

Academic Program

Definition of Academic Terms

Credit Hour

The unit for counting credit is the semester hour. A semester hour is defined as an hour of class work a week, or its equivalent in laboratory, pursued for one semester.

Full-Time Student

To be classified as a full-time student during a semester, a student must carry a credit hour load of 12 semester hours; for full-time status in the Winter Term or each of the Summer Terms, a student must carry a minimum of three hours.

Grades and Quality Credits

- A is reserved for performance that is definitely superior in quality.
- B is for consistently good work that is above average.
- C is for satisfactory performance.
- D is for minimal passing.
- F indicates failure.

Both Progress Reports and Final Grades are reported by letter which may be interpreted in percentage figures using the following example: A 95-100, B 85-94, C 75-84, D 65-74, F below 65. A, B, C, and D are passing grades; F is failure; N is audit. A failure can only be removed by repeating the course. The grade of I, indicating incomplete work, must be made up within the first five weeks of the Fall or Spring semester following issuance; otherwise, the incomplete grade becomes a failure. The grade of IP (In Progress) will be issued for courses which by design extend into the following term or semester. The grade of P will indicate pass for pass-fail courses, and FF will indicate failure for pass-fail courses.

W is reserved for withdrawal from a course beyond the period allowed for officially dropping a course. Withdrawal may be granted by the Registrar after this period if the student meets conditions as stated under regulations concerning dropping of classes.

The following are the grades with their corresponding quality credits:

- A—4 quality credits per hour of credit
- B—3 quality credits per hour of credit
- C—2 quality credits per hour of credit
- D—1 quality credit per hour of credit
- I—0 quality credits per hour of credit
- P—0 quality credits per hour of credit
- IP—0 quality credits per hour of credit
- F, FF—0 quality credits per hour of credit
- N—(Audit)—0 quality credits

To determine the Grade Point Average (GPA), the quality credits earned are divided by the semester hours attempted. The grade of pass in a pass/fail course will not be included in the GPA, but the credit will be included in the hours for graduation.

Good Academic Standing is defined as the minimum acceptable cumulative GPA for graduation, 2.00. Policy regarding students who fail to meet this standard is detailed under "Scholastic Regulations."

Students are allowed to repeat courses to improve the grade and cumulative GPA. Repeat of D and F grades is strongly encouraged for the student not in Good Academic Standing. The most recent grade earned is the grade calculated in the cumulative GPA and in consideration for graduation.

Faculty Advisor

Union University's academic advisement program is based upon the supposition that any degree-seeking student accepted for enrollment is a responsible adult seeking a liberal arts education. Advisors will inform advisees of the academic requirements and attempt to guide them through the program of study toward their chosen major; however they may not assume the responsibility for the student.

Advisors are assigned within the department of the student's major. The student undecided about his/her major will be advised by the Center for New Students. Advisors will assist students in planning schedules and defining educational and career goals. The student and advisor should meet at least once a semester.

Student Classification

FRESHMAN—A student who has met entrance requirements and who is carrying at least 12 semester hours.

SOPHOMORE—A student who has at least 24 hours of college credit.

JUNIOR—A student who has at least 56 hours of college credit.

SENIOR—A student who has at least 86 hours of college credit.

Numbering of Courses

Courses are numbered from 100 to 499. Courses from 100 to 199 are freshman courses; freshmen are restricted to 100 and 200 level courses. Courses from 200 to 299 are sophomore courses; sophomores are restricted to 100-300 level courses. Courses from 300 to 399 are junior courses. Courses from 400 to 499 are senior courses.

Size of Classes

Union University is committed to providing class sizes that facilitate an excellent professor to student ratio. Yet the University reserves the right to cancel a scheduled class if there is not sufficient support from student enrollment.

Course Descriptions and Requirements

A brief course description for each catalogue course is found within the respective academic section of the *Catalogue*. Within a course description, a prerequisite to that course may be cited as another course or condition that must be met satisfactorily before the student may register for the course being described. A corequisite cited refers to a requirement that must be completed prior to or at the same time as the course being described. Co- and Prerequisites are enforced at the discretion of the instructor.

A course syllabus giving greater detail of topics covered and course requirements is distributed at the first class meeting. Copies are maintained on file in the appropriate school/college dean's office.

Honor Students

Students making an average of 3.5 or above earned in courses taken at Union University graduate with **Latin Honors** as follows: 3.50-3.66, *cum laude*; 3.67-3.83, *magna cum laude*; 3.84 and above, *summa cum laude*. To qualify for these honors, a student must complete at least 56 hours at Union University.

Students who are enrolled for 12 or more hours and make an average of 3.5 or above are placed on the semester honor roll, which is entitled the **Dean's List** and those with a 4.0 are placed on the **President's List**.

Academic Programs

Department	Majors	Degrees	Emphases	Concentrations	Minors
Art	Art* Digital Media Studies	BA BS	Art	Drawing, Painting, Ceramics, Sculpture, Graphic Design	Art
Biology	Biology*	BS		Pre-professional	Biology
Business Administration	Accounting Economics and Finance Management Marketing Organizational Leadership	BSBA BSOL® MBA®®		Accounting*® Basic Business* Data Processing*	Accounting Business Administration Economics Finance Management Marketing Management of Information Systems
Chemistry and Physics	Chemistry* Physical Science Medical Technology Chemical Physics Physics*	BS BS BSMT BS BS		Pre-professional	Chemistry Physics
Christian Studies	Christian Studies Philosophy and Christian Theology Biblical Studies Biblical Studies Languages Christian Ministries Christian Ethics Youth Ministry	BA BA BA BA BA BA BA Diploma® AD®	Ministry		Christian Studies Philosophy Biblical Languages Christian Ministries Christian Ethics Youth Ministry
Communication Arts	Journalism Broadcasting Theatre-Speech* Public Relations/ Advertising Digital Media Studies	BA or BS BS	Communication Arts		Journalism Broadcasting Theatre-Speech Public Relations /Advertising
Education	Liberal Studies# Learning Foundations* Special Education	BS BS BS MAEd®® MEd®® Ed. Spec.®®	Grades 1-8 Grades preK-3 Grades K-8 Modified Comprehensive Early Childhood	Elementary Education Secondary Education K-12, Physical Education, Music, Art Teacher Licensure	Professional Education
English	English*	BA		Literature Writing	English
History and Political Science	History* Political Science*	BA or BS			History Political Science
Interdisciplinary Studies					Honors Studies International Studies
Language	French* Spanish* Teaching English as a Second Language*	BA	Literature Language & Culture		French Spanish Greek

Academic Programs

Department	Majors	Degrees	Emphases	Concentrations	Minors
Mathematics and Computer Science	Mathematics* Computer Science Digital Media Studies	BA or BS			Mathematics Computer Science Computer Information Systems
		BS	Computer Science		
Music	Music	BM	Music Education Christian Studies Communication Arts Management Marketing Church Music Performance Piano Organ Voice Theory & Literature	General/Choral* Instrumental/Band* Available in each: Instrumental Organ Piano Voice Voice Organ Piano Instrumental	
	Music	BA	Music		Music
Nursing	Nursing	BSN		Basic 4 year RN to BSN@ LPN to BSN	
		MSN			
Physical Education, Wellness and Sport	Physical Education* Sport Management Christian Ministry Sports Medicine Athletic Training	BS			Physical Education Health Education* Athletic Coaching Christian Ministries Recreation
		BS	Sport Communication Sport Marketing		
		BA			
		BS	Recreation Exercise Science and Wellness		
		BS			
Psychology	Psychology	BA or BS			Psychology
Sociology and Social Work	Sociology Social Work Family Studies	BA or BS			Sociology Human Studies Family Studies
		BSW BA or BS			

* Teacher Licensure available

Students seeking Elementary licensure major in either.

@ Adult Studies Program

@@ See Graduate *Catalogue*

General Academic Regulations

Change of Classes

A student making a change in his/her class schedule after completing registration will:

1. Obtain proper forms from Union Station.
2. Secure the signature of his/her advisor.
3. Process forms at Union Station.

A fee of \$10.00 will be charged for any schedule change after the start of classes. Exceptions will be made by the Registrar in instances beyond a student's control. See the University Calendar for the last date for changes in schedules.

Dropping of Classes

Courses may be dropped without penalty after the period allowed under circumstances of extreme illness, in which case a physician's certificate must be submitted and

approved by the Registrar. Other circumstances beyond the student's control may be approved by the Registrar.

Students discontinuing class attendance without the Registrar's permission to drop will receive an "F" in those courses.

Withdrawal From School

A student withdrawing from school, dropping all courses from a current semester or term, begins the process with Union Station. The student must clear with the Coordinator of Assessment, Registrar, Office of Financial Aid, Library, and Business Office by completing drop cards and a Withdrawal Card. Students will be allowed to withdraw through 11 weeks, or its term equivalent and will receive the notation on their permanent records "Withdrew from all Classes" as of the date the withdrawal was processed.

Voluntary withdrawal does not guarantee permission to readmit to the university nor does it automatically exclude the student from enrollment at a future date. Students who have withdrawn must check with the Admissions Office or the Academic Center regarding reenrollment.

Scholastic Regulations

The only acceptable level of work for graduation at Union University is 2.0 or above. Any student who fails to achieve that level will be given a status of academic deficiency. This places the student on notice that satisfactory progress toward graduation is not being made and that the quality of work must improve.

While the student is on academic deficiency:

1. An official notice will be sent to the student and to his/her parents or guardian.
2. The Coordinator of Assessment will counsel as needed with students individually to suggest possible directions.

If the student achieves a cumulative GPA of at least 2.0, academic deficiency status will be immediately removed. If the student fails to achieve the 2.0 GPA, the status of academic deficiency lasts for one full semester and the short term(s) that immediately follow. At that point, the student will be placed on academic probation.

While the student is on academic probation:

1. An official notice will be sent to the student and his/her parents or guardian.
2. The academic advisor will monitor a program of studies containing some repetition of courses in which D's and F's have been earned and will urge reduction of extracurricular activities and work.
3. The academic load will be limited to not more than fourteen hours.
4. Faculty and administrators will be encouraged to exercise restraint in the use of students on academic probation in activities which take a significant time from their academic work.

The student on academic probation will be allowed two full semesters and the short term(s) that follow to achieve a cumulative GPA of 2.0. If by the end of the two probationary semesters a cumulative GPA of 2.0 has not been attained, the student will be suspended from the University for one full semester. There is no appeal permitted for this suspension. The semester of the suspension will be a full semester; no combination of short terms will substitute. Colleges typically will not admit a student suspended from another college; however, if credit is earned at another institution while the student is suspended from Union, that credit is not applicable toward a degree at Union.

After serving the period of suspension, the student is eligible to return upon application for readmission. The student re-enters on academic probation and is again given two semesters with the short term(s) that follow to achieve the required cumulative 2.0 GPA. If the satisfactory standing is not achieved, the student will again be suspended

from the University. After a full semester suspension, the student desiring to return will be required to reapply to the Admissions Committee of the University.

A student receiving Veterans Benefits cannot be certified after two terms with less than a 2.0 cumulative GPA. The student will be allowed to continue enrollment in Union in accordance with Scholastic Regulations; however, VA Benefits cannot be received.

Policy on Student Cheating Including Plagiarism

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids during testing, to refuse to give or receive information on examinations, and to turn in only those assignments which are the result of their own efforts and research. Faculty are to accept the responsibility for discouraging cheating by making every effort to provide physical conditions which will deter cheating. They are to be aware at all times of activity in the testing area.

Any student found guilty of cheating by the instructor will be subject to disciplinary action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the Office of the Provost. If the student deems this action unfair, he/she may request a hearing before the Provost and the instructor. A written report of this hearing and decision will be retained by the Provost.

If either the student or faculty member involved deems the Provost's action unsatisfactory, he/she may request a hearing before a committee composed of the Student Government President and the Faculty Affairs Committee. The decision of this committee will be final upon approval by the President.

Class Attendance

Regular and successive attendance is expected of all students enrolled in all lecture, laboratory, and seminar courses. Each faculty member is to determine the specific details for administering the class attendance policy for his/her courses. Each faculty member is to clarify in the course syllabus the class attendance requirements. This statement is to be approved by the department chair and kept on file in the Office of the College/School Dean. Each faculty member is to counsel with any student whenever absences are affecting the student's grade.

No faculty member is allowed to operate a system which penalizes a student for absences due solely to his/her participation in an official college-sponsored activity which requires limited or occasional absences. However, such a student must satisfy all testing, reporting, and required functions defined for the course.

Each faculty and staff member sponsoring any event that will necessitate students missing classes will submit to the Office of the Provost one week in advance of the event a list of students expected to participate. Any conflict is to be resolved by the instructor, the chair of the department involved, and the Provost.

Registration for Courses as an Audit

Students will be allowed to audit courses for personal enrichment on a space available basis. Registration must occur during the published registration period. The student will pay the auditing fee and applicable materials fees. Audited courses do not apply toward any degree but will appear on the transcript without the assignment of an academic grade. The auditor may participate in the course requirements as minimally or as fully as he/she chooses. The instructor may elect not to grade examinations and other work of the auditing student.

A student auditing a course may process drop/add forms to earn credit in the class no later than the "Last Day to Add a Class" for the semester/term of enrollment. A student enrolled in a course for credit may change to audit during the period allowed in

the semester/term to drop a class. The “Last Day to Add a Class” and “Last Day to Drop a Class” are noted in the academic calendars for each semester/term as published in the *Catalogue*.

Regulations Concerning Quantity of Work

The maximum number of hours recommended for any student is 18 for a Fall or Spring Semester, 9 for accelerated 8-week sessions, and 7 for any of the three 4-week terms. However, a student who is highly motivated and has a 3.0 GPA on the 4.0 system may petition the Registrar with the consent of his/her advisor for permission to enroll for more than the suggested maximum.

Concurrent Enrollment

Any concurrent enrollment with another college or university must be approved in advance by the Registrar.

Graduation Requirements

Students may graduate under the course requirements specified in the *Catalogue* of the year of their admission or those in force at the time of their application for graduation. In case five years have elapsed since a student’s latest enrollment in Union University, he/she may graduate either under the course requirements of the *Catalogue* of his/her re-admission or those in force at the time of his/her application for graduation. Teacher Licensure requirements may alter graduation requirements as stated in the *Catalogue* for students seeking licensure.

The minimum semester hours required for the Bachelor’s Degree is 128 with a minimum grade point average of 2.0. Of this total, 39 hours must be junior and senior level.

Summary of Minimum Requirements for Graduation

These are overall minimums; individual programs may require a higher level of performance. Such programs are noted in their appropriate departmental section. This summary does not intend to be all inclusive. Greater detail is provided on each topic on the following pages.

Semester hours required for bachelor’s degree	128
of which, must be earned at a 4-year school	56
of which, must be earned at Union University	25%*
of which, must be earned on the junior/senior level	39
**one major, to include junior/senior hours	15
**one minor, to include junior/senior hours	6

Grade Point Average: cumulative	2.000
Cumulative major	2.000
Cumulative minor	2.000

*Total credit hours to be earned at Union University to meet residency requirements.

**A second major may be earned in lieu of a minor. All major requirements are in effect for each major sought; all minor requirements are in effect for each minor sought.

Summary of Maximum Requirements for Graduation

Total semester hours applicable to graduation as earned by:

CLEP, CEEB, Seminary Extension, and Correspondence	32
of which, correspondence may not exceed	8

From junior/community colleges	72
By Independent Study	9
By Special Study	9

Components of Graduation Requirements

Each bachelors degree awarded by Union University must contain the following components unless specifically exempted by the student’s choice of academic program:

General Core Curriculum	46 hours
Specific Core Curriculum	18-21
Major Academic Program, minimum	30
Minor Academic Program, minimum	18

The completion of the required 128 hours usually requires four years of 32 hours per year. Of these, the freshman and sophomore years are spent in core curriculum. During the remaining two years, the student may focus his/her work upon comparatively narrow limits. In the event the 128 minimum hours have not been met by the completion of the above components, elective courses or additional majors/minors must be earned to satisfy the balance.

Specific Core Requirements are required by all programs except the B.S.N., B.S.M.T. and B.M. degrees. Some restrictions apply toward the pairing of majors and degrees; the table of “Academic Programs” indicates those restrictions where applicable.

IN ADDITION TO THE ABOVE, THE CANDIDATE FOR GRADUATION MUST:

- Pass the English Proficiency Examination
- Schedule and keep at least one Graduation Audit appointment
- File an application for graduation
- Clear all accounts and conditions with school offices (incompletes, chapel, financial obligations, etc.)

Minimum Attendance

For each undergraduate degree granted by Union University, at least 25 percent of the semester hours required for the degree must be earned through instruction by Union University. The last 56 semester hours of credit for a bachelor’s degree must be earned at an accredited senior college. The last 12 hours of these 56 hours must be earned at Union University except in the following programs: Pre-medical, Pre-medical Technology, Pre-veterinary Medicine, Pre-dental, and Pre-pharmaceutical. Any deviation from this policy must be authorized in writing by the Registrar.

Degrees Offered

Union University offers seven traditional undergraduate degrees—Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Medical Technology, Bachelor of Science in Nursing, Bachelor of Science in Business Administration, and the Bachelor of Social Work—and five graduate degrees, the Master of Education, the Master of Arts in Education, the Master of Business Administration, the Master of Science in Nursing, and the Educational Specialist (described in the graduate catalogue). Adult Studies programs are described elsewhere in the *Catalogue*.

Each undergraduate degree must contain one major and one minor unless otherwise specified in the *Catalogue*. See section “Courses Beyond the Required General Education Core.”

A student may have two baccalaureate degrees conferred when the requirements of both have been met, provided the student has a minimum of 30 resident hours to offer, over and above that required for the first degree. A new major including a minimum of

15 upper-level hours in the major taken at Union and any prerequisites to the major must be completed for the second degree.

Upon completion of degree requirements, the student is awarded the appropriate diploma for his/her degree.

General Core Requirements for All Bachelor Degrees

All Union graduates must meet General Core requirements which help to fulfill one of the purposes of the University, that students "demonstrate competency in analytical skills and communication skills, [and] knowledge of the cultural, social, historical, and scientific aspects of life...."

Christian Studies, 6 hours

CHR 111. Old Testament Survey (3)
CHR 112. New Testament Survey (3)

Composition, 6 hours

ENG 111. Written Composition I (3)
ENG 112. Written Composition II (3)

Fine Arts, 3 hours

ART 210. The Arts In Western Civilization (3)

History*, 6 hours

HIS 101. World Civilization to the 18th Century (3)
HIS 102. World Civilization from the 18th Century (3)

*Students seeking elementary teacher licensure must substitute HIS 211 and HIS 212.

Laboratory Science, 8 hours, One course from each group below:

Group A: CHE 105. Fundamentals of Chemistry I (4)
CHE 111. General Chemistry (4)
PHY 111. Principles of the Physical Sciences (4)
PHY 213. Introduction to Physics (4)
PHY 231. General Physics with Calculus (5)

Group B: BIO 100. Survey of Biological Concepts (4)
BIO 112. Principles of Biology (4)
BIO 121. Human Biology (4)
BIO 221. Human Anatomy and Physiology (4)

Literature, 6 hours, One of the sequences below:

Sequence A: ENG 201-02. Survey of World Literature (6)
Sequence B: FRE 311-12. Survey of French Literature (6)
Sequence C: SPA 311-12. Survey of Spanish Literature (6)

Mathematics, 3 hours

Any mathematics course other than MAT 100. (See your adviser for mathematics requirements or options for your major. BSBA students must select MAT 111 or above.)

Oral Communication, 3 hours, One of the following courses:**

COM 112. Public Communication (3)
COM 235. Interpersonal Communication (3)

**School of Nursing and Bachelor of Social Work students meet this requirement by successfully completing their prescribed major courses.

Physical Education 2 hours

PEWS 100. Fitness for Health (1)

And one physical activity elective course (such as Tennis or Volleyball). PEWS 103 is required for the nonswimmer as determined by standards administered in PEWS 100.

Social Science and Humanities Options, 3 hours, One of the following:

- ECF 211. Principles of Macroeconomics (3)
- ECF 212. Principles of Microeconomics (3)
- HON 211. Studies in Contemporary Books (3)
- PHL 240. Introduction to Philosophy (3)
- PSC 211. Politics and Government of the U.S. (3)
- PSY 213. Introduction to Psychology (3)
- SOC 211. Principles of Sociology (3)

TOTAL GENERAL CORE HOURS, 46 hours

Confer with your faculty advisor for limitations of options present in some programs of study.

Specific Core Requirements For A Bachelor Of Arts Degree

(In Addition to the General Core Requirements)

OPTION ONE (18 HOURS)*

Foreign Language (one language for 2 years or two languages for 1 year each; 111 or higher) **12 hours**

Art, Music, or Communication Arts (Theatre only), One Option of 3 hours from either A, B, or C below: **3 hours**

Option A: ART 116, 117, 216, 231, 311, 313, 314, 315, or 323

Option B: MUS 111, 216, or any three-semester sequence in an applied area

Option C: COM 113, 240, 311, 319, or 350

Computer Science, Philosophy, Communication Arts (Speech only) or Economics, **3 hours**

OPTION TWO (21 HOURS)*

Foreign Language (one language for 1 year; 111 or higher) **6 hours**

Art, Music, or Communication Arts (Theatre only) **3 hours**

One option of 3 hours from either A, B, or C below:

Option A: ART 116, 117, 216, 231, 311, 313, 314, 315, or 323

Option B: MUS 111, 216, or any three semester sequence in an applied area

Option C: COM 113, 240, 311, 319, or 350

Computer Science, Philosophy, Communication Art (Speech only), or Economics **3 hours**

Additional Art, Music, and Communication Arts (Theatre only) from the above options in those areas, and Humanities.** **9 hours**

* Not all courses are appropriate for the beginning student in the field. See the department for guidance.

** No more than 6 hours may be included from any single department, and no more than 3 hours may be included from each of the following: English, History, and courses with the CHR prefix from the Christian Studies Department.

Specific Core Requirements for a Bachelor of Science Degree

(In Addition to the General Core Requirements)

OPTION ONE (19 hours)

Social Science Electives **6 hours**
Including any courses in GEO, PSC, PSY, SOC, or Economics and no more than 3 hours HIS

Mathematics Electives **6 hours**
Including any courses in Mathematics numbered 111 or above
(One three-hour CSC course may be counted toward the 6 hours)

Natural Science Electives (BIO, CHE, or PHY) **7 hours**

OPTION TWO (21 hours)

A minimum of 21 hours in two of the following three areas, with a minimum of 8 hours in each area.

- A. Computer Science and/or Mathematics numbered 111 or above
 - B. Natural Science (BIO, CHE, or PHY)
 - C. Social Science, including any courses in GEO, PSC, PSY, SOC, or Economics and no more than 3 hours HIS.
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Specific Core Requirements for a Bachelor of Science in Business Administration Degree

(In Addition to the General Core Requirements)

Required Courses (36 hours)

ACC 211-12. Principles of Accounting I-II	6 hours
CSC 105. Survey of Microcomputing Applications	3 hours
ECF 211-12. Principles of Macroeconomics, Microeconomics	6 hours
MAT 114. Introduction to Statistics and Probability	3 hours
MGT 250. Managerial Communication	3 hours
MGT 318. Principles of Management	3 hours
MKT 328. Principles of Marketing	3 hours
MGT 445. Business Policy	3 hours
MGT 321. Legal Environment of Business (except Accounting)	3 hours
MGT 435. Business Ethics	3 hours

Specific Core Requirements for a Bachelor of Social Work

(In Addition to the General Core Requirements)

Required Courses (21 hours)

CSC 105, Survey of Microcomputing	3 hours
SOC 211, Principles of Sociology	3 hours
PSC 211, Politics and Government of the United States	3 hours
PSY 317, Abnormal Psychology	3 hours
SW 421 or SOC 422, Research Methods	3 hours
Modern Foreign Language	6 hours

UnionUOnLine

Union University offers a few select courses utilizing interactive web-based instruction. UnionUOnLine faculty are fully qualified members of the Greater Faculty of Union University. Additional information including calendar, course offerings, tuition, and technical systems requirements can be found at <http://unionuonline.org> or by selection of UnionUOnLine from the Main Page menu of Union's web page found at <http://uu.edu>.

Correspondence and Seminary Extension Work From Other Institutions

A maximum of 32 semester hours toward graduation by ACE-approved Seminary Extension, correspondence or credit by examination may be accepted. Students may not enroll for extension or correspondence credit without the consent of the Registrar and the department chair and/or dean. Exceptions to the total number of hours may be made by consent of the Registrar.

Prolonged Delay of Completion of Graduation Requirements

A student re-entering the University or transferring to the University whose transcript indicates a lapse of ten years since the last academic credit was earned must have a conference prior to enrollment with the Registrar and the major professor. A program of study will be formulated for the applicant to complete the degree.

Application for Graduation

Application for graduation should be filed in writing with the Academic Center during the Fall semester prior to Spring/Summer graduation, or Spring semester prior to Fall/Winter graduation. Graduation applicants not completing all requirements by the last day of final exams of the graduation semester or term will be moved to the next graduation date.

Any student who has filed an application for graduation must have had an appointment with the Coordinator of Assessment or the Director of Teacher Education for a Graduation Audit. The process of Graduation Audit should begin during the junior year and be updated each semester. In the event a student has not filed a Graduation Audit by the time he/she has filed an application for graduation, he/she will be given until December 1 for Spring/Summer graduation and until May 1 for Fall/Winter graduation. If the student has not filed a Graduation Audit by that date, his/her name will be dropped from the graduation list, and he/she will be so notified.

Faculty Approval

All candidates for graduation must be approved by the faculty. All conditions—transfer credit, incomplete grades, and chapel attendance deficiencies—should be removed by the opening of the last semester.

Assessment of English Proficiency

To graduate with a baccalaureate degree, students must demonstrate proficiency in the use of the English language.

Before accumulating 45 hours, all students seeking a baccalaureate degree must take an English Proficiency Examination administered by the Director of Testing. Students transferring 45 or more hours to Union must take the examination during their first semester.

To demonstrate English proficiency, students will first be given the CLEP General Examination in English composition. Those who do not make an acceptable score on this examination must take the CLEP Subject Examination, College Composition.

Students who do not pass either of these examinations will write an essay examination on a topic chosen from an approved list of broadly based subjects. Each essay will be graded holistically (considering such factors as organization, development, style, and correctness) by two English Department faculty. The faculty readers will assign either a Pass or Fail. Differing opinions will be resolved by a third reader.

Students who do not write a satisfactory essay will be assigned a tutor. In no less than 30 days, the student will repeat the essay examination until the proficiency requirement has been satisfied. Essay examination is not available December, May or August.

Final Examinations

Comprehensive final examinations are required of all students in all courses where content is appropriate. The final examination time is listed with the University calendar. A student with three or more finals on one day may request the Registrar to re-schedule one examination provided the request precedes the last week of class.

Health Professions: Pre-Professional and Professional Curricula/ Liberal Arts-Professional Degrees

Pre-professional programs providing the background to apply for entrance into the health professions programs listed below are available through Union University.

Chiropractry

Cytotechnology

Dental Hygiene

Dentistry

Health Information

Management

Medicine

Occupational Therapy

Optometry

Pharmacy

Physical Therapy

Physician Assistant

Podiatry

Veterinary Medicine

Information regarding the specific requirements for each may be obtained from the Health Professions Advisory Committee (HPAC) upon request. Requirements for The University of Tennessee professional programs are available as well as those for other professional schools.

Students who have completed coursework required for entrance into a professional health program are evaluated by the HPAC. The evaluation summarizes input from Union personnel concerning the student's class performance and accomplishments, motivation, responsibility, capabilities, and character before making its recommendation to the professional school.

Students who complete the pre-professional requirements, core curriculum and degree requirements, including major and minor requirements, and 3 years residence acceptable to Union before entering the professional school may receive the B.S. degree from Union University upon completing one year in an approved professional school. The competitive nature of these programs is such that students are urged to complete the B.S. degree before entering the professional school.

Union University offers a 4-year program leading to a B.S. in Medical Technology degree. Three years of work are taken at Union and a 4th year is done in residence in an approved hospital school of medical technology.

Courses Beyond the Required General Education Core

Majors and Minors

By the beginning of the junior year, each student is required to select one subject as his/her major and one subject as his/her minor, with the exceptions of B.M., B.S.N, Professional Public Accounting, Sports Medicine, Sport Management, Athletic Training, and Digital Media Studies. All juniors are required to file a Graduation Audit form with the Coordinator of Assessment or the Director of Teacher Education.

A major consists of a minimum of 30 semester hours; a minor consists of a minimum of 18 semester hours. Requirements are detailed within the department sections of the *Catalogue*.

Courses applying toward a major(s) cannot apply toward another major(s) or minor(s). Of the requirements in the major, 15 hours must be from upper-level courses (courses numbered above 299) earned at Union University. Of the requirements in the minor, 6 hours must be from upper-level courses earned at Union. All majors and minors must be approved by the major professors and the Registrar.

To satisfy the requirements for the major/minor, only grades of "C" or above in upper-level courses may be included. An overall "C" average (2.00 GPA) must be maintained in both the major/minor.

Electives

Electives may be taken from the regular college courses offered in each department. The wise student will always complete his/her required work first. Failure to do this may force the student to take more than 128 hours to graduate.

Independent Studies

Independent Studies are available for highly motivated students who are interested in areas not covered by the regular courses and who possess both aptitude and discipline to do independent research. The program places major responsibility upon the student to identify an area of interest and then seek the help of a professor qualified in that area to help structure and formally define the course of study and assess the quality of work done.

Any junior or senior who has a GPA of 2.75 or better is eligible to apply for independent study. Exceptional cases may be reviewed by the student's college/school dean.

No student will be permitted to enroll for more than one independent study per semester or term. The maximum hours which any student may apply toward graduation by independent study is nine.

No *Catalogue* course may be offered by independent study. No course taken by independent study may substitute for any course required by the core curriculum or by a program for teacher licensure, nor for any specific course required by a major or minor program.

Students should check with the Academic Center for the forms required for approval and the particulars of registration.

Departmental Special Studies

Departmental Special Studies are group studies designed to go beyond or between normal courses listed in the *Catalogue*. Such courses may not parallel or substitute for regular catalogue courses. A student may apply up to nine hours in Special Studies toward graduation. Restrictions within departments may apply; check departmental listings.

Continuing Education

Union University has a Continuing Education Program for those who wish to continue their education or enhance their professional knowledge but do not necessarily desire to work toward a degree. Courses offered will be determined by the groups desiring the courses and the instructors. These courses are offered only when there is a sufficient demand. Participants are awarded one Continuing Education Unit for each 10 hours of class study.

Student Academic Services

Believing that the success of each student is of vital interest, not only to the student and his/her family, but to the University as well, Union University offers a variety of academic services to students. Each freshman is required to take two credit hours geared toward achieving academic success, CLU 111 and 112. A Transfer Orientation Program is available for incoming transfer students. These programs are administered through the Center for New Students.

Other student academic services include tutorial assistance, retention counseling, academic advisement and probation-suspension intervention.

In addition to the Center for New Students, these services are available through the Academic Center and the Office of Admissions and Retention. Services are provided through a team approach to help clarify the student's needs and goals relative to academic fulfillment.

Evening Program

Union offers a select number of evening programs for adult students. For further information, see the *Catalogue* section, Adult Studies.

Affiliations With Other Agencies and Institutions

Council for Christian Colleges And Universities (CCCU)

Union University's membership in the Council for Christian Colleges and Universities, a national association of more than 90 Christian institutions, enables us to offer students the following off-campus learning opportunities sponsored by or affiliated with the Council:

American Studies Program

Students earn academic credit serving as interns and participating in a contemporary issue-oriented seminar program in Washington, D.C. for one semester. Internships are available in a variety of organizations such as congressional offices, think tanks, cultural institutions and government agencies. The program is designed for juniors and seniors with a wide range of academic majors and vocational interests.

China Studies Program

Students participate in a semester-long program offering courses in standard Chinese language, geography and history, religion and culture, and China's modern development. This interdisciplinary academic program is designed to help students learn about China through travel and interaction with the people as well as develop a Christ-centered world view of China.

Latin American Studies Program

Located in Costa Rica, this semester long program offers students the opportunity to study Spanish, history, economics and other courses related to the region. Three specialized academic tracks, International Business and Management, Tropical Sciences and Advanced Language and Literature are open to qualified students. Students live with Costa Rican families and have both travel and service opportunities.

Los Angeles Film Studies Center

Through this program students serve in various aspects of the film industry. The semester-long program combines seminar courses with internships, providing the opportunity to explore the industry within a Christian context and from a liberal arts perspective.

Middle East Studies Program

In Cairo, Egypt, students have the opportunity to study Middle Eastern cultures, religions and conflicts from within this diverse and strategic region. Juniors and seniors participate in interdisciplinary seminar classes, study Arabic and serve as interns with various organizations in Cairo.

Oxford Honors Program

Honors students have the opportunity to engage in a semester of interdisciplinary tutorial studies in a wide variety of disciplines at Oxford University. Students participate in two tutorials, a seminar and an integrative course culminating in a scholarship project or term paper. Field trips provide opportunities for experiential learning.

Oxford Summer School Program

Students at member colleges may apply to participate in multi-disciplinary study of the history and development of the Renaissance and Reformation at the Centre for Medieval and Renaissance Studies, affiliated with Oxford's Keble College.

Russian Studies Program

Juniors and seniors may spend a semester in Russia studying language, culture, literature, history and other courses related to the region. Participants have the opportunity to travel to Moscow, St. Petersburg, Nizhnii Novgorod, and to live with a Russian family for a portion of the semester.

Summer Institute of Journalism

Council campuses may choose two student journalists to apply for an all expenses paid experience in Washington, D.C. Fifteen students are selected to participate in a month-long program of seminars, field trips, and workshops led by leading journalists and communications professors.

For more information about CCCU programs contact:

American Studies Program—Department of History & Political Science

Los Angeles Film Studies Center—Department of Communication Arts

Summer Institute of Journalism—Department of Communication Arts

International Programs—Center for International Studies

Consortium of Associated Schools—Jerusalem University

Union University has entered into a relationship with Jerusalem University, Israel, allowing Jerusalem University to serve as an extension campus of Union. Union stu-

dents will enjoy priority status in applying to Jerusalem University and in meeting their admissions requirements. They are able to transfer Jerusalem University credit to Union by prior arrangement. Financial arrangements for travel, matriculation and cost of living are the responsibility of students. Please see the chair of the Department of Christian Studies for complete details.

Consortium for Global Education (CGE)

The Consortium for Global Education is an association of nearly 50 private U.S. colleges and universities committed to the development of international education. Member institutions have established more than 300 partnerships with some of the world's most prestigious universities in 80 countries. The wide range of programs includes student and faculty exchanges, summer study programs, conferences, seminars, and special projects. Direct questions to the Center for International Studies. Union is directly involved with the following CGE programs:

China (Beijing)

Students study for four to six weeks at Peking University in Beijing, China. In addition to courses in Chinese, culture and Tai Chi, the program offers opportunities for interaction with Chinese students and travel to important sites in the city and region.

China (Hong Kong)

Students may participate in a semester-long program at the prestigious Hong Kong Baptist University, a comprehensive university offering an extensive range of courses of study.

Salzburg

Salzburg College offers students the opportunity for semester-long study of German, Austrian culture, European history, art, music, business and other courses related to the region. The program includes several study tours and many opportunities for individual travel. Students stay with Austrian host families. Summer business internships and the Mozart Project are also available to qualified students.

Clinical Agencies Agreements for Nursing Students

The School of Nursing maintains a contractual relationship with a number of clinical and health care agencies throughout the West Tennessee area. These agencies consist of hospitals, including Jackson-Madison County General Hospital and Methodist-LeBonheur Hospital of Jackson, long-term care facilities, public and regional health departments, child-care and developmental facilities, mental health agencies and hospitals, including Western Mental Health Institute, and home health care agencies. These contracts detail responsibility for each party to the contract regarding placement, supervision, and evaluation of students while in the clinical agency.

College Articulation Agreements

Union University has articulation agreements (transfer guidelines) with several colleges including Jackson State Community College and Dyersburg State Community College. The agreements determine what credit courses at each of the community colleges will transfer as equivalent courses at Union University and which will receive elective credits. All Junior community college graduates coming to Union University

with a 2.5 GPA are awarded a \$1,000 per year transfer scholarship. This increases to \$1,250 per year if the GPA is 3.0 and to \$1500 if the GPA is 3.5 or higher.

Union University has an articulation agreement with the engineering degree programs at Tennessee Technological University, the University of Memphis, and LeTourneau University. The agreement, the Evaluation of Transfer Credit Guideline, issued upon request, enumerates the pre-engineering courses required by that institution and the equivalent Union University courses which it will accept. For this agreement and for advice concerning engineering programs at other institutions, students should see Union's pre-engineering advisor.

Cross-Campus Agreement

The consortium agreement of Freed-Hardeman University, Lambuth University, and Union University allows a student enrolled at one of these universities to take an undergraduate course at any of them. The student obtains permission to do so through his own college. The student pays tuition and receives credit at the "home college" in which he is considered a degree-seeking registrant; the term "host college" is used for the institution attended for limited purposes in order to further his program in his home college.

Students may seek enrollment in a host school for the following reasons:

- (1) Course scheduling difficulties, or
- (2) Special programs are available at only one institution.

Additional information is available in the Academic Center.

Emma Waters Summar Library Agreements

The Library has entered into several formal agreements with other libraries and library organizations to extend its service base. These local, state, and regional cooperative library programs greatly enhance student access to materials and facilitate the sharing of resources. These agreements include but are not limited to the West Tennessee Academic Library Consortium, TENN-SHARE, and the Southeastern Library Network (Solinet). These agreements afford cooperative ventures of the universities, allow inter-library loan and a full range of support services.

Gulf Coast Research Laboratory Agreement

An affiliate of Union University, the Gulf Coast Research Laboratory in Ocean Springs, Mississippi, makes courses in marine biology available to qualified Union students during the summer. A qualified student is defined as a student meeting the admission requirements of the GCRL and having the approval of the appropriate department chair of Union University. The basic requirements are junior standing and the completion of 16 hours in the biological sciences, including general zoology, general botany, and 8 hours in more advanced courses. Among those courses offered at the GCRL are: Oceanography, Marine Biology, Marine Invertebrate Zoology, Marine Ecology, Comparative Histology of Marine Organisms, Marine Psychology, Marine Microbiology, Marine Ichthyology, Salt Marsh Plant Ecology, Coastal Marine Geology, and the Early Life History of Marine Fishes.

Honduras Program

Union University sponsors a medical-dental mission team to Honduras. Students have the opportunity to work with community health care professionals, pastors, and others in this service-learning project. Through cooperation with the appropriate academic department, students may earn course credit while participating in the January

project or in other special programs that are developed during the year. Contact the Center for International Studies for more information.

Medical Technology/Clinical Laboratory Science Agreements

Programs under these agreements are accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association upon recommendation of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Each is at least 12 months in duration with Union granting 59 semester hours of credit toward the Union baccalaureate degree for which the student is a candidate. Union offers prerequisite courses for a major in Medical Technology/Clinical Laboratory Science at Union sufficient to fulfill the minimum requisites for admission to the Medical Technology/Clinical Laboratory Science Program. Qualified students may sit for the certifying examination of the American Society of Clinical Pathologists, Board of Registry.

Quebec Summer Program

Students live with French-speaking families and study French at the University of Quebec at Chicoutimi. For information, contact the Center for International Studies.

Social Work Agency Agreements

All social work students at Union University are required to obtain professional social work field experience in a local community agency. There are numerous local social service agencies that provide the setting for this practicum experience. The *Social Work Field Placement Manual*, which further clarifies expectations regarding this experience and identifies the cooperating agencies, may be obtained from the social work faculty.

Southern Baptist Seminaries Advanced Standing Degree Program Agreements

Union University participates with four Southern Baptist seminaries in a program designed to allow qualified Christian Studies majors to enter a Master of Divinity degree track with advanced status. Although each seminary features slightly different formats and requirements, the common characteristic of each is a substantial academic background in Christian Studies. The advanced status permits students not only to accelerate their graduate studies but also to focus on advanced courses in biblical studies. The advanced degree is fashioned to build on undergraduate preparation without duplication. Midwestern, New Orleans, Southern, and Southwestern Baptist seminaries all take part in this unique enterprise.

Additional information is available from the chairman of the Christian Studies Department of Union University.