

# Academic Program

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## Definition of Academic Terms

### Degrees

Union University offers nine undergraduate degrees—Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Medical Technology, Bachelor of Science in Engineering, Bachelor of Science in Nursing, Bachelor of Science in Organizational Leadership, Bachelor of Science in Business Administration, and the Bachelor of Social Work—and eight graduate degrees—the Master of Education, the Master of Arts in Education, the Master of Business Administration, the Master of Christian Studies, the Master of Science in Nursing, Master of Arts in Intercultural Studies, the Educational Specialist and the Doctor of Education (described in the graduate catalogue).

A student may have two baccalaureate degrees conferred when the requirements of both have been met, provided the student has a minimum of 30 resident hours to offer, over and above that required for the first degree. A new major including a minimum of 15 upper-level hours in the major taken at Union and any prerequisites to the major must be completed for the second degree.

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

### Credit Hour

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

### Full-Time Student

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

### Grades and Quality Points

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

Both Progress Reports and Final Grades are reported by letter which may be interpreted in percentage figures: A 95-100, B 85-94, C 75-84, D 65-74, F below 65. A, B, C, and D are passing grades; F is failure; N is audit. The grade of I, indicating incomplete work, must be made up within the first five weeks of the Fall/Spring semester following issuance; otherwise, the course is graded to reflect the incomplete work. The grade of IP (In Progress) will be issued for courses which by design extend into the following term or semester. Pass-fail courses are graded P for pass and FF for failure. W is reserved for withdrawal from a course beyond the period allowed for officially dropping a course. Withdrawal may be granted by the Registrar after this period if the student meets conditions as stated under regulations concerning dropping of classes. A temporary grade of X is inserted to indicate no grade has been reported.

The following are the grades with their corresponding quality credits:

- A—4 quality points per hour of credit
- B—3 quality points per hour of credit
- C—2 quality points per hour of credit
- D—1 quality points per hour of credit
- F, FF, I, IP, N, X—0 quality points per hour

To determine the Grade Point Average (GPA), the quality points earned are divided by the semester hours attempted. The grade of P will not be included in the GPA, but the credit will be included in the hours for graduation.

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

Students are allowed to repeat courses to improve the grade and cumulative GPA. Repeat of D and F grades is strongly encouraged. The most recent grade earned is the grade calculated in the cumulative GPA and in consideration for graduation.

### Faculty Advisor

Advisors are assigned within the department of the student’s major. The freshman undecided about his/her major will be advised by the Center for New Students. Advisors will assist students in planning schedules and defining educational and career goals.

Union University’s academic advisement program is based upon the supposition that any degree-seeking student accepted for enrollment is a responsible adult seeking a liberal arts education. Advisors will inform advisees

of the academic requirements and attempt to guide them through the program of study toward their chosen major; however, they may not assume the responsibility for the student.

### Student Classification

**FRESHMAN** A student who has met entrance requirements and who is carrying at least 12 semester hours.  
**SOPHOMORE** A student who has at least 24 hours of college credit.  
**JUNIOR** A student who has at least 56 hours of college credit.  
**SENIOR** A student who has at least 86 hours of college credit.

### Size of Classes

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

### Description and Numbering of Courses

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

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

Undergraduate courses are numbered from 100 to 499. Courses from 100 to 199 are freshman courses; freshmen are restricted to 100 and 200 level courses. Courses from 200 to 299 are sophomore courses; sophomores are restricted to 100-300 level courses. Courses from 300 to 399 are junior courses. Courses from 400 to 499 are senior courses. Courses numbered 500 may be undergraduate or graduate; see the *Graduate Catalogue* for details. Courses above 599 are graduate courses.

### Honor Students

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

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

## Undergraduate Academic Programs

Graduate Programs in Business, Christian Studies, Education, International Studies and Nursing are detailed in the *Graduate Catalogue*.

Department	Majors	Degrees	Emphases	Concentrations	Minors
Art	Art*  Digital Media Studies	BA  BA or BS	Art	Drawing, Painting, Ceramics, Sculpture, Graphic Design, Photography	Art
Biology	Biology*  Conservation	BS  BS		Cell Biology General Zoology	Biology
Business Administration	Accounting Business Administration	BSBA  BSBA		Economics International Business Management Marketing*	Accounting Actuarial Science Business Administration Economics Management Management for Non-Business Professionals Marketing University Studies
Chemistry	Chemistry* Medical Technology	BS BSMT		Pre-professional	Chemistry

# Undergraduate Academic Programs

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Department	Majors	Degrees	Emphases	Concentrations	Minors
Christian Studies	Christian Studies Philosophy (Christian Studies) Philosophy (General Studies) Church History Biblical Studies Biblical Studies Languages Christian Ethics Theology Youth Ministry Sport Management	BA BA BA BA BA BA BA BA BA BS Diploma® AD®	Sport Ministry		Christian Studies Philosophy Biblical Languages Christian Ethics Theology Youth Ministry
Communication Arts	Journalism Broadcasting Theatre-Speech* Public Relations/ Advertising Digital Media Studies	BA or BS BA or BS BA or BS BA or BS BA or BS	Communication Arts		Journalism Broadcasting Film Studies Theatre-Speech Public Relations/ Advertising Photojournalism
Computer Science	Computer Science Digital Media Studies	BA or BS BA or BS	Computer Science		Computer Science Computer Information Systems
Continuing Education	Organizational Leadership  Social Work	BSOL®  BSW®	General Allied Health Church Leadership		
Education	Liberal Studies Learning Foundations Special Education	BS BS BS	Grades 4-8 Grades PreK-3 Grades K-6 Modified Comprehensive	Teacher Licensure	Professional* Education: PreK-3 K-6 4-8 SE
Engineering	Engineering	BSE		Electrical Mechanical	
English	English*	BA		Literature Creative Writing	English
History and Political Science	History* Political Science*	BA or BS BA or BS			History Political Science
Language	French* Spanish* Teaching English as a Second Language*	BA BA BA	Literature & Culture Language & Culture		French Spanish Teaching English as a Second Lang.
Mathematics	Mathematics*	BA or BS			Actuarial Science Mathematics

# Undergraduate Academic Programs

Department	Majors	Degrees	Emphases	Concentrations	Minors
Music	Music Education	BM	General/Choral* Instrumental/ Band*	Available in each: Instrumental Organ Piano Voice	Music
	Music	BM	Christian Studies Communication Arts Management Marketing		
	Church Music	BM	Voice Organ Piano		
	Performance	BM	Piano Organ Voice		
	Music Theory	BM	Voice Organ Piano Instrumental		
	Music	BA			
Nursing	Nursing	BSN		Basic 4 year LPN to BSN Accelerated BSN® BSN-14 month® RN to BSN®	
Physical Education Wellness and Sport	Physical Education* Sport Management	BS BS	Sport Communication Sport Marketing Sport Ministry Exercise Science and Wellness		Physical Education Health Education* Athletic Coaching
	Sports Medicine	BS			
	Athletic Training	BS			
Physics	Physics* Physical Science Engineering Physics	BS BS BS			Physics
Psychology	Psychology	BA or BS			Psychology
Sociology	Sociology Family Studies	BA or BS BA or BS			Sociology Human Studies Family Studies
Social Work	Social Work	BSW@@		** #	
Institute for International and Intercultural Studies	Intercultural Studies	BA	Global Regional		Intercultural Studies

- \* Teacher Licensure available
- @ Available only as an Adult Studies Program
- @@ Available also as an Adult Studies Program
- \*\* Licensure in School SW available
- # Tennessee Public Child Welfare Certificate available

## General Academic Policies and Procedures

### Change of Classes

After registration, a student may change his/her schedule by obtaining proper forms from Union Station, securing the signature of his/her advisor, and processing forms at Union Station.

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

### **Dropping of Classes**

Courses may be dropped without academic penalty after the period allowed under circumstances of extreme illness, in which case a physician's certificate must be submitted and approved by the Registrar. Other circumstances beyond the student's control may be approved by the Registrar.

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

### **Registration for Courses as an Audit**

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

A student auditing a course may process drop/add forms to earn credit in the class no later than the "Last Day to Add" for the semester. A student enrolled in a course for credit may change to audit during the period allowed to drop a class. Deadlines are noted in the academic calendars for each semester published in the *Catalogue*.

### **Regulations Concerning Quantity of Work**

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

### **Concurrent Enrollment**

Enrollment in another college or university concurrent with Union University enrollment must be approved in advance and in writing by the Registrar. At times other than concurrent enrollment the Union student is advised to check with the Registrar about transferability.

### **Class Attendance**

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

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

### **Withdrawal From School**

A student withdrawing from school, dropping all courses from a current semester or term, begins the process with the Academic Center with a Withdrawal Card. Students will be allowed to withdraw through 11 weeks, or its term equivalent, and will receive notation on their permanent record.

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 regarding reenrollment.

### **Scholastic Regulations**

The only acceptable level of work for graduation at Union University is 2.0 or above. Those who fail to achieve that level will be placed on academic probation.

If the student achieves a cumulative GPA of at least 2.0, academic probation status will be immediately removed. If the student fails to achieve the 2.0 GPA, the status of academic probation lasts for two full semesters and the short term(s) that immediately follow. While the student is on academic probation:

1. An official notice will be sent to the student.
2. The academic advisor will monitor a program of studies containing repetition of courses in which D's and F's have been earned and will urge reduction of extracurricular activities and work.
3. The academic load will be limited to not more than fourteen hours.
4. The Assistant Registrar will counsel students individually as needed.

If by the end of the two probationary semesters a cumulative GPA of 2.0 has not been attained, the student will be suspended from the University for one full semester. There is no appeal permitted for this suspension. The suspension will be a full semester; no combination of short terms will substitute. Colleges typically will not admit a student

suspended from another college; however, if credit is earned at another institution while the student is suspended from Union, that credit is not applicable toward a degree at Union.

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

### Academic Integrity

Union University upholds the highest standards of honesty. By their enrollment at Union, students are agreeing to refrain from the use of unauthorized aids during testing, to refuse to give or receive information on examinations, and to turn in only those assignments which are the result of their own efforts and research. Failure to provide correct documentation for material gleaned from any outside source, such as the Internet or any published/unpublished work, constitutes plagiarism, a form of cheating subject to strict disciplinary action. Breaches of these standards warrant academic and disciplinary consequences. Policies and procedures, including appeal procedure, are detailed in the *Campus Life Handbook*.

### Graduation Requirements

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

### Components of Graduation Requirements

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

General Core Curriculum .....	48 hours
Specific Core Curriculum .....	18-36
Major Academic Program, minimum .....	30
Minor Academic Program, minimum .....	18

The completion of 128 hours usually requires four years of 32 hours per year. Of these, the freshman and sophomore years are spent in core curriculum. In the event 128 hours have not been met by the completion of the above components, elective courses or additional majors/minors must be earned to satisfy the balance.

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

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

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

### Summary of Minimum Requirements for Graduation

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

Semester hours required for bachelor's degree .....	128
of which, must be earned at Union University .....	25%*
of which, must be earned on the junior/senior level .....	39
one major, to include junior/senior hours** .....	15*
one minor, to include junior/senior hours** .....	6*
Grade Point Average: cumulative .....	2.000
Cumulative each major .....	2.000
Cumulative each minor .....	2.000

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

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

### Summary of Maximum Requirements for Graduation

Total semester hours applicable to graduation as earned by:

CLEP, CEEB, Seminary Extension, and Correspondence .....	32
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of which, correspondence may not exceed . . . . .	8
From non-baccalaureate colleges . . . . .	72
By Independent Study . . . . .	9
By Special Study . . . . .	9
By Internship . . . . .	9
By Cooperative Education . . . . .	9
By Study Abroad . . . . .	21

**Minimum Residence**

For each undergraduate degree granted by Union University, at least 25% of the hours required must be earned through instruction by Union University. The last 12 hours of must be earned at Union University except in pre-professional programs. Any deviation from this policy must be authorized in writing by the Registrar.

Credit from a college not awarding the baccalaureate degree, a community college, sought in transfer after the student has earned >69 hours must be approved in advance, in writing by the Registrar. See also "Minimum Residence" below and "Concurrent Enrollment" above.

**The Union University Core**

Union University provides excellent liberal arts based undergraduate education; the foundation for this education is the core curriculum. The core curriculum provides our students with the opportunity to gain foundational knowledge across the range of scholarship and experience, become skilled in the acquisition and application of that knowledge, and develop a love of virtuous thinking and living. The core provides a common grounding in the knowledge, skills, and virtues which we believe all Union graduates should possess while providing a foundation for specialization in majors and minors as well as careers and lives of constructive learning. This document does not prescribe any particular selection of core courses. Rather, it establishes the goals of the core curriculum as a whole. Specific goals mentioned below can be actively pursued in many, if not all, courses in the core curriculum. We intend that connections between disciplines will be made overtly in the classroom and discussed by faculty and students alike. At all stages of our students' education, the Union faculty is intent upon academic excellence for ourselves and for our students.

God's creativity and governance shape all of life, make all knowledge possible, and unify the academic disciplines. In light of this, we want our students to know God and to develop a maturing awareness, understanding, and appreciation of God. We want them to acquire broad biblical knowledge and detailed knowledge of portions of the Scriptures. We want them to learn the essential doctrines that have guided historic Christianity and we desire that our students exercise the gifts and skills of living in the knowledge of God.

Union students need to know and love God's creation: anything physical and metaphysical which is distinct from God. They need to know about the inanimate from the subatomic to the cosmic, and about life, from its simplest to its most complex forms. Interactions between inanimate and animate are important to learn, as are the abstract concepts that have guided the study of the cosmos. They should understand how scientific views have changed, be skilled in scientific methodologies, and know their advantages and limitations. They should also understand and appreciate things we can not touch, such as logic, numbers, goodness and evil, beauty and ugliness. Guided by Christian ideals, students should know how our understanding of creation can be used to improve life, alleviate suffering, and inspire beauty.

Union students need to know and love the human realm of creation. We want our students to understand (and wonder at) the physical, spiritual, and imaginative nature of humanity—in themselves, in others, in communities, and in cultures past and present. It is important for them to know the great ideas that have shaped how we live and think and to contemplate the creativity and self-reflection that so distinguish people from the rest of creation. We want them to see models of excellence in others that they may seek excellence for themselves. They need skills associated with human interaction. Finally, in all our studies of humanity, we want our students to be guided by Christian conceptions of human identity and purpose and to imitate Christ in service to others.

Throughout these academic pursuits and built into core courses, we want our students to develop a Christ-like character. The core curriculum at Union not only challenges students to know and to be skilled, it also challenges students to perceive and pursue virtue in their studies, social experiences, and in all areas of life. Knowledge and skill need guidance; that guidance comes from cultivated and practiced virtue. There are many ways to nurture Christian character; we will encourage students in the pursuit of the virtues presented in Scripture and in the Western tradition, such as the Beatitudes, the fruit of the Spirit, and the seven classic virtues.

The purpose of the core curriculum is to establish a common foundation of knowledge, skill, and virtue. These are valuable in their own right and also serve as a base for formal studies and life-long learning. The core challenges students to appreciate all legitimate human endeavors as Godly calling and to discover such calling in their own lives. It provides opportunity for understanding, action, and faith to dwell together. The core provides the intellectual underpinning for engaging with the ideas of history and the issues of our day. The productive unity of the core will be found in the minds and actions of the faculty and students who work to see humankind, nature, and

God together in as much of their extraordinary complexity as we can master. We intend that the core and additional formal studies bring to life the age-old belief that all truth is God's truth.

<b>General Core Requirements for All Bachelor Degrees</b>	
Gateway Course, 2 hours Under development. College Life at Union (CLU 195, 2 hours) will continue to be offered until Gateway development is completed.	
Christian Studies, 6 hours CHR 111 and 112. Old and New Testament Survey	
Composition, 6 hours ENG 111 and 112. Written Composition I and II	
Fine Arts, 3 hours ART 210. The Arts In Western Civilization (3)	
History*, 6 hours HIS 101 and 102, World Civilization to/from 18th Century *Students seeking elementary teacher licensure must substitute HIS 211 and HIS 212.	
Laboratory Science, 8 hours, One course from each group: Group A: CHE 105 (4), CHE 111 (4), PHY 111 (4), PHY 213 (4), or PHY 231 (5) Group B: BIO 100 (4), BIO 112 (4), BIO 121 (4), or BIO 221 (4)	
Literature, 6 hours, One of the sequences below: Sequence A: ENG 201, 202. Survey of World Literature (6); Sequence B: FRE 311, 312, 317. Survey of French Literature (6), select any two; Sequence C: SPA 311, 312, 316, 317. Survey of Spanish Literature (6), select any two.	
Mathematics, 3 hours Any mathematics course MAT 101 or higher. See your advisor for mathematics requirements or options for your major. Business majors must select MAT 111, 201, or above.	
Oral Communication,** 3 hours, One of COM 112 or 235. **School of Nursing and Bachelor of Social Work students meet this requirement by successfully completing their prescribed major courses.	
Physical Education, 2 hours PEWS 100. Fitness for Health (1) And one physical activity elective course (such as Golf or Volleyball). PEWS 103 is required for the nonswimmer as determined by standards administered in PEWS 100.	
Social Science and Humanities Options, 3 hours, One of the following: ECF 211 (3), ECF 212 (3), HON 210 (3), PHL 240 (3), PSC 211 (3), PSY 213 (3), or SOC 211 (3)	
TOTAL GENERAL CORE HOURS, 48 hours Confer with your faculty advisor for limitations of options required in some programs of study.	
In addition to the above requirements, each major will address Christian thought and action issues in a capstone experience.	

**Specific Core Requirements For A Bachelor Of Arts Degree (18 hours minimum)**

(In Addition to the General Core Requirements)

**OPTION ONE.** Complete Group A plus at least one 3-hour course from Group B and at least one 3-hour course from Group C<sup>1</sup>.

- A. Foreign Language (12 hours): One language for 2 years or two languages for 1 year each; 111 or higher,  
 B. Fine, Performing Arts, and Communication Arts: Courses selected from Art, Music or Communication Arts.  
 C. Humanities: Courses selected from Christian Studies, English, History, Honors, Intercultural Studies, Languages or Philosophy.

**Option Two.** Complete Group A plus at least one 3-hour course from Group B and at least one 3-hour course from Group C.

- A. Foreign Language (6 hours): One language, 111 or higher, for 1 year.  
 B. Fine, Performing Arts, and Communication Arts: Courses selected from Art, Music, or Communication Arts.  
 C. Humanities: Courses selected from the following areas: Christian Studies, English, History, Honors, Intercultural Studies, Languages or Philosophy.

<sup>1</sup>CSC 105 may fulfill 3 hours from either Part B or Part C.**Specific Core Requirements for a Bachelor of Science Degree (18 hours minimum)**

(In Addition to the General Core Requirements)

**Option One.** A minimum of 2 courses from 2 Groups and 1 course from the 3<sup>rd</sup> Group

- A. Mathematics 111 or higher; and/or Computer Science<sup>2</sup>  
 B. Natural Science (Biology, Chemistry, Physics)  
 C. Social Science (Economics, Finance, Geography, Political Science, Psychology, Sociology)

<sup>2</sup>Due to common content CSC 105 and CSC 115 may apply but not both.**Option Two.** A minimum of 8 hours in 2 of the 3 Groups (Mathematics, Natural Science and Social Science as shown immediately above)<sup>2</sup>Due to common content CSC 105 and CSC 115 may apply but not both.**Specific Core Requirements for a Bachelor of Science in Business Administration**

(In Addition to the General Core Requirements, 36 hours)\*

ACC 211-12. Principles of Accounting I–II	<b>6 hours</b>
BAD 224. Quantitative Methods for Business	<b>3 hours</b>
CSC 105. Survey of Microcomputing Applications	<b>3 hours</b>
ECF 211-12. Principles of Macroeconomics, Microeconomics	<b>6 hours</b>
ECF 320. Business Financial Management I	<b>3 hours</b>
MAT 114. Introduction to Statistics and Probability	<b>3 hours</b>
MGT 310. Management Information Systems	<b>3 hours</b>
MGT 312. Organizational Behavior	<b>3 hours</b>
MKT 328. Principles of Marketing	<b>3 hours</b>
MGT 321. Legal Environment of Business	<b>3 hours</b>

\* Upper-level courses must be earned with a grade of C or higher

**Specific Core Requirements for a Bachelor of Social Work**

(In Addition to the General Core Requirements, 18 hours)

SOC 211, Principles of Sociology	<b>3 hours</b>
Modern Foreign Language or Culture (see ICS Major for options)	<b>3 hours</b>
Advisor-approved electives outside Social Work	<b>9 hours</b>
Modern Foreign Language	<b>3 hours</b>

**Specific Core Requirements for a Bachelor of Science in Engineering**

(in Addition to the General Core Requirements, 32 hours)

CHE	113	Survey of Chemical Instrumentation	<b>2 hours</b>
CSC	115	Computer Science: Introduction & Overview	<b>3 hours</b>
CSC	245 or 255	Programming	<b>3 hours</b>
MAT	212-13	Calculus and Analytic Geometry II & III	<b>8 hours</b>
MAT	314	Differential Equations	<b>3 hours</b>
MAT	208 or 315	Statistics or Linear Algebra	<b>3 hours</b>
PHY	231-32	General Physics I&II	<b>10 hours</b>

**Correspondence, Seminary Extension (SE) and Credit by Exam**

A maximum of 32 semester hours toward graduation by ACE-approved Seminary Extension, correspondence (8 hours maximum) or credit by examination may be accepted. Students may not enroll for SE or correspondence credit without approval in writing by the Registrar prior to registration for the course and the department chair or dean. Exceptions to the total number of hours may be made by consent of the Registrar.

**Prolonged Delay of Completion of Graduation Requirements**

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

**Application for Graduation**

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

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

**Faculty Approval**

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

**Final Examinations**

Comprehensive final examinations are required of all students in all courses where content is appropriate. The final examination time is listed with the University calendar. A student with three or more finals on one day may request one of his/her professors to reschedule one examination, to another time during finals week, provided the request precedes the last week of class. If the student and the professor cannot resolve the scheduling problem, the student should take his/her request to the Registrar.

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

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

<i>Chiropractry</i>	<i>Occupational Therapy</i>
<i>Cytotechnology</i>	<i>Optometry</i>
<i>Dental Hygiene</i>	<i>Pharmacy</i>
<i>Dentistry</i>	<i>Physical Therapy</i>
<i>Health Information Management</i>	<i>Physician Assistant</i>
<i>Medicine</i>	<i>Podiatry</i>
	<i>Veterinary Medicine</i>

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

Students who have completed coursework required for entrance into a professional health program are evaluated by the HPAC. The evaluation summarizes input from Union personnel concerning the student's class performance

and accomplishments, motivation, responsibility, capabilities, and character before making its recommendation to the professional school.

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

## **Courses Beyond the Required General Education Core**

### **Majors and Minors**

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

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

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

To satisfy the requirements for the major/minor, only grades of "C" or above in upper-level courses may be included. A minimum GPA of 2.0 must be maintained in each major and minor.

### **Independent Studies**

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

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

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

No *Catalogue* course may be offered by independent study. No course taken by independent study may substitute for any specific course required by the core curriculum, a program for teacher licensure, or any course required by a major or minor.

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

### **Departmental Special Studies**

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

### **Study Abroad Program Studies**

Study Abroad Program Studies are individual studies designed to enhance *Catalogue* curriculum and to facilitate the documentation of study outside the United States. Courses may apply toward graduation requirements but must be approved prior to travel. A maximum of 21 semester hours in Study Abroad courses may apply toward graduation. Check with the Associate Provost for International and Intercultural Studies for additional information.

### **Continuing Education**

Union University has a Continuing Education Program for those who wish to enhance personal or professional knowledge but not necessarily a degree. Courses offered will be determined by the groups desiring the courses and the instructors. These courses are offered only when there is a sufficient demand. See the Department of Continuing Studies for more details.

### **Student Academic Services**

Believing that the success of each student is of vital interest, not only to the student and his/her family, but to the University as well, Union University offers a variety of academic services to students. Each freshman is required to take two credit hours geared toward achieving academic success. A New Student Orientation Program is available for incoming students.

Other student academic services include tutorial assistance, retention counseling, academic advisement, study skills workshops, and probation-suspension intervention. Services are provided through a team approach to help clarify the student's needs and goals relative to academic fulfillment.

## **Affiliations With Other Agencies and Institutions**

### **Council for Christian Colleges And Universities (CCCU)**

Union University's membership in the Council for Christian Colleges and Universities, a national association of 100 Christian institutions, enables us to offer students off-campus learning opportunities sponsored by or affiliated with the Council. See the Institute for International and Intercultural Studies for program details.

### **Consortium for Global Education (CGE)**

The Consortium for Global Education is an association of nearly 50 private U.S. colleges and universities committed to the development of international education. See the Institute for International and Intercultural Studies for more details.

### **Mid-Continent Consortium**

The Mid-Continent Consortium is an association of regional institutions that collaborate to develop international study programs. The consortium currently works with programs in: Canada, France, Spain, Mexico and Germany.

### **College Articulation Agreements**

Union University has articulation agreements (transfer guidelines) with several colleges including Jackson State Community College and Dyersburg State Community College. The agreements determine which credit courses will transfer as equivalent courses at Union University and which will receive elective credits.

### **Cross-Campus Agreement**

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

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

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

Additional information is available in the Academic Center.

### **Emma Waters Summar Library Agreements**

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

### **Gulf Coast Research Laboratory Agreement**

The Gulf Coast Research Laboratory in Ocean Springs, MS, offers courses in marine biology to qualified Union students. Junior and Senior students in Biology should check with the Biology Department for details.

### **Medical Technology/Clinical Laboratory Science Agreements**

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