

# Admissions

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## 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 Undergraduate Admissions receives and processes applications to traditional undergraduate programs for all semesters and terms of the University. All applications should be mailed to the Office of Undergraduate Admissions, 1050 Union University Drive, Jackson, TN 38305. For more information, or for an application call (731) 661-5100 or 1-800-33UNION or apply online at, [www.uu.edu](http://www.uu.edu). Complete and return the Union University application for undergraduate admission. Enclose an application fee, personal check or money order, for \$35 payable to Union University.

Applications will be considered for acceptance on rolling basis. 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. An applicant previously charged, arrested, or convicted of any crime is required to have a personal interview with the Director of Undergraduate Admissions prior to a decision being made regarding admission.

After the applicant has met the entrance requirements, the Director of Undergraduate Admissions will issue a formal letter regarding admittance to the University. 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 Undergraduate Admissions with the appropriate committees and administrators.

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

## 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 qualifying for Unconditional Admission to Union University must meet two of the following criteria:

1. 22 ACT/1020 SAT (combined critical reading and math scores)
2. 2.5 Core GPA
3. Top 50% of Graduating Class

Students who qualify for Unconditional Admission must have a minimum of 18 ACT/860 SAT (combined critical reading and math scores) and a 2.0 Core GPA regardless of whether or not either of these criteria were utilized to qualify for admission. These two criteria serve as a "floor" for Unconditional Admission.

Core GPA is a GPA computed by Union University based on each student's performance in a preselected track of high school college preparatory coursework. This required set of courses is as follows: four units of English, three units of math, three units of social science, three units of natural science, two units of either foreign language or fine arts (may choose one of each).

This core GPA will be computed with the official grading scale utilized by the high school where the course credit was awarded.

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 and an interview with the Director of Academic Support. Conditions will be detailed in writing from the Director of Undergraduate Admissions and the Director of Academic Support on 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 Undergraduate Admissions:

1. An admissions application and (non-refundable) application fee,
2. A copy of ACT or SAT(R) scores, and
3. An official high school transcript.

*Before registering for classes*, the applicant must also file in the Office of Undergraduate Admissions a tuition deposit of \$200 to reserve a place in class and apply to the tuition charges. A housing deposit of \$100 is required to reserve an apartment on campus.

Upon high school graduation, freshmen accepted to the University must submit an official high school transcript verifying graduation.

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

### Early Admission

Students may be dually enrolled in high school and Union as part-time students upon application with a minimum high school GPA of 3.5 considering all coursework and a minimum ACT composite score of 20, or SAT 940.

Outstanding seniors prior to high school graduation may be admitted as full-time students upon application and in consideration of:

1. A minimum high school GPA of 3.5 considering all coursework,
2. A minimum ACT composite score of 20, or SAT 940,
3. A written endorsement from the principal detailing the one or two courses the principal will accept for completion of the high school diploma. Courses must be completed during the first year of enrollment at Union,
4. Written endorsements from the high school counselor and student's parents,
5. An application on file with Undergraduate Admissions by April 1,
6. All other freshman requirements for admission,
7. An interview with the Admissions committee may be required, and
8. It is the student's responsibility to submit a Union transcript to the high school for awarding of the high school diploma.

### Home School Admission and Enrollment Philosophy

Union University actively seeks to admit and enroll students with a home school background. Graduating students may be admitted to Union University as freshmen if they meet the same requirements as students from private and/or public high schools as listed under Admission of Freshmen. If a class rank is unavailable, home school students may be admitted without conditions provided they meet minimum ACT/SAT scores and GPA requirements.

### Admission of Students Transferring From Another College

A transfer student must have completed at least 24 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 and transfer GPA 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 following an interview with the Director of Academic Support. The student may be denied admission, admitted as a Conditional Student (as stated in *Catalogue*), or admitted. The determination for the above decision shall be the full academic record, recommendations, and explanation of any extenuating circumstances and will be detailed in writing from the Director of Undergraduate Admissions and the Director of Academic Support on behalf of the Admissions Committee.

*Before acceptance into Union University may be granted*, a transfer student must file the following information in the Office of Undergraduate Admissions:

1. An admissions application and (nonrefundable) application fee,
2. An official transcript of credits from all institutions attended, and
3. A completed student transfer form is required for students who have received official disciplinary action at a previously attended institution or if special circumstances arise that show a necessity.

*Before registering 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 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, and

3. 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 non-baccalaureate granting colleges toward a bachelor's degree at Union University. Grades from other institutions do not transfer and therefore will not be recorded.

Union University will accept students from a Bible college accredited by The Association for Biblical Higher Education.

1. All regular policies pertaining to the admission of transfer students must be fulfilled.
2. The student must maintain an average of "C" on all work taken during the first semester at Union University in order for the credit from the Bible college to be accepted.

## 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. An admissions application and (non-refundable) application fee, and
2. Submit official transcripts from all institutions attended.

Students having received a baccalaureate degree are required to submit a student transfer form only if special circumstances arise to show a necessity. A room deposit is required if the student desires campus housing. Additional transcripts may be required if necessary for academic advising.

## Admission of Former Union University Students

Any student once 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 institutions attended since leaving, and
4. Submit a student transfer form from the last institution attended only if special circumstances arise that show necessity.

30 Voluntary withdrawal does not guarantee permission to readmit to the university nor does it automatically exclude the student from future enrollment.

## Academic Forgiveness Program

Union's Academic Forgiveness Program is designed for students who at an earlier period 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 should be obtained at the time of application from the Director of Undergraduate 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. Official transcripts must be evaluated, at the student's expense, through an approved service for the evaluation of international transcripts. Entry is allowed for Fall Semester only unless a special appeal is granted by the Admissions Committee or the Director of Undergraduate 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 Undergraduate 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 paper-based, 173 computer-based, or 61 internet-based
5. The Enhanced ACT/SAT(R) score requirement will normally be waived if the TOEFL score is at least 500, 173 computer-based, or 61 internet-based.

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 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 to include; but not be limited to; ENG 111, ENG 112, and ICS 105. 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.

For students who have obtained their permanent residency card the following requirements must be met:

1. Submit the International Admission Application with a \$35 application fee.
2. Meet all requirements for regular admission.
3. Submit a copy of your permanent residency card.

### Keystone Program

The Keystone Program is designed to support and facilitate a successful transition of conditionally admitted students into the learning community of the university. Its mission is to encompass and connect the academic achievement, personal strengths, values, goals, and faith for each student. To achieve this mission, the Office of Academic Support will assist in a seamless transition through deliberate and intentional programs outlined in an individualized Keystone Plan. For further information on Keystone, please contact the Office of Academic Support at 731.661.6568.

## Admission to Special Programs

### First Step

Designed as a dual enrollment program for select high school students, First Step students will be allowed to take up to 12 credit hours for the reduced rate of \$100/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 Director of Undergraduate Admissions. A personal interview with the instructor during which the student is asked to demonstrate his/her interest with supporting materials such as printed matter, tapes, or portfolio presentations may also be required.

For admission into First Step, the student must submit an application for admission to Union University, application fee, high school transcript and applicable fees.

### 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. The RHSS is designed for selected high school students who:

- A. Have completed the junior year with a B average or a 20 ACT Composite or a 940 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 Undergraduate Admissions:

1. An admissions application and application fee
2. A high school transcript of five semesters
3. A recommendation from the student's principal or counselor

A maximum of seven semester hours may be earned in the June Term.

A fee of \$100.00 per hour is charged. 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 admissions 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. All work completed or attempted will be documented on the academic record.

The student will sign a contract at the time of admission defining provisional status and accepting the limitation of that status. The student must sign a waiver for Union University 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 an extension is given in writing by the Director of Undergraduate Admissions. A personal conference with the Director of Undergraduate Admissions may be required before the student is accepted for admission on a provisional basis.

**Non-Degree Seeking Students:** Students may be admitted to take courses for special interest or as a “visiting student” for a maximum of 12 semester hours. 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 to Degree Seeking status. A personal conference with the Director of Undergraduate 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 credit will be awarded for Union-developed tests; the hours required in the core will be satisfied at a higher level.

Nationally recognized credit by examination programs including 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 may be accepted. 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.

The General Core for All Degrees requires a laboratory science. Therefore, the requirement may not be completely satisfied with credit by testing.

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

Union University will award credit with grades of 3 or above:

CEEB Test	Union Parallel/Substitute	Credit
Art History	none / ART 210	3
*Studio Art	none / Upper level elective	3
Biology	BIO 100 / n/a	4
Chemistry	**CHE 105 or 111 / n/a	4
Computer Science A	none / CSC Lower level Elective	3
Computer Science B	none / CSC Lower level Elective	3
Economics	ECF 211-2 / n/a	6
English Language and Composition	ENG 111 / n/a	3
English Literature and Composition	ENG 111-2 / n/a	6
French Language and Composition	FRE 111-2 / n/a	6
German Language	GER 111-2 / n/a	6
Government and Politics, United States	PSC 211 / n/a	3
Comparative Government	PSC 318 / n/a	3
History, European	HIS 101-2 / n/a	6
History, United States	HIS 211-2 / n/a	6
History, World	HIS 101-2 / n/a	6
Human Geography	none / GEO Lower level Elective	3
Latin	LAT 111-2 / Language	6
Mathematics, Calculus AB	MAT 211 / n/a	4
Mathematics, Calculus BC	**MAT 211-2 / n/a	8
Music Theory	MUS 111	3
Physics B	PHY 213-4 / n/a	8
Physics C–Mechanical	PHY 231 / n/a	5
Physics C–E & H	PHY 232 / n/a	5
Psychology	PSY 213 / n/a	3
Spanish Language and Literature	SPA 111-2 / n/a	6
Statistics	MAT 114 / n/a	3

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

\*\*Credit/evaluation based on score

### 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:

CLEP	Union Parallel/Substitute	Credit
American Government	PSC 211 / n/a	3
American History I: Early Colonization to 1877	HIS 211 / HIS 101	3

American History II: 1865 to the Present	HIS 212 / HIS 102	3
American Literature	none / ENG** Lower level Elective	3
Analysis and Interpretation of Literature	none / ENG Lower level Elective	3
Calculus with Elementary Functions	MAT 211 / n/a	4
College Algebra	MAT 111 / n/a	3
College French- Levels 1 and 2*	FRE 111-2 / n/a	6
College German- Levels 1 and 2*	GER 111-2 / n/a	6
College Spanish- Levels 1 and 2*	SPA 111-2 / n/a	6
English Literature	none / ENG** Lower level Elective	3
Financial Accounting	ACC 211-2 / n/a	6
General Biology	BIO 100 / n/a	4
General Chemistry	CHE 111 / n/a	4
General Psychology	PSY 213 / n/a	3
Human Growth and Development	PSY 324 / n/a	3
Information Systems and Computer App.	none / CSC Lower level Elective	3
Introduction to Educational Psychology	PSY 318 / n/a	3
Introductory Business Law	MGT 321 / n/a	3
Introductory Marketing	%%MKT 328 / n/a	3
Introductory Sociology	SOC 211 / n/a	3
Mathematics, College	MAT 101&107/n/a	6
PreCalculus	MAT 116/n/a	3
Principles of Macroeconomics	ECF 211/ n/a	3
Principles of Management	###MGT 318 / n/a	3
Principles of Microeconomics	ECF 212/ n/a	3
Western Civilization I: Ancient New East to 1648	none / HIS 101	3
Western Civilization II: 1648 to the Present	none / HIS 102	3

\* Additional hours are awarded to the student with a superior test score which may apply to a Language major/minor upon demonstration of proficiency for admission to 300-level courses.

\*\* 201 or 202 as needed

### DANTES Subject Standardized Tests

Credit will be awarded for passing scores as defined by ACE:

DANTES Test	Union Parallel/Substitute	Credit
Anthropology, General	none / SOC Lower level Elective	3
Art of the Western World	ART Elective / ART 210	3
Astronomy	none / ***PHY Elective	3
Business, Introduction	Elective/Lower Level	3
Business Law II	MGT 324 / n/a	3
Business Mathematics	none / Elective Lower level	3
Civil War & Reconstruction	HIS 332 / n/a	3
College Algebra, Fundamentals	MAT 111 / n/a	3
Computer with Programming in BASIC	none / CSC Lower level Elective	3
Computing, Introduction	none / CSC Lower level Elective	3
Counseling Fundamentals	none / PSY Lower level Elective	3
Criminal Justice	none / SOC Lower level Elective	3
Drug & Alcohol Abuse	PEWS 301 / n/a	3
Environment & Humanity	none / PHY 310	3
Ethics in America	none / PHL 243	3
Financial Accounting	ACC 211 / n/a	3
Finance, Principles	ECF 320 / n/a	3
Foundations of Education	%EDU 150 / n/a	2
Health, Here's to your	PEWS 324 / n/a	3
Human/Cultural Geography	none / GEO Lower level Elective	3
Human Resource Management	###MGT 432 / n/a	3
Law Enforcement, Introduction	none / Lower level Elective	3
Life Span Development Psychology	PSY 219 / n/a/	3
Management Information Systems	#MGT 310 / n/a	3
Middle East, Introduction to Modern	none / HIS Elective	3
Money & Banking	none / ECF Elective	3

Organizational Behavior . . . . .	#MGT 312 / n/a . . . . .	3
Personal Finance . . . . .	@@ECF 415 / n/a . . . . .	3
Physical Geology . . . . .	none / ***PHY Elective . . . . .	3
Physical Science, Principles . . . . .	@PHY 111 / n/a . . . . .	3
Public Speaking, Principles . . . . .	none / COM Lower level Elective . . . . .	3
Soviet Union, Rise & Fall . . . . .	HIS 420 / n/a . . . . .	3
Statistics, Principles . . . . .	MAT 114 / n/a . . . . .	3
Supervision, Principles . . . . .	### / Elective . . . . .	3
Technical Writing . . . . .	none / Elective . . . . .	3
Vietnam War, History . . . . .	none / HIS Lower level Elective . . . . .	3
Western Europe, Contemporary 1946-1990 . . . . .	none / HIS 322 . . . . .	3
World Religions, Introduction . . . . .	PHL 349 / n/a . . . . .	3

\*\*\* Together the two tests sub for PHY 112 for teacher licensure programs.  
 % See the Director of Teacher Education regarding the field experience requirement.  
 %% May not be taken after earning credit in BSOL 421.  
 # 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.

**International Baccalaureate**

Union University awards credit for successful completion of selected 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.

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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 115 (3)
Computer Science . . . . .	5 . . . . .	H . . . . .	CSC 115 (3) & CSC Elect. LL (3)
Design Technology . . . . .	5 . . . . .	n/a . . . . .	Elective LL (3)
English A1 . . . . .	5 . . . . .	H . . . . .	ENG 202 (3)
Geography . . . . .	5 . . . . .	n/a . . . . .	GEO 112 (4)
History-Europe . . . . .	5 . . . . .	H . . . . .	HIS 102 (3)
History-Additional 100-year study . . . . .	5 . . . . .	H . . . . .	HIS Lower level Elect. (3)
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 @ Upper level
Economics . . . . .	5 . . . . .	n/a . . . . .	ECF**(3) Lower level
Info. Tech. in Global Society . . . . .	5 . . . . .	S . . . . .	CSC Elective LL (3)
Psychology . . . . .	5 . . . . .	n/a . . . . .	PSY## (3) Lower level
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