



Academic Catalog 2009-2010



Union Theological Seminary and
Presbyterian School of Christian Education

The regulations, requirements, and general information included in this document are official for the 2009-2010 academic year.

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

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

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

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Academic Calendar

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RICHMOND CAMPUS 2009-2010

Summer Term 2009

D. Min. Seminar III	June 1-12
German Language Course for Graduate Study	June 1-26
Extended Campus Program Summer Session	June 15-25
Summer Language School:	
Elementary New Testament Greek	July 6-August 21
Elementary Biblical Hebrew	July 6-August 21
Language and Culture Immersion for New International Students	August 17-September 4

Fall Term 2009

Orientation of new students (Wed-Thurs)	September 9-10
Retreat for new and continuing students (Fri)	September 11
Classes begin (Mon)	September 14
Opening Convocation 198th Session	September 16
Fall Recess (Mon-Tues)	October 26-27
Thanksgiving Recess	November 23-27
Makeup days for October 26-27	December 14-15
Classes end (Tues)	December 15
Reading Day	December 16
Examination days (Thurs-Fri)	December 17-18
Term ends after examinations	December 18

January Term 2010

Classes begin (Mon)	January 4
Extended Campus Program Winter Session (<i>on-campus component</i>)	January 11-19
Martin Luther King, Jr. Day (no classes)	January 18
Term ends after classes (Thurs)	January 21

Spring Term 2010

Classes begin (Mon)	January 25
Spring Break	March 29-April 2
Classes end (Fri)	April 23
Reading Day (Mon)	April 26
Examination days (Tues-Thurs)	April 27-29
Terms ends after examinations	April 29
Sprunt Lectures	May 3-5
Interlude (no classes)	May 6-7

May Term 2010

Classes begin (Mon)	May 10
Classes end (Wed)	May 26

COMMENCEMENT 2010 **May 29**

Summer Term 2010

D. Min. Seminar III	June 7-18
Extended Campus Program Spring Session (<i>on-campus component</i>)	June 14-22

Extended Campus Program Summer Intensive Session (<i>on-campus component</i>)	August 2-6
Summer Language School:	
Elementary Biblical Hebrew	July 6-August 20
Elementary New Testament Greek (at BTSR)	July 6-August 20
Language and Culture Immersion	August 16-September 3

CHARLOTTE CAMPUS 2009-2010

Summer Term 2009

Pre-registration	February 27
Registration ends	March 14
Classes begin	May 1
Drop/add deadline	May 16
Withdraw deadline	June 13
Summer Recess	July 3-4
Term ends after examinations	July 25

Fall Term 2009

Pre-registration	June 12
Registration ends	June 27
New student pre-registration	June 29
New student registration ends	August 29
Orientation	September 9
Classes begin	September 11
Fall Convocation	September 18
Drop/add deadline	October 3
Fall Recess	October 16-17
Open House	October 24
Withdraw deadline	October 31
Thanksgiving Recess	November 26-27
Term ends after examinations	December 12

Spring Term 2010

Pre-registration	October 30
Registration ends	November 14
Classes begin	January 8
Drop/add deadline	January 30
Weekend to Inquire	February 26-27
Withdraw Deadline	February 27
Term ends after examinations	March 27

CHARLOTTE COMMENCEMENT 2010 April 24

Summer Term 2010

Pre-registration	February 26
Registration ends	March 13
Classes begin	April 30
Drop/add deadline	May 22
Withdraw deadline	June 26
Summer Recess	July 2-3
Term ends after examinations	July 24

EXTENDED CAMPUS PROGRAM 2009-2010

Fall 2009-10

- At-home session begins October 12
- No assignments due December 21- January 4
- On-campus session January 11-19
- Final Papers due February 1

Spring 2010

- At-home session begins April 5
- On-campus session June 14-22
- Final papers due July 1

Summer 2010 Intensive Term

- At-home begins July 5
- On-campus session August 2-6
- Final papers due August 21

Information regarding registration policies and deadlines can be found online in the registrar’s section of the Union-PSCE website at www.union-psce.edu/current/index.php. Students who do not have internet access should call the Office of the Registrar (804) 278-4233 and request that this information be mailed to them.

The Mission of Union Theological Seminary & Presbyterian School of Christian Education

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

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

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

ACCREDITATION

Union Theological Seminary and Presbyterian School of Christian Education is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone: 404-679-4501) to award M.A.C.E., M.A.T.S., M.Div., Th.M., Ph.D., and D.Min. degrees. The school is also accredited by the Association of Theological Schools in the United States and Canada. The accreditation status of the institution is published in Bulletin 47, Part 2:B, Membership List, of The Association of Theological Schools. In 2005 Union-PSCE received full site accreditation for its programs in Charlotte, NC.

Union-PSCE, Richmond, is fully accredited by the University Senate of the United Methodist Church for the instruction of United Methodist students who seek to be pastors. Documents describing the accreditation status of Union-PSCE are available for review in the offices of the deans of the seminary.

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

I. Overview

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.

Beginning with the 2009-10 academic year, Union-PSCE has discontinued admission of students to the M.A.T.S. and D.Min., and to the M.A.C.E./M.S.W. and M.Div./M.S.W. dual degree programs. Admission to the Ph.D. program has been temporarily suspended for 2009-10 and 2010-11, and will be resumed when curricular revision, faculty deployment, and institutional resources permit.

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

Union-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 program. Classes in Charlotte are held on the campus of Queens University.

VOCATIONAL PLANNING

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

FINANCIAL ASSISTANCE FOR STUDENTS

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

LIBRARY RESOURCES

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

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

Students on the Charlotte campus have access to the electronic resources available through the William Smith Morton Library in Richmond. This connection adds depth and breadth to the collection available at Everett Library on the campus of Queens University of Charlotte.

Everett library contains 160,000 volumes with over 14,000 of those volumes specifically dedicated to theological education and research of Union-PSCE at Charlotte students and faculty. There are a number of state-of-the-art computers in the library and several laptop computers that can be checked out and used in the library. Everett Library's catalog is available online and there are also several additional theological and academic electronic databases available for student and faculty use. Many of the electronic databases can be accessed by password from an off-site home or office computer, including the many databases offered in Richmond.

Everett Library also provides an electronic reserve program that lists the course materials on reserve in the library and also allows students to access full-text reserve material from a computer that is on or off campus.

Union-PSCE at Charlotte is a member of the Charlotte Theological Library Consortium. Members of this consortium are Gordon-Conwell Theological Seminary (Charlotte), Reformed Theological Seminary (Charlotte), Southern Evangelical Seminary (Charlotte), New Life Seminary (Charlotte), Hood Theological Seminary (Salisbury), and Carolina Evangelical Divinity School (High Point). Each of these theological schools makes a distinctive contribution to the total collection of the consortium and each participant's library is available to students of Union-PSCE at Charlotte. Information for each library can be found at www.atla.com/ctlc/ctlc.html.

RICHMOND THEOLOGICAL CONSORTIUM (RTC)

Union-PSCE at Richmond is part of the Richmond Theological Consortium, which also includes the Samuel L. DeWitt Proctor School of Theology at Virginia Union University and the Baptist Theological Seminary at Richmond. The mix of racial, denominational, and professional characteristics in the three distinctive schools provides a rich context for education and preparation for ministry. Students at consortium schools may cross-register for courses at the other RTC institutions. Each institution maintains its own autonomy and grants its own degrees. For more information, contact BTSR at 804-355-8135, or STVU at 804-257-5715.

CENTER FOR MINISTRY AND LEADERSHIP DEVELOPMENT

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

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

Dr. Ken McFayden, professor of ministry and leadership development, is dean of the Center. For a schedule of planned events, please contact the Center at 804-278-4301 or visit the Union-PSCE website: www.union-psce.edu.

HISTORY

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

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

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

In the early years of Union's existence as a theological institution, the curriculum of the seminary was shaped along classical lines to ensure that clergy were competently trained in biblical exegesis, theology, church history, and pastoral studies. Under the extraordinary leadership of Walter W. Moore (president from 1904-1926), the seminary navigated a number of significant challenges, including the relocation (in 1898) from Hampden-Sydney College near Farmville, VA, to Richmond so that seminarians would be exposed to greater opportunities in Virginia's capital. It was also during Dr. Moore's presidency that the Sprunt Lectures were inaugurated (1911), and Schauffler Hall was erected (1919) as a new church development to aid students in their preparation for the practice of ministry. In 1996-97, Schauffler Hall was reconstructed to house the state-of-the-art William Smith Morton Library.

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

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

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

Union-PSCE at Charlotte

Union-PSCE's commitment to the church and society continues. Responding to the request of Presbyterian leaders in the Central Carolinas to create an extension of the seminary for qualified students who are unable to relocate to an existing theological institution, Union-PSCE at Charlotte was established on the campus of Queens University of Charlotte in February 2002. Full accreditation for the Charlotte program was received in May 2005.

FULL-TIME AND AFFILIATE FACULTY**Full-Time Faculty****Samuel L. Adams**

Assistant Professor of Old Testament
 Yale University, Ph.D.
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Samuel E. Balentine

Professor of Old Testament
 Oxford University, D. Phil.
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Brian K. Blount

President and Professor of New Testament in the Walter W. Moore and Charles E. S. Kraemer Presidential Chairs
 Emory University, Ph.D.
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Richard Boyce*

Associate Professor of Preaching and Pastoral Leadership
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E. Carson Brisson

Associate Dean for Academic Programs and Associate Professor of Biblical Languages
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Charles E. Brown

William B. Oglesby Professor of Pastoral Theology
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Katie Geneva Cannon

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Milton J Coalter

Library Director and William B. and Mildred L. Nivison Professor
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Dean of Union-PSCE at Charlotte and Professor of Theology
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Dawn DeVries

John Newton Thomas Professor of Systematic Theology
 University of Chicago Divinity School, Ph.D.
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Susan Fox

Director of Supervised Ministry and Vocational Planning and Professor of Supervised Ministry
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Frances Taylor Gench

Herbert Worth and Annie H. Jackson Professor of Biblical Interpretation
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Samuel K. Roberts

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Andreas Kurt Schuele

Aubrey L. Brooks Professor of Biblical Theology
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Rebecca Harden Weaver

John Q. Dickinson Professor of Church History
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Karen-Marie Yust

Associate Professor of Christian Education
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Beverly Ann Zink-Sawyer

Samuel W. Newell, Jr. Professor of Preaching and Worship
 Vanderbilt University, Ph.D.
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Affiliate Faculty**Cindy Kissel-Ito**

Affiliate Assistant Professor of Christian Education and Coordinator of Extended Campus, Educator Certification Initiative, and Portfolio-based Assessment Programs
 Union Theological Seminary and Presbyterian School of Christian Education, Ph.D.
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H. Carson Rhyne, Jr.

Affiliate Instructor in Presbyterian Polity
 Union Theological Seminary, M.Div.
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Sue Setzer*

Associate Director of Supervised Ministry and Vocational Planning and Affiliate Instructor of Christian Education
 Trinity Lutheran Seminary, M.A.L.M.
www.union-psce.edu/faculty_staff/adjunct.php

For current information on the faculty, including contact information and a complete listing of adjunct, visiting, and *emeritus/a* faculty members, please visit http://www.union-psce.edu/faculty_staff/index.php

ADMINISTRATIVE OFFICERS**Executive Staff**

President Brian K. Blount
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 and Chaplain Edna Jacobs Banes
Vice President for Finance and Administration Michael B. Cashwell
Vice President for Institutional Advancement vacant
Library Director and Director of Institutional Effectiveness Milton J Coalter
Dean of the Center for Ministry and Leadership Development Kenneth J. McFayden

Academic Affairs

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
Registrar Brenda Barrows

Library

Library Director Milton J Coalter

Supervised Ministry and Vocational Planning

Director of Supervised Ministry and Vocational Planning Susan Fox

Center for Ministry and Leadership Development

Dean of the Center for Ministry and Leadership Development Kenneth J. McFayden

Student Services

Dean of Students and Chaplain Edna Jacobs Banes
Director of Student Services Elsie P. Hackett

Admissions

Director of Admissions Brint Pratt Keyes

Financial Aid

Director of Financial Aid Michelle Walker

Administrative Services and Business Office

Vice President for Finance and Administration Michael B. Cashwell
Controller Patrick K. Coats

Operations and Physical Plant

Assistant Vice President for Operations Dennis D. Johnson
Director of Physical Plant Gene C. Peaco

Technology Services

Director of Technology Services John F. Wilson

Institutional Advancement

Vice President of Institutional Advancement vacant
Director of Development Kathy Erhardt
Senior Director of Philanthropy William E. Staples
Director of Advancement at Charlotte Susan G. Hickok

Institutional Effectiveness

Director of Institutional Effectiveness Milton J Coalter

For a current and complete listing of members of the administrative and support staff, including contact information, please visit http://www.union-psce.edu/faculty_staff/staff/index.php

BOARD OF TRUSTEES

Brian K. Blount, *Richmond, Virginia*
 Gary W. Charles, *Atlanta, Georgia*
 Lisa Thompson Cross, *Suffolk, Virginia*
 John Turley DeBevoise, *Tampa, Florida*
 Robert E. Dunham, *Chapel Hill, North Carolina*
 Steven Phillip Eason, *Charlotte, North Carolina*
 Alexander W. Evans, *Richmond, Virginia*
 James G. Ferguson, Jr., *Richmond, Virginia*
 Edward S. Finley, Jr., *Raleigh, North Carolina*
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 Arthur Ross III, *Raleigh, North Carolina*
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 Lillian James Smith, *Wilmington, North Carolina*
 Phyllis I. Supple, *Durham, North Carolina*
 Claire Welchman Trexler, *Charlotte, North Carolina*
 Robert F. Vagt, *Pittsburgh, Pennsylvania*
 Joyce MacKichan Walker, *Princeton, New Jersey*
 Lamar Williamson, Jr., *Montreat, North Carolina*

William A. White, Jr., *Life Trustee, Charlotte, North Carolina*
 William T. Thompson, III, *Life Trustee, Richmond, Virginia*

Mairi Renwick, *Spartanburg, South Carolina, Student Representative (Richmond campus)*
 Sam McFerran, *Summit, New Jersey, Student Representative (Richmond campus)*
 Noe Juarez, *Ayacucho, Peru, Student Representative (Charlotte campus)*

2. 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.

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. 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 additional prerequisites and criteria for admission, see [chapter 6](#).

Residency and Time Requirements

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

Advanced Standing

Students who have earned the M.Div. degree from an ATS-accredited institution within eight years of beginning the M.A.C.E. degree program at Union-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 academic dean or associate dean, will review the student's previous coursework in order to determine which courses from among the minimum of 10 required courses must be taken in the area of Christian Education. The appropriate academic dean or associate dean will determine which courses from other academic departments must also be taken.

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

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

Biblical Studies (3 credits)

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

Theology and Ethics (3 credits)

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

Education and Ministry (6 credits)

- The Christian Life (EDU166)
- Understanding Congregations and Agencies (EDU168)
- Group Process and 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 Supervised Ministry and Vocational Planning)

*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. With the approval of the associate dean for academic programs, students may transfer appropriate courses from other accredited institutions.

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

After having completed at least nine course credits in the M.A.C.E. program, the student will engage in a congregational or institutional internship setting. On the Richmond campus, this internship ordinarily occurs during the summer between the first and second year of study, although the course may also be taken in the fall and spring of one's last year. On the Charlotte campus, this internship may occur in any term or consecutive two terms after completion of at least nine credits. During this time of immersion in a ministry setting, the student will engage in educational ministry under supervision and will complete the requirements of FBL400, the required supervised ministry course for M.A.C.E. students. The director or associate director of supervised ministry provides guidelines for this program, including how to locate an appropriate setting, supervision, stipend, housing, and syllabus.

Each M.A.C.E. student shall participate in a portfolio-based assessment process, as described in the Student Handbook (www.union-psce.edu/current/handbooks/student/index.php). This assessment process provides structured opportunities that support intentional, reflective integration of the academic work of students with their personal, spiritual, and vocational formation.

M.A.C.E. at Charlotte

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

Extended Campus Program

The Extended Campus Program (ECP) provides a means for persons to pursue part-time graduate study in the M.A.C.E. program without relocating to Richmond or Charlotte. Courses available through the ECP fulfill the same requirements as courses offered in the full-time M.A.C.E. residential program. 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 three and a half 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.
- Expand vocational skills and knowledge in educational ministry.
- Fulfill course requirements approved for educator certification in the Presbyterian Church (U.S.A.). For certification information, contact the Educator Certification Council at the Presbyterian Church (U.S.A.) in Louisville, KY, at (502) 569-5751, or visit www.pcusa.org or www.apcenet.org. For information about the Educator Certification Initiative at Union-PSCE, which offers courses through the ECP for church educators seeking certification in the Presbyterian Church (U.S.A.), visit www.union-psce.edu/prospective/ecp/index.php.

Three ECP terms will be offered in 2009-2010: fall, spring, and summer. The fall term begins with nine weeks of study at home starting in October, continues with an 8-day period of classes on the Richmond campus in January, and may include submission of a final project or paper. The spring term begins with study at home for a nine-week period from April to June, continues with classes on the Richmond campus for an 8-day period in June, and may include submission of a final project or paper. The summer intensive term begins with four weeks of study at home in July, continues with classes on the Richmond campus for a 5-day period in early August, and may include submission of a final project or paper. Attendance at all class sessions of the on-campus periods in January, June, and August is required of all students enrolled in classes each term.

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

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

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

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

A list of ECP tentative course offerings is available at www.union-psce.edu/current/ecp/courses/index.php. See chapter 6 for admission procedures. ECP students are not eligible for institutional financial aid (see chapter 7).

Master of Arts (Theological Studies) (M.A.T.S.)

Admission to the Master of Arts (Theological Studies) has been discontinued. Current students should consult the academic catalog in effect in the year of their matriculation for specific degree requirements.

Master of Divinity (M.Div.)

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

- Students come to seminary in search of knowledge, skills for ministry, and a profound experience in community of the gospel's liberating power.
- The Union-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 6](#).

Residency and Time Requirements

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

Advanced Standing

Students who have earned the M.A.C.E. degree or its equivalent from an ATS-accredited institution within eight years of beginning the M.Div. degree program at Union-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. Ordinarily, basic courses are 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. (Union-PSCE collaborates with Baptist Theological Seminary at Richmond to offer the biblical languages each summer.) 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 \$150. Successful completion of the exam(s) does not earn academic credit, but will allow the student to bypass these courses in the curriculum. A student who has completed at least one year of either or both languages (with grades of B or above) not more than two years before enrolling in Union-PSCE may request that the proficiency exam(s) and required Greek or Hebrew courses 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 earned if the student is exempted from the required language course(s). The student is still required to complete 32 credits to earn the M.Div. degree. A student who fails a proficiency exam in either language for a second time will be dismissed from Union-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. Examples of non-parish settings include but are not limited to homeless shelters, nursing homes, camps, social agencies, prisons, and chaplaincy or Clinical Pastoral Education (CPE). SIM students are not required to earn supervised ministry credits in two different settings.

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

The 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 of the Office of Supervised Ministry and Vocational Planning. Successful completion of a SIM year earns four supervised ministry credits, which fulfills all supervised ministry requirements for the M.Div. degree.

2) *Summer Supervised Ministry*

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

3) *Academic-year Supervised Ministry*

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

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

Elective Courses

Electives are designed to enhance knowledge and skills in various fields. Some build upon basic courses and others introduce additional areas of learning.

Intercultural Study Opportunities

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

Directed Studies

Students may plan and carry out 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. Any request to substitute a Directed Study for a course otherwise offered in the Union-PSCE curriculum must be approved in advance by the academic programs committee.

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

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

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

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

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

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

M.Div. at Charlotte

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

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

Union 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 on the Richmond campus, or seven years on the Charlotte campus. With the written permission of the associate dean for academic programs or the dean of Union-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 6](#).

Advising

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

Academic Program

Requirements for Graduation

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

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

Required Courses (28 credits)

Courses are required in the following areas:

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

Biblical Languages (4 credits):

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

Biblical Studies (5 credits):

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

Theology, Ethics, and History (6 credits)

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

Practical Theology/Education and Ministry (9 credits)

- The Christian Life (EDU166)
- Understanding Congregations and Agencies (EDU168)
- 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 Supervised Ministry and Vocational Planning must approve all supervised ministry courses in advance.

Elective Courses (12 credits)

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

Portfolio-based assessment process

Total 40 credits

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

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

Master of Arts in Christian Education/Master of Social Work (M.A.C.E./M.S.W.)

Admission to the Master of Arts in Christian Education/Master of Social Work dual degree program has been discontinued. Current students should consult the academic catalog in effect in the year of their matriculation for specific degree requirements.

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

Admission to the Master of Divinity/Master of Social Work dual degree program has been discontinued. Current students should consult the academic catalog in effect in the year of their matriculation for specific degree requirements.

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; and Theology and Ethics.

Th.M studies are coordinated by the associate dean for academic programs and the academic programs 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.

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, with the approval of the student's advisor, from appropriate basic-degree electives and from graduate seminars.

Advising

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

Research Paper

A candidate's Th.M. research paper, or previously approved equivalent, must be submitted by May 15 and deemed successful by the faculty supervisor and a second reader appointed by the candidate's department, and an oral examination must be successfully completed 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. The oral examination conducted by the candidate's advisor and second reader will address the completed project and the candidate's primary research specialization in the program.

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 granting of a one-year extension of the program upon written request from the candidate to the associate dean for academic programs. The associate dean will act on the request after consulting with the student's faculty advisor. In such cases, a continuation fee will be charged.

Doctor of Ministry (D.Min.)

Admission to the Doctor of Ministry degree program has been discontinued. Current students should consult the academic catalog in effect in the year of their matriculation for specific degree requirements.

Doctor of Philosophy (Ph.D.)

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

Admission to the Master of Arts in the Doctor of Philosophy degree program has been suspended for the 2009-10 and 2010-11 academic years. A decision to resume admissions to this program will be announced by November 15 of the year preceding the school year for which enrollment will be available. Current Ph.D. students should consult the academic catalog in effect in the year of their matriculation for specific degree requirements.

3. Courses in Professional Degree Programs

COURSE DESCRIPTIONS FOR UNION-PSCE DEGREE PROGRAMS

This section lists required courses in the M.Div. and M.A.C.E. degree programs. (All required courses earn one credit unless otherwise noted.) Complete, up-to-date information regarding required and elective courses currently being offered in all degree programs, and in each delivery platform (Richmond campus, Charlotte campus, and Extended Campus Program), is available for review at www.union-psce.edu/current/index.php. Actual course syllabi take precedence over catalog and online course descriptions.

Biblical Languages (Required Courses)

BIB001 Elementary Biblical Hebrew I. *Prerequisite: None.* A study of Hebrew grammar, syntax, and vocabulary beginning with elementary forms and moving into the reading of simple prose texts in the Hebrew Bible.
Fall 2009.

BIB002 Elementary Biblical Hebrew II. *Prerequisite: BIB001.* A continuation of the study of Hebrew grammar, syntax, and vocabulary beginning with elementary forms and moving into the reading of simple prose texts in the Hebrew Bible.
Spring 2010.

BIB003 Elementary Biblical Hebrew I and II. *Prerequisite: None.* Combined course offered during Summer session. See descriptions above. 2 credits.
Summer 2009, 2010. *

BIB004 Elementary Biblical Greek I. *Prerequisite: None.* This course introduces the grammar, syntax, and vocabulary of New Testament Greek.
Fall 2009.

BIB005 Elementary Biblical Greek II. *Prerequisite: BIB004.* In the second half of the course, students begin translating texts from the New Testament.
Spring 2010.

BIB006 Elementary Biblical Greek I and II. *Prerequisite: None.* Combined course offered during Summer session. 2 credits.
Summer 2009, 2011. *

Biblical Studies (Required Courses)

BIB160 Old Testament I (M.A.C.E.) This course provides an orientation to historical, critical, and theological study of the Old Testament. Primary attention is given in lectures, assigned readings, and discussions to foundational texts and theological themes of the Torah or Pentateuch (the first five books of the Bible) and the Former Prophets (the books of Joshua, Judges, Samuel and Kings). Exegetical methods and research skills based on the English text are developed in seminar sessions designed to equip the student to become a responsible and effective interpreter of scripture.
Fall 2009. *

BIB170 New Testament I (M.A.C.E.) This course introduces students to the four canonical gospels, the cultural environment in which they arose, and basic methods for interpreting them in English translation. The theological message and contemporary significance of each gospel will be studied with a focus on using sound

principles of interpretation in educational settings. Seminar sessions designed to enable students to develop their exegetical and teaching skills complement lectures and assigned readings in which current biblical scholarship is presented.

Fall 2009. *

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

Fall 2009. *

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

Fall 2009. *

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

Spring 2010. *

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

Spring 2010. *

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

Spring 2010. *

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

Spring 2010. *

Christian Education (Required Courses)

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

Spring 2010. *

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

Fall 2009, Fall 2009 (ECP). *

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

January 2010. *

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

Fall 2009, Fall 2009 (ECP). *

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

Spring 2010. *

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

Fall 2009. *

INT263 Contemporary Theology and Education. *Prerequisite: THE101 or its equivalent or permission of instructor.* The fields of theology and educational theory are brought into explicit dialogue in this course, considering different contemporary theologies (such as narrative, feminist, liberation, and ecological theologies among others) and how they contribute to the design and practice of Christian education today. An integration of theological perspectives and educational concerns for the life and ministry of the church is the goal of this course. Required for M.A.C.E./ M.Div. students.

May 2010. *

History (Required Courses)

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

Fall 2009. *

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

Spring 2010. *

Practical Theology (Required Courses)

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

Fall 2009, Spring 2010. *

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.

Fall 2009, Spring 2010. *

Theology and Ethics (Required Courses)

THE101 Theology I. The purpose of this course is to gain an introductory knowledge of the doctrines of revelation, God, and humanity in their systematic interrelations. We concentrate on the development of doctrine in the early creeds and classical Reformed statements, as well as in recent constructive works. The general goal is to obtain a background and preparation suitable for the constructive task in theology for parish ministers.

Fall 2009. *

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

Spring 2010. *

THE201 Theology II. *Prerequisite: THE101.* The purpose of this course is to explore the doctrines of christology, the Christian life (regeneration, justification, sanctification), ecclesiology, and eschatology. We will concentrate on classical Reformed statements of these doctrines as well as more recent statements. The goal is to obtain a background in systematic theology suitable for parish ministers. A final examination is required.

Spring 2010. *

Methodist Studies (elective courses, but part of the “core curriculum” for United Methodist students)

United Methodist students at Union-PSCE who seek candidacy for Full Connection and Elders’ Orders should take these two courses to meet the requirements of the Division of Ordained Ministry of the UMC General Board of Higher Education and Ministry.

MTH102-103 United Methodist History, Doctrine, and Polity. *Prerequisites: THE101 and 201, or HST101 and 201. MTH102 is a prerequisite for MTH 103.* This year-long course, in two consecutive long terms, surveys historical issues and traditions in The United Methodist Church and its antecedents, reviews the development of doctrines that form the theological identity of United Methodism, and explores implications and applications of the doctrine and polity of the denomination. Across the two terms, expectations of candidates for ordination are reviewed in all three subject areas—United Methodist history, doctrine and polity—while students are guided in the integration of theory and praxis. MTH 102 explores these themes from the beginning of the Methodist movement into the early 20th century.

MTH103 is a continuation of MTH102 focusing on the 20th and 21st centuries. Students will examine more closely the historical, theological, cultural and global contexts for the development of The Methodist Church (1939) and The United Methodist Church (1968). Particular attention is given in the spring term section of the class to the “practical theology” of United Methodists as expressed in organizational, administrative, and missional programs at all levels of the connectional relationships of the denomination.

Together these courses, ordinarily taken in the second year of the program, are designed to meet United Methodist history, doctrine and polity requirements outlined in *The Book of Discipline*, 2008, para. 324 (candidates for ordination in The United Methodist Church).

MTH102: Fall 2009; MTH103: Spring 2010.

Supervised Ministry Courses

Supervised Ministry. *Prerequisite: All supervised ministry courses require permission of the instructor. M.Div. students must have completed 7 credits before registering for supervised ministry. It is strongly recommended that students take either Introduction to Pastoral Care or Preaching and Worship prior to enrolling in a parish internship.* Supervised ministry is central to the process of preparing men and women for ministry. On-campus learning is balanced by clergy and lay involvement during this off-campus training. Depending on the setting chosen, these courses provide the opportunity to develop skills in preaching, teaching, counseling, and administration. While the majority of the student’s time may be spent in pastoral work, time is also provided for reading, reflection, and evaluation. A number of churches and other agencies and organizations cooperate with Union-PSCE in this program. Supervisors are trained at Union-PSCE and congregations establish a lay committee to work closely with the student. The dialogue with the laity, the interaction with the supervisor, and the sharing of the life of the congregation or organization are essential components in the process of educating persons for effective ministry.

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

Supervised Ministry courses include the following:

- 1) **Student-in-Ministry (SIM):** This is a course during which students participate in the life of a church or institution for a minimum of 12 months and a maximum of 15 months.
- 2) **Summer Supervised Ministry:** This is a course during which students participate in the life of a church or institution on a full-time basis for at least ten weeks (400 hours).
- 3) **Academic-Year Supervised Ministry:** This is a course during which students participate in the life of a church or institution on a part-time basis for at least nine months (400 hours).

All supervised ministry courses must be approved in advance by the Office of Supervised Ministry and Vocational Planning. A listing of available positions (including parish and non-parish settings) for each of these courses is accessible online by clicking on “Internships and Placement” on the Union-PSCE website, www.union-psce.edu. Clinical Pastoral Education (CPE) earns supervised ministry credit and is explained in further detail below.

CPE101, 201, 301, and 401 Clinical Pastoral Education. Students develop skills that enable them to minister to persons in times of physical, emotional, and spiritual need. Clinical Pastoral Education programs include opportunities for group processing, individual conferences with a certified supervisor, and interaction with patients and their families as well as hospital staff. Although Union-PSCE works with hospitals throughout the country, we are fortunate in the Richmond area to have two ACPE-accredited CPE programs available to our students. Interested students should contact the Office of Supervised Ministry and Vocational Planning in Richmond Hall.

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

Summer session (10 weeks). Several options are also available during the nine-month academic year.

FBL400 Field-Based Learning. *Prerequisite: permission of the instructor. M.A.C.E. students must ordinarily have completed nine credits before registering for this supervised ministry course. It is strongly recommended that students take Understanding Congregations and Agencies prior to enrolling in this field-based course.*

FBL400 for most Richmond or Charlotte students is a one- or two-term, 400-hour program of immersion, ordinarily in a parish setting, that provides students a significant level of on-site leadership responsibility, the purpose of which is to enable students to have practical experience in full-time ministry with on-the-job supervision.

In Richmond, the requirement is ordinarily met in the summer between one’s first and second year or when at least nine credits have been completed. In Charlotte the requirement can be met in any term after nine credits have been completed. Two required academic credits are earned in FBL400.

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

Directed Studies

Students interested in doing a reading course or “directed study” should obtain a Directed Studies form from the Office of the Registrar, (1) design and write a course description, (2) indicate the professor with whom the work is to be done, (3) obtain the professor’s permission, and (4) submit the completed Directed Studies form to the associate dean for academic programs, or the dean of Union-PSCE at Charlotte (for Charlotte students), for approval. Regularly enrolled students who qualify for directed studies may take no more than three directed studies in an academic year and no more than one directed study in a term. Students in the Extended Campus Program may take no more than one directed study every academic year. Limited enrollment students may not take directed studies. Courses otherwise offered in the Union-PSCE curriculum may not ordinarily be taken as directed studies.

Students approved for directed studies with adjunct faculty or with qualified individuals who are not members of the Union-PSCE faculty will be charged a \$300 fee. In each such case, the student should submit a *curriculum vitae* of the proposed instructor along with the Directed Study form. Ordinarily, directed studies supervised by persons who are not members of the Union-PSCE faculty are approved only when a Union-PSCE faculty member is unavailable.

Calendar of Courses at Charlotte

Courses will be offered at Union-PSCE at Charlotte according to the following sequence. For descriptions of required courses, see pp. 3-1 – 3-6 above. Descriptions of elective courses (italicized below) are available at www.union-psce.edu/current/charlotte/courses/index.php.

Fall 2009

BIB160/211 Old Testament I
 EDU166 The Christian Life
 HST101 History of Christianity I
 PRA102 Pastoral Care
 THE101 Theology I
 THE102 Introduction to Christian Ethics
 SUP000 Supervised Ministry: Parish, Non-parish, CPE
BIB307 Wisdom Literature
INT365 Teaching the Bible
PRA203 Preaching and Worship II
THE307 The Theology of Dietrich Bonhoeffer

Spring 2010

BIB260/311 Old Testament II
 EDU186 The Teaching Ministry of the Church
 HST201 History of Christianity II
 PRA103 Preaching and Worship
 THE201 Theology II
 SUP000 Supervised Ministry: Parish, Non-parish, CPE
BIB167 Images of Jesus
EDU160 Educational Ministry and Leadership
THE122 Theology and the Church's Work of Prayer
INT110 Theology and Film

Summer 2010

BIB006 Elementary Biblical Greek I & II
 EDU171 Group Process and Leadership Skills
 EDU263 Theory for Education in Religion
 SUP000 Supervised Ministry: Parish, Non-parish, CPE
BIB111 The Fourth Gospel
BIB114 Biblical Archeology (Dig on-site in Palestine)
PRA112 Presbyterian Polity and Church Administration
PRA127 Worship, Sacraments and Education
THE105 The Reformed Confessional Tradition

4. Academic Procedures and Regulations

CALENDAR

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

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

Extended Campus Program: The Extended Campus Program (ECP) has two 13-week terms in the fall/winter and in the spring, plus an 8-week intensive term in the summer. Students attend eight days of classes on campus in January (fall term) and June (spring term), and five days in August (optional summer intensive term).

COURSE CREDITS AND ACADEMIC LEVELS

Course Credits

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

Levels

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

REQUIRED COURSES

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

TRANSFER CREDITS

A limited number of transfer credits for M.A.C.E. and M.Div. students may be accepted for work completed within the past eight years at institutions accredited by the Association of Theological Schools in the United States and Canada, or at institutions offering graduate-level work accredited by one of the nationally recognized regional accrediting agencies in the United States. Union-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 by written notice to the registrar initiate requests to transfer course credits earned before coming to this institution.

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 it 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 determine the student's remaining degree requirements.

Students who receive transfer credit for all required 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 through study at another school (other than an RTC school), after a student has enrolled at Union-PSCE, should first 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 the other school.

Union-PSCE does not accept for transfer credit courses that were offered solely through a "correspondence" format, and considers for transfer only those distance-learning courses for which it can be established, in the judgment of the associate dean or (for Charlotte-campus students) the dean of Union-PSCE at Charlotte, that peer and student-faculty interaction met or exceeded standards maintained in Union-PSCE courses. Credits that have already been applied toward an earned degree cannot ordinarily be transferred.

COURSE LOADS AND FULL-TIME STATUS

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

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

Only students on the Richmond campus are eligible for "full-time" status. A student attains full-time status by taking enough courses to earn a minimum 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 minimum of two credits. Only full-time students in the basic degree programs are eligible to apply for need-based financial aid.

ADVISING

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

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

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

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

REGISTRATION

Students must satisfy their financial obligations for any term before beginning another term. Students are not permitted to register for classes until they have paid all outstanding charges due the school. Retroactive registration is not permitted.

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, degree-seeking students at Union-PSCE, BTSR, and STVU may cross-register for courses at either of the two other schools and pay the regular tuition rate to their own school for the cross-registered courses.

Master's-level students at Union-PSCE may cross-register for one elective course (one Union-PSCE credit) per term at an RTC school without requesting special permission, up to a limit of three credits in an academic year, and a total of four credits during the M.A.C.E. program, or a total of six credits during the M.Div. program. M.A.C.E./M.Div. dual degree students may take a maximum of eight credits at RTC schools. Union-PSCE students register for all RTC 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 (see the registrar for details), and VCU courses count toward cross-registration limits defined in this section. Before registering for a VCU course, students must obtain permission from the associate dean for academic programs. Union-PSCE students enrolled in courses at consortium schools will receive the host school's grades on their Union-PSCE transcripts.

Auditing Courses

Auditing provides an opportunity to receive instruction in a particular course without receiving a grade or course credit. Auditors are expected to attend class sessions and may listen in class; the instructor is not required to review any written work auditors may choose to do. No transcript will be kept, and no continuing education credits will be issued.

Anyone may apply to audit a Union-PSCE course. Students currently enrolled at Union-PSCE shall submit their audit request through the registrar's office by the end of the official "drop/add" period of each term. All others shall submit their audit requests through the admissions office; there is no deadline for submission. All requests must be approved by the course instructor, who may consider several factors, including course aims and methods and class size, when responding to the request.

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

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

ASSISTANCE IN ENGLISH-LANGUAGE PROFICIENCY

Union-PSCE has limited resources to assist students who seek to improve proficiency in English composition. Referral may be made, as appropriate, to skilled tutors, writing centers provided by area colleges and universities, and web resources. To inquire about these resources, interested students should contact the associate dean's office or (for Charlotte students) the dean of Union-PSCE at Charlotte, preferably at least three weeks before the assistance is needed. For international students whose primary language is not English, limited funds are available to help subsidize the cost of writing assistance or tutoring. To request assistance, the student should contact the office of the associate dean. Otherwise, the student is responsible for any costs and for making arrangements with the writing center or tutor.

GRADES

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

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

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

All courses in the Th.M., D.Min., and Ph.D. degree programs use the A-F grade categories. It is expected that advanced degree candidates will consistently do high quality work. For Ph.D. and D.Min. students, 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. In any case in which the department permits a comprehensive examination to be retaken, failure to achieve the minimum grade for successful completion of an exam (B-) results in automatic dismissal from the program.

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

WITHDREW. Following the drop/add period, a withdrawal from a course which occurs within the first half of any term will be recorded as “W” (withdrew) on a student’s transcript. A student is limited to two course withdrawals during enrollment in any degree program. Students must obtain the professor’s signature on a drop/add form in order to withdraw from a course within the first half of any term. Withdrawal from a course after the first half of any term is not ordinarily permitted. Students who desire to do so must submit a request for exception to academic policy with the appropriate academic dean or program director. If a course Withdrawal or Drop is allowed after institutional academic deadlines, tuition and fee schedules will ordinarily not be readjusted. Requests for exceptions to financial deadlines are to be directed to the Business Office.

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

APPEAL OF GRADES

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

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

REQUEST FOR EXCEPTION TO FACULTY POLICY

The Union-PSCE faculty reserves the right to make exceptions to faculty policies through its academic deans, program directors, and committees. Forms to facilitate requests for exceptions to faculty policy are available on the Union-PSCE website.

ACADEMIC STANDING (M.A.C.E. AND M.DIV.)

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

A student whose GPA falls below 2.3 will be placed on academic warning. Academic warning means: (1) it is recommended that the student take a reduced load of courses; and (2) the student must have a conference with his or her faculty advisor and the associate dean for academic programs or (for Charlotte students) the dean of Union-PSCE at Charlotte to discuss areas of concern and options for improvement. Academic warning is removed when the student’s GPA reaches 2.3 or higher.

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

Students who fail a required course two times, including required Greek and Hebrew courses, are automatically dismissed from Union-PSCE and may not reapply for admission unless a majority of the full faculty, upon joint recommendation of the student's faculty advisor and academic dean, approves an exception. Former students must, if an exception is approved, make application through the regular admissions process and, if admitted, will reenter Union-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 M.Div., M.A.C.E., and M.Div./M.A.C.E. 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 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 or, for ECP students, on a schedule appropriate to that program's academic calendar. In relation to the institution's needs, student portfolios may be used as a resource in evaluation of Union-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 integral part of the student's educational program and personal and vocational formation. Failure to complete required elements of the assessment process by established deadlines will result in a non-refundable \$100 late fee (charged to the student's Union-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 to each student the results of the graduation audit so she or he may plan accordingly.

M.A.C.E. and M.Div. Students

While the academic progress of each M.A.C.E., M.Div., and M.Div./M.A.C.E. student is her or his responsibility, the faculty regularly assesses that progress through a portfolio-based student assessment process, as well as through its academic deans and committees. Students in each of these degree programs 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 dismissed from the program. As needed, referrals are made to the student's faculty advisor and academic dean for appropriate remediation.

Th.M. and Ph.D. Students

The associate dean for academic programs, in consultation with Th.M. and doctoral candidate advisors and the academic programs committee (or a subcommittee to which it delegates the task), 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 associate dean 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.

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.

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 number and e-mail address (if applicable);
- a written letter of appeal from the student explaining the circumstance that led to their SAP violation, and state why those mitigating circumstances are no longer affecting their academic performance.

This personal statement must include:

- a detailed explanation of extenuating circumstances for each term the violation of SAP policy occurred; and
- a resolution or plan of action explaining how the student will ensure future academic success.

Documentation of illness or medical condition is required when failing SAP is attributed to a medical condition.

A statement from the student's academic advisor is required for all 150% rate violators. For all students who have attempted more than 150% of the credits necessary to complete their degree, the advisor must outline all remaining courses required for the student's degree program and the expected semester of completion.

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

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

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

ACADEMIC RECORDS

Student Files

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

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

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

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

The office that oversees 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 student's faculty advisor, the president, and the deans.

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

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

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

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

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

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

Transcript Requests

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

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

Grades are ordinarily emailed to the student's Union-PSCE email address.

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, or, with advance 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 CONCERNING 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](#).

5. Student Expenses

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

FINANCIAL RESPONSIBILITY

Students are expected to maintain good financial standing with the seminary, as determined by the Union-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 Business Office. The student is responsible for any loss of academic opportunities caused by not being in good financial standing.

Students must settle all debts contracted during the course of study at Union-PSCE before they are eligible for graduation. All debts must be paid in full and must be settled at least ten business days before graduation. Further questions may be directed to the Business 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, request transcripts, or graduate unless all charges have been paid. (For more information, please see the following sections of this catalog: Registration, p. 4-3 and Transcripts, p. 4-10.)

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

ACADEMIC COSTS

Master of Divinity, Master of Arts in Christian Education, Master of Arts (Theological Studies), and Master of Divinity/Master of Arts in Christian Education Dual Degree students pay tuition of \$1,152 per course. If ten credits are taken in the nine-month academic year, the total is \$11,520. Courses worth 2 credits (summer language courses, summer supervised ministry, clinical pastoral education, field-based learning) cost \$2,304. The total tuition cost for 12 credits is \$13,824.

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

Master of Theology and Doctor of Philosophy students in the first two years of the program pay tuition of \$12,856 per year. Ph.D. students in their third year or later pay \$1,168 tuition each long term for one credit in dissertation research and writing for a total of \$2,336 per year. Th.M. students are not eligible for financial aid.

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 may pay a continuation fee of \$1,168 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 students, including doctoral level students after the first two years in residence, will be charged \$76 per year. ECP and D.Min. students will be charged \$13 per course.

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

Late Registration Fee

This \$80 fee applies to registrations received after the date shown on student registration forms.

Health Insurance

All full-time students on the Richmond-campus who are U.S. citizens are required to carry health insurance. All full-time international students on the Richmond campus are required to carry health insurance for themselves and their family members who have accompanied them to the U.S. A health insurance plan is available through the Student Life Office. The cost of this policy for 2009-2010 is \$210 per month for single students, and \$568 per month for a family.

Graduation Fee

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

Directed Study Late Registration Fee

Students taking a directed study course will pay a \$80 fee for each directed study course for which registration is submitted after the first day of the term for which they are to be registered. Directed study requests submitted after the end of the drop/add period of a term will, except in the case of a graduating student's final term, be registered for the following term (summer excluded) though the work may be done prior to that with the professor's permission. Students who receive permission to do a directed study with an adjunct faculty member pay an additional fee of \$300.

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

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

Dissertation Fee

A fee of \$560 is applicable only in the final year of the Ph.D. program.

HOUSING

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

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

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

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

- One-bedroom (per month):**
Minimum \$528 – Maximum \$708
- Two-bedroom (per month):**
Minimum \$596 – Maximum \$804
- Three-bedroom (per month):**
Minimum \$660 – Maximum \$924
- Four-bedroom (per month):** \$1,016

Dormitory rates range from \$268 to \$312 per month, depending on size, location, and bathroom facilities.

Pets

Union-PSCE permits pets in 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.

BOOKS

The seminary does not bill for books as the 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.

6. Admission

Union-PSCE invites prospective students to apply for admission to four degree programs: Master of Divinity (M.Div.), Master of Arts in Christian Education (M.A.C.E.), M.Div./M.A.C.E. dual degree program, and Master of Theology (Th.M.). (Admission to the Ph.D. program has been suspended for 2009-10 and 2010-11.) Applications for admission to these degree programs are available on our website at www.union-psce.edu. Click on *Are You Ready to Apply?* for links to degree programs. For help, call the Office of Admissions at 804-278-4339 or email admissions@union-psce.edu. To communicate by mail, write to: Office of Admissions, Union-PSCE, 3401 Brook Road, Richmond, VA 23227.

For information on financial aid, please see [chapter 7](#).

CAMPUS VISITS

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

Individual Campus Visits

The seminary is open 8:30 a.m. to 5:00 p.m. Monday through Friday in Richmond, and 8:30 a.m. to 5:00 p.m. Monday through Saturday in Charlotte. We are happy to arrange for your visit during these hours. If you would like to visit Richmond for more than one day, you may be our guest in seminary accommodations for up to two nights. To arrange a campus visit or to register for a Days for Discernment program, email admissions@union-psce.edu, or phone (804) 278-4221 in Richmond or (704) 337-2450 in Charlotte.

Days for Discernment

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

MAKING APPLICATION

Basic Degree Programs

Admission Criteria

The prerequisite for admission to the basic degree programs is a bachelor's degree, or its equivalent, from a college or university accredited by one of the nationally recognized regional accrediting agencies or the international equivalent. That degree will ordinarily include at least six semester hours in English grammar and composition, plus twelve semester hours in other liberal arts subjects (e.g., philosophy, literature, psychology, history, political science, and religion). In exceptional cases students over 35 years of age with demonstrated potential for ministry may be admitted to the M.A.C.E. program without an undergraduate degree (see "Special Students," below).

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

- a) commitment to the church and its ministry, ordinarily including extended involvement in a particular community of faith;

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

Union-PSCE also asks applicants to provide certain information regarding their personal and academic background. Failure to make written disclosure of information solicited on the application form, or misrepresentation in the information supplied, constitutes a prima facie basis for denial of admission. Where omissions or misrepresentations come to light after matriculation at Union-PSCE, and are reasonably believed to cast doubt upon a student's suitability for theological study at this institution, he or she is subject to dismissal.

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

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

Master of Divinity (M.Div.)

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

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

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

For a list of the items required for a complete application, see [p. 6-7](#).

Transfer Students

Students from other theological seminaries accredited by the Association of Theological Schools in the United States and Canada (ATS) may apply for transfer to Union-PSCE through the Office of Admissions. Transfer students must meet the same requirements as other applicants to basic degree programs. The authority to decide which course credits will transfer resides with the associate dean for academic affairs or, for applicants to the Charlotte program, the dean of Union-PSCE at Charlotte. Transfer credit may be given only for work completed within the past eight years. Courses taken via distance learning or correspondence at any non-ATS-accredited school do not transfer (see [p.4-1, Transfer Credits](#), for more information).

Degree-specific requirements for transferring students are as follows:

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

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

Master of Divinity (M.Div.)

Students transferring into the M.Div. program must complete a minimum of 16 course credits in residence at Union-PSCE (half the credits required for the degree) and spend at least 1.5 years in Union-PSCE's academic

program, including the final year. Students who receive transfer credit for all basic courses in any department are required to take at least one elective course in that department: biblical studies, theology and ethics, history, education, and practical theology. Transfer students must earn at least two credits in supervised ministry at Union-PSCE.

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

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

- 1) a new application, complete except for application essays and application fee;
- 2) three references, including at least one from a Union-PSCE faculty member;
- 3) an essay (limit of 1000 words) that answers the question, "How does this new direction reflect your calling?";
- 4) updated transcripts reflecting completed work at Union-PSCE;
- 5) if adding the Master of Divinity, a Letter of Acknowledgment from the applicant's denominational governing body.

Students transferring into the M.Div./M.A.C.E. program from another institution must complete a minimum of 30 course credits at Union-PSCE in residence over a minimum of three years, including the final year. Students who receive transfer credit for all basic courses in any department are required to take at least one elective course in that department: biblical studies, theology and ethics, history, education, and practical theology. Transfer students must earn at least two credits in supervised ministry at Union-PSCE.

For a list of the items required for a complete application, see [p. 6-7](#).

Advanced Degree Programs

Master of Theology

Applicants for admission to the Master of Theology (Th.M.) program must hold a bachelor's degree from a college or university accredited by one of the nationally recognized regional accrediting agencies or an equivalent educational credential from another country, and must have received a master's degree in an appropriate discipline from a seminary or university accredited by the Association of Theological Schools in the United States and Canada or its international equivalent. The deadline for a complete application is March 1 for entry the following September.

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

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

For a list of the items required for a complete application, see [p. 6-9](#).

INTERNATIONAL APPLICANTS

All Degrees

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

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

English Language Proficiency

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

TOEFL — 550 (paper-based test) or 213 (computer-based) or 80 (internet)

TWE — 4.0 (paper-based)

or

Essay rating — 4.0 (internet).

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

Test information is available from Educational Testing Services, P. O. Box 6151, Princeton, NJ 08541-6151 U.S.A., or from www.ets.org.

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. Particularly well-qualified international students may receive aid in the form of merit scholarships. However, international students who accept merit-based scholarships are not eligible for institutional need-based aid.

Financial aid will not cover travel or living expenses. Single students living on campus should budget \$25,500 for 12 months' tuition, books, and living expenses; married students with no children should budget \$36,500 for 12 months' tuition, books, and living expenses. All international students and their family members living in the US are required to have health insurance through a company approved by Union-PSCE. The 2009-2010 health insurance premium for a single student for one year is \$210 per month; for a student and family, \$568 per month. Note that health insurance premiums may rise as much as 25 percent per year.

Certification of Funding

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

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

For students who are unable to relocate to our Richmond campus or to commute to our Charlotte campus, Union-PSCE offers the M.A.C.E. through its Extended Campus Program (ECP). The deadlines for submission of complete M.A.C.E. applications are March 1 for the spring ECP term, May 1 for the summer intensive ECP term, and September 1 for the fall ECP term. See [chapter 2](#) for a program description.

Students who complete courses in the ECP receive graduate credit. For more information, please contact Dr. Cindy Kissel-Ito, Coordinator of Extended Campus Program, at cindy.kisselito@union-psce.edu, or Union-PSCE, 3401 Brook Road, Richmond, VA 23227, or call 1-800-229-2990.

OTHER ADMISSION AND ENROLLMENT CATEGORIES

“Extraordinary Applicants” (M.Div.)

Union Theological Seminary and Presbyterian School of Christian Education, as an institution of the Presbyterian Church (U.S.A.) for the training of its religious leaders, recognizes the right of a presbytery to send students for training who have not met the full technical requirements for admission (ordinarily, not having earned an undergraduate degree), but who are otherwise well-qualified for church work. When such an exceptional case arises, the presbytery shall certify that it recognizes the student as an “extraordinary applicant” (Book of Order of the Presbyterian Church [U.S.A.], chapter 14). Applicants seeking admission under this provision must submit the same application materials required of all applicants seeking admission to the M.Div. program.

For a list of the items required for a complete application, see p. 6-7.

Conditional Enrollment

The faculty’s admissions committee may consider applicants for the Master of Divinity and Master of Arts in Christian Education degrees (but not the dual degree program) who do not meet the full requirements for admission into a degree program. The committee makes the decision on applicants who will be offered conditional enrollment.

While conditional enrollment applicants accepted by the admissions committee are not initially admitted to a degree program, they are allowed to enroll in courses for a period of evaluation. Conditionally enrolled students are not eligible for institutional or federal financial aid.

M.A.C.E.

After completing four course credits, of which three must be earned in required courses, a conditional enrollment student may petition the admissions committee for admission to the M.A.C.E. degree program.

M.Div.

After completing a minimum of six and a maximum of ten credits, a conditional enrollment student may petition the admissions committee for admission to the M.Div. 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 whether the applicant should be admitted as a degree-seeking student.

Special Students (M.A.C.E.)

A special student is a conditional enrollment student who has no undergraduate degree, or who has a bachelor’s degree from an institution not accredited by a regional accrediting agency. Ordinarily, special students are over the age of 35. Applicants must complete the regular application process.

A special student may take a maximum of four courses, of which three must be required courses. After the student has completed four course credits, he or she may petition the admissions committee for admission to the M.A.C.E. degree program.

Special students are not eligible for institutional or federal financial aid.

ADMISSION OF DEGREE-SEEKING STUDENTS AND ENROLLMENT OF NON-DEGREE-SEEKING STUDENTS

Degree-seeking Students

All decisions for admission to Union-PSCE degree programs are made by the faculty's admissions committee (for Th.M. applicants, upon recommendation from faculty departments). The committee reserves the right to consult with the full faculty as needed, and in executive session if the consultation requires communication of any of an applicant's personally identifiable information. The Director of Admissions communicates committee decisions to the applicant, but all committee deliberations are confidential.

Non-degree-seeking Students

Non-degree-seeking students may, with the permission of the associate dean for academic programs or (for Charlotte students) the dean of Union-PSCE at Charlotte, enroll as Limited Enrollment (LE) students for a maximum of four courses approved by the dean. Non-degree-seeking students enrolled for purposes of Christian Educator certification are limited to six courses. These students are enrolled for study and may earn academic credit, but are not admitted to degree-seeking status at Union-PSCE. The deans reserve the right to consult with the faculty's admissions committee and with faculty departments when making decisions concerning the possible enrollment of any non-degree-seeking student. In any case in which a student enrolled in non-degree-seeking status wishes to apply for admission to Union-PSCE for a degree program, that student shall petition the faculty's admissions committee for guidance on how to proceed. If the student is admitted to a degree program, the associate dean or (for Charlotte students) the dean of Union-PSCE at Charlotte, in consultation with the appropriate faculty departments, shall evaluate credits previously earned at Union-PSCE for possible transfer.

REQUIREMENTS FOR APPLICATION: BASIC DEGREES

All Degree-Seeking Students	M.A.C.E.	M.Div.	M.Div./M.A.C.E.	LE ¹
Prerequisites - Education	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
Application Fee (\$65 non-refundable)	Yes	Yes	Yes	Yes
References	Three ³	Three ³	Three ³	Two ⁴
Two Essays (800 words max.) ⁵	Yes	Yes	Yes	No ⁶
Official Transcripts ⁷	Yes	Yes	Yes	Yes
Letter of Acknowledgment ⁸	Only Int'l ⁸	Yes ⁸	Yes ⁸	No
Application deadlines:				
for Summer Term ⁹	n/a	March 15	March 15	March 15
for Fall Term ⁹	March 15	March 15	March 15	March 15
for ECP Fall Term ¹⁰	Sept. 1	n/a	n/a	Sept. 1
for Spring Term	Dec. 1	Dec. 1	Dec. 1	Dec. 1
for ECP Spring Term ¹⁰	Mar. 1	n/a	n/a	Mar. 1
for ECP Summer Intensive Term ¹⁰	May 1	n/a	n/a	May 1
International Students ¹¹				
May apply?	Yes	Yes	Yes	No
Endorsement	Yes	No	Yes	n/a
TOEFL ¹¹	550/213/80	550/213/80	550/213/80	n/a
TWE ¹¹ or Essay	4.0	4.0	4.0	n/a
Application Deadline	Jan. 1	Jan. 1	Jan. 1	n/a
To enter ¹²	Fall	Fall	Fall	n/a
May apply for need- based financial aid?	Tuition Only			n/a

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

Applicants wishing to transfer from another theological school must follow the application procedures for the degree they plan to pursue. The authority to decide which course credits will transfer resides with the associate dean for academic affairs or, for Charlotte students, the dean of Union-PSCE at Charlotte. See pp. 6-2—6-3.

Notes:

1. This classification pertains to non-degree-seeking students, who ordinarily take courses in the M.A.C.E. or M.Div. curriculum. LE students may take a maximum of four courses. A maximum of four courses taken under LE status may be counted toward a degree.
2. Admission to a Union-PSCE degree program requires a bachelor's degree, or its equivalent, from a college or university accredited by one of the nationally recognized regional accrediting agencies, or the international equivalent. The degree ordinarily will include at least six semester hours in English grammar

and composition, plus twelve semester hours in other liberal arts subjects (e.g., philosophy, literature, psychology, history, political science, religion). In exceptional cases, students with demonstrated potential for ministry may be admitted to the M.A.C.E. and M.Div. programs without an undergraduate degree. See "Extraordinary Applicants" (M.Div.) and Special Students (M.A.C.E), p. 6-5.

3. Basic degree applicants must provide three references who can comment on the applicant's qualifications for graduate-level theological study and his or her potential for service as a church leader, including at least one from a pastor or church educator, and at least one from a professor or an employment reference.
4. Limited Enrollment applicants must provide two references who can comment on the applicant's ability to engage in graduate-level theological study.
5. Basic degree applicants must submit two brief essays, as directed on the application form.
6. Limited Enrollment applicants must submit only a statement of the courses they wish to take, and their reasons for taking them.
7. All applicants must have an original transcript showing courses and grades sent directly from each accredited college or university they have attended. Union-PSCE must have a final transcript documenting a bachelor's degree and the date conferred 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 preparing ministers for ordination in their denomination. International M.A.C.E. applicants must provide a letter from a denominational official endorsing their proposed study in the U.S.
9. After March 15, the faculty admissions committee considers applications only on a space-available basis.
10. Students enrolled through the Extended Campus Program (ECP) take courses counting toward the M.A.C.E. degree, or toward church educator certification through the Educator Certification Initiative. See [chapter 2](#).
11. All international applicants must cover their own living expenses. They must submit a Certification of Finances form with bank statements showing available funds from each source of assistance. International students who do not speak, write, and read English as their first language are required to submit scores from the TOEFL. International students with a minimum of four years of study in an English-speaking institution at the bachelor's level or above may request an exemption from the requirement to submit TOEFL and TWE or essay scores. Otherwise, minimum acceptable scores are 80 (internet) and 4.0 on the TWE or essay. See [pp. 6-3—6-4](#) for a full description of requirements for international applicants.
12. All international students are required to attend a three-week Language and Culture Immersion program on the Richmond campus in the August immediately preceding matriculation. Information on cost and student responsibilities for the program is available by visiting <http://www.union-psce.edu/prospective/admissions/international.php>, by emailing admissions@union-psce.edu, or by calling the Admissions Office at 00-1-804-278-4221.

REQUIREMENTS FOR APPLICATION: MASTER OF THEOLOGY (Th.M.)

Prerequisites - Education	M.Div. or M.A.C.E. ¹
Completed Application	Yes
Application Fee (\$65 non-refundable)	Yes
References	Four ²
Official Transcripts ³	Yes
Purpose Statement	Yes ⁴
GRE Scores	No
Application Deadline	March 1 (to enter in Fall Term)
International Students⁸	
May apply?	Yes
TOEFL	550/213/80
TWE or Essay	4.0
May apply for need- based financial aid?	No

Notes:

1. Must hold a bachelor's degree from a college or university accredited by one of the nationally recognized regional accrediting agencies or an equivalent educational credential from another country, and must have received a master's degree in an appropriate discipline from a seminary or university accredited by the Association of Theological Schools in the United States and Canada or its international equivalent.
2. Ordinarily one reference from the applicant's pastor or denominational official, and three from professors.
3. All applicants must have original transcripts showing degrees awarded and the dates of their conferral sent from each school they have attended.
4. A clear statement of the student's primary goals, and a specific proposed area, topic, or project for advanced study or research in the Th.M. program.
5. All international Th.M. applicants must cover their own educational and living expenses. They must submit a Certification of Finances form and a Funding Commitment Form with a bank statement 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 and TWE. The minimum acceptable scores are, for TOEFL: 550 (paper-based test) or 213 (computer-based test) or 80 (internet test); and for TWE: 4.0. Those who take the computer-based test are not required to submit a separate TWE score. International students who have completed four years of bachelor's-level study or higher in an English-speaking institution may request of the Director of Admissions an exemption from the requirement to submit TOEFL and TWE scores.

7. Financial Assistance for Students

GENERAL INFORMATION

Union-PSCE has a generous financial aid program that includes merit awards, need-based grants, Promise for Parish Ministry scholarships, prizes, and loans. Eligibility for financial aid will not affect admission to the school. Additional requirements apply for international student (please see [chapter 5, Student Expenses](#)). When planning for the cost of theological education, and before applying for need-based financial assistance, prospective students should consider all available resources: personal savings, summer earnings, employment during the school year, spouse's earnings, parental assistance, local church and presbytery grants, denominational loans, and any other means available. By comparing these resources against allowable expenses, the financial aid office will compute student's need. While Union-PSCE seeks to help students meet the expenses of attendance, the ultimate responsibility for these costs rests with the student.

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

Information regarding scholarships available from outside organizations may be found in the financial aid office and at <http://www.union-psce.edu/prospective/richmond/financial/index.php>.

UNION-PSCE MERIT AWARDS

Union-PSCE offers merit awards for full-time study in the first professional degree program (the M.Div., M.A.C.E., and M.Div./M.A.C.E.) as well as in the Ph.D. program. The purpose of these awards is to encourage excellence in pastoral ministry, particularly in the Presbyterian Church (U.S.A.). We look for students who show genuine promise for outstanding leadership in the life of the church, demonstrated by academic achievement and participation in the common life of their churches and communities. All admitted applicants are automatically considered for merit awards without submission of an additional application. However, to ensure consideration for a merit award, the application for admission must be complete and in the admissions office no later than March 15.

Basic Degree Merit Renewal Criteria

The faculty's committee on student assessment and awards makes decisions for renewal of basic degree merit awards. The committee's criteria include:

- **Academic progress:** Eligibility for merit aid renewal requires a minimum cumulative GPA of 3.0. Students whose cumulative GPA falls below 3.0 at the end of an academic year will lose their merit aid for the next academic year but may reapply for the following academic year.
- **Service:** The committee also considers participation and leadership in the life of the church, the community, and the Union-PSCE community in accordance with individual gifts and life circumstances.

Based on the considerations listed above, the committee will occasionally offer merit awards to individuals who did not receive an award in their first or second year.

Basic Degree Merit Aid Duration

The duration of basic degree merit aid depends upon the student's degree program and upon the student's level upon entering the program. Students may receive Union-PSCE merit awards as follows:

- M.A.C.E. students with advanced standing: a maximum of one year;
- M.A.C.E. students with regular standing: a maximum of two years;
- M.Div. and M.Div./M.A.C.E. students with advanced standing: normally a maximum of two years;
- M.Div. students with regular standing: a maximum of three years;
- M.Div./M.A.C.E. students with regular standing: normally a maximum of three years. However, certain dual degree merit awards may be received for four years.

Advanced Degree Merit Aid

Ph.D. students normally qualify for Union-PSCE fellowships for the first year of study, which are renewable for the second year if the student maintains satisfactory performance. In the third and again in the fourth year of the program, doctoral students may be eligible for continued merit aid at a reduced level that corresponds to the decreased tuition cost. Fellowship support is limited to the first four years of the doctoral program. Entering Ph.D. students do not complete special applications for Union-PSCE fellowships. Students are automatically considered for such aid during the admissions process.

In addition, a limited number of teaching and research assistant positions are awarded to continuing students each year. Students who qualify for Union-PSCE assistantships may also be eligible to continue receiving their fellowships. Continuing students who desire consideration for assistantships should notify the associate dean for academic programs no later than February 1 for appointments effective in the coming academic year.

Th.M. students are not currently eligible for merit aid.

Please refer to the chart on [p. 7-5](#) as well as the associated notes for more details on merit aid available to advanced degree students.

UNION-PSCE NEED-BASED GRANTS

Student Eligibility and Application Process

- Need-based grants are available on a funds-available basis to qualified basic degree students who have been admitted and who submit an application for need-based aid by the last Friday in May.
- Eligible students must submit the Union-PSCE Application for Need-Based Financial Aid and be admitted before the last Friday in May. Applications received after the last Friday in May will not be considered.
- Need-based grant recipients must re-apply and re-qualify each year.
- Prospective students may submit the financial aid application after March 1 and before the last Friday in May. The application is available on the seminary website after March 1. For best consideration, prospective students should be admitted and apply for aid by April 15.
- Returning Presbyterian (U.S.A.) students are provided applications for need-based aid in mid-April. For best consideration, returning students should apply by mid-May. Applications may be accepted on a funds-available basis up to the last Friday in May.

Need-Based Grant Amounts

- Denominational affiliation, degree program, and status may affect the level of tuition support.
- Students who are members of the Presbyterian Church (U.S.A.) may be eligible for need-based grants of up to 100 percent tuition.
 - To receive 100% tuition support, entering M.Div. and dual degree students must:
 - make initial contact with their Committees on Preparation for Ministry;
 - submit the Letter of Acknowledgement as evidence of their status.
- Returning students must be at least Inquirers by the start of their second academic year in order to maintain 100 percent tuition support eligibility.
- All other qualified basic degree students in eligible programs may receive need-based grants of up to 75 percent tuition. This includes students who are members of the Presbyterian Church (U.S.A.), but who do not intend to be under care, or who do not have endorsements from their sessions.

Duration of Need-Based Grants

Need-based aid from Union-PSCE is awarded per course, and is limited to those courses that apply toward graduation in a student's degree program. The following degree program limits apply:

- Students entering the M.Div. program with regular status may receive need-based aid for up to 32 credits (36 credits if a Student in Ministry [SIM] year or Union-PSCE Exchange Program year is taken).
- Students entering the M.Div. program with advanced status may receive need-based aid for up to 20 credits (up to 24 credits if a SIM or Union-PSCE Exchange Program year is taken).
- Students entering the M.Div./ M.A.C.E. dual degree program may receive aid for up to 40 credits (44 credits if a SIM or Union-PSCE Exchange Program year is taken).
- Students entering the M.A.C.E. program with regular status may receive need-based aid for up to 20 credits.
- Students entering the M.A.C.E. program with advanced status may receive need-based aid for up to 10 credits.

Students who change degree programs after matriculation should be aware that their eligibility for need-based financial aid will be based on the total number of financial aid tuition credits they have received from Union-PSCE, as well as the total number of academic credits needed to complete the new degree. Students contemplating a change of program should consult the director of financial aid regarding aid eligibility limits. Aid may be lost due to changing a degree program.

UNION-PSCE PROMISE FOR PARISH MINISTRY AWARDS

This grant program was established in the 2008-2009 academic year to encourage regularly admitted, degree-seeking students to pursue parish ministry, particularly full-time parish ministry within the Presbyterian Church (U.S.A.).

- The value of the awards varies:
 - The awards generally cover tuition for Presbyterian Church (U.S.A.) students while non-Presbyterians receive approximately 75% of tuition.
 - Also, grants of up to \$6,000 per year may be awarded in addition to the tuition support.
- The duration of Promise for Parish Ministry aid depends upon the student's degree program and upon the student's level upon entering the program (for information on academic levels, see [chapter 4](#)). Students may receive Promise for Parish Ministry awards as follows:
 - M.A.C.E. students with advanced standing for a maximum of one year;
 - M.A.C.E. students with regular standing for a maximum of two years;
 - M.Div. and M.Div./M.A.C.E. students with advanced standing normally for a maximum of two years;
 - M.Div. students with regular standing for a maximum of three years;
 - M.Div./ M.A.C.E. students for a maximum of four years provided they matriculated as dual degree students.
- Students are automatically considered for these awards and no aid application is necessary. However, a personal interview with at least one faculty member and/or the director of admissions is highly recommended. Newly-admitted students who did not have an interview as part of their application process should contact the Admissions Office (admissions@union-psce.edu) to arrange for one.

UNION-PSCE PRIZES

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

LOANS

Federal Stafford Loan Program

Union-PSCE also participates in the Federal Stafford Loan Program. While loans should be viewed as a last resort to financing a theological education, some students find them necessary to meet expenses. Approximately 15% of our students borrow from this program each year. Eligible students may borrow up to \$20,500 each year. There are two types of Stafford Loans: subsidized loans and unsubsidized loans. The maximum subsidized loan is \$8,500 per year while the maximum unsubsidized loan is \$20,500 per year.

Students apply at the appropriate time at <http://www.fafsa.ed.gov/> where they complete the Free Application for Federal Student Aid (FAFSA). Students should make sure that they complete the FAFSA that relates to the academic year for which they are seeking a loan. Students should key in the Union-PSCE school code of G03743 when completing the FAFSA as well as provide accurate rather than estimated data on the FAFSA.

The seminary is required to process for eligible students the loan documents from any eligible lender that the student selects. Contact the financial aid office for additional information on the Federal Stafford Loan Program.

Private Student Loan Programs

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

EMPLOYMENT

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

DEFINITION OF FULL-TIME ENROLLMENT

To receive a merit-based scholarship, a need-based grant, or a Promise for Parish Ministry award, the student must enroll on a full-time basis. Full-time status for a basic degree student is defined as follows:

- During the "fall session" (fall and January terms), a full-time student is one who takes at least three credits in the combined fall and January terms. One may achieve full-time status by taking three credits in the fall term and no classes in the January term OR by taking two credits in the fall term and one credit in the January term.
- During the "spring session" (spring and May terms), a full-time student is one who takes at least three credits in the combined spring and May terms. One may achieve full-time status by taking three credits in the spring term and no classes in the May term OR by taking two credits in the spring term and one credit in the May term.
- A student who takes two credits in the summer term (Language School; Summer Supervised Ministry, including Clinical Pastoral Education or Supervised Field-based Learning) is considered full-time and may be eligible for need-based financial aid.
- In order to complete any of the professional degrees within the standard time frame, a student normally earns 9 or 10 credits during each regular academic year and attends at least one summer term.

AID ELIGIBILITY BY DEGREE PROGRAM – RICHMOND CAMPUS

	Basic Degrees			Advanced Degree	
	M.A.C.E.	M.Div./ M.A.C.E.	M.Div.	Th.M.	Ph.D.
Union-PSCE Merit-Based Aid					
Typical Award per Year	\$11,000	\$11,000	\$11,000	N/A	Varies (a)
Minimum Award per Year	\$1,000	\$1,000	\$1,000	N/A	Varies (a)
Maximum Award per Year	\$22,500	\$22,500	\$22,500	N/A	\$22,000
Maximum Eligibility in Years	Up to 2 (b)	Up to 3 (b, c)	Up to 3 (b)	N/A	Up to 4 (b)
Union-PSCE Need-Based Aid					
Typical Award per Year:					
Presbyterian	100% Tuition	100% Tuition	100% Tuition	N/A	N/A
Non-Presbyterian	75% Tuition	75% Tuition	75% Tuition	N/A	N/A
Usual Eligibility in Years	Up to 3 (d)	Up to 5 (d)	Up to 4 (d)	N/A	N/A
Maximum Eligibility in Credits	Up to 20	Up to 40 (c)	Up to 32 (e)	N/A	N/A
Union-PSCE Parish Ministry Aid					
Typical Award per Year:					
Presbyterian	100% Tuition (f)	100% Tuition (f)	100% Tuition (f)	N/A	N/A
Non-Presbyterian	75% Tuition (f)	75% Tuition (f)	75% Tuition (f)	N/A	N/A
Usual Eligibility in Years	Up to 2 (g)	Up to 4 (g)	Up to 3 (g)	N/A	N/A
Federal Stafford Loan					
Minimum Award per Year	\$200	\$200	\$200	\$200	\$200
Maximum Award per Year	\$20,500 (h)	\$20,500 (h)	\$20,500 (h)	\$20,500 (h)	\$20,500 (h)
Maximum Eligibility in Years	Up to 3 (i)	Up to 5 (i)	Up to 4 (i)	2 (i)	7 (i)

Notes:

- a. Awards for Ph.D. students in the first two years of study are generally from \$14,000 to \$19,000. Awards for Ph.D. students in years three and four are reduced in accordance with the reduction from regular tuition to continuation tuition and may be tied to either a research or a teaching assistant position.

- b. See pages 7-2 and 7-1 for renewal criteria for advanced degree and for basic degree merit-based aid.
- c. Recipients of the Carlson, Preyer, Prickett, Richardson Scholarship, the Jerold D. and Jane L. Shelter Scholarship, and the R. Jackson Sadler Scholarship may receive merit-based awards for up to four years.
- d. 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.
- e. Students participating in a Student-in-Ministry year or a Union-PSCE Exchange Program may be eligible for an additional four credits of aid.
- f. In addition to tuition support, additional awards of up to \$6,000 per year are possible.
- g. Promise for Parish Ministry recipients are expected to complete their degree programs in the normal time frames.
- h. 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.
- i. Stafford Loan recipients who enter Union-PSCE with regular academic standing are expected to complete their degree programs in the usual time frames. Students may request 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.
- j. The maximum amount of combined merit and need-based grants that students can receive from the seminary is \$20,000 per year.
- k. Merit awards, need-based-based aid, and Promise for Parish Ministry awards are restricted to full-time students.
- l. Effective with the 2008-2009 academic year, entering students may receive only one of the three major types of gift aid awarded by the seminary.
- m. The information presented in this chapter reflects current policies and practices and is subject to change.

CHARLOTTE CAMPUS AID

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

MATCHING GRANT PROGRAM

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

GRANTS FOR CONTINUING STUDENTS

Other grant assistance may be available to degree-seeking students after their first year of enrollment. Interested students should contact the dean of the Charlotte campus.

MERIT AWARDS

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

PRIZES

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

Information Directory

Union Theological Seminary and Presbyterian School of Christian Education

3401 Brook Road
Richmond, VA 23227
(804) 355-0671
1-800-229-2990
Fax: (804) 355-3919
www.union-psce.edu
admissions@union-psce.edu

Union-PSCE at Charlotte

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

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

Academic Program/Faculty

Dean, Union-PSCE at Richmond: 804-278-4231
jcarroll@union-psce.edu
Associate Dean for Academic Programs: 804-278-4340
cbrisson@union-psce.edu
Dean, Union-PSCE at Charlotte: 704-337-2450
tcurrie@union-psce.edu

Admissions

Director of Admissions: 804-278-4222
bkeys@union-psce.edu

Alumni and Alumnae/Constituency Relations

Director of Alumni/ae and Constituency Relations: 804-278-4285
alumni@union-psce.edu

Annual Giving

Director of the Annual Fund: 804-278-4241
rbies@union-psce.edu

Annuities, Bequests, Trusts

Director of Gift Planning: 804-278-4377
bstaples@union-psce.edu

Business Affairs, Student Accounts

Business Office: 804-278-4213
bhuffman@union-psce.edu

Candidacy

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

Charlotte Programs, General Inquiries

Assistant to the Dean: 704.337.2450
tjohns@union-psce.edu

Continuing Education

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

Educator Certification Initiative

Program Coordinator: 804-278-4293
cindy.kisselito@union-psce.edu

Extended Campus Program

Program Coordinator: 804-278-4293
cindy.kisselito@union-psce.edu

Financial Aid

Director of Financial Aid: 804-278-4252
dmciver@union-psce.edu

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

Associate Dean for Academic Programs: 804-278-4340
cbrisson@union-psce.edu

Interpretation: A Journal of Bible and Theology

Editorial Office: 804-278-4296
debra.reagan@union-psce.edu

Public Relations/Publications

Interim Director of Communications: 804-278-4279
pgraham@union-psce.edu

Registration

Office of the Registrar: 804-278-4233
ltinsley@union-psce.edu

Student Housing

Coordinator of Housing: 804-278-4235
pcoats@union-psce.edu

Summer Language School

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

Transcripts

Office of the Registrar: 804-278-4233
ltinsley@union-psce.edu