MASTER OF ARTS
ACADEMIC PROGRAM GUIDE

2015 - 2016

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Mission

Union Theological Seminary in the City of New York
is a seminary and a graduate school of theology established in 1836
by founders "deeply impressed by the claims of the world upon the church."
Union prepares women and men for committed lives of service
to the church, academy, and society.
A Union education develops practices of mind and body that foster
intellectual and academic excellence, social justice, and compassionate wisdom.
Grounded in the Christian tradition and responsive to the needs of God's creation,
Union's graduates make a difference wherever they serve.

I. OVERVIEW of the MASTER of ARTS (M.A.) PROGRAM

The Master of Arts (M.A.) is designed as a two-year degree program for those studying full-time. The purpose of the program is to provide students with a "basic understanding of theological disciplines for further graduate study or for general educational purposes" that will enrich students' work in their chosen professions. (ATS Standard D.1.1).

While the Union M.A. is primarily an academic degree that prepares students for advanced studies and teaching, it also prepares students for a variety of other professional positions in diverse academic and non-academic contexts.

Program Goals and Learning Outcomes

In keeping with the vision of Union's founders that Union graduates should be equipped by their education to "respond to the claims of the world" with "intellectual and academic excellence, social justice, and compassionate wisdom," Union's curricula for all degree programs intentionally engage disparities in society based on gender, race, class, sexuality, religion and other divisive or marginalizing forces. Studying in this environment is both a strength and a challenge.

The program goals and learning outcomes for the Union M.A. program are grouped into three areas: *Religious Heritage, Cultural Context, and Specialized Competence* in a theological concentration. The program goals in each of these areas reflect the faculty's general aspirations for student learning. The desired learning outcomes associated with each goal identify the knowledge and skills that students are expected be able to demonstrate when they successfully complete the M.A. program. Successful graduates of the M.A. program should be well equipped to apply their learning in contemporary contexts both within and beyond academia.

M.A. PROGRAM GOALS and LEARNING OUTCOMES

RELIGIOUS HERITAGE

Goal 1: To develop a broad, critical understanding of Christian traditions in their scriptural foundations, historical developments, and theological perspectives.
Outcomes:
1.1. Demonstrates an ability to identify, describe, analyze, and to interpret biblical texts in their literary, historical, and multi-religious contexts.
1.2 Demonstrates an ability to identify, describe, and to discuss significant periods, persons, and developments in the history of the Christian tradition(s).
1.3 Demonstrates an ability to recognize, explain, and to critically evaluate major theological themes, issues, and perspectives in Christian thought.

Goal 2: To cultivate inter-religious awareness and deepen understanding of the Christian heritage through substantive engagement with the thought and practices of traditions other than Christianity.
Outcome:
2.1. Demonstrates substantive engagement with the thought and practices of traditions other than Christianity.

CULTURAL CONTEXT

Goal 3: To develop competencies in understanding social and cultural contexts that are significant for contemporary theology, the life of the church, and the promotion of justice in the world.
Outcomes:
3.1. Demonstrates an ability to work with persons of diverse backgrounds, to learn from differences, and to articulate one's own cultural and social perspectives with acknowledgment of their limitations.
3.2. Demonstrates an ability to articulate contextually informed and world-engaged theological perspectives.
3.3. Demonstrates an ability to analyze and address contemporary ethical issues from Christian and interreligious perspectives.

Goal 4: To enrich theological work by incorporating the arts and cultural diversity of New York City.
Outcome:
4.1. Demonstrates an ability to incorporate the arts, cultural diversity, international, and/or socio-economic dimensions of New York City into theological reflection.

SPECIALIZED COMPETENCY

Goal 5: To attain competency in the student's chosen concentration in preparation for further graduate studies, teaching, or for application in public, organizational, and non-academic contexts..
Outcomes:
5.1. Demonstrates an ability to identify, describe, discuss, employ, communicate, and apply the sources, norms, methods, substantive content, and literature of the student's chosen concentration.
5.2. Demonstrates the capacity to integrate specialized competency in the student's chosen concentration within theological reflection that is both informed by and applicable to contemporary issues and contexts.

Goal 6: To attain competency in academic research and writing skills.
Outcome:
6.1. Demonstrates an ability to locate and to utilize relevant primary and secondary sources and relevant data for critical and constructive work in the student's chosen concentration.
6.2. Demonstrates the ability to write a thesis-driven essay within the student's chosen concentration that is clearly written, cogently argued, and sufficiently substantiated with properly cited references to scholarly resources.

Goal 7: **{Applicable to Track I)** To attain proficiency in a modern language (and in the case of the Biblical concentration, a working knowledge of Hebrew and/or Greek)
Outcome:
7.1. Demonstrates the ability to read and accurately translate text in French, German, or Spanish (and for Biblical Studies concentrators, in Hebrew or Greek)

II. MASTER OF ARTS DEGREE REQUIREMENTS

Minimum Degree Requirements

The M.A. degree requires that students complete a minimum of **51 credits**. Students are permitted – and even encouraged – to exceed the minimum requirements of the degree.

All M.A. Students will acquire broad and basic knowledge and academic skills by taking a common core of courses in the "classical" theological disciplines of *Bible*, *Church History*, and *Theology/Ethics* and in the interdisciplinary field of *Interreligious Engagement*. Students are required to take a minimum number of credits in each of these fields.

M.A. students are also encouraged to take courses in disciplines within the Practical Theology field, as appropriate to their individual learning goals. The disciplines included in the Practical Theology field include *Preaching & Worship* (CW), *Communication Arts* (CA), *Religion & Education* (RE), *Psychology and Religion* (PS), *Church and Society* (CS), and other Practical Theology (PT) courses.

M.A. students are required to take a minimum number of elective courses in their area of concentration and to pursue that concentration within either the Research Track (Track I) or the Applied Track (Track II). While each of these tracks is equally rigorous, they employ learning modalities appropriate to different educational objectives and professional aspirations.

> **Research Track (Track I):** course work only; designed primarily for students who wish to teach or to pursue further graduate studies; requires the writing of a formal thesis and demonstrated proficiency in a modern language.

> **Applied Track (Track II):** includes an experiential learning opportunity for students who are primarily preparing to apply their studies in public and organizational leadership positions, particularly in interreligious, social justice-related, or other non-academic contexts; requires two semesters of Field Education (includes work at a field site related to the student's concentration, weekly participation in a field education seminar, and the writing of an integrative essay); and completion of a course in *Public and Organizational Leadership*.

Students are asked to declare both their concentration and their track choice at the beginning of their program, even though field education and the majority of advanced electives in the student's concentration do not begin until the second year. This early declaration is intended to assist the seminary in curricular development and planning; to maximize from the outset the fruitfulness of individual students' advisement, course, and

career planning; and to allow sufficient lead-time for students to develop their thesis proposal or to select their field education site. At the latest, students are required to declare a concentration and track choice by December 15th in the first semester.

Course Distribution Requirements and Concentrations

The following charts outline the course distribution requirements for the M.A. degree and the concentrations that are currently available for Tracks I and II.

MASTER OF ARTS CREDIT DISTRIBUTION REQUIREMENTS		
	Number of Credits Required	
CORE COURSES		
Bible	7-8 cr.	
History	5-6	
Theology	6	
IE	3	
	TRACK I (research)	**TRACK II (applied)**
CONCENTRATION		
Advanced courses (level 200+)	15	12
Thesis	6	not required
Field Ed	not available	6
Public & Organizational Leadership	not required	3
MODERN LANGUAGE	exam required; no credit	not required
GENERAL ELECTIVES	8-9	8-9
TOTAL POINTS (minimum)	51	51

Concentrations	Track I (Research)	Track II (Applied)
Bible		
• **Old Testament**	√	not available
• **New Testament**	√	not available
Theology		
• **Ethics**	√	√
• **Systematics**	√	not available
• **Philosophy of Religion**	√	not available
Church History	√	not available
Interreligious Engagement	√	√
Practical Theology		
• **Church & Society**	√	√
• **Psychology & Religion**	√	√
• **Preaching, Arts & Worship**	√	not available
• **Religion and Education**	√	not available
Interdisciplinary		
• **Theology and the Arts**	√	√
• **Other (as approved)**	√	√

Course Load and Planning

In the absence of permission from the Academic Dean, no one is permitted to take more than 15 credits in any one semester or more than 30 points in an academic year, exclusive of the January and/or summer terms.

Students are expected to complete their required core course requirements as early as possible. The early completion of the foundational courses equips the student with the basic vocabulary, data, and concepts necessary for closer or more advanced and specialized study in the core fields, the area of concentration, and/or in other subjects in the curriculum. Early completion of the core field requirements also provides preparation for taking courses at outside schools.

The M.A. Program Planner lists specifically required courses and credit distribution requirements within a convenient form that facilitates course planning for each semester. Students can use this form to check off courses when completed and to track progress toward completing degree requirements. Students should review and utilize the M.A. Program Planner periodically (See Appendix A).

Specific Course Requirements

Core Field Requirements

Bible: [7-8 cr.] M.A. students must take a minimum of 7 credits in this field, consisting of a 4-credit *Introduction to the Bible* course (BX101) and a 3-credit elective in any Old Testament (OT) or New Testament (NT) course.

Bible concentrators are required to fulfill their core field requirement by taking OT 101 (4 cr.) and NT 101(4 cr.) for a total of 8 credits.

History: [5-6 cr.]. M.A. students must take a minimum of 5 credits in this field, consisting of a 3-credit course entitled *Christianity in Historical Perspective* (CH 101) and either a 2 or 3-credit course in the Historical field.

History concentrators are required to fulfill their core History requirements by taking these three 2-credit courses for a total of 6 credits: CH 107 (Early Church period), CH 108 (Medieval and Reformation period), and CH 109 (Modern period).

Theology: [6 cr.] A minimum of six credits must be earned in this field. Students must take one of the 100-level Systematic Theology courses (either ST 103 or 104) for 3 credits. To complete the requirements in this field, students may take an additional 3- credit course in Systematic Theology (ST), Christian Ethics (CE), Philosophy of Religion (PR) or Ecumenical Studies (EC). Students whose college

work in philosophy is not strong are advised to select Philosophy of Religion (PR) 103 when it is offered.

Interreligious Engagement: [3 cr.] The 3-credit minimum may be satisfied by taking any course in this field.

Concentration Requirements

Advanced Courses (level 200 and above): Track I students are required to take a minimum of 15 credits in advanced courses of their choosing within their area of concentration. Track II students are required to take fewer courses, a minimum of 12 credits, because the course in *Public and Organizational Leadership* is a required course taken in lieu of one course in the area of concentration.

Students who elect an interdisciplinary concentration may cluster their advanced courses around the history, practices, and concerns of a particular group or sector of society (such as women; LGBTQ people, incarcerated people, people who are poor); and/or an issue or problem that deploys perspectives and tools of multiple disciplines and fields (such as eco-theology/ethics; theology and the arts; the Bible and…, etc.).

Students should consult faculty members and/or their faculty advisors for any specific course recommendations or requirements in their area of concentration, including pre-requisites to taking certain advanced courses. Specific concentration requirements will soon be made available online at the MyUnion web site.

Thesis: [6 cr.] A formal thesis paper or summative project (accompanied by a shorter paper) in the area of concentration is required of Track I students. A Thesis Topic Declaration form must be signed by the faculty advisor and submitted to the Registrar no later than the Friday before Thanksgiving in the second year (or in the academic year in which the Thesis will be submitted). For up-to-date forms, thesis guidelines and other information concerning the thesis requirement, please consult the MyUnion web site or the Registrar's office.

Field Education: [6 cr.]

M.A. students who have elected to satisfy their degree requirements under Track II will take two-semesters (6 credits) of Field Education. In lieu of writing a thesis, Track II students will be required to write a summative essay in their second semester of Field Education (FE 106); the essay should demonstrate

integration of the student's academic and experiential learning.

Courses in the Field Education Seminar sequence (FE 105-106) are taken concurrently with a supervised field placement of 12-15 hours per week at a site chosen by the student. The purpose of the seminar is

- to cultivate the ability of students to critically analyze and understand, from a theological perspective, the issues and lived realities they encounter in their field placement contexts;
- to deepen and broaden their theological perspectives, particularly in their area of concentration, as a consequence of their experience in the field; and
- to provide students with an opportunity to discern their roles and practice their skills as theologically-informed leaders, collaborators, and communicators within particular public and organizational contexts.

Theological reflection is at the heart of this learning. The seminar culminates in the writing of a summative essay that integrates the student's academic and experiential learning.

FE 105 is only offered during the Fall semester and must be taken before FE 106, which is offered in the Spring semester. The field placement site must be related or pertinent to the student's area of concentration *and* must be approved by the faculty advisor and the Senior Director of Integrative and Field-Based Education.

More detailed information about the Field Education requirements for the M.A. program will be forthcoming.

Public and Organizational Leadership [3 cr.] This course (PT 105), required to be taken in the second year (or equivalent) by Track II students, is intended to complement their Field Education experience. It may be taken, however, by Track I students as an elective. Some of the topics that may be covered in this course include: fundamentals of community organizing; models and principles of transformative leadership; organizational change theory; mission development; strategic planning; effective public advocacy; non-profit management skills; strategies for sustainability/self-care, and the like.

Languages [exam; no credit]

Track I M.A. candidates are required to pass a modern language reading proficiency exam, preferably before beginning the second year. It is also strongly recommended

that Bible concentrators take two semesters of either Hebrew or Greek, depending on their concentration.

General Electives: [8-9 cr.]

The minimum number of required general electives varies from 8 to 9 credits, depending on the student's choice of courses in the Biblical and Historical fields. Through general electives, students may exceed the minimum requirements for the degree in order to pursue particular interests and to prepare for the professions they intend to pursue. While students who are not concentrating in a discipline within the field of Practical Theology are not required to do so, they are encouraged to include one or more Practical Theology courses among their general electives as schedules permit.

> ***SU (Supplemental Co-curricular) Courses***: M.A. Students may take SU courses that provide opportunities for spiritual and personal enrichment (*Topics in Spirituality*, SU 125) and/or the acquisition of practical professional and ministerial skills (*Topics in Ministry*, SU 190). Students may take as many SU courses as they wish but only three SU course credits may be counted toward their general elective degree requirements. Please consult the course catalog for other SU courses on various topics, most of which may be taken for 1 credit.

> ***Guided Reading:*** Students may propose a guided reading for 1, 2, or 3 credits with the approval and under the direction of a member of the faculty. Students must submit a written Guided Reading proposal, signed by the faculty member, for the approval of the Academic Dean. The Guided Reading Request form may be obtained outside the Registrar's office or on the MyUnion web site.

> ***Courses Taken Concurrently in Other Schools:*** With the written approval of the faculty advisor and of the Academic Dean, students enrolled in the M.A. program may take up to 12 graduate-level elective credits in courses offered at other accredited schools. Courses that are listed in the Union catalog may *not* be taken at other schools. Registration for outside courses is normally limited to one course per semester.

> *Cost:* Graduate courses taken with Union approval at partner schools may be taken at no additional cost to Union students. Partner schools are those with which Union has a cross-registration or other credit recognition agreement. Partner schools include *only* the following:

> > ➤ *New York Theological School Consortium* signatories: Drew University Seminary, Fordham University GSAS, General Theological Seminary, Hebrew Union College, Jewish Theological Seminary, New York Theological Seminary, and St. Vladimir's Orthodox Theological Seminary.

➢ *Some Columbia University Schools*: Graduate School of Arts and Sciences (GSAS), School of the Arts, and the School of International and Public Affairs. Courses taken at these schools must be at the 3000-level or higher. *Columbia University Teacher's College is not a partner school.*

The cost of taking courses at non-partner schools is the student's sole responsibility, although students may apply to the Academic Dean for a subsidy. It is within the sole discretion of the Academic Dean to grant or deny, in whole or in part, a tuition subsidy for courses taken in non-partner schools.

Permission and Earned Credit: Students who wish to take courses in *any* outside partner and non-partner school must complete an application form that is signed by the faculty advisor and submitted to the Academic Dean for approval. Approvals must be obtained in advance of registration for the course if a student desires credit to be applied toward fulfillment of Union degree requirements. A minimum grade of B (or equivalent) must be earned for credit to be counted toward fulfillment of the Union degree.

Registration: Students must register at Union for every course they take, whether at Union or at an outside school. Signed approval forms must be brought by the student to the Office of the Registrar. In some cases, students will have to register at the outside school as well.

Please read *Information About Taking Courses at Other Institutions* (attached here as Appendix B) for important details, instructions and procedures. Approval forms are available at the Office of the Registrar or on the MyUnion web page.

III. ADVISEMENT

Consultations with faculty advisors may take place for a variety of purposes within a variety of contexts. Academic advisement may take place at any time and students are strongly encouraged to seek advisement as needed. However, the Seminary has established specific requirements for each degree program with regard to advisement consultations that take place prior to registration periods.

Registration for Fall Courses:

All incoming M.A. students are required to meet, in person, with their assigned faculty advisor for curricular advisement prior to Fall registration for the first year of study. First semester curricular advisement normally takes place during the Fall orientation period in August/September.

Early online registration for the Fall of the second year of study normally takes place in April. Pre-registration consultations in April are required to be in person. Students do not have to consult with their advisors again in September if they have had a pre-registration consultation in the previous April.

<u>First-year M.A. students are required to complete Program Planners with their faculty advisors at both the Fall pre-registration conference and the Spring pre-registration conferences</u>. Ideally, the Program Planner prepared in the Fall will map out the first year of study, and the Program Planner prepared in the Spring will map out the second year of study. These are to be signed by both the student and the faculty advisor and must be deposited into the student's ePortfolio. (Read more about ePortfolios below.) <u>Students are responsible for keeping their advisors informed about any changes of plan that may take place along the way, and for seeking advisement as needed.</u>

Registration for Spring Courses:

Early registration for Spring courses normally takes place in November. First-year M.A. students are required to consult with their advisor prior to registration for the Spring semester. While it is highly recommended that this consultation take place in person, the student and advisor may agree to consult by phone, email, or video conference. However, registration for the Spring in the first year of study will remain blocked by a "hold" unless and until the faculty advisor certifies to the Registrar (via email) that there has been a meaningful pre-registration consultation.

Second-year M.A. students are strongly encouraged but are not required to consult with their advisors prior to registration for Spring classes. However, second-year students are *required* to check in with their advisors for general advisement purposes *at least once* before the last day of classes in the Fall semester of the final year.

Beyond the required advisement sessions with faculty advisors, *all* faculty members, the Academic Dean and Associate Deans, and Senior Administrative Staff are ready and most willing to offer advisement in their areas of expertise and competency. Please do take the initiative in asking for the advice that you need.

IV. ASSESSMENT OF STUDENT LEARNING and CURRICULAR EFFECTIVENESS

Assessment of student learning at Union is a comprehensive and continuous process that takes place at both the course level and program level. The purpose of this process is twofold: (1) to provide students with feedback on their progress toward and achievement of personal, course, and program learning goals; and (2) to provide the administration and faculty with a means by which to continually evaluate program effectiveness so that modifications and improvements to the curriculum can be made.

All students at Union have been provided with a personal ePortfolio into which evidence of their fulfillment of degree requirements and of their learning achievement is collected and periodically reviewed. Students manage their ePortfolios through the Google Drive that is affiliated with their @utsnyc.edu email account. The ePortfolio will not be accessible in individual gmail accounts. See Appendix C for ePortfolio access and document uploading instructions.

The current assessment plan for M.A. students requires that the following documents be deposited into the ePortfolios at specified times (by specified persons) over the course of the student's progression through the program.

Preliminary documents: (deposited by…)
1. Entrance Questionnaire (by Academic Office staff)
2. Admissions Essay (by Academic Office staff)
3. Current résumé or c.v., as available (by student, periodically updated)
4. Program Planners (completed and signed by student and Faculty Advisor and deposited into the ePortfolio within 7 days of required pre-registration advisement).

Registrar's documents:
5. Degree Audit (by Academic Office staff prior to ePortfolio reviews)
6. Unofficial transcript containing narrative course evaluations and grades (by Academic Office staff prior to ePortfolio reviews)

Academic work:
7. Two essays that have contributed significantly to achievement of learning goals (from different fields), including the professors' comments (deposited by student)
    (a) first essay, from a *required* core course, by April 1st of the first year
    (b) second essay, from an *advanced* course in the student's

concentration, by April 1st of the second year.

8. Thesis topic declaration and proposal (deposited by student on or before November due date)

9a. {Track I} The thesis/thesis project (written and/or electronically recorded components) (deposited by student on or before Registrar's due date)

9b. {Track II} (i) FE 105 Learning Agreement; (ii) FE 105 self-evaluations; (iii) FE 105 Supervisor's evaluations (deposited by FE office no later than February 1st); (iv) FE 106 Integrative Essay with comments (deposited by student no later than April 1st)

Assessment Surveys and Reports:

10. Student Self-Assessment Survey [SSAS] (electronically submitted by April 1st, second year)

11. Final Assessment Report [FAR] (prepared by Faculty Advisor and student; electronically submitted by faculty)

12. Graduating Student Questionnaire (electronically completed by student late April/early May, second year)

Summary of Due Dates for ePortfolio Documents Required to be Deposited by Students	
Due Date	Document Number
Before first advisement and registration	# 3
Within 7 days after first advisement	# 4
April 1st (first and second year)	# 7(a); 7(b)
November, second year	# 8
February 1, second year	# 9b (i),(ii),(iii)
April 1, second year	# 9a; 9b (iv); 10
Late April-early May, second year	# 12

Notes on the Assessment Process

Entrance Questionnaire: The assessment process for M.A. students begins with the Entrance Questionnaire (EQ). The EQ includes a benchmark measure of a student's current competencies in the outcomes associated with *Religious Heritage*, *Cultural Context*, and *Specialized Knowledge* in one of the theological disciplines. During and at the end of the program, these competencies will be revisited to see how far the student's learning and skills have progressed.

The Essays: Near the end of the first year students are required to deposit at least one essay from a required course into the ePortfolio (April 1st due date). The selected essay should be one that best reflects the learning outcomes associated with the *Religious Heritage* and *Cultural Context* program goals. The second essay, from an advanced

course that reflects the learning outcomes in the student's area of concentration, should be deposited into the ePortfolio in prior to the Final Assessment Conference (due April 1st).

Final Assessment Conference: Toward the end of the final semester students will meet with their advisor for a Final Assessment Conference. Prior to the conference, students complete an online Student Self Assessment Survey (SSAS), a copy of which will be deposited into the ePortfolio by the Academic Office. Based on a review of the student's ePortfolio and the conference, the advisor completes the Final Assessment Report (FAR) that records the degree to which the advosor believes the student has demonstrated the desired learning outcomes of the Union M.A. program. A copy of the FAR is deposited into the ePortfolio.

Graduating Student Questionnaire: This is completed online shortly before graduation.

Alumni/ae Questionnaire: The assessment process concludes with an Alumni/ae Questionnaire that you will receive shortly after graduation.

Assessment is not a credit-bearing process. Assessment results have no effect on grades. Student participation will not be used to determine academic eligibility for graduation. However, the Seminary is required by its accreditation agencies to assess all of its programs. Therefore, <u>participation in and completion of the assessment process in a timely manner is a requirement for advancement through the program and conferral of the degree</u>.

Schedule of Student-Faculty Advisement and Assessment Conferences and Consultations for M.A. Students			
	September (for Fall semester)	**November-December (for Spring Semester)**	**April (for Fall semester or graduation)**
1st yr.	☑ **PP**	√ (hold)	☑ **PP**
2nd yr.	☑ PP (only if early registration did not take place in April)	√ at least once by end of Fall semester	☑ **SSAS and FAR** (last week April to first week May)
☑ = must be in person √ = some meaningful consultation (hold) = in place until Advisor notifies Registrar that advisement has occurred PP = Program Planner for year 2 SSAS = Student Self-Assessment Survey FAR = Assessment Conference & Final Assessment Report			

APPENDICES

MASTER OF ARTS
TWO-YEAR PROGRAM PLAN
For students entering in Fall 2015

Minimum Credit Requirement: 51 credits

CORE REQUIREMENTS

BIBLE [7-8 cr.]
☐ BX 101: 4 cr. and

☐ _____: 3 cr.

Except Bible Concentrators Must Take:
☐ OT 101: 4 cr. and
☐ NT 101: 4 cr.

HISTORY [5-6 cr.]
☐ CH 101: 3 cr. and

☐ _____: 2-3 cr.

Except History Concentrators Must Take:
☐ CH 107: 2 cr. and
☐ CH 108: 2 cr. and
☐ CH 109: 2 cr. and

THEOLOGY [6 cr.]
☐ ST 103 or ST 104: 3 cr. and

☐ _____: 3 cr.

INTERRELIGIOUS ENGAGEMENT [3 cr.]
☐ _____: 3 cr.

GENERAL ELECTIVES [8-9 cr.]
☐ _____: ___ cr.
☐ _____: ___ cr.
☐ _____: ___ cr.
☐ _____: ___ cr.

CONCENTRATION REQUIREMENTS

CONCENTRATION:_____

ADVANCED COURSES
[Track I: 15 cr.   Track II: 12 cr.]
☐ _____: ___ cr.
☐ _____: ___ cr.
☐ _____: ___ cr.
☐ _____: ___ cr.
☐ _____: ___ cr.

TRACK I Only
☐ Thesis: 6 cr. and
☐ Modern Language Exam [no cr.]

TRACK II Only
☐ FE 105: 3 cr. and
☐ FE 106: 3 cr. and
☐ PT 105: 3 cr.

STUDENT: _____

FIRST YEAR * FALL TERM

Course Number	Title	Credits

January

FIRST YEAR * SPRING TERM

Course Number	Title	Credits

Summer

SECOND YEAR * FALL TERM

Course Number	Title	Credits

January

SECOND YEAR * SPRING TERM

Course Number	Title	Credits

Summer

SIGN HERE:

Student:_____

Advisor:_____

Date: _____

UNION THEOLOGICAL SEMINARY
Application for Permission
To Enroll in a Course in Another School

THIS FORM MUST BE COMPLETED BY CANDIDATES FOR SEMINARY DEGREES WHO WISH TO ENROLL IN A **GRADUATE** COURSE IN ANOTHER INSTITUTION.

Please read the information on the other side of this sheet before completing this form. At registration, you will turn it in to the UTS Registrar's Office along with your registration card.

Date _____

Student _____Degree Program _____

Social Security Number __ __ __ - __ __ - __ __ __ __

Name of Other Institution _____

      Semester Given _____

      <u>Exact</u> course number _____points _____

      Course title _____

      Instructor _____

How will this contribute to your program at the Seminary?

Faculty Advisor's approval: _____ Date _____

_____
How many courses have you previously taken in other schools during your candidacy at Union that are being counted toward degree requirements at the Seminary? _____
   Maximum credits allowed: **M.A. - 12 cr.; M.Div. -15 cr; S.T.M. - 6 cr.; Ph.D. - 12 cr. (except Bible students)**

Has the Seminary paid any part of the cost of these courses? _____

Itemize cost of the course for which approval is being sought:

Tuition $_____ (_____ points @ $_____ per point)

Other $_____ (identify special fee _____)

TOTAL $_____

_____
Approval by the Academic Dean:

APPROVED: Student will pay $_____. Seminary will pay tuition only $ _____

Date:_____ Signed: _____

TURN THIS FORM IN TO THE REGISTRAR'S OFFICE AT UTS!
(Please read other side)

INFORMATION ABOUT TAKING COURSES IN OTHER INSTITUTIONS

☞PLEASE NOTE**:** COURSES TAKEN AT OTHER INSTITUTIONS MUST BE TAKEN FOR FULL CREDIT; YOU MAY NOT AUDIT THEM OR TAKE THEM FOR "R" CREDIT. ANY CHARGES INCURRED FOR LATE REGISTRATION OR FOR DROPPING A COURSE WILL BE THE RESPONSIBILITY OF THE STUDENT.

☞Note also**:** Classes begin in different schools on different dates, and academic holidays may vary from one school to another.

If you are a candidate for a Seminary degree and you wish to take a course in another institution (that is, a course <u>not</u> offered in the Seminary catalog), you must complete this form and have it signed by your faculty advisor <u>and</u> the Academic Dean. You must hand in this completed form to the Registrar's Office during registration.
Only graduate level courses will be approved. In some cases the cost (in full or part) of enrolling in a course elsewhere may be paid by the Seminary. The Seminary generally will not pay for modern language study.

☞**Students enrolled in courses at other institutions will be subject to the rules of the Seminary with respect to extensions and other deadlines.** You may receive letter grades in courses in other schools; a grade of B must be earned for a course to count toward UTS graduation requirements. If the host school requires the instructor's permission to enroll in a course, the student must obtain it prior to registration. You must register at the Seminary for every course you take. It may be necessary for the student to register in person at the host school as well. Selected schools are discussed below.

Courses at **Drew Theological Seminary, Fordham University GSAS, General Theological Seminary, Hebrew Union College, Jewish Theological Seminary**, **New York Theological Seminary,** and **St. Vladimir's Orthodox Theological Seminary** are in general available to Union Seminary students without additional fees if duly approved at Union. It is usually not necessary to register in person at these schools except Fordham & St. Vladimir's. Registration is generally limited to one course per semester.

Courses at **Columbia University** in the following schools are covered by a cross-registration agreement and do not incur tuition fees: *Graduate School of Arts and Sciences*, *School of the Arts*, and *International and Public Affairs*, as well as interfaculty courses. These courses begin with the letters **G, R, U,** or **W** and must be at the **3000 level or higher**. Courses in other schools involve tuition fees. With a letter of introduction in hand from the UTS registrar and email approval from the course instructor, the student goes to the School of Continuing Education at 203 Lewisohn Hall to be entered in the Columbia student information system and receive registration instructions. (Note: these directions do not apply to M.Div./MSSW joint-degree students.)

Courses at **Teachers College**: Union students do not register at TC, but this approval form must indicate whether the student or the Seminary is responsible for the tuition fees for the course.
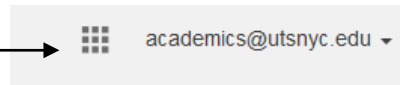
APPENDIX C

UNION THEOLOGICAL SEMINARY

HOW TO ACCESS YOUR ePORTFOLIO

Every UTS student has an ePortfolio; a folder created by the Academic Office. That folder lives in each student's Google Drive that is associated with your utsnyc.edu email address (not the one connected to your personal gmail account). If you cannot access that folder through your UTS email, contact Chris McFadden at cmcfadden@utsnyc.edu or write to academics@utsnyc.edu for assistance.

To access your Google Drive, go to your utsnyc.edu email inbox. In the upper right hand corner of the screen, next to your email address, there is a square icon.

academics@utsnyc.edu ▾

Click on the square icon. A menu will appear that contains the Google Drive icon.

Drive

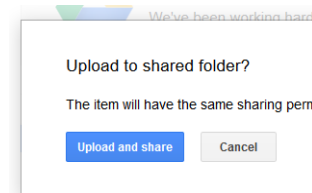Click on the Drive icon and look for your ePortfolio, labeled like this:

[Your degree] ePortfolio - (2015) LastName, FirstName - ab1234

(your UNI)

How to Upload a Document to Your ePortfolio

Click on your ePortfolio to open it. You will see the previously uploaded contents listed. In the upper-left corner of the screen find the red "New" button. Click the "New" button, then click "File upload" from the pull-down menu and follow the prompts to browse for and select your file.

NEW

The prompt "Upload to shared folder?" will pop up. Click "Upload and share" and you're ePortfolio will be automatically shared with your MPR team. You're done! (When the "Upload complete" box pops up, do not click "send" again – just X out to close the box.)

Upload to shared folder?

The item will have the same sharing perm

Upload and share   Cancel

You may access your ePortfolio at any time.