of the sponsoring student group and the treasurer. All generated funds will then be deposited into the SGA Account and reserved for the sponsoring student group. Disbursement of these funds will be made according to the sponsoring student group's wishes following the rules laid out in Section III for budgetary spending.

Section V. Non-Budget Requests by non-SGA Members

Funding requests by non-RSGA members for purposes not covered under the approved budget will be considered if submitted in writing to the RSGA Clerk or Moderator at least one week prior to a meeting of the Student Senate. Prior approval for the expense must be obtained from the Student Senate to assure reimbursement.

Section VI. Annual Financial Review

The RSGA monthly financial reports shall be submitted at the close of each academic year to the Union Presbyterian Seminary Vice President for Administration and Treasurer for review and comparison to source documents as deemed necessary. Upon completion of this review, the Vice President shall issue to the RSGA Moderator a written report detailing any findings along with appropriate recommendations.

ARTICLE VI. Elections

Section I. Eligibility for Office

- A. All Richmond full-time degree students who have completed their first year at Union Presbyterian Seminary in any degree program shall be eligible for the offices of Moderator, Vice Moderator, Clerk, or Treasurer.
- B. All full-time degree students are eligible for nomination as a representative for their respective constituency (class year, international, commuter, African American, or graduate). For purposes of clarification, a middle level student is a person in a master's program that is not in the first or final year of that program. An international student shall be defined as a person who holds citizenship in a country other than the United States. A commuter student shall be defined as a person who stays two or fewer nights a week in on-campus housing. An African-American student representative shall be defined as any student who is enrolled at Union Presbyterian Seminary and who self-identifies as an African-American.
- C. A student may receive nominations for any number of SGA positions. A student may accept a nomination for only one RSGA position, excluding the Moderator election. A student may be elected to only one SGA position.
- D. Both the Christian Education programs (M.A.C.E., M.A.C.E./M.S.W., M.A.T.S. and Ph.D..) and the Theology programs (M.Div., M.Div./M.S.W., Ph.D., and Th.M.) must be represented in the offices of Moderator and Vice Moderator. The election for moderator will be open to all full-time degree students. The election for Vice Moderator will be open to all full-time students within the degree program not represented by the student elected Moderator. If an M.A.C.E./M.Div. Dual Degree student is elected Moderator they shall be considered to represent both programs and the election for Vice Moderator shall be open to all full-time degree students.
- E. Both the Christian Education program(s) (M.A.C.E. and Dual Degree) and the Theology program(s) (M.Div. and Dual Degree) must be represented in among the First, Middle, and Final level positions. A

M.A.C.E./M.Div. Dual Degree student elected to one of the First, Middle, and Final level positions shall be considered to represent both programs. In the event that only one program is represented among the three elected representatives, the middle level nominees from the unrepresented program will have a run-off for the position.

Section II. Voting Eligibility

- A. All Richmond degree-seeking students of Union Presbyterian Seminary shall be eligible to vote in a student body election for the positions of Moderator, Vice Moderator, Clerk, Treasurer, and all committee chair positions of the Diaconate. Graduating students may only vote for these positions.
- B. All degree-seeking students of Union Presbyterian Seminary shall be eligible to vote in a student body election for their respective Student Senate representative(s) according to their expected classification in the fall for which that particular office is being filled. Post-Graduate, Commuter and International students shall also be eligible to vote for their respective degree program representative.

Section III. Election Procedures

- A. The office of Clerk shall be responsible for the nomination and election process for RSGA offices. The Clerk is expected to oversee and delegate the following tasks: coordinating the publication of the nomination period with the Communications Chair, contacting nominated persons for willingness to serve, checking eligibility for office with the Student Life Office, preparing an election ballot, coordinating the required publication of the election with the Communications Chair, obtaining a current list of students from the Student Life Office for nomination/election purposes, providing monitors for the polling place throughout the election with RSGA members or former RSGA members (none of whom may be on the ballot), instructing monitors on election procedures, tabulating the results, notifying candidates after the tabulation, and coordinating the publication of the results with the Communications Chair. Those running for office shall not be involved in making the ballot, overseeing the voting, tallying ballots, or reporting the results of the election.
 - i. Students overseeing the election procedure in public, common areas should refrain from influencing student voters to select one candidate over another for any position.
- B. One week before any election process begins, current election guidelines and procedures will be made available to students as well as resources for obtaining further election information.
- C. Students who are not able to vote in person (due to commuting, SIM, abroad, etc.) will receive information and directions for their participation in the election process.
- D. Nomination:
 - i. Nominations for an election shall begin on a Monday and conclude on Thursday afternoon (2pm) of that same week. Nomination forms will be made available to all students electronically. Students wishing to nominate other students for offices/chairs shall inquire of the prospective nominee's willingness to serve prior to submitting the name for nomination. At the end of the nomination period, a full slate of nominees shall be determined by the executive RSGA officers in coordination with the Student Life Office. A full copy of the slate of all nominees will be submitted to the Director of Student Services for verification of eligibility for office (not on academic probation, full-time status, intention to return in the fall, etc.). Upon verification, the SLO will give a list of nominees to the Clerk in order that the nominated students may be contacted to ascertain their interest in the position. The Clerk and Moderator shall make every reasonable attempt to contact the individuals nominated in person or by phone by 12 noon on Saturday. Calls will not be made past 12 noon on Saturday. As a secondary means of contact, nominees who have not been reached by phone, either in person or by answering machine/voice mail, shall be contacted by campus e-mail. Nominees shall have until 7pm on Sunday afternoon to accept their nomination by contacting the Clerk.

- ii. Arrangements shall be made to accommodate nominations from students who are currently off campus.
 - iii. Self-nominations are allowed for any office.
 - iv. Should only one valid nomination be received for an office, that candidate shall be deemed elected by acclamation.
 - v. If no person is nominated in the spring to fill a position for the fall term, that position shall be declared vacant until the fall elections. In such case, the fall elections will include the nomination and election of first level representatives and the vacant office.
 - vi. There are no provisions for write-in campaigns.
 - vii. Nominations for Moderator shall take place no less than seven weeks from the end of Spring term, excluding Spring break. Preparations and announcements for the entire nomination and election process should begin no less than two weeks prior to Moderator nominations.
 - viii. No publicizing candidates names shall take place before the time period expires for accepting nominations.
- E. Election:
- i. Elections shall be held from Monday through Thursday afternoon (2pm). Students may vote at their own convenience through electronic procedures. If a student has problems with or is unable to access the electronic ballots, the student may vote by emailing their vote to the Student Life Office.
 - ii. Moderator/Officer Elections
 - 1. The candidate who receives a simple majority of votes for a particular office shall be considered elected to that office.
 - 2. Should any moderator/officer election result in no candidate receiving a simple majority of votes (including ties), only the two candidates receiving the most votes will participate in a runoff election. In the event that a second runoff is needed, the moderator/officer can be elected with a plurality of votes.
 - 3. A simple majority is defined as 50% of the total number of votes cast for any particular office, plus one.
 - iii. Student Senate/Diaconate Elections
 - 1. In elections where two or more candidates appear on the ballot, the candidate who receives a plurality of votes for a particular office shall be considered clearly elected to that office.
 - 2. Should any election result in a tie between two or more candidates receiving the most votes, only the top candidates involved in the tie will participate in a runoff election.
 - iv. Elections for Moderator shall take place no less than six weeks from the end of Spring term.
 - v. Elections for 1st level representatives shall be completed by the third week of October. All 1st level students shall be eligible to vote for their respective degree program representative.
 - vi. Spring elections for officers shall take place immediately after the election of the Moderator. Spring elections for all other members shall take place immediately after the election of officers. Due to conflicts with the community calendar, the election process may be suspended for a week by vote of the Student Senate.
 - vii. The Clerk shall design appropriate ballots for each Student Senate constituency. Students may be voting on more than one ballot.
- F. The seven week nomination and election process will proceed as follows:
- Week 1 Moderator nominations
 - Week 2 Moderator elections
 - Week 3 Moderator run-off (if necessary); other officer nominations
 - Week 4 Officer elections

Week 5 Officer run-off (if necessary); representative and diaconate nominations

Week 6 Representative and diaconate elections

Week 7 Representative and diaconate runoff (if necessary)

- G. Should a vacancy occur in the Student Senate or Diaconate during the academic year the vacated position shall be filled immediately either through the normal election process, or through the interim appointment process if the Student Senate determines there is not reasonable time to conduct the normal election process. The interim nomination and appointment process is as follows: (1) Once notice of resignation or vacancy of a position(s) is given, the RSGA Moderator shall inform the Student Senate, Diaconate, and student body of the vacancy. (2) After a period of at least 4 days after the notification of vacant position(s), an open nomination procedure shall begin. The interim nomination process shall follow the procedures outlined in section C above. (3) Once acceptance of the nomination and eligibility of the nominees has been confirmed by the Executive Officers, the Student Senate shall meet in executive session within one week of the close of nominations, review the slate of nominees from the open nominations, and then appoint one of the nominees to the post as an interim officer/committee chair by a majority vote of the officers present. The RSGA Moderator or Clerk (as Elections Chair) shall be responsible for identifying each nominee to the Student Senate at or before the Executive session. (4) The Moderator shall inform the student body and the Student Life Office of the new appointment(s).

Article VII. Student Representatives on Faculty Committees

- A. Students may be appointed to the various Faculty Committees by a committee of the RSGA Moderator, the seminary president, and the deans.
- B. Student committee representatives are not voting members of the RSGA. They do have a responsibility to the student body as their voice on the various Faculty Committees.
- C. Duties of Student committee representatives:
- i. Communicate monthly with the RSGA Communications Chair.
 - ii. Attend an organizational meeting of all Student committee representatives at the beginning of the fall term.
 - iii. Report on the status of one's respective Faculty committee at all Student Body Meetings. For committees with more than one student representative, only one need attend the Student Body Meeting. If no student representative is able to attend from a particular Faculty committee, a summarized report shall be given to the RSGA Communications Chair before any Student Body Meetings.
 - iv. Regularly solicit input and receive feedback from students regarding issues of interest that are before his/her respective Faculty committee.
 - v. Initiate formal conversation among students when deemed appropriate or necessary on behalf of his/her respective Faculty committee.

ARTICLE VIII. Recognized Campus Organizations

In order for a campus organization to become recognized by the RSGA the following procedure must be followed:

- A. The group shall present a request for recognition in writing to the Moderator along with the group's purpose, governing rules, and goals. The Moderator will distribute copies of these to the Student Senate members. The group will then present its request at the next Student Senate meeting.

- B. The Student Senate will determine eligibility for recognized campus organization (RCO) status for that group in consultation with the dean of students based on the compatibility of the group's mission with that of Union Presbyterian Seminary and the RSGA.
- C. The group will be recognized or rescinded on a two-thirds majority vote of the Student Senate.
- D. In order to retain RCO status, organizations shall submit a report (in writing required, in person highly recommended) to the Student Senate by the October stated meeting. The report shall include: name of organization, officers, contact person(s), purpose statement, itemized budget request and summary of planned activities. Failure to submit a timely report may affect RCO eligibility for RSGA funds.
- E. Organizations shall submit a report (in writing required, in person highly recommended) to the Student Senate by the April stated meeting. The report shall include: name of organization, officers, contact person(s), purpose statement, summary of expenses and activities, which occurred during the current academic year, and any suggestions for the upcoming year. Failure to submit a timely report may affect RCO eligibility for RSGA funds.
- F. Should an RCO fail to report and/or fall out of line with the purpose statements of Union Presbyterian Seminary and the RSGA then the RCO status may be rescinded. No action by the RSGA will be taken without communication with the RCO in question.

ARTICLE IX. Parliamentary Procedure

The rules in the current edition of the Robert's Rules of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not inconsistent with the bylaws or any special rules of the organization. The RSGA shall maintain a copy of Robert's Rules of Order Newly Revised and assure access for parliamentary questions.

ARTICLE X. RSGA Advisors

The dean of students shall act as advisor to the RSGA. The Student Life Office Staff offers further assistance and also serves in an advisory role in the absence of the dean.

ARTICLE XI. Amending Procedures

The constitution of the RSGA will be reviewed annually and may be amended by a two-thirds vote in a called RSGA Student Body Meeting. Proposed constitutional amendments shall be made available to all students via campus e-mail and posting on the RSGA bulletin board in the Belk Center no less than 72 hours prior to the called Student Body meeting. Students who are unable to attend the meeting (due to commuting, SIM, abroad, etc.) may send comments or concerns to the Clerk no later than 5:00 on the day before the Student Body Meeting, so that they may be shared with those students present. There is no provision to vote by proxy, because potential changes to the amendments may occur on the floor.

Union Presbyterian Seminary

**3401 Brook Road
Richmond, Virginia 23227
804-355-0671 • 800-229-2990**

**5141 Sharon Road
Charlotte, North Carolina 28210
704-337-2450**

STUDENT LIFE OFFICE 804-278-4223

**RICHMOND CAMPUS SECURITY 804-278-4357 (804-278-HELP)
EMERGENCY 911**

www.upsem.edu