

Union University provides non-traditional programs and services aimed toward the adult student. Each program office provides central service for admissions, registration, academic counseling and a variety of other services. By concentrating these services in one office, Union University hopes to provide better, simpler service to the adult learner.

The McAfee School of Business Administration offers a program of study which leads to the Bachelor of Science in Business Administration majoring in Professional Public Accounting and a degree completion program leading to the Bachelor of Science in Organizational Management. The School of Nursing offers a program for Registered Nurses to complete the Bachelor of Science in Nursing degree. The School of Nursing also offers an accelerated initial licensure program as a second bachelors degree. The R.G. Lee Center for Christian Ministry offers two programs in church ministry leading to the Diploma in Christian Ministry and the Associate of Divinity degree. These programs are described in full in their parent departments with the exception of the BSOL which is described in the Department of Continuing Studies.

## Admissions Policies

Adult students will normally apply to the University as transfer students from another college or university or as readmitted Union students. Adults who have already taken college courses will apply to Union as transfer students if they have completed more than 24 semester hours of transferable credit. See below for additional details. Otherwise, the applicant must meet freshman admission requirements as detailed in the *Catalogue*, making application to the Office of Admissions. Programs have specific program admission processes and unique requirements for entry.

## Transfer Students

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 *Academic Catalogue*), or admitted in good standing. The determination of the above decision shall be the full academic record, recommendations, and the explanation of any extenuating circumstances.

Before admission into Union University may be granted, an adult transfer student must file the following information with the appropriate program director/coordinator:

1. A completed admissions application.
2. Application fee (non-refundable), \$25.
3. A completed official transcript from all institutions of higher learning attended.

Before registration for courses, a student must be admitted to the University or be granted status as a "provisional student" (as stated below).

## Provisional Students

Students may be admitted on a provisional basis to allow those with acceptable credentials but without immediate access to official documents to register for classes. A student may be admitted to any course(s) for which he/she is qualified to enter but not admitted to a formal degree program and not eligible to graduate in this status. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed; credit will be marked "non-matriculated, non-transferable."

The provisionally admitted student will be bound by all academic requirements imposed upon those fully matriculated so far as prerequisites, quantity and quality of work. All work attempted will be fully documented in the academic record.

For admission the student will sign a contract and sign a waiver allowing Union University to request those documents needed to complete the admission file. By federal guidelines, the University is not allowed to file financial aid and Veterans benefits enrollment forms on provisionally admitted students.

A student may remain on provisional status for only one semester and the subsequent short term unless special circumstances exist and permission for an extension is given in writing by the Admissions Committee. Admission to a provisional status does not guarantee admission later as matriculated. A personal conference with the Program Director is required before the student is accepted for admission on a provisional basis.

## Financial Policies

Tuition and payment plans are program-specific; see the program director/coordinator of your program. Union University reserves the right to change the tuition and fees without notice. Student Service fees for students in non-traditional programs are \$20/semester (Fall, Spring) and \$10/term (January, June, July). Certain courses will carry an additional fee. For a listing of fees for materials, etc., see the Financial Information section of this *Catalogue*. Courses

taken through Cross-Campus Agreement will be billed at the Union program-specific rate. University refund policies are printed in the Financial Information section of the *Catalogue*. Questions regarding program specific financial policies should be directed to the program director/coordinator or FACTS Coordinator.

## Financial Aid

Students enrolled in non-traditional programs may apply for financial assistance to attend Union University. Acceptance to the program is required. The student must file an institutional application for financial assistance and the Free Application for Federal Student Aid (FAFSA). Undergraduate students will be awarded Pell Grant based upon eligibility and may apply for Stafford Loans. Check with your program director/coordinator for forms and details.

Instructions on "How to Apply for Scholarships, Financial Assistance and/or Loans" and information specific to adult studies and graduate programs can be found at [www.uu.edu/financialaid/2006-2007/finapp.cfm?Type=graduate](http://www.uu.edu/financialaid/2006-2007/finapp.cfm?Type=graduate).

Loan request forms may be downloaded from [www.uu.edu/financialaid/2005-2006/forms/LoanRequestFormAddFunds.pdf](http://www.uu.edu/financialaid/2005-2006/forms/LoanRequestFormAddFunds.pdf).

## Employee Reimbursement

Union University offers financial arrangements for students employed by companies with tuition reimbursement programs. Forms and instructions are available through program director. Forms must be submitted each semester/term.

## Academic Policies

Academic policies of the University are considered in force throughout the Adult Studies programs unless specifically noted otherwise within the program description. Program-specific policies and evaluations of course credit toward graduation are not automatically transferable between programs; reevaluation is required with a change of program.

The General Core Curriculum requirements for Union University degrees are outlined in the "Academic Program" section of this *Catalogue*. These requirements are to be followed to the fullest extent possible for students lacking general education credits. Course descriptions of core curriculum and prerequisites courses are found in their respective academic departments of the *Catalogue*. The pattern outlined below may be followed as a guide for accepting previous transfer credits and for completing general education credits when substitutions for the General Core Curriculum are necessary.

- A. Composition/Speech, 9 hours:
  - ENG 111 & 112 (Composition I & II) . . . . . 6 hours
  - COM 112 or 235 (previously earned credits in Oral Communication, Speech or Business Communication will apply) . . . . . 3 hours
- B. Humanities, 9 hours:
  - ENG 201 or 202 (previously earned credits in literature will apply) . . . . . 3 hours
  - Humanities Electives (previously earned credits in English, Humanities, Philosophy, Language, Music, Art, Theatre, Christian Studies will apply). . . . . 6 hours
- C. BIO 100 & PHY 111 (previously earned credits in Biology, Chemistry, Physics, Physical Science, Earth Science, Astronomy, Environmental Science, Geology will apply) . . . . . 8 hours
- D. Social Science, 9 hours:
  - HIS 101 or 102 (previously earned credits in History will apply) . . . . . 3 hours
  - Social Science (previously earned credits in History, Economics, Political Science, Sociology, Psychology, Geography, Anthropology will apply) . . . . . 6 hours
- E. CHR 111 & 112 (previously earned credits in Christian Studies, Bible will apply) . . . . . 6 hours
- F. Mathematics (MAT 111 or higher) . . . . . 3 hours
- G. Computer Science (CSC, Programming, Data Processing, Microcomputing, Computer Applications will apply) . . . . . 2 hours

## Second Bachelors Degree

Students who have earned a bachelors degree through a regionally accredited college or university may complete a second bachelors degree by completing a new major and its prerequisites. The new hours presented for the second degree must total no less than 30 hours and include 15 upper level hours earned in the major in residence.

## Post-Baccalaureate Teacher Licensure

The Post-Baccalaureate Teacher Licensure Program is designed to provide initial teacher licensure or additional endorsements to teach in Tennessee for students with a bachelors degree from an accredited college or university. Candidates for admission should contact the Director of Teacher Education.