



Supplement to the Academic Catalog 2007-2008

This document contains additions and corrections to the **2006-2008 Academic Catalog** where noted.

The regulations, requirements, and general information included in this document are official for the 2007-2008 academic year and are subject to revision.

Union Theological Seminary and Presbyterian School of Christian Education does not discriminate among applicants on the basis of race, sex, disability, or national origin.

Throughout this supplement, information pertaining specifically to Union-PSCE at Charlotte is marked with a light gray screen.

Table of Contents

Academic Calendar	5
1. Overview	8
2. The Union-PSCE Community	10
Faculty	10
Administration and Staff	15
Board of Trustees	18
3. Academic Programs	20
Professional Degree Programs	20
Dual Degree Programs.....	32
Advanced Degrees	41
4. Courses.....	48
Union-PSCE at Richmond Courses	48
Union-PSCE at Charlotte Courses	55
5. Academic Procedures and Regulations	56
Calendar	56
Credits and Academic Levels	56
Basic or Required Courses	57
Transfer Credits	57
Course Loads and Full-Time Status	58
Registration	59
Grades	60
Appeal of Grades	61
Academic Standing (M.A.C.E., M.Div., and M.A.T.S.)	61
Federal Satisfactory Academic Progress Policy	64
Academic Records	66
Tuition for Courses Taken at Other Schools	67
Intercultural Courses	68
Policy about Students with Learning Disabilities	68

6. Student Expenses 69
 Financial Responsibility 69
 Academic Costs 70
 Fees 70
 Housing..... 71
 Lunch Plan 72
 Books 72

7. Admission 73
 Campus Visits 73
 International Applicants 74
 Making Application 74
 Basic Degrees 75
 Advanced Degrees 75
 Non-Degree Conditional Enrollment 76
 Requirements for Application 77
 International Students Requirements for Graduation 79

8. Financial Assistance for Students.....80
 Need-Based Grants 80
 Merit Awards 81
 Charlotte Matching Grant 81
 Aid Eligibility by Degree Program -Richmond Campus 82

information directory 84

Academic Calendar

2007-2008

Fall Term 2007

Orientation of new students	September 5-7
Orientation for final level students	September 7-8
Classes begin (Monday)	September 10
Opening Convocation 196th Session	September 12
Add/drop deadline	September 21
Fall Recess	October 19
Withdrawal deadline	October 22
Preregistration for Spring/May Terms	November 5-16
Weekend to Inquire	November 8-11
Thanksgiving Recess	November 19-23
Makeup day for Friday, October 19	December 10
Classes end	December 10
Reading day	December 11
Examination days	December 12-14
Term ends after examinations	December 14

January Term 2008

Classes begin	January 3
Add/drop deadline	January 7
D.Min. Advanced Ministry Course	January 7-11
Withdrawal deadline	January 14
Extended Campus Program Winter Session	January 15-23
Martin Luther King, Jr. Day (no classes)	January 21
Term ends after classes	January 23
PC(USA) Ordination Examinations	January 25-26

Spring Term 2008

Classes begin	January 28
Bible Content Examination*	February 1
Add/drop deadline	February 8
Weekend to Inquire	March 6-9
Withdrawal deadline	March 3
Spring Recess	March 17-21
Returning Students Preregistration (Summer/Fall/January Terms) begins	March 31-April 11

* Classes will be held as scheduled but students taking exam will be excused from classes.

New Students Preregistration (Summer/Fall/January Terms)

begins	April 14
Classes end	April 25
Make-up day (if needed)	April 28
Reading day	April 29
Examination days	May 1-2
Term ends after examinations	May 2
Sprunt Lectures	May 5-7

May Term 2008

Classes begin	May 8
Add/drop deadline	May 12
Withdrawal deadline	May 19
Memorial Day holiday	May 26
Classes end	May 28
Commencement 2008	May 31

2008-2009 Academic Year Begins

Summer Term 2008

D. Min. Seminars I, II, and III	June 2-13
French Language Course for Graduate Study	June 2-27
Extended Campus Program Summer Session 2008	June 16-26
Summer Language School:	
Elementary New Testament Greek	July 7-August 22
Elementary Biblical Hebrew	July 7-August 22

Union-PSCE at Charlotte

2007-2008

Fall Term 2007

Returning student preregistration	June 15
Returning student registration ends	June 30
New student preregistration	July 2
New student registration ends	August 24
PC(USA) Ordination Examinations	August 24-25
Orientation	September 5
Classes begin	September 7
Fall Convocation	September 7
Add/drop deadline	September 29
Fall Recess	October 19-20
Weekend to Inquire	October 26-27
Withdrawal deadline	October 27
Thanksgiving Recess	November 22-24
Term ends after examinations	December 8

Spring Term 2008

Preregistration	November 2
Registration ends	November 17
Classes begin	January 4
PC(USA) Ordination Examinations	January 25-26
Add/drop deadline	January 26
Bible Content Examination	February 1
Withdrawal deadline	February 23
Weekend to Inquire	February 29-March 1
Spring Recess	March 14-15
Easter Recess	March 21-22
Term ends after examinations	April 5
COMMENCEMENT 2008	APRIL 26

Summer Term 2008

Preregistration	February 22
Registration ends	March 8
Classes begin	May 2
Add/drop deadline	May 17
Withdrawal deadline	June 14
Summer Recess	July 4-5
Terms ends after examinations	July 26

1. Overview

DEGREES

Union-PSCE offers nine degree programs. The Master of Divinity (M.Div.) and the Master of Arts in Christian Education (M.A.C.E.) are the basic professional degree programs. In addition, Union-PSCE offers three dual degrees: the Master of Divinity/Master of Arts in Christian Education (M.Div./M.A.C.E.); the Master of Arts in Christian Education/Master of Social Work (M.A.C.E./M.S.W.); and the Master of Divinity/Master of Social Work (M.Div./M.S.W.). The M.A.C.E./M.S.W. and the M.Div./M.S.W. are offered in cooperation with Virginia Commonwealth University. The Master of Arts (Theological Studies) degree (M.A.T.S.) is also offered.

In keeping with the Reformed tradition emphasis on theological scholarship with ministry and Christian education as learned professions, Union-PSCE also offers the following advanced degrees: the Master of Theology (Th.M.); the Doctor of Philosophy (Ph.D.); and the Doctor of Ministry (D.Min.). An appropriate master's degree, awarded by an institution of recognized standing, is prerequisite for admission into these degree programs.

See chapter 3 for detailed descriptions of these programs.

Known for its rigorous residential academic program, Union-PSCE also offers an extensive network of supervised student-in-ministry opportunities and continues to pioneer congregation-based experiences for students. The school provides unique opportunities for learning through the use of audio-visual and video

production technologies. In addition, the school supports continued learning for educators and ministers through an array of professional workshops, seminars, and other opportunities.

Union-PSCE offers classes in Charlotte, North Carolina, in three degree programs: the M.Div., the M.A.C.E., and the M.Div./M.A.C.E. dual degree. Classes in Charlotte are held on the campus of Queens University of Charlotte.

2. The Union-PSCE Community

FACULTY

Full-time Faculty

Samuel L. Adams

Assistant Professor of Old Testament

Davidson College, B.A.

University of Chicago Divinity

School, M.Div.

Yale University, Ph.D.

Samuel E. Balentine

Professor of Old Testament

Furman University, B.A.

Southeastern Baptist Theological

Seminary, M.Div.

Oxford University, D. Phil.

Brian K. Blount

President and Professor of New Testament in the Walter W. Moore and Charles E.S. Kraemer Presidential Chairs

College of William and Mary, B.A.

Princeton Theological Seminary,

M.Div.

Emory University, Ph.D.

Richard Boyce *

Associate Professor of Preaching and Pastoral Leadership

Davidson College, A.B.

Union Theological Seminary in

Virginia, D.Min., Ph.D.

James A. Brashler

Professor of Bible and Director of Graduate Studies

Calvin College, B.A.

Calvin Theological Seminary, B.D.

Claremont Graduate School, Ph.D.

* *These faculty members serve at Union-PSCE at Charlotte*

E. Carson Brisson

Associate Professor of Biblical Languages and Associate Dean for Academic Programs
 Mars Hill College, B.A.
 Southeastern Seminary, M.Div., Th.M.
 The Southern Baptist Theological Seminary, Ph.D.

Charles E. Brown

William B. Oglesby Professor of Pastoral Theology
 Rhodes College (formerly Southwestern at Memphis), B.A.
 Vanderbilt University Divinity School, M.Div.
 Princeton Theological Seminary, Ph.D.

Katie Geneva Cannon

Annie Scales Rogers Professor of Christian Ethics
 Barber-Scotia College, B.S.
 Johnson C. Smith Seminary, M.Div.
 Union Theological Seminary in New York, M.Phil., Ph.D.

John T. Carroll

Harriet Robertson Fitts Memorial Professor of New Testament and Dean of Union-PSCE at Richmond
 University of Tulsa, B.A.
 Oxford University, Dipl. Theol.
 Princeton Theological Seminary, M.Div., Ph.D.

Fernando A. Cascante

Assistant Professor of Christian Education
 University of Costa Rica, B.S.
 Latin American Biblical Seminary, B.A.
 Presbyterian School of Christian Education, M.A., Ed.D.

Milton J Coalter

Library Director and William B. and Mildred L. Nivison Professor
 Davidson College, B.A.
 Princeton Theological Seminary, M.Div., Th.M.
 Princeton University, Ph.D.

Thomas W. Currie *

Professor of Theology and Dean of Union-PSCE at Charlotte
 Haverford College, B.A.
 Austin Presbyterian Theological Seminary, M.Div.
 The University of Edinburgh, Ph.D.

Dawn DeVries

John Newton Thomas Professor of Systematic Theology
 College of the University of Chicago, B.A.
 University of Chicago Divinity School, M.A., Ph.D.

Susan E. Fox

Professor of Supervised Ministry and Director of Field Education and Placement
 Mississippi University for Women, B.S.
 University of South Alabama, M.Ed.
 Union Theological Seminary in Virginia, M.Div., D.Min.

Paul Galbreath

Associate Professor of Preaching and Worship
 Stetson University, B.A.
 Southwestern Theological Seminary, M.Div.
 Austin Theological Seminary, Th.M.
 Baylor University, Ph.D.
 Universität Heidelberg, Dr. theol.

Frances Taylor Gench

Herbert Worth and Annie H. Jackson
Professor of Biblical Interpretation
Davidson College, B.A.
Union Theological Seminary in
Virginia, M.Div., Ph.D.

Gwen A. Hawley

Professor of Christian Education
Flora Macdonald College, B.A.
University of North Carolina at
Chapel Hill, M.Ed., Ph.D.

Kenneth J. McFayden

Professor of Ministry and Leadership
Development and Director of D.Min.
Studies
The University of North Carolina at
Chapel Hill, B.A.
Union Theological Seminary in
Virginia, D.Min.
The Southern Baptist Theological
Seminary, Th.M., Ph.D.

Pamela Mitchell-Legg *

Sarah Belk Gambrell Professor of
Christian Education
University of Virginia, B.A.
Presbyterian School of Christian
Education, M.A., Ed.D.

Samuel K. Roberts

Anne Borden and E. Hervey Evans
Professor of Theology and Ethics
Morehouse College, B.A.
Union Theological Seminary in New
York, M.Div.
Columbia University, M.Phil., Ph.D.

Rodney S. Sadler, Jr. *

Associate Professor of Bible
Howard University, B.A.
Howard University School of
Divinity, M.Div.
Duke University, Ph.D.

Andreas Kurt Schuele

Professor of Old Testament
Universität Heidelberg, B.A.
(Theology), B.A. (Near Eastern
Studies)
Universität Heidelberg, D.Phil.,
D.Theol.

Carol L. Schnabl Schweitzer

Assistant Professor of Pastoral Care
Westminster Choir College, Bachelor
of Music
Lutheran School of Theology at
Chicago, M.Div.
Princeton Theological Seminary,
Ph.D.

Henry C. Simmons

Professor of Christian Education and
Director of the Center on Aging
St. Michael's Seminary, M.A.
St. Paul University, M.Th., S.T.L.
University of Ottawa, Ph.D.

Stanley H. Skreslet

F. S. Royster Professor of Christian
Mission
Lewis and Clark College, B.A.
Union Theological Seminary in
Virginia, D.Min.
Yale University, M.A., M.Phil., Ph.D.

Mark Valeri

E. T. Thompson Professor of Church
History
Whitworth College, B.A.
Yale University Divinity School,
M.Div.
Princeton University, Ph.D.

Jane Rogers Vann

Professor of Christian Education
California Baptist College, B.A.
Marquette University, M.A.
Teachers College, Columbia
University, Ed.D.

* These faculty members serve at Union-PSCE at Charlotte

Paul W. Walaskay*Professor of Biblical Studies*

Wayne State University, B.A.

Colgate-Rochester Divinity School, B.D.

Duke University, Ph.D.

Rebecca Harden Weaver*John Q. Dickinson Professor of Church History*

University of Texas, B.S.

Austin Presbyterian Theological Seminary, M.Div.

Southern Methodist University, Ph.D.

Karen-Marie Yust*Associate Professor of Christian Education*

Trinity University, B.A.

Brite Divinity School, M.Div.

Harvard Divinity School, Ph.D.

Beverly Ann Zink-Sawyer*Professor of Preaching and Worship*

Dickinson College, B.A.

Princeton Theological Seminary, M.Div.

Vanderbilt University, Ph.D.

Affiliate Faculty**Dori Baker***Affiliate Assistant Professor of Christian Education*

Northwestern University, Ph.D.

Carson Rhyme*Affiliate Instructor of Presbyterian Polity*

Union Theological Seminary in Virginia, M.Div.

Sue Setzer **Affiliate Instructor of Christian Education*

Trinity Lutheran Seminary, M.A.L.M.

Adjunct Faculty**Bonnie C. Ballsrud***Adjunct Assistant Professor of Recreation*

University of Wisconsin, Madison, Ph.D.

Edna Banes*Adjunct Assistant Professor of Practical Theology*

Columbia Theological Seminary, D.Min.

Glenn Bannerman*Professor Emeritus of Recreation and Outdoor Education*

Presbyterian School of Christian Education, M.R.E.

Charlene Beethoven*Adjunct Instructor of Methodist Studies*

Garrett-Evangelical, M.Div.

Douglas S. Brown*Director of Music and Adjunct Instructor of Church Music*

Yale University Institute of Sacred Music and School of Music, Master of Musical Arts

Rebecca Lynn Davis **Adjunct Professor of Christian Education*

Union-PSCE, Ph.D.

Eugenia Freiburger*Adjunct Instructor of Christian Education*

Presbyterian School of Christian Education, M.A.C.E.

Daniel L. Garrett*Adjunct Assistant Professor of Methodist Studies*

Wesley Theological Seminary, D.Min.

Stan Hargraves

Associate Director for the Center for Ministry and Leadership Development and Adjunct Assistant Professor of Methodist Studies
Wesley Theological Seminary, D.Min.

James Noland

Adjunct Assistant Professor of Methodist Studies
Wesley Theological Seminary, D.Min.

Lynda Firth Raines

Adjunct Instructor of English as a Second Language
Virginia Commonwealth University,
M.F.A.

Charles M. Swezey

Professor Emeritus of Theology and Ethics
Vanderbilt University, Ph.D.

W. Sibley Towner

Professor Emeritus of Biblical Interpretation
Yale University, Ph.D.

John Trotti

Professor Emeritus of Bibliography
Yale University, Ph.D.

Lamar Williamson, Jr. *

Professor Emeritus of Biblical Studies
Yale University, Ph.D.

Visiting Faculty

Mary Kate Berglund

Visiting Assistant Professor of Biblical Interpretation
Union Theological Seminary in Virginia, Ph.D.

Eileen Breen

Visiting Instructor in English as a Second Language
State University of New York at Sony Brook, M.A.

Brent Hege

Visiting Assistant Professor of Theology
Union-PSCE, Ph.D.

Cindy Kissel-Ito

Visiting Assistant Professor of Christian Education
Union-PSCE, Ph.D.

David Kpobi

Visiting International Professor of Missiology
University of Utrecht, Netherlands,
Th.D. in Missiology

Jennifer McNeel

Visiting Instructor in Biblical Greek
Union-PSCE, Ph.D.

Angelina Overvold

Visiting Assistant Professor of French
Brown University, Ph.D.

Margaret Peischl

Visiting Associate Professor of German
University of Southern California,
Ph.D.

William E. W. Robinson

Visiting Instructor in Biblical Greek
Princeton Theological Seminary,
M.Div.

* These faculty members serve at Union-PSCE at Charlotte

William B. Sweetser, Jr. *
*Visiting Associate Professor of Church
 History*
 Union-PSCE, Ph.D.

James J. Thompson *
Visiting Professor of Theology
 University of Chicago, Ph.D.

ADMINISTRATION AND STAFF

Executive Staff

President Brian K. Blount
Special Assistant to the President
 Ronald P. Byars
Dean of Union-PSCE at Richmond
 John T. Carroll
Dean of Union-PSCE at Charlotte
 Thomas W. Currie
*Associate Dean For Academic
 Programs* E. Carson Brisson
Dean of Students Edna Jacobs Baner
*Vice President for Finance and
 Administration* Michael B.
 Cashwell
*Vice President for Institutional
 Advancement* Gayle H. Haglund

President's Office

Executive Assistant to the President,
Secretary to the Board of Trustees
 Jane E. Sutherland
*Administrative Assistant to the
 President* Janet S. Shook

Academic Affairs

Dean of Union-PSCE at Richmond
 John T. Carroll
*Executive Assistant to the Dean of
 Union-PSCE at Richmond and
 Foreign Student Advisor* April
 Swofford
*Associate Dean For Academic
 Programs* E. Carson Brisson

Dean of Union-PSCE at Charlotte
 Thomas W. Currie
*Executive Assistant to the Dean of
 Union-PSCE at Charlotte* Terry
 Johns
Director of Graduate Studies James A.
 Brashler
Director of D.Min. Studies Kenneth J.
 McFayden
Registrar Brenda Barrows
Assistant to the Registrar Lynda Tinsley
Faculty Secretary vacant

Library and Media Services

Library Director Milton J Coalter
Administrative Assistant to the Library
Director Frances Eagan
Acquisitions Librarian Hobbie
 Carlson
Assistant Acquisitions Librarian
 Mengistu Lemma
Catalog Librarian Dorothy G.
 Thomason
Assistant Catalog Librarian Linda Sue
 Quinn
Cataloger for Special Collections Ted
 Winter
Assistant to the Cataloger Elaine
 Hooley
Catalog Assistant I Bonnie Weber-
 Lehman
Circulation Supervisor Rachel B.
 Perky
Circulation Assistant Lisa Janes
*Director of Instructional Resource
 Center* Ann Knox
*Librarian for Academic Computing
 Support* Leland Deeds
Instructional Resource Specialist
 Norma Calvo-Cascante
*Reference Librarian and Special
 Collections and Preservation*
Librarian Paula Skreslet
Serials/Interlibrary Loan Librarian
 Pam Wells
Interlibrary Loan Assistant Jonathan
 Yates

Field Education and Placement

Director Susan E. Fox
Office Administrator Pam Morrow

Institutional Effectiveness

Director Milton J Coalter

Center for Ministry and Leadership Development

Director Kenneth McFayden
Associate Director Stan Hargraves
Administrative Assistant Sheila Partin

Student Services

Dean of Students and Chaplain Edna Jacobs Banes

Director of Student Services Elsie Hackett

Assistant for Student Life Peninnah Ziegler

Director of Music for the Chapel
Douglas S. Brown

Child Care Coordinator Patti Williamson

Admissions

Director of Admissions Phil Hargrove

Associate Director Pat Morgan

Admissions Specialist Susan Whitlow

Administrative Assistant Amanda Montague

Administrative Services and Business Office

Director of Financial Aid and Human Resources Donald C. McIver

Administrative Assistant to the Vice President for Finance and Administration, Personnel Assistant Marilyn York

Controller Patrick Coats

Senior Staff Accountant and Student Accounts Manager vacant

Accounts Payable Manager Janet B. Puckett

Financial Aid

Director of Financial Aid and Human Resources Donald C. McIver

Technology Services

Director John F. Wilson
Database/Network Administrator

Margaret Heinrich

Help Desk Technician Allen L. Williamson

Media Technology Assistants Lou H. McKinney, Bryan Maupin

Operations

Assistant Vice President for Operations
Dennis Johnson

Physical Plant

Director Gene C. Peaco

Administrative Assistant Kasey Ann Horowitz

Custodian Lonnie Peebles

Groundskeeper Michael Hughes

Custodian/Utility Worker Charles Montague

Mechanic Helper Eric Neal

Building Maintenance Mechanic John Dawson

Security Wilfred Crafton, Jr.

Utility Worker/Central Services Assistant Jack Rebuck

Central Services

Director Robert Hooley

Central Services Assistant William Schutt

Utility Worker/Central Services Assistant Jack Rebuck

Institutional Advancement

Vice President for Institutional Advancement Gayle H. Haglund

Assistant to Vice President for Institutional Advancement Bernie Howell

Alumni/ae and Constituency Relations

Director of Alumni/ae & Constituency Relations Mary Jane Winter

Communications

Director Glenn Birch
Publications Manager Suzan White
News and Editorial Services Manager Claire C. Mills
Website Manager Debbie Schulte

Development Office

Director of Development David Huffine
Development Coordinator Donna Whitlock
Director of Gift Planning William E. Staples
Associate Director of Gift Planning Kathy Erhardt
Director of the Ministry Fund Rob Fox
Administrative Assistant to the Director of the Ministry Fund Susan Heckel
Director of Foundation Relations Joan Lassiter
Director of Advancement Susan Hickok
Assistant to the Director of Advancement and Assistant to the Director of Advocates for Ministry Nadine Ellsworth-Moran
Director of Church Relations Ed Stock
Senior Development Associate Haywood D. Holderness, Jr.
Coordinator of Advancement Research Nancy Lanier
Director of Advancement Services Lyn Battle
Associate Director of Advancement Services Eugenia Loughrie
Data Services Coordinator Pat Moss
Volunteer and Events Coordinator Jill Wright

Administrative Assistant to the Director of Church Relations and Senior Development Associate Janice K. Burns

Asian American Ministry and Mission Center

Directors Syngman Rhee, Haesun Rhee

Carl Howie Center for Science, Art, and Theology

Governing Board Samuel E. Balentine, Samuel K. Roberts, Karen-Marie Yust
Administrative Assistant Leslie Nelson

Institute for Reformed Theology

Governing Board: Dawn DeVries, B.A. Gerrish, Mark Valeri
Administrative Assistant Leslie Nelson

Interpretation: A Journal of Bible and Theology

Editors James A. Brashler, Samuel E. Balentine
Associate Editors E. Carson Brisson, Frances Taylor Gench
Managing Editor Debra Reagan
Editorial Fellow Pamela Thomas
Circulation Assistant Willa Jacob
Editorial Council Mark E. Biddle, Dawn DeVries, Frances Taylor Gench, Michel J. Gorman, Karen Pidcock-Lester, Jerome Ross, Rodney Sadler, Carol Schnabl Schweitzer, Dean K. Thompson, Brian K. Blount, Patrick Willson

Project Burning Bush

Director Joy Cotzias

Union-PSCE at Charlotte

Dean of Union-PSCE at Charlotte

Thomas W. Currie

Executive Assistant to the Dean Terry Johns

Director of Advancement Susan Hickok

Assistant to the Director of Advancement and Assistant to the Director of Advocates for Ministry Nadine Ellsworth-Moran

Associate Director of Field Education Sue Setzer

Receptionist/Assistant for Student Life Susan Griner

Board of Trustees

Officers

Chair Arthur Ross III, Raleigh, NC

Vice Chair Fairfax F. Fair, Louisville, KY

Secretary Katherine Belk Morris, Southern Pines, NC

Assistant Secretary Patrick K. Coates, Richmond, VA

Treasurer Michael B. Cashwell, Richmond, VA

Members

Brian K. Blount, Richmond, VA

Gary W. Charles, Atlanta, GA

John Turley DeBevoise, Tampa, FL

Robert E. Dunham, Chapel Hill, NC

Steven Phillip Eason, Charlotte, NC

Fairfax F. Fair, Louisville, KY

James G. Ferguson, Jr., Richmond, VA

Lewis F. Galloway, Indianapolis, IN

Donald L. Griggs, Livermore, CA

Virginia Ward Holderness, Wilmington, NC

Bobbye Howell, Mooresville, NC

Thomas Jefferson III, Richmond, VA

John W. Kuykendall, Davidson, NC

J. Gilmour Lake, Winston-Salem, NC

Thomas Gaylon Layfield III, Richmond, VA

Hervey Doughton Martin, Winston-Salem, NC

James G. Martin, Mooresville, NC

Katherine Belk Morris, Southern Pines, NC

Sydney Henshaw Nordt, Salem, VA

Alvin N. Puryear, Williamsburg, VA

William L. Rikard, Jr., Charlotte, NC

Arthur Ross III, Raleigh, NC

Margaret M. Shaw, Saltville, VA

J. Marcus Shim, Chester, VA

Jonyrma R. Singleton, Cleveland, OH

Carol C. Sloan, Raleigh, NC

Lillian James Smith, Wilmington, NC

Phyllis I. Supple, Durham, NC

Claire Welchman Trexler, Charlotte, NC

Lamar Williamson, Jr., Montreat, NC

Life Trustees:

William A. White, Jr., Charlotte, NC
William T. Thompson III, Richmond,
VA

3. Academic Programs

PROFESSIONAL DEGREE PROGRAMS

MASTER OF ARTS IN CHRISTIAN EDUCATION (M.A.C.E.)

The Master of Arts in Christian Education is the first professional degree in educational ministry. For full-time students it is a two-year program. It is also offered for part-time students taking courses during the regular academic year or through the Extended Campus Program (see p. 23).

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

Goals

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

A. Scripture and Christian Theological Traditions

- 1) Our graduates demonstrate a thorough knowledge of the Old and New Testaments and understand their normative significance for Christian life, faith, and witness.

- 2) Our graduates are appropriately responsive both to confessional traditions of the church and to the needs of all people to hear messages of God's justice and grace for today.
- 3) Our graduates know the classic and contemporary theological traditions of the Christian church, especially its Reformed expressions, and think theologically about their life and ministry.

B. Cultural Context

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

C. Educational Practice

- 1) Our graduates are able to conceptualize the field of religious education, understand and discuss foundational questions for the field, and reflect critically on current issues in the educational ministry.
- 2) Our graduates teach, design, assess and administer educational programs.
- 3) Our students provide leadership in a variety of settings, and

facilitate interpersonal relations.

- 4) Our graduates communicate effectively in a variety of media.
- 5) Our graduates are self-critical in their practice of ministry.

D. Vocational Formation

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

Admission

Candidates for the M.A.C.E. program normally must have received a bachelor's degree (B.A. or B.S.) from a four-year college or university accredited by one of the regional accrediting agencies in the United States or hold an equivalent educational credential from another country. For additional prerequisites and criteria for admission, see chapter 7. Students over the age of 35 who demonstrate exceptional potential to serve the church as educators but lack an appropriate undergraduate degree may be admitted as special students.

(For detailed information, see chapter 7.)

Advanced Standing

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

Residency and Time Requirements

The M.A.C.E. program ordinarily requires a minimum of two years of full-time study. Students may earn up to 10.5 credits in each nine-month academic year (normally students take ten classes in a nine-month academic year and two credits of summer field education between the first and second year). Information regarding course loads and full-time status for every degree program can be found in Chapter 5, Academic Procedures and Regulations.

Curriculum and Degree Requirements

The design of the curriculum for the M.A.C.E. comprises three areas:

biblical studies; theology and ethics; and education and ministry. In order to graduate, M.A.C.E. degree candidates must successfully complete 20 credits including the required courses and designated electives in the following three areas of study:

BIBLICAL STUDIES (3 credits required)

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

THEOLOGY AND ETHICS (3 credits required)

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

EDUCATION AND MINISTRY (6 credits required)

- The Christian Life (EDU166)
- Understanding Congregations/Agencies (EDU168)
- Group Process/Leadership Skills (EDU171)
- The Teaching Ministry of the Church (EDU186)
- Theory for Education in Religion (EDU263)
- Aspects of Human Growth and Development (EDU272)

Supervised Field-based Learning (FBL400, 2 credits) (planned in consultation with and overseen by the Office of Field Education and Placement)

Open electives (6 credits)
Portfolio based assessment process

The student's course of studies will include six electives chosen in consultation with the student's academic advisor from the course offerings of Union-PSCE or one of the

other schools in the Richmond Theological Consortium or the Washington Theological Consortium. With the approval of the associate dean for academic programs, students may transfer appropriate courses from other accredited institutions.

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

After having completed nine course credits in the M.A.C.E. program, the student will be placed in a congregational or institutional setting usually during the summer. During this time of immersion in a field setting, the student will engage in educational ministry under supervision and will complete the requirements for FBL400, Supervised Field-based Learning. Guidelines for this field-based course, including placement, supervision, stipend, housing, and reporting requirements, are provided by the director of field education.

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

Extended Campus Program

The Extended Campus Program (ECP) provides a means for working adults to pursue part-time graduate study in the M.A.C.E. program. Courses available through the ECP fulfill the same requirements as

courses offered in the full-time M.A.C.E. residential program. The course structure accommodates, insofar as institutional resources and goals permit, the busy schedules of adults with careers and families. The time required to complete the M.A.C.E. through the ECP will vary depending on several factors: how many classes are taken each term, enrollment status, and whether transfer credit from another institution is accepted. The minimum time required to complete the M.A.C.E. through the ECP is five years of continuous enrollment in two courses per term, the maximum number allowed. With the written permission of the associate dean for academic programs, candidates may take up to ten years to complete their degree.

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

- Pursue a M.A.C.E. degree while continuing to live and work in their community.
- Fulfill course requirements approved for educator certification in the PC (USA). For certification information, contact the Educator Certification Council at the Presbyterian Church (U.S.A.) in Louisville, KY, (502) 569-5751, website: www.pcusa.org or www.apcenet.org.
- Expand vocational skills and knowledge in educational ministry.
- Enrich the understanding and growth of personal faith and discipleship without working toward a degree.

There are two ECP terms per year: summer and winter. The summer term begins with study at home for a six-week period from April to June,

continues with on-campus classes for a 10-day period in June, and may include submission of a final project or paper. The winter term begins with six weeks of study at home starting in October, continues with a 10-day period of on-campus classes in January, and may include submission of a final project or paper. Attendance at all class sessions of the 10-day, on-campus periods in January and June is required.

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

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

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

March 1 for the ECP summer session;

September 1 for the ECP winter session.

A list of ECP tentative course offerings is available on the Union-PSCE website at www.union-

psce.edu. See chapter 7 for admission procedures. ECP students are not eligible for institutional financial aid (see p. 8-2 of the 2006-2008 Academic Catalog).

M.A.C.E. AT CHARLOTTE

Courses for the M.A.C.E. degree are also offered through the Charlotte campus. The requirements are the same but the courses are offered for non-traditional, part-time students who attend classes in Charlotte.

MASTER OF ARTS (THEOLOGICAL STUDIES) (M.A.T.S.)

The Master of Arts (Theological Studies) is a flexible academic degree program for persons who seek to integrate faith and learning so as to equip themselves for lay leadership in the church, to explore vocational options in ministry, to prepare themselves for doctoral level study, to teach religion at the secondary school level, or to pursue structured theological study for personal enrichment.

The objectives of the M.A.T.S. program are as follows: 1) M.A.T.S. graduates demonstrate a basic understanding of the theological disciplines of Bible, theology, and church history; 2) M.A.T.S. graduates demonstrate focused knowledge of one theological discipline and attain the knowledge and skills required for advanced theological study in at least one of the theological disciplines; 3) M.A.T.S. graduates are able to relate theological study to contemporary culture, the life of the church, and personal vocational choices.

The curriculum of the M.A.T.S. program encourages a student to design a program in Bible, theology, church history, or general theologi-

cal studies that fits his or her interests and goals. The M.A.T.S. program can be completed in two years of full-time study or a maximum of four years of part-time study. Each M.A.T.S. student will have an academic advisor who must approve the student's course of study.

The M.A.T.S. program requires the successful completion of 18 credits, including at least two courses in each of the following theological disciplines: biblical studies; history of Christianity; and theology and ethics. Students must also successfully complete an exercise that permits a summative evaluation of their learning. The summative evaluation of a M.A.T.S. student's work may be done through any course, including directed study, identified before it begins by the professor and the student in writing to the registrar as the course in which this evaluation will take place. Unless otherwise certified by the dean or associate dean prior to its beginning, the course used for the summative evaluation will carry one credit.

Students may also choose to meet the requirement for summative evaluation by taking a comprehensive examination or writing a 5,000–7,000 word article of publishable quality (one-credit directed study) in the last long term of their program, by agreement of a supervising faculty member.

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

Admission

Admission criteria are the same as for the M.A.C.E. and M.Div. degree programs except that no ecclesiastical endorsement is required.

M.A.T.S. Curricular Options

Four curricular options are available for M.A.T.S. students: (1) concentration in biblical studies; (2) concentration in theology and ethics; (3) concentration in the history of Christianity; and (4) a general theological studies curriculum. The courses to be taken in each curricular plan are outlined below.

M.A.T.S. CONCENTRATION IN BIBLICAL STUDIES

- Three core biblical language courses. Students may choose to specialize in either Greek or Hebrew, and must complete the equivalent of one full year's study in that language: BIB001 and BIB002 (or summer intensive BIB003) Elementary Biblical Hebrew I and II *or* BIB004 and BIB005 (or summer intensive BIB006) Elementary Biblical Greek I and II. M.A.T.S. students with concentration in biblical studies must also complete at least one advanced biblical language course.
- Four core courses in biblical studies chosen from the following: BIB160 and BIB260 or BIB211 and BIB311 Old Testament I and II (if Hebrew is the student's language of specialty) *and* BIB170 and BIB270 or BIB221 and BIB321 New Testament I and II (if Greek is the student's language of specialty).
- One elective in biblical studies
- Two core courses in theology (THE101 and THE201)

- One core course in ethics (THE102)
- Two core courses in the history of Christianity (HST101 and HST201)
- Four electives in any theological discipline
- One course that includes a summative project; or a 5,000–7,000 word article of publishable quality; or comprehensive examination by agreement of supervising faculty member
- Portfolio-based assessment process

M.A.T.S. CONCENTRATION IN THEOLOGY AND ETHICS

- Two core courses in theology (THE101, THE201)
- One core course in ethics (THE102)
- Five electives in theology and ethics
- Two core courses in biblical studies (BIB160, BIB170)
- Two core courses in the history of Christianity (HST101, HST201)
- Five electives in any theological discipline
- One course that includes a summative project; or a 5,000–7,000 word article of publishable quality; or comprehensive examination by agreement of supervising faculty member
- Portfolio-based assessment process

M.A.T.S. CONCENTRATION IN THE HISTORY OF CHRISTIANITY

- Two core courses in the history of Christianity (HST101, HST201)
- Five electives in the history of Christianity

- Two core courses in biblical studies (BIB160, BIB170)
- Two core courses in theology (THE101, THE201)
- One core course in ethics (THE102)
- Five electives in any theological discipline
- One course that includes a summative project; or a 5,000–7,000 word article of publishable quality; or comprehensive examination by agreement of supervising faculty member
- Portfolio-based assessment process

M.A.T.S. WITH GENERAL THEOLOGICAL STUDIES CURRICULUM

- Four core courses in biblical studies (BIB160, BIB170, BIB260, and BIB270)
- One elective in biblical studies
- Two core courses in theology (THE101, THE201)
- One core course in ethics (THE102)
- One elective in theology or ethics
- Two core courses in the history of Christianity (HST101, HST201)
- One elective in the history of Christianity
- Five electives in any theological discipline
- One course that includes a summative project; or a 5,000–7,000 word article of publishable quality; or comprehensive examination by agreement of supervising faculty member
- Portfolio-based assessment process

MASTER OF DIVINITY (M.Div.)

The church calls for seminaries to train a new generation of visionary leaders who are thoroughly steeped in scripture and the theological traditions of historical Christianity and are prepared to interpret contemporary thought and life. Such leaders are able to model and inspire the deepest levels of Christian commitment while leading increasingly complex organizations.

- Students come to seminary in search of knowledge, skills for ministry, and a profound experience in community of the gospel's liberating power.
- The Union-PSCE faculty affirms with the church that a genuine vocation to Christian service and a passion for the gospel lie at the base of all faithful ministry, while recognizing that the local congregation continues to be the primary context for which graduates of the Master of Divinity program are being prepared.

Goals

In order to be faithful to our particular vision of theological education for the 21st century and to honor current standards of the Association of Theological Schools in the United States and Canada, the Union-PSCE faculty has adopted the following goals, divided into four emphases, for the Master of Divinity degree program.

A. Scripture and Christian Theological Traditions

- 1) Our graduates demonstrate a thorough knowledge of the Old and New Testaments and understand their normative significance for Christian life and faith.

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

B. Christian Faith and Cultural Contexts

- 1) Our graduates comprehend the broad development of Christian thought, from antiquity to the present, and the history of the institutional church in its principal expressions and its major engagements with the world.
- 2) Our graduates understand the contextual character of faith and have the knowledge and skills to read the culture of a congregation and its setting in community, and to make connections between cultural analysis and theological discernment.
- 3) Our graduates understand that the witness of the church is global, and are attentive to a religiously and culturally plural world.

4) Our graduates understand that faithful ministry involves knowledge of, and engagement with, a world that is not the church, but that is God's world. They are not reluctant to engage in dialogue between theological disciplines and other fields of knowledge.

C. Ministerial and Public Leadership

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

D. Vocational Formation

- 1) Our graduates commit to a continuing relationship with the living God and have the knowledge, piety, and skills to enable spiritual and moral growth in themselves and others.
- 2) Our graduates engage in a disciplined program of professional development.

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

The course of studies leading to the M.Div. degree is constructed in accordance with the standards of the Association of Theological Schools in the United States and Canada and the Commission on Colleges of the Southern Association of Colleges and Schools. It also complies with the academic requirements for ordination in the Presbyterian Church (U.S.A.) and assists students of other denominations to meet the requirements of their traditions.

Admission

Candidates for the M.Div. program normally must have received a bachelor's degree (B.A. or B.S.) from a four-year college or university accredited by one of the nationally-recognized regional accrediting agencies in the United States, or hold an equivalent educational credential from another country. There are additional requirements for admission to the M.Div. program. For detailed information, see chapter 7.

Residency and Time Requirements

The M.Div. program ordinarily takes at least three years. If a student elects to take a Student-in-Ministry (SIM) internship year, four years are required. With the written permission of the associate dean for academic programs, candidates may take up to six years to complete this degree. Ordinarily, students may earn up to 10.5 credits in each nine-month academic year. Information regarding course loads and full-time status for

every degree program can be found in Chapter 5, Academic Procedures and Regulations.

Advanced Standing

Students who have earned the M.A.C.E. degree or its equivalent from an ATS accredited institution within eight years of beginning the M.Div. degree program at Union-PSCE may be eligible for admission with advanced standing. A student who qualifies for advanced standing must complete at least 20 credits toward the M.Div. degree at Union-PSCE, with a cumulative GPA of at least 2.0. All other policies pertaining to the M.Div. apply. The appropriate dean or associate dean, in consultation with faculty departments, will determine which courses must be included within the (minimum of) 20 credits to be completed at Union-PSCE. In any case in which it is determined that all core requirements in an academic department have been satisfied by previous work, completion of at least one elective in that curricular area will be required.

Courses in the M.Div. Curriculum *Basic Courses*

Students must earn 32 credits to receive the M.Div. degree. Twelve basic courses are required. These introduce students to particular fields of study and are designed to provide knowledge and skills for additional work in the fields. Two basic courses each are required in Old Testament, New Testament, History of Christianity, and Theology. One basic course is required in each of Christian Ethics, Preaching and Worship, the Teaching Ministry of the Church, and Pastoral Care. Students must also take an elective

course in Preaching and/or Worship. These 13 courses, plus four credits in elementary biblical language courses, and four credits in supervised ministry, constitute the standard core curriculum. Each basic course is offered at least once a year on the Richmond campus.

Language Courses

Introductory knowledge of biblical Hebrew and Greek is prerequisite for taking the basic courses in Old Testament and New Testament. Courses in the biblical languages are offered at Union-PSCE both in the summer and in the nine-month academic year. Students who successfully complete a Greek or Hebrew course in the seven-week intensive summer term earn two credits. Upon admission, a student may request that the associate dean for academic programs (or the dean of Union-PSCE at Charlotte for Charlotte students) arrange for proficiency exams in either or both Elementary Greek and Elementary Hebrew. The administrative fee for each exam is \$100. Successful completion of the exam(s) will not result in academic credit, but will allow the student to bypass these courses in the curriculum. A student who has completed at least one year of either or both languages (with grades of B or above not more than two years before enrolling in Union-PSCE) may request that the proficiency exam(s) be waived. The associate dean (or dean of Union-PSCE at Charlotte), after consulting with the chair of the biblical department, will act on the request. No academic credit at Union-PSCE is awarded if the student is exempted from the required language course(s) and the student is still required to complete 32 credits to earn the M.Div. degree.

A student who fails a proficiency exam in either language for a second time will be dismissed from Union-PSCE.

Supervised Ministry

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

Of the four required supervised ministry credits, two should be earned in a parish setting and two in a non-parish setting. Supervised ministry in a non-parish context may be taken as any of the three courses outlined below, depending on the setting chosen. Examples of non-parish settings include but are not limited to homeless shelters, nursing homes, camps, social agencies, prisons, and chaplaincy or Clinical Pastoral Education (CPE). SIM students are not required to earn supervised ministry credits in two different settings.

Many students choose Clinical Pastoral Education (CPE) as their non-parish supervised ministry. CPE is a nationally accredited program offered in hospitals and other institutions which includes clinical training, peer learning, and supervision.

Students who successfully complete CPE in the summer earn two supervised ministry credits from Union-PSCE and one full unit of CPE from the Association for Clinical Pastoral Education (ACPE). Successful completion of CPE during the academic year earns two supervised ministry credits and one-half unit of CPE from the ACPE.

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

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

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

2) *Summer Supervised Ministry*

In the summer supervised ministry option, students work full time in an approved setting for ten weeks (400 hours). Students ordinarily participate in this option during their first or second summer. Students

may not take any other course in the same summer that they take this supervised ministry option. Successful completion of a summer supervised ministry earns two supervised ministry credits, which fulfills half of the supervised ministry requirements for the M.Div. degree.

3) *Academic-year Supervised Ministry*

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

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

Elective Courses

Electives are designed to enhance knowledge and skills in various fields.

Some build upon basic courses and others introduce additional areas of learning.

Intercultural Study Opportunities

Each year intercultural electives are offered during the short terms, including travel seminars to Latin America, the Middle East, Asia, and Ghana. Other courses regularly take place in Appalachia and the Overseas Ministry Study Center in New Haven, Connecticut. Students are encouraged to participate in these courses (see p. 4-29 of the 2006-2008 Academic Catalog).

Directed Studies

Students may plan and carry out a self-initiated course of study that can be a model for continuing education. Directed study courses allow students to design a course not normally offered in the Union-PSCE curriculum. (See also p. 4-33 of the 2006-2008 Academic Catalog)

Summary of Requirements for M.Div. Degree

Course requirements

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

REQUIRED COURSES (20 credits)

BIBLICAL LANGUAGES (4 credits)

Hebrew (2) (BIB 001-002 or 003)

Greek (2) (BIB 004-005 or 006)

BASIC COURSES (12 credits)

Old Testament I (BIB211)

Old Testament II (BIB311)

New Testament I (BIB221)

New Testament II (BIB321)

Theology I (THE101)

Theology II (THE201)
Introduction to Christian
Ethics (THE102)
History of Christianity I
(HST101)
History of Christianity II
(HST201)
The Teaching Ministry of the
Church (EDU186)
Introduction to Pastoral Care
(PRA102)
Preaching and Worship (PRA103)
SUPERVISED MINISTRY (4 credits)
(4 required, 5 allowed;
6 allowed with SIM and other
supervised ministry experience)
SIM year earns 4 credits
or
2 credits in parish setting,
2 in non-parish setting

ELECTIVE COURSES (12 credits)
(including at least one elective in
Preaching and/or Worship)

**PORTFOLIO-BASED ASSESSMENT
PROCESS**

TOTAL 32 credits

Other Requirements for Graduation

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

Three factors are taken into consideration by the faculty before recommending a student to the Board of Trustees for a degree or other recognition at graduation: (1) the course of study pursued, (2) the quality of work done, and (3) the quality of life mani-

fested. In the usual language of the Reformed tradition, that quality of life should be “becoming to a minister of the gospel.”

Students are expected to maintain high professional standards, personal integrity, and a certain quality of community life while at Union-PSCE (see Student Handbook).

M.Div. at Charlotte

Courses for the M.Div. degree are also offered through the Charlotte campus. The requirements are the same but the courses are offered for non-traditional, part-time students who attend classes in Charlotte, North Carolina.

DUAL DEGREE PROGRAMS

MASTER OF DIVINITY/MASTER OF ARTS IN CHRISTIAN EDUCATION (M.Div./M.A.C.E.)

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

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

Goals

The church calls for leaders who can competently serve congregations as pastors and educators, grounded in the biblical and theological traditions of the church and engaged in contemporary educational practices.

Students come to seminary in search of knowledge, skills for pastoral and educational ministry, vocational clarity, and a profound experience, in community, of the gospel's liberating power.

The Union-PSCE faculty affirms with the church that a genuine vocation to Christian service and a passion for the gospel lie at the heart of all faithful ministry and that congregations and agencies continue to be the primary but not the exclusive context for which graduates of the M.Div./M.A.C.E. program are being prepared.

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

A. Scripture and Christian Theological Traditions

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

traditions of the Christian church, especially in its Reformed expressions, and think theologically about their life and ministry and the life and ministry of congregations.

B. Cultural Context

- 1) Our graduates comprehend the broad development of Christian thought from antiquity to the present.
- 2) Our graduates are skilled in assessing the symbols, power structures, organizational patterns, and cultural values of societies in which ministry occurs. They have the knowledge and skills to read the culture of a congregation and its setting in community, and to make connections between cultural analysis and theological discernment.
- 3) Our graduates are sensitive to developmental, family, and cultural influences on children, youth, adults, and older adults and have the capacity to design and maintain appropriate educational programming.
- 4) Our graduates embrace a global perspective on the church's mission and ministry.
- 5) Our graduates understand that faithful ministry involves knowledge of and engagement with a world that is not the church, but that is God's world. Aware of the contributions of their own traditions of learning, they are not reluctant to engage in dialogue between the theological and educational dimensions of their ministerial discipline, and in dialogue with other fields of knowledge.

C. Pastoral, Educational, and Public Leadership

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

D. Life-Long Learning

- 1) Our graduates articulate their call to ministry with clarity. They discern vocational contexts in which they can express their gifts, interests, and faith commitments in appropriate and faithful ways.

- 2) Our graduates commit themselves to a continuing relationship with the living God and have the knowledge, piety, and skills to enable spiritual and moral growth in themselves and others.
- 3) Our graduates plan a disciplined program of personal, spiritual and professional development.
- 4) Our graduates value ministry as a collegial endeavor.

Admission

The basic academic requirement for admission is a bachelor's degree from a four-year regionally accredited college or university in the United States, or an equivalent educational credential from another country. A qualified applicant gives evidence of commitment to the church and its ministry, is emotionally mature, has sound academic preparation, has a clear or developing sense of call, articulates interest in and commitment to both educational and pastoral dimensions of ministry, demonstrates leadership ability, and exhibits the potential to integrate the resources of the two degree programs. There are additional requirements for admission. See Chapter 7.

Advising

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

Academic Program Requirements for Graduation

A student must take 28 required courses (including language courses) and at least 12 elective courses. A minimum of four years of full-time study is necessary to complete the dual degree program. Information regard-

ing course loads and full-time status for every degree program can be found in Chapter 5, Academic Procedures and Regulations.

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

Required Courses

Courses are required in the following areas:

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

BIBLICAL LANGUAGES (4 credits):

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

BIBLICAL STUDIES (5 credits):

- Old Testament I & II (BIB211 & 311)
- New Testament I & II (BIB221 & 321)
- Elective in biblical studies

THEOLOGY, ETHICS, AND HISTORY (6 credits)

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

PRACTICAL THEOLOGY/EDUCATION AND MINISTRY (9 credits)

- The Christian Life (EDU166)
- Understanding Congregations and Agencies (EDU168)
- Group Process and Leadership Skills (EDU171) (*should be completed within the first two years*)
- Teaching Ministry of the Church (EDU186)
- Theory for Education in Religion (EDU263)
- Aspects of Human Growth and Development (EDU272)
- Introduction to Pastoral Care (PRA102)
- Preaching and Worship (PRA103)
- Elective in Preaching and/or Worship

SUPERVISED MINISTRY (4 credits required)

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

There are three supervised ministry placement options. Please see p. 3-29 of the 2006-2008 Academic Catalog for descriptions.

PORTFOLIO-BASED ASSESSMENT PROCESS

Union-PSCE now offers classes in Charlotte, North Carolina in the M.Div./M.A.C.E. dual degree program. Classes in Charlotte are held on the campus of Queens University of Charlotte.

MASTER OF ARTS IN CHRISTIAN EDUCATION/MASTER OF SOCIAL WORK (M.A.C.E./M.S.W.)

This three-year professional degree program is offered by Union-PSCE in cooperation with Virginia Commonwealth University (VCU). The purpose of this program is to equip social workers to use biblical, theological, ethical, and educational perspectives in reviewing, practicing, and evaluating social work. It also prepares students for service in occupations where social work and religious education intersect.

This program of study normally covers three continuous years and leads to a Master of Arts in Christian Education degree conferred by Union-PSCE and a Master of Social Work degree conferred by VCU. Ordinarily, a student in this program completes one year of study at Union-PSCE and then enrolls in the Graduate School of Social Work at VCU. An integrative seminar in the third year enables the student to combine biblical, theological, and educational perspectives with the theoretical and practical dimensions of social work.

Goals

In order to be faithful to its particular vision of theological education for the 21st century, the Union-PSCE faculty has adopted the following goals for the M.A.C.E./M.S.W. dual degree program.

A. Scripture and Christian Theological Traditions

- 1) Our graduates demonstrate a thorough knowledge of the Old and New Testaments and understand their normative significance of Christian life, faith, and witness.

- 2) Our graduates are appropriately responsive both to confessional traditions of the church and to the needs of all people to hear messages of God's justice and grace for today.
- 3) Our graduates know the classic and contemporary theological traditions of the Christian church, especially its Reformed expressions, and think theologically about their life and ministry.

B. Cultural Context

- 1) Our graduates are skilled in assessing the symbols, power structures, organizational patterns, and cultural values of societies in which personal and corporate decisions are made.
- 2) Our graduates are sensitive to developmental, family, and cultural influences on children, youth, adults, and older adults and have the capacity to correlate social and religious concerns.
- 3) Our graduates embrace a global perspective on the church's mission and ministry.

C. Practice of social work

- 1) Graduates of the M.A.C.E./M.S.W. dual degree program will be able to integrate theoretical, social justice, empirical, ethical, and practical dimensions of social work with biblical, theological, and educational perspectives.
- 2) See further the VCU statement of M.S.W. Program Goals (below).

D. Vocational Preparation

- 1) Our graduates articulate their vocation as social workers with clarity. They discern contexts in which they can express their gifts, interests, and faith commitments in appropriate and faithful ways.
- 2) Our graduates commit themselves to a continuing relationship with the living God and have the knowledge, piety, and skills to enable spiritual and ethical growth in themselves and others.
- 3) Our graduates plan a disciplined program of personal, spiritual, and professional development.
- 4) Our graduates practice their calling as social workers as a collegial activity, and nurture mutually supportive relationships and cooperative efforts.

Goals of the M.S.W. Program at VCU

The purpose of the Master of Social Work program is to prepare graduate-level social workers with the knowledge, values, and skills essential for advanced social work practice in a multicultural society. The school accomplishes this purpose through its full- and part-time programs of study for the M.S.W. degree in its on- and off-campus locations. The goals of the M.S.W. program are to:

- Provide a foundation curriculum of the knowledge, skills, ethics and values essential for work with individuals, families, groups, communities, and organizations;
- Provide a concentration curriculum preparing students for advanced practice in either

clinical social work practice or social work administration, planning and policy practice in a range of settings;

- Promote students' adherence to and application of the profession's values and ethical principles;
- Promote student understanding of the implications of diversity by educating them to identify cultural strengths and to counteract individual and institutional prejudice, oppression, and discrimination;
- Enable students to use research methods to analyze and critically evaluate professional practice, programs, and service delivery systems;
- Promote students' understanding of advocacy and involvement in advocacy to effect social and economic justice;
- Provide a learning environment that instills in students a commitment to continued learning and self-critical practice.

Admission

Candidates for the M.A.C.E./M.S.W. degree program normally must have received a bachelor's degree (B.A. or B.S.) from a four-year college or university accredited by one of the nationally-recognized regional accrediting agencies in the United States or hold an equivalent educational credential from another country. Application must be made separately to Union-PSCE and the VCU Graduate School of Social Work. Acceptance into one of the programs does not guarantee acceptance into the other. For admissions requirements regarding the M.A.C.E. program at Union-PSCE, see pp. 21-22 and 77-

79 of this catalog supplement. In addition, a qualified applicant to the M.A.C.E./M.S.W. program should demonstrate potential for ministry in the area of Christian social service. (For a full description of admission policies including advanced standing, transfer of credits, the application process and financial aid, see chapters 7 and 8.)

Application to VCU should be made to:

Virginia Commonwealth University
School of Graduate Studies
Richmond, VA 23298-0568

Phone: (804) 828-0703

Information and application forms for VCU are available from:

University Enrollment Services
Virginia Commonwealth University
821 West Franklin Street
Richmond, VA 23284

Website:

<http://www.vcu.edu>

Curriculum and Degree Requirements

In consultation with a faculty advisor, the student plans a program of study that includes the following:

Year I: nine credits at Union-PSCE including required courses in biblical studies (BIB160 and 260 or BIB170 and 270), theology (THE101 and THE201), Introduction to Christian Ethics (THE102), The Christian Life (EDU166), The Teaching Ministry of the Church (EDU186), and Theory for Education in Religion (EDU263); and one elective in Christian education.

Year II: Courses required in the M.S.W. program at VCU, and BIB170 or BIB160.

Year III: Courses required in the M.S.W. program at VCU.

During the **third year** students enroll in a required M.A.C.E./M.Div./M.S.W. Integrative Seminar. This seminar enables students to integrate biblical, theological, and educational perspectives with the theoretical, social justice, empirical, ethical, and practical dimensions of social work.

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

Courses in the M.S.W. program that correlate to those offered in the M.A.C.E.

While the first year of the M.A.C.E./M.S.W. program is concentrated in the areas of Bible, theology, and education, there are a number of courses that students take during the next two years at VCU that correlate with required courses in the M.A.C.E. program. Among these are:

M.A.C.E. Group Process and Leadership Skills (EDU 263) with **M.S.W.** Group Methods in Social Work (SLWK604)

M.A.C.E. Aspects of Human Growth and Development (EDU 272) with **M.S.W.** Human Behavior in the Social Environment (SLWK601)

M.A.C.E. Understanding Congregations and Agencies (EDU 168) with **M.S.W.** Social Work Practice in Organizations and Communities (SLWK608)

M.A.C.E. Supervised Field Based Learning (FBL 400) with **M.S.W.** Foundation Field Instruction (SLWK 693-694)

Field-based learning requirements for this dual degree program are satisfied by placements done through the M.S.W. program at VCU. The Master of Arts in Christian Education and the Master of Social Work are awarded separately upon completion of both programs.

Master of Divinity/Master of Social Work (M.Div./M.S.W.)

This four-year professional degree program is offered by Union-PSCE in cooperation with Virginia Commonwealth University (VCU) and other RTC schools. The purpose of this program is to equip graduates for various forms of ministry in which clinical and administrative skills in social work are critical; to enable social workers to perform and evaluate social work practices in the light of biblical, theological, ethical, educational, and pastoral perspectives; and to prepare students for service in occupations where social work and the church's ministries intersect. This program normally requires four continuous years of full-time study and leads to a Master of Divinity degree conferred by Union-PSCE and a Master of Social Work degree conferred by VCU. Permission for part-time study must be given by the associate dean for academic programs and the dual degree advisor at the VCU School of Social Work. All degree requirements must be completed within seven years of matriculation. A student may begin study for the M.Div. at Union-PSCE and then

apply for admission to the School of Social Work at VCU during the first or second year. Or a student may begin at VCU and then apply for admission to Union-PSCE during the first year of study.

A required integrative seminar co-taught by a member of the VCU Social Work faculty and a member of the faculty of an RTC school is taken in the final year of study. This seminar enables the student to integrate biblical, theological, educational, and pastoral perspectives with the theoretical, social justice, empirical, ethical, and practical dimensions of social work.

Twenty-four credits, including the integrative seminar and one course (2 credits) in supervised ministry, must be earned through course work at Union-PSCE (or RTC or WTC schools). The M.S.W. requires 60 hours, including two field placements (450 hours in the first year and 672 in the second).

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

Admission

Candidates for the M.Div./M.S.W. degree program normally must have received a bachelor's degree (B.A. or B.S.) from a four-year college or university accredited by one of the nationally-recognized regional accrediting agencies in the United States, or hold an equivalent educational credential from another country. Application must be made sepa-

rately to Union-PSCE and the VCU Graduate School of Social Work. Acceptance into one of the programs does not guarantee acceptance into the other. For admission requirements regarding the M.Div. program at Union-PSCE, see Chapter 7 of the 2006-2008 Academic Catalog and pp. 28 and 77-79 of this catalog supplement. Tuition and other expenses are paid to the school at which the student is taking classes. For information on student expenses and financial aid at Union-PSCE, see chapters 6 and 8.

For information about admission requirements, cost, and financial aid at VCU, please contact:

School of Social Work
 Virginia Commonwealth University
 1001 West Franklin Street
 P.O. Box 842027
 Richmond, VA 23284-2027
 Phone: (804) 828-0703
 Website:
<http://www.vcu.edu/slwwweb/>

Model Course of Study Leading to M.Div./M.S.W. Degrees

(The exact terms in which individual courses are offered are subject to change.)

YEAR 1 (at Union-PSCE)

SUMMER	Elementary Hebrew I & II (BIB003)
FALL	Old Testament I (BIB211) History of Christianity I (HST101) The Teaching Ministry of the Church (EDU186) Union-PSCE elective
JANUARY	Elementary Greek I (BIB004)
SPRING	Elementary Greek II (BIB005) Old Testament II (BIB311) History of Christianity II (HST201) Introduction to Pastoral Care (PRA102)
MAY	Union-PSCE elective

YEAR 2 (at Union-PSCE)

SUMMER	Supervised ministry (2 credits)
FALL	New Testament I (BIB221) Theology I (THE101) Preaching and Worship (PRA103) Elective
JANUARY	Elective in Preaching and Worship
SPRING	New Testament II (BIB321) Theology II (THE201) Introduction to Christian Ethics (THE102)
MAY	Union-PSCE elective

YEAR 3 (at VCU)

FALL	SLWK601 SLWK602 *SLWK603 *SLWK604 SLWK693 (Field instruction)
SPRING	*SLWK605 SLWK606 SLWK609 *SLWK610 SLWK694 (Field instruction)

YEAR 4 (primarily at VCU)

FALL	<i>For Clinical Concentration:</i> *SLWK703 SLWK704 SLWK706 *SLWK793 (Field instruction) Elective (may be at Union-PSCE) <i>For Administration, Planning, and Policy Practice Concentration:</i> *SLWK712 SLWK714 SLWK716 *SLWK793 (Field instruction) Elective (may be at Union-PSCE)
SPRING	<i>For Clinical Concentration:</i> *SLWK705 SLWK707 SLWK710 *SLWK794 (Field instruction) Integrative Seminar

For Administration, Planning, and Policy Practice Concentration:

SLWK711

*SLWK713

SLWK715

*SLWK794 (Field instruction)

Integrative Seminar

Portfolio-based assessment process

* These eight courses are applied toward M.Div. graduation requirements as elective credits.

ADVANCED DEGREES

Master of Theology (Th.M.)

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

Goals

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

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

Th.M studies are coordinated by the director of graduate studies and the graduate degrees committee of the faculty.

Admission

The M.Div. degree or its equivalent, earned at an ATS-accredited institution, or at an institution offering graduate level work accredited by one of the nationally recognized regional accrediting agencies in the United States, or an equivalent educational credential from another country, is prerequisite for admission into the Th.M. program. Th.M. candidates may receive merit awards up to one-half of the cost of tuition.

Credits

Each candidate for the Th.M. degree must successfully complete the equivalent of 10 course credits in residence, including preparation of a research paper or other acceptable thesis project on an approved topic of special interest. At least one course credit, but ordinarily no more than three, may be acquired through a combination of directed study courses related to the candidate's research project and the project itself. Additional courses are selected primarily from designated M.Div. or M.A.C.E. electives and from graduate seminars with the approval of the individual department.

Advising

Students design specific programs of study to meet degree requirements, in consultation with faculty supervisors.

Research Paper

A candidate's Th.M. research paper, or previously approved equivalent, must be completed and deemed successful by the faculty supervisor before the end of the term preceding the graduation ceremony at which the degree is to be awarded. A draft or a substantial portion of the project

must be submitted for preliminary review by the supervisor by April 1.

Requirements for the Th.M. Degree

Although a Th.M. candidate must normally satisfy all degree requirements within a single academic year, unusual circumstances may warrant the graduate degrees committee to grant a one-year extension of the program upon written request to the director of graduate studies from the candidate. The graduate degrees committee must approve the request. In such cases, a continuation fee will be charged. (See p. 70.)

Doctor of Ministry (D.Min.)

The Doctor of Ministry degree program is designed to enhance the practice of ministry for persons who hold the Master of Divinity degree and have engaged in ministerial leadership, and to facilitate their continued spiritual growth. Students in this program will develop an advanced understanding of the nature and purposes of ministry, an ability to integrate the theological resources of the Christian tradition with the practice of ministry, enhanced competencies in pastoral analysis and ministerial skills, and a deepened capacity to assimilate these dimensions into a theologically reflective practice of ministry.

Although the program focuses on ordained ministry in the local church, those who seek to enhance competence in other types of ministry may also benefit from the program.

Admission Prerequisites

1. Applicants must be graduates of a regionally accredited four-year college or university, and must have received an M.Div. degree or its equivalent

from a seminary accredited by the Association of Theological Schools in the United States and Canada or its international equivalent.

- Ministerial experience is not considered the equivalent of or a substitute for the M.Div. degree.
- When an applicant has already received a graduate theological degree other than an M.Div. degree, the standard of “equivalency” is met when the “range and breadth of courses that would normally comprise an M.Div. degree” have been completed. All of these courses do not need to fall within the degree which has already been received, and the completion of additional courses, for credit, which are expected within an M.Div. curriculum will provide an “equivalency.” Ministerial experience is not a substitute for such courses.

2. Applicants must also have at least three years of experience in ordained ministry subsequent to their first graduate theological degree.

Criteria for Admission

1. Applicants must show evidence of the capacity for an advanced level of competence and reflection upon the practice of ministry.
2. Applicants must articulate interest in an area of possible study which fits with the goals of the D.Min. program, the competencies of our faculty, and the resources available in our theological library.
3. Applicants must demonstrate the potential for effectively

working with the educational methods which are utilized in the D.Min. program, including peer learning, self-directed learning, interdisciplinary courses, and pastoral research.

4. Applicants must be active in a ministry setting, which will function as a key learning environment in their educational program.

The Small Church Track

There are a number of pastors in small congregations who would benefit significantly from completing a D.Min. degree at Union-PSCE. Inadequate financial resources, in terms of salary levels and continuing education allowances, are likely to prohibit them from applying.

As a result, the Small Church Ministry Track has been developed specifically for pastors in churches with no more than 200 members. Two features distinguish this track from the regular D.Min. program:

- (1) Half (50%) of the tuition charges are waived.

- (2) Two of the advanced ministry courses are oriented to ministry in the small church: The Nature and Purpose of Pastoral Leadership (DMN621) and The Nature and Purpose of Ministry (DMN623).

Applicants must have at least three years of experience in ordained ministry in the small church subsequent to their first graduate theological degree. Applicants must also be active in a small church ministry setting, which will function as a key learning environment in their educational program.

A maximum of eight persons will be admitted to this program each year. For more information, contact Ken McFayden, Director of D.Min. Studies, at (800) 229-2990 x300, (804) 278-4300, or kmcfayden@union-psce.edu.

Advising

The director of D.Min. studies consults with students about their program of study.

Requirements for the D.Min. Degree

In working toward the fulfillment of requirements for the D.Min. degree, students must spend at least three years in the program after admission to candidacy. The maximum time permitted for completing the program is six years.

A student must receive 10 course credits to earn the D.Min. degree, according to the following curriculum:

Three Summer Seminars (one credit each; two week seminars)

DMN601: *Seminar I*;
DMN602: *Seminar II*; and
DMN603: *Seminar III*

Three Advanced Ministry Courses (one credit each; one-week intensive courses)

DMN611, DMN612, and DMN613 (Students in the small church track will substitute DMN621 for DMN611 and DMN623 for DMN613.)

Two Electives (one credit each)

Students may choose to complete their elective requirements through an intensive five-day course on *Research Methods for the Doctor of Ministry Project*, advanced master's level courses (with additional work), Ph.D. seminars (with the permission of the professor), directed studies on the topic of their choice, the completion of course work at other theological schools, or through one-half unit of CPE (for one elective).

DMN703: Final Project (two credits)

Students will complete the final project through one of the fol-

lowing options, any of which could be cataloged in our library:

- A written project, 60–100 pages;
- A series of videos, with written study guides;
- A media resource kit, which will include written user guides.

Each student will be required to present their project in a spring colloquium, at which other projects will be presented.

Doctor of Philosophy (Ph.D.)

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

The degree may be undertaken in five areas of study: Old Testament, New Testament, history of Christianity, theology/ethics, and Christian education. The following paragraphs present only general summaries of these programs and should be supplemented by the full descriptions in the "Graduate Studies Handbook," which is available as a PDF file on the Union-PSCE website, www.union-psce.edu.

The program requires full-time academic work in residence and emphasizes specialized study and research in the traditional disciplines of theological scholarship. The program prepares a select number of qualified men and women for a variety of vocations in teaching and research, and in pastoral and administrative leadership.

Goals of the Ph.D. Program

1. Our graduates have a comprehensive and critical understanding of the disciplines of their doctoral study.
2. Our graduates have the competence to engage in original research and writing that advance theological understanding for the sake of church, academy, and society.
3. Our graduates have the capacity to teach effectively in a variety of educational settings, drawing upon a variety of educational methods; and they affirm the vocation of theological scholarship in its dimensions of teaching, learning, and research and writing.

Admission

A master's degree in an appropriate discipline from a college, university, or seminary accredited by ATS or one of the nationally recognized regional accrediting agencies in the United States, or an equivalent educational credential from another country, is prerequisite for admission to the Ph.D. program. Detailed information about admission to the program is found in chapter 7.

Financial Aid

Applicants to the Ph.D. program are considered for merit fellowships at the time of admission. These fellowships are renewable for a second year as long as fellowship recipients remain in good academic standing. Students in their third and fourth years are eligible for appointment as teaching or research fellows. (See pp. 8-5-8-6 of the 2006-2008 Academic Catalog).

Ph.D. Residence Requirement and Time Limitations

Ph.D. candidates are required to be in residence for two academic

years of full-time study. Th.M. students in the degree program at Union-PSCE who apply and are accepted to a Ph.D. program at Union-PSCE may request in writing that the graduate degrees committee grant a year of residence credit toward a Ph.D. degree. Such credit will be granted only when the request is made prior to completion of the Th.M. and the faculty in the department to which the student has been accepted recommends this action. If a year of residence credit toward a Ph.D. degree is granted, the student will not receive a Th.M. degree, and the applicant's department will indicate the exact course of study to be pursued in the balance of the first year of residence, in consultation with the director of graduate studies.

Candidates should expect that a minimum of four years of full-time work will be needed to complete all requirements for the Ph.D. degree. Unless an extension is granted, all degree requirements must be met by the candidate in time for graduation at the annual commencement of the fifth calendar year after matriculation in the program. Any residence credit received at the time of admission will be counted as part of the five-year limitation.

To continue in good standing after matriculation, each Ph.D. candidate must maintain a level of performance and progress deemed acceptable by the faculty in his or her field of study. Ordinarily, this means a grade average of B- or better.

Each student must submit annually by April 1 a report describing progress toward completion of the degree. The faculty advisor and graduate degrees committee review this progress report when certifying the student's good academic standing.

After the completion of course work, every Ph.D. candidate registers for a “Dissertation Research” course each fall term and each spring term until all degree requirements have been completed. (For 2007–08, the annual continuation fee is \$2,004.) At the conclusion of each academic year, the graduate studies director, after consultation with the student’s faculty advisor and department, assigns a grade of pass or fail for the Dissertation Research course. Chapter 6 provides further information about the tuition fee.

Extension and Leave of Absence for Ph.D. Students

A Ph.D. candidate who is unable to meet all degree requirements within the five-year period normally allowed for completion of the program may, with the support of the faculty advisor, be granted a one-year extension by the director of graduate studies. Requests for such an extension shall be submitted in writing to the director no later than March 1 of the candidate’s fifth year in the program. An additional extension of a year can be granted only after the candidate has made written appeal through his or her department to the graduate degrees committee, which will approve the request if convinced that completion of all remaining work is imminent.

A request 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 up to one year, may also be considered as reason for an extension.

Language Requirements for Ph.D. Students

Classical and modern language requirements for doctoral study in each field are set by departmental faculty. Hebrew and Greek are prerequisite for admission to the Ph.D. program in biblical studies whether attained through successful course work or demonstrated by examination while in residence. Other language requirements must be met successfully before any candidate may submit a dissertation proposal for formal approval by the faculty. Short courses in German and French are offered in alternate summers, and students who pass the examination at the conclusion of the course are deemed to have demonstrated competence in the language. Students may apply to take the examination at other times during the year, with payment of a testing fee of \$100.

Doctoral students in the fields of biblical studies and historical and theological studies ordinarily must certify reading competence in both German and French. In individual cases, and with the permission of the departmental faculty, a student may substitute another modern language (one that is more relevant to the candidate’s proposed area of research) for either German or French.

All candidates in the biblical field normally complete advanced courses of study in biblical Hebrew, Greek, and Aramaic during their period of residency (unless work in one or another of these languages is waived by the department on the basis of a candidate’s previous language training).

Curricula

While the courses of study required by each department vary, all include required seminars and course work, doctoral examinations, a dissertation proposal, and the writing of an approved doctoral dissertation. In addition, each department sponsors a series of colloquies during the academic year.

Ph.D. candidates will also participate in a seminar on educational theory and practice. They will be given an opportunity to work with members of the faculty in planning, teaching (usually limited), and evaluating courses. Some are employed each year as teaching assistants.

For detailed information about each program and its curriculum, see the "Graduate Studies Handbook" which is available as a PDF file on the Union-PSCE website, www.union-psce.edu.

Advisory Committee and Doctoral Examinations

Departmental oversight of candidates is undertaken primarily by faculty supervisors and advisory committees to provide each candidate with competent guidance in the area of independent study and dissertation research.

The purpose of the doctoral examinations is to qualify the candidate in an area of concentration and to explore a feasible dissertation project. Particular topics or areas proposed for examination must be approved by the departmental faculty in the candidate's field.

In order to remain in good standing, candidates in the Ph.D. program must successfully complete doctoral examinations no later than the end of the third year.

After identifying an area for dissertation research and after successful completion of doctoral examinations, the candidate, in consultation with his or her principal advisor, will select a specific subject for a doctoral dissertation. The candidate and the principal advisor are encouraged to consult with other members of the respective department, as well as with other faculty members with related research interests.

Once a specific subject for the doctoral dissertation has been identified, the candidate shall write a dissertation proposal and submit it to the department for approval. The principal advisor in consultation with the candidate will nominate two other readers to serve on the candidate's advisory committee and solicit their input before the proposal is sent to the department. Ordinarily, members of the advisory committee will be Union-PSCE faculty members. However, if appropriate for the candidate's research area, one external reviewer may be invited to serve on the advisory committee.

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

Doctoral Dissertation

The doctoral dissertation is to be written after the completion of all qualifying examinations and the approval of a dissertation proposal.

The procedures governing the preparation of the dissertation are set forth in the online "Graduate Studies Handbook."

4. Courses

COURSE DESCRIPTIONS FOR UNION-PSCE DEGREE PROGRAMS:

Please note the following additions to the course listings of the 2006-2008 Academic Catalog:

BIB116 Death and the Afterlife in Ancient Judaism and Early Christianity

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

Adams. May 2008.

BIB117 Biblical Seminar: Sprunt Lectures

This seminar will focus on a topic in biblical interpretation featured in the Sprunt lectures delivered by internationally acclaimed New Testament scholar Richard B. Hays, May 5-7, 2008. A reading list will be made available by January 15, 2008, and the seminar will then meet twice during

the spring term, once during the Sprunt lectures (with Dr. Hays as invited guest), and six times during the period May 12-23. Students will do assigned reading, attend each Sprunt lecture, participate in seminar discussions, make one formal oral presentation, and submit a final paper.

Brashler and Carroll. May 2008.

EDU175 Ministry with Older Adults

This course explores ways to educate, empower, and serve the elderly and their families by designing programs of ministry in the congregation and in community settings.

Simmons. January 2008.

PRA109 Ministry to Families of Alcoholics

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

C. Brown. January 2008.

PRA219 Ritual Theory and Worship Practices

Prerequisite: PRA103. This course examines the work and methods in the area of ritual theory and seeks to apply its findings to investigations of the worship practices of diverse faith communities. Students will engage in site visits in order to analyze ritual components of faith communities as well as learn to examine the practices of their own congregations.

Galbreath. Fall 2007.

THE106/612 The Ethics of Character, Culture, and Craft in African Traditional Religion

This course is an interdisciplinary examination of the central aspects of African Traditional Religion(s) presented in selected, influential studies by African scholars of religion. While ethical theories are useful in framing research on the questions of indigenous religious traditions, in the final analysis seminarians interested in this subject must look directly at the exhibited structural features of various faith communities and their corresponding social practices for the answers we desire.

Cannon. Fall 2007.

THE219 Theology and Ethics of Reinhold Niebuhr

Prerequisite: one basic course in theology or ethics. By common consent, Reinhold Niebuhr was one of the most important theologians of the twentieth century, certainly the most influential theological ethicist in the United States. This course is an introduction to his thought. Its purpose is to enable participants to grasp the central core of his thinking and to assess its relevance for the twenty-first century. The procedure will be to read, analyze, discuss, and evaluate *The Nature and Destiny of Man*, *The Children of Light* and *The Children of Darkness*, and several articles. Assigned readings, lectures, discussion, perhaps a short seminar paper, and a final project.

Swezey. Spring 2008.

THE638/308 Contemporary Theological Method

Prerequisite: This course is open to doctoral students and to master's students who have completed Theology I and II. In this seminar, students will read several texts on theological method from the past 25 years, including those of George Lindbeck, Gordon Kaufman, Schubert Ogden, David Tracy, and Sheila Greeve Davaney. Throughout the course, we will be paying particular attention to the various attempts to place theology within the broader context of human knowledge and experience while remaining true to the Christian tradition. Brief seminar papers and a term paper will be required.

Hege. Fall 2007.

INT044 Rome: Crossroads of Religions

This directed study involves two weeks of study in Rome, along with up to 30 other seminarians, featuring lectures and other learning opportunities led by faculty of the Waldensian Seminary in Rome and other invited scholars. Potential areas of concentration include archaeology and the history of Christianity, with Rome as context; ecumenism, religious pluralism; and the relationship between church and state. Degree candidates who wish to register for academic credit will receive directed study forms from the registrar, must submit them to the associate dean's office before October 1, 2007, and will have their registration for credit in the course confirmed by the registrar by October 15, 2007. Fees in addition to tuition will be charged.

DeVries. January 2008.

RTC146 West African Mission Perspectives

This course provides an orientation to the history and practice of Christian mission from an African perspective. It introduces students to the transmission of the gospel in Africa and the issues and themes that have shaped the church in modern Africa. The emphasis will be on West Africa, which together with the rest of sub-Saharan Africa has, in our time, become a center of gravity for worldwide Christianity. The missionary situation in Ghana will provide the main point of reference in the study.

Kpobi. Spring 2008.

DMN633 Research Methods for the Doctor of Ministry

This course is intended to provide students with training in the use of our Library's electronic information resources, enabling the students to locate, select and obtain the materials for research they will need to complete their Doctor of Ministry projects. It will assist them in formulating a thesis topic and research plan. It will require each student to create a substantial and well-organized bibliography of materials relating to his or her thesis project; this bibliography will be submitted as the final product of the course and will be evaluated by the professor(s) advising and overseeing the D.Min. program.

Coalter and P. Skreslet. Spring 2008.

Please note the following revision to course description listed on p. 4-18 of the 2006-2008 Academic Catalog:

PRA103 Preaching and Worship.

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

Galbreath and Zink-Sawyer. Fall 2007; Spring 2008. *

Please note the following revision to course description listed on p. 4-35 of the 2006-2008 Academic Catalog:

D.MIN. SEMINARS

DMN703 Final D.Min. Project.

Students complete the final project through one of the following options: (1) a written project of 60-100 pages; (2) a series of videos, with written study guides; (3) a media resource kit, which will include written user guides.

Each student will be required to present their project in a spring colloquium, at which other projects will be presented.

Faculty project supervisor as appointed.

The following courses are scheduled for the 2007-2008 academic year on the Union-PSCE Richmond campus. Descriptions of courses marked with an asterisk () may be found on pp. 48-51 of this supplement:*

Fall 2007

BIB110 Seeing and Hearing
Scripture: Art as Exegesis
BIB160 Old Testament I
(M.A.C.E.)
BIB170 New Testament I
(M.A.C.E.)
BIB211 Old Testament I (M.Div.)
BIB221 New Testament I (M.Div.)
BIB602 Readings in Biblical Greek
BIB611 Old Testament Doctoral
Seminar
EDU166 The Christian Life
EDU171 Group Process and
Leadership Skills
EDU186 The Teaching Ministry of
the Church
EDU191 Introduction to
Recreation Ministry
EDU264/EDU674 Multicultural
Christian Education
EDU266/EDU671 Models of
Teaching
EDU272/EDU682 Aspects of
Human Growth and Develop-
ment
EDU661 Doctoral Seminar on
Curriculum and Methods
EDU667 Theology and Christian
Education*
HST101 History of Christianity I
HST116/616 The Religion of Islam
HST602/303 American Religious
History
INT108 Theology and Literature
INT146 Union-PSCE Choir
INT147 Spiritual Formation

INT303 Biblical Approaches to
Pastoral Care and Counseling
MTH102 United Methodist
History and Doctrine
PRA102 Introduction to Pastoral
Care
PRA103 Preaching and Worship
PRA219 Ritual Theory and
Worship Practices*
THE101 Theology I
THE106/612 The Ethics of
Character, Culture, and Craft in
African Traditional Religion*
THE115 Social Ethics and
Contemporary Thought
THE230 IRT Colloquy: Prayer
THE233 Love, Power, and Justice
THE266 Theology and Culture
THE638/308 Contemporary
Theological Method*

January 2008

BIB004 Elementary Hebrew I
BIB222 Becoming God's Image:
Humanity in the Old
Testament (formerly listed as
"The Primeval History and Its
Canonical Texture")
BIB603 Readings in Biblical
Hebrew
DMN612 D.Min. Sem. : Advanced
Theological Reflection
EDU171 Group Process and
Leadership Skills
EDU175 Ministry with Older
Adults*
EDU185 Intergenerational
Recreation
EDU606 Seminar in Teaching
INT263/INT663 Contemporary
Theology and Education
HST123 Jonathan Edwards

HST126 Medieval Women Mystics
(formerly listed as “Christian
Mysticism in Context”)
INT044 Rome: Crossroads of
Religions*
INT048 Ghana Travel Seminar
INT141 Rural Ministry Studies
Program in the Appalachian
Region and the Shenandoah
Valley
INT143 Global Perspectives on
Today's Christian Mission
PRA109 Ministry to Families of
Alcoholics*
THE105 The Reformed
Confessional Tradition
THE113 The Theological Vision
of Martin Luther King, Jr.

Spring 2008

BIB002 Elementary Biblical
Hebrew II
BIB005 Elementary Biblical Greek
II
BIB111 The Fourth Gospel
BIB260 Old Testament II
(M.A.C.E.)
BIB270 New Testament II
(M.A.C.E.)
BIB279 Who Is Jesus?
BIB311 Old Testament II (M.Div.)
BIB321 New Testament II
(M.Div.)
BIB600/214 Biblical Aramaic
BIB622 New Testament Exegetical
Seminar
DMN611/621 The Nature and
Purpose of Pastoral Leadership
DMN633 Research Methods for
the Doctor of Ministry*
EDU168 Understanding
Congregations and Agencies

EDU171 Group Process and
Leadership Skills
EDU174 Youth, Faith, and Culture
(formerly listed as
“Introduction to Youth
Ministry”)
EDU186 The Teaching Ministry of
the Church
EDU263/673 Theory for
Education in Religion
EDU265/666 Approaches to
Counseling
EDU670 History and Philosophy
of Christian Education*
HST201 History of Christianity II
RTC146 West African Mission
Perspectives*
INT199 Writing the Faith
INT146 Union-PSCE Choir
INT147 Spiritual Formation
MTH103 Methodist Polity and
Liturgical Practice
PRA102 Introduction to Pastoral
Care
PRA103 Preaching and Worship
PRA112 Presbyterian Polity
PRA213 Pastoral Care with
Women
PRA216 Eucharist
PRA302 Pastoral Care and
Counseling with Couples and
Families
THE102 Introduction to Christian
Ethics
THE109/649 Christian Virtue
Ethics
THE201 Theology II
THE219 Theology of Reinhold
Niebuhr*
THE314/614 The Word of God

May 2008

- BIB116 Death and the Afterlife in
Ancient Judaism and Early
Christianity*
- BIB117 Biblical Seminar: Sprunt
Lectures*
- EDU169 Recreation Workshop
(ARW)
- HST210 Reformation and Early
Calvinism
- HST211 What Is Salvation?
- INT047 Middle East Travel
Seminar
- INT263/663 Contemporary
Theology and Education
- PRA105 Death and Dying
- PRA134 Practical Evangelism:
Making Disciples through
Covenant Discipleship
- PRA214 Preaching 'Occasions' in
the Church
- THE114 Codes of Ethics and
Freedom Narratives

*The following course sequencing is offered at Union-PSCE at Charlotte.**

Fall 2007

BIB160 Old Testament I (M.A.C.E.)

BIB211 Old Testament I (M.Div.)

EDU166 The Christian Life

HST101 History of Christianity I

PRA102 Pastoral Care

THE101 Theology I

THE102 Introduction to Christian Ethics

BIB111 The Fourth Gospel

INT365 Teaching the Bible

PRA127 Worship, Sacraments, and Education

Spring 2008

BIB260 Old Testament II (M.A.C.E.)

BIB311 Old Testament II (M.Div.)

EDU186 The Teaching Ministry of the Church

HST201 History of Christianity II

PRA103 Preaching & Worship

THE201 Theology II

EDU160 Educational Ministry & Leadership

HST305 Christianity in the American South

INT110 Theology and Film

THE304 Theology as Doxology: Joy as a Source of Christian Theology.

Summer 2008

BIB006 Elementary Biblical Greek I & II

EDU171 Group Process

EDU263 Theory for Education

PRA112 Presbyterian Polity & Church Administration

EDU174 Introduction to Youth Ministry
THE306 Readings in Kierkegaard
THE105 The Reformed Confessional Tradition

** Bolded listings denote required courses.*

5. Academic Procedures and Regulations

CALENDAR

Union-PSCE follows a 12-3-12-3 week calendar sequence during the nine-month academic year, September–May in Richmond. The four terms are designated respectively fall term, January term, spring term, and May term. During the summer term (June through August), Union-PSCE offers courses on its Richmond campus in modern languages and D.Min. studies (June); biblical languages (July–August); and supervised ministry (June–August). Courses offered in the Extended Campus Program (M.A.C.E.) involve at-home study and intensive two-week campus visits to Richmond twice a year in January and June.

Charlotte Calendar

The calendar for the Charlotte campus differs in significant respects from the campus in Richmond. In Charlotte, there are three terms: spring, summer, and fall, each lasting for twelve weeks. A commencement service is scheduled for Charlotte graduates following the end of spring term in April each year. There are no classes in August.

See p. 7 for the academic calendar for 2007–08.

CREDITS AND ACADEMIC LEVELS

Unit of Credit

For courses in basic degree programs at Union-PSCE, one credit is earned for most courses completed (a few courses earn fractional credits). Summer language courses and supervised ministry earn two credits. A one-credit course is considered to be the equivalent of a 3-semester-hour

course at other institutions. Most seminars in advanced degree programs (Th.M. and Ph.D.) are considered equivalent to a 6-semester-hour course.

Levels

M.A.C.E., M.Div., and M.A.T.S. students with one to ten credits are classified as first-level students; those with 11 to 20 credits are classified as second-level students. M.Div. students with 21 or more credits are classified as third-level students.

Students in the M.Div./M.A.C.E. program who have earned 32 credits or above are fourth level.

These designations affect access to courses with limited enrollment, choices in Union-PSCE housing, and election to offices in student government.

BASIC OR REQUIRED COURSES

M.A.C.E. and M.Div. students are encouraged to take basic or required courses in their first year or two years of study, respectively. Most basic or required courses are offered each year in Richmond, usually in the fall or spring terms, and may not be taken at any other time.

TRANSFER CREDITS

A limited number of transfer credits for M.A.C.E., M.A.T.S., and M.Div. students may be accepted for work completed within the past eight years at institutions accredited by the Association of Theological Schools in the United States and Canada, or at an institution offering graduate level work accredited by one of the nationally recognized regional accrediting agencies in the United States. Union-PSCE reserves the right to deny transfer credit for courses taken at institutions that do

not meet its accreditation standards. By the end of their first term following matriculation at Union-PSCE, transfer students must initiate requests to transfer course credits earned before coming to this institution by written notice to the registrar. Requests to transfer elective credits will be evaluated in consultation between the associate dean for academic programs and the registrar or (for Charlotte students) between the dean of Union-PSCE at Charlotte and the registrar.

Transferability of required credits will be determined through consultation among the associate dean (or the dean of Union-PSCE at Charlotte for Charlotte students), the chair of the department in which the transfer of credit is requested, and the registrar. It is the student's responsibility to provide the registrar with documentation of the content of each course proposed for transfer. The registrar will assemble a packet of proposed transfer materials for the student and submit them to the associate dean, or dean of Union-PSCE at Charlotte, who in consultation with department chairs will rule on the acceptability of these credits and the student's remaining degree requirements.

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

Students transferring into the M.Div./ M.A.C.E. dual degree program must spend a minimum of

three years enrolled in the program in order to receive the degrees.

Transferability of credits to be earned after a student has enrolled at Union-PSCE should be investigated with the registrar, who will consult with the associate dean for academic programs or dean of Union-PSCE at Charlotte, before the student commences study at another school.

Union-PSCE does not accept credits earned in correspondence courses for transfer. Credits that have already been applied toward an earned degree cannot be transferred.

COURSE LOADS AND FULL-TIME STATUS

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

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

A student attains minimum full-time status by taking courses that earn a total of three credits in a "session." "Fall session" is the fall and January terms combined; "spring session" is the spring and May terms combined. During the summer term, a student attains full-time status by taking courses that earn a total of two credits. Only full-time students in certain programs are eligible to apply for need-based financial aid.

After completion of course work in the Ph.D. program, students enroll in dissertation research courses, and their full-time status is certified to the registrar by the director of graduate studies, who consults with the faculty advisor and the graduate degrees committee.

For students in the D.Min. program, full-time equivalency is established when students complete their courses in the following sequence. In the first year, full-time students will complete Seminar I, two advanced ministry courses, and an elective. In the second year, full-time students will complete Seminar II, one advanced ministry course, and an elective. In the third year, full-time students will complete Seminar III and their final project. This three-year sequence of courses satisfies the curricular requirements of the D.Min. degree and allows for the completion of the degree in three years, the minimum time in which the degree may be completed.

Advising

Each student is assigned a faculty advisor, who will be available during regular office hours or by appointment.

The faculty advisor will work with students to help plan a course of study that will meet degree requirements and be suited to the vocational

direction, personal interests, previous professional and academic experience, and current strengths and weaknesses of the students.

Students and advisors together will seek to determine the appropriate course distribution among and within the curricular areas. M.A.C.E. students intending to become certified educators in the PC (USA) should confer with their advisor and denominational representatives to be sure they meet the academic requirements for certification.

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

REGISTRATION

The financial obligations of any term must be satisfied before a student enters another term. **A student will not be permitted to register for classes unless all previous charges due the school have been paid. Retroactive registration is not permitted.**

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 Theological Seminary and Presbyterian School of Christian Education (Union-PSCE). Subject to certain restrictions, M.A.C.E. and M.A.T.S. students at Union-PSCE and M.Div. students at BTSR, STVU, and Union-PSCE may cross-register for courses at either of the two other schools during the nine-month academic year and pay the regular tuition rate to their own school for the cross-registered courses.

In addition, the RTC is a member of the Washington Theological Consortium (WTC), whose member schools include Catholic University of America (School of Religious Studies), Dominican House of Studies, Howard University School of Theology, Lutheran Theological Seminary in Gettysburg, Virginia Theological Seminary, Washington Theological Union, and Wesley Theological Seminary. Master's level students at Union-PSCE may cross-register for one elective course (one Union-PSCE credit) per term at an RTC or WTC school without requesting special permission, up to a limit of three credits in an academic year, and a total of four credits during the M.A.C.E. or M.A.T.S. program, or a total of six credits during the M.Div. program. M.A.C.E./M.Div. dual degree students may take a maximum of eight credits at RTC and WTC schools. Union-PSCE students register for all RTC and WTC courses through the Union-PSCE registrar's office, as part of the regular course registration process.

By the terms of a cross-registration agreement with Virginia Commonwealth University (VCU), full-time students in all degree programs are eligible to take one graduate-level course at VCU in each fall or spring term. Certain restrictions apply (the registrar can provide details), and VCU courses count toward cross-registration limits defined in this section. Permission to take a VCU course must be given in advance by the associate dean for academic programs. Union-PSCE students enrolled in courses at consortium schools will receive the host school's grades on the Union-PSCE transcript.

Auditing Courses

Anyone may apply to the admissions office to audit a Union-PSCE course for no credit. With the permission of the instructor, who will take classroom space into account, the application may be approved. No transcript will be kept, and no continuing education credits will be issued. Auditors are expected to attend class sessions and may listen in class; the instructor is not required to review any written work students may choose to do.

There is no limit to the number of courses that a degree-seeking student at Union-PSCE may audit per semester at Union-PSCE. Students may opt to audit courses by using the forms provided by the registrar and submitting them to the registrar's office by the end of the official "drop/add" period each term. Audits require the professor's permission.

The following may audit one course per term at no charge: spouses of Union-PSCE students, Union-PSCE and RTC staff and their spouses, and all RTC graduates. For all others, there is a non-refundable fee of one-half the cost of tuition per course.

All auditors, except for Union-PSCE employees, will be registered for the course or courses they are auditing for emergency contact and archive purposes only. Professors are to report to the registrar the names of any persons auditing their classes who do not appear on the class roster, and to advise those persons to contact the admissions office and the registrar immediately to see if the audit being attempted meets institutional regulations.

Limited resources for improving English composition are available on a to-be-arranged basis. To inquire, contact the associate dean's office at least

three weeks before the assistance is needed.

GRADES

As part of an academic assessment program that provides students accurate information regarding their progress toward the degree, the faculty has adopted the following grading system. The numbers in parentheses give the quality points used in determining a student's grade point average (GPA): A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), F (0.0). This grading system is used in all degree programs.

All required courses in the various master's degree programs and elective courses, except for INT147, INT146 and some courses in Supervised Ministry, are graded using the above letter grades. The faculty has approved as suggested numerical equivalents: A, 93-100; A-, 90-92; B+, 87-89; B, 83-86; B-, 80-82; C+, 77-79; C, 73-76; C-, 70-72; D+, 67-69; D, 63-66; D-, 60-62; F, below 60. Faculty may adopt a different numerical scale in individual classes.

Certain elective courses (INT146, Choir; INT147, Spiritual Formation; and Clinical Pastoral Education) are graded on a "pass/fail" basis. A "pass" grade is required to earn credit toward graduation. Students who fulfill one supervised ministry requirement by taking CPE will be graded on a credit/no credit basis. All other courses are graded using the A-F scale.

All courses in the Th.M., D.Min., and Ph.D. degree programs use the A-F grade categories. It is expected that advanced degree candidates will consistently do high quality work. In regard to course work, passing grades are B- and above; one grade of C leads

to a meeting of the respective department to inquire about the inadequate grade; a second C requires the department to vote on whether the candidate may continue in the program; a third C results in automatic dismissal; students who receive a grade below C are dismissed from the program unless the department votes otherwise. In regard to comprehensive examinations, passing grades are B- and above, and any grade below B- will be counted a failure; the departments decide whether to allow an examination to be repeated; to maintain good standing, candidates must receive a B- or above on each of the comprehensive examinations.

INCOMPLETE. An interim grade of “incomplete” will be assessed for unsubmitted grades. In cases in which an extension has been granted, the “incomplete” grade will remain until the extension expires, at which time the “incomplete” will revert to a grade of F unless a grade is submitted. In cases in which an extension was not granted, the “incomplete” will revert to a grade of F as soon as it is determined that no extension was granted. If the student is not the cause of the delay in grade submission, the grade remains Incomplete and does not revert to F. Requests for extensions must be received in writing by the appropriate office before the end of the term or semester in which the course is offered. D.Min. students request extensions from the director of Doctor of Ministry Studies. Th.M. and Ph.D. students request extensions from the director of graduate studies. All other students request extensions from the associate dean for academic programs, or from the dean of Union-PSCE at Charlotte (for students on the Charlotte campus).

WITHDREW. Following the drop/add period, a withdrawal from a course which occurs within the first half of any term will be recorded as “W” (withdrew) on a student’s transcript. A student is limited to two course withdrawals during enrollment in any degree program. Students must obtain the professor’s signature on a drop/add form in order to withdraw from a course.

FAILING GRADES

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

APPEAL OF GRADES

Policies and procedures for appeal of grades are detailed in the Student Handbook.

Students appealing any grade needed to complete graduation requirements will not be graduated if the appeal is on-going 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.

ACADEMIC STANDING (M.A.C.E., M.DIV., AND M.A.T.S.)

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

A student whose GPA falls below 2.3 will be placed on academic warning.

Academic warning means: (1) it is recommended that the student take a reduced load of courses; and (2) the student must have a conference with representatives of the Review Committee to discuss areas of concern and options for improvement. Academic warning is removed when the student's GPA reaches 2.3 or higher.

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

Students who fail a required course two times, including required Greek and Hebrew courses, are automatically dismissed from Union-PSCE and may not reapply for admission unless a majority of the full faculty, upon recommendation of the faculty's Review Committee, approves an exception. Former students must, if an exception is approved, make application through the regular admissions process and, if admitted, will reenter Union-PSCE under the terms of the catalog in force at the time they reenter. These

same policies apply to a student who fails a proficiency exam in a biblical language twice. Standards for grades and maintaining good standing for Ph.D., Th.M., and D.Min. students differ from those noted in this section.

Portfolio-Based Assessment Process for Master's Level Students

Participation in a portfolio-based assessment process is required for all 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-PSCE: Master of Divinity (any program), Master of Arts in Christian Education (any program, including ECP), and Master of Arts (Theological Studies), as well as for all students whose enrollment is conditional or probationary.

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-PSCE's advising system, by linking it with the assessment process.

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

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

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

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

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

This annual assessment conference will occur no later than April 1 each year of the student's program. In relation to the institution's needs, student portfolios may be used as a resource in evaluation of Union-PSCE'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 inte-

gral 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-PSCE account) and referral to the associate dean for academic programs (Richmond students) or the dean of Union-PSCE at Charlotte (Charlotte students) to discuss further consequences for the student's academic standing and progress. If the requirements of the assessment program have not been satisfactorily completed by the start of the following long term, the student will be placed on academic warning.

All information gathered during the assessment process will be treated confidentially. Union-PSCE 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-PSCE 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-PSCE without the prior, written permission of the student.

Assessment of Academic Progress

Administrative officers or faculty members who oversee particular degree programs, in consultation with faculty advisors, regularly review the academic progress of students in all degree programs.

Each student is finally responsible for tracking all aspects of her or his

academic progress. The registrar completes graduation audits for all students and, in a timely manner, communicates these audits to each student so she or he may plan accordingly.

Graduating with Honors

For students in the M.A.C.E., M.Div., and dual degree programs who achieve an overall GPA of 3.8 or above, the designation “with Honors” is permanently added to their Union-PSCE transcripts. Individual notifications and congratulations are also sent to these students. These actions are taken after the student has graduated, and are not noted in the public ceremonies or documents attending graduation itself.

M.A.C.E., M.Div., M.A.T.S., and D.Min. Students

At the conclusion of each term, the academic progress of all students, with the exception of Ph.D., Th.M., and D.Min. students, is reviewed by the associate dean for academic programs based on information provided by the registrar. The associate dean will communicate to the student by e-mail any academic concerns raised by this review. The academic progress of D.Min. students is assessed by the director of D.Min. studies. The academic progress of all students on the Charlotte campus is assessed by the dean of Union-PSCE at Charlotte, in consultation with the registrar. Students are considered to be making satisfactory progress if the results of the assessment do not preclude continued enrollment, except for students who are placed on academic probation in the first or second year of the program (see additional information under satisfactory academic progress), or students who are dis-

missed from the program. As needed, referrals are made to the Review Committee for appropriate remediation.

Th.M. and Ph.D. Students

The director of graduate studies, in consultation with Th.M. and doctoral candidate advisors and the graduate degrees committee, annually reviews the academic progress of all students in the Th.M. and Ph.D. programs, including those in the dissertation stage and those not in residence. The director informs each student and advisor of any notations against the good standing of the student, and works with him or her to remedy problems that may have arisen.

FEDERAL SATISFACTORY ACADEMIC PROGRESS POLICY

To be eligible to receive a Federal Stafford Loan, a student must make Satisfactory Academic Progress (SAP). SAP is a combination of qualitative and quantitative components and is measured by:

- grade point average (GPA);
- number of credits **earned** divided by the number of credit hours **attempted**;
- number of credit hours **attempted** divided by the number of credit hours necessary to complete the degree.

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

As required by federal regulations, Union-PSCE administers an institutional SAP policy that is consistently applied to all Federal Stafford Loan

applicants and recipients. Union-PSCE's Federal SAP policy is designed to improve the student's academic performance and is closely tied to the academic standing policies of the various degree programs. If a student fails to meet established SAP requirements, a suspension letter is sent to the student. A suspension letter is sent if the student:

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

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

Satisfactory Academic Progress
Committee

Financial Aid Office
3401 Brook Road
Richmond, VA 23227

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

- Identifying information including the student's full name, social security number, current address, phone num-

ber and e-mail address (if applicable);

- A written letter of appeal from the student should explain the circumstance that led to their SAP violation, and state why those mitigating circumstances are no longer affecting their academic performance. This personal statement must include:
- A detailed explanation of extenuating circumstances for each term the violation of SAP policy occurred; and
- A resolution or plan of action explaining how the student will ensure future academic success.
- Documentation of illness or medical condition is required when failing SAP is attributed to a medical condition.
- A statement from the student's academic advisor is required for all 150% rate violators. For all students who have attempted more than 150% of the credits necessary to complete their degree, the advisor must outline all remaining courses required for the student's degree program and the expected semester of completion.

The SAP Appeal Committee will review appeals within two weeks of receipt. The student will be notified in writing of the results of their appeal. Appeal decisions are based on the information presented to the committee and the SAP criteria. Appeal decisions will fall into one of the following categories:

- pending—additional information is needed
- approved—student is eligible to receive federal aid

- denied—student is not eligible to receive federal aid
- conditionally approved—the student will be sent a SAP contract that details the academic performance required in future terms for continued receipt of federal financial aid.

Questions pertaining to the SAP policy should be addressed to the director of financial aid.

ACADEMIC RECORDS

Student Files

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

Admissions office files contain the application form, transcripts, autobiographical statement, correspondence regarding the admissions decision, and recommendations. The latter are destroyed after the admissions decision is made. These files are open to the dean of students, the admissions committee, and the staff of the Office of Admissions.

The registrar receives the file from the Office of Admissions when the student matriculates. Copies of correspondence between the student and the school (deans, president, director of graduate studies, academic advisor, etc.) concerning extensions, fellowships, changes in courses, transfer credits, grading issues, academic evaluations, etc., are added to this file. Students' files are confidential and are held in secure storage. In accordance with FERPA regulations, a file is open to the student whose record it contains. Student files are open to staff and faculty only as needed to imple-

ment Union-PSCE's academic policies.

The Office of Alumni/ae and Constituency Relations maintains the student's file when the student leaves Union-PSCE. Items retained include the application form, correspondence about entering and leaving, and items from the public domain. Files are open to appropriate members of the administration, faculty, and staff of Union-PSCE.

The Business Office maintains a record of each student's financial transactions with Union-PSCE. These records are open to members of the Business Office. The director of financial aid maintains records about financial aid and grants. This financial information is available to the review committee, the president, and the deans.

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

The Office of Field Education and Placement (OFEP) maintains a file of each student's evaluations, records, correspondence, and other documentation pertinent to supervised ministry and placement. Student records are protected at all times and stored in secured files.

OFEP protects the student's right to authorize release of Field Education reports to committees on preparation for ministry or denominational committees of oversight for candidates. Information in student files is available to appropriate faculty

and staff members at Union-PSCE for purposes deemed legitimate by the OFEP director.

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

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

Transcript Requests

Enrolled students, former students, and alumni/ae may request in writing that the registrar send an academic transcript or copies of academic evaluations to designated persons or institutions. Ordinarily, student records are mailed within one week of receipt of such requests.

For currently enrolled students, transcript transmission is offered as a free service. A \$5 fee per transcript is

charged for expedited orders (to be sent within 24 hours), and a \$2 fee per page is added if FAX transmission is required.

For former students and alumni/ae, transcript transmission is offered for a \$5 fee per transcript. A \$10 fee per transcript is charged for expedited orders, and a \$2 fee per page is added if FAX transmission is required.

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

TUITION FOR COURSES TAKEN AT OTHER SCHOOLS

After matriculation at Union-PSCE, students are expected to take all courses for their degree at Union-PSCE, at other RTC schools, at schools of the Washington Theological Consortium, or, with permission, at Virginia Commonwealth University. If a student wishes to take a course elsewhere for credit toward a Union-PSCE degree, permission must be obtained in advance from the associate dean for academic programs or (for Charlotte students) the dean of Union-PSCE at Charlotte. Other institutions affiliated with the Presbyterian Church (U.S.A.) may have tuition reciprocity agreements with Union-PSCE, in which case the student will continue to pay tuition at Union-PSCE while attending classes at the other school. A list of institutions with reciprocity agreements is available in the office of the registrar. If such a reciprocity agreement does not exist, students are expected to follow the normal application process stipulated by the other school.

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

INTERCULTURAL COURSES

Union-PSCE encourages students in all degree programs to take at least one intercultural course during their degree program. Policies and procedures for intercultural courses are set forth in the Student Handbook.

POLICY ABOUT STUDENTS WITH LEARNING DISABILITIES

The Union-PSCE 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-PSCE. For details, see the Student Handbook.

6. Student Expenses

All expenses listed in this catalog are subject to change. Questions concerning the following information may be directed to the director of financial aid. Information about the financial aid program is found in chapter 8.

FINANCIAL RESPONSIBILITY

Students are expected to maintain good financial standing as determined by the Union-PSCE Business Office. "Good standing" is payment within 30 days of all charges that are not covered by another source, such as financial aid. Preregistration and registration requests from students who are not in good standing will not be processed. Students are responsible for knowing whether or not they are in good standing. A student who is not in good standing should immediately confer with the Student Accounts Office. The student is responsible for any loss of academic opportunities caused by not being in good financial standing.

The settlement of all debts contracted during the course of study at Union-PSCE is necessary before a student is eligible for graduation. All debts must be paid in full and must be settled at least five business days before graduation. Further questions may be directed to the Student Accounts Office.

Payment Policies

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

Charges for room, board, the student health insurance plan, and other school fees are billed to the student's account. The student is responsible for making prompt payment of any amount due. The student will not be permitted to register for classes, receive grades, have transcripts provided to a third party, or graduate unless all charges have been paid. (For more information, please see the following sections of this catalog: Registration, p. 59 and Transcripts, p. 67)

There is a \$20 charge for each returned check.

ACADEMIC COSTS

Master of Divinity, Master of Arts in Christian Education, and Master of Arts (Theological Studies) \$996 per course. If ten credits are taken in the nine-month academic year, the total is \$9,960. If, in addition, a summer course (2 credits) is taken, the total is \$11,952.

Master of Divinity/Master of Arts in Christian Education Dual Degree \$996 per course. If ten credits are taken in the nine-month academic year, the total is \$9,960. Courses worth 2 credits (summer language courses, summer supervised ministry) cost \$1,992. The total cost for 12 credits is \$11,952.

Master of Arts in Christian Education/Master of Social Work Dual Degree In this three-year program the first year is spent in residence at Union-PSCE. During this year, students pay Union-PSCE tuition and fees and are eligible to apply for Union-PSCE financial aid. For the second and third years, students pay tuition (either in-state or out-of-state, depending on legal residence) and fees

to VCU, and are eligible to apply for VCU financial aid.

Master of Divinity/Master of Social Work Dual Degree In this four-year program, students are eligible for financial aid for courses taken at Union-PSCE. During the first two years, students pay Union-PSCE tuition and other fees. The third and fourth years are VCU residency years. During these years, students pay VCU tuition (either in-state or out-of-state, depending on legal residence) and other fees, and are eligible to apply for VCU financial aid. Tuition is still paid to Union-PSCE for courses taken on our campus.

Doctor of Ministry \$1,036 per credit. Ten credits are required for the degree. D.Min. students are not eligible for financial aid.

Master of Theology and Doctor of Philosophy \$11,024 per year. Ph.D. students in their third year or later pay \$1,002 tuition each long term for one credit in dissertation research and writing for a total of \$2,004 per year.

The Th.M. degree is designed to be completed in one nine-month academic year. Students in this program are charged tuition at the yearly rate listed above. Depending on the number of credits completed, Th.M. students who receive permission to extend their program beyond one year pay a continuation fee of \$1,002 for each fall term and each spring term until all degree requirements are completed.

FEES

Student Activities Fee.

All full-time students will be charged \$200 per year. Part-time stu-

dents, including doctoral level students after the first two years in residence, will be charged \$76 per year. ECP and D.Min. students will be charged \$13 per course.

Late Registration Fee.

This \$60 fee applies to registrations received after the date shown on student registration forms.

Payment of the fee should be made to the Union-PSCE Business Office.

Health Insurance.

All full-time students and international exchange students are required to carry health insurance. A health insurance plan is available through the Student Life Office. The cost of this policy for 2007-2008 is \$190 per month for single students, and \$514 per month for a family.

Graduation Fee.

\$125 per degree for M.Div., M.A.C.E., M.A.T.S., D.Min., Ed.D., Th.M., and Ph.D. students. The fee for M.Div./M.A.C.E. degree students is \$150, reflecting the two degrees earned.

Directed Study Fee.

There is a \$60 fee for all directed studies submitted after the first day of the term for which they are to be registered. Directed studies submitted after the end of the drop/add period of a term will, except in the case of a graduating senior's final term, be registered for the following term (summer excluded) though the work may be done prior to that with the professor's permission. An additional \$100 honorarium fee is charged to students who are given permission to do directed studies with adjunct faculty members.

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

There is a \$100 fee for each by-pass, advanced-standing, or proficiency examination.

Dissertation Fee \$480.

Applicable only in the final year of the Ph.D. and Ed.D. programs.

HOUSING

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

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

Housing deposit for new students is \$50. Damage deposit (escrow) equals one month's rent. Key deposit is \$10 per key.

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

One-bedroom (per month)

Minimum \$488 Maximum \$660

Two-bedroom (per month)

Minimum \$556 Maximum \$748

Three-bedroom (per month)

Minimum \$612 Maximum \$860

Four-bedroom (per month) \$944

Dormitory rates range from \$244 to \$288 per month, depending on size, location, and bathroom facilities.

Pets

Union-PSCE permits pets in some areas of Rice apartments. Permitted

pets include only dogs or cats weighing no more than 35 pounds. There is a one-time, non-refundable pet fee of \$250 and a \$10 increase in rent for those apartments where pets are kept. Please see the Pet Policy in the student handbook for details.

LUNCH PLAN

Participation

Degree students who are dormitory residents must participate in the meal plan. Changes in lunch plan arrangements may be made only at the end of the term. Credit is allowed when the Business Office receives written notification about a student's change in dormitory or dining hall status. Decisions about special exceptions will be made by the dean of students in consultation with the Dining Hall Services Committee.

Exemptions

Dormitory students are granted exemptions from participating in the meal plan only for medical reasons, and a physician's letter must be submitted to the dean of students. A consultation with the director of food services is required to determine whether or not a special diet can be accommodated.

Cost

Because of fluctuations in food costs and in other overhead expenses, meal costs are subject to change at the beginning of each term. For the 2007-2008 academic year, students will pay a basic fee of \$988 for the nine-month academic year. Lunch with options from soup and cold bars to full course meals will be available. This plan includes lunch Monday through Friday. No food service is provided on Saturday or Sunday or during Thanksgiving,

Christmas, or spring breaks. Students need to budget the costs of meals during these times. Board fees should be paid on the first day of the fall and spring terms.

BOOKS

The seminary does not bill for books as the on-campus bookstore is operated by the non-profit Cokesbury Book Stores. The cost of books varies by the number and types of courses taken. An allowance of up to \$1,200 per year is used for full-time students for financial aid administration purposes.

7. Admission

Union-PSCE invites prospective students to apply for admission to any of its degree programs. Applications for all degree programs are available online and from the Office of Admissions. The toll-free number for long distance callers is 1-800-229-2990. For local callers the number is (804) 355-0671. The e-mail address is *admissions@union-psce.edu*; our web site is *www.union-psce.edu*. To communicate by mail, the address is: Office of Admissions, Union-PSCE, 3401 Brook Road, Richmond, VA 23227.

When requesting application materials, specify the degree program for which you intend to apply.

For information on financial aid, please see chapter 8.

CAMPUS VISITS

Union-PSCE strongly recommends that all prospective students visit the campus as part of the application process. Interviews with members of the faculty and conversations with students and administrators are extremely helpful.

Individual Campus Visits

To arrange an individual campus visit in **Richmond, VA**, please call the Admissions office at 1-800-229-22990 or 804-278-4221.

To arrange a visit for the campus in **Charlotte, NC**, please call 704-337-2450.

Weekends to Inquire

Union-PSCE sponsors four week-end events annually for prospective students who are considering the masters level programs. Current seminary students, faculty members, and

Weekend to Inquire Dates

Richmond
(M.Div., M.A.C.E.,
M.A.T.S., M.Div./M.A.C.E.,
M.Div./M.S.W.)

November 8-11, 2007
March 6-9, 2008
November 13-16, 2008
March 5-8, 2009
November 12-15, 2009

Charlotte
(M.Div., M.A.C.E.,
M.Div./M.A.C.E.)

October 26-27, 2007
February 29-March 1, 2008
October 24-25, 2008
February 27-28, 2009
October 23-24, 2009

staff help to prepare these weekend events which include worship, faculty interviews, class visits, and a workshop on God's call. There are presentations on degree programs, financial aid and scholarships, as well as informal conversations, campus tours, good food, and free time. You may register on our website (union-psce.edu/academics/visits) or by phone in Richmond (800-229-2990 or 804-278-4221) or in Charlotte (704-337-2450).

INTERNATIONAL APPLICANTS

Replaces pp. 7-2-7-3 under All Degrees in Academic Catalog 2006-2008:

All Degrees

English Language Proficiency

International students who do not speak, write, and read English as their first language are required to submit scores from the Test of English as a Foreign Language (TOEFL) with minimum scores as follows:

TOEFL — 213 (computer-based test)

Essay rating — 4.0 (computer-based)

TOEFL — 79.0-80.0 (internet)

International students with a minimum four years of study in an English-speaking institution at the bachelor's level or above are exempt.

Union-PSCE offers a two-week English as Second Language (ESL) course in August and may require international students for whom English is not the primary language to participate in this learning opportunity.

Test information may be secured from TOEFL/Educational Testing Services, P. O. Box 6151, Princeton, NJ 08541-6151 U.S.A (www.ets.org/toefl).

Finances

Union-PSCE does not have sufficient funds to pay for all expenses of international students. Students who are admitted and qualified for need-based financial aid receive funds to pay up to 75% of tuition.

We encourage M.A.C.E., M.Div., and M.Div./M.A.C.E. applicants from churches in partnership with the Presbyterian Church (U.S.A.) to apply for a grant from the Office of Global Education and International Leadership Development in Louisville, KY. The deadline to apply is January 15. Applicants must have the endorsement of their denomination to do so.

Financial aid will not cover travel or living expenses. We estimate living expenses at \$18,500 for 12 months for a single student, and \$25,000 for 12 months for a married student with no children. All international students and their families are required to have health insurance through a company approved by Union-PSCE. The 2006-2007 cost for a single student for one year is \$2,280; for a student and family, \$6,168. Estimated costs for health insurance may rise as much as 25 percent per year. Contact the Office of Financial Aid for detailed information.

MAKING APPLICATION

Replaces pp. 7-3-7-4 under Application Procedures in Academic Catalog 2006-2008:

Basic Degree Programs Application Procedures

Ordinarily admissions decisions and merit awards are announced after March 15. After March 15, applications will be considered on a space-available basis. To be guaranteed consideration for merit aid on the Richmond campus, applications must be completed by March 15.

The admissions director and admissions committee reserve the right to contact all references to request further information, to contact the pastor of the home church listed in the application, to request the applicant to supply names of additional references, or to contact additional sources of information, such as knowledgeable persons in an applicant's presbytery.

For a list of the required items for a complete application, see p. 77.

Students admitted to Union-PSCE must provide a final official transcript from their undergraduate school which shows the date of graduation and the degree conferred. Those who do not comply with this policy may not enroll.

Replaces first paragraph under Admission Criteria on p. 7-4 in Academic Catalog 2006-2008:

Admission Criteria

The prerequisite for admission to the basic degree programs is a bachelor's degree, or its equivalent, from a college or university accredited by one of the nationally-recognized regional accrediting agencies or the international equivalent. In exceptional cases mature students with demonstrated potential for ministry can be admitted to the M.A.C.E. and M.Div. programs without an undergraduate degree.

BASIC DEGREES

Replaces paragraph under M.A.C.E./M.S.W. Program on p. 7-7 in Academic Catalog 2006-2008:

M.A.C.E./M.S.W. Program

Application must be made to Union-PSCE and the Virginia Commonwealth University graduate School of Social Work separately. Acceptance into one of the programs does not guarantee acceptance into the other. In addition to the criteria listed on pp. 77-79, a qualified applicant should demonstrate interest in and commitment to Christian social service. Application to VCU should be made to Virginia Commonwealth University School of Graduate Studies, Richmond, VA 23298-0568. Information and application forms for VCU are available from University Enrollment Services, Virginia Commonwealth University, 821 West Franklin Street, Richmond, VA 23284. The website address for VCU's School of Social Work is www.vcu.edu/slwweb/

For a list of the required items for a complete application, see p. 77.

ADVANCED DEGREES

Replaces last paragraph under Doctor of Ministry on p. 7-10 in 2006-2008 Academic Catalog:

Doctor of Ministry

Union-PSCE offers no financial aid for students in the D.Min. program. Please note that students in the small church track pay half tuition. For a list of the required items to complete an application, see p. 7-14 of the 2006-2008 Academic Catalog.

NON-DEGREE CONDITIONAL ENROLLMENT

The Admissions Committee may consider applicants for the Master of Divinity degree who do not meet the full requirements for admission into a degree program. The Committee make the decision on applicants who will be offered conditional enrollment. Applicants whose goal is the Master of Divinity degree should indicate this on the application and not select the Limited Enrollment category.

While Conditional Enrollment applicants accepted by the Admissions Committee would not be admitted to a degree program initially, they will be allowed to enroll in courses for a period of evaluation.

After completing a minimum of six and not more than ten credits, the student applies for admission to the Master of Divinity degree program. Upon receipt of updated application materials, the Admissions Committee will review the student's Union-PSCE academic record and all materials in the admissions file to determine admissibility of the student to a degree-seeking program.

Correction to table on p. 7-12 of the 2006-2008 Academic Catalog:

REQUIREMENTS FOR APPLICATION

All Students	M.A.C.E. M.A.T.S.	M.Div.	M.Div./ M.A.C.E.	M.Div./ M.S.W.	M.A.C.E./ M.S.W.	LE ¹
Prerequisites - Education	B.A./B.S. ²	B.A./B.S. ²	B.A./B.S. ²	B.A./B.S. ²	B.A./B.S. ²	B.A./B.S. ²
Completed Application	Yes	Yes	Yes	Yes	Yes	Yes
Application Fee (\$60 non-refundable)	Yes	Yes	Yes	Yes	Yes	Yes
References	Three ³	Three ³	Three ³	Three ³	Three ³	Two ⁴
Two Essays (800 words max.) ⁵	Yes	Yes	Yes	Yes	Yes	No ⁶
Official Transcripts ⁷	Yes	Yes	Yes	Yes	Yes	Yes
Letter of Acknowledgment ⁸	Some ⁸	Yes ⁸	Yes ⁸	Yes ⁸	Some ⁸	No
Application deadlines ¹³ : for Summer Term ⁹ for Fall Term ⁹ for Fall Term ECP ¹⁰ for Spring Term for Spring Term ECP ¹⁰	n/a March 15 Sept. 1 Dec. 1 Mar. 1	March 15 March 15 n/a Dec. 1 n/a	March 15 March 15 n/a Dec. 1 n/a	March 15 March 15 n/a Dec. 1 n/a	n/a March 15 Sept. 1 Dec.1 Mar. 1	March 15 March 15 Sept. 1 Dec. 1 Mar. 1
International students¹¹ May apply?	Yes	Yes	Yes	Yes ¹²	Yes ¹²	No
Endorsement ⁸	Yes	No	Yes	No	Yes	n/a
TOEFL ¹¹	550/213	550/213	550/213	550/213	550/213	n/a
TWE ¹¹ or Essay	4.0	4.0	4.0	4.0	4.0	n/a
Deadline to apply	Dec. 1	Dec. 1	Dec. 1	Dec. 1	Dec. 1	n/a
To enter ¹³	Fall	Fall	Fall	Fall	Fall	Fall

Transfers from another theological school must follow the application procedures for the degree they plan to pursue. Actual course credits that transfer are at the discretion of the dean. See p. 7-5 and pp. 7-6–7-7 of the 2006-2008 Academic Catalog for details.

Notes:

- Limited Enrollment (LE) is for non-degree students. Students ordinarily take courses in the M.A.C.E. or M.Div. curriculum. LE students may take a maximum of four courses. A maximum of four courses taken under LE status may be counted toward a degree.
- Required is a bachelor's degree, or its equivalent, from a college or university accredited by one of the nationally-recognized regional accrediting agencies, or the international equivalent. The degree ordinarily will include 6 semester hours in English grammar and composition, plus twelve semes-

- ters hours in other liberal arts subjects (e.g., philosophy, literature, psychology, history, political science, religion). In exceptional cases, mature students with demonstrated potential for ministry can be admitted to the M.A.C.E. and M.Div. programs without an undergraduate degree.
3. Three references who can comment on the applicant's qualifications for graduate theological study and potential for service as a church professional, including at least one pastor or church educator, and at least one professor or employment reference.
 4. LE applicants need two references who can speak to the student's ability to do graduate theological study.
 5. Please write **two** brief essays that introduce you to the Admissions Committee.
 - a. Write a 500-800 word essay on **one** of the following:
 - (1) Describe your reasons for pursuing theological education, your perceptions of your gifts for service in the church and the world, and your thoughts about areas for further growth.
 - (2) Think about an experience or event in your life that challenged your faith, and about an experience or event that deepened your faith. Briefly describe these experiences or events, and reflect on the ways your faith has grown because of them.
 - b. Write a 500-800 word essay on **one** of the following:
 - (1) Select a book that has had a significant impact on your thinking and believing and discuss how it informs your understanding of Christian faith.
 - (2) In light of Jesus' parable of the rich man and Lazarus (Luke 16:19-31), what role, if any, do you think the judgment of God plays in the gospel of grace?
 6. Limited Enrollment applicants must submit only a statement of the courses they wish to take, and the reasons for taking them.
 7. Applicants must have an original transcript showing courses and grades sent directly from each accredited four-year college or university they have attended. A final transcript showing a bachelor's degree and the date conferred must be on file before a student may enroll.
 8. M.Div. applicants must ordinarily submit a Letter of Acknowledgment signed by the person, committee or other entity responsible for the process of ordaining ministers in their denomination. M.A.C.E. applicants from other countries only must include a letter from a denominational official indicating endorsement of their study in the U.S.
 9. After March 15, applications are considered on a space-available basis.
 10. M.A.C.E. courses only are offered during Extended Campus Program (ECP) sessions. See pp. 23-24.
 11. Union-PSCE seeks to admit those international students who plan to serve the global church. All applicants from other countries must cover their own living expenses at minimum. They must submit a Certification of Finances form with bank statements showing available funds from each source of assistance. International students who do not speak, write, and read English as their first language are required to submit scores from the TOEFL. Union-PSCE may also require some admitted applicants to participate in a two-week summer course in English as a Second Language (ESL). International students with a minimum of four years of study in an English-speaking insti-

tution at the bachelor's level or above are not required to submit TOEFL and TWE or essay scores. The minimum scores are 213 (computer-based) or 79-80 (internet); on the TWE or essay; 4.0. See p. 74 for a full description of requirements for international applicants.

12. International students new to Union-PSCE must apply separately to Virginia Commonwealth University for admission and financial aid for VCU's portion of the program. See p. 37-38.

13. Union-PSCE seeks to admit those international students who plan to serve the global church. All applicants from other countries must cover their own living expenses at minimum.

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

Correction to table on p. 7-14 of the 2006-2008 Academic Catalog:

REQUIREMENTS FOR APPLICATION

International Students¹³			
May apply?	Yes	Yes	Yes
TOEFL	213/79	213/79	213/79
TWE or Essay	4.0	4.0	4.0
May apply for need-based financial aid?	No	No	No

8. Financial Assistance for Students

NEED-BASED GRANTS

Replaces p. 8-2, bulleted list under Student Eligibility and Application Process in Academic Catalog 2006-2008

Need-based grants are available to qualified students in certain professional degree programs if they apply and are admitted by the Friday before Memorial Day.

- Students in the M.A.C.E., M.Div., M.Div./M.A.C.E., M.Div./M.S.W., and M.A.C.E./M.S.W. programs are eligible to apply for Union-PSCE need-based grants.
- Students enrolled in the Ph.D., D.Min., Th.M., and M.A.T.S. programs are not eligible for Union-PSCE need-based grants.
- Recipients must be full-time students, making satisfactory progress in their degree program, and not be in default on previous student loans.
- Eligible students must submit the *Union-PSCE Application for Need-Based Financial Aid* and be admitted before the Friday before Memorial Day. **Applications received after the deadline will not be considered.**
- Need-based grant recipients must re-apply and re-qualify each year.
- Prospective students may submit the financial aid application between February 1 and the Friday before Memorial Day. The application is available on the seminary website in late January. **For best consideration,**

applicants should be admitted and apply for aid by March 15.

- Returning students are provided aid applications in early April. For best considerations returning students should apply by mid-May. Applications will be accepted up to 5 p.m. on the Friday before Memorial Day.

MERIT AWARDS

Corrections to pp. 8-5 – 8-6 of the 2006-2008 Academic Catalog:

Friends and Presidential Fellowships

Friends and Presidential Fellowships are available to qualified applicants in the M.A.C.E., M.Div. or one of their dual degree programs. These fellowships are made possible by members of the Presbyterian Church (U.S.A.) who are interested in Union-PSCE students and support them with prayers and gifts. The amounts range from \$1,000 to \$22,500. The awards are based upon each applicant's previous academic performance, experience in the church, and promise for usefulness in ministry. Some students receiving Friends or Presidential Fellowships are also eligible to receive need-based financial aid.

Samuel W. and Margaret Morris Newell Scholarship

The Newell Scholar must enroll in the M.Div. program or one of its dual programs. The Newell Scholarship typically provides \$20,000 per year. It is renewable for up to two years. Highest priority is given to members of the Presbyterian Church (U.S.A.). Ordinarily, a new award will be made every three years.

Joseph & Laura Mae Stebbins Memorial Fund

The Stebbins Scholarship provides up to \$20,000 per year for an outstanding student in the M.A.C.E. program and is renewable once for the second year of the program. The recipients are normally not eligible for need-based aid.

James G. and Martha W. Tinsley-Margaret Tinsley Moncure Scholarship

The Tinsley-Moncure Scholarship provides up to \$9,500 for a student in the M.Div. program or one of its dual programs. The recipient may be eligible to apply for additional need-based aid. The scholarship is renewable for up to two years.

CHARLOTTE MATCHING GRANT

The only form of financial assistance for students on the Charlotte campus is the "Matching Grant." A student is eligible to apply for a matching grant if the student is (a) enrolled in a degree program (M.Div., M.A.C.E., or Dual) at Union-PSCE at Charlotte, and (b) taking two courses during a particular term. If the student pays 1/3rd of the tuition for the two courses, and his or her church or ecclesiastical governing body pays 1/3rd, then the seminary will match with the final 1/3rd. The matching grant covers tuition expenses only and has to be applied for each term.

Correction to table on p. 8-9 of the Academic Catalog:

AID ELIGIBILITY BY DEGREE PROGRAM – RICHMOND CAMPUS⁹

	Basic Degrees						Advanced Degrees	
	M.Div.	M.A.C.E.	M.Div./ M.A.C.E.	M.A.C.E./ M.S.W.	M.Div./ M.S.W.	M.A.T.S.	Th.M.	Ph.D.
Union-PSCE Need-Based Aid								
Typical Award per Year:								
Presbyterian	100% Tuition	100% Tuition	100% Tuition	100% Tuition	100% Tuition	N/A	N/A	N/A
Non-Presbyterian	75% Tuition	75% Tuition	75% Tuition	75% Tuition	75% Tuition	N/A	N/A	N/A
Usual Eligibility in Years	Up to 4 ¹	Up to 3 ¹	Up to 5 ¹	1 ¹	Up to 3 ¹	N/A	N/A	N/A
Max. Eligibility in Course Credits	Up to 32 ²	Up to 20	Up to 40 ²	Up to 10 ³	Up to 24 ^{2,3}	N/A	N/A	N/A
Union-PSCE Merit-Based Aid								
Typical Award per Year:	\$1,000-\$3,000	\$1,000-\$3,000	\$1,000-\$3,000	\$1,000-\$3,000	\$1,000-\$3,000	\$1,000-\$3,000	50% Tuition	Varies ⁴
Minimum Award per Year	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	50% Tuition	Varies ⁴
Maximum Award per Year	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$5,000	50% Tuition	\$23,000
Maximum Eligibility in Years	Up to 3 ⁵	Up to 2 ⁵	Up to 3 ^{5,6}	1 ³	Up to 2 ^{3,5}	Up to 2 ⁵	2 ⁵	Up to 4 ⁵
Federal Stafford Loan								
Minimum Award per Year	\$200	\$200	\$200	\$200	\$200	\$200	\$200	\$200
Maximum Award per Year ⁴	\$20,500 ⁷	\$20,500 ⁷	\$20,500 ⁷	\$20,500 ⁷	\$20,500 ⁷	\$20,500 ⁷	\$20,500 ⁷	\$20,500 ⁷
Maximum Eligibility in Years	Up to 4 ⁸	Up to 3 ⁸	5 ⁸	1 ⁸	Up to 3 ⁸	Up to 3 ⁸	2 ⁸	7 ⁸

Notes:

1. Need-based aid recipients who enter Union-PSCE with regular academic standing are expected to complete their programs in the usual time frames. Students may appeal and be permitted additional time if there are mitigating circumstances. Recipients who enter with advanced academic standing have a shorter period of eligibility. The reduced time frame for advanced standing students varies according to the number of credits required for their Union-PSCE degree program.
2. Students participating in a Student-in-Ministry year or a Union-PSCE Exchange Program may be eligible for an additional four course credits of aid.
3. M.A.C.E./M.S.W. and M.Div./M.S.W. students apply to Virginia Commonwealth University for financial aid during their final years of study.
4. Awards for Ph.D. students in the first two years of study are generally from \$12,000 to \$16,000. Awards for Ph.D. students in years three and four are reduced in accordance with the reduction from regular tuition to continuation tuition and are tied to either a research or a teaching assistant position.
5. See pages 8-5 and 8-6 of the *Academic Catalog 2006-2008* for renewal criteria for advanced degree and for basic degree merit-based aid. Also, Th.M. students may receive no more than the equivalent of nine months of full-time aid regardless of how long they take to complete their degree program.
6. Carlson, Preyer, Prickett, Richardson Scholarship, Jerold D. and Jane L. Shelter Scholarship, and R. Jackson Sadler Scholarship recipients may receive their merit-based awards for up to four years.
7. Federal regulations govern this loan program. Loan recipients may not receive loan assistance that exceeds either their demonstrated financial need or their allowable cost of attendance.
8. Stafford Loan recipients who enter Union-PSCE with regular academic standing are expected to complete their programs in the usual time frames. Students may appeal and be permitted additional time if there are mitigating circumstances. Loan recipients who enter with advanced academic standing have a shorter period of eligibility. The reduced time frame for advanced standing students varies according to the number credits required for a Union-PSCE degree program.
9. The information reflects current policies and practices and is subject to change.

*Corrections to p. B-3 of the 2006-2008
Academic Catalog:*

Driving to Union-PSCE at Charlotte

Driving south on Interstate 85 from Greensboro, take I-77 (south) exit. Off of I-77, take Exit 6A (Woodlawn Road/Queens University of Charlotte). Once you cross Park Road, go to the second traffic signal and turn left onto Selwyn Avenue. Go approximately one mile until crossing Wellesley Avenue. Union-PSCE at Charlotte is located on the campus of Queens University of Charlotte, North Carolina on the second floor of Jernigan Center. Park in the visitor semi-circle parking lot or on the street.

Driving north on Interstate 85 from South Carolina or driving south from the airport, take Exit 33 (Billy Graham Parkway). This turns into Woodlawn Road. Once you cross Park Road, go to the second traffic signal and turn left onto Selwyn Avenue. Go approximately one mile until crossing Wellesley Avenue. Union-PSCE at Charlotte is located on the campus of Queens University of Charlotte, North Carolina on the second floor of Jernigan Center. Park in the visitor semi-circle parking lot or on the street.

Driving west on US 74 from Monroe, turn left on Sharon Amity. Turn right on Providence Road. At the third traffic light after Wendover Road, turn left onto Queens Road. Queens Road turns into Selwyn Avenue at the first traffic signal.

Union-PSCE at Charlotte is located on the campus of Queens University of Charlotte, North Carolina on the second floor of Jernigan Center. Park in the visitor semi-circle parking lot or on the street.