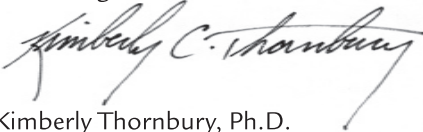


Dear Adult Student:

Please know how wonderful it is to have you a part of the Union community. We are thankful for our adult students, and realize the special talent you have to balance work, family, and undergraduate or graduate studies. We are committed to making your time at Union productive, successful and memorable. The adult and graduate student handbook is designed to provide you with key contact information, resources available to you, as well as your responsibilities.

As a Christ-Centered university, we believe God has called you to this place. We believe that *“no eye has seen, no ear has heard, and no mind has imagined what God has prepared for those who love Him.”* (1 Cor. 2:9) As a working mom with a busy family, I also spent years engaged in graduate work. I know first hand the delicate balance of juggling all your responsibilities. Please know that we are praying for you during this busy time, and are proud of your hard work and commitment. Do not hesitate to let us know how we can serve you better. I can be reached at 731.661.5090 or kthornbu@uu.edu, and I stand ready to provide any resource, opportunity or solution for you. Blessings to you this academic year.

Warm Regards,

A handwritten signature in black ink that reads "Kimberly C. Thornbury". The signature is written in a cursive style with a long, sweeping tail on the letter 'y'.

Kimberly Thornbury, Ph.D.
Dean of Students

“And my God will meet all your needs according to his glorious riches in Christ Jesus.”
Philippians 4:19

PHONE NUMBERS

The University offers a broad range of services. The president, vice-presidents, deans, chairpersons of the departments, faculty, and other Union personnel are available to students who desire assistance in matters related to their academic, social, or personal lives.

Emergency Numbers

Fire	9+911
Police.....	9+911
Ambulance.....	9+911
Poison Control	1-800-222-1222
National Eating Disorders Association Helpline.....	1-800-931-2237
Safety and Security	(day) 661-5018
	(evenings and weekends) 661-503
	(24 cell phone) 394-2922

University Directory

For numbers not listed here, please call the Union University switchboard at “0” or 668-1818. If calling from off campus, please dial the 661 prefix before the following extensions.

Academic Services	5040
Accounts Payable	5275
Activities Desk	5150
Aquatics.....	5150
Athletic Office	5130
Admissions Office	5100
Art Department	5075
Alumni Relations	5208
Biology	5596
Bookstore (LifeWay)	668.9492
Box Office (theatre)	5105
Business Office	5026
Business Department (School of)	5357
Campus Ministries	5062
Campus Calendar	5279
Cardinal and Cream	5376
Career Services	5421
Center for Academic Advocacy.....	5078
Center for Academic Support.....	6568
Chapel Facilitator (chapel credit)	5279
Chemistry	5596
Christian Studies (School of)	5117
College Services (printing)	5256
Communications Department	5597
Computer Services	5582
Commons (Watters, Hurt, McAfee)	5052, 5053, 5054
Concert Information	5285
Counseling Services	5322
Dawg Tag - (ID)	5033
Dean of Students	5090
Disability Services	5322
Dining Services	5420
Education (School of)	5372
Engineering	5270

English Department5131

Enrollment Services 5422

Facilities Management661-9818

Financial Aid 5015

Germantown Campus 901-759-0029

Greek Life 5094

Health Services 5284

History/Political Science5131

Hundley Center (tutoring) 5123

Hurt Commons 5053

Info Dawg Line (snow days, etc.) 661-5048

International Student Liaison 5031

Intramural Hotline 5039

Languages Department5131

Library 5070, Fax 661.5175

Long Distance Access Codes 3200

Maintenance Needs (please fill out work order in the commons)

Math/Computer Science Department 5270

Media Center 5077, 5377

Music Department 5345

Nursing (School of) 5200

Physical Education, Wellness, and Sports 5130

Physics 5270

Post Office 5290

President’s Office 5201

Provost’s Office 5203

Psychology Department 5064

Registrar’s Office 5040

Residence Life..... 5433 (LIFE)

Residential Network Support 5585

Ryan Center for Biblical Studies 5579

Safety and Security 5033

Social Work 5554

Sociology Department 5064

Sports Hotline 5463

Student Activities Council (SAC)5114

Student Leadership Development 5094

Student Life Office 5090

Student Government Association (SGA) 5032

Student Organizations 5094

Student Programs 5285

Teacher Licensure 5372

Testing (CLEP, Dantes) 5309

Undergraduate Admissions 5210

University Communications 5211

University Relations 5050

Union Station 500, 5474, 5475, 5476, 5477

Veteran’s Benefits/GI Bill 5040

Voice Mail (unlocking or resetting voice mail) 3000

Watters Commons 5052

Wellness Services/Center 5447
Workstudy/Workship 5407

HOURS

Cafeteria

Monday–Friday

Breakfast	7–9 am
Lunch.....	11 am–1:15 pm
Dinner.....	4:30 pm–6 pm

Saturday closed

Sunday

Continental Breakfast	8–9 am
Lunch.....	12–1 pm

The Lexington Inn

Monday–Friday..... 9 am–10:30 am

Saturday 8 am–9 am; Noon–2 pm; 4:00 pm–6 pm

Meal Ticket Use

Monday–Friday

Breakfast (*Will close at 10 am during Chapel*) 9 am–10:30 am

Lunch..... 1–4 pm

Dinner..... 6–8 pm

Saturday

Breakfast..... 8 am–9 am

Lunch..... Noon–2 pm

Dinner..... 4:30–6 pm

Sunday

Closed

Computer Center Hours: Fall and Spring Semesters

Monday–Thursday 7 am–12:30 am

Friday..... 7 am–9 pm

Saturday..... 11 am–5 pm

Sunday..... 2 pm–5 pm; 8–12:30 am

Summer Terms

Monday–Friday..... 7 am–9 pm

Saturday..... 9 am–3 pm

Sunday..... 2 pm–5 pm

Winter Term

Monday–Friday..... 7 am–9 pm

Saturday..... 9 am–3 pm

Sunday..... 2 pm–5 pm

(Times could vary during Summer and Winter Terms. Labs will also be closed during chapel on specific dates that are posted in the lab. Labs are closed on official school holidays. Please check Lab postings for updates.)

Health Services (open only when classes are in session)

Monday–Friday..... 8 am–11:45 pm; 1 pm–4 pm

*Please note that Health Services is closed on most chapel dates (dates posted in the clinic) and Tuesday mornings from 8:30–9:30 for Staff meeting.

The Hundley Center

Monday 1 pm–8 pm

Tuesday..... 1 pm–8 pm

Wednesday..... 1 pm–5 pm

Thursday..... 1 pm–8 pm

Library Hours: Fall and Spring Semesters

Monday–Thursday 7 am–12:30 am

Friday..... 7 am–6 pm
 Saturday..... 11 am–5 pm
 Sunday..... 2 pm–5 pm; 8 pm–12:30 am

Winter Term

Monday–Thursday..... 7 am–9 pm
 Friday..... 7 am–4:30 pm
 Saturday..... 11 am–5 pm
 Sunday..... 2 pm–5 pm

Summer Term

Monday–Thursday 7 am–9 pm
 Friday..... 7 am–4 pm
 Saturday..... 11 am–5 pm
 Sunday..... 2 pm–5 pm

(Hours may be modified in between terms. Summar Library closes for all school holidays.

Summar Library closes for the chapels requested by the President’s Office.)

Mail Services

Monday–Friday..... 8:30 am–4:00 pm

Open Visitation

Saturday..... 2 pm–9 pm
 Sunday..... 12 noon–6 pm

Residence Complexes (Commons Hours)

Monday–Wednesday..... (closed for meetings/chapel)..... 11 am–1 am
 Tuesday, Thursday 10 am–1 am
 Friday (Closed for Chapel) 11 am–2 am
 Saturday..... 12 noon–2 am
 Sunday..... 1 pm–1 am
 Winter Term Commons Hours..... 12 noon–12 am
 Summer Terms Commons Hours (McAfee only)..... 12 noon–12 am

Snow Schedule Website: <http://www.uu.edu/news> or 661-5048

Student Lounge

Monday 12 pm–10 pm
 Tuesday 12 pm–10 pm
 Wednesday..... 12 pm–6 pm; 8 pm–10 pm
 Thursday..... 12 pm–10 pm
 Friday..... 12 pm–8 pm
 Saturday..... 10 pm–8 pm
 Sunday..... closed

Wellness Center Hours (Fall/Spring Semesters)

Monday 6 am–10 pm
 Tuesday..... ladies' night from 9 pm–10 pm 6 am–10 pm
 Wednesday..... 6 am–6 pm; 8 pm–10 pm
 Thursday..... ladies' night from 9 pm–10 pm 6 am–10 pm
 Friday..... 6 am–8 pm
 Saturday..... 10 am–4 pm
 Sunday..... 2 pm–4 pm

Activities Center

Monday 12 pm–10 pm
 Tuesday 12 pm–10 pm
 Wednesday..... 12 pm–6 pm; 8 pm–10 pm
 Thursday..... 12 pm–10 pm
 Friday..... 12 pm–8 pm

Saturday..... 10 pm–8 pm
Sunday..... 2 pm–4 pm

Aquatic Center Hours (Fall/Spring Semesters)

Monday 1 pm–8 pm
Tuesday..... 6 am–8 am; 1 pm–3 pm; 5 pm–8 pm
Wednesday..... 1 pm–6 pm
Thursday..... 6 am–8 am; 1 pm–3 pm; 5 pm–8 pm
Friday..... 1 pm–6 pm
Saturday..... 3 pm–6 pm
Sunday..... 2 pm–4 pm

Check center postings for Summer and Winter Terms.

THE OFFICE OF STUDENT SERVICES

Helpful Addresses

<http://www.uu.edu>—Union Website

<http://vision.uu.edu>—Summar Library's database

<http://webadvisor.uu.edu>—(check your grades, register for classes, view transcripts check chapel balances, etc.)

<http://mail.uu.edu>—internet access to Groupwise, Union's required e-mail service. (Please note that first time access must be done from an on-campus computer.)

MISSION

The Student Services team works to enrich the educational goals of the University by providing opportunities for students which develop scholarship, leadership, spiritual growth, service and excellence in all matters.

Adult Studies

Faculty/Staff

Dr. Tom Rosebrough
Dean of the College of Education and Human Studies and
Professor of Education
trosebro@uu.edu 731-661-5372

Ms. Helen Butler
Assistant to the Dean, College of Education and Human Studies
hbutler@uu.edu 731-661-5374

Continuing Studies (BSOL/BSW)

Jackson Mrs. Beverly Absher
Chair, Department of Continuing Studies
and Assistant Professor of Business
babsher@uu.edu 731-661-5363

Mrs. Karen Miller
Coordinator of Continuing Studies
kmiller@uu.edu 731-661-5472

Mr. Carroll Griffin
Director of Marketing and Enrollment,
Department of Continuing Studies
cgriffin@uu.edu 731-661-5591

Ms. Cindy Shirley
Director of Credit for Prior Learning and Testing
schirley@uu.eu 731-661-5487

Germantown Mrs. Rachel Kuykendall
Director of Continuing Studies
rkuykend@uu.edu 901-759-0029, ext. 143

Mrs. Terri Richmond
Coordinator of Continuing Studies
trichmon@uu.edu 901-759-0029, ext. 141

Mr. Keelan Cook
Coordinator of Marketing and Enrollment,
Continuing Education
kcook@uu.edu 901-759-0029, ext. 142

R.G. Lee Centers

Jackson

Dr. Charles Fowler
Senior Vice President for University Relations
and Assistant Professor of Christian Ministries and Education
cfowler@uu.edu 731-661-5281

Ms. Valerie Trautman
Assistant Director of Church Services and
Administrative Assistant to the
Senior Vice President for University Relations
vtrautman@uu.edu 731-661-5160

RN-BSN

Accelerated BSN

14-Month BSN Completion

Jackson

Dr. Tim Smith
Dean and Associate Professor of Nursing
tsmith@uu.edu 731-661-5239/901-759-0029 x122

Mrs. Paula Karnes
Coordinator, Undergraduate Nursing Programs
pkarnes@uu.edu 731-661-5125

Mrs. Julie Patterson
Administrative Assistant to the Dean
jfpatter@uu.edu 731-661-5029

Germantown

Ms. Dana Wilkinson
Coordinator of Nursing Programs
dwilkins@uu.edu 901-759-0029, ext. 101

Graduate Programs

Master of Christian Studies

Dr. Greg Thornbury
Dean and Associate Professor, Christian Studies and
Director of the Carl F.H. Henry Center for Christian leadership
gthornbu@uu.edu 731-661-5117

Mrs. Christy Young
Administrative Assistant to the Dean of Christian Studies
cyoung@uu.edu 731-661-5117

Jackson

Dr. Bob Agee
Director of the MCS Program and Professor of
Educational Leadership
bagee@uu.edu 731-661-5117

Germantown Dr. Ken Easley
Director of the MCS Program, Germantown Campus
keasley@uu.edu 901-969-5950

Master of Business Administration

Dr. Keith Absher
Dean of the McAfee School of Business Administration
and Professor of Marketing
kabsher@uu.edu 731-661-5367

Mrs. Judy LeForgee
Administrative Assistant to the Dean of Business Administration
lcleforge@uu.edu 731-661-5296

Jackson Mrs. Luanne Powell
Director of the MBA and PPA Programs
lpowell@uu.edu 731-661-5341

Germantown Dr. Steven Arendall
Director of the MBA Program and Professor of Management
sarendal@uu.edu 901-759-0029, ext. 102

Ms. Sue Taylor
Coordinator of the Graduate Business Programs
staylor@uu.edu 901-759-0029, ext. 100

Master of Science in Nursing (Administrative & Education Tracks)

Jackson/Germantown Dr. Tim Smith
Dean and Associate Professor, School of Nursing
tsmith@uu.edu 731-661-5239/901-759-0029 x122

Mrs. Elsie Cressman
Coordinator of MSN Programs
ecressma@uu.edu 731-661-5124

Master of Science in Nursing (Nursing Anesthesia)

Jackson Dr. Mark A. Kossick
Program Director of Nurse Anesthesia and Professor of Nursing
mkossick@uu.edu 731-661-5124

Mrs. Elsie Cressman
Coordinator of MSN Programs
ecressma@uu.edu 731-661-5124

Master of Arts in Intercultural Studies

Jackson/Germantown Dr. Cindy Jayne
Associate Provost for the Institute for International
and Intercultural Studies and University Professor of Languages
cjayne@uu.edu 731-661-5358

Mrs. Carol Johnson
Program Coordinator, Institute for International
and Intercultural Studies

	cjohnso@uu.edu	731-661-5057
San Francisco	Mr. Adam Adams Coordinator of the MAIS Program, San Francisco aadams@uu.edu	415-380-1586

*MAIS students have access to the Golden Gate library and computer labs. For information on additional Gold Gate Student Services, please contact Mr. Adams and the contacts above.

Master of Arts in Education

	Dr. Tom Rosebrough Dean of the College of Education and Human Studies and Professor of Education trosebro@uu.edu	731-661-5372
	Ms. Helen Butler Assistant to the Dean, College of Education and Human Studies hbutler@uu.edu	731-661-5374
Jackson	Dr. Kenneth Newman Director of the MA.Ed. Program and Associate Professor of Education knewman@uu.edu	731-661-5490
Germantown	Dr. Jennifer Grove Director of the M.A.Ed. Program jgrove@uu.edu	901-759-0029, ext. 109
	Ms. Linda Tittle Coordinator of the M.A.Ed. Program, Germantown Campus ltittle@uu.edu	901-759-0029, ext. 129

Master of Education

Jackson	Dr. Ralph Leverett Director of the M.Ed. Program and Professor of Special Education rleveret@uu.edu	731-661-5385
Germantown	Ms. Nancy Easley Director of the M.Ed. Program and Associate Professor of Education neasley@uu.edu	901-759-0029, ext.103

Education Specialist

Jackson	Dr. Randy Shadburn Executive Director of the Germantown Campus, Director of the Ed.S and Ed.D. Programs and Associate Professor of Educational Leadership rshadbur@uu.edu	901-759-0029, x123/731-661-5483
Germantown	Ms. Beth Poyner Coordinator of M.Ed., Ed.S., and Ed.D. bpoyner@uu.edu	901-759-0059, ext. 118

Doctor of Education

Jackson	Dr. Randy Shadburn Executive Director of the Germantown Campus, Director of the Ed.S and Ed.D. Programs and Associate Professor of Educational Leadership rshadbur@uu.edu	901-759-0029, x123/731-661-5483
Germantown	Ms. Beth Poyner Coordinator of M.Ed., Ed.S., and Ed.D. bpoyner@uu.edu	901-759-0059, ext. 118

Doctor of Education in Higher Education

Jackson	Dr. Melinda Clarke Director of the Ed.D in Higher Education, Jackson and Germantown Campuses mclarke@uu.edu	731-661-5379
Germantown	Ms. Beth Poyner Coordinator of Education Graduate Programs bpoyner@uu.edu	901-759-0059, ext. 118

Germantown Campus

Executive Director	Dr. Randy Shadburn rshadbur@uu.edu	901-759-0029, ext. 123
Assistant Registrar	Ms. Teresa Hataway thataway@uu.edu	901-759-0029, ext 140
Receptionist/Financial Aid	Mrs. Michelle Brown mabrown@uu.edu	901-759-0029, ext 131
Admissions Counselor/Recruiter	Mr. Donald Holsinger dholsing@uu.edu	901-759-0029, ext. 120
Computing Services	Ms. Tabitha Washburn Technology Support Coordinator twashbur@uu.edu	901-759-0029, ext. 126
Security	Mr. Jason Morgan jmorgan@uu.edu	901-759-0029, ext. 136
	Mr. Don Lee dlee@uu.edu	901-759-0029, ext. 136

INTERESTING FACTS ABOUT UNION UNIVERSITY

- 1822 The city of Jackson was established.
- 1830 The population of Madison County was 11,595 and the population of Jackson was 675.
- 1849 The enrollment of Union University, Murfreesboro was 144.
- 1906 Basketball began at Union University with William N. Langworth as the first coach.
- 1917 During World War I, Union University became an official army post for the training of officer candidates.
- 1934 Union football team beat University of Mexico in Mexico City 32-6 before 10,000 spectators.
- 1935 Paul W. "Bear" Bryant began his first coaching job as assistant to A.B. Hollingsworth in the spring practice. Bryant later became one of the winningest football coaches in college history at the University of Alabama.
- 1941 During World War II, a service flag was displayed outside the chapel. A blue star (425) was sewn on for each person from Union who served, and a yellow star (11) was added for each one who gave the ultimate sacrifice.
- 1975 Union University moved to the current campus location in North Jackson.
- 1980 Union gets its first microcomputer, Radio Shack TRS-80, with 48K RAM and no disk drive.
- 1984 Former Union football player Bob "Bull" "Cyclone" Sullivan was featured in Sports Illustrated cover story entitled "The Toughest Coach There Ever Was" written by Frank Deford.
- 1987 The first IBM-compatible microcomputer lab replaced the typewriter lab.
- 1988 The fall freshman class contained Union's first Merit finalist, Ray Van Neste.
- 1990 Union reinstitutes its first graduate program, the M.A.Ed.
- 1991 Union became the first college in the United States to erect a Habitat home by itself.
- 1992 Former Union All-American infielder Luis Ortiz was called up to the major leagues by the Boston Red Sox. Ortiz spent only two seasons in the minor leagues before being drafted in the eighth round by the Red Sox.
- 1995 December 9. Union's official Web page went on-line.
- 1996 Dr. David S. Dockery elected 15th President.
- 1997 First Annual Scholarship Banquet was held with Lou Holtz as speaker. Subsequent speakers included Lady Margaret Thatcher, Colin Powell and Mikhail Gorbachev.
- 1998 February 21. The 175th Anniversary of Union University was celebrated with a 175-foot birthday cake.
- 1998 March 24. The women's basketball team won the NAIA National Championship under Coach David Blackstock.
- 1999 March 24. Chris Rice, a 1989 graduate of Union, took his first Dove Award for Male Vocalist of the Year at the Gospel Music Association's annual Dove Awards in Nashville.
- 2000 Union University opened their Germantown Campus at the new location, 2745 Hacks Cross Road, Germantown, TN on May 30.

Frequently Asked Questions for Union University Adult Students

☞ Please note the Frequently Asked Questions are divided by program areas.

What graduate degrees does Union offer?

Master of Arts in Education
Master of Education
Education Specialist
Doctor of Education
Master of Business Administration
Master of Christian Studies
Master of Science in Nursing
Master of Arts in Intercultural Studies

Where do I pay my tuition?

Please mail payments to:
Student Accounts, Union University
1050 Union University Drive
Jackson, TN 38305

Note: Some Program Directors will accept tuition payment.

Business

MBA, BSOL

What payment options are available, and when are payments due?

Students have three options for tuition payment. (1) Students may pay in full each semester when registering for class. You may be behind one course payment in order to register. (2) BSOL students may apply for Stafford Loans or Pell Grants only. MBA students are only eligible for Stafford loans. In order to apply these loans and grants toward your tuition, your financial aid must be approved prior to registration. (3) Finally, students may utilize the FACTS payment plan through the Union Business Office (731.661.5071) and obtain approval for monthly payment plans. You must register for FACTS prior to registration.

Please note that if federal Stafford loans, Pell Grants, employer reimbursements or the FACTS payment plan are not approved and available at the time of registration, students must assume the cost and paying in full by cash, check or credit card.

When do I apply for Financial Aid?

Students must apply for financial aid no later than six weeks prior to registration of classes. We advise that students begin conversations with financial aid 3-4 months prior to registration for classes. Loan application packets can be picked up from the Financial Aid Office located in the Student Union Building or in the MBA and LAUNCH Suite. To request that a financial aid application be mailed to you, please call Karen Miller at 731.661.5472. The loan application process will require that you (1) complete and forward the FAFSA (Free application for Federal Student Aid) to the federal government with Union University's code "003528." (2) Complete a Union Financial Aid Application and a Stafford Master Promissory Note and forward it to the Union University Financial Aid Office located in the Student Union Building (Financial Aid, Union University, 1050 Union University Drive, Jackson, TN 38305).

When is my first payment due?

To avoid the service charge of 1-1/2% on unpaid balances of tuition, all charges must be paid according to the due date on the monthly statement. Remember, each student is responsible for his or her student account. Students will not be allowed to continue in their program of study if they do not meet the requirements of their chosen payment option.

Will I receive a bill? If so, when?

Statements are mailed from the Business Office as soon after the beginning of each semester as possible. Service charges apply approximately 30 days after statements are mailed.

Who do I call when I have a question about my bill?

Please call the MBA/LAUNCH office at 731.661.5472.

How much is the MBA tuition?

MBA tuition for the 2006-2007 year is \$370 per semester hour.

PPA**What payment options are available, and when are payments due?**

Students have four options for tuition payment. (1) Students may pay in full each semester when registering for class. (2) Students may file tuition reimbursement forms prior to registration, and payment in full must be received prior to registering for the next semester. (3) Adult business students may apply for Stafford Loans or Pell Grants only. In order to apply these loans and grants toward your tuition, your financial aid must be approved prior to registration. (4) Finally, students may utilize the FACTS payment plan through the Union Business Office (731.661.5071) and obtain approval for monthly payment plans. You must register for FACTS prior to registration.

Please note that if federal Stafford loans, Pell Grants, employer reimbursements or the FACTS payment plan are not approved and available at the time of registration, students must assume the cost and pay in full by cash, check or credit card.

When do I apply for Financial Aid?

Students must apply for financial aid no later than six weeks prior to registration of classes. We advise that students begin conversations with financial aid 3-4 months prior to registration for classes. Loan application packets can be picked up from the Financial Aid Office located in the Student Union Building. To request that a financial aid application be mailed to you, please call Ms. Bobbie Bishop at 731.661.5212. The loan application process will require that you (1) complete and forward the FAFSA (Free application for Federal Student Aid) to the federal government with Union University's code "003528." (2) Complete a Union Financial Aid Application and a Stafford Master Promissory Note and forward it to the Union University Financial Aid Office located in the Student Union Building (Financial Aid, Union University, 1050 Union University Drive, Jackson, TN 38305).

When is my first payment due?

To avoid the service charge of 1½% on unpaid balances of tuition, all charges must be paid within 30 days after registration or have a tuition reimbursement form on file or have Financial Aid approved. Remember, to avoid a service charge of 1½% on unpaid balances of tuition, all charges must be paid according to the due date on the monthly statement. Unpaid balances must be made prior to registration for subsequent terms. Students will not be allowed to continue in their programs of study with unpaid balances.

Will I receive a bill? If so, when?

Statements are mailed from the Business Office as soon after the beginning of each semester as possible. Service charges apply approximately 30 days after statements are mailed.

Who do I call when I have a question about my bill?

Please call the Adult Student account office at 731.661.5071. If they cannot answer your question, they will contact the coordinator of your program and someone will return your call.

Nursing (MSN, RN to BSN)**What payment options are available and when are payments due?**

Students have four options for tuition payment. (1) Students may pay in full each semester when registering for class. (2) Students may file tuition reimbursement forms prior to registra-

tion, and payment in full must be received prior to registering for the next semester. (3) Adult undergraduate students may apply for Stafford Loans or Pell Grants only. Adult students may only apply for Stafford loans. In order to apply these loans and grants toward your tuition, your financial aid must be approved prior to registration. (4) Finally, students may utilize the FACTS payment plan through the Union Business Office (Ms. Jennifer Howell, Facts Coordinator and Student Accounts, 731.661.5071) and obtain approval for monthly payment plans. You must register for FACTS prior to registration.

Please note that if federal Stafford loans, Pell Grants, employer reimbursements or the FACTS payment plan are not approved and available at the time of registration, students must assume the cost and paying in full by cash, check or credit card.

When do I apply for Financial Aid?

Students must apply for financial aid no later than six weeks prior to registration of classes. We advise that students begin conversations with financial aid 3-4 months prior to registration for classes. Loan application packets can be picked up from the Financial Aid Office located in the Student Union Building. To request that a financial aid application be mailed to you, please call Ms. Bobbie Bishop at 731.661.5212. The loan application process will require that you (1) complete and forward the FAFSA (Free application for Federal Student Aid) to the federal government with Union University's code "003528." (2) Complete a Union Financial Aid Application and a Stafford Master Promissory Note and forward it to the Union University Financial Aid Office located in the Student Union Building (Financial Aid, Union, University, 1050 Union University Drive, Jackson, TN 38305).

When is my first payment due?

To avoid the service charge of 1½% on unpaid balances of tuition, all charges must be paid according to the due date on the monthly statement. Remember, each student is responsible for his or her student account. Unpaid balances must be made prior to registration for subsequent terms. Students will not be allowed to continue in their programs of study with unpaid balances.

Will I receive a bill? If so, when?

Statements are mailed from the Business Office as soon after the beginning of each semester as possible. Service charges apply approximately 30 days after statements are mailed.

Who do I call when I have a question about my bill?

Please call the Adult Student Accounts Office at 731.661.5071. If they cannot answer your question, they will contact the coordinator of your program and someone will return your call.

Education

How much is tuition?

Please check the program specific rates in the current Graduate Catalogue in the program sections or payment plan information distributed by the specific program office.

MSN	\$340 per semester hour
MAEd	\$300 per semester hour (Summer workshop—only \$200/hr)
MEd	\$300 per semester hour
EdS	\$330 per semester hour
EdD	\$370 per semester hour

How much tuition must I pay at the time of registration?

Full semester tuition or at least one-half is due at the time of registration and should be enclosed with the registration form. Subsequent payments should be remitted to the Office of Student Accounts.

What payment options are available?

Please pay by cash, check, or credit card (MasterCard, Visa, or Discover).

Financial Aid. The Federal Stafford Loan is available. Application packets are available in the particular program office or in the Financial Aid Office. Application for financial aid should be made at least 6-8 weeks prior to the beginning of your program. At least one-fourth of the semester tuition will be required if verification of financial aid is not presented at time of registration.

Employer reimbursement. Tuition Reimbursement Forms are available in the specific program office and must be submitted with appropriate approval signatures at the time of registration.

FACTS Monthly Payment Plan. Automatic monthly bank drafts for scheduled tuition payments. Applications are available in the specific program office or the Office of Business Services.

What is the difference in the MAEd and the MEd degree programs?

Both of these master's degrees are "curriculum and instruction" degrees. The difference relates to the delivery system, the curriculum, and the capability of the MAEd to include teacher licensure. Teacher licensure is a requisite for admission to the MEd. The MEd is a 14-month Saturday program while the MAEd is an evening program, the length of which is determined by the student for a period of up to five years.

Is a master's degree equivalent to teacher licensure?

No, not at Union. A teacher's license is issued by the Tennessee Department of Education and is required of those teaching in a Tennessee public school. Union's Teacher Education Program has been approved by the State to offer teacher licensure at the undergraduate and graduate level. A master's degree is a post-baccalaureate degree conferred by Union University upon those who complete specific degree requirements. Many students seek both the MAEd and teacher licensure concurrently, taking courses that count for both the master's degree as well as teacher licensure. However, the two programs are independent of each other and may be pursued separately.

How much coursework is required to obtain a teacher's license?

Requirements for teacher licensure can only be determined by individualized transcript audit. Students desiring teacher licensure should make application for admission to Union's Graduate Studies in Education program, order all official transcripts to be sent to the Office of Graduate Studies in Education, and make an appointment with the Director of Teacher Education (731-661-5372) for a transcript audit.

Am I required to order official transcripts from each and every former university even though the credit appears on another school's transcript?

Yes.

Does Union offer an Administration and Supervision licensure program?

Yes. Union offers an administration and supervision track in our Education Specialist Degree Program, a post-master's degree in educational leadership.

MAIS

How much is tuition?

For 2006-2007, the tuition is \$330 per semester hour.

When is my tuition due?

To avoid the service charge of 1½% on unpaid balances of tuition, all charges must be paid according to the due date on the monthly statement. Remember, each student is responsible for his or her student account. Unpaid balances must be made prior to registration for subsequent terms. Students will not be allowed to continue in their programs of study with unpaid balances.

Will I receive a bill? If so, when?

Statements are mailed from the Business Office as soon after the beginning of each semester as possible. Service charges apply approximately 30 days after statements are mailed.

What are my payment options?

Please pay by cash, check, or credit card (MasterCard, Visa or Discover).

Who do I call if I have a question about my bill?

Please call the Adult Student Accounts Office at 731.661.5071. If they cannot answer your question, they will contact the coordinator of your program and someone will return your call.

Are scholarships available?

At the present time, there are no Union University scholarships available for the MAIS program.

Is Financial Aid available?

Please contact the Financial Aid Office at 731.661.5212 for information concerning loans that are available for MAIS students.

Am I required to order official transcripts from each and every former university even though credit appears on another school's transcript?

Yes

UNION UNIVERSITY PROFILE

Our Identity

Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being Christ-centered, people-focused, excellence-driven, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

Our Core Values

- **Excellence-Driven:** We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of a desire to do all things for God's glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity, but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily life. Thus we will pursue excellence, without arrogance.
- **Christ-Centered:** A cohering core value of our guiding vision is a call to faith, a call to be Christ centered in all that we are and in all that we do. We will seek to build a Christian liberal arts based community where men and women can be introduced to an understanding and appreciation of God, His creation and grace, and to humanity's place of privilege and responsibility in this world. We will seek to establish all aspects of life and learning on the Word of God, leading to a firm commitment to Christ and His Kingdom. To be a Christ-centered institution calls for us to establish the priority of worship and service in the Christian life while seeking to develop a generation of students who can be agents of reconciliation to a factious church in a hurting and broken world. This commitment calls for all faculty and staff to integrate Christian faith in all learning and doing, based on the supposition that all truth is God's truth and that there is no contradiction between God's truth made known to us in Holy Scripture and that which is revealed to us through creation and natural revelation.
- **People-Focused:** A third pillar on which we will build our common commitments is the core value of being people focused. At the heart of our commitment to being people focused is the visible demonstration of valuing one another. We will give honor to one another through our words and actions, and by committing to each person's success. We therefore jointly commit ourselves to the success of Union University.
- **Future-Directed:** We will seek to maximize the windows of opportunity the Lord has presented to us to the greatest degree that resources allow. All of our resources and efforts must, by God's grace, be maximized to fulfill our common mission. A commitment to being future directed means we want to have a short-term focus and a long term view. We want to involve ourselves in efforts that prepare us effectively to impact the world of the 21st Century.

Our Mission

Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.

Our History

Union University is an heir of three antebellum Tennessee schools—West Tennessee College and its predecessor, Jackson Male Academy, both located at Jackson, and of Union University, located at Murfreesboro—and it is the inheritor of another college in 1927, Hall-Moody Junior College of Martin, Tennessee.

Jackson Male Academy, founded in 1823 shortly after the opening of West Tennessee for settlement, was chartered by the legislature in 1825, making it the oldest school currently affiliated with Southern Baptist life.

West Tennessee College originated in the mid-1840s when supporters of the Academy secured a charter for a college and received an endowment from the state to come from the sale of public lands. Under its charter, the property rights and governance of the Jackson Male Academy were vested in the trustees of the College. The College offered three degrees—bachelor of arts, bachelor of philosophy, and master of arts—and had four departments: Moral Philosophy, Languages, Mathematics, and Natural Philosophy and Chemistry. West Tennessee College continued until 1874, when at a time of depressed economic conditions, the trustees offered the College’s buildings, grounds, and endowment to Tennessee Baptists in the hopes of attracting a southwestern regional university planned by the state’s Baptist leaders.

Meanwhile, after years of discussion and the raising of an endowment, the Baptists of Middle Tennessee (there were three separate conventions in Tennessee at that time) in 1848 established Union University at Murfreesboro, near the geographical center of the state. Union University came upon hard times when in 1859 its highly respected president, Dr. Eaton, died and when during the Civil War its campus was badly damaged. It reopened in 1868 only to close again in 1873, largely because of its financial condition and an epidemic of cholera.

Southwestern Baptist University, the immediate predecessor of the present Union University, originated because of a desire by Tennessee Baptists, who still had a separate convention for each of the state’s three Grand Divisions, for greater unification. Education became the core issue around which such unification was promoted. Committees of the three conventions met jointly in Humboldt in 1873 and issued a resolution supporting the establishment of a first-

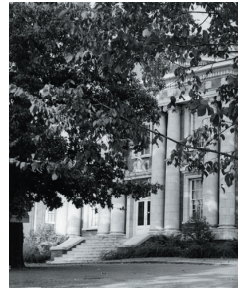
class regional university. An Educational Convention met in Murfreesboro in 1874, and following that a committee was appointed to select a location for the proposed university. The committee recommended the acceptance of the offer made by the citizens of Jackson to assume ownership of West Tennessee College.

In September 1874, the new institution opened at Jackson as an academy, and in 1875 it was chartered as Southwestern Baptist University. In 1907, Dr. T. T. Eaton, a trustee at Southwestern from its beginning, bequeathed his 6,000 volume library to the college. He was a former

professor at Union University at Murfreesboro, where his father, Dr. Joseph H. Eaton, had been president. Shortly thereafter the name of Southwestern Baptist University was changed to Union University to honor the Eatons and others from Union at Murfreesboro who had made a major impact on Southwestern as faculty, administrators, trustees, and contributors. In a further move to unify its educational efforts, the Tennessee Baptist Convention in 1925 secured a new charter which vested all rights, authority, and property of Union University in the Convention, including the election of the University’s trustees. Two years later, the Convention was able to consolidate Hall-Moody Junior College at Martin (1900-1927) with Union University. During the 1920s, Union discontinued its graduate program, its Law Department, and its high school and added a bachelor of music degree program.

After a major fire in 1912, several new buildings were constructed, including the centerpiece of the campus for the next 60 years, Barton Hall. In 1948 the Southern Association of Colleges and Schools granted Union University its original accreditation. In 1962, at the request of local physicians, Union developed a nursing program with the assistance of Jackson-Madison County General Hospital.

Because of an aging and landlocked campus, Union, in 1975, moved from near downtown to a new campus located along Highway 45-Bypass in north Jackson. During the administrations of President Robert Craig (1967-85) and President Hyran Barefoot (1987-1996),



enrollment increased from less than 1,000 students to over 2,000; the multi-purpose Penick Academic Complex was enlarged several times; many additional housing units were erected; and the Blasingame Academic Complex (1986) and the Hyran E. Barefoot Student Union Building (1994) were constructed. From the early 1950's to the early 1970's, Union operated an Extension Center in the Memphis area. From 1987-95, Union offered the degree completion program leading to the Bachelor of Science in Nursing (RN to BSN track) in Memphis. There were over 300 graduates of this program.



When David S. Dockery was elected as the fifteenth president of Union University in December 1995, he brought with him a compelling vision to build on a great tradition while taking Union to the next level of regional and national prominence in Christian higher education. The progress that has been made during this time has been remarkable: annual non-duplicating headcount increased from 2200 (in 1996) to more than 3500 (in 2004); significantly increased giving to Union, including ten of the largest commitments in Union history; instituted three five-year strategic plans; completed construction of two residence halls, the Miller Tower, Jennings Hall, Hammons Hall, and new Fesmire athletic facilities; successfully completed the \$60 million comprehensive "Building a Future" campaign (1998-2005) (now at \$69 million); renewed commitment to scholarship and research among Union faculty as a part of the establishment of the Center for Faculty Development; added new undergraduate majors in political science, physics, theology, digital media studies, church history, ethics, sports management, sports medicine, engineering; and graduate programs in education (M.Ed., Ed.S., and Ed.D.), nursing (MSN with tracks in education, administration, and nurse anesthesia), and intercultural studies (MAIS); SACS Level V accreditation was achieved; programs were added in undergraduate research; began LIFE group programs, student retention programs, student mission involvement, giftedness assessment program for freshman students; established an extension campus in Germantown, TN, which now has almost 700 students; established the Carl F.H. Henry Center for Christian Leadership; established the Charles Colson Chair for Faith and Culture; established highly successful annual Scholarship Banquet (1997-2004); and achieved top tier recognition in U.S. News and World Report and other important listings.



In many respects, Union University is in the strongest position in its history. For example, the University has enjoyed steady enrollment growth for a number of years, as indicated below:

Union University Annual Fall Enrollment

Another indicator of the University's health and vitality is the growth in the number of students completing programs at Union. As indicated below, this past year over 800 students graduated from Union, a 107% increase over the 96-97 school year:

Union University Annual Graduation Comparison

Key enrollment and financial indicators are monitored by University officials regularly to determine trends and to provide data for critical decision-making and analysis, including:

Key Enrollment Indicators	1996	2005
Fall Enrollment	1972	2981
Non-duplicating headcount	2183	3513
# of states/ countries	31/14	41/14+
% of male/ female	35/65%	40/60%
% of minority students	5%	19%
# of graduates	388	918

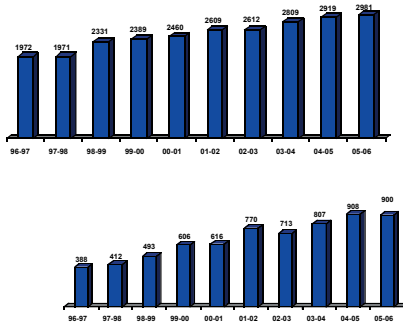
At its December, 2004 Board meeting, the University trustees approved a new strategic plan, “Union 2010: A Vision for Excellence.” The plan outlines goals and provides direction for the University for the next five years.

Our Statement of Faith

1. **The Scriptures.** The Scriptures of the Old and New Testament were given by inspiration of God, and are the only sufficient, certain and authoritative rule of all saving knowledge, faith, and obedience.
2. **God.** There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience. He exists eternally in three persons: Father, Son, and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being. God ordains or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.
3. **Humankind.** God originally created humankind in His image, and free from sin; but through the temptation of Satan, they transgressed the command of God, and fell from their original righteousness, whereby all humans have inherited a sinful nature that is opposed to God, and are thus under condemnation. As soon as they are capable of moral action, they become actual transgressors.
4. **Jesus Christ.** The second person of the Trinity is the eternal Son of God. In his incarnation Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature, yet without sin. He honored the divine law by His personal obedience, and by His substitutionary death on the cross He made provision for our redemption from sin. He was buried and rose again the third day, and ascended to His Father, at whose right hand He lives to make

intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the universe.

5. **Holy Spirit.** The Holy Spirit is the Spirit of God, fully divine, who exalts Jesus Christ. The Spirit convicts men and women of sin, of righteousness, and judgment, enabling them



to understand the truth. He calls men and women to the Savior, and brings about regeneration, which is a renewal of heart and nature.

6. **Salvation.** Salvation involves the redemption of the whole person, and is offered freely to all who believe in Jesus Christ as Lord and Savior; accepting and trusting in Him alone for justification and eternal life. Justification is God’s gracious declaration of righteousness of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made. Believers are also sanctified by God’s Word and Spirit dwelling in them. Sanctification is the process of progressing toward moral and spiritual maturity, enabled by the presence and power of the Holy Spirit. Those who are accepted in Christ and sanctified by the Holy Spirit will never totally nor finally fall away from the state of grace, but shall persevere to the end, and be kept by the power of God through faith unto salvation.
7. **The Church.** The Lord Jesus Christ is the Head of the Church, which is composed of all true followers of Christ, and in Him is invested supremely all power for its government. Christians are to associate themselves with local churches; and to each church is given the authority to administer order, to carry out ministry, to worship, and to practice discipline.
8. **Last Things.** The bodies of humans after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. God in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth. At the last day, the bodies of all the dead, both just and unjust, will be raised. God has appointed a day, when He will judge the world by Jesus Christ, when all people shall receive according to their deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.

CAMPUS SERVICES AND ACTIVITIES

ACADEMIC POLICIES/PROCEDURES

A significant part of the student's life at the University is spent in the classroom with objectives to acquire knowledge and to develop wisdom and to learn ways of applying them as Christian professionals.

Detailed information on academic requirements will be found in the Union University *Catalogue* at www.uu.edu/academics.

ACADEMIC RESOURCES AND INFORMATION SERVICES

EMMA WATERS SUMMAR LIBRARY

Our Philosophy of Library Service

The Christian academic library is hallowed ground upon which to seek the reality of God's truth in all fields of knowledge. It is there that all the seemingly disconnected disciplines find touch-points of common understanding through the best literature of the Christian intellectual traditions. It is there that the learning community finds the support and encouragement of others who are enjoying the adventure of life-long learning.

Our Mission Statement

The Emma Waters Summar Library is the central academic common for Union University. The library staff aspires to provide for the University excellent service, a broad and current resource collection, and a learning environment reflective of the finest Christian intellectual traditions.

Some Current Numbers

- A collection of more than 146,000 books
- Subscriptions to over 700 current periodicals
- Access to over 16,500 online journals
- Seating for up to 355 students
- A collection of over 4800 musical recordings
- Access to over 33,000 e-books
- 34 student computer workstations

Your link to the World's Best Knowledge

When visiting the library webpage at www.uu.edu/library you will quickly discover that Summar Library offers a healthy balance between the traditional and contemporary worlds of knowledge. In a time when information is cheap and plentiful we offer the student the unique opportunity to explore the best literature through a well-selected collection of books and online resources. We do all this in a safe comfortable environment with friendly caring staff committed to satisfying your hunger to learn.

ACCOUNTS

The Adult Student Accounts office can be reached at 731.661.5071.

ACTIVITIES CENTER

The E.T. "Rocky" Palmer Student Educational Activities Complex is a 27,000 square foot facility which serves as the center for student activities, P.E.W.S. department classes, and intramurals.

Housed in the Complex are two racquetball courts, a gym with four basketball goals, a 25 meter swimming pool, and a rock climbing wall.

This facility provides a variety of recreational and educational activities for students, faculty, and staff. An authorized Dawg Tag is required for all users of the Complex facilities.

ADMISSIONS AND RECRUITMENT

Union University, through the Office of Enrollment Services, seeks to recruit and admit quality students of qualified preparation and good character. Union is primarily an undergraduate

residential institution and seeks to enroll students who desire the educational and Christian life experiences that are offered here and are explained in the mission statement, guiding principles, and goals of the University.

AQUATIC CENTER

- The 25 meter, heated pool ranges from 4 feet in the shallow end to 12 feet in the deep end.
- The pool is handicap accessible and includes 2 diving boards, 1 basketball hoop and certified lifeguard supervision.
- The facilities are complete with bathrooms, locker rooms and showers.
- Whether you enjoy swimming laps, water aerobics or just playing with the kids, the Aquatic Center has opportunities for you.

ATHLETIC EVENTS

All current students are not charged for admission into Union athletic events, however, spouses and dependents must pay the admission price.

BASKETBALL COURT (Outdoor)

The Class of 2002 outdoor basketball court is available to all students, faculty or staff. Basketballs may be checked out from Hurt or Watters Commons or the Student Activities desk. Shirts must be worn during play, and pinnies are available in the Wellness Center if needed.

BOOKSTORE

The University Bookstore is owned by the University and operated by Lifeway Christian Store as a service facility provided for its family of students, faculty and staff. Lifeway Christian Store makes available required textbooks, school and art supplies, Bibles, general books, albums, tapes, sundries, gift items, soft goods, and other assorted merchandise. Visit www.uu.edu/bulldogshoppe for additional merchandise.

Services

The bookstore is a self-serve operation. Bookstore personnel ask that students please leave notebooks, books, umbrellas, brief cases, etc., in the space provided at the store entrance before entering the sales area. This habit will eliminate embarrassment for students and the cashier when they are ready to leave.

Students should keep the register receipts which the cashier gives them. This is proof of purchase and must be presented with any request for adjustment or refund.

Students are advised not to make any marks, including their name, in the books which they purchase until classes have been attended and texts verified.

Students with disabilities may make prior arrangements to receive textbooks on tape.

Textbook Prices

Because the prices of elementary and high school textbooks were absorbed in the total tax dollars ones parents paid, assuming personal responsibility for textbooks is a new experience for most students. Students discover, as thousands of university students have discovered, that textbooks are expensive. They are expensive because they are costly to write, to publish, to ship and sell, and because the ever growing body of knowledge in our day gives most textbooks a shortened period of usability. Nevertheless, the textbook investment will represent less than 2% of the total cost of one's education.

Used Books

In order to stretch textbook dollars, the Bookstore attempts to have available used copies of current texts whenever possible. These are purchased from students and from used book companies. The Bookstore buys used books at one-half their purchase price and sells them for three-fourths of the publisher's current retail price. The same used book may be sold back to the Bookstore again at one-half price, provided it is being used by the professor for the next term and book quantities for class have not been filled. In order to sell books back to the bookstore students must show their student I.D. (Note: Books no longer being bought by the

store may be sold to a representative of a used book company. Notices of the buying schedule will be posted at the bookstore.)

Book-Buy, Lost or Stolen Books

The bookstore does not assume responsibility for lost or stolen books. A Stolen Book Report may be completed in the bookstore for use by the management at book-buy-back time.

Special Orders

The Bookstore will order any supply item or books in print not currently in our stock. The Bookstore manager will assist students in looking up information regarding price, publisher, etc. for a special order.

Refunds

Textbooks may be returned for full credit within 14 calendar days of the first day class for Fall or Spring Semester. Textbooks may be returned within 7 calendar days for short terms such as winter, summer and accelerated classes. Textbook returns must be accompanied by a valid receipt of purchase, and books must be in the same condition as they were when purchased. New textbooks with markings or textbooks out of shrink wrap will be non-returnable.

BULLETIN BOARDS

Notices, announcements, and advertisements to be placed on University bulletin boards must be cleared through the office of the Dean of Students, or the Assistant Dean of Students. Posted materials which do not bear the "Approved by Student Services" stamp are subject to removal. Posters and notices may not be placed on doors, windows, painted walls, or furniture. Those who put up signs are responsible for removing them within 2 days after the event.

Off-campus distribution of advertising posters by students representing campus organizations must be approved in the Student Life Office.

CAMPUS PRINTING

Students can make copies for 10 cents in Hurt Commons or in the library. Copies can also be made in College Services for 4 cents, although there is a waiting period. College Services also offers color printing for 75 cents per copy (originals, USB, CD).

CAREER SERVICES

The Career Services staff assists students needing guidance in defining their academic major/career goals and encourages all students to begin career planning in the freshman year. The Career Services Resource Center includes a variety of resources to assist students in relating academic pursuits, personal interests, skills and values to their career plans. The department also maintains a web site for full-time and part-time off campus employment and internships as well as events sponsored by Career Services. As an added feature, the department provides an online résumé database whereby students can upload their résumés for review by employers seeking to fill professional positions. Finally, personality testing, career development workshops, interview skills training, and career counseling are offered as a holistic approach to career development in order to assist students with preparation for their life calling and career success. For more information about the Career Services department, visit the Career Services web site located at www.uu.edu/student-services/careerservices.

CELL PHONES/BEEPERS

The University strives to provide a positive learning environment for all students. Cell phones and beepers disrupt classes and quiet places of study. We ask your cooperation in doing the following:

- turn off your cell phones and beepers in the classroom and chapel
- remove phone conversations from quiet places (e.g., library and computer labs)

CHANGE OF ADDRESS/NAME

Students are responsible for reporting any change of name, or home/school address to Union Station or the Academic Center. Change of name requires proof by Social Security Card or court documents.

CHAPEL

Chapel services are every Friday and most Wednesdays at 10:00 a.m. During these times the University community gathers for a shared learning and growing experience within the context of corporate worship. Chapel services are designed to provide spiritual encouragement, moral guidance and intellectual challenge through such events as: Renewal Week, Global Opportunities Week, concerts and other special events. Non traditional and part time students (age 24 and above or students taking less than 12 hours) are exempt from required chapel, however adult students are welcome to attend all chapel services.

CHECK CASHING

Union Station will cash checks for up to \$50 during regular office hours. A service charge of \$10 will be assessed on all returned checks. An ATM is located in the SUB Building.

COMPUTING SERVICES

Computer labs are available exclusively to current Union students, faculty, and staff at no charge. Approximately 300 microcomputers are located on the Jackson campus for student access, of which 78 are housed in three large labs used in varying amounts for classes. Sixty-three are available at the Germantown campus. All labs are scheduled for classes on a day-to-day or entire-semester basis. Class reservations for the following week are posted near all lab doors and in labs on Friday afternoon so that you may plan your work schedule accordingly. All labs are closed for official school holidays and for required chapel sessions. Call 661-5400 to find out about lab availability. It is university policy that only students registered for the class meeting in the lab are allowed to use the equipment in the lab at that time. Student Lab Assistants are available at the Help Desk during open lab hours. They can assist you in solving problems with the hardware or software. Students are expected to use their discretion in selecting sites to access on the Internet, avoiding sites that might be considered objectionable by others. The University's Acceptable Use Policy can be found at www.uu.edu/computing/aup.htm. Your Union-provided e-mail account is considered an official means of university communication. You can learn more about this at www.uu.edu/computing/stuemail.htm.

CONFIDENTIALITY OF STUDENT RECORDS

FERPA—Family Educational Rights and Privacy Act

Congress approved and the President has signed into law the Family Educational Rights and Privacy Act of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates the institution is responsible for making its students aware of the law and its ramifications.

Definition of Student - A student is one currently enrolled or who has previously been enrolled.

Definition of Record - Within 45 days of receiving a request, colleges must allow students to inspect their "educational records" which include records, files, documents, and other materials which contain information directly related to a single student and are maintained by the university.

Financial Forms and Confidential Letters - Students are not guaranteed access to financial information furnished in the past or future by their parents, nor to confidential letters of evaluation filed prior to January 1, 1975. As to letters received after 1975, the law allows the student to waive his/her right of access if the letters have to do with admission, employment or honors, if the letters are used only for those purposes and if the student is told, on his/her request, the names of all letter writers. No student or applicant may be required to execute a waiver, but an unsuccessful applicant, waiver or no, has no right to inspect all or any of the file accumulated in his/her case.

What is not a record - FERPA II defines certain other material as falling outside the definition of "education records" and not (by Federal Law) open to inspection by parents or students. Such materials are: a) the records about students made by teachers and administrators for their own use and not shown to others; b) campus police records, under certain circumstances;

c) employment records for college employees who are not current students; d) records about college students or those over 17 years old “created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional” acting or assisting in such capacity, for treatment purposes, and which are available only to persons providing such treatment.

What Kinds of Information About a Student May be Released, to Whom, and Under What Conditions?

Directory Information - Information which may be unconditionally released to the world, without consent of the student, unless the student has specifically asked that his/her prior consent be obtained. “Directory Information” includes a student’s name, campus and home address, telephone listing, date and place of birth, major field of study, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, degrees and awards received, and the most previous educational institution attended by the student.

Access Without Student Consent - FERPA II expands the list of people who may have access to a student’s actual record (or to receive personally identifiable information contained therein) without a student’s consent.

Teachers, administrators and the like (in the same institution) may look at the record if they have a “legitimate educational interest.”

Colleges may transfer information: a) to other educational institutions in which the student intends “or seeks” (new) to enroll (though the students must be given a copy of the record, if he wishes, and an opportunity to challenge it); b) to enumerated public officials (like the Comptroller General of the United States); and c) “in connection with a student’s application for, or receipt of, financial aid.”

Five new categories of recipients are: 1) state and local officials to whom state law in effect on November 19, 1974, required information to be reported. This presumably was added in recognition of the common statutory requirement that certain kinds of infectious diseases, gunshot wounds, and the like be reported to public authorities; 2) organizations like ETS and CEEB in connection with “developing, validating, or administering predictive tests, administering student aid programs, and improving instruction,” but such organizations must not show the personally identifiable information to outsiders and must ultimately destroy it; 3) “accrediting organizations in order to carry out their accrediting functions;”; 4) parents of a student who is a dependent for income tax purposes (the HEW regulations, when issued, should make clear when a college may reasonably assume that a student is an income tax dependent; 5) “appropriate persons” in the case of health and safety emergencies, with the details left for enunciation in NEW regulations.

Other than in the exceptions just listed, or in the case of directory information or in responding to judicial process, a college may not release “personally identifiable information in educational records” or allow anyone else access to those records, unless the student has given his/her written consent “specifying records to be released, the reasons for such release, and to whom,” and a copy of the released records is furnished the student.

Judicial Process - If the college is responding to a court order or subpoena, it is under no requirement to give a student a copy of the materials furnished, but it must notify him “of all such orders or subpoena in advance of compliance therewith.” It is to be presumed that the HEW regulations will require only reasonable notification efforts by a college before the due date of a subpoena.

Release of Information - All grades are mailed in the student’s name and to his/her permanent address unless the student informs the Registrar’s office of an alternative address. Likewise, if a student does not want “Directory Information” released, he/she should contact the Registrar’s Office and fill out the necessary form. After contacting the Registrar’s office, residential students should also notify their Residence Director.

Custodians of Records - Student records at Union are found in the Office of Student Life and in the Registrar's Office. If a student wishes to examine their records in either of these offices, they should make an appointment to do so.

If a student wishes any organization to which they belong, such as a fraternity or sorority, to have access to their grades, it is necessary for them to sign a release to this effect in the Registrar's Office.

If further information is needed concerning the Family Educational Rights and Privacy Act, please feel free to come by the Office of Student Life or the Registrar's Office for assistance.

The University reserves the right to withhold transcripts in cases of delinquent accounts.

Types of Administrative Records

There are a number of offices on campus where student records are housed. All records pertaining to academic information such as grades, transcripts, etc., are housed in the Registrar's Office. The official personal file is housed in the Residence Life Office in the Office of Student Life. Letters of recommendation, personal letters, judicial information, and a running account of the students' life at Union University are contained in these files. All health forms and medical records are housed in the Health Services Office. Information of a counseling and guidance nature are housed in the Counseling Services Office. Students receiving financial aid have a file which is housed in the Financial Aid Office. Information concerning each student's financial account with the University is housed in the Business Services Office.

COUNSELING SERVICES

Counseling services are readily available for any student needing assistance with personal, emotional, relational, or psychological concerns. Services are also available to help students with study skills. The full-time services of a counselor are provided on the main campus at no charge to students. Referrals to meet special needs for which the student intends to assume financial responsibility can also be made by the Director of Counseling Services and the Dean of Students or Assistant Dean of Students. All counseling situations are held in strict confidence. Students at the Germantown campus should contact Mrs. Lindy Hannah, Coordinator of Nursing Programs and Assistant Registrar, for referral to the service provider under contract in that area. Please consult the Counseling Services website for more information—www.uu.edu/studentsservices/counseling.

DINING SERVICES (Cafeteria and Lexington Inn)

The dining room is located in the Student Union Building and is under the management of ARAMARK. Twenty meals per week are served in the dining hall. No Sunday evening meal is served.

Two types of meal plans are offered. The Traditional Plan guarantees a certain number of meals per week. The meals on this plan begin every Monday at breakfast and are non-transferable. No guests may use any of your weekly meals, and meals will not roll over week by week. The traditional plan offers a 7 meal per week plan (\$725 – for those in kitchen apartments only), the 12 meal plan (\$1,050) and the 20 meal plan (\$1,280).

The second type of plan is the Block Plan. Students buy a certain number of meals per semester, and the number of meals decline in balance as you use them over the course of the semester. While you may not give your Dawg Tag to someone else, you may bring family or friends with you on this plan and “pay” for their meals using your declining balance. Any unused meals at the end of the semester will not be refunded. One hundred meals per semesters are offered (\$765 – for those in kitchen apartments only) and 150 meals per semester (\$1,145).

All single residents are required to purchase a meal ticket (excluding Warmath residents). Non-Kitchen apartments will be assigned a 12 meal traditional plan unless the resident requests a different plan. Only those students who live in kitchen apartments may purchase the minimum Seven Meal Plan or 100 Block Plan.

No changes to meal plans can be made after August 15 for the fall semester or January 15 for the spring semester. (Meal plan changes during J-term/summer classes must be made

before classes begin.) Commuters may see Tina Giddens in the Business Office to purchase a five-meal per week traditional plan for \$515 or a 75 meal block plan for \$575. Individual meals may also be purchased at the door.

During registration the Business Office will charge each residential student for a meal plan and notify food services of the type of meal plan purchased. Each student's Dawg Tag serves as his or her meal ticket. The Dawg Tag must be shown to the cashier at each meal. Loss of a Dawg Tag should be reported to the Office of Safety and Security. Cards are designed to serve only the person to whom the card is assigned and are not transferable. The sharing of cards is not permitted, and only those on the block meal plan may bring guests with them and use their Dawg Tag balance to bring guests in on their card. Temporary meal tickets can be obtained in the Office of Safety and Security for \$1.00. These temporary meal tickets are to be used only in case of emergency.

DIRECTORY INFORMATION

Directory information (student's name, address including e-mail address, telephone number, date and place of birth, photograph, academic major, class schedule, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests in writing to the Academic Center that it be released only upon his/her consent.

DISABILITY SERVICES

Most facilities on campus are accessible to students with disabilities. When barriers do exist, special arrangements are made to schedule classes or other activities in accessible locations. Housing units designed for persons having a physical disability are available in each of the three residence complexes.

Students should address questions or comments regarding services to accommodate their disability or academic accommodations to the Registrar or the Director of Counseling Services. Please consult the Counseling Services website for more information—www.uu.edu/studentsservices/counseling. Any student who feels that accommodations are not being fully met should contact the Director of Counseling Services.

DRESS CODE

Union students are expected to maintain a standard of dress which ensures neatness, cleanliness and appropriateness of attire. In their dress, as in their behavior, they are expected to reflect the marks of educated and mature Christian persons.

Appropriateness of attire is determined by time, place, and occasion. While certain types of dress or apparel may be appropriate for one occasion, they may not be appropriate for regular wear around the University. Excesses which tend toward immodesty, indiscretion, or indecency are unacceptable.

Bike shorts, strapless tops, bare midriffs, and cut-off shirts and shorts are inappropriate for public areas and are not permitted.

Slogans, pictures and advertisements displayed on hats and clothing shall be in keeping with the University's philosophy. No suggestive or derogatory phrases or pictures are permitted, and no alcoholic beverage advertisements are to be worn.

Footwear is required on the campus grounds with the exception of the playing areas immediately adjacent to the residence complexes and the athletic fields. Footwear is required in the Academic Buildings, and the Student Union Building.

Caps and hats are inappropriate for wear in chapel and the classroom.

EMAIL

PLEASE NOTE: All Financial Aid information will be sent to the student via the official University email system and not by postal delivery; therefore, it is required that all students access their Union University email and WebAdvisor accounts.

For Groupwise

Email policy requires students to read and respond to email sent by the University to their Union email accounts. The policy went into effect February 1, 2003.

All students must login to Union's email system at a Union University computer terminal on campus the first time. After that, students may access their Union email accounts by accessing the internet and typing the following address: mail.uu.edu (do not type www).

EMOTIONAL STABILITY OF STUDENTS

The Dean of Students reserves the right to contact parents or guardians in situations where a student's behavior indicates he or she is not in control of his/her behavior or emotions. A student who is self-mutilating, or is actively or passively placing themselves or others at physical or emotional risk may be removed from campus until arrangements can be made for a safe return to campus. Additionally, the Dean of Students reserves the right to make decisions regarding the feasibility of the continued enrollment of emotionally unstable students. Students who have withdrawn for medical reasons (including psychiatric or psychological care) may be required to provide documentation that the medical condition has been adequately treated and that any necessary accommodations have been prepared to enhance the future academic success of the student. Documentation may include but is not limited to: 1) reports of treatment from attending professionals; 2) letters of recommendation from attending professionals and/or parents; and in some instances, 3) a personal interview with the attending professionals.

FACILITIES

The Union University campus is designed with the student as its axis. All facilities, services, programs, and personnel are interrelated in an attempt to meet the needs and interests of students. The campus facilities include the Penick Academic Complex, Blasingame Academic Complex, McAfee Residence Complex, Hurt Residence Complex, Watters Residence Complex, Warmath Family Housing Complex, Hyran E. Barefoot Student Union Building, the Facilities Management Building, Hammons Hall, Jennings Hall and Miller Tower.

The Penick Academic Complex houses the George M. Savage Memorial Chapel, Fred DeLay Gymnasium, E.T., "Rocky" Palmer Activities Center, Joseph H. Miller, III Science Center, W. D. Powell Theater, Waldrop Administrative Center, Emma Watters Summar Library, Hundley Center for Academic Enrichment, and most academic facilities.

The Blasingame Academic Complex houses the McAfee School of Business Administration, the Center for Business and Economic Services, the Center for Educational Practice, and the School of Education and Human Studies. Offices, classrooms, educational laboratory space, and a computer laboratory related to the areas are located in the building.

Student housing is in close proximity to the academic facilities and the Hyran E. Barefoot Student Union Building. It features private bedrooms for over a thousand students in apartment-like units.

Student Family housing is located in Warmath Apartments, north of single-student housing.

The Hyran E. Barefoot Student Union Building houses the cafeteria, Lexington Inn, College Services, mail services, student lounges/study areas, a prayer chapel, a 120 seat auditorium, Student Government Office, the Office of Student Life, the Office of Campus Ministries, and the Office of Enrollment Services and Financial Aid.

Hammons Hall contains the Lifeway Christian Store as well as the offices for University Relations, Testing, and non-traditional degree programs. General classrooms and a community room are also housed in Hammons Hall.

Jennings Hall is the newest campus building in which the Department of Music, Communication Arts and Christian Studies reside. Included within Jennings Hall is Hartley Recital Hall, television production studio and the Ryan Center for Biblical Studies.

Union's Germantown Campus offers graduate programs in business, nursing, and education.

FINANCIAL AID

Students who need financial assistance to help meet university expenses should refer to the Union University Catalogue for types of assistance available and should make application for aid through the Office of Student Financial Planning. The policies and procedures governing financial aid can also be viewed in the Catalogue. Students may also view financial aid information on Union's web site—www.uu.edu/financialaid, or request information in the Office of Student Financial Planning. Students enrolled in the BSOL or RN to BSN program are eligible for Pell Grants, TSAA and Federal Loans. They are not eligible for institutional funds. Graduate students are only eligible for Federal Loans. RG Lee students are not eligible for any funds. For more information, please see the Frequently Asked Questions section on page 11.

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.

Final grades are reported following each term or session to the student. Faculty may change grades as necessary by filing a grade change card in the Academic Center not to exceed 120 days from end of semester or term. The student will be notified by the Academic Center.

FOOD AND BEVERAGES

Food and drinks should be consumed in the Lexington Inn, the cafeteria or the student lounges. Students are requested to refrain from taking food and drinks into the corridors, the classrooms, the library, or the chapel.

GRIEVANCE PROCEDURES

These are orderly procedures by which a student may be heard concerning a just grievance. Procedures are outlined below:

Review of Instruction

This procedure should be followed when a student wishes to register dissatisfaction with the quality of instruction or with the performance of a professor. Note: A student who wishes to register a grade dissatisfaction should follow the Review of Grades grievance procedure specified below.

The student should start with the chair of the appropriate department or, in those situations where there is no department chair, with the dean of the appropriate school.

If additional discussions are desired or if the student does not wish to talk with the appropriate department chair or school dean, the student should see the appropriate college or school dean (e.g., Dean, College of Arts and Sciences) or the Provost.

If still additional discussions are desired the student should first talk with the Provost, and, if necessary, to the President of Union University.

Depending on the level of discussions, all documents relating to the above procedure will be retained by the department chair, college/school dean, or Provost while the faculty member is employed by Union University. These documents will be kept in a file other than the faculty member's personnel file.

Review of Grades

This procedure should be followed when a student wishes to register a grade dissatisfaction. This dissatisfaction may arise because the student believes the grade does not accurately reflect the quality of the student's academic work or because the student believes the grade was determined in a manner not consistent with the course syllabus. This procedure must be initiated within three months of the mailing (or posting) of the final grade.

The student should ask the instructor how the grade was determined. It is hoped that most problems can be resolved at this level.

If additional discussions are desired, the student must request, in writing, a review of the situation by the student's faculty academic advisor and the chair or dean of the course instructor's academic department or school. If one of these persons is the course instructor and, therefore, should not participate in the review, the other person on the review committee

should select the second member. This second member should be a faculty member within the course instructor's academic department.

If either the student or the course instructor is not satisfied with the decision rendered by the review committee, either party may request that the matter be heard by the Faculty Affairs Committee. The Provost will act as a clearing house for a course syllabus and "position papers" from the student, faculty member, student's faculty advisor, and chair or dean, which detail each person's opinion and defense of their side of the disagreement. Additional material could include tests, quizzes, papers, etc., which have a direct bearing on the disagreement. The Provost will call a meeting of the Faculty Affairs Committee and will deliver copies of the material to the committee chair. The Faculty Affairs Committee will review the material and write a response outlining their recommendation.

Either the student or the course instructor may appeal the decision of the Faculty Affairs Committee to, first, the Vice Provost, then the Provost and, if necessary, to the President. The decision of the President will be final.

All documents relating to the above procedure (if the grievance cannot be resolved at the instructor level) will be retained in the student's file kept in the Academic Center.

If a student feels that there is a problem concerning the privacy of his/her grade records, the student is referred to the *Student Handbook* section, Confidentiality of Student Records.

Review of Academic Dishonesty Including Plagiarism

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids on examinations and all graded assignments, to refuse to give or receive information on examinations and all graded assignments, and to turn in only those assignments which are the result of their own efforts and research.

Any students found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the Office of the Provost. If the student deems this action unfair, he/she may request a hearing before the Provost. If the student deems this action unfair, he/she may request a hearing before the Provost and instructor. A written report of this hearing and decision will be retained by the Provost.

If either the student or faculty member involved deems the Provost's action unsatisfactory, he/she may request a hearing before a committee composed of the President of the Student Government Association and the Faculty Affairs Committee. The decision of this committee will be final upon approval by the President.

GUIDANCE AND COUNSEL

There are a number of resources available to students at Union when they want to talk with someone about a concern or problem they are facing. If the problem is of a moral or spiritual nature, students may wish to contact the Minister to the University or someone in the Office of Campus Ministries. The student's personal well being is of utmost importance and all information will be kept confidential.

HEALTH INSURANCE

The University has made arrangements with Sentry Life Insurance Company and Student Resources Insurance Company to offer a voluntary health insurance program to all full-time students. Complete details about this insurance may be secured from the Office of Health Services. Students are strongly encouraged to carry health insurance.

HEALTH SERVICES

The University Health Clinic is open Monday through Friday, 8 am–11:45 am and 1 pm–4 pm when classes are in session. The clinic is closed for most Chapel services (dates posted in the clinic) and on Tuesday mornings from 8:30–9:30 am for staff meeting. This clinic is staffed by a full-time registered nurse who sees patients on a walk-in basis and a health services secretary. A university physician and one nurse practitioner also provide services to the clinic on a part-time basis. Appointments may be made through the health services secretary for each of these professionals. Health services provided by the university clinic are available for

students, faculty and staff but not the dependents of these individuals. Student fees cover the primary costs for the health care rendered to clinic patients. However, vaccinations, lab work and other various treatments may require a small additional charge. Costs from health care received at an off-campus facility will also be the responsibility of the patient.

When the University Health Clinic is closed, resident students should contact their Residence Director or their Resident Assistant for health related issues (298-7768). Evening commuter students with medical emergencies may receive assistance by calling a security officer on the 24-hour cell phone (394-2922).

Health forms and immunization records which are submitted as a part of the application process are kept on file in the University Health Clinic for four years after a student's last semester at Union University. After the four years these records will be placed in storage until the student's tenth anniversary, at which time the records will be destroyed. Copies of one's health record may be obtained by written consent only. This consent form may be downloaded from the Health Services Web site and mailed, faxed or delivered to the clinic. Fax: (731-661-5499).

THE HUNDLEY CENTER—(including free peer tutoring)

Union University offers all students trained tutoring support in The Hundley Center located on the second floor of the library. This free tutoring is dedicated to enabling learners to better understand a variety of subjects and learning approaches in content areas such as Accounting, Biology, Chemistry, Christian Studies, Computer Science, English, German, Greek, History, Mathematics, Music Theory, Nursing, Physics, and Spanish. Other subjects are available upon request.

IDENTIFICATION CARDS (“Dawg Tag”)

Each student is required to have a current photo identification card. Student identification cards (Dawg Tags) will be made during the initial registration. The Dawg Tag is needed for use in the residence complexes, library, bookstore, cafeteria, labs, and post office. It is required for voting in campus elections, for admission to athletic events, for entrance through the Welcome House after curfew, and for check cashing.

Dawg Tags also feature a debit option. Students may visit Union Station to place money on their dawg tags. This money can then be used in the Cafeteria or Lexington Inn. Please place only the amount of money you will use in a semester on your dawg tag.

Student fees cover the cost of the Dawg Tag made during regular registration. Replacement cards may be secured from the Office of Safety and Security during posted hours at a cost of \$25.00.

Any student at any time while on campus must furnish satisfactory identification upon request of a faculty member, administrative official or security officer.

The University is not responsible for lost or stolen cards, or the remaining balance on lost or stolen cards.

JACKSON SYMPHONY CONCERT PROGRAMS

As an avenue of cultural expansion, the University makes available to its students a limited number of tickets to the classical concerts of the Jackson Symphony Orchestra. These tickets are available through Union Station, free of charge.

INFO DAWG LINE

The Union community can use the Info Dawn Line at 661-5048 as the best source for university closings or other pressing information.

JACKSON SYMPHONY CONCERT PROGRAMS

As an avenue of cultural expansion, the University makes available to its students a limited number of tickets to the classical concerts of the Jackson Symphony Orchestra. These tickets are available through Union Station, free of charge.

THE LEXINGTON INN

The Lexington Inn was Union University's most celebrated gathering place for decades before the campus moved to North Jackson in 1975. Students for years congregated for food

and warm, friendly conversation at all hours of the day and night. Now after more than 20 years of its closing, Union is reviving the atmosphere of the old campus landmark with its snack bar/coffee house.

LICENSE PLATES (Union University)

If your permanent residence is Tennessee and you would like to request a Union University license plate, contact your County Court Clerk's Office (the county of your permanent residence) and request a Union University License Plate. If they do not have them in stock, they will contact the Madison County Court Clerk's Office and request one for you. Madison County will mail the UU plate to your County Court Clerk's Office. For your convenience, you can make arrangements to pick the plate up at the Madison County Office (instead of having it mailed to your County Court Clerk's Office). Each year your County Court Clerk's Office will mail to your permanent residence a license plate renewal form. The form will list each license plate available in the state of TN, including the UU plate. If renewing your license plate by mail, simply request a Union University plate on the form that your County Court Clerk mailed to you.

LOST AND FOUND

When an item is lost or found it should be reported to Union Station located adjacent to the Administrative Center or to the Office of Safety and Security located in the Student Union Building. Items not claimed by owners after 90 days may be claimed by the finder.

LYCEUM PROGRAMS

Several special programs intended for the cultural enrichment of the student body are scheduled throughout the school year. These programs are planned and administered by the Lyceum Committee consisting of faculty, students and administrative members. A schedule of the programs will be made available to students during the early part of the Fall Semester. Free or discounted tickets to Lyceum events are available at Union Station.

MAIL SERVICES

Each student may receive a free mail box and combination at Campus Mail Services during registration and will maintain the same box number throughout his/her university career, provided he/she does not drop out for a semester. All residential students are required to have a Union mail box. Campus Mail Services is located in the Student Union Building.

The mail is posted Monday through Friday as soon as possible after delivery from the Post Office. A notice is placed in the mailbox of the person who receives a package. The package may be secured by presenting the notice to post office personnel. Postal hours are 8:30 am – 4:00 pm, Monday through Friday during Fall and Spring semesters. Check with Mail Services for Winter and Summer hours. Notices of C.O.D. packages should be taken to the Jackson post office for payment on delivery. Postage-due mail may be picked up during campus postal hours. Recipients of registered or certified mail must sign for each article. Packages arriving via United Parcel Service will be handled in the same manner as those arriving by mail.

The Union Mail Services Office reserves the right to withhold magazines that are contrary to University values. (See community Value Statements I, 5.)

Due to liability issues, Union University Mail Services is no longer accepting packages for e-bay sales. Students are encouraged to use the UPS store (next to the Kroger). The UPS store offers the same rates as Union Mail Services with no service charge. Thank you for your understanding in this matter.

The combination information slip should be kept in the student's wallet for reference when needed. Students who fail to learn their combinations will be charged .50 each time a postal employee must assist with opening a mailbox.

After hours outgoing mail should be placed in the blue postal drop box located on the dock behind Campus Mail Services. Jackson post office personnel pick up the mail at 5:00 pm, Monday through Saturday.

Campus mail should be placed in the special drop box located on the main corridor wall of the post office. When dropping more than 10 pieces of campus-bound mail, (Christmas cards, Valentines, etc.) arrange them in numerical box order and secure them with a rubber band.

Campus organizations, fraternities, and sororities should make special arrangements to post notices to their membership. The Postal Clerk may require a sample of material being posted.

Stamps are available for purchase at the Campus Mail Services and at Union Station.

When a student leaves for the Summer or for the Winter term, it is his/her responsibility to give correspondents a temporary forwarding address. Campus Mail Services does not handle temporary forwarding of mail. A permanent forwarding address should be left when the student withdraws or graduates.

ORIENTATION

Graduate programs, R.G. Lee, RN-BSN, P.P.A. and BSOL programs have their own orientation. For more information contact the program director.

PRAYER CHAPEL

The prayer chapel in the Student Union Building, located outside the office of campus ministries, is available for students, faculty, and staff.

PUBLIC TRANSPORTATION

JTA (Jackson Transit Authority) provides public transportation for students for .50/ride. Call 423-0204 for bus pickup times and locations.

RECORDS (DISCIPLINARY)

Confidential records of all misconduct reports, investigations and disciplinary actions are maintained by the Office of the Dean of Students.

Disciplinary Records

A record of judicial action, including action which expels or suspends a student from the University, becomes part of the cumulative student file. Disciplinary records of a lesser magnitude are purged after the student is graduated from the University and has not been enrolled in the University for the previous five years.

ROLE OF THE STUDENT IN UNIVERSITY DECISIONS

Students at Union University are encouraged to become owners in not only their education but also in the structure of the University itself. If you have questions, comments or suggestions, please contact your program director or the Dean of Students, Kimberly Thornbury (661-5090). The University welcomes and encourages adult student feedback and ideas.

SAFETY AND SECURITY

To Contact Safety and Security: Office—661-5018; evening/weekends: 661-5036; 24 hr. cell phone—394-2922

The University makes every reasonable effort to provide for the safety and security of students and their personal property, but students must practice good safety habits and exercise individual responsibility. The ultimate responsibility for personal security rests with each individual. Each person should be aware of his/her surroundings and potential risks to personal safety: walk with friends and in lighted areas, know building evacuation procedures, drive defensively, lock vehicles, and know how to contact security officers, resident directors, and other campus authorities.

Buster's Quick Guide to Safety and Security on Campus contains excellent safety information and is available to students in the Office of Safety and Security.

Campus residents should exercise caution and take responsible actions in order to protect themselves and property: keep apartments secure, lock room doors and windows, do not prop gates, and report suspicious activities to the resident directors or security officers.

The Director of Safety and Security and his staff of security officers are employed by the University to assist in maintaining campus safety. Security concerns should be reported to the Office of Safety and Security, a security officer, or a resident director. The Security Office is located in the Student Union Building.

Students are expected to treat security officers with courtesy and respect and are to respond to any reasonable request.

Fire Safety Procedures for fire and other emergencies are posted in highly visible locations throughout the campus buildings, and exits are clearly marked. Students are encouraged to become familiar with the locations of equipment and with outlined procedures. Any damaged or missing equipment should be reported to the Office of Safety and Security.

Tampering with safety equipment will be grounds for severe disciplinary action or civil charges.

Motor Vehicle Registration and Parking

Every individual who maintains or operates a motor vehicle on the Union University campus must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours when brought to the campus. Additional permits are available for a charge of \$5 each. The vehicle’s license plate number and proof of current auto liability insurance is required for registration of the vehicle.

The permit must be affixed directly to the glass on the OUTSIDE OF REAR WINDOW on the driver’s side in the bottom corner. Use the adhesive on the permit to attach it to the window. No other method of attaching the permit is acceptable.

Parking permits are assigned by the following color codes:

Faculty/Staff - Blue

Commuters - Green

Single Residents - Purple

Warmath Residents - Black

Handicap/Authorized Only - Yellow

Outside Memberships (Wellness Center, Pool, etc.) - Orange

Trustees - Red

Germantown Campus – Same Designations

Faculty/staff parking areas are designated by Faculty/Staff parking signs. Students may park in any lined parking spaces that are not designated Faculty/Staff, restricted, i.e., fire lane, handicap, loading zone, security, facilities management, individually marked visitor space, or directors space. Warmath Apartments have one reserved space per apartment.

Students may not park in any faculty/staff (blue) area between 7:30 am and 4:30 pm.

The continued cooperation on the part of everyone concerned is expected and essential. Vehicles parked in reserved spaces, loading zones, restricted areas, or blocking entrances and exits are subject to removal at any time at the owner’s expense. Vehicles may not be left unattended in the circles at the residence complexes, the Student Union Building, or in front of the academic complex at any time for any reason. Loitering will also not be permitted.

Parking control is under the jurisdiction of the Director of Safety and Security. Fines for violations must be paid in the Office of Safety and Security within seventy-two business hours of issue date. Tickets not cleared in the Security Office will be forwarded to the Business Office where they will be charged to the student’s account with a dollar service fee.

Students in violation of parking regulations will be ticketed and fines imposed as follows:

Driving around speed bumps	(Judicial Committeee)	
Permit improperly displayed		\$ 5.00
Driving without a valid permit		25.00
Parking in Faculty/Staff spaces		10.00
Parking in circle/fire lane		25.00
Illegally parking in Handicap Space and/or blocking ramp		25.00
Parking over 10 minutes in 10 minute space (P.O.)		10.00
Driveways to dumpsters		100.00
Authorized Only Space		25.00
Over/On the line		5.00
Backing in parking space		5.00
Parking in Visitor space		15.00
Parking in Unmarked space		10.00

Blocking another vehicle.....	25.00
Parking in the flow of traffic	25.00
Driving or parking on the grass.....	25.00
Driving or parking on the walkway(s).....	25.00
Blocking fire hydrant.....	25.00
Speeding and/or reckless driving.....	50.00

Students who accumulate more than five violations during the academic year (September-August) will have a \$5.00 fine added to each additional ticket received. In addition to the designated fine, a chronic offender may be referred to the University Judicial Committee for disciplinary action.

Individuals receiving traffic tickets may discuss their case with designated staff personnel in the Safety and Security Office. Obvious errors will be corrected. Formal appeals may be made to the University Judicial Committee through the Office of Safety and Security. A written Appeal Form must be completed outlining the basis for the appeal within three days following the date of the ticket. Three members of the Judicial Committee will read and rule on the appeal. The student will be notified of the outcome of the appeal.

The University reserves the right to inspect cars which are parked on University property.

Safety

Each resident can help keep the residence complexes safe and secure by following some simple precautions.

Babysitting—The University does not allow baby-sitting in the Residence Complexes. This is for the safety of the children, the liability of the university and the protection of other resident’s right to a peaceful environment that is conducive to study.

Bicycles—Students are responsible for the safety of their bicycle. Bicycles must be locked on provided bike racks in Hurt and by designated stairwells in Watters and McAfee. Bikes are not to be kept on porches or in rooms.

Candles—Any candle, incense or open flame is prohibited because of fire potential.

Electrical Appliances—Appliances should be no more than 1000 watts, must be U.L. approved and properly maintained. Toaster ovens, hot-plates, sun-lamps and halogen lamps are prohibited because of fire potential.

Electrical Cords and Outlets—Do not use multi-plug covers, cords or other splitters to increase the number of appliances. An acceptable solution is a multi-plug “power strip” with an internal fuse.

Fire/Tornado/Emergency—Fire/Tornado/Emergency regulations are posted in each apartment. Removal of these are against city fire codes and will result in a \$25 fine. Fire extinguishers are in each apartment. They are to be discharged only in an emergency. If the fire alarm or tornado warning and “all call” is sounded, residents must follow the emergency procedures posted in the apartment Living Room. If you need assistance call your R.A. or Director. An interrupted siren indicates fire, a continuous siren indicates tornado.

Gates in the Residence Complexes—Students are not to prop open, jump, climb on, or vandalize these gates. They are there for the safety of the residents of that complex.

Grills—No personal outdoor grills are allowed in the residence complexes. Only the outdoor grills in the grassy area in the middle of McAfee, or the Class of 2000 Pavilion, between Hurt and Watters, may be used for cooking out/grilling.

Keys—All suitemates are mutually responsible for keeping the living room door locked, locks functioning, windows locked and keys under control, for the security of persons and property. Report any problem with your key or lock immediately. Do not loan out your keys, tamper with the lock, prop door open or hide keys.

Personal Property Insurance—Union University does not provide insurance coverage for individual students. Therefore, students should obtain through agents of their choice, personal property insurance for his or her room.

Smoking—Use of tobacco (in any form) is prohibited in all of the Residence Complexes. Union University is a smoke-free campus.

Solicitation—All solicitation of commercial, social or charitable organizations is prohibited. This is for the protection of all residents. Any reports of solicitation should be reported to the Residence Life Staff or the Office of Safety and Security. Parties of this nature are not to be held in apartments or on campus.

Strangers—Know the residents in your building, be part of the “neighborhood watch” within the residence complexes. Report suspicious/unusual people to the Residence Life Staff or Safety and Security.

Thefts—All suspected thefts should be reported to the Office of Safety and Security and an incident report filed. Students should be aware of the whereabouts of their keys, backpacks and other valuables.

Window Screens—These serve two purposes, as a deterrent to unwanted insects, and as a safety precaution. These are not to be removed.

Windows—Windows should be kept locked at all times when the resident of that room is not present. Hanging out or climbing out or into windows is not allowed. Federal Safety Regulations prohibit this activity, therefore Union University complies to these standards. Moving in/out through windows is prohibited.

SCHEDULING ACTIVITIES/EVENTS/ROOM RESERVATION

Certain University facilities may be rented for business and/or outside use. Contact Phyllis Davenport, Coordinator of University Activities at 661-5279 for rates and availability.

SECURITY ACT INFORMATION

The Crime Awareness and Campus Security Act of 1990 and the Tennessee Code §§ 49-7-2201, et. seq., College and University Security Information Act require that each institution of higher education report to the Federal Bureau of Investigation and the Tennessee Bureau of Investigation on an annual basis, statistics for crimes occurring on campus and in student housing.

Students are requested to report any crime or suspected crime on campus to the Office of Safety and Security where an official written report will be completed.

Any student, Union employee or applicant for admission or employment, may review, during regular office hours, the Union University Safety and Security Report and campus crime statistics. Copies of crime stats are available in the office of Admissions, Academic Services, and the Office of Safety and Security. In addition the Union University Safety and Security Report may be reviewed in the Office of Safety and Security. Statistics are also available online at www.uu.edu/student-services/safety&security/crimestats.

SEXUAL HARASSMENT

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the University community.

Sexual Harassment Defined: The definition of sexual harassment varies greatly. Therefore, we will use the Equal Employment Opportunity Commission’s guidelines. According to the Equal Employment Opportunity Commission’s guidelines prohibiting sexual harassment there are two types of sexual harassment: (1) Quid pro quo—“submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual” and (2) Hostile environment—“unwelcome sexual conduct that unreasonably interferes with an individual’s job performance or creates an intimidating, hostile, or offensive working environment.” Sexual Harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual’s employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such

conduct results in a hostile environment which has the effect of interfering with an individual's academic or professional performance.

Policy Statement: Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action, which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty and staff are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on- and off-campus.

Complaint Procedure

Student—A student with a complaint against a faculty member, a member of the administration, or another student may make initial contact with the Dean of Students. Alternate contacts include the Program Director or University Provost. The contact person will initiate an Incident Report form and forward to the Assistant Dean of Students.

The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any faculty, staff or student who reports a claim of sexual harassment or against any faculty, staff or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Human Resources. However, if someone from that office is the subject of the investigation, the office of the Provost (faculty) or the Dean of Students (Staff or student) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be that sexual harassment did occur, and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and respondent. Appeals to this process may be conducted in accordance to the most recent revision of the handbook under the section(s) entitled "Violation of Standards of Conduct" or "Grievance Procedures."

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee's personnel file. Although filed separately, all personnel related files will be kept in the Human Resources Department.

SOLICITATION

All soliciting by representatives of commercial, social, or charitable organizations is prohibited on the grounds and within the buildings of this institution. Students, instructors, and employees are requested to report any violations to this Office of Safety and Security or the Assistant Dean of Students.

STUDENT LOUNGE

A Student Lounge is located in the Student Union Building. It is equipped with lounge furniture, pool tables, ping pong tables, air hockey table, video games, TV/VCR and vending snack machines. Students and their guests are required to properly care for the furnishings and equipment provided in the lounge as well as respect the rights of others in the lounge. Furnishings are not to be removed from the rooms.

TELEPHONES

The main number for Union University is (731) 668.1818 and can normally be reached from 8 am-4:30 pm, Mondays-Fridays during the regular academic year. The operator serves as an information and referral source. Each office and student room has an individual number which can be dialed direct. Key office numbers are listed in the local telephone directory under Union University. Adult students can call Karen Miller and be transferred to needed offices toll free at (866) 392.6700.

TESTING

Union University serves as a National Test Center for the American College Test (ACT), National Teachers Exam (NTE/PRAXIS), College Board (SAT), and the College Level Examination Program (CLEP), Miller Analogies Test (MAT), and DANTES Subject Standardized Tests. For a listing of testing dates and registration information please visit Union's testing website at www.uu.edu/academics/testing.

TOBACCO USE

Use of tobacco (including chewing tobacco) is prohibited in and around ALL of the Residence Complexes. The University desires to assist those who need help with tobacco use and/or addiction. The Director of Counseling Services may be contacted for assistance. The U.S. Surgeon's announcements concerning the dangers of tobacco is supported by safety regulations, the findings of medical science, the consideration of others and the desire for a clean campus. Therefore, smoking is prohibited on the entire Union campus.

UNION STATION

Union Station is a student service area located conveniently outside the Chapel in Penick Academic Complex. The Union Station team members are available to assist with a wide variety of student needs, including: checking student account balances and making payments; cashing checks; picking up and dropping off forms; registration and arranging late registration and drop/adds; updating address information; requesting transcripts; and much more.

VAN RESERVATION POLICY

Union University offers a limited number of vans for University use. Students who drive University vans must first pass a driver's test administered through the Office of Safety and Security. This test takes an average of 10 days to complete, and includes an application, official driver history, and written and physical driving test. Allowing 10 days assures the student's paperwork from the state will be received.

Requiring student drivers to pass these tests may help reduce Union's liability should the van get into an accident. Faculty and staff drivers DO NOT need to take this test or undergo approval. Faculty and staff advisors must accompany student organizations on the van if the group is traveling to an event over 60 miles from Jackson, TN, unless special arrangements are made with the Dean of Students. Van reservations can be made via Groupwise or through the Office of Safety and Security, (731) 661-5018.

VOTER REGISTRATION

Students are eligible to vote in Tennessee; however, students are encouraged to register to vote in their home state and vote by absentee ballot. Tennessee voter registration forms will be placed in registration packets, and extra forms are available in the Financial Aid office. If you are a Tennessee resident, please visit www.tennesseeanytime.org to obtain a voter registration application. Non-TN residents can visit www.beavoter.com to obtain a voter registration application. Tennessee voters must register to vote 30 days previous to elections. The next TN State election will be in May 2008.

WELLNESS, INTRAMURALS and AQUATICS CENTER

- The recently redesigned, 3,600 square foot Wellness Center provides for a full body workout no matter what your physical goals are.
- Includes 14 Paramount weight machines, 9 Precor and Tectrix cardiovascular machines and a full line of Cybex free weights, including our brand new cable crossover.
- Provides numerous instructional and motivational opportunities in order to reward students, faculty and staff for reaching their physical goals.

Intramurals

All full-time undergraduate students and graduate students taking at least three credit hours are eligible to participate in Union's Intramural program. Contact Brandon Boylan at 661-5510 for more information on Union's Intramural program.

STUDENT ACTIVITIES/ORGANIZATIONS

ADMISSION TO CAMPUS ACTIVITIES

Students and spouses are admitted to most campus activities, including Lyceum programs, varsity athletic events, and intramural activities, without charge with the presentation of a valid I.D. The Student Activities Council (SAC) or other campus organizations may make nominal charges for campus events they sponsor. The University reserves the right to require parental consent for certain University activities.

CAMPUS MINISTRIES

Union is a Christ-centered university and is committed to the spiritual development of students as well as the academic, social, and emotional development. Campus Ministries exists to create and cultivate a climate on campus which is conducive to the implementation of the University's mission. Campus Ministries encourages, motivates, and engages students in spiritual development through dynamic worship experiences, small group ministries, discipleship, community service, and mission opportunities both in the United States and across the world.

Campus Involvement

LIFE Groups—Each fall hundreds of new students (freshmen and transfer students) participate in LIFE Groups. Personal spiritual growth is encouraged as these new students meet weekly with their upperclassmen LIFE Leaders for the purpose of encouragement, community building, character development, and general orientation to Christian living on the college campus.

Klemata—Each spring, upperclassman women are encouraged and equipped with God's truth in order that they might become women of purpose.

Bible Studies—Small groups involving numerous individuals and organizations meet weekly throughout the campus for Bible study.

Rounders—Throughout the fall and spring semesters, students meet in small groups for study and discussion of the Bible as well as a host of other literary works. The student-led books have included books such as *How Shall We Live?*, Charles Colson; *Desiring God*, John Piper; *The Divine Conspiracy*, Dallas Willard; *Fellowship of the Ring*, J.R.R. Tolkien; *Knowing God*, J.I. Packer, and many others.

Ministerial Association—The Ministerial Association is available for students entering the preaching/pastoral ministry. This association meets monthly for the purpose of strengthening fellowship among those on campus who are committed to the gospel ministry. This association is coordinated through the Christian Studies Department.

Worldview Preview—This weekend for all new students at Union University serves as the bridge between orientation and the academic year. During the Worldview Preview Weekend, students spend time with key University faculty, staff and upperclassman leadership learning about the concepts of Christian thinking and Christian worldview.

Faith in Practice—Each fall a three day conference is held on campus focusing on a particular theme. Outstanding leaders from across the country speak in chapel during this week.

Family Life Series—This three day conference, held each Spring, explores building healthy relationships and is led by invited guests with expertise in the area of helping others develop healthy relationships.

Mu Kappa (Missionary Kids Fellowship)—This fellowship is a chapter of Mu Kappa International and is open to all children of foreign missionaries. It is dedicated to the encouragement of missionary kids. All children of foreign missionaries are invited to meet with the group to share common concerns and experiences.

Missions/Ministry Opportunities

Team Mission Opportunities—Every winter, spring, and summer hundreds of students participate on teams of 15–20 students in local and international mission trips (GO Trips). Campus Ministries mobilizes students through spiritual, financial, and practical preparation throughout the year. Information about group mission opportunities is available each September during GO Week–Global Opportunities Week.

Individual Summer Mission Opportunities—There are many opportunities for students to be involved in summer missions through the Tennessee Baptist Convention, the North American Mission Board, the International Mission Board, and other mission agencies. Information about such opportunities are available in September each year. Applications are available in the Office of Campus Ministries.

GO TRIPS (Global Outreach Trips)—GO Trips are stateside and international team mission projects held during the week of spring break and at other points throughout the year.

GO Week (Global Opportunities Week)—GO Week is held in September each year. During this exciting time students are made aware of the many opportunities of missions and service throughout the year. Out of town guests, special nationwide ministries, mission organizations, and many other representatives are present to serve as a resource for what God is doing in the world through students. Also, enlistment for all team mission trips begins during this week.

Missionaries in Residence—Two families live on campus during the academic year sharing about their experiences as international missionaries through the International Mission Board of the Southern Baptist Convention. These families are a valuable resource to our university community. One missionary teaches the Introduction to Missions class during spring semester.

Global Resource Center—This center is located in the Campus Ministries office and is available for students to explore opportunities for missions service. The vast array of resources includes: pamphlets/brochures, videos, books, Internet websites and more.

DiscipleNow Teams—Teams of students lead DiscipleNow weekends in churches throughout the Southeast during the year. A DiscipleNow is a weekend small group retreat for young people in the homes of church members. Training is available through the Office of Campus Ministries for those desiring to participate in this popular ministry.

Revival Teams—Teams composed of a preacher, worship leader, pianist, soloist, and fellowship leader lead weekend revival services in local churches throughout the Southeast.

Habitat for Humanity—During selected years, the entire University cooperates to construct homes for low-income families in the Jackson area.

Guidance and Counsel

There are a number of resources available to students at Union when they want to talk with someone about a concern or problem they are facing. Students may wish to contact the Minister to the University or the Director of Counseling Services. The students' personal well being is of utmost importance and all information will be kept confidential.

STUDENT ORGANIZATIONS AND LEADERSHIP

A complete listing of student organization memberships information are available from Neal Rager, Coordinator of Student Leadership Development, x5094, email—nrager@uu.edu. The primary student organization for undergraduate adult students is Alpha Sigma Lambda. Membership is open to the top-ranking 10% of the adult undergraduate class who have a minimum of 24 credit hours from Union University. Kappa Delta Pi is an honor society for undergraduate/graduate education students.

STUDENTS' PRIVILEGES AND RESPONSIBILITIES

INTRODUCTION

Students possess the privileges, responsibilities and rights of several citizenships, including those of state, federal and municipal governments. Enrollment in Union University presents privileges beyond those available to all citizens at the partial expense of the Tennessee Baptist Convention. With these additional privileges come additional responsibilities.

COMMUNITY RESPONSIBILITY AND ACCOUNTABILITY

At Union University all members of the University community have the responsibility to respond to Value Violations. When in the presence of a Values Violation, the individual has the responsibility to 1) intervene or confront the violation so the behavior stops; and/or 2) immediately leave the area where the violation is occurring and contact appropriate Union University staff members so the violation can be confronted.

The responsibility to abide by and respect the five University community values is held by all members of the University community. If members of the community willingly remain in the presence of a values violation without either confronting the violation, or (1) leaving the area immediately and (2) contacting appropriate university staff members, they may be perceived as supporting the values violation and may be subject to sanctions as well. Such support of violations undermines the purpose of the community as an atmosphere conducive to academic and personal growth for its members, and thus the individual present may be subject to sanctions.

Authority For Community Expectations

Union University seeks three sources of authority in light of the University mission for the community expectations it places on students.

1. Scripture (What does the Bible say to us about community expectations?)
2. Legal Authority (Local, State and Federal Laws.)
3. Baptist Life and Christian Heritage (The life-style issues, roots and values of evangelical Christians who find their authority in God's word and have stressed the need for a personal, redemptive faith in Jesus Christ.)

It is from these three sources that the five Community Values of Union University are based. As is the case with all communities, reasonable expectations are identified which contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism must give way to what is best for a caring, orderly and just community.

Therefore, five Community Values have been identified that affirm a peaceful, purposeful and biblical community founded on the moral and ethical integrity of students and faculty. As a community we are committed to the Christian values on which Union University was founded.

THE FIVE UNION COMMUNITY VALUES ARE:

- I. Worth of the individual (Luke 12:7)
- II. Self-discipline (Galatians 5:22-26)
- III. Academic and personal integrity (Proverbs 12:22)
- IV. Respect for property and the environment (Psalm 24:1, Genesis 2:15, I Cor. 4:2, Exodus 20:15)
- V. Respect for community authority (Romans 13:1, 2)

UNIVERSITY COMMUNITY VALUE STATEMENTS

I. WORTH OF THE INDIVIDUAL

We value the intrinsic worth of every individual. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions and an awareness of the consequences of our actions on the broader community. (Luke 12:7 *“But even the hairs of your head are all counted. Do not be afraid; you are of more value than many sparrows.”*; Galatians 6:1-2 *“Brothers, if someone is caught in a sin, you who are spiritual should restore him gently, but watch yourself, or you also may be tempted. Carry each other’s burdens, and in this way you will fulfill the law of Christ.”* NIV)

1. **PERSONAL ABUSE.** Personal abuse is defined as any behavior that results in harassment, coercion, threat, disrespect and/or intimidation of another person, or any unwanted sexual attention towards another person. This action may include any action or statements that cause damage or threaten the personal and/or psychological well-being of a person. Inappropriate narrative on a personal blog (e.g. myspace, facebook) may be considered personal abuse.
2. **SEXUAL IMPROPRIETY.** Sexual impropriety includes but is not limited to participation in or appearance of engaging in premarital sex, extramarital sex, homosexuality, homosexual activities, or cohabitation. It is inconsistent with Union University values for a student to live with a non-related peer of the opposite gender, even if the relationship is not sexual.
3. **PUBLIC DISPLAYS OF AFFECTION.** Participation of inappropriate displays of affection in public areas of the campus.
4. **PORNOGRAPHY.** Pornography is defined as viewing, possession, purchase, or distribution of any pornographic materials in any form (magazines, photos, CD ROM, games, computer games, Web sites, etc.). Computing Services has a complete policy available for the appropriate use of the Internet and the University’s computers, www.uu.edu/computing/aup.htm. (Ephesians 5:1-5 *“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us as a fragrant offering and sacrifice to God. But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God’s holy people. Nor should there be obscenity, foolish talk or coarse joking, which are out of place, but rather thanksgiving. For of this you can be sure: No immoral, impure or greedy person—such a man is an idolater—has any inheritance in the kingdom of Christ and of God.”* NIV)

II. SELF-DISCIPLINE

We value personal responsibility and recognize the individual’s need for physical, intellectual, spiritual, social, and emotional wholeness. We value the full development of every student in terms of a confident and constructive self image, of a commitment to self-discipline, and of a responsible self-expression. (Galatians 5:22-26 *“By contrast, the fruit of the Spirit is love, joy, peace, patience, kindness, and self-control. There is no law against such things. And those who belong to Christ Jesus have crucified the flesh with its passions and desires.”* NIV)

1. **ALCOHOLIC BEVERAGES.** The possession, use, purchase, or distribution of alcoholic beverages is prohibited on campus. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus is also prohibited. In addition, drunkenness at off campus functions would be inconsistent with Union University values.
2. **USE OR POSSESSION OF ILLEGAL DRUGS.** The purchase, possession, use, or distribution of drug paraphernalia or any substance of abuse is prohibited except under the direction of a licensed physician. A substance of abuse is any form of narcotics, hallucinogenic, sports enhancement or “street drug,” alcohol, and any other controlled substances as defined by law. Local law enforcement may be called.
3. **GAMBLING.** To play or game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays.

4. TOBACCO. Realizing that the use of tobacco is harmful to health, Union University does not allow the use of tobacco in any form inside any of its facilities. In addition, the University strongly encourages individuals to respect themselves, others and the overall community enough to abstain from all tobacco use in any location. Union University is a smoke-free campus and smoking is not permitted. Smoking cessation classes are available for those wishing to quit an addiction.

III. ACADEMIC & PERSONAL INTEGRITY

We value a campus community that encourages personal growth and academic development in an atmosphere of Christian influence. We affirm the necessity of both academic and personal standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. (Proverbs 12:22 *"The Lord detests lying lips, but he delights in men who are truthful."* NIV)

1. ACADEMIC INTEGRITY

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids on examinations and all graded assignments, to refuse to give or receive information on examinations and all graded assignments and to turn in only those assignments which are the result of their own efforts and research. Faculty are to accept the responsibility for discouraging cheating. They are to make every effort to provide physical conditions which will deter cheating. They are to be aware at all times of activity in the testing area. Any student found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. The instructor will file a report of the incident and the intended disciplinary action with the Program Director. If the student deems this action unfair, he/she may request a hearing before the Program Director and instructor. A written report of this hearing and decision will be retained by the Program Director. If either the student or faculty member involved deems the Program Director's action unsatisfactory, he/she may request a hearing before the academic dean. The decision of academic dean is final.

2. PERSONAL INTEGRITY. This is considered lying or committing fraud on any level.

IV. RESPECT FOR PROPERTY AND THE ENVIRONMENT

We value the rights and privileges of owning and using property, both personal and University, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property we recognize the accountability of our actions to the future Union community. (Exodus 20:15 *"You shall not steal."*; Psalm 24:1 *"The earth is the Lord's, and everything in it, the world, and all who live in it."*; Genesis 2:15 *"The Lord God took the man and put him in the Garden of Eden to work it and take care of it."*; 1 Cor. 4:2 *"Moreover it is required of stewards that they be found trustworthy."* NIV)

1. LITTERING. Intentionally throwing trash on the ground.
2. PROPERTY DESTRUCTION. Actions that violate this Community Value include damaging, destroying, defacing (in any way) property belonging to others or to the University.
3. UNAUTHORIZED ENTRY. This occurs when one enters into any University building, vehicle, office, gated parking lot, student room or window or onto any building without prior authorization.
4. STEALING AND POSSESSION OF STOLEN OR LOST PROPERTY. This is defined as the unauthorized taking, borrowing and/or keeping of property belonging to the University or others.
5. SETTING A FIRE AND ARSON. Deliberately lighting a fire.
6. POSSESSING FIREARMS, WEAPONS. This is the possession, whether open or concealed, of any weapon (including, but not limited to paintball guns, slingshots and airsoft guns) that could be used to intimidate, scare, or harm others or possession of materials used to manufacture bombs, firearms, or weapons.

7. TAMPERING WITH FIRE SAFETY EQUIPMENT/INTERCOMS/NETWORK CABINETS. Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, or other safety equipment puts others at risk of injury. Tampering with such equipment is strictly prohibited.
8. MISUSE OF UNIVERSITY EMAIL/NETWORK. Students are held responsible for abiding by the computer acceptable use policy found at uu.edu/computingservices.

V. RESPECT FOR COMMUNITY AUTHORITY

We value our privileges and responsibilities as members of the University community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including University, municipal, state and federal laws. (Romans 13:1, 2 *“Let every person be subject the governing authorities; for there is no authority except from God, and those authorities that exist have been instituted by God. Therefore whoever resists authority resists what God has appointed, and those who resist will incur judgment.”* NIV)

1. BREACH OF PEACE. Breach of peace is any action which disrupts the peace or which endangers or tends to endanger the safety, health, or life of any person. It also includes the disruption of the functional processes of the University by individuals and/or organizations.
2. INSUBORDINATION. Failure to comply with a request, written or verbal, of an authorized University staff member constitutes insubordination. Failure to comply based on a difference of opinion is not an acceptable response.
3. BREAKING A CITY, STATE OR FEDERAL LAW. All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action at the hands of the University and/or law enforcement agencies. Formal charges, complaints or indictments by government entities are not prerequisite for University action under this section.

I have read, understand, and agree to comply with the Union University values that are listed above.

Applicant’s Signature

Date

VALUES VIOLATION SANCTIONS

The type of behavior deemed to violate these values is determined under the sole discretion of the university. This would include behavior deemed inconsistent with our understanding of Christian values. A student engaged in this behavior is subject to one or more of the Values Violation Sanctions listed below. All sanctions are evaluated in light of past disciplinary records. Value violations that occur before or between semesters may also be subject to disciplinary action at the University. (Hebrews 12:11 *“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”* NIV)

Reprimand—Official warning that continuation or repetition of an inappropriate behavior will result in a more severe sanction. Conversation about the inappropriateness of the behavior as well as wiser choices.

Fine - Financial consequence corresponding to the violation.

Community Service—This sanction requires the student to render a designated number of hours as specified service to the University or community.

Written Assignment—Personal reflection paper as assigned by the judicial officer.

Loss of Privilege—This sanction prohibits the student from participation in specific University activities. (Restriction from social activities, shortened curfew, etc.)

Restitution—Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student’s misconduct or a fine set in relation to the offense.

University Probation—Formal written warning that the student’s conduct is in violation of University policies and his/her status as a student is in jeopardy placing him/her out of good standing with the University. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

Immediate Suspension—In the event a student’s actions on- or off-campus show that the student’s continued presence constitutes a danger to property, others or themselves, the student may be placed on immediate suspension until a campus hearing can be arranged. A student on interim suspension will be restricted from the campus or from a particular program, activity or building.

University Suspension—Termination of student status at the University for not less than the remainder of the semester during which time the student’s presence on Union University campus is prohibited without permission of the Dean of Students. Tuition may be refunded on a pro-rated basis according to the University Catalogue. Students who reapply and are allowed to return to Union following a university suspension will enter on probationary status and may be ineligible for university functions for not less than one semester. See page 51 of the University Academic Catalogue.

Expulsion—Termination of student status at the University permanently or for an indefinite period of time.

STUDENTS' RIGHTS AND THE VALUES VIOLATION PROCESS

THE JUDICIAL PROCESS

The purpose of the Values Violation Process is to give fundamental fairness and consistency to a student who has possibly violated a Union University Value. A student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior will be granted these rights in the judicial process.

- A. Any student, faculty, staff, parent or guest may present an oral or written report (incident report form) of the facts as they know them regarding the alleged violation.
- B. This report is referred to the Assistant Dean of Students or a Residence Director. If there is substantial evidence to support the alleged violation, he/she will arrange a meeting with the student. In the case of allegations of academic dishonesty, the faculty member, chair and/or Dean of the school will arrange a meeting with the student.
- C. The student will receive written or verbal notification from the Assistant Dean of Students or Resident Director that there is an alleged judicial violation and meeting. Failure by the student to appear for a scheduled meeting of which he/she had been officially notified will necessitate a decision be made by the University without the student's input. A summons to a judicial meeting takes precedence over any University class or activity.
- D. After the meeting takes place, the degree of involvement will be established and a sanction will be given.
- E. The student will receive written notification of the outcome of the judicial meeting listing any assigned sanctions. Faculty advisors will be copied on all judicial letters.
- F. Any student has the right to appeal the decision of any disciplinary meeting if the student believes the treatment received was unjust, all the facts in the situation were not taken into consideration or the action taken was too severe for the behavior involved.
- G. Registration for subsequent terms or the conferral of academic degrees may be withheld pending the resolution of allegations of values violations.

STUDENTS' RIGHTS

- A. Procedures. The student will be informed verbally or in writing of the judicial process. Access to the judicial process is detailed in the *Student Handbook* given to all students.
- B. Meeting. Depending on the type of violation, the student will be heard by the Residence Director, Director of Residence Life, or Assistant Dean of Students. The student may request a meeting before the faculty/student judicial committee. Depending on the nature of the violation, appeals will be considered by the Assistant Dean of Students, Faculty/Student Judicial Committee, Dean of Students, Academic Dean of the School, or Provost.
- C. Evidence. The student will be informed of all the evidence connecting him/her to the alleged value violation.
- D. Testimony. The student may offer personal testimony, decline to testify against oneself or bring personal witnesses to the meeting.
- E. Counsel. The student may bring one Union University faculty, staff or student to the meeting in the role of friend, advisor, and counselor.

THE APPEAL PROCESS

The University offers an Appeal Process to all students who feel the facts surrounding their judicial meeting merit an appeal.

1. The student must fill out an Appeal Form available in the Dean of Students' Office. This must be completed and returned within 48 hours after receiving notice of disciplinary sanctions.
2. The student may appeal a decision based on one of the following reasons:
 - a. The treatment received was unjust.
 - b. All the facts in the situation were not considered.
 - c. The action taken was too severe for the behavior involved.
 - d. Students did not receive due process as outlined in the *Campus Handbook*.

3. The Appeal Form must be complete and detailed. Students are not guaranteed an interview with the judicial council hearing the appeal. All judgments on an appeal may be made solely on the information written in the appeal. This information must be directly related to one of the three reasons above. This information must also be typed and stapled to the Appeal Form.
4. The student will be provided an official written notification detailing the decision to accept or deny the appeal.
5. The Grade appeal process is listed in detail on page x.

READMITTANCE AFTER EXPULSION

Any student once having been admitted to Union University and then missing one or more semesters for judicial reasons (Fall or Spring) must be re-admitted by the following process:

1. Complete a new application (fee is not required).
2. Clear all previous academic, social, and financial obligations. This includes written permission from the Dean of Students for readmittance.
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.

READMITTANCE AFTER SUSPENSION FROM A RESIDENCE COMPLEX

Any student having been suspended for one or more semesters for judicial reasons must be readmitted by the following process:

1. Submit a \$100 housing deposit.
2. Interview with the Director of Residence Life and obtain written permission for readmittance. (Readmittance will be at the discretion of the Director of Residence Life and/or Dean of Students).
3. If the student is permitted to move back into the residence complex they will be readmitted at a Residence Complex Probationary status and will remain at that status until they have remained clear of any violations of Community Values for one full semester.

COMMUNITY SUPPORT and REDEMPITIVE DISCIPLINE

From a Biblical perspective, all discipline is redemptive in nature, seeking to reconcile the individual to God and to his/her neighbor. To assist in accomplishing this, Union attempts to model the Biblical ideal of redemptive discipline outlined in Matthew 18:15-18, James 5:19-20 and Galatians 6:1-2. Like a pyramid, most situations can be confronted and dealt with initially at the lowest level, student to student. If the problem is not resolved, it rises to the next level. As you rise up the pyramid, the options for disciplinary action are more limited. The goal is to resolve as many situations as possible involving as few people as possible. By doing so, relationships and individuals can be restored to the glory of God.

SEEKING TO CHANGE

Each student should be aware of his/her own behavior and the positive or negative effects that behavior can have on the community. If a student knows their behavior is outside the limits established by the University and sincerely wishes to get assistance in order to change that behavior prior to the University discovering the inappropriate behavior, the student may take the initiative to discuss this with a Resident Advisor, Residence Director, the Director of Counseling Services, the Director of Residence Life, or the Dean of Students without the threat of disciplinary action. This kind of problem is defined as a “personal problem,” and the staff member will seek to work with the student toward the goal of restoration (Proverbs 27:5,6). Exceptions to this approach may be where behavior is repetitive, self-destructive, hazardous to others or self or involves a significant legal issue.