

**Student Handbook**  
**2014-2015**



**UNION**  
PRESBYTERIAN  
SEMINARY



## **The Mission Statement of Union Presbyterian Seminary**

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

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

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

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

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

# Richmond Campus Calendar 2014-15

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## Summer Session 2014

Deadline to add Summer Hebrew .....	July 3
Summer Hebrew .....	July 7-August 22
Deadline to drop or change to audit Summer Hebrew .....	July 18
All tuition and fees due .....	July 19
Deadline to withdraw from Summer Hebrew .....	July 28

## Language and Culture Immersion

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

## Fall Session 2014

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

## January Term 2015

Richmond January Term classes begin (Mon).....	January 5
Deadline to drop/add or change to audit .....	January 9
All tuition and fees due .....	January 10
Deadline to withdraw from January Term course .....	January 14
Martin Luther King, Jr. Day (no classes; offices closed) .....	January 19
Richmond January Term ends after classes (Thurs) .....	January 22
Winter Interlude (no classes) .....	January 23

## Spring Term 2015

Richmond Spring Term classes begin (Mon) .....	January 26
Deadline to drop/add or change to audit .....	February 10
All tuition and fees due .....	February 11
Day for Discernment .....	February 11
Registration May Term and Summer 2015 .....	February 20-March 7
Day For Discernment .....	February 25
Day for Discernment .....	March 4
Spring Recess .....	March 9-13

Deadline to withdraw from Spring 2015 Term .....	March 13
Good Friday (no class) .....	April 3
Registration Fall Term 2015 .....	April 3-20
Make-up Day for Good Friday or weather make-up day .....	April 27-28
Reading .....	April 29
Examination days (Thurs-Fri) .....	April 30-May 1
Richmond Spring Term ends after exams .....	May 1
Interlude: Sprunt Lectures (Mon-Wed) .....	May 4-6

**May Term 2015**

Richmond May Term classes begin (Thurs) .....	May 7
Deadline to drop/add or change to audit .....	May 13
All tuition and fees due .....	May 14
Deadline to withdraw from a May Term 2015 course .....	May 18
Memorial Day (no classes; offices closed) .....	May 25
Richmond May Term classes end (Wed) .....	May 27

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

**Summer Supervised Ministry 2015**

Summer Supervised Ministry begins .....	June 1
Deadline to drop or add Summer Supervised Ministry .....	June 17
All tuition and fees due .....	June 18
Deadline to withdraw from Summer Supervised Ministry .....	July 7
Summer Supervised Ministry ends .....	August 21

**Summer Session 2015—Summer Language School**

Deadline to add Summer Greek .....	July 3
Elementary Summer Greek School .....	July 6-August 21
Deadline to drop or change to audit Summer Greek .....	July 15
All tuition and fees due .....	July 16
Deadline to withdraw from Summer Greek .....	July 24

**Language and Culture Immersion**

This non-credit orientation is required of all international students in their first summer on campus in Richmond ..... August 19-September 4

# Extended Campus Program Calendar 2014-15

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## Fall Session 2014

Registration ECP Fall term .....	September 8-19
ECP Fall term at-home session begins .....	October 13
Deadline to drop/add or change to audit .....	October 29
All tuition and fees due .....	October 30
Deadline to withdraw from a Fall course .....	December 15
ECP Fall term on-campus component .....	January 5-10, 2015
ECP Fall term at-home session ends .....	January 24

## Spring Session 2015

Registration ECP Spring 2015 term .....	February 20-March 7
ECP Spring term at-home session begins .....	April 6
Deadline to drop/add or change to audit .....	April 22
All tuition and fees due .....	April 23
Deadline to withdraw from a Spring course .....	May 27
ECP Spring term on-campus component .....	June 15-20
ECP Spring term at-home session ends .....	July 6



# Charlotte Campus Calendar 2014-15

## Fall Session 2014

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

## Spring Session 2015

Registration .....	November 3-16
Classes begin .....	January 5
Matching Grant due .....	January 5
Deadline to drop/add .....	January 20
All tuition and fees due .....	February 2
Withdraw Deadline .....	February 16
Day for Discernment .....	March 7
Term ends after examinations .....	March 28

## CHARLOTTE COMMENCEMENT 2015 ..... April 18

## Summer Session 2015

Registration .....	February 20-March 7
Classes begin .....	April 27
Matching Grant due .....	April 27
Day for Discernment .....	May 2
Drop/add .....	May 12
All tuition and fees due .....	May 28
Day for Discernment .....	June 6
Withdraw deadline .....	June 8
Summer Recess .....	June 29-July 4
Term ends after examinations .....	July 25

# Common Abbreviations & Terms

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

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

# Directory of Services

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

## ADMISSIONS

Admissions Director, Watts Hall 101, Kate Boswell/278-4222  
Admissions Associate Director for Charlotte Campus, Lisa McLennan/980-636-1662  
Admissions Specialist, Watts Hall, Amanda Montague/278-4339  
Administrative Assistant, Watts Hall, Tanya Wineland/278-4221

## ALUMNI/AE ACTIVITIES

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

## ASIAN AMERICAN MINISTRY CENTER

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

## BOOKSTORE

Campus bookstore, Chapter & Verse, Belk Center, Anne McGinnis/353-6815

## CAR (PARKING STICKERS)

### Richmond

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

### Charlotte

Office of the Dean, Charlotte campus, Rm. F103, Terry Johns/980-636-1664

## CHARLOTTE CAMPUS

See directory, [page 7](#).

## COMPUTER SERVICES

Campus Computer Support Help Desk, 278-4266, 8:30 a.m. to 5 p.m., Monday–Friday  
Technology Coordinator (equipment loan, event setups), Lou McKinney/278-4322

## COPYING

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

## COUNSELING

### Personal/Professional Referral

Director of Student Services, Watts 107, Mimi Siff/278-4202

## EMPLOYMENT OPPORTUNITIES

Vice President of Student Life and Enrollment Management & Director of Financial Aid, Watts Hall 103,  
Michelle Walker/278-4252

## E-MAIL

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

## FIELD EDUCATION

### Master of Divinity and Master of Arts in Christian Education

Professor of Supervised Ministry and Vocational Planning and Director, Richmond Hall, Susan Fox/278-4237  
Associate Director, Supervised Ministry and Vocational Planning, Richmond Hall, Dorothee Tripodi/278-4220  
Director of Supervised Ministry, Charlotte Campus, Sung-Hee Chang/980-636-1681

## FINANCIAL AID AND SCHOLARSHIPS

Vice President of Student Life and Enrollment Management & Director of Financial Aid, Watts Hall 103,  
Michelle Walker/278-4252

**HOUSING**

Student Housing Coordinator, Physical Plant, Carol Sutton-Abaire/278-4218  
 Maintenance and Repairs, Physical Plant, Administrative Assistant, Carol Sutton-Abaire/278-4218  
 After Hours Emergency, Subintendent/278-4281

**INTERNATIONAL STUDENTS**

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

**LEADERSHIP INSTITUTE**

Dean of the Leadership Institute, Paisley Hall, Ken McFayden/278-4300  
 Program Director, Paisley Hall, Marilyn Johns/278-4383  
 Program Coordinator, Paisley Hall, Elizabeth DiStanislao/278-4301

**LEARNING DISABILITIES**

Registrar, Watts Hall 106, Stan Hargraves/278-4395

**LIBRARY**

**Administrative**

Director, Joe Coalter/278-4311

**Academic Computing Support**

Librarian for Academic Computing Support, Ann Knox/278-4324

**Acquisitions and Technical Services**

Technical Services Librarian, Irina Topping/278-4314

**Archives**

Special Collections and Preservation, Paula Skreslet/278-4333

**Circulation**

Circulation Librarian, Rachel Perky/278-4310

**Media Resources**

Director, Ann Knox/278-4324

**Reference**

Reference Librarian, Paula Skreslet/278-4333

**Charlotte Library**

Director of Charlotte Library, David Mayo/704-636-1682

**MAIL**

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

**MASTER EVENTS CALENDAR**

Director of Student Services, Watts 107, Mimi Siff/278-4204—Richmond Campus  
 Assistant to the Dean of UPSem, Charlotte, Terry Johns/980-636-1664—Charlotte Campus

**PARENTS' NIGHT OUT**

Director of Student Services, Mimi Siff/278-4204

**PRESBYTERY CONTACT (COMMITTEE ON PREPARATION FOR MINISTRY)**

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

**REIMBURSEMENT CHECKS**

Assistant Controller, Watts Hall 112, Beth Walsh/278-4225

**SECURITY**

Library, Officer David Chandler/278-4341

**SPACE RESERVATIONS****Paisley Hall**

Program Coordinator for Leadership Institute, Elizabeth DiStanislao/278-4301

**Richmond Hall and Quad**

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

**Early Center and Watts Hall**

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

**Library Space**

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

**Charlotte Campus**

Assistant to the Dean, Charlotte campus, Terry Johns/980-636-1664

**STUDENT ACCOUNTS**

Assistant Controller, Watts Hall 112, Beth Walsh/278-4225

**SUPPLY PREACHING**

Chaplain, Watts Hall 103, Michelle Freeman Owens/278-4232

**WEBSITE**

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

**WIRELESS INTERNET**

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

**WORSHIP**

Chaplain, Watts 103, Michelle Freeman Owens/278-4232

Music Director, Doug Brown/278-4736

**WRITING, INSTRUCTION****Writing**

Tutorial help for students whose primary language is English, April Swofford/278-4231

**English Usage Assistance**

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

**UNION PRESBYTERIAN SEMINARY, CHARLOTTE CAMPUS DIRECTORY**

**Richard Boyce**

Dean of Union Presbyterian Seminary and Associate Professor of Preaching and Pastoral Leadership, Charlotte Campus/980-636-1700/rboyce@upsem.edu

**Terry Johns**

Assistant to the Dean of Union Presbyterian Seminary, Charlotte Campus/980-636-1664/tjohns@upsem.edu  
(*Car parking stickers, campus events calendar, and community events coordination – Room F103*)

**Susan Griner**

Receptionist/Library Assistant/Student Life Assistant for Charlotte campus/980-636-1670/sgriner@upsem.edu

**Monica Sanders**

Library, Student Life, and Supervised Ministry Assistant, Charlotte campus/980-636-1691/msanders@upsem.edu

**Pamela Mitchell-Legg**

Sarah Belk Gambrell Professor of Christian Education/980-636-1700/plegg@upsem.edu

**Thomas W. Currie**

Professor of Theology/980-636-1700/tcurrie@upsem.edu

**Rodney Sadler**

Associate Professor of Bible/980-636-1667/rsadler@upsem.edu

**Adrian Bird**

Affiliate Professor of Church History/980-636-1700/abird@salem.edu

**Lisa McLennan**

Associate Director of Admissions/980-636-1662/lmclennan@upsem.edu

**Sung Hee Chang**

Assistant Professor of Christian Education and Director of Supervised Ministry in Charlotte/980-636-1700/schang@upsem.edu

**Susan Hickok**

Associate Vice President of Advancement for Charlotte campus/980-636-1660/shickok@upsem.edu

**Nadine Ellsworth Moran**

Associate for Advancement and Coordinator for Worship & Church Relations, Charlotte campus/980-636-1700/nadine.moran@upsem.edu

**David Mayo**

Director of the Charlotte Campus Library/980-636-1682/dmayo@upsem.edu

**Anne Rankowitz**

Teaching Assistant in Christian Education, Curriculum Resource Director, and Website Manager, Charlotte Campus/980-636-1680/arankowitz@upsem.edu

**Yao Thomas Agbemenou**

Library Assistant and Security Guard for Charlotte Campus/980-636-1682/thomas.agbemenou@upsem.edu

**Susan Craig**

Library Assistant for Charlotte Campus/980-636-1682/scraig@upsem.edu

**Kevin Davis**

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

# Campus Resources & Service

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## BOOKSTORE

The Union Presbyterian Seminary campus bookstore in Richmond Hall, Chapter & Verse, serves members of the Richmond Theological Consortium and the wider Richmond community. Students, faculty, and seminary staff receive a 20 percent discount on most book purchases. Clergy and alumni receive a 15% discount.

Union Presbyterian Seminary students whose student accounts are in good standing may bill their book purchases to their student accounts. The terms of payment are the same as other charges on student accounts.

Bookstore hours are Monday-Thursday, 11 a.m.–5 p.m.; Friday, 11 a.m.–6 p.m.; closed Saturday and Sunday. Phone: 804-353-6815; Fax: 804-353-9004; E-mail: bookstore@upsem.edu

## BUSINESS AND PERSONAL SERVICES

### LOST & FOUND

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

### NOTARY PUBLIC

If you need a notary public, see Fran Eagan in the library, Carolyn Day Pruett in the Registrar's Office, or Tanya Wineland in the Admission's Office.

### PHOTOCOPYING

Three copying machines are located in the library: two on the first floor by the south elevator, and one in the Microforms room on the first floor. All three machines are self-service. Copies are 10¢ each. The photocopiers require plastic debit cards for photocopying. Contact an attendant at the circulation desk for a debit card.

### VENDING MACHINES

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

## CAMPUS EMPLOYMENT

From time to time, positions become available on campus which would be suitable for a student worker. The vice president of student life and enrollment management (SLEM), Michelle Walker, posts these positions on Blackboard in the courseroom Student Job Availability, and in the UPDate. All applicants must apply to the vice president's office using the general application available on Blackboard.

## CAMPUS TECHNOLOGY AND MEDIA SERVICES

### COMPUTING ON CAMPUS

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

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

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



and printing available around the clock.

General questions about campus technology can be addressed by John Wilson, Director of Technology and Media Services at (804) 278-4330 or [jwilson@upsem.edu](mailto:jwilson@upsem.edu). The campus Media/Technology Help Desk is at 278-4266 (8:30 a.m. to 5:00 p.m. M-F) or [helpdesk@upsem.edu](mailto:helpdesk@upsem.edu). The Policy for Acceptable Use of Technology can be viewed in the Seminary Policies and Procedures booklet found at [www.upsem.net](http://www.upsem.net)

#### **MEDIA/TECH DEPARTMENT**

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

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

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

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

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

#### **CLASSROOM TECHNOLOGY**

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

#### **CANDIDACY PROCESS**

Ordinarily students enrolled for the Master of Divinity degree intend to become ordained ministers and plan their seminary training under the supervision of responsible officials of their respective denominations.

Seminary officers, especially the director of supervised ministry and vocational planning, will remind degree candidates of their need to keep in regular communication with their denominational officials and will help them to do so. However, obtaining and maintaining a proper relationship with church officials or governing bodies is the responsibility of the degree candidate. It is to everyone's advantage to have ecclesiastical endorsement established as quickly as possible. Presbyterian students who are not under the care of a presbytery when they enter seminary are urged to come under care by the end of their first year of study.

The Office of Supervised Ministry and Vocational Planning will not send any reports to denominational committees unless the student has submitted an up-to-date Student Information Sheet to the Student Life Office granting SMVPO permission to share his or her records.

## CHAPLAIN'S CARE TEAM

The Care Team seeks to support, care, and advocate for all members of the UPSEM community in situations when there is perceived to be a pastoral care need. Any information that the Care Team receives remains confidential except when there is concern of harm to self or others, or when there is a violation of UPSEM community standards (as outlined in the Student Handbook). It is a pastoral, not a disciplinary body, and as such, is accountable to the Chaplain's Office and is supportive of the ministerial work of the chaplain.

Currently, the Care Team consists of the chaplain, the registrar, the director of supervised ministry and vocational planning, and the director of student services.

Anyone may contact the Care Team, including students, seminary administrators, staff members or faculty, a spouse or other family member, or a pastor or denominational body. Contacting the Care Team may be made either in person or in writing. The Care Team Contact Form is available on Blackboard (to be printed or emailed), outside the Registrar's Office, in the Supervised Ministry Office, and in the foyer of the Student Life/Admissions suite.

The Care Team will first and foremost be in prayer for those facing situations that have come to our attention. Members will also seek to support the chaplain in offering pastoral care as an initial step. If necessary, the Care Team will support persons by making recommendations to outside services such as pastoral counseling, mental health counseling, or other community services deemed helpful.

## CHILDCARE

### STUDENT CAREGIVERS

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

### PARENTS' NIGHT OUT

During the school year, one weekend evening a month is designated as "Parents' Night Out" and free childcare is provided for the children of students, faculty, and staff in the childcare apartment, Advance L-12. Email announcements of these dates will be sent to the community.

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

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

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

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

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

**Faith and Human Development:** EDU272 Education Through the Lifespan

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

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

**Worship and Sacraments:** EDU127: Worship, Sacraments and Education

## COMMUNICATION

### E-MAIL

Information concerning academic matters and the life of the community will be disseminated through school provided e-mail. **Students are encouraged to access their school-provided personal account daily, and are REQUIRED to access it weekly.** The Acceptable Use of Technology Policy in the Policies and Procedures booklet is found at [www.upsem.net](http://www.upsem.net).

### FLYERS

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

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

**Belk Center:** Information about off-campus housing and general news for students, and Richmond Student Government Assembly are posted in the Belk Center. The Office of Supervised Ministry and Vocational Planning also maintains the bulletin boards closest to the office area in the Belk Center.

## COUNSELING

If you or your family need counseling or assistance with a personal problem, Director of Student Services Mimi Siff should be consulted for referrals. Students are encouraged to use their own health insurance, but may apply for scholarship funds to help defray the cost of counseling.

## DINING

### Richmond Campus

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

### Charlotte Campus

Refrigerators, microwave ovens, and coffee stations are available to the students on both floors of the Charlotte campus of Union Presbyterian Seminary. When classes are in session, lunch is available on Saturday from 12:30 p.m.-1:30 p.m, \$5.00 per lunch.

## DISABILITIES (PHYSICAL)

It is the goal of the Union Presbyterian Seminary community to be as open and accessible as possible. Students with requests or concerns involving the accommodations of physical disabilities are directed to speak with Director of Student Services Mimi Siff and to provide supporting documentation at least four weeks in advance of the time the accommodation will be needed.

## **GARDEN**

A cooperative garden is located on the Westwood tract behind Advance Apartment. All members of the community—students, faculty, staff, and families — are welcome to sign up for a plot in the spring. Cooperative work involves clearing the garden and bringing in leaves and manure in the fall.

## **HEALTH INSURANCE**

### **FOR RICHMOND CAMPUS STUDENTS**

Union Presbyterian Seminary requires all full-time students to have health insurance that includes coverage for both major medical and hospitalization. The seminary does not provide insurance. We recommend that students visit [healthcare.gov](http://healthcare.gov) to purchase insurance which meets the requirements of the Affordable Care Act.

International and exchange students are required to purchase insurance for themselves and any family members traveling to the U.S. with them from one of two pre-approved insurance providers. Information regarding those providers is available from the vice-president for student life and enrollment management.

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

## **THE WILLIAM SMITH MORTON LIBRARY**

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

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

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

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

#### **Classrooms:**

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

Graduate Seminar Room

Group Studies B102, 203, 214, 257, 302, 303

Multi-Media Room

The responsibility for scheduling the rooms is as follows:

Graduate Seminar Room—Assistant to the Library Director Fran Eagan

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

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

1. Priority for the Multi-Media Room will be given to classes requiring the use of its technological functions, first to Union Presbyterian Seminary until the third weekday before the beginning day of classes of a given session and then to BTSR on a first-come basis.

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

### **Outside Requests**

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

### **COLLECTIONS**

The general collection consists of more than 350,000 volumes and over 75,000 e-books. The library receives over 500 current periodicals and scholarly journals. This major research library, with strengths in Presbyterian history, theology, and biblical studies, houses the libraries of Dr. George Gunn (Scottish history, literature and theology), Dr. H. H. Rowley (Old Testament), Dr. Gotthold Müller (19th and 20th century German theology and philosophy with Reformed and Lutheran writings), and Dr. Thomas F. Torrance (patristic, Calvin, and other Reformed resources).

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

Special collections include more than 4,800 cataloged rare titles dating from 1470 through 1830. There are many nineteenth century church related newspapers, especially those of a Presbyterian character in the South. Other outstanding collections are nineteenth century children's books and Sunday school books. The personal papers of faculty members and ministers and missionaries of the Presbyterian Church (US) form the core of the 1,200 linear feet of the archival manuscript collection.

### **ELECTRONIC RESOURCES**

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

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

### **LIBRARY HOURS**

Hours during the academic year are 8 a.m. to 10 p.m. Mondays through Thursdays, 8 a.m. to 6 p.m. on Fridays, 1 p.m. to 6 p.m. on Saturdays. Visit <http://library.upsem.edu> and click on "hours" for summer and holiday hours.

### **REFERENCE SERVICES**

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

## CIRCULATION OF RESOURCES

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

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

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

## FINES

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

## CHARLOTTE CAMPUS LIBRARY

Union Presbyterian Seminary at Charlotte students have access to the extensive electronic databases, print and electronic books available at the William Smith Morton library (<http://library.upsem.edu/>). These resources are immense and will serve you well during your theological education. The Morton library has many important resources, including premium electronic databases that can be accessed remotely by a home or work computer. In addition, the library will have several state of the art laptop computers that can be checked out for use in the library.

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

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

## PARKING

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

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



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

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

### CHARLOTTE CAMPUS PARKING REGULATIONS

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

### RECREATION

On the 37 acre block bounded by Brook Road, Westwood Avenue, Loxley Road, and Rennie Ave, the seminary has athletic fields, four tennis courts, a 0.4 mile jogging track with exercise stations, and a labyrinth for meditative walking (established in cooperation with and maintained by The Chrysalis Group). Behind Advance Apartments, there is a fenced playground with a sandbox, swings, and other equipment. These areas are open for the neighborhood’s use, but students always have first priority. To schedule an event on the fields, please contact Carol Sutton-Abair in the Physical Plant office.

The Belk Center in Richmond Hall houses a lounge area on the first floor equipped with a large screen TV and DVD player, a game table, and a pool table. Downstairs there is a weight room with free weights and a bench, an elliptical machine, a treadmill, and resistance equipment. There are also ping pong tables and a lounge area with another large screen TV.

### SCHEDULING EVENTS ON CAMPUS

#### Guidelines for On-Campus Groups on the Richmond Campus:

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

#### For approval:

- **Student events** (including RSGA events) need to go through the Student Life Office
- **Faculty events** need to go through the Academic Dean
- **Staff events** need to go through the Vice President for Finance and Administration
- Events not sponsored by a student, faculty or staff group, but is to be a ‘private function’ that

a student, faculty or staff member would like to have on campus must get approval from the Vice President for Finance and Administration Mike Cashwell, mcashwell@upsem.edu

4. Once the event is approved contact the Student Life Office to put your event on the Master Calendar.
5. Send an e-mail to Physical Plant to let them know you will be using the space and attach an Event Requirements Form, found online with the Master Calendar.
6. Send an e-mail to Security (csuttonabaire@upsem.edu) to let them know when and where you will be meeting on campus.
7. Requests for audio-visual equipment should be made through Media Services.
8. Create advertising for your event.
  - a. Check with the Student Life Office before posting any advertisements.
  - b. Send email to RSGA Clerk to post advertisement on RSGA Blackboard page.
  - c. Announcements for the Update should be sent to upsemnews@upsem.edu no later than Wednesday at noon the week before you would like it to appear.
  - d. You may also send an e-mail to studentlife@upsem.edu for distribution to the Richmond community.

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

#### **Guidelines for On-Campus Groups on the Charlotte Campus:**

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

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

## **SECURITY**

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

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

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

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



the person whom they are requesting to visit or call campus security to assist them.

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

### CHARLOTTE CAMPUS SECURITY

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

### SUPPLY PREACHING AND TEACHING

The Chaplain’s Office receives word from churches of opportunities for supply preaching and teaching opportunities. Students in their second, third, or fourth level of M.Div. and M.A.C.E., as well as those in the Th.M. and Ph.D. programs, are eligible for supply preaching. If you are interested, contact the Chaplain Michelle Freeman Owens.

### TUTORING

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

### VOCATIONAL SERVICES

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

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

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

7. Individual consultations are available with SMVPO to discuss the call process and vocational concerns, review bios and PIFs, and to provide online matching services through the PC(USA) Church Leadership Connection.
8. SMVPO publishes an electronic newsletter throughout the year which highlights important workshops, seminars, and ministry postings.

## **WEATHER**

As a general rule, Union Presbyterian Seminary will remain open on its normal schedule. If, in the judgment of the appropriate administrators, inclement weather requires that classes be cancelled or delay, appropriate announcements will be communicated through the following channels: WWBT Channel 12, WTVR Channel 6, radio stations WRVA 1140AM, WRXL 102.1 FM, WRNL 910 AM, and WRVQ 94.5 FM. Closing and delay information will also be available on our website and by calling the UPSEM Inclement Weather Hotline at 804-278-4364. The UPSEM's Inclement Weather and School Closing Policy can be viewed in the Policy and Procedures booklet found at [www.upsem.net](http://www.upsem.net).

## **WORSHIP**

### **RICHMOND CAMPUS**

Worship is held Wednesday at 11:45 a.m. and Thursday at 10:30 a.m. during the regular academic terms. During Summer Language School worship is held only on Wednesdays. Communion is served during Wednesday chapel services. Special services may be held to highlight the seasons of the church during the academic year.

Faculty, students, and staff work together to plan and lead worship. Contact the chaplain or the student worship coordinator to sign up to participate in worship planning and leadership. Feedback for worship can be given during community break on Tuesdays at 10:30 a.m. to the chaplain or student worship coordinator(s), or anytime to the chaplain.

### **CHARLOTTE CAMPUS SERVICES**

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

### **RICHMOND CAMPUS CHOIR**

The Union Presbyterian Seminary choir sings in worship regularly, as well as for special services. It is open to students, faculty, staff, and spouses. The choir rehearses weekly for one hour. It may be taken for credit (1/4 each term, up to 1 credit), or just for the love of singing. For more information, contact the director, Doug Brown (278-4736).

### **CHARLOTTE CAMPUS CHOIR**

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

## **COMMUNION**

Those who preside at the Lord's Supper in Union Presbyterian Seminary sponsored services must be Teaching Elders (formerly Ministers of Word and Sacrament) or ordained by a recognized denominational body. The Chaplain's Office will provide details and suggested orders of service for communion to those officiating. All those who are currently connected to the seminary (students, faculty, and staff) may participate in the distribution of the elements.

### **CELEBRATING THE LORD'S SUPPER OUTSIDE OF CHAPEL**

The Lord's Supper is celebrated at Union Presbyterian Seminary under the authority and by permission of the General Assembly of the Presbyterian Church (U.S.A.). The Lord's Supper is by its very nature intended for

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

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

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

UNION PRESBYTERIAN SEMINARY RECOGNIZES THE FOLLOWING:

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

## ENGLISH USAGE ASSISTANCE

While at all times a student remains responsible for the quality of her or his academic work and performance, including standard English usage in speech, hearing, writing, and reading at the level necessary for successful progress in studies at Union Presbyterian Seminary, a one-time stipend of up to \$200 may be available for degree-seeking students who demonstrate need for assistance with English and whose first language is not English. For details, students may contact the appropriate academic dean at their respective campuses. This stipend is available only to students enrolled in a degree program.

# Committees

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## **STUDENT PARTICIPATION IN INSTITUTIONAL DECISION-MAKING**

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

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

## **FACULTY COMMITTEES**

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

## **ADMINISTRATIVE AD HOC COMMITTEES**

### **FINANCIAL AID COMMITTEE**

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

### **HOUSING COMMITTEE**

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

# Consortium

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## **RICHMOND THEOLOGICAL CONSORTIUM**

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

# Financial Aid

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## INTRODUCTION

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

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

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

## MERIT AND PROMISE FOR PARISH MINISTRY SCHOLARSHIPS

Union Presbyterian Seminary offers scholarships for full-time study on the Richmond campus for the first professional or basic degree programs: M.Div., M.A.C.E., and M.Div./M.A.C.E. (basic degrees).

### Award Amounts

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

### Disbursement

Scholarships are disbursed by the term. A percentage of the merit grant is disbursed at the beginning of every term in which the student is registered. The percentage is based on the number of credits the student has stated they will attempt on their Enrollment Plan. Tuition aid is disbursed at the beginning of each term based on enrollment and may be adjusted after the add/drop deadline. Before institutional grants are disbursed, students must provide proof of health insurance.

### Renewal of Basic Degree Merit Scholarships

The following criteria apply:

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

Basic degree merit aid scholarships are renewable as follows:

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

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

#### **Availability of Other Aid**

- Recipients are not eligible for need-based grants awarded by the seminary.
- Recipients are eligible for prizes awarded by the seminary.
- Although they may be eligible to do so, recipients are encouraged not to incur debt for their theological education.

#### **Th.M. Merit Aid**

Union Presbyterian Seminary offers merit aid to some entering students who are accepted into the Th.M. program. This award is not renewable for a second year of study.

#### **Donor Acknowledgment**

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

### **UNITED METHODIST CHURCH AID**

Students who are members of the United Methodist Church are required to take some courses at Wesley Theological Seminary. Those students who have Union Presbyterian Seminary scholarships may use the funds from their scholarship to cover their costs at WTS. It is UPSem's policy to pay 75% of the cost of WTC's tuition *or* up to the maximum amount of the student's scholarship, whichever is less. To take advantage of this agreement, see the director of financial aid.

### **NEED-BASED AID**

#### **Program Eligibility**

- Full-time students in the M.A.C.E., M.Div., and M.Div./M.A.C.E. programs on the Richmond campus who were not awarded any other Union Presbyterian Seminary aid may apply for a need-based grant.
- M.Div. students on the Richmond campus who would normally receive a Merit Scholarship or PPM but are taking a Student-In-Ministry or Exchange Program year are also eligible to apply.
- Ph.D., Th.M., ECP (Extended Campus Program), Charlotte campus students, non-degree or limited enrollment, and exchange students are not eligible to apply for need-based financial aid from Union Presbyterian Seminary.
- Full-time degree-seeking students on the Richmond campus who are enrolled during the regular academic year in an eligible program and take a class in the ECP or hybrid-learning format may include that class in their expenses, and be eligible to receive aid for the course.

#### **Definition of Full-time**

A student enrolled on the Richmond campus attains full-time status by taking a minimum of nine credit hours in a 12-week (Fall or Spring) term; three credit hours in a 3-week (January or May) term; and six credit hours in Summer term. Courses offered on the Charlotte campus or via the Extended Campus Program are designed to be taken by part-time students. Ordinarily, students in these populations take no more than two courses per term. International students studying on a visa must also be careful to comply with all federal laws concerning their enrollment status at all times.



### **Need-Based Tuition Assistance—M.Div.**

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

### **Need-Based Tuition Assistance—M.A.C.E.**

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

### **Change in Denomination**

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

### **Need-Based Aid—Ineligible Students**

- Institutional aid will not be awarded to students who matriculate in a spring term. Students entering mid-year will be eligible to apply for need-based aid for the next full academic year.
- Students who apply late may face a penalty of up to 25% of their aid for summer and/or fall.

### **Duration**

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

- M.A.C.E. students with regular standing may receive need-based aid for up to 60 credit hours
- M.A.C.E. students with prior credit may receive need-based aid for up to 30 credit hours
- M.Div./M.A.C.E. students may receive need-based aid for up to 120 credit hours (up to 132 credit hours if a Student-in-Ministry year or Union Presbyterian Seminary Exchange Program is taken)
- M.Div. students with regular standing may receive need-based aid for up to 90 credit hours (up to 102 credit hours if a Student-in-Ministry year or Union Presbyterian Seminary Exchange Program is taken)
- M.Div. students with prior credit may receive need-based aid for up to 60 credit hours (up to 72 credit hours if a Student-in-Ministry year or Union Presbyterian Seminary Exchange Program is taken)

### **Applying for Need-Based Aid**

To apply for need-based aid a student must complete the *Union Presbyterian Seminary Application for Need-Based Financial Aid* and return it to the school by the specified date, usually in mid-May. All students will receive notification of decisions regarding their aid application no later than July 1. Late applications may be reviewed, however, there is a 25% penalty for late application. No applications will be accepted after June 30. Aid appeals based on extenuating circumstances may be taken to the Appeals Committee in accordance with the Appeals Committee guidelines ([see page 35](#)).



### International Students

See [Special Instructions for International Students](#), page 32.

### Changes in Financial Status

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

### Disbursement of Need-based Aid

Before institutional grants are disbursed, students must provide proof of current health insurance for the academic year. Need-based grants are credited to student accounts at the beginning of each term. The amount of the award is based on the number of credits taken. Changes in the number of credits should be reported immediately to the financial aid office since these changes affect the amount of aid disbursed.

### Expectations of Need-based Aid Recipients

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

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

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

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

### Estimated Cost of Attendance

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

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

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

## **Personal Resources**

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

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

## **SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS**

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

## **UNION PRESBYTERIAN SEMINARY LOAN PROGRAMS**

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

## **OTHER SOURCES OF FINANCIAL AID**

### **The Fund for Theological Education**

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

### **GTU Scholarship Database**

Another excellent scholarship database is maintained by the Graduate Theological Union. It is a fully searchable database of scholarships and grants for students of theology, divinity, religion, and the humanities. It can be found at <http://www.gtu.edu/scholarships>.

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

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

- Students must be U.S. citizens or permanent residents;
- M.Div. and M.Div./M.A.C.E. students must be either Inquirers or Candidates;

- Applicants must complete the *FAFSA* and show remaining need after all other aid is applied; Applications for the Presbyterian Church (U.S.A.) grant and loan programs are available on the denomination's website in early Spring.

## FEDERAL STAFFORD LOANS

The Federal Stafford Loan is a direct loan authorized by the federal government for the educational expenses of eligible students.

Graduate students may only apply for unsubsidized loans which are not need-based.

- The interest rate is fixed at 6.21 percent.
- The student is responsible for all interest which begins accruing at disbursement.
- The graduate annual limit is \$20,500.
- The *subsidized* aggregate limit is \$65,500; the aggregate lifetime limit is \$138,500 for combined *subsidized and unsubsidized* loans.
- There is a 1.072% origination fee which is assessed by the Department of Education before disbursement.

### Stafford Loan Eligibility

To be eligible, one must:

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

### Stafford Loan Application Information

- Complete your 2014 tax return.
- Complete the 2014-2015 Free Application for Federal Student Aid. Students may do so at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Be sure to enter the UPSem school code, G03743, on the *FAFSA*. Make sure to print a copy for your files.
- After the *FAFSA* is delivered electronically to UPSem, the financial aid office will send the student a Direct Loan Request Form along with a letter detailing how much the student is eligible to borrow. Return this application indicating the desired loan amount.
- The financial aid office will send a confirmation of receipt of the loan application by email. If required, the email will explain how to complete the Master Promissory Note and/or Entrance Counseling electronically.

### Stafford Loan Delivery

- Prior to approving the delivery of loan funds, the director of financial aid must verify the student's eligibility again. The student's unmet need will be recalculated if any additional financial aid was awarded to the student subsequent to completion of the loan request.
- All first time federal student loan borrowers are required to complete Entrance Loan Counseling. This can be completed online at <http://www.studentloans.gov>. The financial aid office will notify student bor-

- rowers if this is required.
- After reverifying the student's eligibility, the financial aid office will authorize disbursement by the business office.
- Disbursements into student accounts are only made on Fridays.

### **Stafford Loan Exit Interview**

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

### **REFUND (RETURN) OF STAFFORD LOANS FUNDS**

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

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

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

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

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

### **OTHER FINANCIAL AID INFORMATION**

#### **Church Support for Students**

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

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

## APPEALS COMMITTEE

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

## FOR MORE INFORMATION

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

## **CHARLOTTE MATCHING GRANT PROGRAM**

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

### **Student Eligibility Requirements**

- Degree-seeking status enrolled for a minimum of two three-credit hour courses
- Active member of a Christian congregation
- Satisfactory academic progress in a degree program
- U.S. citizen or permanent resident

### **Application Distribution and Deadline**

- The Charlotte campus matching grant application will be posted via Blackboard at least 45 days before the start of each term. For the convenience of an applicant and his/her supporting church, pre-addressed Matching Grant payment envelopes will be made available on the Charlotte campus student information table located on the main floor in the classroom section.

### **Payment Deadline, Disbursement, and Billing Information**

- One-third tuition match of at least \$900, along with a \$12 activity fee, and a completed application from the student must be submitted to Terry Johns on the Charlotte campus by the deadline of each term.
- One-third tuition match of \$900 from the church must be received by Terry Johns on the Charlotte campus by the deadline.
- If the student activity fee and all necessary matches are not received by the deadline, the seminary will not provide a matching grant.
- A matching grant for up to 9 credit hours per term is available with the dean's approval.

### **Other Considerations**

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

### **Questions?**

Please contact the Terry Johns, matching grant coordinator, on the Charlotte campus for additional information at 980-636-1700.

**TUITION FOR 2014-15 ACADEMIC YEAR**

Tuition (Basic Degree Programs)		
\$450 per credit hour x 30 hours	\$13,500	9 months, full-time in Richmond
\$450 per credit hour x 18 hours	\$ 8,100	12 months in Charlotte
Tuition (Advanced Degree Programs)		
Th.M.	\$15,000	Annual Tuition
Th.M. (after first year of continual study)	\$ 3,000	Annual Continuation Tuition
Ph.D.	\$15,000	Annual Tuition
Ph.D. (third year and beyond)	\$ 3,000	Annual Continuation Tuition

**BASIC DEGREE ESTIMATED COST OF ATTENDANCE**

<b>Single Student On Campus</b>	<b>11 Months</b>	<b>Married Student On Campus</b>	<b>11 Months</b>
Housing	\$4,235	Housing	\$9,438
Food	\$2,200	Food	\$4,070
Miscellaneous	\$3,740	Miscellaneous	\$2,717
Transportation	\$3,707	Transportation	\$3,707
<b>Living Expenses</b>	<b>\$13,882</b>	<b>Living Expenses</b>	<b>\$19,932</b>
Tuition	\$13,500	Tuition	\$13,500
Activity Fee	\$250	Activity Fee	\$250
Books	\$1,000	Books	\$1,000
<b>Educational Expenses</b>	<b>\$14,750</b>	<b>Educational Expenses</b>	<b>\$14,750</b>
<b>GRAND TOTAL</b>	<b>\$28,632</b>	<b>GRAND TOTAL</b>	<b>\$34,682</b>



# Other Financial Matters

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## **PAYMENT POLICIES**

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

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

Students are expected to maintain good financial standing with the seminary, as determined by the Union Presbyterian Seminary Business Office. Students must settle all financial obligations to Union Presbyterian Seminary before they may receive their diplomas, have transcripts provided, or be designated as having graduated. Until financial obligations are met, third parties who inquire as to a student's graduation will be informed that the student has completed all academic requirements but is not yet confirmed as having graduated in view of not having met administrative requirements. When accounts have been settled, a student's official graduation date will become the date originally indicated on the diploma. Further questions may be directed to the Business Office.

## **GENERAL REFUND POLICY**

### **Withdrawal and Dismissal**

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

### **Leave of Absence**

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



**Refund of Fees**

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

**REFUND OF TUITION**

The following guidelines are used to determine institutional tuition refunds for students not receiving federal aid. These guidelines apply when a student notifies the registrar that she or he is dropping a course or courses. They also apply when a student withdraws from the school with permission.

**Basic Degree Students**

- Basic degree students who drop a course or switch to audit status by the drop/add deadline will receive a full refund of the tuition for that course. Students who withdraw from a course or switch to audit status after the drop/add deadline, but prior to the published withdrawal deadline, will receive a 50 percent refund of the tuition for that course.
- The refund policy may differ with supervised ministry courses.
- No other refunds are available.
- If a student drops a course, the amount of financial aid given for that course will be administered according to the following process:
  - a. For a student who drops the course before the drop/add deadline, any merit grant will be deducted from their student account and may be used later when or if the course is repeated.
  - b. If the course is dropped after the d/a deadline, the merit grant is not reversed from the student's account.
  - c. For a student with tuition-based aid who drops a course after the d/a deadline, the financial aid for that course is not reversed from the student's account. No new aid will be credited to cover the course when or if it is repeated.

**Advanced Degree Students**

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

**GENERAL TAX INFORMATION FOR STUDENTS**

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

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

Students not receiving gift aid, or whose gift aid is less than tuition, may be eligible for a tax credit or deduction.

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

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

# Campus Organizations

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## **RICHMOND CAMPUS STUDENT GOVERNMENT ASSEMBLY**

See Appendix A.

## **RECOGNIZED CAMPUS ORGANIZATIONS**

### **BLACK CAUCUS**

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

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

### **COMMUTER STUDENTS**

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

Each year a commuter representative is elected to the student government to represent commuter interests. The 2014-2015 representative is Kelly-Ann Rayle.

### **GRADUATE STUDENTS ASSOCIATION**

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

### **INTERNATIONAL STUDENT ORGANIZATION**

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

### **KOREAN STUDENTS**

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

### **SAFE SPACE**

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

## **SOCIETY FOR PATRISTIC AND MEDIEVAL STUDIES (SPAM)**

*Pulchritudo tam anitiqua et tam nova – ‘Beauty ever old and ever new’*

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

## **SPOUSES’ CONNECTION**

Spouses’ Connection serves as a support group for the spouses of UPSem students by providing opportunities for spiritual growth, study, fellowship, and service to others.

The spouse or partner of any UPSem student automatically belongs to the organization. When active, the Spouses’ Connection plans and organizes a variety of programs for all spouses in the UPSem community. Throughout the year Spouses’ Connection offers fellowship opportunities. Past examples include: Bible studies/prayer groups; spouses’ and parenting classes; community care, which provides meals or other kinds of help to families experiencing an illness, crisis, or a baby’s arrival.

# Academic Information

## RICHMOND CAMPUS DAILY CLASS SCHEDULE

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

## CHARLOTTE CAMPUS WEEKLY CLASS SCHEDULE

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

## ATTENDANCE

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

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

## COMMUNAL EXPECTATIONS FOR SOCIAL MEDIA

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

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

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

## FACULTY MEETINGS

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

## ACADEMIC RECORDS (FERPA)

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

1. Students' educational records (other than directory information\*) are considered confidential and may not be released without written consent of the student. Faculty and staff members are aware of their legal responsibility to protect the confidentiality of student educational records in their possession.
2. Students may inspect their own educational records in the Office of the Registrar, Watts Hall 307 on the Richmond campus, by appointment during business hours. Non-residential students may contact the registrar's office at (804) 278-4233 to make alternative arrangements.

3. Faculty and staff have access to student educational records in the legitimate completion of their responsibilities as employees of the institution. Such responsibilities may include routine administrative duties; evaluation of previous academic work in view of a request to by-pass a course; or the need to render care in case of physical injury or other emergency.
4. Persons presenting a judicial order or subpoena may have access to student educational records. Unless the subpoena is issued by a federal grand jury or a law enforcement agency, the institution will make a reasonable effort to notify the student of the order or subpoena in advance of compliance.

\*Directory information is defined at Union Presbyterian Seminary as:

- |                               |                       |
|-------------------------------|-----------------------|
| • Name                        | • Hometown            |
| • Nickname                    | • Telephone Number    |
| • UPSem Email                 | • Home Church         |
| • UPSem Degree Program        | • Denomination        |
| • Enrollment Status           | • Photo               |
| • Part-time/Full-time Status  | • Dates of Enrollment |
| • Anticipated Graduation Date |                       |

A student may opt out of having directory information or educational records released to third parties. To opt out, a written request must be submitted to the Student Life Office.

## **EVALUATION OF COURSES AND FACULTY MEMBERS**

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

## **EXCEPTIONS TO FACULTY POLICIES**

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

## **EXAMINATIONS**

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

Students with learning disabilities should refer to the Union Presbyterian Seminary "Students with Learning Disabilities" policy in the Policies and Procedures booklet found at [www.upsem.net](http://www.upsem.net).

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

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



## APPEAL OF GRADES

### STEP 1: DISCUSSION OF GRADE

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

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

### STEP 2: APPEAL OF GRADE

*Under what circumstances may a grade appeal be submitted?*

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

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

*To whom is a grade appeal submitted?*

Appeals from students in the Th.M. and in the Ph.D. degree program must be submitted to the director of graduate studies. Appeals from students in all other degree programs, including those in the Extended Campus Program, and from students in any non-degree-seeking status must be submitted to the appropriate academic dean. In any case in which the grading professor is the same person designated to receive grade appeals in the student's degree program, the grade appeal may be submitted to the academic dean of the campus at which the student is not registered.

*What must be submitted?*

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

*Are there time limits for submitting a grade appeal?*

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

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

An appeal submitted without all relevant documentation will be held without further action until all such materials are provided by the student. This delay will not ordinarily count against the time limit for submitting the appeal itself, but all other institutional procedures and deadlines will remain in force.

Submission of additional documentation after the appeal has been submitted will not ordinarily be allowed unless specifically requested by the professor or dean to whom the review has been delegated.

*What happens when a grade appeal is submitted?*

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

Within one week, the individual who has received the grade appeal will appoint a faculty member from the department within which the course was taught to review the grade in question. Within three weeks of the appointment, the faculty member reviewing the grade will consult the grading professor and the office through which the appeal was assigned, and must bring the matter to a vote and report that vote. The grading professor and the reviewing professor shall have voice and vote.

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

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

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

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

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

*Is there further redress beyond the grade-appeal process?*

The decision at the conclusion of the grade appeal process is final. A student who believes her or his appeal was handled improperly may request a review of the process by the academic dean at the campus at which the student is not registered.

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

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

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

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

A student who fails a prerequisite for a course, such as but not limited to the fall semester of a fall and

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

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

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

### **EXTENSIONS (OF DEADLINES) WITHIN THE TERM**

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

### **EXTENSIONS (OF DEADLINES) BEYOND END OF TERM**

#### **M.A.C.E., M.DIV., AND M.A.T.S. STUDENTS**

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

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

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

If an extension is approved, the student is responsible for arranging with the professor a plan for submitting assignments to the professor before the extension expires. Such arrangements should be made without delay. Using any third party to deliver assignments is not recommended.

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

#### **TH.M. AND PH.D. STUDENTS**

Students are expected to complete required work on time. In special circumstances, for example, an illness, accident, or family tragedy, a student may request an extension beyond the last day of the examination period.

This request should be submitted in writing to the professor and the director of graduate studies. An extension may be granted by the director of graduate studies, who will consult with the professor. Ordinarily, the maximum extension will be 30 days. If a student fails to complete the required work by the end of the term and has not obtained an extension, the professor will turn in a grade to the registrar that reflects the failure to complete required work. If a student obtains an extension and fails to complete all work by the end of the extension, the professor will turn in a grade to the registrar that reflects the failure to complete the required work.

## **DOCUMENTATION: MEDICAL HEALTH**

When medical or health—physical, psychological, or emotional—needs and /or reasons are cited for failure to comply with institutional policies and deadlines or for failure to make due academic progress or for failure to honor or practice community norms, the student may be required to provide official statements from medical and/or health professionals of such form, nature, and detail as Union Presbyterian Seminary considers needed in order to establish a sound basis for subsequent academic and community decisions. All such information will be treated respectfully and accessed on a need-to-know basis only by those involved in the care, response, and decision process. Union Presbyterian Seminary reserves the right to require such documentation, to determine the adequacy or lack thereof of the documentation, and to determine the implications of the documentation for its decisions.

## **LEAVE TIME**

### LEAVE OF ABSENCE

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

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

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

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

### PERSONAL LEAVE

A student enrolled in any degree program may apply to the appropriate academic dean for personal leave to meet a contingency of health or family emergencies. Such personal leave must not exceed 30 days. Institutional financial aid is not affected by a personal leave. Students contemplating a personal leave must consult with the

financial aid office about applicable federal laws regarding Title IV aid. While class attendance will not be required during personal leave, it remains the prerogative of the professor in each course to determine any make-up work or other course requirements that must be met after the leave has ended. Students contemplating a personal leave are encouraged to consult with their professors.

#### WITHDRAWAL AND REINSTATEMENT

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

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

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

See current Academic Catalog 2014-15 sections on Academic and Community Standing. Also see the current Graduate Handbook statements on academic standing for Th.M. and Ph.D. students. The Graduate Handbook is located on the Registrar's Office Blackboard page.

#### **IMPLEMENTATION**

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

#### **OTHER POLICIES**

The following policies and procedures may be found at <http://upsem.net>.

- Acceptable Use of Technology
- Alcoholic Beverage Policy
- Community Grievance and Discipline Policy
- Copyright Ownership
- Firearms Policy
- Housing Procedures
- Inclement Weather and School Closing Policy
- Inclusive Language Policy
- Learning Disabilities Policy
- Pet Policy
- Plagiarism Policy
- Sexual Misconduct Policy and Procedures
- Substance Abuse Policy

# Appendix A: Student Government

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## **RICHMOND STUDENT GOVERNMENT ASSEMBLY CONSTITUTION**

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

### **ARTICLE I. Name and Purpose**

#### **Section I.**

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

#### **Section II.**

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

#### **Section III. Charlotte Students**

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

### **ARTICLE II. Membership**

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

#### **Section I. Student Senate**

The elected voting members of the Student Senate are:

**Officers:** Moderator, Vice Moderator, Clerk, and Treasurer

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

#### **Members with voice but no vote are:**

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

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

#### **Section II. Diaconate**

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



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

## ARTICLE III. Duties

### Section I. Student Senate

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

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

9. Preside at meetings of the Student Senate in the absence of the Moderator.
- iii. The Clerk shall:
1. Act as a representative for the students to the trustees, faculty, administration, staff and the community in matters of concern to the student body, including attendance at meetings as necessary and proper, and reporting to the student government on all matters and meetings at which she/he represented the student government.
  2. Attend all regular and special called meetings of the Student Senate and Student Body.
  3. Be responsible for the nomination and election process for all elected RSGA offices as prescribed in Article VI. Elections, Section III. Election Procedures, Item A.
  4. Have a working knowledge of the current edition of Robert's Rules of Order Newly Revised.
  5. Record the minutes of the meetings of the Student Senate and the Student Body, as well as the yearly combined budget meeting, and present them for approval at the following meeting of the Student Senate. Ensure that minutes are accessible to the entire seminary community.
  6. Be responsible for file management (RCO reports, past minutes, etc.) and other official records of the student government. Student election ballots shall be maintained by the Clerk for a period of 1 year.
- iv. The Treasurer shall:
1. Act as a representative for the students to the trustees, faculty, administration, staff and the community in matters of concern to the student body, including attendance at meetings as necessary and proper, and reporting to the student government on all matters and meetings at which she/he represented the student government.
  2. Attend all regular and special called meetings of the Student Senate.
  3. Provide assistance to the Clerk with the annual election process.
  4. Have a working knowledge of the current edition of Robert's Rules of Order Newly Revised.
  5. Maintain the financial records of the student government and report year-to-date spending at each stated Student Senate Meeting.
  6. Receive budget requests and propose a budget for the annual joint budget meeting.
  7. Make such disbursements as authorized by student government as prescribed in Article V, Finances, Section 3, Permitted Budgetary Spending.
  8. Provide financial reports to officers, representatives, committee chairs, and RCO contact persons on a regular basis showing their spending to date and remaining budget.
- C. Representatives
1. Shall be responsible for actively seeking the opinions, ideas, and concerns of their constituents.
  2. Shall be responsible for representing their constituency at meetings of the Student Senate, as well as to the trustees, faculty, staff, and administration.
  3. Shall attend all regular and special called Student Senate meetings.
  4. Shall provide assistance to the Clerk with the annual election process.
  5. Shall be responsible for hosting at least two gatherings per academic year (one in the fall and one in the spring) for their constituency and/or the community.
  6. Shall serve on a Diaconate committee, a faculty committee, or a Union Presbyterian Seminary committee.



## Section II. Diaconate

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

## ARTICLE IV. Meetings

### Section I. Stated Meetings

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

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

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

### **Section II. Special Meetings**

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

### **Section III. Notice of Student Senate and Diaconate Meetings**

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

### **Section IV. Open Meetings**

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

### **Section V. Executive Session**

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

### **Section VI. Student Body Comment**

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

### **Section VII. Installation**

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

**Section VIII. Prayer**

All meetings shall be opened and closed with prayer.

**Section IX. Student Body Meetings**

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

**ARTICLE V. Finances****Section I. Use of Funds**

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

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

**Section II. Budget Approval**

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

**Section III. Permitted Budgetary Spending**

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

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

#### **Section IV. Fundraisers and Benefits**

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

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

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

#### **Section VI. Annual Financial Review**

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

### **ARTICLE VI. Elections**

#### **Section I. Eligibility for Office**

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

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

### **Section II. Voting Eligibility**

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

### **Section III. Election Procedures**

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

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



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

Week 6 Representative and diaconate elections

Week 7 Representative and diaconate runoff (if necessary)

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

#### **Article VII. Student Representatives on Faculty Committees**

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

#### **ARTICLE VIII. Recognized Campus Organizations**

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

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

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

**ARTICLE IX. Parliamentary Procedure**

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

**ARTICLE X. RSGA Advisors**

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

**ARTICLE XI. Amending Procedures**

The constitution of the RSGA will be reviewed annually and may be amended by a two-thirds vote in a called RSGA Student Body Meeting. Proposed constitutional amendments shall be made available to all students via campus e-mail and posting on the RSGA bulletin board in the Belk Center no less than 72 hours prior to the called Student Body meeting. Students who are unable to attend the meeting (due to commuting, SIM, abroad, etc.) may send comments or concerns to the Clerk no later than 5:00 on the day before the Student Body Meeting, so that they may be shared with those students present. There is no provision to vote by proxy, because potential changes to the amendments may occur on the floor.



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