

Admissions

Admission Policy

Union University seeks to educate students to be servant leaders, ready to carry out the vocation to which God has called them, and equipped with the abilities necessary to think Christianly and perform skillfully in the world. To this end, Union University seeks to recruit and admit quality undergraduate students of qualified preparation and good character. Union University is primarily an undergraduate institution and seeks to enroll students who desire the educational and Christian life experiences that are offered here and explained in the Mission Statement, Guiding Principles, and Goals of the University found in the beginning pages of the *Catalogue*.

How to Apply

The Union University Offices of Admissions and Enrollment Services receive and process applications for all semesters and terms of the University. All applications should be mailed to the Office of Enrollment Services, 1050 Union University Drive, Jackson, TN 38305. For more information, or for an application call (901) 661-5000 or 1-800-33UNION or visit our website, www.uu.edu.

1. Complete and return the Union University application for undergraduate admission. Write legibly or type.
2. Enclose an application fee, personal check or money order, for \$25 payable to Union University.
3. Request all official transcripts be mailed directly to the Office of Enrollment Services. If any high school or college work is in progress at the time of application, final transcript must be sent when work is completed.
4. Request that the results of either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) be sent to the Office of Enrollment Services. Transfer applicants who have completed more than 12 units of transferable, semester college credit are not required to submit test scores.

Union University accepts students on “rolling admission,” but since a limited number of spaces may be available for a class, early application is strongly recommended.

General Requirements

AGE: An applicant must be at least 16 years of age unless written approval is granted by the Admissions Committee.

CHARACTER: An applicant is expected to be of good character. If the applicant has been charged, arrested, or convicted of any type of crime in the past, the applicant is required to have a personal interview with the Director of Admissions prior to a decision being made regarding admission of the student to the University.

MEDICAL HISTORY FORM: An applicant must submit a completed Union University Medical Form to the Admissions Office. If deemed necessary by the Director of Admissions or the Admissions Committee, a complete physical and/or mental (psychological and/or psychiatric) examination of the applicant by a physician, psychologist, or psychiatrist of the University’s choosing may be required. The cost of such examination, if required, is to be paid by the applicant.

After the applicant has met the entrance requirements, the Director of Admissions will issue a registration permit, which the applicant must present to the Academic Center at the time of registration. Initial admittance to Union University does not imply automatic admission in future semesters. Any student admitted by giving false information or by withholding needed information may be dismissed or retained on probation. This decision will be made after consultation by the Director of Admissions with the appropriate committees and administrators.

Upon receipt and review by the University of all information required of the applicant for consideration of admission or readmission, the University reserves the right to refuse admission or readmission to any student or applicant based upon a determination by the Director of Admissions and/or the Admissions Committee that admission or readmission of the applicant would not be consistent with the purpose of the University. All documents submitted in the application process become the property of Union University.

A complete *Admissions Policy Manual* is available in the Office of Admissions for students, parents, and counselors to view.

Check program-specific admission requirements for Adult Studies programs in the *Catalogue*.

Admission Categories

Freshman

Academic Requirements and Stipulations

An applicant for the freshman class must be a graduate of an accredited high school with at least 20 units in the areas of English, foreign language, mathematics, social and natural sciences, and approved electives. A state high school equivalency diploma will be accepted in lieu of a high school diploma.

In addition, freshmen will submit standardized test scores from either the American College Testing Service, ACT, or the Scholastic Aptitude Testing Service, SAT(R). Those students accepted for the freshman class should have an Enhanced ACT composite score of 20 or a SAT(R) combined score of 930 SAT(R). Occasionally students who do not meet minimum criteria may be accepted with conditions. Admittance with Condition, as a degree-seeking student, may be based on a further review of high school course work and grades, standardized test scores, GPA, rank in class, and recommendations from appropriate personnel in their school, church and community. Conditions will be detailed in written form from the Director of Admissions in behalf of the Admissions Committee.

BEFORE ACCEPTANCE INTO THE FRESHMAN CLASS may be granted, the applicant must also file the following information in the Office of Admissions:

1. An admissions application
2. Application fee (non-refundable)
3. A copy of ACT or SAT(R) scores
4. A partial official high school transcript through seven semesters

BEFORE A STUDENT MAY BE FULLY ADMITTED, the applicant must also file the following information in the Office of Admissions:

1. A complete official high school transcript validating graduation
2. A completed Union University Medical History Form
3. A tuition deposit of \$200 is required after a student has been accepted for admission to reserve a place in class. This deposit applies totally to the tuition charges for the entering semester.
4. A housing deposit of \$50 is required of residential students to reserve an apartment on campus.

The refund schedule and policies regarding deposits are detailed in the Financial Information section entitled "Refunds."

Early Decision

An Early Decision option is available to well qualified potential freshman students who designate Union University as their first choice. Early Decision eliminates apprehension about college acceptance. In addition, the student will receive preference in consideration of housing assignment and will be given priority treatment throughout

the admission process and registration for classes for the fall semester of the freshman year. Students will be considered first in the scholarship awarding process. The deadline for receipt of applications for Early Decision for the fall semester is November 15. The Early Decision plan is intended to serve students with exceptional high school records, rank in class, grade point average, ACT or SAT scores, and special potential to contribute to, and benefit from, the Union University experience. Therefore, Early Decision candidates must *meet or exceed* all requirements for admission to the university.

The Early Decision applicant must sign a contract indicating: (1) his or her intention to apply as an Early Decision candidate, (2) that Union University is the institution of first choice, (3) that if accepted, he or she will be prepared to pay the enrollment deposit and will enroll at Union University. This statement is a contract between the student and the university, certifying that upon the student's admission to Union University the student is encouraged to withdraw all applications to other schools. Early Decision candidates will be notified after December 1. Students offered admission in the Early Decision program are expected to commit to the university within two weeks of the notice of admission by payment of a non-refundable deposit.

Those students who are not accepted in the Early Decision plan will be considered as Regular Decision candidates for the fall semester.

Early Admission

- A. Part-time Enrollment for Students Still Enrolled in High School:
 1. Select students, while still enrolled in high school, may enroll in a course or courses at Union University because of a particular interest or for enrichment purposes. The number of courses of study at Union would depend upon the student's course load in high school.
 2. To be eligible, the student must have a minimum GPA of 3.50 on all completed high school work and an ACT composite score of 20.
- B. Full-time Enrollment for Outstanding High School Seniors prior to High School graduation:
 1. This option is designed for the student who has distinguished himself by high academic achievement in the 9th, 10th, and 11th grades by earning at least a 3.50 grade point average. Only students who earn scores of 25 or above on the ACT will be considered. Before a student may participate in the program, written endorsement from the principal, counseling staff, and the student's parents must be received by Union University. A copy of the acceptance letter will be mailed to the principal if the student is accepted.
 2. The student's application and official high school transcript must be received in the Office of Admissions by April 1. An interview by the Admissions Committee may be required.
 3. The student will leave his high school at the end of his junior year and will matriculate at Union University. The freshman year coursework will substitute for the courses which the student needs for graduation. The high school principal assumes responsibility for determining the appropriateness of the content of these courses prior to the student's matriculation at Union.
 4. A student must lack no more than two courses to complete requirements for a high school diploma. These requirements must be completed during the first year at Union as mentioned in (3.) above.
 5. All other freshman requirements for admission must be met.
 6. It is the student's responsibility to submit a copy of his/her high school diploma to file with the college record.

NOTE: All ACT scores submitted from tests completed prior to the October 1989 National Test will be converted to Enhanced ACT Scores by the ACT National Office or the Office of Admissions at Union University. A table showing ACT scores and the conversion score on the Enhanced ACT is

available in the *Admissions Policy Manual*. All SAT scores taken prior to April 1995 will be converted to SAT(R), (R) standing for Recentered Scores. A table indicating SAT(R) scores and conversion to Enhanced ACT scores is available in the *Admission Policy Manual*.

Home School Admission and Enrollment Philosophy

Union University actively seeks to admit and enroll students with a home school background. Traditionally, home-schooled students have been successful students who enjoy academic success, involvement in numerous extracurricular activities, and a growing relationship with Jesus Christ.

Graduating students utilizing home school curricula may be admitted to Union University as freshmen if they meet the following requirements:

1. A 20 enhanced ACT composite score or 930 combined SAT(R) score,
2. A 2.5 GPA on a 4.0 scale on a home school transcript,
3. A minimum of 20 units, with at least 14 units from the fields of English, mathematics, social and natural sciences, and foreign languages,
4. Submission of all other admission data as required for all entering freshmen as listed in the *Catalogue* for the year of entry,
5. Approval of the Admissions Committee.

Students Transferring From Another College

A transfer student must have completed more than 12 semester hours of transferable credit at an accredited college in order to enter Union under this category; otherwise, the applicant must meet freshman admission requirements. The academic status of a transfer student will be based on his/her cumulative GPA of all accredited post-secondary work attempted. The admission file of a student having less than a 2.0 cumulative GPA will be presented to the Undergraduate Admissions/Readmissions Committee. The student may be denied admission, admitted on probationary status (as stated in *Catalogue*), or admitted in good standing. The determination for the above decision shall be the full academic record, recommendations, and the explanation of any extenuating circumstances.

BEFORE ACCEPTANCE INTO UNION UNIVERSITY MAY BE GRANTED, a transfer student must file the following information in the Office of Admissions:

1. An admissions application,
2. Application fee (non-refundable),
3. A partial official transcript of credits from the last institution attended,
4. A completed student transfer form from the last institution attended, with exception of students who have earned a baccalaureate or have been out of school for at least five years.

BEFORE A STUDENT MAY BE FULLY ADMITTED, the applicant must also file the following information in the Office of Admissions:

1. A complete official transcript from all institutions of higher learning attended,
2. A completed Union University Medical History Form,
3. A tuition deposit of \$200, applicable to the entering semester, is required after a student has been accepted for admission to reserve a place in class,
4. A housing deposit of \$50 is required of residential students to reserve an apartment on campus.

The refund schedule and policies regarding deposits are detailed in the Financial Information section entitled "Refunds."

Credits will be accepted from other regionally accredited colleges if it parallels courses offered by Union. The minimum grade for acceptance is "C."

The records of students transferring with a grade point average below C will be reviewed by the Admissions Committee.

No more than 72 semester hours will be accepted from junior or community colleges toward a bachelor's degree at Union University. Grades from other institutions do not transfer and therefore will not be recorded.

Excess quality points earned on work taken elsewhere will not be allowed to make up for a deficiency in quality points on work taken at Union University.

Students Who Already Have A Bachelor's Degree

Any student having graduated from an accredited undergraduate institution may be admitted to Union University by the following process:

1. Complete an application for admission to Union.
2. Pay the application fee (nonrefundable).
3. Submit an official transcript as proof of the degree earned.
4. Complete a Union University Medical History Form.

Students having received a baccalaureate degree are not required to submit a student transfer form unless special circumstances arise to show a necessity for the above. A room deposit is required if the student desires campus housing. Additional transcripts may be required if necessary for academic advising.

A permit to register will be issued immediately to students meeting the above regulations.

Former Union University Students

Any student—once having been admitted to Union University and then missing one or more semesters (Fall or Spring)—must be readmitted by the following process:

1. Complete a new application (fee is not required).
2. Clear all previous academic, social, and financial obligations.
3. Submit official transcripts from any undergraduate institutions attended since leaving Union.
4. Submit a student transfer form from the last institution attended if it was a college other than Union.

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.

Academic Forgiveness Program

Union's Academic Forgiveness Program is designed for students who at an earlier period in their life earned a poor college academic record. The second chance is available to students who can demonstrate they are now prepared to be academically successful. Information is available from the Director of Admissions.

Admission Of International Students

All international students will meet the same freshman and transfer requirements for regular admission to the University. All International Students will be required to complete the International Student Application for Admission including its \$50 application fee. All documents must be in English, and the official transcripts must be certified English translations. The following additional requirements must be met:

1. A physical examination.
2. Student insurance approved by Union University.
3. A substantial prepayment and a financial affidavit. This amount will be determined by the Director of Admissions for each individual student during the admission process.
4. A TOEFL score may be required in lieu of or in addition to the Enhanced ACT/SAT(R) score.

5. The Enhanced ACT/SAT(R) score requirement will normally be waived if the TOEFL score is 500 or above. (See below)

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 500.

From another accredited institution of higher learning in the United States, 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 (for Fall Semester, Winter Term, Spring Semester), room, board, insurance, books, and miscellaneous expenses for the student while enrolled at Union University. Entry is allowed for Fall Semester only unless a special appeal is granted by the Admissions Committee or the Director of Admissions.

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

As a condition of their admission, each international student will be required to enroll as a full-time student in course work tailored for their unique orientation needs. The course work will include; but not be limited to; CLU 111, CLU 112, ENG 111, ENG 112, COM 235 and cultural orientation requirements. International students will be advised by an international student advisor, as well as by an assigned faculty advisor in their major department, during their first year. Both the international student advisor and the departmental advisor must be consulted in registration decisions.

First Step Program

Designed for selected students who have completed their freshman or sophomore year of high school, First Step students will be allowed to take up to four credit hours in the specialized courses for the cost of one credit hour, plus materials fees or laboratory fees, if applicable. The course instructor must grant permission. Final acceptance into FIRST STEP is made only after a personal interview with the instructor during which the student is asked to demonstrate his or her interest with supporting materials such as printed matter, tapes, or portfolio presentations.

For admission into the FIRST STEP PROGRAM, the student must submit an application for admission to Union University, an application fee, a high school transcript indicating the ability to do progressive introductory work in a college environment, a completed medical history form and applicable fees. Private bedrooms and several meal plans are offered at regular college rates if students desire to live on campus.

Rising High School Senior Program

Exceptional high school students, after completing the junior year of high school, may earn college credit for advanced placement by attending one or both summer terms at Union University. The Rising Senior Program is designed for selected high school students who:

- A. Have completed the junior year with a B average on their transcript and/or a 20 composite score on the Enhanced ACT or a 930 combined score on the SAT.
- B. Have demonstrated to their principal or guidance counselor sufficient maturity to profit from college work.

Before being admitted to the program, an applicant must meet the following standards and have the following information on file in the Office of Admissions:

1. An admissions application and application fee
2. A high school transcript of five semesters
3. A completed Union University Medical History Form
4. A recommendation from the student's principal or counselor

A maximum of seven semester hours may be earned in each of the two summer terms. Students in the RHSS Program may enroll in core curriculum courses which will not conflict with a course or courses to be studied in the senior year of high school.

A fee of \$100.00 per hour is charged for the first 3 RHSS hours. Up to four additional hours may be taken for a flat fee of \$150, such that the maximum cost does not exceed \$450 per term. Room and board is available at the regular rates.

No student may participate in the RHSS Program who does not plan to return to high school for completion of the senior year.

Special Categories Of Admission

Provisional Students

With limited exceptions, provisional students are enrolled as degree-seeking students. 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 fully matriculated students so far as prerequisites, quantity 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 and extension is given in writing by the Director of Admissions. A personal conference with the Director of Admissions 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 for a maximum enrollment of 12 semester hours. Often these students are enrolled in other institutions and are enrolled for only one or two terms at Union. Classes may be taken for credit or audit on a space available basis. Students must meet all requirements for admission to change from Non-Degree Seeking status to Degree Seeking status. A personal conference with the Director of Admissions is required before the student is accepted for admission on this basis.

Special Advanced Placement Policies

Placement tests developed by Union University may be administered in all departments represented in the core curriculum. No course credit will be awarded on the basis of Union University-developed tests. The total number of hours required in the core will be satisfied at a higher level.

Nationally recognized credit by examination programs may be accepted at Union University. A maximum of 32 semester hours toward graduation will be accepted from the Advanced Placement Program of the College Entrance Examination Board (CEEB), the College Level Examination Program (CLEP), Correspondence and Extension credit, International Baccalaureate (IB) and DANTES SST. Credit will be awarded for training

received in the military service in accordance with recommendations of the American Council on Education (ACE). Other ACE-evaluated programs may be accepted upon review.

Credit awarded by successful completion of CEEB, CLEP, DANTES and IB exams and for ACE-approved training through non-collegiate sponsored education, including but not limited to the military, is assigned semester hours without quality points.

Advanced Placement Program of the College Entrance Examination Board (CEEB)

Union University will accept credit from the Advanced Placement Program of the College Entrance Examination Board with grades of 3 or above.

CEEB Test	Union Parallel or Substitute	Credit
Art History	ART 210	(3)
*Studio Art	*ART Elective	(3)
Biology	BIO 100	(4)
Chemistry	CHE 105 or 111	(4)
Computer Science A	CSC Elective	(3)
Computer Science B	CSC Elective	(3)
Economics	ECF 211-2	(6)
English Language and Composition	ENG 111	(3)
English Literature and Composition	ENG 111-2	(6)
French Language and Composition	FRE 111-2	(6)
German Language	GER 111-2	(6)
Government and Politics, United States	PSC 211	(3)
Comparative Government	PSC 318,	(3)
History, European	HIS 101-2	(6)
History, United States	HIS 211-2	(6)
Human Geography	GEO Elective	(3)
Latin	LAT 111-2,	(6)
Mathematics, Calculus AB	MAT 211	(4)
Mathematics, Calculus BC	MAT 211-2	(8)
Physics B	PHY 213-4	(8)
Physics C	PHY 231-2	(10)
Psychology	PSY 213	(3)
Spanish Language and Literature	SPA 111-2	(6)
Statistics	MAT 114	(3)

*Pending evaluation of student's art portfolio by Union's Art Department

College-Level Examination Program (CLEP), Subject Exams

Credit will be awarded to students earning a minimum score equivalent to a grade of C in accordance with the standards of ACE. Students planning to enter medical or allied health fields should be aware that these schools may not accept CLEP. Check with the Union program advisor.

CLEP	Union Parallel or Substitute	Credit
American Government	PSC 211	(3)
American History I: Early Colonization to 1877	HIS 211	(3)
American History II: 1865 to the Present	HIS 212	(3)
American Literature	ENG**	(3)
Analysis and Interpretation of Literature	ENG Elective	(3)
Calculus with Elementary Functions	MAT 211	(4)
College Algebra	MAT 111	(3)
College Algebra-Trigonometry	MAT 116	(3)
College French- Levels 1 and 2*	FRE 111-2	(6)
College German- Levels 1 and 2*	GER 111-2	(6)
College Spanish- Levels 1 and 2*	SPA 111-2	(6)
English Literature	ENG**	(3)
General Biology	BIO 100	(4)

General Chemistry	CHE 111	(4)
General Psychology	PSY 213	(3)
Human Growth and Development	PSY 324	(3)
Information Systems and Computer Applications	CSC Elective	(3)
Introduction to Educational Psychology	PSY 318	(3)
Introductory Accounting	ACC 211-2	(6)
Introductory Business Law	MGT 321	(3)
Introductory Marketing	MKT 328	(3)
Introductory Sociology	SOC 211	(3)
Principles of Macroeconomics	ECF 211	(3)
Principles of Management	MGT 318	(3)
Principles of Microeconomics	ECF 212	(3)
Trigonometry	MAT 112	(3)
Western Civilization I: Ancient New East to 1648	HIS 101	(3)
Western Civilization II: 1648 to the Present	HIS 102	(3)

* Elective hours are awarded to the student with a superior test score.

** 201 or 202 as needed

DANTES Subject Standardized Tests

Credit will be awarded to students earning a minimum passing scores as defined by ACE for the following tests:

DANTES Test	Union Parallel or Substitute	Credit
Anthropology, General	SOC Elective	(3)
Art of the Western World	ART Elective	(3)
Astronomy	*PHY Elective	(3)
Business, Introduction	## MGT 113	(3)
Business Law II	MGT 322	(3)
Business Mathematics	Elective	(3)
Civil War & Reconstruction	HIS 332	(3)
College Algebra, Fundamentals	MAT 111	(3)
Computer with Programming in BASIC	CSC Elective	(3)
Counseling Fundamentals	PSY Elective	(3)
Criminal Justice	SOC Elective	(3)
Drug & Alcohol Abuse	PEWS 301	(3)
Environment & Humanity	PHY 310	(3)
Ethics in America	PHL 243	(3)
Financial Accounting	ACC 211	(3)
Finance, Principles	ECF 323	(3)
Foundations of Education	**EDU 150	(2)
Health, Here's to your	PEWS 324	(3)
Human/Cultural Geography	GEO Elective	(3)
Law Enforcement, Introduction	PSC Elective	(3)
Life Span Development Psychology	PSY 219	(3)
Management Information Systems	*MGT 310	(3)
Middle East, Introduction to Modern	HIS Elective	(3)
Money & Banking	ECF Elective	(3)
Organizational Behavior	*MGT 348	(3)
Personal Finance	@@ECF 415	(3)
Personnel/Human Resource Management	@@@MGT 432	(3)
Physical Geology	*PHY Elective	(3)
Physical Science, Principles	@PHY 111	(3)
Public Speaking, Principles	COM Elective	(3)
Soviet Union, Rise & Fall	HIS 420	(3)
Statistics, Principles	MAT 114	(3)
Supervision, Principles	### MGT 318	(3)
Technical Writing	Elective	(3)
Vietnam War, History	HIS Elective	(3)
Western Europe, Contemporary 1946-1990	HIS 322	(3)
World Religions, Introduction	PHL/CHR 349	(3)

- * Together the two tests parallel Union's PHY 112.
- ** See the Director of Teacher Education regarding the field experience requirement.
- # May not be taken after BSOL 418.
- ## May not be taken after earning credit in MGT 318, MKT 328, BSOL 402, or BSOL 421.
- ### May not be taken after BSOL 435.
- @ May not be taken after earning credit in CHE or PHY.
- @@ May not be taken after BSOL 350.
- @@@ May not be taken after BSOL 435

International Baccalaureate

Union University awards credit for successful completion of the advanced high school curriculum programs of the International Baccalaureate.

Course credit will be awarded as indicated in parenthesis (). IB Level refers to S or Subsidiary, H or Higher, n/a or either level is acceptable.

IB Course	Minimum Score	IB Level	Union Parallel (credit)
Art/Design	5	S	ART 211* (3)
Biology	4	n/a	BIO 100 (4)
Computer Science	4	S	CSC 111 (3)
Computer Science	4	H	CSC 112 (3)
English A1	6	H	ENG 202 (3)
Geography	5	n/a	GEO 112 (4)
History-Europe	5	H	HIS 102 (3)
History-Africa	5	H	HIS Elect.** (3)
History-E/SE Asia & Africa	5	H	HIS Elect.# (3)
History-Americas	5	H	HIS 211-2**(6)
Mathematics	4	H	MAT### (3)
Math Methods	4	S	MAT**(3)#
Math Studies	4	S	MAT**(3)
Math, Advance	4	S	MAT 205 (3)
Music	5	H	MUS 220 (3)
Music	4	S	MUS 216 ** (3)
Spanish B	4	n/a	SPA 112 (3)
Business & Organization	4	n/a	Business @
Economics	4	n/a	ECF**(3)
Info. Tech. in Global Society	4	S	MGT 310 (3)
Psychology	4	n/a	PSY### (3)
Social Anthropology	4	H	SOC 355 (3)

- * upon presentation to Art Faculty of acceptable journal
- ** applicable to General Core requirements
- # applicable to Specific Core requirements
- ## applicable as an elective to the major or minor indicated
- @ applicable as an elective to any SOBA major or minor