

# AN OVERVIEW OF THE UNIVERSITY

## Statements of Purpose

### Mission

The mission of Union University, a higher education institution of the Tennessee Baptist Convention, is to provide quality undergraduate and graduate education to students of qualified preparation and good character in ways consistent with the following guiding principles.

### Guiding Principles

- **Academics:** Union University is committed primarily to an undergraduate liberal arts education, including a required core curriculum of general education, and opportunities for specialization in selected professional areas. Union expects undergraduate students to demonstrate competency in analytical skills and communication skills, knowledge of the cultural, social, historical, and scientific aspects of life, and an understanding of their chosen area of specialization. Union also offers graduate programs in selected professional areas. Union expects graduate students to demonstrate within their disciplines advanced knowledge and skills. Graduates are expected to demonstrate both leadership and high performance.
- **Christian Values:** Union University endeavors to give an articulate and vigorous witness to the Christian faith as the unifying principle around which one relates learning to life. Each student is encouraged to explore in depth the basis, meaning, and implications of his or her relationship to God in Jesus Christ. A distinctive part of Union's purpose is the preparation of students for leadership positions in churches.
- **Development of the Whole Person:** Union University defines the whole person under the sovereignty of God to be a person of intellectual, spiritual, social, psychological, and physical dimensions. By means of a holistic education process, Union University endeavors to approach students from these perspectives, and to provide the atmosphere, opportunities, and resources for students to know wholeness within the context of a community of learners.
- **Personal Attention:** Union University seeks to practice the Christian faith by demonstrating thoughtfulness and concern for students and by giving personal attention to their needs, both inside and outside the classroom.

## The University's Goals

- To cultivate a Christian community which provides a **person-centered, service-oriented** approach to students, faculty, staff, alumni, and other constituents.
- To provide strong educational programs within a highly respected **academic** environment.
- To admit only students **capable of successfully completing** the educational expectations of Union University.
- To ensure that Union University remains sensitive to students' financial needs by remaining an **affordable** institution of higher education.
- To **increase enrollment** and to provide additional personnel services, facilities, and equipment to meet the academic and personal needs of students.
- To provide the atmosphere and services associated with a predominantly **residential** campus consistent with the university's guiding principles.
- To foster **Christian values**, educate **spiritual leaders**, and provide services to the affiliated **churches of the Tennessee Baptist Convention**.
- To offer **informational, artistic, and educational services** in selected fields to the West Tennessee community and beyond.

(Adopted by the Faculty and the Board of Trustees, 1994)

## Accredited By

Union University is accredited by the *Commission on Colleges of the Southern Association of Colleges and Schools* (1866 Southern Lane, Decatur, GA 30033-4097; Telephone 404-679-4501) to award baccalaureate, masters and education specialist degrees. The University also has the following discipline-specific accreditation:

*National Association of Schools of Music*  
*The National League for Nursing Accrediting Commission*  
*Teacher Education Program, Tennessee State Department of Education*  
*Tennessee Health Related Boards*

The University is a candidate for the following discipline-specific accreditation:

*Council on Social Work Education*  
*National Council for the Accreditation of Teacher Education*

## Member Of

American Association of Colleges of Nursing  
American Association for Colleges of Teacher Education  
American Association of Collegiate Registrars and Admissions Officers  
Associations for Christians in Student Development  
Association of Collegiate Business Schools and Programs  
Association of Southern Baptist Colleges and Schools  
Baptist Association for Student Affairs  
Concurrent Admissions Program  
Council for Christian Colleges and Universities  
Council of Baccalaureate and Higher Degree Programs of the National League for Nursing  
Council on Undergraduate Research  
Council for the Advancement and Support of Education  
Independent Liberal Arts Colleges in Teacher Education  
National Art Education Association  
National Association of College Admissions Counselors  
Service Members Opportunity Colleges  
Southern Council of Collegiate Education for Nursing  
Tennessee Association for Colleges of Teacher Education  
Tennessee Association for Counseling and Development  
Tennessee Association of Collegiate Registrars and Admission Officers  
Tennessee College Association

## The University's History

Union University is an heir of three antebellum Tennessee schools—West Tennessee College and its predecessor, Jackson Male Academy, both located at Jackson, and of Union University, located at Murfreesboro—and it is the inheritor of another college in 1927, Hall-Moody Junior College of Martin.

Jackson Male Academy, founded in 1823 shortly after the opening of West Tennessee for settlement, was chartered by the legislature in 1825, making it the earliest school whose roots are linked with what later became the Southern Baptist Convention.

West Tennessee College originated in the mid-1840s when supporters of the Academy secured a charter for a college and received an endowment from the state to come from the sale of public lands. Under its charter, the property rights and governance of the Jackson Male Academy were vested in the trustees of the College. The College offered three degrees—bachelor of arts, bachelor of philosophy, and master of arts—and had four departments: Moral Philosophy, Languages, Mathematics, and Natural Philosophy and Chemistry. West Tennessee College continued until 1874, when at a time of depressed economic conditions, the trustees offered the College's buildings, grounds, and endowment to Tennessee Baptists in the hopes of attracting a southwestern regional university planned by the state's Baptist leaders.

Meanwhile, after years of discussion and the raising of an endowment, the Baptist General Assembly of Tennessee in 1848 established Union University at Murfreesboro, near the geographical center of the state. Union University came upon hard times when in 1859 its highly respected president, Dr. Eaton, died and when during the Civil War its campus was badly damaged. It reopened in 1868 only to close again in 1873, largely because of its financial condition and an epidemic of cholera.

Southwestern Baptist University, the immediate predecessor of the present Union University, originated because of a desire by Tennessee Baptists, who still had a separate convention for each of the state's three Grand Divisions, for greater unification. Education became the core issue around which such unification was promoted. Committees of the three conventions met jointly in Humboldt in 1873 and issued a resolution supporting the establishment of a first-class regional university. An Educational Convention met in Murfreesboro in 1874, and following that a committee was appointed to select a location for the proposed university. The committee recommended the acceptance of the offer made by the citizens of Jackson to assume ownership of West Tennessee College.

In September 1874, the new institution opened at Jackson as an academy, and in 1875 it was chartered as Southwestern Baptist University. In 1907, Dr. T. T. Eaton, a trustee at Southwestern from its beginning, bequeathed his 6,000 volume library to the college. He was a former professor at Union University at Murfreesboro, where his father, Dr. Joseph H. Eaton, had been president. Shortly thereafter the name of Southwestern Baptist University was changed to Union University to honor the Eatons

and others from Union at Murfreesboro who had had a major impact on Southwestern as faculty, administrators, trustees, and contributors. In a further move to unify its educational efforts, the Tennessee Baptist Convention in 1925 secured a new charter which vested all rights, authority, and property of Union University in the Convention, including the election of the University's trustees. Two years later, the Convention was able to consolidate Hall-Moody Junior College at Martin (1900-1927) with Union University. During the 1920s, Union discontinued its graduate program, its Law Department, and its high school and added a bachelor of music degree program.

After a major fire in 1912, several new buildings were constructed, including the centerpiece of the campus for the next 60 years, Barton Hall. In 1948 the Southern Association of Colleges and Schools granted Union University its original accreditation. In 1962, at the request of local physicians, Union developed a nursing program with the assistance of Jackson-Madison County General Hospital.

Because of the deterioration of its aging campus, Union in 1975 moved from near downtown to a new campus located along Highway 45-Bypass in north Jackson. Since then, enrollment has increased from about 1,000 students to almost 2,500; the multi-purpose Penick Academic Complex has been enlarged several times; many additional housing units have been erected; and the Blasingame Academic Complex and the Hyran E. Barefoot Student Union Building have been constructed. Part of the reason for growth derived from new academic programs and graduate studies in education and business administration. In the 1990s Union has had its greatest intercollegiate athletic success as Union's Lady Bulldogs basketball team of 1998 finished first in the NAIA National Basketball Tournament.

In 1990 Union reinstated graduate study with the establishment of the Master of Education Degree. In 1994, Union added the Master of Business Administration program, modifying it Fall 1997 to reflect the cohort organizational model. In Summer 1997, the University added a second master's degree for classroom teachers, a cohort program, naming it the M.Ed., and renaming the original degree, the M.A.Ed., to better reflect the nature of the degree. The Education Specialist degree was begun Summer 2000 at both locations. A third masters program is being launched Fall of 2000, the Master of Science in Nursing.

To broaden its connection with the wider Christian higher education movement, Union in the mid-1990s joined the Council for Christian Colleges and Universities. During 1997 and 1998, under the leadership of President David S. Dockery, who was elected as Union's fifteenth president in December 1995, Union established its presence in the Memphis suburb of Germantown with an undergraduate program in nursing and graduate programs in Business, Education and Nursing. The University also adopted a new campus master facilities plan to accommodate the University's growth well into the twenty-first century.

## The Campus

The uniqueness of the Union University campus, located on U.S. Highway 45 By-Pass and Union University Drive in Northwest Jackson, is related to the academic facilities and student housing. Union's campus is designed with the student as its axis. All facilities, programs, and personnel are interrelated in an attempt to meet the needs of students.

In addition to the main campus in Jackson, Union University opened a second campus in the Memphis suburb of Germantown, Tennessee in 1997. Because of the rapid growth of the campus, the faculty and staff offices, classrooms and computer lab facilities moved to a new location in June 2000.

An abbreviated description of campus facilities follows. A more detailed description of each building as well as the services available through each, is presented in the *Campus Life Handbook*.

### Penick Academic Complex

The Penick Academic Complex houses the G.M. Savage Memorial Chapel, Fred DeLay Gymnasium, E.T. "Rocky" Palmer Activities Center, Joseph H. Miller III Science Center, the W. D. Powell Theatre, Waldrop Administrative Center, Union Station, Computing Services, and Emma Waters Summar Library.

The Waldrop Administrative Center contains the offices of Admissions and Retention, Career Services, the Registrar, Business Services, the Executive Suite, University Relations, Church Services and the Alumni Suite.

The Emma Waters Summar Library, through its holdings and subscriptions and through its membership in regional and international networks, has access to journals and books from over 21,000 major libraries throughout the world. The Instructional

Media Center houses a growing collection of media hardware and software available for student and faculty use.

### Blasingame Academic Complex

The McAfee School of Business Administration, the Department of Communication Arts, and the School of Education and Human Studies are located in the Blasingame Academic Complex.

### Student Housing Complex

Union University recognizes and is fully committed to the value of the educational experiences—spiritually, intellectually, and emotionally—which occur within the on-campus residential environment. All resident students are required to sign a residence life contract for the academic year. For information on Residence Life behavioral values, philosophy, fees, family housing, reservation and procedures please refer to the *Union University Student Handbook* located on Union University's website at [www.uu.edu](http://www.uu.edu).

Student housing, arranged in three complexes (Hurt Complex, H.E. Watters Complex and McAfee Complex), features private bedrooms in apartment-like units. Each apartment is on one level in a 2-story construction. All lead to the three Commons Buildings which house the resident directors, provide facilities for lounge areas, laundry and recreation.

Married student housing is located in the Warmath Apartments, north of single-student housing. The complex consists of 32 two-bedroom apartments.

### Hyran E. Barefoot Student Union Building

The Barefoot Student Union Building houses the University's cafeteria and dining hall (Gilbert-Powers Student Commons), Coburn Dining Room, President's Dining Room, Lexington Inn, Eldon Byrd Faculty Lounge, George Harvey Lecture Hall, Campus Printing and Mail Services, offices for Student Services (Dean of Students, Student Government Association, Student Activities Council, Counseling, Health Services, and Campus Security), offices of Enrollment Management (Financial Aid, the Learning Center and Enrollment Services), and Campus Ministries (Missionary-In-Residence), Prayer Chapel, the Missionary Wall, and the offices for *Lest We Forget* and *Cardinal and Cream*.

### Hammons Hall

Hammons Hall contains the Lifeway Bookstore as well as the offices for Institutional Advancement,

Testing, and non-traditional degree programs. General classrooms and a community room are also housed in Hammons Hall.

## Graduate Studies

All programs and objectives in Graduate Studies at Union University derive from the statement of Mission of Union University. Accordingly in this context, Graduate Studies seeks to provide students with a quality educational experience in a Christian university environment. Specifically, Union expects graduate students to:

- Demonstrate within their disciplines advanced knowledge and skills.
- Display competency in critical evaluation of issues, trends and methodologies.
- Demonstrate the ability to apply research that extends the body of knowledge in the field.
- Enhance their ethical decision-making ability through an academic environment integrated with a Christian faith.
- Build intellectual and moral knowledge to cope with a pluralistic world and better serve their communities, businesses and schools.

Graduate Studies seeks to reflect the Guiding Principles of Union University in academics, Christian values, development of the whole person and personal attention to student needs. Its goals are to cultivate a Christian academic community which is excellence-driven, Christ-centered, people-focused and future-directed

## Graduate Governance and Admissions

Five graduate programs currently exist at Union University: the M.B.A., administered by the McAfee School of Business Administration; the M.A.Ed., the M.Ed., and the Ed.S. degrees administered by the School of Education and Human Studies; and the M.S.N., administered by the School of Nursing.

The Master of Business Administration degree program is administered by the M.B.A. Director and by the Dean, McAfee School of Business Administration. The Master of Arts in Education, the Master of Education and the Education Specialist degree programs are administered by Directors of Graduate Studies in Education and by the Dean, School of Education and Human Studies. The Master of Science in Nursing is administered by the M.S.N. Director and the Dean of the School of Nursing. The Graduate Faculty is responsible for approval of curriculum and graduate program policies. It is com-

prised of all doctorally qualified faculty at Union. The Graduate Faculty considers recommendations from the Graduate Curriculum Committee, which is responsible for examining graduate programs, course offerings, and policies relative to graduate studies at Union. The committee is composed of five faculty members who choose a chair from one of their number each year. Each program is represented by one graduate student on the committee. Ex-officio members include the President, Provost, Directors of the graduate programs, Registrar, and Acquisitions Librarian. Curriculum changes are discussed and approved by graduate faculty in the departments and on task teams. Task teams may be created by the Deans of the Schools/Colleges to consider and make recommendations to the Graduate Curriculum Committee. Thus, significant curriculum and policy changes and additions proceed from the Directors (and/or task teams) to the Graduate Curriculum Committee to the Graduate Faculty. The graduate governance structure at Union University is completed by the Provost, the President, and the Board of Trustees.

The Program Directors are empowered to make admissions decisions based on the approved and published admission criteria. Admission decisions of the nursing graduate program are made by the Graduate Nursing Admissions Committee. The Graduate Nursing Admissions Committee is comprised of the Dean, School of Nursing, the MSN Program Director and three graduate nursing faculty appointed by the Dean on a yearly basis. The Graduate Business Admissions Committee and the Graduate Education Admissions Committee, comprised of business or education faculty and directors, respectively, receive recommendations from the appropriate Dean regarding candidates for admission who do not meet regular admission requirements. The respective Admissions Committees may recommend *Conditional Admission* for business students or *Provisional Admission* for education students based on the published criteria for admission.

## Student Life

Graduate students are welcomed and are encouraged to participate in the many religious, cultural, and educational activities that take place on the University campus. For more information on student life, graduate students may consult the latest edition of *The Campus Life Handbook*.

## Student Conduct

It is understood and expected that graduate students will possess a higher level of maturity and responsibility than undergraduate students. Therefore, many of the restrictions placed on undergraduates are waived for graduate students. However, since Union University is committed to providing quality education within a Christian environment, all students are expected to recognize this commitment and to conduct themselves in a manner that is consistent with the Christian life-style. Furthermore, since positive relationships with faculty and other students contribute to the learning process, students are expected to make every effort to avoid behavior that is known to be offensive to others.

The President, the Vice President for Student Services, and the judicial system of the University are charged with the administration of discipline. They are empowered to rule in any irregularity pertaining to student life.

## Chapel and Spiritual Life

Chapel is one of the distinctive features of the Christian college and is for the strengthening of faith in God, for instruction, and for the enrichment of the religious life of the total college family. The Chapel and Spiritual Life Committee, comprised of students, faculty, and administrators, plans and schedules varied chapel programs each semester to accomplish these purposes.

Chapel attendance is not compulsory for graduate students. However, graduate students are invited to participate fully in chapel as well as in other spiritual activities including activities sponsored by the Baptist Student Union, the Baptist Nursing Fellowship, and the Fellowship of Christian Athletes.

## Confidentiality of Student Records

The privacy and confidentiality of all student records shall be preserved in accordance to the Family Educational Rights and Privacy Act (FERPA) of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates that each institution is responsible for making students aware of the law and its various ramifications. More information about FERPA can be obtained from the Registrar. Official student academic records, supporting documents, and other student files shall be maintained, only by members of the University staff employed for that purpose, in separate files:

- Academic records, supporting documents and general education records—maintained by the Academic Center, academic departments and advisers
- Records of discipline proceeding— maintained by the Student Services Office
- Financial records—maintained by the Business Office
- Medical records—maintained by the Student Health Services Office
- Admissions records—maintained by the Admissions Office
- Financial aid records—maintained by the Financial Aid Office
- Placement records—maintained by the Career Services Office

Directory information (student’s name, address, telephone number, date and place of birth, academic major, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests to the Academic Center in writing that such information be released only upon his/her consent.

## Motor Vehicle Registration and Parking

Every individual who maintains or operates a motor vehicle on the Union University campus must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours when brought to the campus. For graduate students, there is no fee for obtaining parking permits. The vehicle’s license plate number and proof of current auto liability insurance are required for registration of the vehicle.

The permit must be affixed directly to the glass on the outside of the rear window on the driver’s side in the bottom corner. Use the adhesive on the permit to attach it to the window. No other method of attaching the permit is acceptable.

## Sexual Harassment

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the university community.

**Sexual Harassment Defined:** The definition of sexual harassment varies greatly. Therefore we will

use the Equal Employment Opportunity Commission’s guidelines. According to the Equal Employment Opportunity Commissions guidelines prohibiting sexual harassment, there are two types of sexual harassment: (1) *Quid pro quo*— “submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual” and (2) Hostile environment—“unwelcome sexual conduct that unreasonably interferes with an individual’s job performance or creates an intimidating, hostile, or offensive working environment.” Sexual harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual’s employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual’s academic or professional performance.

**Policy Statement:** Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off campus.

**Complaint Procedure:** A student with a complaint against a faculty member, a member of the administration, or another student may contact the Dean of Students. Alternate contacts include the Director of Human Resources, the Executive Vice President and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources.

The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any staff, faculty, or student who reports a claim of sexual harassment or against any staff, faculty, or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Hu-

man Resources unless the Director of Human Resources or someone in her office is the subject of the investigation. In that event, the office of the Provost (faculty) or Executive Vice President (staff or student) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be found that sexual harassment did not occur, or a finding may be found that sexual harassment did occur and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and the respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled "Violations of Standards of Conduct" or "Grievance Procedures."

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee's personnel file. Although filed separately, all personnel related files are kept in the Human Resources Department.

## Academic Policies

### Class Attendance

Regular and successive attendance is expected of all students enrolled in all lecture, laboratory, and seminar classes. Each faculty member will determine how this policy will be administered in his/her classes. However, students must satisfy all testing, reporting, and required functions defined for the course.

### Ethical Responsibilities

Union University upholds the highest standards of honesty. Students are to avoid plagiarism of materials, to refrain from the use of unauthorized aids on tests and examinations, to refuse to give or receive information on tests and examinations, and to turn in only those assignments which are the result of their own efforts and research. On the other hand, faculty members are to accept the responsibility for discouraging cheating. They are to make every effort to provide the physical conditions which would deter cheating. They are to be aware at all times of the activity in the testing area.

Procedure for handling cases of dishonesty: Any student found guilty by the instructor of cheating 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 Dean. If the student deems this action to be unfair, he/she may request a hearing before the Dean. A written report of this hearing and decision will be filed with the Office of the Provost.

### Numbering of Courses

Unless otherwise noted in the course description, courses numbered in the 500's may be taken for graduate credit or by upper level undergraduates for undergraduate credit. Expectations will be greater in these courses for students registered for graduate credit. Courses numbered 600 and above may only be taken for graduate credit.

Courses numbered 595 are workshops. No more than six hours of credit from courses numbered 595 may be used to satisfy the degree requirements. No more than six hours may be taken for pass/fail credit in the M.A.Ed. program.

### UnionUOnLine

Union University offers a few select courses utilizing interactive web-based instruction. UnionUOnLine faculty are fully qualified members of the Graduate 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>.

### Grading System

Grades for graduate courses at Union University shall be interpreted as follows:

- A Superior academic performance.
- B Strong academic performance.
- C Below average, but passing academic performance.
- P Pass. (P and FF apply to pass-fail courses.)
- F, FF Failure. (P or FF apply to pass-fail courses.)
- I Incomplete. An incomplete must be removed within the first five weeks of the term following issuance of the incomplete; otherwise, the incomplete becomes an F
- IP In progress, issued for a course which by design extends into the following term or semester.
- W Withdrawal during the period officially allowed. A grade of W may be granted by the Dean of the School because of circumstances beyond the student's control.
- N Audit.

## Requirements for Grade Point Average

In order to graduate with an M.B.A., an M.A.Ed., an M.Ed., M.S.N., or Ed.S. degree, students are required to have a minimum grade point average (GPA) of 3.0 for all courses taken for graduate credit at Union University. Quality points shall be awarded as follows:

- A - 4 quality points for each semester hour of credit
- B - 3 quality points for each semester hour of credit
- C - 2 quality points for each semester hour of credit
- P - 0 quality points (course hours are not applied in computation of the grade point average)
- F - 0 quality points
- FF - 0 quality points (course hours are not applied in computation of the grade point average)
- W - 0 quality points
- N - 0 quality points

## Repetition of Courses

A student may repeat a graduate course one time. Although the credit for the course will be given only once, only the final attempt will be used in the computation of the grade point average.

A 500-level course taken for undergraduate credit may not be repeated for graduate credit.

## Academic Probation and Suspension

After completion of 9 graduate hours at Union University, a graduate student whose cumulative GPA from courses taken at Union University for graduate credit is below 3.0 will be placed on academic probation. A graduate student whose GPA from courses taken at Union is below 2.5 will be suspended from the graduate degree program. While suspended from the degree program, the student may, in an effort to improve the GPA, repeat courses in which a grade of C or F has been received. When the student's GPA has been raised to 2.5 or higher, the student may apply for readmission to the degree program.

A graduate student suspended from the graduate program is not eligible to file for Veterans Administration Benefits.

## Admission Information

### General Admission Requirements

1. Completed application for the specific program, including payment of a \$25 application fee.

2. Official transcript(s) showing all course work, completion of baccalaureate degree(s), and all graduate credit previously attempted.

Other program specific admission requirements are included in the program sections of this *Catalogue*.

### Additional Admission Requirements for International Students

All international students will meet the same requirements for regular admission to the University and for admission to the specific graduate program intended. International students will be required to complete the International Student Application for Admission as well as the application for admission to the specific graduate program intended and the \$50.00 application fee. All documents must be in English, and the official transcripts must be certified English translations. The following additional requirements must be met:

- A. A physical examination.
- B. Student insurance approved by Union University.
- C. A financial affidavit.
- D. A TOEFL score of at least 560 (Computer based 220).

From a country where the native language is English, students will be admitted on academic credentials without regard to language requirements. Academic requirements will be the same as for regular admission.

From a country where the native language is not English, students will submit TOEFL score reports of not less than 560 for admission to Union University.

From another accredited institution of higher learning in the United States, international students will be required to meet the same requirements for admission as all other transfer students as well as meeting the required TOEFL score.

Each international student shall prepay or show responsible evidence (such as a government scholarship) of having an adequate sum of money for one academic year. This money shall be enough to cover tuition and other expenses for the student while enrolled at Union University. Declaration of Finances forms are available in the Admissions Office.

An I-20 form may be issued by the Director of Admissions only after admission requirements and the above monetary requirements have been satisfied.

## Special Categories of Admission

### Provisional Students

With limited exceptions, provisional students are enrolled in eligible programs for the purpose of obtaining a degree from Union University. These students do not have immediate access to official documents in order to be fully admitted. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed. Students will be required to submit all outstanding items to complete the admissions file in order for the provisional status to be changed.

The student will be bound by all general academic requirements imposed upon regular matriculated students so far as prerequisites, amount of work, and quality of work are concerned. All work completed or attempted will be fully documented in the Academic Center.

The student will sign a contract at the time of admission defining the status of a provisional student accepting the limitation of that status. The student must also sign a waiver so that Union University will have the right to request those documents needed to complete the admission file.

A student may remain on provisional status for only one semester and the subsequent short term unless special circumstances exist and permission for an extension is given in writing by the Program Director. A personal conference with the Program Director may be required before the student is accepted for admission on a provisional basis.

### Non-Degree Seeking Students

Some students may be admitted in this category if they desire to take courses primarily for special interest or on a "visiting student" basis. Often these special students are enrolled in other institutions and are enrolled for only one or two terms at Union. Students must submit an application to the appropriate graduate school, pay the application fee (non-refundable), and submit an official transcript as proof of at least the baccalaureate degree. Students must meet all requirements for admission to change from Non-Degree Seeking status to Degree Seeking status.

### Registration Information

Registration dates for each term are given in the calendar of this catalogue. In order to accommodate the varied personal schedules of students, early registration is also allowed. The dates and times for early registration will be published for each term.

Students can also get this information by contacting the appropriate graduate program office.

### Late Registration and Class Changes

Late registration and changes of classes are allowed until a week into the Fall and Spring Semesters and 3 days into the 4-, 6-, and 8-week terms. Due to the concentrated nature of the 3-week terms, entrance is not allowed after the first day of class. A late registration fee or a class change fee will be charged for these changes. Those considering late registration for a cohort program should contact the appropriate graduate program office.

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

1. Obtain proper forms from the appropriate graduate office,
2. Secure the signature of his/her advisor,
3. Present the forms to the appropriate graduate office for the schedule change.

### Withdrawal from Classes

Students will be allowed to withdraw through 11 weeks **or its equivalent** and will receive the notation on their permanent records "Withdrew from all Classes" as of the date the withdrawal was processed. Students discontinuing class attendance without permission will receive an "F" in those courses. In exceptional cases, such as extreme illness or other circumstances beyond the student's control, the Registrar may assign a grade of W for a withdrawal after the allowable period.

A student withdrawing from all classes must complete a withdrawal form and submit it to the appropriate graduate program office.

### Readmission

Students who have not been enrolled for at least one semester will be required to readmit by completing a new application to the appropriate graduate program. Official transcripts from other schools attended during the interval will be required. No additional application fee will be required.

### Financial Information

#### Refunds

If a student withdraws from a class, tuition will be refunded on a prorated basis as follows:

#### Sixteen-week Terms

On or before the first day of class	100%*
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After first day of class through week 1	90%
Week 2 through week 4	50%
Week 5 through week 8	25%
After week 8 following first day of class there is no refund.	

#### Four-week Terms

On or before the first day of class	100%*
After first day of class through week 1	50%
Week 2	25%
After week 2 following the first day of class there is no refund.	

#### Eight-week Terms

On or before the first day of class	100%*
After first day of class through week 2	50%
Week 3 through week 4	25%
After week 4 following first day of class there is no refund.	

\*Less \$50 matriculation fee

#### Three-week Terms

Within two academic days	80% refund
Within three academic days	70% refund
Within four academic days	60% refund
Within five academic days	50% refund
Within six academic days	40% refund
After six academic days there is no refund	

#### Six-week Terms

Within three academic days	90% refund
Within four academic days	80% refund
Within five academic days	70% refund
Within six academic days	60% refund
Within seven academic days	50% refund
Within eight academic days	40% refund
After eight academic days there is no refund	

Regulations for refunds for all terms are as follows:

1. Students refusing to conform to the disciplinary rules of the university forfeit all claims for refunds.
2. All above rules and regulations put the responsibility on the student. He/she saves money and avoids misunderstanding by immediately seeing the Vice President for Business and Financial Services or the Assistant Vice President for Business and Financial Services.
3. Institutional aid and/or outside scholarship funds awarded a student will be prorated at the rate shown in the above schedule when the student withdraws. Scholarship funds received from sources outside the university will be used

to satisfy any remaining balance a student may owe, unless specified by the source to be returned in full or in part, should the student withdraw.

### Fair and Equitable Refund Policy for Title IV Recipients

Students with Title IV Federal Financial Aid (Stafford, PLUS, or Perkins Loans, Pell Grant, SEOG, Federal Work Study) who withdraw will be subject to all or a portion of their financial assistance being returned back to the sources. According to federal regulations, one of the following withdrawal calculations must be used:

**Pro Rata:** Applies only to first-time students at Union University whose last day of attendance is on or before the 60% point in time of the enrollment period. Union University will exclude from the calculation an administrative fee of 5% of institutional charges or \$100, whichever is less. Percent to be returned is determined by federal law according to the portion of the enrollment period which remains. Unpaid charges, if any, will be subtracted from the initial amount to be returned to the sources, according to federal law.

**Federal Refund Policy:** Return to financial assistance for students who are not first time students, or whose last day of attendance is after the 60% point in time will be calculated according to the Federal Refund Policy. Under this policy, the following percentages of the student's aid will be returned to the sources: a student who withdraws on the first day of classes—100%. A student who withdraws after the first day of class through the first 10% of the enrollment period—90%. After the first 10% through the first 25% of the period—50%. After the first 25% through the first 50% of the period—25%. After the first 50% of the enrollment period—0%. Union University will exclude from the calculation an administrative fee of 5% of institutional charges or \$100, whichever is less. Unpaid charges, if any, will be subtracted from the amount the school may retain under the Federal Policy according to federal regulation.

The amounts and order in which funds are returned to the Title IV programs, state, private or institutional aid, and student are prescribed by law and regulation.

### Repayments

A repayment is the unearned amount of a disbursement of funds a student received from the business office to pay for non-institutional expenses. For any such student who withdraws, the school will

determine the amount of repayment according to the following policy:

For purposes of figuring any applicable repayment, the University's policy is to credit a student's account in the following order: Federal Pell Grant, Tennessee Student Assistance Award, Federal SEOG, institutional grants and scholarships, institutional work, Federal Perkins Loan and FFEL loans. The school will also credit the student with any late disbursement of federal or state funds for which he is eligible. 50% of the book and supplies allowance is considered to be expended for any student who begins class. Other non-institutional costs which are a part of the cost of attendance budget will be prorated based on the number of weeks which the student completed during the enrollment period. The difference in the amount of the disbursement and the amount of non-institutional expenses incurred is the repayment amount. The student is responsible to repay this amount to the school, and the school will return the funds to the sources as prescribed by law.

Detailed examples and applications of Refund and Repayment policies are available in the Financial Aid Office.

#### How to Obtain a Credit of Institutional Charges

In order to obtain a credit of institutional charges, a student must notify Union Station in person or the Academic Center in writing of his desire to withdraw from the university, the reason for withdrawing, and indicate the last day which he attended class. This information will be recorded on a withdrawal record and passed on to the Office of Business Services and the Financial Aid Office for calculation of credit of institutional charges and adjustment of financial assistance.

#### Equipment

Any University equipment such as musical instruments, athletic equipment, laboratory apparatus, etc., that may be made available for students' use is the responsibility of the student. Any damage or breakage, other than by normal use, will be charged to the student's account.

No equipment is to leave the campus, unless in care of the faculty member responsible for it.

#### Financial Assistance

Graduate students may apply for the Federal Stafford Loan. Policy and procedures for adminis-

tration of financial aid are published in the financial aid handbook, *Financing Your Education*, available in the Financial Aid Office.

**VETERANS:** Union University is approved by the Department of Veterans Affairs for all veterans and dependents of veterans who qualify. Check with the Academic Center as soon as possible.

#### How to Apply

By completing all the steps below, students will maximize the financial aid for which they will be considered. Throughout the process, our financial aid staff is available to answer questions and offer assistance to complete the application forms.

##### Step 1.

Apply and be accepted to Union University.

##### Step 2.

Complete and return a Union University Application for Financial Assistance that is available in the Financial Aid Office at Union University or with your Program Director. Transfer students who have attended a college during the same academic year in which they are applying for aid at Union, must furnish a Financial Aid Transcript from that college.

##### Step 3.

Secure a Free application for Federal Student Aid (FAFSA) from the Financial Aid Office at Union University or your Program Director. Complete this form and file on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or mail to the federal processor (address is on packet) as soon after January 1 as possible. The instructions are self-explanatory. We will receive the information electronically if you use Union's code, 003528.

##### Step 4.

Complete a return a Master Promissory Note to apply for a Federal Stafford Loan to the Financial Aid Office. These forms are available from the Financial Aid Office at Union University, your Program Director, or a local bank.

#### Appeal Procedures

**Appeal Procedures.** A student who wishes to appeal for a variance from graduate policies or procedures should direct a written petition to the Dean of the McAfee School of Business Administration, the Dean of the School of Education and Human Studies, or the Dean of the School of Nursing requesting the variance and carefully outlining the reasons for the request. After consideration of the petition, the

Dean will determine whether the petition can be granted and will inform the student, in writing, of the decision.

If the student is dissatisfied with the Dean's response to the petition, the student may then appeal the Dean's decision to the Graduate Appeals Committee. The Graduate Appeals Committee will review the petition, gather information as it is needed, and render a decision. The Committee will inform the student, in writing, of their decision.

If the student is dissatisfied with the decision of the Graduate Appeals Committee, that decision can be appealed first to the Provost and then, if necessary, to the President. The decision of the President will be final. Copies of all correspondence related to all formal petitions and appeals will be kept for future reference in the student's file in the office of the respective Graduate school.

**Review of Grades.** A graduate student who feels that the grade received in a course is in error or was not fairly determined should contact the instructor of the course to discuss how the grade was determined.

If, after discussion of the grade in question with the instructor of the course, the student remains unsatisfied, the student may request that the grade be reviewed by the Director of the Program and the Dean of the College or School which offered the course. If either the Dean or the Director was the instructor who issued the grade, they will not participate in the review. The remaining person on the review committee will appoint another member of the department to serve on the review committee. The review committee will gather any additional information that is needed and will review the grade. The review committee will inform the student and the instructor, in writing, of their decision.

If either the student or the instructor is not satisfied with the decision of the review committee, that decision may be appealed to the Graduate Appeals Committee. The Graduate Appeals Committee will inform both the student and the instructor, in writing, of their decision. Either the student or the instructor may appeal the decision of the Graduate Appeals Committee first to the Provost and then, if necessary, to the President. The decision of the President will be final. The appeal procedure in cases of alleged student cheating is stated under *Ethical Responsibilities* found earlier in this *Catalogue*.

## Graduation Policies and Requirements

Commencement is held following spring semester (May), following fall semester (December), and following summer sessions (August). Students should choose to participate in the appropriate ceremony according to the following schedule:

If academic requirements are completed or expected to be completed by:

- May, attend Commencement ceremony in May;
- August, attend Commencement ceremony in August;
- December, attend Commencement ceremony in December;
- January, attend Commencement ceremony in May.

An Application for Graduation must be filed in the Graduate Business Office, Graduate Education Office, or Graduate Nursing office by the deadlines shown below. Applications for Graduation are available in each Graduate Studies office.

Attendance at the activities related to graduation is expected. Activities included in this expectation are Baccalaureate (May only) and Commencement. Petitions for graduating in *absentia* should be directed to the Office of the Provost.

Students who successfully complete a graduate degree program are granted a diploma.

A candidate for the Master's Degree must:

- Accumulate required semester hours for the degree:
  - 37 for the M.B.A.,
  - 30 credit hours for the M.Ed.,
  - 33 credit hours for the M.A.Ed. (thesis route),
  - 39 credit hours for the M.A.Ed. (non-thesis route)
  - 38 credit hours for the M.S.N.
- Accumulate a grade point average of 3.0 (minimum) for M.B.A., M.Ed., and M.A.Ed, M.S.N., or Ed.S.
- Successfully complete all degree requirements which are in effect for each program.
- File an application for graduation with the respective Graduate School office. The application deadline is:
  - February 26 for candidates who plan to complete requirements by the end of a spring semester or a summer session.
  - June 1 for completion with a Summer term.

September 28 for completion with Fall semester or January term.

- Pay in full the student's account in the Business Office.
- Discharge all other obligations (fines, credentials, etc.) at the University.