

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 and Core Values 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 (731) 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 Code 4020) or the Scholastic Aptitude Test (SAT Code 1826) be sent to the Office of Enrollment Services. Transfer applicants who have completed more than 23 units of transferable, semester college credit are not required to submit test scores.

Union University accepts students by both Early Action (Deadline, December 1) and Regular Decision (Deadline, February 1). 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 psychological/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 proba-

tion. 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 of Freshmen

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 Core Subjects. Core Subjects must include these minimum units: English, 4; Mathematics, 3; Social Sciences, 3; Natural Sciences, 3; Foreign Languages/ Fine Arts, 2; with the balance being completed in approved electives. A state high school equivalency diploma will be accepted in lieu of a high school diploma. Additionally, students must meet two of these three qualifiers:

1. 2.50 Core GPA*
2. 22 ACT Composite/1030 SAT Combined Score**
3. Top 50% of high school rank in class

*when using this qualifier, no less than a 2.0 will be considered

**when using this qualifier, no less than an 18 ACT will be considered

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 recommendation from appropriate personnel in their school, church and community. Conditions will be detailed in writing from the Director of Admissions in behalf of the Admissions Committee.

Before Acceptance to 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 Admitted Fully to the Freshman Class and eligible to register for classes, the applicant must also file the following information in the Office of Admissions:

1. A complete official high school transcript verifying graduation
2. A completed Union University Medical History Form
3. A tuition deposit of \$200 to reserve a place in class. This deposit applies totally to the tuition charges for the entering semester.
4. A housing deposit of \$100 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."

Freshman Applicants

Two application deadlines assist freshmen applicants with the processing of their admissions and scholarship applications and the university with management of enrollment and budgetary goals.

Early Action

All requirements for acceptance by Early Action must be completed by December 1. Students with appropriate college preparatory courses and life experiences who deserve the rigorous academic challenge of Union University are strongly encouraged to apply for Early Action. If accepted by Early Action, students will receive priority in residence life assignments, scholarships, and early registration.

The successful applicant will be notified of acceptance before Christmas. If not eligible for Early Action, application files may be deferred until Regular Decision.

Regular Decision

Students who were not as sure as necessary of their college choice or who were not able to present a completed application at a competitive level are encouraged to apply for the Regular Decision plan. The application deadline is February 1.

Early Admission

Part-time Enrollment for Students Dually Enrolled in High School and Union, applicants must have:

1. A minimum high school GPA of 3.5 considering all coursework
2. A minimum ACT composite score of 20.

Full-time Enrollment for Outstanding Seniors Prior to High School Graduation, applicants must have:

1. A minimum high school GPA of 3.5 considering all coursework
2. A minimum ACT composite score of 25.
3. A written endorsement from the principal detailing the course(s) the principal will accept for completion of the high school diploma. A maximum of two courses may be lacking and must be completed by this means and during the first year of enrollment at Union.
4. Written endorsements from the high school counseling staff and the student's parents.
5. An application on file with Enrollment Services by April 1.
6. All other freshman requirements for admission.
7. An interview with the Admissions committee may be required.
8. It is the student's responsibility to submit a Union transcript to the high school toward the awarding of the high school diploma.

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Home School Admission and Enrollment Philosophy

Union University actively seeks to admit and enroll students with a home school background. 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 15 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.

Admission of Students Transferring From Another College

A transfer student must have completed more than 23 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 2.3 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 and eligible to register for classes, 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 \$100 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."

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.

Admission of 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.

Admission of 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. Entry is allowed for Fall Semester only unless a special appeal is granted by the Admissions Committee or the Director of Admissions. The following additional requirements must be met:

1. A physical examination.
2. Student insurance purchased from a company approved by Union University.
3. Each international student shall prepay or show responsible evidence (such as a government scholarship) of having adequate money for one academic year's tuition (for Fall, Winter, Spring Semesters), room, board, insurance, books, and miscellaneous expenses. This amount will be determined by the Director of Admissions for each individual student during the admission process.
4. Students whose native language is not English will submit TOEFL score reports of not less than 500.
5. The Enhanced ACT/SAT(R) score requirement will normally be waived if the TOEFL score is 500 or above.

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 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.

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.

Admission to Special Summer Programs

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 and/or a 20 ACT composite or a 930 on the SAT combined.
- 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 courses which will not conflict with course(s) 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. Students admitted as non-degree must reapply each semester/term.

Advanced Placement and Credit by Examination

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 DAN TES 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, DAN TES 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–Mechanical	PHY 231	(5)
Physics C–E & H	PHY 232	(5)
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)
Computing, Introduction	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	5	n/a	BIO 100 (4)
Computer Science	5	S	CSC 111 (3)
Computer Science	5	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)

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History-E/SE Asia & Africa	5	H	HIS Elect.#(3)
History-Americas	5	H	HIS 211-2**(6)
Mathematics	5	H	MAT##(3)
Math Methods	5	S	MAT**(3)#
Math Studies	5	S	MAT**(3)
Math, Advance	5	S	MAT 205 (3)
Music	5	H	MUS 220 (3)
Music	5	S	MUS 216 **(3)
Spanish B	5	n/a	SPA 112 (3)
Business & Organization	5	n/a	Business @
Economics	5	n/a	ECF**(3)
Info. Tech. in Global Society	5	S	MGT 310 (3)
Psychology	5	n/a	PSY## (3)
Social Anthropology	5	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