United Theological Seminary Handbook
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PRESIDENT’S WELCOME

Friends:

Thank you for choosing United theological Seminary as the place where you can grow spiritually, intellectually and personally as you respond to God's call in your life.

Our goal as a seminary is to be used by God to provide faithful, fruitful and Christ centered pastors and leaders for the Church. 83% of our 2015 graduates are currently serving in some form of ministry with most serving as pastors or staff in a local congregation. The average number of 2015 graduates of all United States seminaries serving in ministry is 53% so United is an excellent place to prepare to serve God through the Church.

The heart of a seminary is the spiritual and personal growth which occurs in the dialogue and relationship between seminarians and their professors in class or online. As you choose which courses you will take to help you grow as a spiritual leader know that we will be praying that God will bless you and your experience at United.

A United Methodist Church official who places pastors in congregations recently shared with me that she has discovered United graduates are among the best prepared pastors to serve effectively as pastors or staff leaders in a local congregation. We give credit to our passionate and compassionate full time and adjunct faculty who are used by God to develop such effective Christian leaders.

God bless you as you prepare to surrender yourself into the hands of God and be used by God to make disciples of Jesus Christ for the transformation of the world.

As you prepare to serve God and the church I encourage you to pray the Covenant Prayer in the Wesleyan tradition:

"I am no longer my own, but yours. Put me to what you will, place me with whom you will. Put me to doing, put me to suffering. Let me be put to work for you or set aside for you, praised for you or criticized for you. Let me be full, let me be empty. Let me have all things, let me have nothing. I freely and fully surrender all things to your glory and service. And now, O wonderful and holy God, Creator, Redeemer, and Sustainer, you are mine and I am yours. So be it. And the covenant which I have made on earth, let it also be made in heaven. Amen."

Grace and Peace,

Dr. Kent Millard, President
Spirit Led, Renewing the Church!
INTRODUCTION

Dear United Student,

The Student Handbook is an official document that is essential for all students. The Handbook communicates and explains important information and policies to help a student successfully complete academic work, understand the services that United Theological Seminary offers and prepares a student for future ministry. These policies and procedures have direct bearing on all students, and each student is responsible for familiarity of content and policies. Therefore, we encourage each student to review and take seriously the information contained in the Student Handbook.

The purpose of the Handbook is to provide a source of the information you will need during your experience at United Theological Seminary. Through this document we hope to clearly communicate the services the Seminary offers to support you in your academic and formational preparation for ministry. Our hope is that United Theological Seminary is not only a place to prepare for ministry, but also a place to be renewed in the heart, soul, and mind.

As a student at United Theological Seminary you are part of a community who values relationships, formation, academic vigor and a global perspective. We believe we are a community called to prepare theologically educated and spiritually formed persons to serve the Church and society in transformational ways. The faculty and staff are committed to serving you in this way as you prepare to fulfill your calling.

Policies and procedures in this Handbook are designed to sustain a community that fosters godly relationships and safe living. They also support you as a student to have every opportunity for success at this institution. As a student you are expected to know and follow the policies and procedures found in the Handbook. If you have questions or concerns please contact the Office of Student Success who will be happy to speak with you.

This Handbook is not a contract of any kind or for anything between students and United Theological Seminary. The Seminary also reserves the right to change policies when necessary. All policy changes will be communicated promptly to the student community. Please note that the policies and information contained in the Handbook are not exhaustive. Please consult the Academic Catalog and individual offices for complete details.

On behalf of the entire United Theological Seminary community, we welcome the opportunity to serve you during the academic year. Many blessings to you as you answer the call of God on your life.

Many blessings,

Dean Blimline
Director of Student Success
CORE STATEMENTS

Mission and Commitments

The mission of United Theological Seminary is to recruit and educate faithful leaders for the mission of Jesus Christ in the World.

Core Commitments of United Theological Seminary

- The Historic Christian Faith: We believe that the faith in Jesus Christ passed down to us through the centuries by the fathers and mothers of the Church is crucial for the life and witness of the Church today. The Bible is our centerpiece for theological formation and reflection. Through sacraments, creeds, the writings of great teachers, and other resources, we grow in the knowledge and love of God.

- The Cultivation of Holiness: We believe in the life-changing power of the Holy Spirit, who helps us to become the people God created us to be. Yet holiness is not simply about personal transformation. It is also about changing the world through faithful discipleship.

- The Renewal of the Church: We believe that all renewal, whether of individuals, congregations, or the Church universal, is the work of the Holy Spirit, who is always ready to lead the faithful in this redemptive activity.

Vision and Values

The vision of United Theological Seminary is faithful leaders, engaged in ministry, renewing the Church.

Core Values of United Theological Seminary

- Faith in the Holy Trinity, as understood through the historic proclamation of the Church;

- Belief in the dynamic power of the Holy Spirit who is always at work to offer grace, hope and new life in and through the Church;

- In-depth study of the Bible, theology, church history and the effective practice of worship and ministry for strengthening the Church and sustaining spiritually vital communities;

- The practice of “love, joy, peace, patience, kindness, generosity, faithfulness, gentleness and self-control” [Galatians 5:22] that characterizes “life in Christ;” and

- Sharing the Good News in local communities and around the world is our joy, privilege and duty as Christians.
United Theological Seminary’s Code of Conduct

United Theological Seminary is committed to creating and maintaining a community in which administrators, faculty, staff, and students can work and study together in an atmosphere where all can flourish in our learning and in worship. To this end:

- Students will be expected to engage with one another and with faculty and staff respectfully. Abusive, threatening, or profane language violate United’s code of conduct and will not be tolerated. This includes face-to-face, voice, online and written interactions.

- Students are expected to attend class. While there may be occasional exceptions to this rule, repeated late arrivals or early departures may result in disciplinary action.

- Cell phones must be turned to silent during class and all worship services.

- Any form of plagiarism or other violation of academic integrity will result in disciplinary action. Refer to the Academic Integrity Policy content in the Handbook

- Discrimination and harassment will not be tolerated. Refer to the Anti-Discrimination and Anti-Harassment Policy content in the Handbook

- Students convicted of crimes may face disciplinary action from the seminary. The seminary also reserves the right to suspend the matriculation of any student who is under investigation for or has been charged with a felony.

Reporting any discrimination or harassment is subject to the official Anti-Harassment and Anti-Discrimination Policy. Violations of all other conduct listed above should be reported to the office of the Academic Dean. In such cases, the Academic Dean or an appropriately designated officer of the school may decide to...

- ...state officially that no violation of the conduct policy has taken place,

- ...offer the student a written warning that he or she has violated the conduct policy,

- ...place the student on probation for one semester for violation of the conduct policy,

- ...dismiss the student for the semester, or

- ...dismiss the student permanently.

Any student who is found to have violated the Code of Conduct while on probation for a previous violation will be dismissed either for one semester or permanently.
GENERAL INFORMATION

Facility Information

The main campus of United Theological Seminary is at 4501 Denlinger Road, Dayton, OH 45426.


The campus is completely wheelchair accessible. The building has an elevator and entrances are equipped with ramps.

The primary phone number for the main campus is 937-529-2201.

Persons or groups wishing to reserve rooms on the Dayton campus should contact the following persons, according to the occasion and group:

- Registrar: (classroom reservations) 937-529-2201, ext. 3301
- Receptionist: (meeting rooms and common space) 937-529-2201 or reception@united.edu

The Dayton View Urban Ministries Center is at 1516 Salem Avenue, Dayton, OH 45406.

Facility matters requiring attention should be directed to the receptionist at 937-529-2201 or reception@united.edu.

Operation Hours

United Theological Seminary is located in the Eastern Standard Time Zone of the United States.

Access will be granted during normal operation hours only.

Building hours when regular fall and spring semester classes are in session:

- 8:00 AM – 9:30 PM Monday through Wednesday
- 8:00 AM – 6:00 PM Thursday and Friday

Building hours for weeks when classes are not in session:

- 8:00 AM – 6:00 PM Monday through Friday

Weekend building information:

- Saturday for special events as scheduled
- Closed on Sundays

Intensive week session building hours: See calendar at http://united.edu/hours-of-operation/

Delays and Closing Information: See http://united.edu/closings-and-delays/
SAFETY AND SECURITY

Student Photo ID Badges

A color photo of each student will be taken while students are on campus to produce a plastic student ID badge; the reverse side of the ID badge serves as the student’s library card. Badges are issued to the student at the time the photo is taken.

Please stop by Marc Bostwick’s office when you are on campus and we can take your photo and print your badge. During heavy student traffic times such as orientations, intensives, etc., we may take the photos then distribute the badges as soon as they are printed. Usually this is the later the same day.

The first badge is issued free of charge; replacement badges are assessed a fee of $10.

Campus Violence and Firearm Policy

United Theological Seminary is committed to preventing intimidation, harassment, violence, and threats of violence in the campus setting, and to maintain a safe environment for students, faculty and employees.

The Campus Violence and Firearm Policy is located in Appendix of this Handbook

To help accomplish this goal United prohibits the possession, transport, and storage of all weapons on United property (except as otherwise specifically permitted below). Weapons are defined to include, but not limited to, handguns, firearms, explosives, and other items that may be defined as weapons under state, federal, or local laws or ordinances.

Given the increasing violence in society in general, United has adopted the following guidelines to deal with intimidation, harassment, or violence or threats of violence that may occur on its premises. Campus violence includes acts or threats of violence including conduct that is sufficiently severe, offensive, or intimidating to alter the academic conditions or create a hostile, abusive, or intimidating work environment for one or more of its employees or students.

Any conduct that threatens, intimidates, or coerces an employee, student, a United volunteer or a member of the public at any time, will not be tolerated. Examples include, but are not limited to, the following:

• All threats or acts of violence occurring on United premises, regardless of the relationship between United and the parties involved in the incident.

• All threats or acts of violence occurring off United premises involving someone who is acting in the capacity of a representative of United.
Specific examples of conduct, which may be considered threats or acts of violence, include but are not limited to:

- Physical assault of an individual (hitting, shoving, kicking, or otherwise having unwelcome physical contact).
- Threatening harm to individuals, their family, friends, associates, or property.
- Verbal assault for the purposes of intimidation and/or coercion.
- The intentional destruction or threat of destruction of United or personal property.

Students who are licensed to carry a concealed handgun may not carry a concealed handgun into any building owned or leased by United, or onto the United campus, except that license-holders may bring a handgun into United parking facilities. License-holder students must leave the handgun in the student’s own locked vehicle locked in the glove compartment, locked in the trunk, or locked inside a gun case. License-holder students must disclose to United management their intent to bring a handgun onto United property before bringing it onto the property. Peace Officers and other law enforcement officers privileged to carry a concealed handgun on United property pursuant to Ohio law may do so to the extent permitted by law.

All acts or threats of violence (both direct and indirect) should be reported as soon as possible to any member of the Executive Staff. This includes threats by employees, as well as threats by students, volunteers, or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a member of the Executive Staff. Do not place yourself in peril. If you see or hear a commotion or disturbance, do not try to intercede or see what is happening.

United will promptly and thoroughly investigate all reports of acts or threats of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain campus safety and the integrity of its investigation, United may suspend students pending investigation.

Anyone determined to be responsible for acts or threats of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action, up to and including termination of student status.

United encourages students to bring their disputes or differences with employees to the attention of the Executive Staff before the situation escalates into potential violence. United is eager to assist in the resolution of disputes and will not discipline students for raising such concerns.
Non-Discrimination and Anti-Harassment Policy

United Theological Seminary prohibits discrimination against any individual on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, marital status, parental status, or veteran status with reference to the seminary’s admission policies, academic standards and policies, and in the granting of scholarships, loans and other financial aid.

United Theological Seminary is a Christian institution that considers human relationships to be sacred and the human body to be holy. Therefore, it seeks to create a safe, grace-filled environment for all persons in which human worth and relationships are honored and respected. It is the policy of United Theological Seminary to provide all students and employees with an environment free of sexual harassment and other forms of harassment and its interference with their comfort or performance in the classroom or the workplace. Any behavior that constitutes sexual harassment or other discriminatory harassment is a violation of human dignity and rights and will not be tolerated.

As a matter of ethical, moral and legal responsibility, United Theological Seminary affirms its obligations under Title IX, the Campus Sexual Violence Elimination Act, Campus Save Act, and the Clery Act. These acts prohibit a variety of discrimination. Descriptions of these regulations can be found at the U.S. Department of Education website: [http://www2.ed.gov/policy/rights/guid/ocr/sex.html](http://www2.ed.gov/policy/rights/guid/ocr/sex.html).

The policy’s linked below addresses the requirements of and the Seminary’s handling of these responsibilities as a private institution receiving Federal financial assistance.

In accordance with U.S. Department of Education guidelines, United Theological Seminary’s policy and procedures for resolving complaints of harassment, sexual misconduct and other forms of discrimination, as well as the Reporting Form. United-Blank.doc to report an incident are listed on the following page:

- United’s Non-discrimination and Anti-Harassment Policy  
- Confidentiality, Privacy and Reporting Policy  
- Reporting Form  
- Most commonly asked questions.  

Title IX Coordinator

The seminary Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The Coordinator reports directly to the President of the Seminary.

Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the seminary Title IX Coordinator: Email [titleix@united.edu](mailto:titleix@united.edu)
Institutional Privacy Policy

A staff person’s privacy may include one of several possibilities, i.e., a phone call relaying confidential information, a face-to-face meeting sharing confidential information, a project with a critical due date, etc. If a staff person will be unavailable for a long period of time (during the daytime), s/he may post a note on the door and inform the receptionist. If a staff person will be unavailable for a succession of days/weeks, s/he will inform the receptionist and ensure prompt response/service from another co-worker.

This applies also to staff persons who have no office walls. Each staff person may require privacy to help a student, each other, etc. Thank you for your attention and respect for individual privacy.

Students also have privacy, particularly as this relates to personal and academic performance. Faculty and staff are reminded daily of students rights and know NOT to discuss information about a student in public. Attempts to “help” a student may require the sharing of information among staff and this exchange of information must be done in a manner in which the student’s right to privacy is protected. Therefore, faculty and staff are aware that they must maintain the utmost care in protecting the student’s privacy.

The same also applies to students. Students congregating in the halls discussing class-related information occasionally also discuss other students, presumably in an attempt to assist a fellow student. Students must be reminded that they should take great care in respecting their fellow students’ rights. It may be inappropriate to discuss (by name) a student’s personal or academic situation, particularly in a public hallway. Therefore, United reminds faculty, staff, and students to be mindful and respectful of each other’s right to privacy.

Family Educational Rights and Privacy Act Policy

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.)

Under the provisions of the Family Educational Rights and Privacy Act (Buckley Amendment), students have the right to inspect and review their educational records held by the seminary and to request correction of any inaccurate data.

United will disclose student information only to those who are authorized and have a legitimate need for such information. No records will be released without a written and signed request from the student. No third party requests will be honored without a signed waiver.

The Office of the Registrar is responsible for administering FERPA at United Theological Seminary. Annually, United Theological Seminary informs students of their rights under FERPA and the regulations relating to FERPA.

Specific detail about this policy may be reviewed at http://united.edu/ferpa-policy/.
Substance Abuse Policy

It is the policy of United Theological Seminary to provide all students and employees with a drug-free environment at the Seminary. In compliance with the Drug-Free Schools and Communities Act, the Seminary has established the following substance abuse policy.

All students and employees of United Theological Seminary are hereby notified that the following conduct is prohibited:

Unlawful manufacture, distribution, dispensing, possession, or use of controlled substances (drugs) or alcohol on Seminary property or as a part of any Seminary activity, whether on- or off-campus and whether academic, professional, or social in nature.

As a term of employment and/or enrollment, students and employees will...

• ...abide by the terms of this policy, and...
• ...notify the Vice President for Administration of any drug statute conviction for a violation occurring on Seminary property or during any Seminary activity no later than five days after such conviction.

Violation of this policy will result in disciplinary action, up to and including termination of employment and/or expulsion and referral for prosecution.

Whereas alcohol is a legal substance, this policy applies to the unlawful manufacture, distribution, dispensing, possession, or use of alcohol—i.e., unlawful activities involving alcohol, including by or with underage persons.

Whereas some controlled substances (i.e., prescription drugs) are legal when used under the care and guidance of a licensed physician, their use may cause adverse side effects which can impair one’s performance. Misuse of prescription drugs can lead to dependence and/or to any of a variety of adverse physical conditions.

The abuse of any drugs or alcohol can affect one’s health, emotions, behavior, performance, productivity, attendance, decision-making abilities, and safety. It can be costly—and even fatal—for the abusers and for those around them.
SPIRITUAL LIFE

Dean of the Chapel

One of United’s three core commitments is The Cultivation of Holiness. We believe in the life-changing power of the Holy Spirit, who helps us to become the people God created us to be. Yet holiness is not simply about personal transformation. It is also about changing the world through faithful discipleship. Our prayer is that United Theological Seminary would be fertile soil for God’s faithful work of transformation in your life.

As Dean of the Chapel, Rev. Dan Gildner organizes a team to provide spiritual leadership and pastoral presence to the United community. You may contact Dan at chapeldean@united.edu or 937-529-2286. Prayer request and devotional opportunities for United students may also be accessed at links on http://united.edu/spirit/.

Chapel Services

The United Theological Seminary community gathers regularly in worship to celebrate God, to be formed in the image of Christ, that we may be a united people of hope to our communities.

Chapel services are held every Tuesday and Wednesday at 1 p.m. during the fall and spring semesters. The Eucharist is enjoyed each Wednesday.

Chapel services also anchor our doctoral and master’s intensive weeks.

Some worship gatherings are streamed live through our Livestream channel. You can access previous chapels in our Livestream archives.

Contextual Ministry

Contextual Ministry at United is designed to help each student assimilate theology, practical ministry skills, personal life and call exploration through hands-on experiences and small group reflection. Students, while actively serving in a ministry context, are placed into facilitated peer groups.

Please refer to the current Academic Catalog for more detailed information about Contextual Ministry at United.

Formation Groups

Master of Divinity and Master of Arts in Christian Ministries students are required to take Formation courses. For specific requirements, please refer to the current Academic Catalog or review the information at http://united.edu/contextual-ministries/.
All Formation courses are offered in either Hybrid/Online or On Campus formats. In all Formation classes, students are placed in a Ministry Group for the two semesters.

On Campus groups meet either on a weekday afternoon or evening for nine weeks each semester. Online groups will begin each semester attending the Formation Retreat and then complete the coursework online the nine weeks following.

Field Education

Master of Divinity and Master of Arts in Christian Ministries students are also required to complete Field Education. For specific requirements, please refer to the current Academic Catalog or review the information at http://united.edu/contextual-ministries/.

Immersion Experience

United lives its commitment to the historic Christian faith in an increasingly global context through a Methods and Immersion curriculum in contextual theology for interreligious and intercultural learning.

The purpose of the Contextual Theology and Immersion Program at United Seminary is:

- To create in students a greater awareness of global Christianity, a sensitivity to interreligious complexities, and an understanding of shared, compassionate discipleship.
- To equip students with skills for recognizing and receiving diverse ways of thinking and living in other contexts, those with cultural and theological assumptions significantly different from their own.
- To invite students to reflect critically and collaboratively on the interdependence of faith communities within God’s leading and to respond with compassion to the lives, needs, and faith of people in different parts of the world.
- To integrate the immersion trip experience into future effective ministry by recognizing the diverse nature of Christian community in the local parish and/or church context.

The coursework is required for M.Div. students but greatly urged for all Masters-level students, their spouses, alumni/ae and friends of United. All M.Div. students must therefore secure a current/valid passport as soon as their degree program begins.

For detailed information about Immersion trip opportunities and preparation you may email gnpeavie@united.edu.
STUDENT LIFE

The Dayton Region

The seminary's location in Dayton, Ohio, provides a wealth of community and church resources for theological education in the heart of southwestern Ohio's rural-urban industrial complex. The Dayton Art Institute, the Public Library, the Dayton Philharmonic Orchestra, Dayton Ballet, Opera, Contemporary Dance, Community and University Theater, the Dayton Dragons baseball team, the churches and the synagogues, the Greater Dayton Y, the Greater Dayton Christian Connection, the University of Dayton, Sinclair College, Wright State University, and scores of other institutions and organizations make the city a center rich with religious and cultural opportunities.

Students find field placement in area churches and in community agencies such as child development centers, Goodwill Industries, community health programs, mental health centers, and various municipal programs in connection with urban development, housing, poverty, and community action programs. Students work under the supervision of chaplains and counselors.

Clinical pastoral education programs which are accredited by the Association of Clinical Pastoral Education are available at the Upper Valley Medical Center, the Kettering Medical Center, Grandview Hospital, the Veteran's Administration Hospital and other local settings. Miami Valley Hospital also offers clinical pastoral education accredited by the College of Pastoral Supervision and Psychotherapy.

Many churches offer opportunities for ministry. Community centers, such as the Wesley Center supported by the West Ohio Conference of The United Methodist Church, provide opportunities for service to low income and disadvantaged persons.

The seminary enjoys a close working relationship with the cities of Dayton and Trotwood and the seminary campus provides recreational facilities for children, youth and adults. The outdoor pool is managed by the Y and is open from Memorial Day to Labor Day each year. A membership to the Y is needed to access this pool, and discounted rates are given to students, staff, and faculty of the seminary. Current information about this program is available through the Trotwood Y.

Events and Activities

A variety of community events are offered each semester. Celebrations of the opening and closing of the academic year, as well as seasonal worship, parties and summer picnics, are planned for the entire community.

All members of the United community and their families are welcome at these events. These activities, both organized and spontaneous, help build relationships beyond the classroom.

Community and Social Networks

Students are invited to join together on Facebook, Twitter and The HUB Community to continue to build and engage in a sense of community within United.
Student led organizations include the following

- **Young Adult Seminarians Network**: A local group of a national network of United Methodist seminarians aged 35 and under. YASN is also open to those individuals over 35 who are concerned with issues of their younger counterparts.

- **Sacristans**: A liturgical ministry group led by students who prepare the worship spaces for seminary worship celebrations. Fabrics and accessories are incorporated – as appropriate – to enhance the worship experiences or to illustrate a worship theme or sermon topic. Sacristans also furnish the elements and dress the Communion table.

- **Email** [studentlife@united.edu](mailto:studentlife@united.edu) for more information about student-led organizations.

**Student Center**

The Student Center is located at the south end of the United facility on the second floor and is accessible by stairs or elevator. The center is available to all students for study, recreation, fellowship, prayer or relaxation.

The Center includes a large table for meetings or study, a prayer room, the Women's Center, a student computer lab, the Student Council office, restrooms, and a kitchen.

The Student Computer Lab provides access to Windows-based computers with word processing, spreadsheet, database, and presentation applications. Internet access is provided through these computers for research and email. A printer/copier is also available for student use.

The kitchen is stocked and cleaned by the students who use it and contains a refrigerator, toaster, microwave oven and sink.

**Campus Housing**

United has housing options available to students who would like to live residentially. You may view apartment information at [http://united.edu/apartments/](http://united.edu/apartments/). Click here to apply for housing [http://united.edu/student-housing-application/](http://united.edu/student-housing-application/).

The United Dayton View campus intentional community is a perfect fit for those who have a heart for ministry in an urban setting, a desire to be spiritually formed and an interest in living in community with other students. For more information about this opportunity please go to [http://united.edu/student-housing-and-intentional-communities/](http://united.edu/student-housing-and-intentional-communities/).

For commuter housing, please e-mail your housing inquiry to Jimmy Mallory, Intentional Communities and Housing Coordinator at [housing@united.edu](mailto:housing@united.edu).

For hotel lodging please review the information at [http://united.edu/accommodations/](http://united.edu/accommodations/). All lodging arrangements must be by students at their expense. Students are encouraged to pursue lodging partnerships with other students to reduce expenses during intensive week sessions.
**Campus Meals**

Students, faculty and staff are encouraged to prioritize meals together. Lunchtime meals are available for all students at no charge on Tuesday and Wednesday of each week that classes are in session at the Dayton campus. Special meals may be planned at other times of the year.

Common Meal is a requirement of all Master of Divinity and Master of Arts in Christian Ministries students who are enrolled in Formation on campus. Common Meal is scheduled at dinnertime on Monday evenings and lunchtime on Wednesdays.

Lunch is included in the Intensive week fee and provided each day of the Doctor of Ministry/Master of Pastoral Theology Intensive week.

Morning snack foods and the mid-day meal are included in the intensive week fee and are provided for each full day of the Master Intensive weeks.

Special dietary needs are accommodated by provision of vegetarian, gluten-free and allergy-sensitive food options.

**Intensive Weeks**

Intensive weeks are scheduled for students in both the Doctor of Ministry program and Master degree programs during the months indicated as follows. Please review the academic calendar for the specific dates.

- Doctor of Ministry and Master of Pastoral Theology Fall Term – August
- Master Intensives Fall Term – August and September
- Doctor of Ministry and Master of Pastoral Theology Spring Term – January
- Master Intensives Spring Term – January and June

Registration closes and pre-work begins for Master Intensive courses 4 weeks prior to the first day on campus. Pre-work will include reading and writing assignments that lay the foundation for classroom lectures and discussion.

Students are responsible to arrange their own lodging and transportation arrangements including payment for these. For more information about accommodations close to United please review this website [http://united.edu/accommodations/](http://united.edu/accommodations/). Attire is typically casual at master intensive courses.

Doctor of Ministry and Master of Pastoral Theology students will receive specific information about lodging close to the location of the Intensive week site. Attire is typically business/business casual.

**Student Council**

The Student Council helps to organize special events and represents student concerns throughout the institution and through online environments.
Student leadership is elected annually. In addition, Student Council members serve on standing committees, task forces, and Board of Trustees. Student council members must be active in a master degree program at United.

Bylaws, meeting minutes and financial reports of the Student Council are posted on the Hub and viewable by all United students.

**School for Discipleship and Renewal**

United’s School for Discipleship and Renewal’s programs are for church professionals seeking continuing education and for laity interested in lifelong learning and spiritual development.

The School for Discipleship and Renewal's programs complement and enhance the seminary’s masters and doctoral tracks by offering courses, workshops, and special events. These are open to students, clergy and lay ministers, and the community.

The work of the School for Discipleship and Renewal bears witness to the Gospel, grounded in the great ecumenical traditions of the Church, while seeking to be multicultural, intergenerational, and engaged in communication with a digital culture.

The School for Discipleship and Renewal...

- ...initiates training opportunities in the practices of ministry.
- ...supports a variety of programs for continuing education and ongoing spiritual formation for pastors and other church professionals.
- ...offers seminars, classes, workshops, consultations and worship celebrations in which young and old alike may explore Christian faith and practice in fresh, transformative ways.
- ...seeks to build networks of congregations and ministry contexts committed to excellence in ministry, from equipping lay and clergy for sharing the Gospel in the 21st century, to health, wholeness, and Sabbath-living; to the renewal of congregational worship, urban outreach, and nurturing young persons and those who lead them.

For more information about the School for Discipleship and Renewal's programs and events, go to [http://united.edu/school-discipleship-renewal-2/](http://united.edu/school-discipleship-renewal-2/). For a calendar of current programs and events offered, go to [http://united.edu/united-events/](http://united.edu/united-events/).

**Center for Urban Ministry**

The Center for Urban Ministry provides urban ministry training for pastors, church professionals and lay persons regardless of formal educational experience. Classes and conferences are offered both on-site at United and through local congregations, general church agencies and community partners. In addition, the center provides consultant services to local churches wanting to assess and renew their outreach to the local community.
**Center for Worship, Preaching, and the Arts**

The Center for Worship, Preaching and the Arts offers continuing education for clergy as well as students in various forms of Gospel proclamation, including preaching, media and digital communication, and the visual liturgical arts.

Through workshops and events, the Center for Worship, Preaching and the Arts introduces participants to explorations of lectionary readings, offers experiences that encourage the use of multimedia communication, and encourages the development of clergy networks where pastors learn from and support one another.

The Center for Worship, Preaching and the Arts is often the recipient of Worship Renewal Grants through the Calvin Institute of Christian Worship.

**Kenneth H. Pohly Center**

The Pohly Center for Supervision and Leadership Formation extends resources to judicatory leaders, seminaries, pastors, non-profit agencies, students, and lay persons who desire excellence in ministry for the areas of covenantal supervision, leadership development, faith-based conflict management, and effective church organization. The Center provides these resources through seminars, workshops, classroom and online courses.

Programs are offered at United and offsite locations structured to meet the needs of various settings and denominations.

The Center offers a certification program in supervision, which emphasizes a five-stage process and framework for supervisory conversations as central to helping leaders reflect on the challenges that arise in their work. It also trains mentors for leading both seminary peer groups and doctoral focus groups. In cooperation with United's doctoral program, the Center periodically establishes a Doctor of Ministry cohort group which focuses on leadership and covenantal supervision.

**Harriet L. Miller Women's Center**

The Women's Center works to nurture a theological community of women and men that value and promote women's leadership.

The Women's Center is named for Dr. Harriet L. Miller, the first woman faculty member at United. Dr. Miller taught at United from 1956 to 1987. The activities and events of the Women's Center are designed to provide opportunity for dialogue and encounter, as practiced and promoted by Dr. Miller.

Programs and projects of particular interest to women are periodically offered as collegial partnerships with other areas of the seminary.

The Center, on the second floor of the seminary, is open whenever school is in session.
Center for Hispanic/Latino Ministry

The Hispanic Christian Academy (HCA), part of United Theological Seminary's Center for Hispanic/Latino Ministries, is designed to impact the local church by equipping and training Hispanic leaders to serve in clergy and lay-leadership roles in ministry.

It is a three-year Course of Ministry program taught online in Spanish. The basic curriculum includes: Bible, Theology, Church and Mission and Ministry.

The Hispanic Christian Academy intends to:

- Educate church leaders in foundational knowledge and practical training for ministry.
- Equip and train leaders in Scriptural preaching, teaching, ministering or counseling.
- Encourage personal spiritual growth of leaders to mature in Christ.
- Train leaders to equip and train others for the service of ministry.
- Encourage leaders to high standards of integrity.

The program consists of 12 online courses offered over a three-year period. Each online course will be 2 credit hours (this equals 2.4 CEUs per course). The duration of each course is an eight week term, with terms offered back to back per semester. Students receive a Certificate in Theology and Ministry after the 12 courses have been completed.

Center for Global Renewal and Missions

The Center for Global Renewal and Missions equips men and women with scholarly and inspired opportunities for praxis in an ever increasingly globalized planet. It provides certified educational opportunities for both lay and clergy and relevant experiences for scholastic pursuits through the introduction of numerous eclectic scholars and leaders from around the globe in a myriad of venues.

As a primary focus, the Center offers a certificate program in Global Renewal and Mission. This program combines courses currently offered by United with new courses to provide certification for laity and clergy in an educationally underserved area of ministry.

The Center, working intimately with the World Council of Churches’ Bossey Ecumenical Institute explores ecumenical traditions among persons of all descents across the planet. It is the aim of the program to integrate contemporary ecumenical issues into foundational courses at United and expand the knowledge base of Center participants with two annual pilgrimage options throughout the world, currently offered by United.

This Center seeks to respond to the practical needs of those who participate in its offerings through specified vocational placements. Students who wish to deepen opportunities for primary field research in these seismic times may do so through this venue's unique vocational placement center.
ADMISSIONS

Office Information

The Office of Admissions is located behind the Reception desk. To speak with someone in the Admissions Office, please contact admissions@united.edu. The Admissions Officer may be contacted at 937-529-2201, ext. 3306.

The Office of Admissions provides information about academic programs and guidance through the application process from the point of inquiry to confirmation.

Admissions staff members process application materials, and post application deadlines. This office also provides advanced standing information.

The Admissions office also provides guidance for current students to change their degree program or to enroll in an additional degree program.

Campus Visits

The Admissions Office schedules Open House events in April and October each year. You may email admissions@united.edu for detailed information about these events.

To schedule a personal campus visit, please complete and submit the online form at http://united.edu/schedule-a-visit/ or email
FINANCIAL SERVICES

Business Offices

Business Office hours are 8:00 a.m.-5:00 p.m. Monday through Friday. After-hours service is available by appointment only.

The business office receives and processes payments. Payments on accounts are taken, including Cash, Check and Debit/Credit Card (Visa, MasterCard and Discover).

Payments can be made at www.united.edu/tuition-fees-and-payment.

Financial Aid/Scholarships

Financial Aid/Scholarship office hours are 9:00 a.m. to 4:00 p.m. Monday through Friday. Saturday and after-hours service is available by appointment only by calling 937-529-2223.

The Financial Aid/Scholarship office provides student services for the following:

- Federal Direct Student Loans
- Private credit-based loans
- United Methodist denominational conference aid requests
- Other denominational aid requests
- Federal Work Study eligibility, contracts, time cards
- General Board of Higher Education and Ministry application forms
- In-school deferment forms
- United scholarships
- Financial Literacy
- Educational budgeting and counseling
- United owned student housing

Written policies and procedures along with the documents needed to complete the financial aid process are available on the Student Portal.

The Federal Financial Aid Withdrawal policy is as follows

- If a student begins the official withdrawal process or provides official notification to the school of his or her intent to withdraw, the date of the seminary's determination that the student withdrew would be the date the student began the official withdrawal process or the date of the student’s notification, whichever is later. If a student did not begin the official withdrawal process or provide notification of his or her intent to withdraw, the date of the institution's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance.
- Student aid is posted to the student’s account at the start of each period; however aid is earned for the funds as the student completes the period. If a student withdraws during the payment period of enrollment, the amount of Title IV assistance earned up to that point is determined by a specific formula, called the "Return of Title IV Funds Policy" calculation. The policy states that
if a student withdraws, ceases to attend classes, or is dismissed from all classes, the Financial Aid Office is required by Federal regulations to recalculate Federal aid, with the exception of work-study earnings.

- The amount of assistance that is earned is determined on a pro rata basis. For example, if the student completed 30% of their payment period or period of enrollment, the student earns 30% of the assistance originally scheduled to receive. Once the student completes more than 60% of the payment period or period of enrollment, they earn all the assistance they were scheduled to receive for that period. If all the funds earned have not been received, a post-withdrawal disbursement may be due.

- If a student received less assistance than the amount earned, those additional funds may be available to be disbursed to the student. This process is called a post withdrawal. If the post-withdrawal disbursement includes loan funds, the school must get the student’s permission before it can disburse them. The student may choose to decline some or all of the loan funds to avoid incurring additional debt.

- If a student received more assistance than earned, the excess funds must be returned by the school and/or the student. This could result in returning loan funds to the lender and a balance due on your student account that must be paid in full prior to registering for a future course.

- All Return to Title IV Funds will be processed within 30 days after the financial aid office is notified that the student has ceased attending.

It would be in the student’s best interest to contact Financial Aid before dropping or withdrawing from a course to determine if you will owe a balance to the school.

For most scholarships, students will need to apply annually, carry at least a 2.0 GPA and complete the Free Application for Federal Student Aid (FAFSA).

To be eligible for scholarships:

- Students must be enrolled in one of United’s masters or doctoral degree programs, or the Pre-Doctoral program or Basic Graduate Theological Studies program.
- Students must be enrolled in full-time studies of at least nine (9) hours per semester.
- Entering students must have at least a 2.5 cumulative GPA in their undergraduate degree and/or previous graduate studies.
- Continuing students must maintain a cumulative GPA of 2.5.
- Some scholarships give preference to students with outstanding academic records.

Submit the scholarship application with all requested documents through the United Student Portal by the deadline. The deadline for returning students is March 1 for the academic year.

Students will receive award notification by the scholarship selection committee. Scholarship awards vary in amounts. Full financial packages may be a combination of scholarships, work-study opportunities, and federal loans. The scholarship award is usually for one (1) academic year and returning students must apply each year.

Acceptance of any institutional awards (scholarships, tuition waivers, or tuition discounts) will cause federal student loans award to be decreased by an amount equal to the scholarship award accepted. Whenever possible the federal student loan would be adjusted prior to the issuance of the financial aid.
award letter. In cases where the student declines the institutional scholarship award the loan amount will be adjusted accordingly.

The reduction of the loan process is to ensure there is not an over payment in excess of the cost of attendance; as well as assist with the reduction of loan debt upon graduating or leaving the seminary. United Theological Seminary’s academic scholarships are to be completed on the Student Portal and processed through the Financial Aid/Scholarships office.

The Scholarship Decision Appeal Process is as follows:
1. The student must make a request to appeal a scholarship decision or policy. Email financialaid@united.edu to obtain an appeal form.
2. The student must submit a completed appeal form with all required supplemental documentation to financialaid@united.edu.
3. The Director of Financial Aid and Scholarships will review the appeal and can request additional documentation from the student, if applicable.
4. The Financial Aid/Scholarship office will send a response that their appeal has been received and will be forwarded to the United Scholarship Committee for review.
5. A decision will be made within 14 business days.
6. The Director of Financial Aid and Scholarships will forward the request to the United Scholarship Committee.
7. Members of the United Scholarship Committee can respond by e-mail or in-person if a United Scholarship Committee meeting is taking place.
8. If the decision does not exceed the current budget, the decision of the United Scholarship Committee is final. However if the decision is to exceed the scholarship budget, the final decision will be made by the Executive staff.
9. The Director of Financial Aid and Scholarships will communicate the final decision to the student.

The Appeal decision is final.

More detailed and scholarship specific information and deadlines are found on scholarship page of the United website http://united.edu/scholarships/. Additional scholarship sources are listed on this page and students are encouraged and personally responsible to apply for these early.

**Federal Work Study**

Students wishing to work on campus or off campus who are eligible for need-based financial aid may be employed through the Federal Work- Study program. Federal Work-Study provides part-time jobs for graduate students with financial need, allowing them to earn money to help pay education expenses.

Churches frequently contact United requesting students for staff positions. Master of Divinity and Master of Arts in Christian Ministries students may complete Contextual Education credit requirements through this program.

Students work 10-40 hours per week. The program encourages community service work and work related to the student’s course of study. Some contextual education placements can be funded through the work-study program.
Federal Work Study is subject to the following:

- Federal Work Study provides part-time employment while you are enrolled in school.
- Federal Work Study is available to full-time or part-time federal aid eligible students.
- Federal work-study cannot be used for faith-based or political positions

For more information call 937-529-2223 or financialaid@united.edu.

Student Billing

The Student Billing Office hours are 8:30 a.m.-4:30 p.m. Monday through Friday. After-hours service is available by appointment only.

The Student Billing Office maintains student accounts.

Financial obligations include tuition, fees, housing, library fines, and all other items billed by the seminary. The current rates for tuition and fees are at http://united.edu/tuition-fees-and-payment/. Statements are mailed monthly to student’s address on record.

Inquiries regarding payment and payment options should be directed to the Business Office. Full-time masters and doctoral students may arrange to pay tuition and fees for the fall or Spring Semesters on a deferred basis, subject to the following provisions:

- It is the student’s responsibility to see that all payments reach the Business Office on or before the payment deadlines or agreed-upon dates, whether or not a bill has been received.
- Students may pay their tuition for a semester in four monthly installments. The first payment is due at the time of enrollment. See the Business Office for details.
- Charges incurred during the semester are due in full upon receipt of written notice from the Business Office and are payable in addition to any deferred payment obligations.

All tuition and fees must be paid prior to registration deadlines. All payments are to be made directly to the Business Office. United permits payment by cash, check, Visa, MasterCard, Discover, or online at https://secure.acceptiva.com/?cst=f7e652.

Students whose financial obligations are not paid in full are not eligible to register for the next semester or to receive transcripts, grades, enrollment verification or degrees. Failure to pay tuition in a timely manner may result in loss of academic credit for that semester.

Students anticipating graduation must pay in full all financial obligations to the school at least 14 days prior to the date of commencement. Students who do not meet these financial obligations may not participate in the graduation ceremony and will not receive a diploma until all obligations to the school are fulfilled.
STUDENT SERVICES

Office of Student Success

Regular business hours for the Office of Student Success are Monday to Friday from 9:00 AM to 5:00 PM.

Student services are coordinated through the Office of Student Success. This Office facilitates new student orientation, student support and success.

The Director of Student Success is available to assist with any challenges or needs that may arise within the student body. For an appointment, contact the Director of Student Success at 937-529-2241 or by email at studentsucces@united.edu.

New Student Orientation

Completion of both online and on campus orientation provides the best foundation for student success at United. The online orientation course fee covers the cost of both orientation sessions and orientation fee is assessed upon registration for the online orientation course.

ALL new students are required to complete a United online orientation course.
- New students are required to register for the online orientation course and complete it before registering for a second semester.
- Registration for a second semester will be prevented until this course is completed.
- Training for United Online, research tools, and other technology used by online and face-to-face students is available online and is part of the required Online Student Orientation.

The requirements for campus orientation are as follows:
- New students who are attending the Formation 1a intensive week are required to register for the campus orientation course and attend it in September.
- New students taking classes at the Dayton campus during the regular semester (including those who begin in the spring term) are required to register for the campus orientation course and attend it their first September at United.

Faculty Advising

Upon admission to United, each student is assigned a faculty advisor who assists with the development of an appropriate program of study.

Although every effort is made by the faculty and academic staff to assist students in planning to meet all requirements within their degree program, the student is fully responsible for meeting the requirements and deadlines specified in the degree program.
The Academic Catalog, Course Catalog and Planning Guide and the Student Handbook and official academic notices serve to inform students of academic requirements and policies.

**Disability Services**

United Theological Seminary is committed to provide services that allow students with disabilities to participate in all facets of seminary life according to their unique abilities and interests. This commitment ensures that people with documented disabilities can realize their full potential.

Academic services are designed to assist students with disabilities in meeting all academic requirements at the seminary. Students with documented disabilities may receive classroom accommodations such as:

- Test Proctoring services for students needing additional time
- An environment with reduced distractions
- Adaptive computer accommodations and/or reading or writing assistance
- Classroom accommodations
- Online course accessibility with closed-captioning where applicable
- Screen reader friendly

The application for disability services from United is separate from the application for Admission to the seminary. Students are encouraged to contact Admissions to apply for admission to the seminary prior to applying for services with the Office of Disabilities.

United offers support programs in academics, technology, physical and personal assistance. Please review and follow the steps outlined at [http://united.edu/disability-services/](http://united.edu/disability-services/) if you are seeking accommodations related to a documented disability.

**Student Counseling**

Students in need of support and/or professional counseling are urged to contact either the Dean of the Chapel or the Director of Student Success to request guidance.

- Dean of the Chapel: Email chapeldean@united.edu or phone 937-529-2289
- Office of Student Success: Email studentsuccess@united.edu or phone 937-529-2241

The Dean of the Chapel is able to provide confidentiality as provided by law and the Director of Student Success is able to provide referral services for students to explore.

**Library Services**

Regular hours of the library are listed below. However, hours are subject to change. For up-to-date hours view the calendar. Special Library hours are also published by the library through regular email notifications.

- Monday – Friday: 8:00 a.m. – 6:00 p.m.
- Saturday: Open for class or special events as scheduled.
- Sunday: CLOSED
The information that follows is available at http://united.edu/obrien-library/. You may search the online library catalog at https://utsdayton.on.worldcat.org/discovery/. You may also email the library at obrienlibrary@united.edu.

The professional library staff provides reference service and online searching assistance. All United students may contact library staff in person or by phone, fax, or e-mail to request reference services, bibliographic assistance, or to request library materials be held for pickup.

Resources not held by the library can usually be obtained through the O'Brien Library's interlibrary loan service. Requests may be made in the library. This service is restricted to current students, faculty, and staff of United Theological Seminary.

Students enrolled in United’s Doctor of Ministry program may request books from United’s library through their local public library’s interlibrary loan service. United’s library does not mail any books directly to students.

Students at the library may use a photocopier and a microform reader/printer at a minimal charge. Two study rooms are also available to individuals and groups for quiet study.

United’s O’Brien Library participates in regional and international resource sharing arrangements that make its collections known and available through the Online Computer Library Center (OCLC). Its memberships and participation in the American Theological Library Association (ATLA), the Ohio Theological Library Association (OTLA), and the Southwestern Ohio Council for Higher Education (SOCHE) reflect its long-standing commitment to library resource sharing.

United students also have access to borrowing privileges at the Dayton and Montgomery County Public Library system and the libraries of SOCHE member schools when presenting a valid student ID card.

Textbooks and Products

United does not operate a campus bookstore. Students are encouraged to research book vendors for competitive pricing. In addition, students may want to consider renting books or purchasing second-hand books to reduce the costs associated with this.

United provides booklists for each course at least 4 weeks before courses open. Students may purchase their books at a vendor of their choice by obtaining the ISBN number for their books from these lists.

Students may identify and download the booklist for each of their courses at http://united.edu/course-lists-and-booklists/. If the booklist for any of your courses is not displayed on this page, please email rcollins@united.edu to inform the office of the Academic Dean.

United has a collaborative relationship with the Cokesbury Bookstore of the United Methodist Church. The link for this is https://www.cokesbury.com/home.aspx. Arrangements for payment must be made directly with Cokesbury but they do provide a payment grace period so that excess financial aid disbursement funds may be available to cover this.

Students may also order United student spirit products at http://stores.logosatplay.com/uts.
Computer Lab

A computer lab with multiple workstations and a printer/copier is available upstairs at the Dayton campus. Please refer to the campus map for directions.

Regular hours for the computer lab are listed below. Extended hours are available for faculty, staff, students, and program participants. For up-to-date hours view the calendar.

- Monday – Friday: 8:00 a.m. – 6:00 p.m.
- Saturday: Open for class or special events as scheduled.
- Sunday: CLOSED

United Help Desk

The United Help Desk provides support for technical services and issues for United students. The Help Desk does not provide troubleshooting for student-owned devices or software.

Requests may be submitted to the Help Desk by email at onlinehelp@united.edu or by completing and submitting the form at http://united.edu/vusupport/vu-form.html.

Problem Clearance Process

Any student wishing to make a complaint should begin by following the three steps listed below. We are a theological school moderate in size. We have in the past found that informality has encouraged harmony, which in turn has eliminated situations requiring formal procedures. However, in any educational organization, problems are inevitable.

The necessity for prompt attention to such problems and misunderstandings is unquestionable. Students must be assured that it is their right and privilege to follow a formal procedure to the top if necessary, without fear of censure or reprisal. We, therefore, have adopted the following Problem Clearance Procedure that applies to all students of United Theological Seminary:

The Problem Clearance Procedure for students of United Theological Seminary shall consist of three levels. Any aggrieved student may be accompanied at any meeting or hearing by another United Theological Seminary student or employee, in the case of a complaint. However, the aggrieved student must always be present during any meetings or hearings, which take place within the outlined procedures. Students shall have the irrevocable right to present their problems and complaints in private.

- Step 1
  a) The aggrieved student’s problem or complaint shall be presented by the student and her/his accompanying student or employee, if any, to her/his supervisor or professor or designated representative.
  b) The problem or complaint shall be discussed by the parties at an informal meeting.
  c) The student shall, within three days subsequent to said meeting, receive an answer to her/his complaint.
• Step 2
a) If the student is not satisfied with the answer received, s/he shall, within three days after receiving said answer, prepare a concise written account of her/his complaint, and the supervisor or professor or designated representative shall prepare her/his answer in writing, and both documents shall be submitted to the supervising Vice President or Academic Dean.

b) Said Vice President or Academic Dean shall hold a meeting with the student and accompanying student/employee, if any, and the supervisor, professor, or designated representative. The Vice President or Academic Dean will render her/his decision within three working days subsequent to said meeting.

• Step 3
a) If the student is not satisfied with the decision made in Step Two, s/he may, within three days after receiving said decision, take her/his complaint to the President of United Theological Seminary for review and final decision.

b) The President, a Vice President, Academic Dean, one member of the Executive Committee of the Board of Trustees, and one member of the Board of Trustees, both to be selected by the President, and hereinafter designated the “Panel” shall review said complaint. The Panel may hold a meeting with the student and accompanying student or employee, if any. The President shall act as chairperson of the meeting and shall regulate the time to be allotted to each party for discussion.

c) The student shall be given the decision within three days subsequent to the later date of the referral of the complaint to the President or the date of the meeting. This decision shall be final.
ACADEMIC INFORMATION

Accreditation and Associations

United Theological Seminary is accredited by the Association of Theological Schools in the United States and Canada, and the Higher Learning Commission of the North Central Association of Colleges and Schools, and is approved by the Ohio Board of Regents. The procedures for accreditation review are available in the seminary’s library.

United Theological Seminary is one of thirteen United Methodist seminaries in the United States and is listed by the University Senate of the denomination as an approved theological school for the education of United Methodist clergy.

United Theological Seminary is a participating member in the Southwestern Ohio Council of Higher Education.

Academic Calendar

The Academic Calendar is in the Course Catalog and Planning Guide. Download this item at http://united.edu/wp-content/uploads/2016/04/CatalogCoursePlanningGuide_2016-17.pdf

All questions regarding the Academic Calendar may be directed to the Executive Assistant to the Academic Dean by calling 937-529-2257.

Academic Catalog

Academic program and policy information is included in the Academic Catalog. Download this item at http://united.edu/wp-content/uploads/2015/04/2016-17-Academic-Catalog.pdf.

All questions regarding the Academic Catalog may be directed to the Executive Assistant to the Academic Dean by calling 937-529-2257.

Learning Environment

United Theological Seminary is committed to creating and maintaining a community in which administrators, faculty, staff, and students can work and study together in an atmosphere where all can flourish. In today’s working and studying environment, we realize it is important and necessary to use communication technology to stay in touch with other areas of our lives. We encourage the respectful use of digital communication tools (cell phones, computers, etc.) in the learning environment, as long as these communication tools do not inhibit or prohibit the learning environment of others.
To maintain an environment conducive to study and meditation for all, the policy of United Theological Seminary is to require that cell phones be set to silent mode during class, seminar, or chapel times. Emergency calls can be taken outside of the classroom. The appropriate use of a laptop, tablet or the like is encouraged during class or seminars as long as the use is not disruptive to those around you. Each instructor can establish specific technological behavioral expectations so as to achieve each course’s objectives.

**Online Learning**

Online Learning has been developed as a learning modality that enhances the student’s ability to attend courses from a distance (the teacher and students in different locations) with the same rigor and quality as courses offered in the classroom and on campus.

Many courses are conducted in asynchronous lessons, meaning that the student can engage in discussions, assignments, and other forms of course work at any time of the day or night as their schedules permit.

In some courses there may be synchronous course work, which means the instructor and student meet at the same time of day online. This is agreed upon and planned for by the instructor and students ahead of time.

Online courses are not the same as learning in the classroom. The student will need to take responsibility for seeking answers and becoming a self-motivated learner. Online courses require good time management, planning, writing, and communication skills. Online courses start at 8:30 a.m. on the first day of the term. In-classroom courses do not require the need of the Internet, but the Internet may provide some helpful resources.

Students will also need adequate technology skills or the willingness to learn technology quickly. There are helpdesk services available to students who need additional help or trouble shooting advice at onlinehelp@united.edu.

Our broad selection of online courses allows you to remain in your ministry context and complete your degree by spending a minimum amount of time on campus each year.

**Inclusive Language**

United Theological Seminary is committed to equality for women and men of every racial and ethnic background.

The seminary urges students, faculty and staff to use language which exemplifies respect, dignity and equality in conversations with seminary colleagues, in public discourse, in classroom discussions and in writings.

At United the use of inclusive language is an invitational practice. In the classroom, in worship, and in all other settings of interaction, we ask students to attend to the following broad guidelines:
In our language about human beings, we encourage all members of the seminary community to speak in ways that are respectful of the dignity of all people. For example, we encourage “sisters and brothers in Christ” instead of “brothers in Christ,” “humankind” instead of “mankind,” “forebears” instead of “forefathers,” “chair” or “chairperson” instead of “chairman,” “all who are able may stand” instead of “all stand,” “physically challenged” instead of “crippled,” “laity” instead of “layman,” and “pastor” instead of “black pastor” or “woman pastor.”

In our language about God, who transcends gender, we encourage all students to draw from the richness of biblical names and images for God and to demonstrate sensitivity concerning gender-specific language for God. Examples of the range of names and images for God in Scripture and the historical Christian faith include but are not limited to the Holy Trinity, Creator, Maker, Sovereign, Ruler, Savior, Redeemer, Father, Mother, Loving God, Gracious God, the Holy One, Comforter, Almighty, and the like.

Finally, with respect to inclusive language, let us treat each other with respect, care, and grace and give each other room to grow in our understanding of God and the images of God.

**Academic Integrity**

In a seminary community, academic integrity is integral to formation of Christian character. *All students will be held accountable for academic integrity.*

Several commonly used guides to research and writing are available in the library. Some instructors may include detailed guidelines in a syllabus, and others may simply refer to the writing guides that are available.

If you feel unprepared or uninformed about an instructor’s expectations for academic performance, you may ask for clarification.

**The Academic Integrity Policy**

This policy is in effect by the vote of the faculty and approved by the Board of Trustees as binding for all students of United Theological Seminary: degree and non-degree, all Masters programs, and the Doctor of Ministry program.

The purpose of this policy is to clarify and codify the rights and responsibilities inherent in the faculty-student relationship of this community. Academic integrity is integral to formation of Christian character in servant leadership for the church.

Academic integrity is characterized by mutual respect, honest inquiry, and honesty in the discovery and dissemination of knowledge, including academic instruction, evaluation, study, research, writing, preaching and all communications related to worship and learning in this community.

Dishonesty in academic work is a serious violation of scholarship and community, just as stealing another person’s property is illegal and harmful to persons. Students are to accept, embrace, and live in harmony with the concept of academic integrity. Academic integrity includes fair and impartial evaluations on the part of faculty and honest conduct on the part of the students. Consistent with Christian and academic standards, the following conducts are expected:
• Faculty and students are expected to attend classes when scheduled, keep scheduled appointments, make appropriate preparations for classes and other meetings, students should submit assignments when due and faculty should perform evaluations and grading in a timely manner.
• Faculty should use reasonable accuracy in describing course expectations and standards of evaluation, inclusive of the limits of permissible assistance and available to students during a course or academic evaluation.
• Academic evaluations should be based upon good-faith professional judgment in accordance with applicable standards.
• Cheating, fraud, and plagiarism are three types of academic dishonesty that are a violation of this policy inasmuch as the integrity of the academic process requires that credit be given where credit is due.

Cheating may include stealing another person’s answers to items on an examination or breaking rules in order to gain an advantage, as well as providing assistance during an academic evaluation. Cheating includes engaging in the intentional and unauthorized purchase, sale, or use of any materials intended to be used as an instrument of academic evaluation in advance of its administration and engaging in conduct that is so disruptive as to infringe upon the rights of faculty members or fellow students.

Fraud is also known in biblical language as “bearing false witness” and may include lying; giving false information in admission documents; altering records of grades and narrative evaluations; misrepresenting your status in relation to the Seminary in any setting of course work, contextual education, Clinical Pastoral Education, Intercultural trip, or other off-campus Seminary-related experience; acting as or utilizing a substitute for another person in any academic evaluation; and attempting to influence or change your academic evaluation or record for reasons other than achievement or merit.

Plagiarism is submitting the work, ideas, representations, or words of another and claiming it as your own, such as copying text from a book or journal, copying text posted on an internet site, or purchasing a paper from someone (a “paper mill”). Plagiarism can also be called “stealing,” as in the practice of claiming as your own the information or results of research projects that were actually conducted by someone else. Plagiarism is also knowingly permitting another to present your own work without customary and proper acknowledgement of the source.

Violations of this policy may have serious consequences for students as explained in the Procedures below. Instructors are encouraged to post a reference to this policy, a statement of standards for assignments, and consequences for violation of the policy and course standards in their syllabi. Not doing so does not constitute exemption of anyone from adherence to this policy or the enactment of the procedures described below.

For additional information, students may find helpful the discussion of intellectual honesty in Nancy Jean Vyhmeister’s reference manual, Quality Research Papers: For Students of Religion and Theology. Master’s students are encouraged to purchase this reference manual when they enroll in classes at United. This and other style manuals are available in the United library and may be purchased from online booksellers.
The Academic Integrity Procedures

One who is accused of violating the Academic Integrity Policy (“the policy”) is entitled to due process that may include an investigation and review of the charges under the supervision of the Academic Dean. The following steps should be followed in reporting an incident of academic dishonesty.

1. Who may report an incident: Members of the faculty, instructors, Doctor of Ministry mentors, staff members, employees, members of the administration, and fellow learners at United may submit evidence of a violation of the policy directly to the course instructor or to the Academic Dean. If the incident is first reported to the Academic Dean rather than to the instructor or mentor, or to any other party, the instructor or mentor will be informed of the incident unless, at the discretion of the Academic Dean in consultation with the President, there is justification to do otherwise.

2. Investigation: In most cases, the instructor will be charged with initiating the investigation. In some cases, the instructor may elect to refer the case directly to the Academic Dean or Dean’s proxy for investigation. The instructor or Doctor of Ministry mentor will gather documentation of the incident and complete a Report of Academic Dishonesty.

3. Document the Incident: Documentation may include the paper or examination in question, the signed statement of another party who witnessed the incident, a copy of the original text or material in question that was found in a book, journal, internet site, tape, CD, DVD, floppy disc, or other medium, and any other evidence of the incident. The context of the incident may be any setting of teaching and learning, i.e., classroom, contextual education, transcultural trip, ministry formation group, etc.

4. Meet with the student: The investigator of the incident will meet with the student to determine the facts. An impartial observer should be present. Others who witnessed (first-hand) the incident should be present. The signatures of all persons present should be obtained on the Report of Academic Dishonesty. The student’s signature indicates informed consent to the procedure.

5. Notification of Resolution: If the instructor or mentor finds evidence of violation of the policy, the instructor or mentor may respond in several ways: give a failing grade for the course; offer the opportunity to revise the assignment; or recommend additional intervention by the Academic Dean.

The instructor will indicate the recommendation of resolution on the Report of Academic Dishonesty and forward that form and copies of all documentation to the Academic Dean.

The student will receive a copy of the Report of Academic Dishonesty by postal mail or document delivery service, with a tracking number and delivery confirmation receipt attached.

1. No violation has occurred: If the initial investigation determines that violation of the policy did not occur, no additional action will be taken.
2. Administrative Intervention: If additional intervention of the Academic Dean is required, the Dean may resolve the case in one of several ways: place the student on academic
probation for one year; suspend the student from enrollment with the requirement of remedial education in academic processes of research and writing, with re-admission on probation after one year, according to the Seminary’s policy and procedures stated elsewhere; or immediate and permanent dismissal from the Seminary.

The Academic Integrity Appeal Process

A student, who through due process described above, is found to have violated the Policy of Academic Integrity, may appeal outcome of the procedure by submitting a request to the Academic Dean. The process of appeal is outlined as follows:

1. Number of Appeals: One. A student is only eligible to appeal a first properly confirmed incident of having violated the Academic Integrity Policy. If the incident is not overturned as a result of the appeal, any subsequently confirmed (by due process) incident will be cause for immediate and permanent dismissal from United Theological Seminary.

2. Time Limit: A student must initiate an appeal of the decision within fifteen working days (holidays and weekends excluded) of having received the resolution of the incident from the instructor, the Doctor of Ministry mentor, or the Academic Dean.

   The beginning date of the time limit will be documented by the student’s signature on postal or document delivery service receipt. A student’s appeal will proceed on a date and time agreed upon by the student and the Academic Dean, in consultation with other designated participants.

   A student’s failure to keep the appointment of the appeal will serve as the student’s acceptance of the terms of the resolution of the incident and no additional appeal may be filed.

3. Who Should Attend the Appeal: In most cases, the appeal hearing will be presided over by the Academic Dean. The hearing will be attended by the student, the Academic Dean, the instructor or Doctor of Ministry mentor who initiated the investigation and one additional member of the faculty of United Theological Seminary who is chosen by the student.

   The student may invite to the hearing one support person. The support person chosen by the student may not be an attorney, a spouse, a parent, a sibling, or a child. In extraordinary circumstances, the student and other members of the session may attend the hearing by conference call.

   The Appeal Hearing Report will be signed by all who are present. Conference call attendee signatures will be obtained by fax, postal mail, or document delivery service.

   The assignment of expenses for the appeal will be made upon disposition of the hearing. If the charge of academic dishonesty is upheld in any way, the student will be responsible for the expenses. If the student’s support person incurs expenses in the appeal process, the student will be responsible. If the finding of academic dishonesty is overturned on appeal, the Seminary will be responsible for the expense.
4. Basis of Appeal: A student must provide documentation in support of arguments against the resolution of the incident.

5. Duration of Appeal: A student’s appeal will be heard in one sitting. Deliberation and notification of the outcome will take place within fifteen days following the hearing, holidays and weekends excluded.

6. Outcome of the Appeal: The student will be informed in writing by the Academic Dean of the outcome of the appeal. The outcome of the appeal may take one of the following forms:

   a. No action—the appeal is denied, and the instructor’s or mentor’s resolution of the case is affirmed.

   b. The student receives a grade of NC (no credit) for the course and continues to be enrolled on academic probation for one year. If the student wants credit for the course, the course must be repeated at the student’s expense.

   c. The student is suspended from enrollment for one year and must complete one year of remedial study at the college level and at the student’s expense, emphasizing research, writing, or other medium and context in which the violation occurred.

   d. Upon application for re-admission, the student must provide documentation of having completed the remedial education (writing, public speaking, statistics, multimedia, HTML, XML, etc.).

   e. The finding of having violated the Academic Integrity Policy is overturned and documentation is removed from the student’s file.

The forms required for reporting Academic Dishonesty may be acquired from the Academic Dean's Office.

**Advanced Standing**

Shared Credit may be granted to students who request it on the basis of previous graduate level work completed for a degree at other accredited institutions.

Transfer Credit may be granted for credit earned at other schools recognized by the U.S. Department of Education or Council for Higher Education Accreditation, if that credit has not yet been applied toward a degree, provided that the courses taken correspond to elements of United’s curriculum.

In some instances, advanced standing will be granted for prior academic work. The Academic Dean’s Office has sole responsibility for granting advanced standing. In some cases, United has formal agreements with other institutions, and in those cases the stipulations of the agreement will determine what, if any, advanced standing a student may receive, contingent upon the approval of the Academic Dean’s office.
In cases in which no formal agreement exists, the Academic Dean’s office may grant advanced standing after reviewing the student’s formal transcripts.

Applicants seeking advanced standing should submit their request in writing to the Admissions Department.

**Academic Deficiency Policy**

This policy provides instruction for grade procedures and resolution of academic deficiencies at United Theological Seminary.

1. **Grades**
   - Grade rosters will be emailed with instructions for grade submission and turn-in dates two weeks prior to the due date.
   - Senior grades are due at NOON one week prior to the end of the semester.
   - All grades are due at NOON two weeks following the last day of the semester.

2. **Definitions Pertaining to Academic Deficiencies:**
   - Academic deficiency is defined as a course grade or combination of course grades which prevents a student from graduating.
   - A cumulative grade point average (GPA) of at least 2.0 is required across all courses and is needed to satisfy the student’s degree requirements.
   - A student may not graduate if he/she has an unresolved grade of “F,” “NC,” or “I” in any course.

3. **Resolution of Academic Deficiencies:**
   - If the GPA is below the required 2.0 minimum the student may remedy the deficiency by taking additional courses. An education plan will need to be established with the student and advisor and the student will be placed on a registration hold so the GPA can be verified at the end of the semester.
   - For grades of “F” or “NC” the student can remedy by repeating the course. The original grade will not be removed from the student’s record/transcript; however, the original grade will be omitted from GPA calculation.
   - Students cannot substitute another course for a failing grade.
   - Unsatisfactory thesis grades may only be remedied by completing the thesis satisfactorily. Doctor of Ministry Students may enter into project continuation for a total of two consecutive semesters.
   - Incomplete “I” grades are given for inability to complete required work in a course (NOTE: Adjunct professors are not permitted to issue “I” grades.) A grade of “I” will be given to students with extenuating circumstances at the professor’s discretion with the exception of adjuncts. The student must resolve the “I” grade 30 days after the semester ends. A student cannot graduate with a grade of “I.”
   - Awarding a grade of “I” requires approval from the professor and the completion of the incomplete grade request form. If the student needs more time an incomplete extension form can be completed and requires approval from the professor and the Dean. Both forms will specify the date the student is to complete all work and the grade that will be earned if the student fails to complete the required work by the deadline. If
no grade is specified a grade of “F” will be awarded. The original form with the appropriate signatures will be submitted to the Registrar.

Grading Scale

The chart below displays the approved grading scale at United Theological Seminary.

<table>
<thead>
<tr>
<th>Quality/Explanation of Performance</th>
<th>Grade</th>
<th>Numerical Value</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A</td>
<td>95-100</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>90-94</td>
<td>3.67</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>88-89</td>
<td>3.33</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>84-87</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>80-83</td>
<td>2.67</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>C+</td>
<td>75-79</td>
<td>2.33</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>70-74</td>
<td>2.0</td>
</tr>
<tr>
<td>Failure</td>
<td>F</td>
<td>0-69</td>
<td>0.00</td>
</tr>
<tr>
<td>Incomplete Continuing (Due to extenuating circumstance unable to complete work on time or course continues)</td>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unofficial withdraw (No show or stop attending prior to add/drop date)</td>
<td>UW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdraw (Student initiated withdraw)</td>
<td>W</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audited Course Audit for no credit</td>
<td>AU</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Satisfactory Academic Performance

Satisfactory academic performance is defined as a Grade Point Average of 2.0 or above.
- Transfer credit hours approved by the Academic Dean do not count toward a student’s cumulative GPA.
- All “W” (Withdraw) grades are excluded from the GPA calculations.

The pace of completion for a Master’s degree program is a maximum of ten consecutive years.

Academic Probation and Dismissal

It is the policy of United Theological Seminary to review all students cumulative grade point average every semester to ensure it is above the satisfactory academic guidelines established by the Academic Dean’s Office.
• Full-time student’s cumulative grade point average (GPA) will be calculated after the completion of one semester.
• Part-time student’s cumulative GPA will be calculated after the completion of nine credit hours.

A student who drops below 2.0 GPA will be placed on academic probation.

• A student that is placed on academic probation will be notified by letter from the Academic Dean’s office.
• A student on academic probation will not be allowed to take more than nine credit hours per semester until the GPA is 2.0 or better.

The completion of a written academic plan will be required for a student to continue studies under academic probation and before the student can register for the next semester.

• The plan must detail the steps/methods in which a student will work to raise his/her GPA to satisfactory. The academic plan must be created and signed by the student and his/her advisor then turned into the Academic Dean’s Office.
• A signed copy of the academic plan must be sent to the Registrar’s office to be filed in the student’s permanent record.
• The student will need to contact financial aid to discuss his/her eligibility for financial aid funds while on academic probation.

The full-time student’s cumulative GPA will be calculated at the end of two semesters.

• If the student’s GPA has not risen to a 2.0 or above, the student will be dismissed.
• Part-time student’s cumulative GPA will be calculated after completion of 18 credit hours.

A student dismissed due to academic probationary guidelines not being met are able to apply for readmission after one full year.

**Academic Probation Appeal Process**

Students that are notified by letter of unsatisfactory academic progress (below 2.0) have the right to appeal this decision through the Academic Dean’s Office.

This appeal must be submitted in writing for review by the Academic Dean. The letter must detail the following:

• Why the student failed to make satisfactory progress and
• What special extenuating circumstances exist (i.e. death of a relative, injury, major illness, etc.) Students who appeal must do so prior to the beginning of the next academic semester to ensure proper handling of the student’s record.

Once the appeal has been reviewed, the decision of the Dean is final. Students will be notified of this decision in writing within 30 days of receipt of the appeal letter.

**Academic-based Dismissal**

If the student’s GPA has not risen to a 2.0 or above, the student will be dismissed.
The student will be informed by receipt of a letter from the Academic Office.

A student that is placed on academic probation for a second time will be automatically dismissed. A student dismissed due to academic probationary guidelines not being met is able to apply for readmission after one full year.

**Dismissal Appeal Process**

Students that are notified by letter of dismissal based on unsatisfactory academic progress have the right to appeal this decision through the Academic Dean’s Office.

This appeal must be submitted in writing for review by the Academic Dean. The letter must detail the following:
- Why the student failed to make satisfactory progress and
- What special extenuating circumstances exist (i.e. death of a relative, injury, major illness, etc.)

Students who appeal must do so prior to the beginning of the next academic semester to ensure proper handling of the student’s record.

Once the appeal has been reviewed, the decision of the Dean is final. Students will be notified of this decision in writing within 30 days of receipt of the appeal letter.

**Graduation**

Degrees are awarded in May and December.

Students in all Master’s degree programs must complete and submit coursework to the instructors two weeks before the end of the semester before graduation to be eligible to receive a diploma at commencement.

Graduating students are expected to be present at commencement unless a written request to be excused is submitted to the Academic Dean.

The graduation fee and all financial obligations to the seminary must be paid no later than eight days before graduation.

**Student Awards**

Named awards given at the conclusion of each academic year. Please refer to the Academic Catalog for the name and description of each of these awards.
REGISTRAR SERVICES

Office Overview

Business hours of the Office of the Registrar are 8:00 a.m. to 4:30 p.m. Monday through Friday.

The Registrar’s Office services a full range of academic needs for students, faculty and alumni/ae as the keeper of academic records. Responsibilities include maintaining academic records and transcripts of current students and alumni/ae, coordinating course registration, assigning classrooms, performing degree audits, providing enrollment and graduation verifications and supplying information to government agencies and external organizations.

You may contact the Registrar at registrar@united.edu or 937-529-2201, ext. 3301

Registration

Registration is completed by each student through the Student Portal when the registration period opens for each semester. Registration dates and deadlines are also posted on the Student Portal.

A full-time academic load requires 36-45 hours per week in class and study. Additional time spent in employment or other activities should be understood as over and above an already full week.

Master students are limited to 12 semester hours per term except by approval from their academic advisor. An email approval of additional hours should be emailed to registrar@united.edu with a request to register for additional hours.

Registration is billed to student accounts and sent to home addresses. Payments received after the posted deadline date will be assessed a late fee. Late fee schedules will accompany the student statement of account.

After registration is completed, students may drop or add courses as necessary according to the policy stated in the catalog. All current policies related to the registration process are explained on the policy statement that accompanies the student statement of account.

Registration Changes

Students are both responsible and permitted to register and drop or withdraw courses in the Student Portal. Please report any difficulty in completing these actions to registrar@united.edu.

Students will not be charged for courses that are dropped before the official drop date of each term that is posted on the Student Portal.

Students will be responsible for course charges if they withdraw from the course after the official drop date. Specific details about this are in the Financial Aid/Scholarship section of this Handbook.
**Cross Registration**

Cross-registration is on a space-available basis and is conducted through the Registrar’s Office. For a list of educational partners see [http://united.edu/educational-partners/](http://united.edu/educational-partners/).

The cross-registration agreement excludes all online courses except through Payne Theological Seminary, Lindsey Wilson College, Northeastern Seminary, Southwestern College, Fuller Theological Seminary and Winebrenner Theological Seminary.

**Enrollment Status**

Students in all programs at the Master’s level are required to be enrolled in at least one course over a 2 semester period. This includes students in the Pre-Doctoral, Basis Graduate Theological Studies and Certificate programs.

Failure to be enrolled in at least one course in that time-frame will result in administrative withdrawal from the program and application for readmission will be required. This requirement may be adjusted on a case by case basis by appeal to the Director of Student Success.

**Program Change**

A student who wishes to change from one degree program to another or to add a degree must submit a “Change of Degree” status request in order to be admitted into the new degree program. These forms are obtained from the Admissions Office.

**Unofficial Course Withdrawal**

Due to regulations and a definition of what defines an "F" failing grade, the US Department of Education has required Institutions of Higher Education to adopt a new grade which reflects such issues as a student who has begun a course of study but never completes the course during the registered term (i.e., they stop attending, turning in work, or discontinue any educationally related activity/contact with the course/instructor.

United has adopted a "UW (Unofficial Withdraw) as this grade. If a student does not complete the term they cannot arbitrarily be assigned an "F" grade. They must be given a "UW" on all official grading platforms.

**Intent to Graduate**

Students expecting to graduate in December must submit an “Intent to Graduate” form to the Registrar no later than February 1. Students expecting to graduate in May must submit an “Intent to Graduate” form to the Registrar no later than October 31.

Forms can be found on the website [http://united.edu/registrar-faq-and-forms/](http://united.edu/registrar-faq-and-forms/).
Transcript Requests

Requests for transcripts must be made in written form including a signature to the Registrar’s Office. The transcript request form link is at http://united.edu/registrar-faq-and-forms/. There is a $10 fee per transcript (waived for current students).

On receipt of a release signed by the student, official transcripts will be issued provided the financial obligations to the seminary have been paid in full. There is no charge to current students for this service.

Name Corrections and Changes

Students and graduates who wish to correct misspelled names or to change their names on official records are required to present sufficient identification (e.g. driver’s license, marriage license, court order or other official identification), along with a written request, to the Registrar’s Office.

Veteran’s Information

Degree programs at United Theological Seminary have been approved by the State approving agency for Veteran’s Training.

Veterans must complete the procedures required to establish entitlement to an academic program and provide the Registrar’s Office with a copy of their Letter of Certification from VA for Educational Benefits (including the chapter under which they will receive benefits.)

Students who are veterans can contact the Registrar for further information and must report to the Registrar any change of status in enrollment or withdrawal.

Withdrawal from Seminary

Any student wishing to withdraw from seminary prior to the completion of a degree program must submit the “Intent to Withdraw” form. This form is available from the Admissions Office.

Students are expected to consult with faculty advisors prior to formalizing this process. Additional interviews may include Contextual Education and Financial Aid.
INTERNATIONAL STUDENTS

Student Exchange and Visitor Program

The Seminary is authorized under federal law to enroll non-immigrant alien students in programs approved by the State Department in the Student Visitor and Exchange Program (SEVP).

Seminary officers for SEVP are the Associate Director of Admissions, the Director of Student Success and the Registrar.

- The Associate Director of Admissions and staff perform all SEVP functions for international students and their family members prior to the time of entry to the United States.
- The Director of Student Success maintains and performs all SEVP functions after matriculation.

International students are invited and expected to join fully in the life of the seminary and the region including church attendance and event/activity participation.

New Student Orientation

International students are required to participate in both the campus orientation session conducted in the first fall of their attendance.

In addition, a supplemental international student orientation will be scheduled at the beginning of each fall and spring term. All international students are required to participate in this orientation. Content of this orientation provides additional guidance for both academic and student affairs.

Student Registration

The Registrar will register all F-1 and J-1 International students for classes. Students are required to complete a Registration Request Form for each term. This form must be signed by the student’s Academic Advisor and submitted to the Registrar by the registration deadlines.

International students are required to be registered full-time (9 or more semester hours) each term unless they complete a Reduced Course Load form available from the Director of Student Success. This must present a viable reason for approval such as a major illness, a family crisis or final semester work.

International students are expected to take classes that meet through the semester unless they are only available in an intensive week format. They are only permitted to take one (1) course online in a term.

Semester Check-In

International students are required to check in with the Director of Student Success within the first two weeks of each term. The Director will confirm their presence, validate passport entry dates to the United States and update the student SEVP record.
The Director of Student Success verifies proof of insurance on an annual basis with all J-1 students. J-1 international students are required to have health insurance for themselves and their dependents. However, United suggests that all international students obtain health insurance. Insurance policies must be compliant with Department of State regulations.

International Student Services

International students will utilize the Student Handbook as any other student with regard to student policies, student information and student services.

International students will work directly with the Financial Aid and Scholarships office, the Business office and the Student Billing office for all matters related to their expenses and payments.

International students will work directly with their assigned faculty advisor and the office of the Registrar regarding program requirements and registration.

International students are to contact the Director of Student Success when they have questions or concerns regarding their life and experience as a student.

Student Employment

The Associate Director of Admissions and staff perform all SEVP functions for international students related to employment.

F-1 visa holders must wait one year before working off-campus. Work is limited to 12 months. F-2 visa holders are not permitted to work.

J-1 students may work either on or off campus upon arriving in the U.S. J-2 visa holders are permitted to work after obtaining employment authorization.

International students should email the Post-Secondary Educational Administrator of International Programs at admissions@united.edu for information and guidance regarding employment regulations.

Student Travel

F-1 students must be present in the United States within every 5 months. They are required to have a United SEVP official travel signature no later than 1 year old to re-enter the United States. International students should make arrangements in advance to ensure adequate time to obtain this.

All international students are to notify the Director of Student Success at when they will travel out of state. The notification should include the date of departure, the destination, the date of return and a cell phone number if available.
Status Termination

International student records in the Student Exchange Visitor Program must be terminated for the following reasons:

- Insufficient funds for education and/or living expenses
- Failure to be in the United States within 5 months of previous stay (F-1 Visa students)
- Failure to provide evidence of current health insurance (J-1 Visa students)
- Academic suspension in good standing

The Director of Student Success will prepare and sign a termination notice and terminate the student’s record in the Student Exchange Visitor Information System.

The Director will also notify the student of the requirement to depart the U.S. within 30 days. Legal counsel may be sought to review for compliance.
TECHNOLOGY SERVICES

Single Sign-On

All students receive a United Username and Password when they confirm their intent to come to United at the end of the application process. These credentials are emailed to the student’s personal email account. Please email onlinehelp@united.edu if you do not receive your credentials.

Students may log into the Single Sign On site at https://united-edu.clearlogin.com/login.

My App Connections

Upon successful entry through the Single Sign On page, students will be able to view their My App Connections. These are the sites that students will use for their full student experience.

- The Help button links to http://united.edu/vusupport/vu-form.html to submit a Support Request Form to the United HelpDesk.
- The Library button links to https://utsdayton.on.worldcat.org/discoveryto search the United library database and link to other library sites.
- The Student Portal Applicant Logon button directs students to the Applicant Portal to apply for a different or subsequent program.
- The Student Portal button links to the student’s Student Portal site. On this site, the student can update personal information, submit a contact request to their advisor and student service offices, register for classes and view their schedule, view their academic requirements and records and complete and review financial aid and scholarship applications and awards.
- The United Calendar button links to the student’s Google account calendar. Students are able to request meetings or appointments with other students, faculty and staff members.
- The United Drive Button links to the student’s Google account drive on the cloud. It is recommended that students save all of their work on this drive to preserve it.
- The United Email button links to the student’s United email account maintained by Google. The United email address is the communication account of record at United. All official notifications and communications will be sent to this account. E-mail is our primary means of distributing announcements and information, as well as information updates for specific classes. Students will need to check this account frequently so that they are informed about important student information.
- The United Online Logon button links to the login page for United Online. The Username and password to enter United Online is the same as the one for the Single Sign-On. All courses at United have one or more online components accessible on United Online.
Technology Training

Students may request one-on-one training sessions (over the phone or in-person) and technical support by contacting the United Online Administrator at onlinehelp@united.edu or calling the Distance Learning Office at 937-529-2264.

Computer Information

Students are encouraged to have their own computers, as they will be integral to their ministries and will aid in the preparation of papers and media projects.

Minimum technology requirements for student computers are as follows:

- PC or Mac Operating System
  - PC: Window XP or Windows 7 (Starter or Home Editions will work fine) We currently do not support Windows 8
  - MAC: OS 8 or higher
- Ram
  - 1 GB (gigabyte) or more
- Hard Drive
  - 10 GB or more
- Browser
  - Internet Explorer 7 or higher or Firefox 3.6.6 or higher
- Audio
  - Soundcard and speakers and/or headphones
- Display
  - CRT or LCD, 15” or larger; resolution should be 600 X 800 pixels or higher.
- Software
  - Media Player
    - PC: Windows Media Player 11 (FREE VERSION)
    - Mac: Download current version of Flip4Mac (FREE VERSION)
  - Current version of Adobe Reader (FREE VERSION)
  - Word Processing Software (i.e. Microsoft Word, Open Office (free), iWork, etc.
- Internet Access
  - A “broadband” connection is highly recommended; a “dial-up” connection may frustrate the user. Broadband is defined as: Upload transfer rate of at least 1.0 megabits/second (or higher), and Download rate of 2.0 – 4.0 megabits/second (or higher). Typical DLS, ADSL, and Cable TV Internet connection easily meet these requirements.

Wireless Access Points (WAP’s) are located throughout the building to provide Internet access for student-owned computers.

Campus Directories

Campus telephone extensions may be reached (from a touch-tone phone) after the switchboard is closed by dialing 937-529-2201, listening to the message, and then entering the number of the extension. This voicemail menu also includes an extension that provides weather-related class cancellations.
The following directories are available on the United website
- The directory for faculty members is at http://united.edu/faculty-directory/.
- The directory for staff members is at http://united.edu/staff-directory/.
- The Doctor of Ministry Mentors is at https://united.edu/mentors-directory/.

The Hub

The Hub is designed as a course on the United Online Canvas Learning Management System. It serves as a bulletin board for a variety of topics of special interest to students.

In order to minimize email volume to students, pertinent information will be posted on the Hub under the appropriate topic heading.

Topics on the Hub include the following
- Prayer and Praise
- Worship News
- Weekly Devotional
- Marketplace
- Employment
- Local Lodging
- Campus Life
- Student Resources
- Outside Events
- Faculty Blogs
- FAQ's
- Student Council

Google Group Messages

Group messages are a means of managing email volume and efficiency and United uses the Google Groups application for this purpose.

Google Group messages are utilized in order to announce vital information to broad student audiences and certain group lists may not be available to all students.

Google Groups managed by the United IT department do not permit Reply to All responses.