



UNION  
UNIVERSITY

2011-2012

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Union University  
1050 Union University Dr.  
Jackson, Tennessee 38305  
731.668.1818**

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Dear Union Family:

Welcome back! If you are new to our Union community this year, we are so pleased that the Lord has led you to our campus, and we look forward to getting to know you. It is our desire that you find a strong sense of community here at Union. I hope that you feel supported as you study, worship, build friendships, and get involved in the ways God is working on our campus. It is my desire that you be involved and perhaps even take a leadership role in coming months. The

Lord has gifted you with unique strengths that will flourish this year.

Please know that my office is eager to provide you with opportunities, resources and solutions as you study, learn and grow. I look forward to serving each of you this year!

Warmly,

Kimberly Thornbury, Ph.D.

Vice President for Student Services & Dean of Students

Dear Union Students:

Welcome to the start of the new school year! Whether this is the fourth handbook you've picked up in your new bedroom, or if this is your first time on campus as a student of Union University, I am so excited that you are here! In my three years here I have learned and grown in so many ways, and I have been sharpened by the community that God has blessed me to be a part of.



Union continues to grow and develop into a highly successful university, but we have not lost sight of our driving purpose - to bring glory to God. This creates an awesome environment that lets us learn, but not just in the academic sense. For me, learning at Union has been about the "non-academic". My relationships and interactions with people have shown me things about myself and how I view others, and I have improved and grown because of them. One important way I want to encourage you to experience the Union community is through "plugging in". I know from experience how diverse we are at Union - take time to know what you are passionate about, what makes you *squirm* with excitement - and then pursue it by finding an organization or group of people whom you can share that with!

As the president of the Student Government Association this year, I am here to serve you. I am so excited to meet and invest in your life, and want to be completely approachable -- anything I can do to help you, please let me know! Talk to me if you have any ideas to improve the campus, if you have concerns, or just need someone to talk to. The members of SGA and I are here for you in whatever way we can be. Union is a great place to live and grow; I am honored to be able to do so alongside you!

In Christ Alone,

Karl Magnuson

SGA President 2011

## 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, personal, and spiritual lives.

### EMERGENCY NUMBERS

Ambulance .....	911
Fire .....	911
Poison Control.....	1-800-222-1222
Police.....	911
National Eating Disorders Association Helpline .....	1-800-931-2237
Suicide Prevention Hotline.....	1-800-273-TALK(8255)
Residence Life.....	RD 24 hour cell phone (emergency only) 298-7768
Safety and Security.....	(day) 661-5018
.....	(Safety and Security 24 hour cell phone)731-394-2922
West Tennessee 24-Hour Alcohol & Drug Helpline .....	615-269-0122

### UNIVERSITY DIRECTORY

For numbers not listed here, please call the Union University switchboard at “0” or 731-668-1818. If calling from off campus, please dial the 661 prefix before the following extensions. Our area code is 731.

Academic Services .....	5040
Accounts Payable .....	5275
Activities Desk .....	5150
Aquatics .....	5150
Athletic Office.....	5130
Admissions Office.....	5100
Art Department.....	5075
Alumni Relations.....	5208
Barefoots Joe.....	5019
Biology Department .....	5596
Bookstore (LifeWay).....	731-668-9492
Box Office (Theatre) .....	5105
Business Office/Student Accounts .....	5026
Business (School of).....	5357
Campus Ministries.....	5062
Campus Calendar/Reservations .....	5279
Cardinal and Cream.....	5376
Career Services.....	5421
Center for Academic Advocacy .....	5078
Center for Academic Support.....	6568
Chapel Facilitator (chapel credit) .....	5279

Chemistry Department .....	5596
Christian Studies Department .....	5117
Communications Department .....	5597
Computing Services (Information Technology) .....	4357
Counseling Services .....	5322
Dean of Students .....	5090
Disability Services.....	5322
Dining Services .....	5420
Education (School of).....	5372
Engineering Department.....	5270
English Department.....	5131
Enrollment Services .....	5422
Facilities Management .....	5450
Financial Aid.....	5015
Germantown Campus.....	901-759-0029
Greek Life .....	5094
Health Services.....	5284
History Department .....	5131
Hundley Center (tutoring) .....	5123
Info Dawg Line (snow days, etc.) Website: <a href="http://www.uu.edu/news">http://www.uu.edu/news</a> .....	5048
International Student Liaison .....	5031
Intramural Hotline .....	5039
Languages Department.....	5131
Library.....	5070, Fax 661-5175
Maintenance Needs .....	(please fill out work order in the Commons)
Math/Computer Science Department .....	5270
McAfee Commons .....	5054
Media Center.....	5077, 5377
Music Department .....	5345
Nursing Department .....	5200
Physical Education, Wellness, and Sports .....	5130
Physics Department.....	5270
Political Science Department .....	5131
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 Department .....5554

Sociology Department .....5064

Student Activities Council (SAC) .....5114

Student ID .....5033

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

University Services (printing) .....5256

Union Station .....5000, 5474, 5476

Veteran’s Benefits/GI Bill .....5015

Voice Mail (unlocking or resetting voice mail) .....3000

Wellness Services/Center .....5447

Workstudy/Workshop .....5405



*Rob Calvert, junior engineering major, and Amanda Holloway, junior nursing major, perform at the 14th annual Variety Show.*

*Photo by Ebbie Davis*

# HOURS

## Barefoots Joe

Monday—Friday .....	7:30 am—11 pm
Saturday .....	1:00 pm—11 pm
Sunday .....	7:00 pm—11 pm

(Hours Subject to Change)

## Computer Center Hours

### Fall and Spring Semesters

Monday—Thursday .....	7 am—11:00 pm
Friday .....	7 am—5 pm
Saturday .....	11 am—5 pm
Sunday .....	2 pm—3 pm; 8 pm—11:00 pm

### Summer and Winter Terms

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

(Times could vary during winter and summer 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.)

## Dining Services

### Brewer Dining Hall

#### Monday—Thursday

Breakfast (Omelet orders end at 10:15 am) .....	7 am—10:30 am*
*the Dining Hall may close at 10:00 am on select Wednesdays for chapel	
Lunch .....	11 am—2 pm
Dinner .....	5 pm—7 pm

#### Friday

Breakfast (Omelet orders end at 10:15 am) .....	7 am—10:30 am*
*the Dining Hall may close at 10:00 am on select Fridays for chapel	
Lunch .....	11 am—2 pm

#### Saturday—Closed

#### Sunday

Breakfast .....	Closed
Lunch .....	Noon—2 pm
Dinner .....	5 pm—7 pm

### The Lexington Inn

Monday—Friday .....	10:30 am—8:30 pm
Saturday .....	9:30 am—11:30 am; Noon—2 pm; 4:00 pm—6 pm
Sunday .....	Closed

### Health Services

Monday—Friday .....	8 am—4 pm
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**Please note:** The Health Clinic will not be open for chapel services that are designated as closed on the chapel schedule. The Health Clinic lunch time varies due to their desire to accommodate morning patients.

**The Hundley Center for Academic Enrichment**

Monday, Tuesday, Thursday ..... 1 pm—8 pm  
Wednesday & Friday ..... 1 pm—5 pm

**Library Hours**

**Fall and Spring Semesters**

Monday—Thursday ..... 7 am—12:30 am  
Friday ..... 7 am—5 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 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

(Summer Library closes for all school holidays. The library also closes for the chapels requested by the President's office. Hours may vary in between terms. To inquire about hours of service or other library topics, call 731-661-5070.)

**Mail Services**

Monday—Friday ..... 8:30 am—4:00 pm

**Residence Complexes Commons Hours**

**McAfee Commons Weekday**

Monday—Thursday ..... 11 am—1 am  
Friday ..... 11 am—2 am

**McAfee Commons Weekend**

Saturday ..... Noon—2 am  
Sunday ..... 1 pm—6pm; 8 pm—1 am

**McAfee Commons Winter and Summer Terms**

Please check [www.uu.edu/studentservices/residencelife](http://www.uu.edu/studentservices/residencelife) for up to date information.

**Bowld Commons Weekday**

Monday—Thursday ..... 8 am – 1 am  
Friday ..... 8 am – 2 am

**Bowld Commons Weekend**

Saturday ..... Noon—2 am  
Sunday ..... 1 pm—6 pm; 8 pm—1 am

## Bowl'd Commons Winter and Summer Terms

Please check [www.uu.edu/studentservices/residencelife](http://www.uu.edu/studentservices/residencelife) for up to date information.

### Residence Life Open Visitation

Friday .....2 pm—10 pm  
Saturday.....2 pm—10 pm  
Sunday.....Noon—6 pm

### 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—10 am; 11 am—10 pm  
Thursday.....ladies' night from 9 pm—10 pm ..... 6 am—10 pm  
Friday ..... 6 am—10 am; 11am—8 pm  
Saturday..... 8 am—8 pm  
Sunday.....2 pm—4 pm

### Activities Center

Monday..... 6 am—10 pm  
Tuesday ..... 6 am—10 pm  
Wednesday ..... 6 am—10 am; 11 am—10 pm  
Thursday..... 6 am—10 pm  
Friday ..... 6 am—10 am; 11 am—10 pm  
Saturday..... 8 am—8 pm  
Sunday.....2 pm—4 pm

### Aquatic Center Hours (Fall/Spring Semesters)

Monday..... 6 am—8 am; 1 pm—4 pm; 7 pm—9 pm  
Tuesday .....1 pm—4 pm; 7 pm—9 pm  
Wednesday ..... 6 am—8 am; 1 pm—4 pm; 7 pm—9 pm  
Thursday.....1 pm—4 pm; 7 pm—9 pm  
Friday ..... 6 am—8 am; 1 pm—4 pm  
Saturday.....3 pm—6 pm  
Sunday.....2 pm—4 pm

Visit [www.uuwellness.com](http://www.uuwellness.com) for updates on Summer, J-Term, and Holiday Hours



*The Union University Cross Country team enjoying their run on a snowy day*

*Photo by Morris Abernathy*

# 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 **Excellence-Driven, Christ-Centered, People-Focused, 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 lives. 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. 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. In 1859 its highly respected president, Dr. Joseph H. Eaton, died; and 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 more than 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 more than 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.

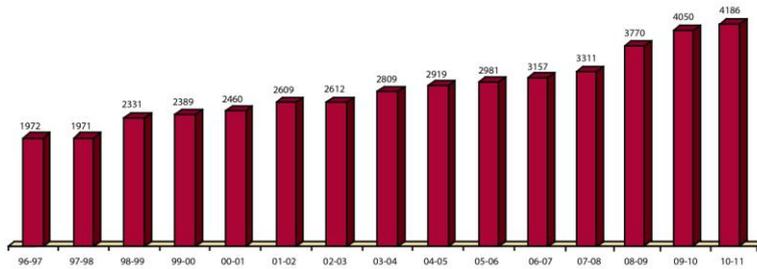
The progress that has been made during this time has been remarkable:

- The progress that has been made during this time has been remarkable: fall enrollment increased from 1,972 (in 1996) to 4,186 (in 2010).
- Accepted significant increases in giving, including ten of the largest commitments in school history
- Instituted three five-year strategic plans
- Completed \$120 million in new campus construction, including 17 residence halls, Bowld Student Commons, the Miller Tower, Jennings Hall, Hammons Hall, and Fesmire athletic facilities
- Completed a \$110 million comprehensive capital campaign; 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 Christian studies (MCS and D.Min.), education (M.Ed.,

Ed.S., and Ed.D.), nursing (MSN with tracks in education, administration, and nurse anesthesia), pharmacy (Pharm.D.) and intercultural studies (MAIS)

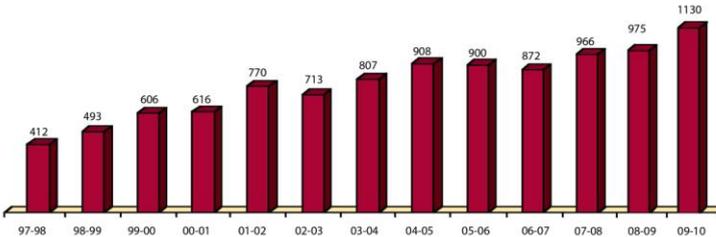
- Achieved SACS Level V accreditation
- Added programs in undergraduate research, student mission involvement, and giftedness assessment program for freshman students
- Added an extension campus in the Memphis suburb of Germantown, which now has about 900 students, and an extension campus in the Nashville suburb of Hendersonville
- Established the Carl F.H. Henry Center for Christian Leadership, the Charles Colson Chair for Faith and Culture, and the Stephen Olford Chair of Expository Preaching
- Initiated the highly successful annual Scholarship Banquet
- 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 GRADUATION COMPARISON

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 more than 1,100 students graduated from Union, a 167% increase over the 97-98 school year:



# UNION UNIVERSITY ANNUAL FALL ENROLLMENT

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	2010
Fall Enrollment	1972	4186
Non-duplicating headcount	2183	4954
# of states/countries	31/14	45/30
% of male/female	35/65%	41/59%
% of minority students	5%	23%

## OUR STATEMENT OF FAITH

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.



## **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. These additional privileges come with additional responsibilities.

Students are bound by the policies and community values listed in this student handbook. Any changes to this handbook after printing and before the new academic year will be sent to students via e-announcements and also included as an addendum at <http://www.uu.edu/student-services/handbook>.

### **COMMUNITY RESPONSIBILITY AND ACCOUNTABILITY**

At Union University all members of the University community have a responsibility to the values of the University and to one another. The commitment to these values is expected at any time a student is enrolled, whether or not school is in session. When in the presence of a Values Violation, the individual has the responsibility to 1) intervene and 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. If members of the community willingly remain in the presence of a values violation without either confronting the violation, or leaving the area immediately and 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 VALUES 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.

Minimum Sanction:                      University Probation

2. **HAZING.** Hazing in any form is prohibited by Union University and Tennessee Law. This regulation also governs off-campus initiation activities. Hazing is to be interpreted as any activity that endangers the physical safety of a person, produces mental or physical discomfort, causes embarrassment, fright, humiliation or ridicule, or degrades the individual—whether it is intentional or unintentional. It is defined as doing any act or coercing another to do any act of initiation of a student into an organization that causes or creates a substantial risk bringing mental, emotional, or physical harm to a person. Hazing is also any act that injures, degrades, harasses, or disgraces any person. It is understood as any forced or required intentional or negligent action, situation, or activity that recklessly places any person at risk of physical injury, mental distress or personal indignity. All initiation activities are subject to the approval of the Dean of Students. Violators will also be subject to state fines and/or imprisonment.

Minimum Sanction:                      Fine, Community Service (Organization)

3. **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 on-campus or off-campus. Students may not live with or stay in a hotel room with a non-related peer of the opposite gender, even if the relationship is not sexual. The promotion, advocacy,

defense or ongoing practice of a homosexual lifestyle (including same-sex dating behaviors) is also contrary to our community values.

Minimum Sanction: Fine, Community Service hours and Counseling, Residence Life Probation, Parental Notification

4. PUBLIC DISPLAYS OF AFFECTION. Participating in inappropriate displays of affection in public areas of the campus.

Minimum Sanction: Reprimand

5. 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](http://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)

Minimum Sanction: Reprimand and Counseling

## 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 5:22-24 *"But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires."* NIV)

1. ALCOHOLIC BEVERAGES. The possession, use, purchase, or distribution of alcoholic beverages on or off campus is prohibited. The possession of empty alcoholic beverage containers and/or drug paraphernalia on campus (on campus includes all facilities of the University, adjacent parking areas, and fraternity and sorority houses) will be considered strong evidence that alcohol and drug regulations have been violated. Students must leave a situation where alcohol is present or may face possible sanctions even if they are not drinking.

Minimum Sanctions: Due to the complexity of most alcohol situations, minimum sanctions will be determined on a case-by-case basis. Please be aware that driving under the influence of alcohol may carry more severe sanctions.

Sanctions may include: Individual: Probation, attend alcohol education program(s) or counseling, fine and community service hours. Organization: Probation of University organization status, fine and community service hours, and parental notification.

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 includes but



and to be aware at all times of activity in the testing area. Students who become aware of cheating of any type are responsible for reporting violations to the course instructor. For a description of the Academic Dishonesty Appeal Process, please refer to the “Grievance Procedure” section of the handbook.

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

Minimum Sanction:        Fraud: Restitution and probation  
                                     Lying: Reprimand

#### **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.”*; I Cor. 4:2 *“Now it is required that those who have been given a trust must prove faithful.”*NIV)

1. **LITTERING.** Intentionally throwing trash on the ground. (This includes throwing food/kitchen grease out of your window or in the residence complex.) Please keep our campus beautiful!

Minimum Sanction:        Reprimand and Restitution

2. **PROPERTY DESTRUCTION/ROOM DAMAGE CHARGES.** Actions that violate this Community Value include damaging, destroying, defacing (in any way) property belonging to others or to the University.

Minimum Sanction:        Probation and Restitution

**Note:** Any intentional damage to an apartment may be subject to a fine of \$50.00 above the cost of labor and damage/cleaning charges.

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. Resident Advisors are not permitted to unlock residents’ doors without the prior permission of the resident living in that particular apartment or room.

Minimum Sanction:        Fine and Restitution

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.

Minimum Sanction:        Reprimand and Restitution

**Note:** The minimum sanction for illegal file sharing will include restitution and disconnection from the University network.

5. **SETTING A FIRE AND ARSON.** Deliberately lighting a fire.

Minimum Sanction:        Probation and Restitution

6. **POSSESSING FIREARMS, WEAPONS OR FIREWORKS.** 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. Union University does not permit the storage of recreational sport-ing/hunting equipment inside the residential facilities on campus or in vehicles.

Minimum Sanction: Probation and confiscation of firearm, fine, and com-munity service hours

7. TAMPERING WITH FIRE SAFETY EQUIPMENT/INTERCOMMS/NETWORK CABINETS. Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs, computer networking cabinets, or other safe-ty equipment puts others at risk of injury. Tampering with such equipment is strictly prohibited.

Minimum Sanction: Fines (minimum \$100) and/or Probation

8. RESPONSIBILITY FOR GUESTS. Students are held responsible for the conduct of their guests on campus. Overnight visitors staying on campus must sign in at the Commons office before midnight. Failure to sign in guests may result in the loss of guest privileges.

Minimum Sanction: Reprimand

9. MISUSE OF UNIVERSITY E-MAIL/NETWORK. A complete policy for the ap-propriate use of the Internet and the University's computers can be found at [www.uu.edu/it/policies/aup.cfm](http://www.uu.edu/it/policies/aup.cfm).

Minimum Sanction: Reprimand

## 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 stan-dards 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 *"Everyone must submit himself to governing authorities, for there is no authority ex-cept that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves."*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 in-dividuals and/or organizations.

Minimum Sanction: Reprimand

2. INSUBORDINATION. Failure to comply with a request, written or verbal, of an authorized University faculty or staff member constitutes insubordination. Failure to comply based on a difference of opinion is not an acceptable response.

Minimum Sanction: Reprimand and Written Apology

3. CREATING A NUISANCE WITH NOISE. Talking, yelling, singing, playing a musical instrument, electronic device, etc., loud enough to disturb other members of the University community is strictly prohibited.

Minimum Sanction: Reprimand

4. RECKLESS BEHAVIOR. Any behavior which creates a risk of danger to one's self or others in the University community is strictly prohibited. This includes but is not limited to reckless driving, propping exterior doors ajar in the Residence Commons, throwing/launching/setting fire to objects, and disclosing or giving Residence Com-plex access to unauthorized persons.

Minimum Sanction: Probation

5. VIOLATING RESIDENCE COMPLEX VISITATION GUIDELINES. This violation occurs when one is present or has been present in any non-public area of the Residence Complexes with a member of the opposite sex. Students are not permitted to visit the rooms or apartments of students of the opposite sex. The only exception to this is during dates set apart for open visitation by the Dean of Students.  
Minimum Sanction: Reprimand
6. VIOLATION OF ANY RESIDENCE COMPLEX REGULATION as outlined in the *Campus Life Handbook*.  
Minimum Sanction: Reprimand
7. 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 University judicial action. Formal charges, complaints or indictments by government entities are not prerequisite for University action under this section.  
Minimum Sanctions: Correspond to the degree of the seriousness of the law violated
8. DANCING. Union University prohibits dancing at any Union University sponsored event held on campus.  
Minimum Sanction: Reprimand

## GENERAL POLICY OF CONDUCT

When students are accepted for admission to Union University, it is assumed that they are capable of conducting themselves in a manner which involves restraint and self-control when such are necessary. Written rules and regulations cannot be provided for every act or condition that may occur in the lives of several hundred students. However, the general policy of conduct at Union University is that students conduct themselves as persons of faith who strive to exemplify the character of Jesus Christ throughout their daily life.

## 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. Values 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. This sanction includes a conversation with the student about the inappropriateness of the behavior as well as how to make wiser choices in the future.

**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.

**Personal Accountability**—This sanction requires the student to meet with a predetermined faculty or staff member for ongoing accountability.

**Counseling**—Requirement to meet with a University approved licensed counselor for

assessment.

**Fine**—Financial consequence corresponding to the violation.

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

**Parental Notification**—A call and/or letter to the student's parent(s) or guardian regarding the violation.

**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.

**Residence Life Probation**—Formal written warning that the student's conduct is in violation of University policies. The continued status of the student as a resident student depends on the maintenance of satisfactory citizenship during the period of probation. Any student who is on Residence Life probation will remain on probation for one full semester clear of any violation of Community Values and Expectations. Students on probationary status may not hold student leadership or officer positions, for example: SGA, SAC, Life Group Leaders, Focus Leaders, Resident Advisors, Resident Staff Advisors, Fraternity/Sorority officers, and any other leadership position on campus. Contingent upon the violation, intramural participation may be restricted.

**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 them 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. Students on probationary status may not hold student leadership or officer positions, for example: University Athletics, SGA, SAC, Life Group Leaders, Focus Leaders, Resident Advisors, Resident Staff Advisors, Fraternity/Sorority officers, and any other leadership positions on campus. Students on probationary status may not participate in intramurals until they have been removed from probationary status.

**Institutional Scholarships Probation**—Formal written warning that the student's conduct is in violation of University policies and his/her University funds (scholarships) are in jeopardy of being removed for not less than one semester. Continued benefit from University funds (scholarships) depends on the maintenance of satisfactory citizenship during the period of Institutional Scholarships Probation.

**Institutional Scholarships Suspension**—Termination or reduction of institutional or athletic scholarships and aid for not less than one semester, including institutional aid given in the current semester. (For additional information about athletic scholarships, please refer to the student athletic handbook.)

**Residence Life Suspension**—Exclusion from living in or visiting University residence complexes for a stated period of time during which the student's presence in any Union residence complex is prohibited without prior permission from the Assistant Dean of Students. No residence life refund will be given.

**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 Assistant Dean of Students. Tuition

and residence life charges 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 funds for not less than one semester.

**Expulsion**—Termination of student status at the University permanently for an indefinite period of time. No residence life refund will be given.

## **VALUES VIOLATIONS AND THE JUDICIAL 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 values 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, Residence Director, or Program Chair. 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 or grade appeals, the faculty member, chair and/or Dean of the school will arrange a meeting with the student. Please refer to the Academic Grievance Policy for the process regarding any academic violation allegations or grade appeals. (See the “Grievance Procedures (Academic)” section of this handbook.)
- C. The student will receive written or verbal notification from the Assistant Dean of Students, Residence Director, or Program Chair 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. Subsequent to the meeting, the degree of involvement will be established and a sanction will be given.
- E. The student will receive written notification outlining the findings of the judicial meeting, value(s) violations, and any assigned sanctions. Faculty advisors (and if applicable, coaches and the athletic director) 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 and a student who may be in a position of leadership will be asked to temporarily step down from that position until the resolution of allegations of values violations has been resolved.

### **COMMUNITY SUPPORT AND REDEMPTIVE 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.

## 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 *Campus Life Handbook* given to all traditional undergraduate students. For adult and graduate students, the handbook can be accessed online at [www.uu.edu/student-services/handbook](http://www.uu.edu/student-services/handbook).
- B. **Meeting.** Depending on the type of violation, the student will be heard by the Residence Director, Assistant Dean of Students, faculty member, Chair, Program Director or Academic Dean. Depending on the nature of the violation, appeals will be considered by the Assistant Dean of Students, Program Director, Chair, Academic Dean of the school or college, Faculty/student judicial appeals committee, the adult/graduate appeals committee, or Associate Provost. The procedure for addressing academic violations is found in the “Grievance Procedures” section of this handbook.
- C. **Evidence.** The student will be informed of all the evidence connecting him/her to the alleged values violation.
- D. **Testimony.** The student may offer personal testimony or decline to testify against oneself, and request permission to bring personal witnesses to the meeting.
- E. **Counsel.** The student may request to bring a personal witness 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 from the Assistant Dean of Students’ Office. This must be completed and returned within 2 business days 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. The Student did not receive due process as outlined in the *Campus Life 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 in the “Grievance Procedures (Academic)” section of this handbook.

### **READMITTANCE AFTER SUSPENSION/EXPULSION**

Any student once having been admitted to Union University and then missing one or more semesters/terms for judicial reasons 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 either the Program Director or the Assistant Dean of Students for readmittance.
3. Submit official transcripts from any undergraduate or graduate 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 Assistant Dean of Students and obtain written permission for readmittance. (Readmittance will be at the discretion of the Director of Residence Life and/or Assistant Dean of Students).
3. If the student is permitted to move back into the residence complex they will be readmitted on a Residence Life Probationary status and will continue at that status until they have remained clear of any violations of Community Values for one full semester.

## **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/catalogue](http://www.uu.edu/catalogue).

### **ACADEMIC RESOURCES AND INFORMATION SERVICES**

#### **EMMA WATERS SUMMAR LIBRARY**

**Jackson Campus Library phone: (731)661-5070 or (731)661-6573**

**<http://www.uu.edu/library/>**

**Library Mission and Vision Statement**

The Emma Waters Summar Library provides comprehensive and current academic resources and services to support the educational initiatives of Union University. Applying both Christian and high professional standards, the library staff will actively support and encourage academic growth and development at Union.

To advance this mission, we strive for excellence in

- presenting an attitude and atmosphere of quality customer service
- acquiring, maintaining, and facilitating access to print and digital resource collections that best support Union University's mission and goals
- providing personnel, services, facilities, and instructional programs that promote the effective use of academic resources
- connecting the Union community with the resources of other libraries and information providers

### **Library by the Numbers**

A collection of more than 136,000 books

Subscriptions to 438 current periodicals

Access to over 28,000 electronic periodicals

Use 120 subject-area databases to research topics

A collection of over 6,400 DVDs and videos

Seating for up to 355 students

A collection of over 1,700 musical recordings

Access to over 77,000 electronic books

46 student workstations

### **Library Services and Equipment**

Wireless internet

Laptop connectivity throughout library

Course reserves

Photocopier, printing and fax service

Reference and research assistance

One-on-one research coach service for students

Class-integrated instructional sessions

Group and individual study spaces

Interlibrary loan service

Fax service plus photocopiers, printers and scanner

Viewing rooms for VHS and DVD formats

### **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, and a 25 meter swimming pool.

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

### **ADMISSIONS AND RECRUITMENT**

Union University, through the Office of Undergraduate Admissions, seeks to recruit and admit 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. Please refer to our webpage ([www.uu.edu/admissions](http://www.uu.edu/admissions)) or call (731)661-5100 for assistance.

### **AIRPORT TRANSPORTATION**

McKellar-Sipes Regional airport here in Jackson, (about an easy 10 minute drive from the UU campus), offers flights from Jackson to Nashville as well as Atlanta, GA, Athens, GA, Macon, GA, and Owensboro, KY. To check out current rates or to schedule a flight, go to [www.tennesseeskies.com](http://www.tennesseeskies.com). The University does not provide transportation to the McKellar-Sipes or Nashville airports. The Office of Residence Life can arrange transportation to the Memphis airport for a cost of \$75.00 per ride. (If more than one person needs a ride, they can split that cost.) Reservations are required one week in advance. Students are encouraged to first utilize the "Union Ride Board" group located on Facebook. Also, students can contact the Office of Residence Life ([reslife@uu.edu](mailto:reslife@uu.edu) or 731-661-5432) and request a list of other current students who are from their state. The list may be helpful in connecting students with transportation home!

### **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 1 basketball hoop, 2 diving boards, and certified lifeguard supervision. The facilities are complete with bathrooms, locker rooms, and showers. Whether you enjoy swimming laps or just having fun in the water, the Aquatic Center has opportunities for you. An authorized Student ID is required for all users of the facilities. Aquatic Center Hotline: (731)661-5150.

### **BAREFOOTS JOE**

Barefoots Joe, on-campus coffee house and venue, is located in the Student Union Building. Barefoots seeks to offer a place for relational and cultural engagement, and invites you to take time to hang out with friends, study, view art exhibits, or hear live music during the year. Barefoots is proud to carry locally roasted coffee that benefits ministries around the world. Barefoots hosts concerts with up-and-coming musicians, such as The Civil Wars, Anathallo, Brooks Ritter and Jamie Barnes, Will Gray, Matthew Perryman Jones, and Katie Herzig. Open mic nights and film nights are hosted each semester as well. Coffee Shop: (731)661-5019.

### **BASKETBALL COURT (OUTDOOR)**

The Class of 2002 outdoor basketball court is available to all students, faculty, and staff. Basketballs may be checked out from McAfee Commons, Bowld Commons, or the Wellness Center. Shirts must be worn during play.

### **BOOKSTORE**

The University Bookstore is operated by LifeWay Christian Stores as a service facility provided for its family of students, faculty, and staff. LifeWay Christian Stores makes available required textbooks, school supplies, Bibles, general books, music, gifts, and clothing.

#### **Textbook Prices**

Because the prices of elementary and high school textbooks were absorbed in the total tax dollars one's 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, publish, 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 used-book companies. Books 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 the class have not been filled. Books that are not being used in future terms will have a value determined by our wholesaler. In order to sell books back to the bookstore, students must show their student I.D.

## **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.

## **Refunds**

Textbooks may be returned for full credit within 7 calendar days from the first day of class for all terms. In order to return a textbook, you must have a valid receipt of purchase, and books must be in the same condition as they were when purchased. New textbooks must be without marks and shrink-wrapped books must be unopened.

## **Online Ordering**

Textbooks can be ordered through our website at [www.lifewayatunion.bkstr.com](http://www.lifewayatunion.bkstr.com). This website provides textbooks along with clothing.

## **CAMPUS LEADERSHIP**

Because of academic responsibilities and the duties associated with campus leadership roles, no student with less than 2.5 grade point average may serve as a Student Government Association officer or as an officer for a campus organization. In addition, he or she must be in academic and judicial good standing with the University.

## **CAREER SERVICES**

The Career Services staff assists students needing guidance in defining their academic major/career goals as well as offering direction in pursuing their chosen vocations. The Career Services professional staff encourages all students to begin life calling and career planning in the freshman year. The resources housed in the Career Services Resource Center include a variety of materials 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 a full-service calendar of events designed to meet discipline-specific needs of the undergraduate and graduate student populations. 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. To complement this service, the Career Services office also offers access to professional video résumé development. Finally, personality and interests assessment, career development workshops, interview skills training, and career counseling/coaching are offered as a holistic approach to life calling and career development in order to assist students with preparation for their life vocations as ministries. For more information about the Career Services department, visit the web site located at [www.uu.edu/careerservices](http://www.uu.edu/careerservices).

## **CELL PHONES**

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

- turn off or keep your cell phones on silent 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 passport.

## **CHAPEL**

Chapel is a time when the University community gathers for corporate worship. Chapels are designed to provide spiritual encouragement, moral guidance and intellectual challenge. The purpose of Chapel at Union University is to worship and glorify God while building community and fostering spiritual growth in all areas of living, learning and serving. Chapel is purposefully designed never to take the place of a local church in a student's life but rather to expose the campus community to a variety of influential Christian ministers and leaders who are advancing God's global purpose in the world. A chapel calendar is available through the office of Campus Ministries or online at [www.uu.edu/events/chapel](http://www.uu.edu/events/chapel).

### **Purpose and Philosophy**

The chapel program is an integral part of the life of the University. It is the central and focal event of the University as a whole and serves as a time for the entire Union community to express its common commitment to Jesus Christ through corporate worship. The purpose of Chapel at Union University is to worship and glorify God while building community and informing in the areas of faith, living and learning.

Along with exposure to a variety of worship styles and traditions, Chapel brings exceptional speakers to campus, as well as Christian speakers from the marketplace who share the opportunities and necessity of active Christian leadership in all sectors of society. Thus, during the semester, Chapel speakers may include preachers and leaders of service ministries, as well as those who speak from a Christ-centered perspective on education, the arts, business, government, science, the family, and various complex contemporary issues. While Chapel is most often structured as a worship service, the purpose of Chapel is somewhat different from the systematic spiritual development students receive from their local church. And thus, Chapel is purposefully designed never to take the place of a local church in a student's life.

### **Participation**

Students' attendance in chapel is required because, within our Christian framework, we believe that all teaching of truth must be built on a foundation of God's truth. Thus, in the same way we require students to study the truth of physical science, the arts, and literature, there is no contradiction in requiring students to study God's truth. The study of chemistry cannot be completed from a textbook alone, the study of God's truth also needs a "laboratory" for experiencing and understanding. It is not enough to study the Bible without having exposure to the worship of God and an opportunity to understand the relationship offered to us in Christ.

Chapel is held every Wednesday and Friday at 10:00 a.m. All students who are not exempt from Chapel or have approved chapel reductions are required to attend a minimum of fourteen (14) sessions each semester they are enrolled at Union. Reductions and exemptions from the chapel requirement are available only for the following students when accompanied by supporting documentation:

- a) enrolled in less than twelve (12) hours
- b) over 24 years of age

- c) enrolled only in Tuesday/Thursday classes
- d) fulfilling a required student teaching assignment
- e) internship
- f) education observation
- g) nursing clinicals

Applications for chapel exemptions are submitted to Phyllis Davenport, Chapel Facilitator (located just outside of the Office of Safety and Security in the SUB Building) and are valid for one semester only. This means exempt students must submit and verify exemptions on a semester-by-semester basis. Chapel exemption forms are due by September 20 for the fall semester and February 20 for the spring semester.

Students who have been enrolled at Union for six consecutive semesters and have fulfilled chapel participation requirements are not required to attend chapel during their final two semesters their senior year, but must submit a request for chapel exemption.

Students who do not attend 14 chapels per semester will be placed on chapel probation. Students on chapel probation will be expected to attend 14 chapels during the next semester **in addition** to the balance of chapels they missed the semester prior. Students who are on chapel probation for more than two semesters may face suspension from the University for one semester. Students attempting to falsify information by having someone scan their ID for them and students scanning their ID and leaving prior to the completion of chapel may face judicial sanctions.

Decisions regarding chapel exemptions and suspensions will be made by the Vice President for Spiritual Life and the Assistant Dean of Students.

## **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 (INFORMATION TECHNOLOGY)**

Computer labs are available exclusively to current Union students, faculty, and staff at no charge. Approximately 300 computers are located on the Jackson campus for student access, of which 78 are housed in three large labs used in varying amounts for classes. Wireless Internet access is also available in most campus buildings.

Three computer labs are available at the Germantown campus. All labs are scheduled for classes on a day today or entire semester basis. Class reservations for the following week are posted near all Jackson-campus 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, required chapel sessions and inclement weather events. Call 731-661-HELP to find out about lab availability in Jackson or 901-759-0029, ext 126 for Germantown labs. 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 Jackson 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/it/policies/aup.cfm](http://www.uu.edu/it/policies/aup.cfm). Your Union-provided email account is considered an official means of university communication. You can learn more about this at [www.uu.edu/it/services/studentemail.cfm](http://www.uu.edu/it/services/studentemail.cfm), [www.uu.edu/it/training/newstudents.cfm](http://www.uu.edu/it/training/newstudents.cfm) or [www.uu.edu/it](http://www.uu.edu/it)

## **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 stu-

dent'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 reported to the student through WebAdvisor, the secure campus information system. 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 available for any student needing assistance with personal, emotional, relational, or psychological concerns. All counseling situations are held in strict confidence. Union University Counseling Services is not designed to provide long-term care for significant mental illness, although the office can provide referral information for special needs. Counseling services provided on the main campus by our two campus counselors is available at no charge to students. Students seeing off site counselors will assume financial responsibility for visits. Students at regional campus sites should contact Dr. Paul Deschenes at [pdeschenes@uu.edu](mailto:pdeschenes@uu.edu) for referral to the service provider under contract in that area. Please consult the Counseling Services website at [www.uu.edu/student-services/counseling](http://www.uu.edu/student-services/counseling) for more information and “screening” surveys for anxiety, depression, Attention Deficit Disorder, or eating disorders.

## **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**

Students should address questions or comments regarding services to accommodate their disability or academic accommodations to the Director of the Office for Disability Services. Please consult the Disability Services website at [www.uu.edu/student-services/disability-services](http://www.uu.edu/student-services/disability-services) for more information. Any student who feels that accommodations are not being fully met should contact the Director of the Office for 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 the residence complexes.

## **DISCOUNTS AT LOCAL BUSINESSES**

Many local businesses offer discounts for Union University students, faculty and staff. Visit the Facebook group “**Local Discounts for Union University Students**” for the most up-to-date information on deals around town.

## **DRESS CODE**

Union students are expected to maintain a standard of dress which ensures 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, “backless” shirts, 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 im-

mediately 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.

## **EMERGENCY NOTIFICATION SYSTEM**

Union University offers an emergency notification system that is available to all students, faculty, staff, spouses, and parents on our Germantown, Jackson, and Olford Center, and Hendersonville campuses. **Students are automatically registered for the alerts;** however they may opt out at any time. This system is voluntary, but students are strongly encouraged to receive text messages on their cell phones in the event of a campus-wide emergency, security and/or severe weather threat.

For UU parents, faculty, staff and spouses, registration for this system may be found at [www.uu.edu/uualerts](http://www.uu.edu/uualerts). After arriving at the site, faculty, and staff will be asked for their name, UU e-mail address, cell phone number, and carrier information. Once registered, you will remain in the system unless you choose to have your name removed. You may choose to be removed from the system at any time. More information about this program and frequently asked questions may also be obtained at [www.uu.edu/uualerts](http://www.uu.edu/uualerts).

Understanding that many people pay to receive text messages, the system will be used with discretion and again, only to provide information that would require the notification of the entire campus. This text message program is an added layer of security. E-mail and the campus website will still be the most reliable sources of information about security-related campus events. In the event that our Union website goes down in the case of an emergency, an alternate website [www.uuemergency.com](http://www.uuemergency.com) will mirror any emergency information.

If you are not already registered, we ask that you register for this alert system today as we must remain vigilant in keeping the safety of our students, faculty, and staff as top priority. If you would like further information on the Union University Crisis Management plan and/or the Emergency Notification System, please contact the Office of the Assistant Dean of Students at (731)661.5033 or [bcarrrier@uu.edu](mailto:bcarrrier@uu.edu).

## **EMOTIONAL STABILITY OF STUDENTS**

The Dean of Students and the Assistant Dean of Students reserve 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. Compliance with documented treatment plans is required for continued enrollment. Updated medical documentation may be required and requested prior to subsequent semesters.

## **EXTERNAL STUDY PROGRAMS**

Union University offers many opportunities for students to participate in external study programs that can enhance their academic experience. These include both stateside and overseas opportunities.

All students participating in external academic programs in the United States or abroad must officially notify the University prior to beginning the registration process for the program. Failure to do so may jeopardize appropriate transfer of credits and/or applicable funding. Complete guidelines for external study are available in the External Study Student Handbook. The Handbook includes information on program selection and application, travel, financial responsibility, and scholarships. Students can request more information or a Handbook in the Institute for International and Intercultural Studies. Contact Dr. Cynthia Jayne, Associate Provost for the Institute for International and Intercultural Studies (731)661-5358 or the Program Coordinator for the Institute (731)661-5057.

## **FACILITIES**

The Union University Jackson 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, Heritage Residence Complex, McAfee Commons, the Quads Residence Complex, Hope Residence Complex, Bowld Student Commons, Warmath Family Housing Complex, Hyran E. Barefoot Student Union Building, the Facilities Management Building, Hammons Hall, Jennings Hall, Miller Tower, White Hall, Providence Hall, and Fesmire Field House.

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 Waters 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, the College of Education and Human Studies, and the School of Social Work. 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 more than 1,300 students in apartment-like units.

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

McAfee Commons is located in the center of the Heritage Residence complex and contains comfortable seating areas, TV’s, a kitchen, vending machines, a laundry room, a computer lab, an upstairs study loft, a game room, the Residence Life Staff offices, and the Residence Director’s office and apartment.

The Bowld Student Commons is located in the Grace Quad and contains classrooms, kitchens, a large multi-purpose recreational room, TV’s, video games, vending machines, a game room, music rooms, computer labs, several comfortable seating areas, and two Residence Directors’ offices and apartments.

The Hyran E. Barefoot Student Union Building houses the Student Dining Hall, Lexington Inn, University Services, mail services, Barefoots Joe, a prayer chapel, 120-seat Harvey Auditorium, Student Government Office, the Office of Student Life, the Office of Campus Ministries, and the Office of Enrollment Services and Financial Aid, and the Carl Grant Events Center.

Hammons Hall contains the LifeWay Christian Store as well as the offices for University Relations (Advancement, Alumni Services, Creative Services and University Communications. Classroom space and a community room are also housed in Hammons Hall.)

Jennings Hall is home to the Departments of Music, Communication Arts, and Christian Studies reside. Included within Jennings Hall is Hartley Recital Hall, a television production studio and the Ryan Center for Biblical Studies.

White Hall is home to the Departments of Biology, Nursing, and Chemistry.

Providence Hall is home to the School of Pharmacy. This beautiful state-of-the art facility also houses the Center of Excellence in Health Care Practice. Featured in this building are technologically advanced classrooms and student study rooms, world-class pharmaceutical sciences research laboratories, and a realistic hospital suite of human patient simulators used in innovative teaching methodology for nursing and pharmacy students.

Fesmire Field House sits between the baseball and softball fields, and Smith Memorial Soccer Complex. It houses offices and locker rooms for baseball, softball, and men's and women's soccer. Its main feature is a 10,000 square foot indoor practice facility.

The Center for Continuing and Professional Studies is located at 1938 Emporium Drive, about a mile from the Jackson campus.

Union's Germantown campus offers a degree completion program and graduate programs in business, nursing, education, and theology and missions.

Union's Hendersonville campus is moving to a permanent facility in 2011. Degree completion, as well as graduate programs in theology and missions and education are offered in Hendersonville.

## **FINANCIAL AID**

Students who need financial assistance to help meet University expenses should refer to Union's website ([www.uu.edu/financialaid](http://www.uu.edu/financialaid)), or request information in the Office of Student Financial Planning at (731)661-5015 or [finaid@uu.edu](mailto:finaid@uu.edu).

## **FINAL EXAMINATIONS**

Comprehensive final examinations are required of all students in all courses where content is appropriate. The final examination schedule is listed on the University calendar. Go to [www.uu.edu/academics/calendars](http://www.uu.edu/academics/calendars). Choose 2011-2012 Undergraduate Academic calendar. The schedule for final exams is listed at the bottom of the second page. A student with three or more finals on one day may request one of his/her professors to reschedule one examination to another time during finals week, provided the request precedes the last week of class. If the student and the professor cannot resolve the scheduling problem, the student should take his/her request to the Registrar.

Final grades are reported following each term or session to the student via WebAdvisor. 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. See "Grievance Procedures" for the Grade Appeal process.

## **FLYERS AND ADVERTISEMENTS**

Notices, announcements, and advertisements to be placed on University bulletin boards and digital signs must be cleared through the Office of the Dean of Students or the Assistant Dean of Students. Posted materials which have not been stamped by the Dean's office are subject to removal. Approval will be given to materials consistent with and not contrary to Union University Community Values. To maintain a clutter controlled campus, posters and notices may only be placed on campus bulletin boards (not doors, walls or windows,) and limited to 25 copies per event.. Flyers advertising events or items of a personal nature may only be placed on the bulletin boards in the campus post office. No flyers may be placed on the windshields of any vehicles on campus. Those who put up signs are responsible for removing them within 2 days after the event. Slides to be posted on the digital signs should be submitted as a JPEG, PNG or TIF file to the Office of the Dean of Students.

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

## **FOOD AND BEVERAGES**

Students are requested to refrain from taking food and drinks into the corridors, the classrooms, the library, or the chapel.

## **FORMATION OF NEW ORGANIZATIONS**

Students desiring to form a new organization must first meet with a representative from the Office of Student Leadership and Engagement. After this meeting, please read and complete the information available at the following website: [www.uu.edu/student-services/organizations/policies.cfm#forming](http://www.uu.edu/student-services/organizations/policies.cfm#forming)

## **FUND RAISING/EXTERNAL CONFERENCES**

All fund-raising activities by University organizations, employees, or students must be approved by the Vice President for Student Services and Dean of Students and then by the Senior Vice President for Institutional Advancement. In addition, no student organization can sponsor a Jackson-wide regional or national campus event or conference on campus without prior approval from the Dean of Students.

## **GRIEVANCE PROCEDURES (ACADEMIC)**

An academic grievance involving dissatisfaction with the quality of instruction or with the performance of an instructor is referred to as a Review of Instruction. A grievance involving dissatisfaction with a grade is considered a Grade Appeal. A grievance regarding a charge of academic dishonesty, which includes, but is not limited to plagiarism, is referred to as an Academic Dishonesty Appeal. Procedures for addressing each type of grievance are outlined below. "Working days" are defined as days when the University offices are open. All email communication will be sent to the students' Union email account.

### **Review of Instruction**

Before initiating a formal Review of Instruction, a student who is dissatisfied with the quality of instruction or with the performance of an instructor should discuss his or her concerns with the instructor. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal Review of Instruction. A formal Review of Instruction must be filed within 60 working days of the posting of the final grade for the course and must follow the sequence noted below.

A formal Review begins with the student emailing a detailed written report of his or her concerns to the instructor's department chair or to the dean if the chair is the student's instructor. Within this report the student must identify his or her concerns and provide appropriate documentation to support each concern. After receiving an email response from the chair (or dean), the student may elect to email the written report to additional administrators, as needed, in the following sequence: the dean of the college or school, the associate provost/dean of instruction (Jackson campus) or the vice president (Germantown campus), and the provost. The student may not advance the report to the next level until he or she has received an email response from the administrator being addressed. Each administrator will attempt to provide the student with a written response within 10 working days from the sent date of the student's email. The student has 10 working days from the sent date of one administrator's email to submit the report to the next level.

Written responses will be kept in a file other than the faculty member's personnel file.

### **Grade Appeal**

A student may initiate a grade appeal when there is legitimate reason to believe that the

grade does not accurately reflect the quality of his or her academic work in the course or that the grade was determined in a manner inconsistent with the course syllabus. Before initiating a formal appeal, the student should confer with the instructor regarding how the grade was determined. In the event that the issue is not resolved in consultation with the instructor, the student may initiate a formal appeal of the grade beginning at the instructor level. The levels of appeal are noted below. Except as noted, levels cannot be bypassed.

**Instructor Level:** The student must email a request to the Instructor within 60 working days of the posting of the final grade for the course. In addition to requesting a review of how the grade was determined, the student should include specific reasons for his or her dissatisfaction. The request should be sent to the instructor's Union email address and copied to the instructor's department chair. The instructor will attempt to provide an email response copied to the department chair within 10 working days of the sent date of the student's email.

**Chair/Advisor Level:** The student may continue the appeal process by emailing a request for a review of the grade to the instructor's department chair and to the student's faculty advisor, who together will serve as the review committee. This request should be sent to the Union email address of the chair and faculty advisor within 10 working days of the sent date of the instructor's response. The chair and the faculty advisor, serving as the review committee, will provide an email response to the student with copies sent to the instructor and the instructor's dean. In the event that either the chair or the faculty advisor is also the course instructor, the other person on the review committee will select the second member. The second member should be a faculty member within the course instructor's academic department. In the event that one of the faculty members holds all three roles, the student should begin the process at the Dean's level.

**Dean's Level:** Either the student or the instructor may appeal the review committee's decision to the instructor's dean. (Students in the MAIS program should direct the appeal to the MAIS Program Director.) This email request should be sent to the dean's (or MAIS Program Director's) Union email address within 10 working days of the sent date of the review committee's response. The dean will attempt to provide an email response to the instructor and/or student with copies sent to the instructor's chair, and the Associate Provost (Jackson campus) or the Vice President (Germantown campus) within 10 working days of the sent date of the instructor/student's request.

**Faculty Affairs/Graduate Appeal Committee Level:** Within 10 working days of the sent date of the dean's response, the student or the instructor may email a written request to the Associate Provost (Jackson) or to the Vice President (Germantown) calling for a review of the grade by the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. The Associate Provost or the Vice President will request a meeting of the appropriate committee for the purpose of reviewing all documentation related to the appeal. The committee will provide an email response to the instructor and the student with copies sent to the instructor's chair and dean and to the Associate Provost or the Vice President.

**Administrative Level:** Within 10 working days of the sent date of the committee's response, either the student or the instructor may submit an email request for a hearing before the Associate Provost or the Vice President. Requests for subsequent hearings before the Provost must be received within 10 working days of the previous hearing. The decision rendered by the Provost, in consultation with the President, is final.

All documents relating to the above procedure will be retained in the student's file kept in Academic Center.

For more information concerning the privacy of grade records, see the handbook section entitled "Confidentiality of Student Records."

## **Academic Dishonesty Appeal**

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids during testing (including but not limited to technology devices such as digital cameras, cell phone cameras, pen-based scanners, translation programs, and text-messaging devices), to refuse to give or receive information on examinations, and to turn in only those assignments which are the result of their own efforts and research. Failure to provide correct documentation for material gleaned from any outside source, such as the Internet or any published/unpublished work, constitutes plagiarism, a form of cheating subject to strict disciplinary action. Faculty are responsible for discouraging cheating and will make every effort to provide physical conditions which deter cheating and to be aware at all times of activity in the testing area. Students who become aware of cheating of any type are responsible for reporting violations to the course instructor.

Any student found guilty by the instructor of cheating will be subject to disciplinary action by the instructor. If the student is an undergraduate, the instructor will file a report of the incident and the intended disciplinary action with the student and with the Associate Provost/Dean of Instruction. Incidents involving graduate students will be filed with the student's dean or with the MAIS Program Director. Copies of all incidents will also be filed in the Office of the Dean of Students.

If the student deems this action unfair, he or she may file an appeal with the administrator with whom the report was filed. The administrator will convey the results to the student and to the instructor by email (copied to the Office of the Dean of Students).

If either the student or the instructor involved deems the administrator's action unsatisfactory, within 10 working days of the sent date of the email conveying the results he or she may email the Office of the Provost to request a hearing before the Faculty Affairs Committee (undergraduate) or the Graduate Appeals Committee. (For undergraduate appeals, the President of the Student Government Association will also sit on this committee.) The committee will convey its decision to the student and to the instructor by email. The decision of this committee will be final upon approval by the Provost in consultation with the President.

## **HEALTH INSURANCE**

The University has made arrangements with Student Resources Insurance Company to offer a voluntary health insurance program to all full-time students. Complete details about this insurance may be obtained 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—4:30 pm when classes are in session. The clinic lunch hour varies due to their desire to accommodate morning patients. The clinic is staffed by a full-time registered nurse who sees patients on a walk-in basis and a Clinic Assistant and Health Records Coordinator. Two physicians and two nurse practitioners also provide services to the clinic on a part-time basis. Appointments may be made through the Clinic Assistant 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 treatments may require an 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 (731)298-7768. Evening commuter students with medical emergencies may receive assistance by calling a

security officer on the 24-hour cell phone (731)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 seventh 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.

### **HUNDLEY CENTER FOR ACADEMIC ENRICHMENT (INCLUDING FREE PEER TUTORING)**

Located up the spiral stairs on the second floor of the library, the Hundley Center is open for free peer tutoring: Monday, Tuesday, Thursday 1-8 pm and Wednesday and Friday 1-5 pm. Tutoring is available in approximately 25 disciplines and is open for all Union University undergraduate students. To access scheduling information or make an appointment, log onto [www.uu.edu/programs/hundleycenter](http://www.uu.edu/programs/hundleycenter). Students can also schedule time to meet with Hundley Center staff during regular business hours for one-on-one academic coaching, and organizational, time management, and study skills.

### **Baldrige Reading & Study Strategy Program**

The Baldrige Reading and Study Strategy Program is a nationally acclaimed seminar designed to help increase reading speed and comprehension, time management skills and organization. This year the program will be held August 23-26. Registration will be June 20th during new student orientation. Please contact Bethany Morse ([bmorse@uu.edu](mailto:bmorse@uu.edu)) with any questions.

### **IDENTIFICATION CARDS (STUDENT ID)**

Each student is required to have a current photo identification card. Student identification cards will be made during the initial registration and will be distributed at check-in. Student ID's are needed for use in the residence complexes, library, bookstore, cafeteria, labs, and post office. It is required for chapel credit, voting in campus elections, for admission to athletic events, for entrance through the Welcome House after curfew, and for check cashing.

Student fees cover the cost of the student ID 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.

### **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 35 years, The Lexington Inn at Union is still a well-loved student gathering place.

## **LICENSE PLATES (UNION UNIVERSITY)**

If you are a permanent resident of 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. Additional information may be found online at <http://state.tn.us/revenue/vehicle/licenseplates/specialty.htm>

## **LOST AND FOUND**

When an item is lost or found it should be reported 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.)

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 \$0.50 each time a postal employee must assist with opening a mailbox. Campus mail boxes should be kept locked at all times.

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 4:00 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.

## **MEAL PLANS (BREWER DINING HALL AND LEXINGTON INN)**

Dining facilities are located in the Student Union Building and are under the management of ARAMARK. 20 meals per week are served.

Union University offers Block Meal Plans which give students a certain number of meals to use throughout the entire semester in the Student Dining Hall or The Lexington Inn. During fall and spring semesters, residential students living in an apartment with a kitchen will be automatically assigned a 100 Block Meal Plan. Commuters who wish to purchase a meal plan may go by Union Station and sign-up for a 50 Block Meal Plan.

During four-week terms (January, June, and July), residential students will be automatically assigned a 25 Block Meal Plan. Commuters who wish to purchase a meal plan may go by Union Station and sign-up for 15 Block Meal Plan.

These Block Meal Plans give students all of their meals at the beginning of the semester. If a student does not use all of their meals before the end of that semester, any unused meals zero out and are not rolled over to the next semester. If a student does use all of their meals before the end of the semester and needs more meals, that student may simply go by Union Station to sign up for a supplemental smaller 10 Block Meal Plan to use until the end of that specific semester.

### Fall and Spring Semesters

100 Block Meal Plan - \$795 per semester (assigned to all residential students)

150 Block Meal Plan - \$1,190 per semester

250 Block Meal Plan - \$1,985 per semester

Commuter 50 Block Meal Plan - \$400

Supplemental 10 Block Meal Plan - \$79.50

### Winter and Summer Terms (January, June, July)

25 Block Meal Plan - \$200 per term (for all residential students)

45 Block Meal Plan - \$360 per term

65 Block Meal Plan - \$525 per term

Commuter 15 Block Meal Plan - \$120

Meal plan changes during J-term/summer classes must be made before classes begin. Commuters may email Tina Giddens (tgiddens@uu.edu) in the Business Office to purchase a 50 Block Meal Plan for \$400. Individual meals may also be purchased at the door.

The Business Office will charge each residential student for a meal plan and notify ARAMARK of the type of meal plan purchased. Each student's Student ID serves as his or her meal ticket. The Student ID must be shown to the cashier at each meal. Loss of a Student ID 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; however, it does provide the flexibility to bring up to 10 guests per student per visit. This is for dining inside the Student Dining Hall or the Lexington Inn. To-go boxes are provided as needed to students; however, a student may swipe for a maximum of five to-go boxes per visit. Any guest list longer than 10 (or special situations) must be approved by the Food Services Director (ARAMARK@uu.edu) forty-eight hours in advance.

### **MINOR STUDENTS (STUDENTS WHO ARE UNDER AGE 18)**

All Union students under the age of 18 must complete a parental release form with the Assistant Dean of Students. Forms must be completed before classes begin.

### **MISSING PERSON POLICY**

In compliance with Higher Education Act Title IV, Section 485 (j), Union is required to notify law enforcement and/or the student's contact person(s) no later than 24 hours after a missing person report has been on file for 24 hours. It is Union's policy to contact local law enforcement immediately when notified of a missing person report, and to contact the student's contact person(s) within 24 hours of such a report.

### **MOVIE POLICY**

Organizations wishing to show movies on campus are held to movie policies that ensure Union's compliance with federal guidelines. Union's movie policies can be located at <http://www.uu.edu/student-services/organizations/policies.cfm>. Additional, questions about movie policies, process, and the cost of film rights may be directed to the Office of Student Leadership and Engagement or the Office of Residence Life.

### **NEWSPAPERS (COLLEGEIATE READERSHIP PROGRAM)**

The University provides free newspapers (Jackson Sun, USA Today, and the Wall Street Journal) for students during the fall and spring semesters. The papers are located outside the Brewer Dining Hall and the Library.

### **ORIENTATION**

Orientation programs have been designed for all new freshmen and transfer students at the start of the fall and spring semesters. Freshman and transfer orientation sessions are held as well as a special program for international students. These programs occur before classes begin. Information can be found at [www.uu.edu/events/newstudentorientation/](http://www.uu.edu/events/newstudentorientation/).

### **PARKING PERMITS**

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 of the vehicle being brought to the campus. The Student Life fee covers the cost of the first permit. All 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 **OUTSIDE OF REAR WINDOW** driver's side, 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

Students – Red

Guests – Yellow

Germantown Campus – Same Designations

Faculty/Staff parking areas are designated by blue lines on either side of the parking spaces. Students may park in any lined parking spaces that are not designated Faculty/Staff or restricted, i.e., fire lane, handicap, loading zone, security, facilities management, individually marked visitor space, or director’s space. .

Students may not park in any faculty/staff area between 7:30 am and 4:30 pm Monday - Friday.

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:

Permit improperly displayed .....	\$ 10.00
Parking over/on the line.....	10.00
Backing in parking space/pulling through.....	10.00
Parking in Unmarked space .....	10.00
Violation of timed parking space.....	20.00
Blocking another vehicle.....	35.00
Parking in the flow of traffic/Blocking Traffic .....	35.00
Driving or parking on the grass/walkways .....	35.00
Blocking fire hydrant.....	35.00
Parking without a valid permit .....	35.00
Parking in Faculty/Staff spaces .....	35.00
Parking in circle/fire lane .....	35.00
Illegally parking in Handicap Space and/or blocking ramp .....	35.00
Parking in Reserved Spaces.....	35.00
Disregarding Traffic Control Device.....	35.00
Reckless driving .....	50.00
Parking in driveways to dumpsters.....	100.00

Students will be allowed one warning per academic year at the discretion of the Director of Safety and Security. Students who accumulate more than five (5) violations during the academic year (August-July) 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 Assistant Dean of Students 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 Assistant Dean of Students 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.

## **POLITICAL ACTIVITIES AT UNION UNIVERSITY**

Union University supports the healthy discussion of issues regarding the political climate across the country. In addition Union University encourages students to be involved in the political process and to engage in political discourse and public square issues. Although the University supports this process, Union is a private institution and therefore is not required by law to allow political candidates on campus. However, the administration chooses to offer this privilege only if certain policies are followed. A complete listing of political activity policies can be found at the following website:

[www.uu.edu/studentservices/organizations/policies.cfm#political](http://www.uu.edu/studentservices/organizations/policies.cfm#political). Additional questions can be directed to the Office of Student Leadership Development or the Office of the Dean of Students.

## **PRAYER CHAPEL**

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

## **PRINTING**

Union provides a defined number of free prints per student during each academic term. For more information about Union printing policy and wireless printing options, go to [www.uu.edu/printing](http://www.uu.edu/printing).

## **PROGRESS REPORTS**

Progress Reports each fall and spring semester and final grades for all semesters and sessions will be reported through WebAdvisor. Progress reports are not applicable for reporting to outside sources or in applications to the reporting of the Grade Point Average.

Progress Reports are reported to the student. If a change in the reported grade is deemed appropriate, the instructor should communicate it directly to the student. Grades are reported for all students in all full semester courses with the exception of laboratories, ensembles, applied music, and PE activity courses. Grades may be reported for these courses at the discretion of the instructor.

## **PUBLIC TRANSPORTATION**

JTA (Jackson Transit Authority) provides public transportation for college students with a valid college ID for \$.75/ride. Call 423-0200 for bus pickup times and locations or visit their website at [www.ridejta.com/rideguide.html](http://www.ridejta.com/rideguide.html).

## **PUBLICATIONS**

### **Institutional Responsibility Regarding Student Publications**

The student publications of Union University including the *Cardinal and Cream* newspaper and *The Torch* literary magazine serve as learning laboratories in which the student may receive practical instruction and experience.

As a liberal arts University, Union University believes in and encourages academic freedom and open inquiry. At the same time, Union maintains a clear and definite commitment to the Judeo-Christian principles in the Bible. The University refrains from censorship except in matters which conflict with the mission and core principles of the University or matters which conflict with accepted professional standards of excellence and which may violate laws governing the press.

Each student publication is under the direct supervision of a faculty advisor who is responsible for guiding and instructing student staff members. Daily operations and matters

of policy are the responsibility of the faculty advisor. Policy decisions regarding a specific publication are made by the faculty advisor with input from upperclass and/or editorial board student staff members. Oversight of each publication is subject to the review of the Chair, Department of Communication Arts (*Cardinal and Cream*), Chair, Department of English (*The Torch*), Dean, College of Arts and Sciences, Provost, and President of Union University.

Student publications of Union University are expected to uphold relevant professional standards and to operate within institutional boundaries reflecting the values of a Christian liberal arts University. As a private University, Union University has the right and responsibility of requiring student publications to refrain from obscenity, matters appealing to a prurient interest, and blasphemous or sacrilegious material.

Because student publications are primarily learning laboratories, productions should be judged by principles of sound professional practice, which include the responsibility for factual accuracy, professionalism in writing and graphic presentation, and adherence to guidelines and laws regarding libelous communications, as well as the institutional policy regarding confidentiality of student records and release of information and the right of privacy.

### ***The Cardinal and Cream***

*The Cardinal and Cream* is the official award-winning campus newspaper of Union University. Budgeted as a part of the Communication Arts Department, the newspaper is published bimonthly and is distributed to students, faculty, staff, and administration without charge.

*The Cardinal and Cream* is written and edited by students under the guidance of a faculty advisor. Staff positions are available for any student enrolled in classes at Union, and particularly those interested in journalism or a related communications field. The campus newspaper enhances the experiences of students in writing, layout, editing, photography, advertising, and journalism administration.

### ***The Torch***

*The Torch* is a student literary magazine under the editorship of an appointed student staff. Its contents are made up of the student creative writing and artwork selected from among presentations in the normal course of class work and from those submitted directly to the editors. *The Torch* is a member of the Columbia Scholastic Press Association at Columbia University in New York.

## **RECORDING (AUDIO OR VISUAL RECORDINGS, INCLUDING UNIVERSITY-SPONSORED EVENTS OR CLASSES)**

The university does not permit audio or visual recording in classes, lectures, theatre or other events without prior written permission from the instructor or coordinator of the event. Under no circumstances may recordings be distributed in any media for non-personal use without prior written permission of the instructor or coordinator of the event, even when the original recording was made with permission; distribution requires additional prior written permission. Students producing films on campus and/or using university A/V equipment must have project approval by the Dean of Students prior to filming. Students requiring class recording under ADA accommodations must first register with the Director of Disability Services.

## **RECORDS (DISCIPLINARY) AND PARENTAL NOTIFICATION**

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

## **Parental Notification**

If a student is found in violation of University Community values, then the Assistant Dean of Students reserves the right to notify parents of the violation. This will only occur when the Assistant Dean of Students considers the situation to be serious enough that parental involvement can aid in the process to resolve the situation in an appropriate manner and restore the student to good standing with the University. In addition, parents may be notified at the discretion of the Assistant Dean of Students when a student is involved in behavior that could pose a threat of harm to him/herself, others, or the University community at large. This notification may be in person, by phone or by mail.

## **RECYCLING AND SUSTAINABILITY**

The Union Community has participated in a campus-wide recycling program since January 2009. Currently Union recycles office-type paper, newspapers, empty aluminum cans, plastics marked with #1 or #2 inside the “triangle” recycling symbol, and cardboard. Each faculty and staff has personal recycle bins in their office, but each office needs to take their recyclables to the large blue floor collection bins. For special pick-ups or cardboard instructions, please call Mary Brown at (731)661-5450. Residential recycling of paper and aluminum/plastics is picked up on a weekly basis. More information is available in the Commons, or visit [www.uu.edu/student-services/residencelife](http://www.uu.edu/student-services/residencelife) for more details about collection within Residence Life. Other sustainability initiatives can be found at [www.uu.edu/recycling](http://www.uu.edu/recycling)

## **RENTAL OF CAMPUS FACILITIES – SEVERE WEATHER POLICY**

In the event of predicted significant weather, the organization renting space at a UU facility may determine if they wish to continue to hold the event unless Union has decided to make a campus-wide decision to cancel all events. The leader will be responsible for signing up for UU alerts ([www.uu.edu/uualerts](http://www.uu.edu/uualerts)) and explaining to the group emergency shelter locations. Outside groups are also expected to comply with any evacuation or instructions given via text message, security, or a university employee. In the event of severe weather, refunds can be given on rental space; however the organization will still be responsible for food costs.

## **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. This may be done through the following avenues:

### **Student Government**

A student may pursue changes, questions or grievances directly to:

1. The Student Government Association (SGA)
2. The Student Senate

Many changes in policy have been successful because students have used these avenues for discussion and direction.

### **University Committees**

Most standing committees at Union University include student representatives. Through SGA, a student can become involved in University decision making and policy review by

being appointed to these committees where student representatives are full voting members.

### **The Office of Student Life**

The Student Life Office is located in the Hyran E. Barefoot Student Union Building. The Vice President for Student Services & Dean of Students provides leadership in the areas of Health Services, Counseling Services, Career Services, Residence Life, Judicial Services, Greek Life, Student Leadership Development, Student Programs, Barefoots Joe, Intramurals, the Wellness Center, Safety and Security, Student Government, Student Organizations, and the University Calendar. The Dean of Students is your liaison with the administration of the University. Each student is encouraged to talk with her to begin any process of change. The Student Life team's mission is to work 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. In addition, the Office of the Vice President for Student Services & Dean of Students provides opportunities and solutions to increase student satisfaction, help retain students to our campus, and develop student leaders.

### **The Office of The President**

Although concerns can usually be addressed by utilizing the SGA, Senate or the Office of Student Life, students are welcome at any time to schedule an appointment with the President. However, students are encouraged to address questions and/or concerns through these other avenues prior to approaching the President.

### **SAFETY AND SECURITY OFFICE**

The Office of Safety and Security, in agreement with the purposes of Union University, strives to provide a safe and secure campus environment by protecting and providing assistance for students, faculty, staff, and visitors. They are service-oriented, person-centered and distinctively Christian in all that they do. While providing these services, they will treat all persons with respect and dignity to reflect the Christian principles upon which Union University was founded. The University makes every reasonable effort to provide for the safety and security of students and their personal property; with that said, 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, do not leave valuables unattended and/or unlocked, lock vehicles, and know how to contact security officers, Residence Directors, and other campus authorities.

Campus residents should exercise caution and take responsible actions in order to protect themselves and property: keep apartments secure, lock room doors and windows, and report suspicious activities to the Residence 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 Residence 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.

rity.

Tampering with safety equipment will be grounds for disciplinary action.

## **SCHEDULING ACTIVITIES**

All student activities must be scheduled through the Coordinator of Special Events (731)661-5279. These should be scheduled as far in advance as possible. With the exception of certain activities which involve the entire student body or the schedules of groups outside the University, a first come, first served policy is followed.

Official University clubs and organizations must seek approval prior to the organization endorsing or publicly supporting outside businesses or charities. While we anticipate approving all requests, obtaining approval from the Dean of Students will ensure that all our organizations are affiliating with organizations that share similar values. The University reserves the right to cancel events or initiatives benefiting off-campus groups that were not previously approved by the office of the Dean of Students.

All student events and activities are under the supervision of the Student Life Office. In order to prevent misunderstandings and problems, all arrangements, including the activity, the proposed location, and the proposed University representatives, should be cleared with the Student Life Office prior to deposits or commitments being made.

Any change in the date, time, or place of a scheduled activity must receive prior approval from the Student Life Office. When the cancellation of a scheduled event becomes necessary, a notice must be submitted to the Student Life Office. Another group may wish to utilize this date for its activity.

Off-campus social events must be restricted to a distance which will permit resident students to return to their residence complexes by the closing hour. Nashville is not considered within the approved radius.

Social or extra-curricular activities scheduled the week preceding exams or during exam week after 8:00 pm need special permission from the Student Life office.

## **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 Safety and Security. Statistics are also available online at

[www.uu.edu/studentsservices/safetyssecurity/crimestats](http://www.uu.edu/studentsservices/safetyssecurity/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:** 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 Director of Human Resources, Provost and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources.

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.

## **SIDEWALK CHALK**

Per SGA Senate Resolution 185-022, the University asks that sidewalk chalk be used with restraint, and only to market events open to all students. Sidewalk chalk must be limited to sidewalks, not walls. We also ask that the organization using the chalk be responsible for clean up within 24 hours after the event. In addition, all messages to be written in chalk need prior approval by the Offices of the Dean of Students or Assistant Dean of Students.

## **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 the Office of Safety and Security or the Assistant Dean of Students.

## **STUDENT EMPLOYMENT**

The Office of Student Financial Planning assists students who qualify in securing campus jobs. Students may file an application online at [www.uu.edu/financialaid/studentemployment.cfm](http://www.uu.edu/financialaid/studentemployment.cfm) or in person with the on-campus Student Employment Coordinator who is located in the Student Union Building.

Students interested in off-campus employment should see Career Services website online by visiting [www.uu.edu/studentervices/careerservices](http://www.uu.edu/studentervices/careerservices) and clicking on “Employment Opportunities” for an updated list of full-time and part-time jobs. This website is password protected. Union University students can call Career Services at (731)661-5421 for the employment password. Union University students are expected to work at establishments consistent with Union University Community Values. Bartending is an example of employment not consistent with Union University Community Values.

## **STUDENT LEADERSHIP AND ENGAGEMENT**

The Office of Student Leadership & Engagement provides numerous leadership opportunities including Focus, Greek Life, SGA, Freshmen Council, Student Activities Council, Homecoming, Tennessee Intercollegiate State Legislature, and Student Organizations. This office helps facilitate student involvement, leadership development, and the process for beginning new student organizations.

## **SURVEYS**

All surveys to or from Union faculty, staff, and/or students must be approved by a faculty member in conjunction with Union’s IRB (Institutional Research Board) process. Surveys not in conjunction with an academic class must be approved by the Dean of Students and/or IRB. Union University receives weekly requests to administer surveys to and for our students, faculty and staff. Because of this high volume, the university’s current policy prohibits the distribution of surveys via mass outlets (E-announcements) and/or providing student/faculty/staff e-mail addresses for surveys. We reserve that communication for approximately 8 annual surveys that are key to university-wide assessment.

## **TELEPHONES**

The main number for Union University is (731)668-1818 and can normally be reached from 7:45 am—4:45 pm, Monday—Friday during the regular academic year. The operator serves as an information and referral source. Each office has an individual number which can be dialed directly. Key office numbers are listed in the local Jackson telephone directory under Union University and at the front of this student handbook.

## **TESTING**

Union University serves as a National Test Center for the American College Test (ACT), Praxis, College Board (SAT), Law School Admissions Test (LSAT), Pharmacy College Admissions Test (PCAT), the College Level Examination Program (CLEP), Miller Analogies Test (MAT), and DANTES Subject Standardized Tests (DSST). For a listing of testing dates and registration information, please visit Union’s testing website at [www.uu.edu/academics/testing/](http://www.uu.edu/academics/testing/).

## **TIMELY WARNING**

The Union University Office of Safety and Security is responsible for preparing and issuing immediate emergency response and evacuation procedures. University personnel will make the decision of whether to issue a timely warning on a case-by-case basis. Information for timely warnings may also come from other local emergency service agencies. Timely warnings will be issued to the campus community as soon as pertinent information about the incident is available. Timely warnings will be delivered via emergency text message, [www.uu.edu/uualerts](http://www.uu.edu/uualerts), Union e-mail, posted announcements and/or verbal warnings.

## **TOBACCO USE**

Use of all tobacco (including, but not limited to hookahs and chewing tobacco) is prohibited on the entire Union campus (including student apartments on-campus). 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.

## **UNION STATION**

Union Station is a student service area located conveniently outside the Chapel in the Penick Academic Complex. The Union Station team members are available to assist with a wide variety of student needs such as 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. Simply stop by between 7:45 am and 4:45 pm or call (731)661-5000 or e-mail ([unionstation@uu.edu](mailto:unionstation@uu.edu)).

## **UNIVERSITY REPS FOR STUDENT ACTIVITIES**

University representatives (defined as a current faculty/staff advisor, approved alumnus who is two years post graduation, or parent) are to be present at all off-campus and select on-campus social events unless a exemption has been granted in writing by the Dean or Assistant Dean of Students. They are responsible for any crisis or emergency that may arise. Also, they are to see that all students abide by University regulations as stated in the Campus Life Handbook and that the event ends on time with everything left in good order. This is important because all student groups represent Union University, whether on or off campus and should model themselves in a manner consistent with the mission and purpose of Union and pleasing to our Lord Jesus Christ. University Reps simply serve as persons of accountability and to remind students of this obligation. Failure to abide by these policies governing social events could result in the cancellation of the event or more serious social restrictions. The entire sponsoring organization will be held responsible for following the approval process.

The number of University reps required will be determined by the Office of Student Leadership and Engagement and will depend on the nature of the event. The person in charge of the social event or trip is responsible for making arrangements for the proper number of University reps. This person should check with the Office of Student Leadership and Engagement. Organizations should secure their University reps at least one week prior to the event.

## **UNIVERSITY SERVICES**

Students can make copies for 10 cents in the library. Copies can also be made in University Services for 5 cents for copies on white paper. There are additional charges for color or special paper. Please allow 24 hours for print requests. University Services also of-

fers color printing from originals, USB, or CD. Charges begin at 25 cents and vary depending on paper and size of print job.

## **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 be involved in an auto 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. All van reservations must be made by a sponsor, faculty/staff/administration. Van reservations can be made via Union's ServiceU website or through the Office of Safety and Security, (731)661-5018.

## **VOTER REGISTRATION**

All states require that you be a United States citizen by birth or naturalization to register to vote in federal and state elections. You cannot be registered to vote in more than one place at a time. Each state has its own laws regarding registering and voting as well as deadlines for registering to vote and absentee voting. For the latest information, go to [www.canivote.org](http://www.canivote.org). (This nonpartisan website is maintained by the National Association of Secretaries of State.)

## **WELLNESS CENTER**

- The 3,600 square foot Wellness Center provides for a full body workout no matter what your physical goals are.
- Includes 14 Paramount weight machines, 17 cardiovascular machines and a full line of free weights, including our brand new stationary bikes.
- Provides numerous instructional and motivational opportunities in order to reward students, faculty and staff for reaching their physical goals.
- Certified personal training is available.
- Check out our website at [www.uuwellness.com](http://www.uuwellness.com).

An authorized Student ID is required for all users.

Wellness Center Front Desk: (731)661-5447

# **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**

The Office of Campus Ministries seeks to meet students where they are in their relationship with God and help them take the next steps toward a life that connects fully with

God's global purpose. Striving toward a grace-filled community, Campus Ministries works to encourage students toward Christ-centered learning, living and serving. Campus Ministries supports the university's mission through worship experiences, small group ministries, discipleship, community service, and mission opportunities both in the United States and around the world.

### **CAMPUS INVOLVEMENT through Campus Ministries**

**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**—Sponsored by the Crabtree Lecture Endowment each spring, this series encourages healthy relationships and features special guests with expertise in the area of helping others develop Christ-centered relationships.

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

**Klemata**—Each spring undergraduate women meet in small group Bible studies led by upperclassmen. *Klemata* trains undergraduate female students at Union University in the discipline of Bible study as the foundation for leading women to love God with their heart, soul, and mind.

**Man-Up**—This is a spring ministry to the men of Union University, challenging them to grow in biblical masculinity through a study of manhood from Genesis to Revelation.

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

**Mu Kappa (Missionary Kids Fellowship)**—This fellowship is a chapter of Mu Kappa International and is open to all Union students who are 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. This fellowship is coordinated through the Office of Church Relations.

**Church & Convention Ministry Scholarship**—CCMS is available for students entering full-time ministry. This association meets often for the purpose of strengthening fellowship among those on campus who are committed to the gospel ministry. This ministerial association is coordinated through the Office of Church Relations in Luther Hall.

### **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 Vice President for Spiritual Life or the Associate Dean for Spiritual Life 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.

### **MISSIONS/MINISTRY OPPORTUNITIES**

**Disciple Now Teams**—Teams of students lead Disciple Now weekends in churches throughout the Southeast during the year. Disciple Now is a small group retreat for young people in the homes of church members. These teams are coordinated through the Office of Campus Ministries.

**GO (Global Outreach) Opportunities**—Every winter, spring, and summer, Union students, faculty, and staff participate on teams of 5-20 students in local, domestic, and in-

ternational 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.

**GO Week (Global Opportunities Week)**—GO Week is held in September each year. During this time students are made aware of the many opportunities for 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 around the world through students. Also, applications and information for all GO trips are available during this 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 organizations. Information about such opportunities is available in September each year. More information is available on the Campus Ministries website at [www.uu.edu/campusministries/opportunities](http://www.uu.edu/campusministries/opportunities).

**Missionaries in Residence**—Several 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.

## **UNDERGRADUATE ORGANIZATIONS AND HONOR SOCIETIES**

### **Alliance Francophone**

The Alliance Francophone seeks to encourage understanding and enjoyment of the French language and to foster a deeper appreciation for French-speaking cultures.

### **Alpha Chi**

Alpha Chi is a national honor society and a member of the Association of College Honor Societies. Union's Tennessee Beta Chapter is the second oldest in the state. Membership is open to approximately the top ranking 10% of the junior and senior classes.

### **Alpha Delta Sigma**

Alpha Delta Sigma is the national honor society that recognizes and encourages scholastic achievement in advertising studies.

### **Alpha Psi Omega**

This national dramatic fraternity was founded at Fairmont State College, Fairmont, West Virginia, on August 12, 1925. The local chapter, Beta Mu, is composed of students who have been members of the Union University Players and have earned a set number of points, awarded for dramatic work. The chapter seeks to develop dramatic talent, to cultivate a taste for the best in drama, and to foster cultural dramatics.

### **Alpha Sigma Lambda**

Alpha Sigma Lambda is a national honor society for non-traditional (adult) undergraduate students. Membership is open to the top ranking 10% of the adult undergraduate class who have a minimum of 24 credit hours from Union University.

### **Alpha Tau Alpha**

Alpha Tau Alpha challenges its students to become highly effective athletic training professionals and leaders in the Christian community, incorporating both professional and spiritual growth in their life plans. It also provides an environment that fuses the medical sciences with Christian faith, ethics, and accountability in a variety of clinical settings of collegiate and high school athletics and the allied health care community. In addition, it

supplies the needs of the athletic training students for a family setting while away from their traditional home.

### **Alpha Tau Omega**

Members: Men

Founded: Virginia Military Institute, 1865

Colors: Blue and Gold

Flower: White Tea Rose

Publication: The Palm

Open Motto: "True merit wherever found"

Philanthropy: Habitat for Humanity

The Beta Tau Chapter of Alpha Tau Omega was chartered at Union University on February 28, 1894. The national organization was founded 29 years earlier at Lexington, Virginia, by Otis Allen Glazebrook, Alfred Marshall, and Erskine Mayo Ross. Beta Tau is now the oldest chapter never to close its doors. Alpha Tau Omega was the first national fraternity founded after the Civil War. Its purpose was to unite men of the North and South in order to form a bond of permanent peace. The fraternity is founded on the principles of Jesus Christ and his teachings.

### **American Advertising Federation – Union University**

The American Advertising Federation is an on-campus student-led advertising federation associated with the West Tennessee Advertising Federation.

### **American Institute of Graphic Arts**

The American Institute of Graphic Arts (AIGA) local chapter at Union desires to get Union students involved in a dialogue of a great design community. The national organization is the oldest design organization and provides resources to students in five functions: information, communication, inspiration, validation, and representation. AIGA will also give our students an insight into the function of design in the professional world and provide them with contacts to fellow students and professional mentors beyond Union.

### **Association for Computing Machinery**

The world is in the midst of a technology revolution with a rapid spread of computers and computer-based technologies creating a global society with immediate worldwide access. Computers are used in all areas of life including academics, industry, and healthcare. Therefore, it has become increasingly important to be aware of new computer developments. The Student Chapter of ACM seeks to present current topics in Computer Science as well as educational and job opportunities in this growing field. Club activities include guest speakers, field trips to computing industries, and social activities. Membership is open to students interested in computer-related topics.

### **Baptist Student Nursing Fellowship**

The Baptist Student Nursing Fellowship is a spiritual emphasis organization devoted to the development of the professional nurse based on a personal relationship with Jesus Christ. It is open to all BSN students. It provides Christian fellowship, professional educational programs, community service activities, and academic encouragement for members. It promotes a holistic approach of professional nursing practice based on biblical principles. Meetings are held monthly in Nursing Lab II.

### **BIOME**

Biologists in Observation of the Master's Earth (BIOME) is designed to promote all areas of Biological Science to students on Union's campus. This organization desires to provide assistance and direction to fellow students studying or interested in the field of Biology.

## **Cardinal & Cream**

The *Cardinal and Cream* is the official award-winning campus newspaper of Union University. Budgeted as a part of the Communication Arts Department, the newspaper is published bimonthly and is distributed to students, faculty, staff, and administration without charge.

The *Cardinal and Cream* is written and edited by students under the guidance of a faculty advisor. Staff positions are available for any student enrolled in classes at Union, and particularly those interested in journalism or a related communications field. The campus newspaper enhances the experiences of students in writing, layout, editing, photography, advertising, and journalism administration. An editorial board works closely with the advisor and oversees the publication. This newspaper holds membership in Associated Collegiate Press, Southeastern Journalism Conference, Baptist Press Collegiate Journalism Conference, and the Society for Collegiate Journalists.

## **Chi Omega**

Members: Women

Founded: University of Arkansas, 1895

Colors: Cardinal and Straw

Flower: White Carnation

Publication: Eleusis

Open Motto: "Hellenic Culture and Christian Ideals"

Emblem: Owl

Philanthropy: Make-A-Wish Foundation

The Upsilon Chapter was originally founded in 1904. Since that time, Chi Omega has had a tradition of leadership on campus. Chi Omega has a rich history dating back to its founding at the University of Arkansas on April 5, 1895. The Upsilon Chapter has been recognized for its commitment to excelling in both academics and athletics, as well as maintaining a strong focus on service. Chi Omega challenges women to higher standards of self and the pursuit of a Christ-centered life.

## **College Democrats**

The College Democrats exist to inform students of general democratic principles and values through service to the party, the community, the state and to the country so that students may make informed voting decisions.

## **College Republicans**

College Republicans is composed of students who are interested in learning the role of political parties in the political process. Members share the Republican beliefs of individual responsibility, limited government and the free enterprise system. College Republicans develop political and leadership skills in preparation for future public service.

## **Collegiate Music Educators National Conference**

Collegiate Music Educators National Conference is a student chapter of the primary professional society for elementary and secondary music teachers.

## **Debate Team**

The Debate Team competes in the International Public Debate Association against schools across the nation. The team seeks to promote excellence in public speaking, critical thinking, and argumentation. Membership is open to any full-time student.

## **Digital Media Studies Society**

The Digital Media Studies Society strives to raise awareness of Digital Media Studies by fostering creativity in an interdisciplinary environment. Membership is open to any DMS major.

### **Fellowship of Christian Athletes**

Fellowship of Christian Athletes exists to bring glory to God by making disciples on the campus of Union University, especially among athletes; to encourage, exhort, and equip Christian athletes to follow Christ in faith--knowing Him more--and in obedience--proclaiming the Gospel through life and speech.

### **Honors Student Association**

The Honors Student Association is composed of students in the Interdisciplinary Honors Program. Its purpose is to provide an environment which encourages student scholarship while also promoting experiential learning. This is accomplished through discussion-oriented classes, special topics, festivals, inter-regional honors forums and conferences, and travel.

### **ink.**

The purpose of ink. is to create a community and a forum of like-minded writers who will practice the skills needed to become better writers, improve their craft, share ideas, critique new work, lead in their discipline, and learn further how the Christian faith may be practiced through writing.

### **Institute of Electrical and Electronics Engineers**

The Union University Student Branch of the IEEE desires to aid the dissemination of knowledge of the theory and practice of all aspects of engineering or of the related arts and sciences, as well as the furtherance of the professional development of its members.

### **Inter-Fraternity Council**

The Inter-Fraternity Council is an organization which maintains fraternity life and inter-fraternity relations within the University; to further sound scholarship and intellectual accomplishment; and to cooperate with the University administration in the maintenance of high social standards. The council is composed of three delegates from each chapter of the social fraternities on campus: Alpha Tau Omega, Lambda Chi Alpha, and Sigma Alpha Epsilon.

### **International Justice Mission**

The International Justice Mission (IJM) is a Christian ministry led by human rights professionals that helps people suffering injustice and oppression who cannot rely on local authorities for relief. The IJM campus chapter is a student-led organization that exists to promote awareness of injustice around the world, to encourage and organize prayerful support for the victims of oppression and those seeking to bring relief, and to provide people with practical methods of actively pursuing justice.

### **Kappa Delta**

Members: Women

Founded: Longwood College, 1897

Colors: Olive Green, Pearl White

Flower: White Rose

Publication: The Angelos

Open Motto: "Let Us Strive For That Which Is Honorable, Beautiful, and Highest."

Philanthropies: Girl Scouts of the USA, Prevent Child Abuse America, Children's Hospital of Richmond, Virginia; Orthopedic Research Awards

Zeta Beta chapter of Kappa Delta Sorority was installed on February 10, 1990. While KD is the newest Greek organization on Union's campus, the sisters have undeniable spirit and passion. Kappa Delta encourages its members to pursue a blending of academic achievement, philanthropic involvement, leadership, social activities, and unbreakable bonds of sisterhood while embodying the ideals of the open motto.

## **Kappa Delta Pi**

Kappa Delta Pi is an international honorary society for undergraduate students, graduate students, and faculty in education. The purpose of the chapter is to promote excellence in and recognize outstanding contributions to education.

## **Kappa Mu Epsilon**

Kappa Mu Epsilon is a national mathematics society. The Tennessee Gamma Chapter was chartered at Union University, May 24, 1965. Eligibility for membership is acquired by having completed at least three mathematics courses, including Calculus I, with a high grade point average. The chapter organizes programs pertaining to topics of interest in mathematics and in mathematical issues within the sciences.

## **Lambda Chi Alpha**

Members: Men

Founded: Boston University, 1909

Colors: Purple, Green and Gold

Flower: White Rose

Publication: Cross and Crescent

Open Motto: "Naught Without Labor"

Philanthropy: American Cancer Society, North American Food Drive, and West Tennessee Healthcare Foundation

The Lambda Zeta Chapter of Lambda Chi Alpha received its charter at Union University on December 5, 1964. The goal of Lambda Chi Alpha is to help, teach, inspire, and instill the ideals that are the substance of a well-rounded man and that enable him to "contribute positively to the world." They are founded strictly on Biblical teachings with Christ as their exemplar and believe in upholding these principles in every situation.

## **Life 139**

Life 139 seeks to provide relief to women experiencing crisis pregnancies here in Jackson, chiefly by serving in and through Birth Choice, the local crisis pregnancy center; to provide more awareness about abortion practices; and to provide information and apologetics resources for students and the community.

## **Ministerial Association**

A Ministerial Association is available for students entering the preaching/pastoral ministry. This association meets monthly for the purpose of strengthening the ties of fellowship among those on campus who are committed to the gospel ministry.

## **MOSAIC**

MOSAIC seeks to provide a welcoming community for all students, especially ethnic minority students, which equips each member with resources, support, and meaningful opportunities to strengthen leadership and intercultural competency (Rev 7:9) through Great Commandment (Matthew 22:37-40) thinking and action. A shared governance model of roundtable representatives will govern MOSAIC.

## **Mu Kappa**

This fellowship is a chapter of the 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.

## **Music Ensembles**

The Department of Music offers a variety of ensembles that are open to all students, regardless of major. Each earns college credit, is led by a full-time faculty member, and

provides great opportunities to build friendships, develop musical skills, and make wonderful memories. No audition is required for the following ensembles:

- Symphonic Band (MUS 135) rehearses Mondays/Wednesdays/Fridays from 1:00-1:50pm.
- Jazz Band (MUS 100) rehearses Tuesdays from 5:30-7:30pm.
- Handbells (MUS 165) rehearses Mondays/Wednesdays from 4:00-4:50pm.
- Choral Union (MUS 108), a mixed vocal ensemble, rehearses Tuesdays/Thursdays from 1:40-2:55pm.

For additional information, visit [www.uu.edu/dept/music](http://www.uu.edu/dept/music) or call (731)661-5345.

### **Omicron Delta Epsilon**

Omicron Delta Epsilon seeks to confer distinction for high scholastic achievement in economics and to stimulate and promote student interest in all aspects of economics.

### **Panhellenic Council**

The Panhellenic Council is an organization designed to maintain sorority life and inter-sorority relations within the University; to further sound scholarship and intellectual accomplishment; and to cooperate with the University administration in the maintenance of high social standards. The council is composed of three delegates from each chapter of the sororities on campus—Chi Omega, Kappa Delta, Zeta Tau Alpha.

### **Phi Alpha**

Phi Alpha, National Honor Society for Social Work Students, Eta Phi Chapter, fosters high standards of education for social workers and invites into membership those who have attained excellence in scholarship and achievement in social work. Social Work majors with an overall GPA of 3.2 and a GPA of 3.6 in social work courses are invited to become members. Students become eligible for membership at the end of their junior year in the Social Work Program.

### **Phi Alpha Theta**

The Delta Psi Chapter of Phi Alpha Theta, an International Honor Society in History, was founded in 1953 making it the 119th chapter in the society and the first in the state of Tennessee. Students who have had twelve semester hours of history and who have a minimum GPA of 3.1 in history and 3.0 in two-thirds of the remainder of their work are eligible.

### **Phi Beta Lambda**

Phi Beta Lambda, the national honorary business fraternity, is open to those students interested in careers in business and having a grade point average of 2.0 or above. The goals of the organization are to promote the free enterprise system on which the American economic system is based and to create a better understanding of the business world. The fraternity strives to develop better leadership qualities among its members in order to ensure greater success in their future of business.

### **Phi Mu Alpha Sinfonia**

The primary purpose of this Fraternity is to encourage and actively promote the highest standards of creativity, performance, education and research in music in America. Further purposes shall be to develop and encourage loyalty to the Alma Mater, to foster the mutual welfare and brotherhood of students of music, to develop the truest fraternal spirit among its members, and to instill in all people an awareness of music's important role in the enrichment of the human spirit. Eligibility shall be open to all male students, faculty and staff members.

### **Phi Theta Kappa Alumni Association**

Phi Theta Kappa Alumni Association seeks to promote the continued academic excellence of Phi Theta Kappa members and to promote the growth of the Phi Theta Kappa alumni association at Union University.

### **Pi Kappa Lambda National Music Honor Society**

Pi Kappa Lambda National Music Honor Society elects outstanding juniors and seniors to membership on the basis of musicianship and scholarship.

### **Psi Chi**

Psi Chi is the National Honor Society in Psychology founded in 1929 for the purposes of encouraging, stimulating, maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to majors who have completed 3 semesters, including 9 semester hours in PSY courses with a CUM GPA of 3.0 and PSY GPA of 3.5.

### **Psychology Club**

The Psychology Club is open to majors/minors who have completed at least 3 hours of Psychology with an overall GPA of 3.0. Its purpose is to provide information regarding graduate school and job opportunities; to provide information about and encourage the reading of current writings in the field; to encourage association among Psychology students that will strengthen the Department; and to promote scholastic achievement in Psychology.

### **Public Relations Student Society of America**

Union University's PRSSA chapter provides public relations/advertising majors and minors practical experience in the field. In keeping with the chapter's motto "make connections, gain experience, see the future", PRSSA members work with local clients, take professional development trips, participate in professional networking opportunities and are eligible for \$20,000 in annual competitive scholarship awards.

### **ROTC**

The Reserve Officers' Training Corps (ROTC) is a leadership training course offered at Union University through the UT Martin agreement. This is an opportunity for freshman through junior students, although it is encouraged that students begin the program as incoming freshman or after finishing their freshman year. ROTC is open to all students regardless of major/minor.

Students will learn the history of the Military - Basic to Advanced - and will be prepared for either military or civilian life. Along with the leadership benefits and being guaranteed a job upon graduation, there are also financial benefits to be found through scholarships and tuition assistance.

Each student who participates in this program will attend a course lecture given each Wednesday on the Jackson State Community College campus. Students will attend a lab each Thursday and attend physical training every Monday, Wednesday, and Friday at 6:30 a.m. Upon graduation, those on ROTC scholarship are on active duty for 4 years and in the reserves for 8 years. No student will be deployed until they have completed their degree.

These courses may or may not count towards your major/minor. This decision is left to the chair of an academic department. These courses can be located on the University Course Schedule under the UT Martin Agreement, listed at 100-level through 400-level.

### **Rutledge Honorary History Club**

This club is composed of students interested in history. It was founded in 1929 to stimulate the study of history. Membership by invitation is offered to History majors and minors and to a select number of students who have completed three semester hours of history with a

grade point average of 2.5. This club aims at encouraging higher standards of scholarship among its members.

### **Sigma Alpha Epsilon**

Members: Men

Founded: University of Alabama, 1856

Colors: Purple and Gold

Flower: Purple Violet

Publication: SAE Record

Philanthropy: Children's Miracle Network

Tennessee Eta Chapter was installed in 1857 at Union University. This chapter is the fourth oldest chapter of the organization. SAE has the longest existence of any fraternal organization on Union's campus. The expression of individuality is the most valuable characteristic of the brotherhood of SAE. The outstanding qualities of each of these individuals provide the force that unites the fraternity.

### **Sigma Alpha Iota**

Sigma Alpha Iota is an international professional music fraternity. Gamma Sigma Chapter is composed of women taking courses leading to a Bachelor of Music Degree or the Bachelor of Arts Degree with a major or minor in music. Women who have completed at least one credit hour of music classes at Union may also join. Membership is based on excellence in scholarship and musical ability.

### **Sigma Delta**

Sigma Delta evolved from Union's Physical Education Club and was officially chartered in the Fall of 1987. Founded at Morehead State University, Sigma Delta seeks to recognize and provide valuable learning experiences for deserving students who are majoring or minoring in Health, Physical Education, or Recreation. This co-educational fraternity accomplishes this goal through sponsorship of several health-related service projects. Membership is based upon the completion of at least fifteen hours of course work with an overall GPA of 2.75 or above and the completion of at least seven hours in Health, Physical Education, and Recreation with a minimal 3.25 GPA. Four of these hours must be in non-activity courses.

### **Sigma Pi Sigma**

Sigma Pi Sigma is the National Honor Society in Physics, open to all students who have taken at least 3 courses applicable to a physics degree with a 3.0 overall GPA in those courses. Students must also have a minimum overall GPA of 3.0. Sigma Pi Sigma exists to honor scholarship in physics, represent physics to the public, encourage interest in physics, represent physics to the public, encourage interest in physics, and provide a fellowship for persons who have excelled in physics. Sigma Pi Sigma is the honor component of the Society of Physics Students (SPS).

### **Sigma Tau Delta**

This national English honor society recognizes students who have realized accomplishments in either the English language or literature. The motto is "Sincerity, Truth, Design." Union University's chapter Theta Omicron was organized in 1979. Declared English majors and minors who have completed at least three semesters of University study and two University courses in literature with a B average are eligible for membership.

### **Sigma Theta Tau**

Nu Lambda is a chapter of Sigma Theta Tau International Nursing Honor Society. The purposes of this society are to: recognize superior achievement, recognize the development of leadership qualities, foster high professional standards, encourage creative work, and

strengthen commitment to the ideals and purposes of the profession. New membership is open to baccalaureate and masters students. Membership is open to BSN students who have completed one-half of the upper division nursing curriculum, achieved a 3.0 GPA, and rank in the top 35% of their class. Membership is open to MSN students who have achieved a 3.5 GPA or greater, have completed 10 hours or more in graduate studies. After graduation students continue their membership in the society as alumni.

### **Social Work Reaches Out**

Social Work Reaches Out is for students majoring in social work and for those interested in social work. The organization assists in developing professional social work identity and provides an opportunity to be involved in volunteer community social service. Social service opportunities include child mentoring and advocacy, nursing home activities, community organizing, and resource development. The organization gives students regular opportunity to interact with others having similar interests.

### **Society of Physics Students**

The purpose of the Union University chapter of the Society of Physics Students is the advancement and discussion of physics, the encouragement of interest in the field throughout the academic and local community and the introduction of students to the professional community.

### **Sociologists in Motion**

The purpose of this club is to provide Sociology majors and minors an avenue for fellowship, sociological networking, and guidance in the field of Sociology. Sociologists in Motion open up the field of Sociology to perspective students and undecided majors of the University and demonstrate Christian love through ministry opportunities.

**Student Activities Council (SAC)**— The Union University Student Activities Council is committed to providing exciting campus events that promote fellowship, community, and fun among the student body. These events include the annual variety show, movie nights, game show, and community service projects like the Carl Perkins Christmas Party for abused or neglected children. They also host the annual Homecoming Concert, which has featured major artists such as Lecrae, Dave Barnes, Phil Wickham, Charlie Hall, and Shane & Shane. This student-led organization seeks to serve Christ first, by serving others.

### **Student Members of the American Chemical Society**

This chapter offers opportunities for students of chemical science to become better acquainted, to secure the stimulation that arises from professional association, to obtain experience in preparing and presenting technical material, to foster a professional spirit among the members, to instill a professional pride in the chemical sciences, and to foster an awareness of the responsibilities and challenges of the modern chemist. Membership is open to any student pursuing an undergraduate degree in the chemical sciences.

### **Student Nurses' Association**

Student Nurses' Association is the largest health professional student organization in the United States. Union University's chapter started in February, 1986. It is open to all Pre-Nursing and BSN students. Purposes of the organization are to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs of professional interest and to aid in the development of the whole person. Community involvement and scholarship opportunities are available. The chapter meets monthly with additional opportunities for state and national meetings.

### **Student Tennessee Education Association**

The Frank L. Wells Chapter of the Student Tennessee Education Association is com-

posed of education majors and minors who are preparing to teach. Its purpose is to offer its members all the opportunities, responsibilities, and privileges of the National Education Association and the Tennessee Education Association. Membership in this pre-professional organization is strongly urged by the faculty of the Education Department. Through STEA students are acquainted with the history, ethics and program of the organized teaching profession, as well as special projects benefiting students, faculty, administration, area schools, and other members of the community.

### **Students for Sustainability**

Students for Sustainability seek to devise and implement ways to care for and sustain our community and its environment. The organization also seeks to raise awareness in the Union community and beyond concerning sustainability issues.

### **Students In Free Enterprise**

Students In Free Enterprise is a team of students teaching the community how market economics and businesses operate. It is a partnership between higher education and business building career connections between college students and the business community. Students must be nominated by a faculty member followed by a personal interview and recommendation of the interviewing committee to the faculty sponsor.

### **The American Institute of Graphic Arts**

The American Institute of Graphic Arts (AIGA) local chapter at Union desires to get Union students involved in a dialogue of a great design community. The national organization is the oldest design organization and provides resources to students in five functions: information, communication, inspiration, validation, and representation. AIGA will also give our students an insight into the function of design in the professional world and provide them with contacts to fellow students and professional mentors beyond Union.

### **The Torch**

The Torch is a student literary magazine published annually under the direction of an appointed student staff. Its contents are taken from the best student writing and art work of the year, which may be selected from among presentations in the normal course of class work and from those submitted directly to the Torch staff. Poems, short stories, essays, and art work are welcomed.

### **Union Broadcasting Society**

The Union Broadcasting Society exists for students interested in the broadcasting field. The Society plans to become affiliated with the student chapter of Radio and Television News Directors Association (RTNDA) and Alpha Epsilon Rho, a professional broadcasting fraternity. UBS produces Jackson Tonight!, a half-hour television magazine aired on local stations as well as producing a syndicated game show and Union's basketball games. The Society seeks to strengthen students' contacts with professionals in the broadcasting industry.

### **Union Film Society**

The Union Film Society seeks to foster interest and innovation in the art of filmmaking through a variety of experiences; bring together members from all areas of filmmaking including, but not limited to, writers, directors, crewmembers, producers, and public relations; foster a creative environment for film projects; and provide resources necessary for the filmmaking process.

### **Union Pre-Law Society**

The Union Pre-Law Society provides information regarding law school and job opportunities in the legal field and encourages the study of all facets of the law.

### **Union University Judo Club**

This organization shall promote the study and practice of Classical Judo for the benefit of students, staff, and faculty at Union University. The Union University Judo Club shall promote professionalism among practicing Judokas at Union University with the organization's primary goal to develop nationally competitive Judokas.

### **Union University Transfer Club**

The Union University Transfer Club seeks to promote the transition of transfer students to Union University through meaningful, Christ-centered events.

### **Untitled**

The purpose of Untitled is to develop mentoring relationships among the art students of Union University. This organization also is designed to promote community service through the arts, accomplish inter-department outreach with local universities and foster an increased presence with general student population interested in the visual arts.

### **Young Alums**

Young Alums works closely with the Office of University Relations to plan annual milestone events for each class and to foster and grow school pride.

### **Zeta Tau Alpha**

Members: Women

Founded: Longwood College, 1898

Colors: Steel Gray and Turquoise Blue

Flower: White Violet

Publication: Themis

Open Motto: "Seek the Noblest"

Emblem: Five-pointed crown

Philanthropy: Breast Cancer Awareness and Education

Zeta Tau Alpha's Beta Omega chapter was installed at Union University in 1935. Beta Omega has been nationally recognized as a 'Crown Chapter,' meaning it has maintained excellence in the areas of service, membership, leadership and fundraising. In Tennessee, Beta Omega has been awarded the silver service tray for its high standards and hours in the area of service. Beta Omega holds high the Christian standards that were the foundation of the establishment of ZTA.

## **GRADUATE SCHOOL STUDENT ORGANIZATIONS**

### **American Pharmacists Association Academy of Student Pharmacists**

The organization seeks to encourage all pharmacy students to become more knowledgeable about the American Pharmacists Association and the profession of pharmacy.

### **Christian Pharmacists Fellowship International**

Our mission is to encourage spiritual growth among fellow pharmacy students, faculty, and staff through Bible study, prayer, and fellowship to in turn be as a city on a hill that cannot be hidden and the light to a darkened world (Matthew 5:4).

### **Phi Lambda Sigma**

The primary goal of this organization is to promote the development of leadership qualities, especially among pharmacy students. Through peer recognition, the Society encourages participation in all pharmacy activities. Since membership crosses fraternal and organizational lines, the Society does not compete with other pharmacy organizations.

### **Tennessee Society of Student Pharmacists**

The Society seeks to serve as the collective and representative voice of student pharmacists; to advocate for and improve the health and welfare of Tennesseans; to provide opportunities for personal and professional development; to advocate for the provision of

quality of pharmacy education; to facilitate continued involvement and leadership upon graduation; and to envision and shape the future of pharmacy.

### **Union University School of Pharmacy Student Chapter of the American Association of Pharmaceutical Sciences**

Union University School of Pharmacy provides a professional and exciting learning environment in the field of pharmaceutical sciences. Our mission is to advance our knowledge and assume significant leadership positions within the field of pharmaceutical sciences. Our primary goal is to work closely with the department's faculty in an effort to advance our knowledge and learn about opportunities in the field. We spread the word about our chapter's existence and enlighten our peers of the opportunities that exist within this organization. We strive to be active in our community and encourage participation in the American Association of Pharmaceutical Sciences activities at the local, regional, and national level.

### **Union University School of Pharmacy Student Society of Health-System Pharmacy**

The purpose of the society is to make students aware of pharmacy practice in health systems, provide information to students about career directions in and credentials needed for pharmacy practice in health systems, and encourage membership and participation in the state society and national society as a student upon graduation.

## **RESIDENCE LIFE**

### **A SHARED, GRACE-FILLED COMMUNITY**

An astonishing fact is that 91% of a college student's time is spent OUTSIDE of the classroom! There, outside of the classroom, an awesome Residence Life staff daily provides on-going friendship and Christ-centered, student-focused programs for each resident to delve into!



### **RESIDENCE LIFE MISSION STATEMENT**

Residence Life is committed to providing a holistic living and learning environment where academic scholarship is developed, distinctive relationships are formed, servant leadership is practiced, community values are upheld, and biblical restoration is provided.

### **RESIDENCE LIFE PHILOSOPHY**

The Union Residence Life Experience is founded on solid pillars of time-tested, scriptural-based community values: (1) the worth of each individual, (2) self-discipline, (3) personal integrity, (4) respect for community authority, and (5) respect for property and the envi-

ronment.

Over 1,300 students from many different backgrounds/cultures live within this Residence Life grace-filled community. Opportunities abound each day for students to integrate their faith and their living as they develop a genuine respect for other students' needs and interests, build lifelong friendships, practice healthy communication and conflict resolution, and utilize leadership skills.

## **RESIDENCE LIFE GOALS**

Residence Life's commitment to the mission, vision and values of Union University is evident through the following goals:

- To provide a Christ-centered, excellence-driven, people-focused, and future-directed approach to students, faculty, staff, and guests of the University
- To provide opportunities for the development of the whole person through co-curricular educational programs/activities
- To provide professional staff and services to meet the developmental needs of each resident
- To provide a grace-filled community through Christ-centered behavioral values and redemptive discipline

## **RESIDENCE LIFE STAFF**

### **Director of Residence Life**

The Director of Residence Life provides vision and leadership for the Residence Life staff, students and goals. The director is a full-time professional dedicated to student development, professional excellence and ministry to students.

### **Residence Directors/Assistant Residence Directors**

The three residence directors are full-time professional staff dedicated to student development and the overall administration of the Residence Complexes. Each Residence Director partners with an Assistant Residence Director to provide people-focused oversight of the residents in their complex. They are available for leadership training, college-life information, counseling, and assistance to students learning to integrate their faith and living in relationship to God and others.

### **Resident Staff Advisors/ Resident Advisors**

A team of over 30 students known as RSA's and RA's serve as community-builders and catalysts for creating a fun, living-learning environment in Residence Life. Each upper-class student serving in this role has undergone an extensive interview/training process and been chosen because of their desire and ability to serve their fellow students. It is their passion to build a community of respect for God and others and to be a source of encouragement for their peers as they adjust to living in a college environment with over 1,300 other students.

## **HOUSING CONTRACT**

Union's Housing Contract is for the FULL ACADEMIC YEAR and is a legal and binding document between the student and the University.

### **Part-time Resident Students**

All residential students (single or married) must remain full-time students (registered for at least 12 credit hours) and actively attending classes. If a student drops below 12 credit hours and desires to live on campus, he/she must present a request in writing to the Director of Residence Life. In addition, the University reserves the right to remove a student from Residence Life if he or she is not attending classes or the Dean of Students has

evidence that passing all courses remaining in the semester is no longer possible.

## HOUSING POLICY

Union University recognizes the experience of residential living as a valuable part of students' education by providing opportunities to integrate their faith with their daily living, develop servant leadership abilities and build lifelong friendships. Therefore, Union is a residential University that requires all unmarried, full-time, undergraduate students to live on campus. Students may apply to live off campus if they will be 21 years old on or before September 1 of their senior year. Juniors who turn 21 are not eligible to live off campus until their senior year.

The Residence Life Staff feels it is very important for college freshmen to live with other freshmen during their first year at Union. For this reason, the University tries to prevent one freshman from living in an apartment with all upperclassmen. In some cases it may be acceptable to assign a freshman with three upperclassmen in an apartment if **all four** have requested to live with each other. In this case, the freshman must (1) have paid their housing deposit early and (2) have listed on their Residence Life Application the names of those upperclassmen. Exceptions will be left to the discretion of the Director of Residence Life.

If the count drops below four occupants for an apartment, the Residence Life Staff has the discretion to place another student in that apartment or place the remaining roommates in other rooms. It is for this reason that students must select their roommates wisely and work diligently in solidifying plans for their housing arrangements **before** the housing sign-up process.

If a bedroom is not occupied it must remain closed and locked for the duration of the semester. Students may not contract vacant rooms for any reason.

## OFF-CAMPUS POLICY

Every student (including new freshmen and transfers) who is considering living off campus must submit an Off-Campus Request form through the Residence Life website by the deadline indicated on the form and then wait for the Director of Residence Life, Assistant Dean of Students, and/or the Appeals Committee to review the request and notify the student of their decision. Students will receive an email approving or denying the request from the Office of Residence Life within two weeks of the request (unless the Appeals Committee must meet to determine your eligibility.)

Students who wish to live off campus must meet one of the following qualifications and indicate it on their *Off-Campus Request form*:

- student will be living at home with his/her parent(s) or guardian within a 40-mile radius of Union University.
- student will be at least 22 years old as of the first day of the Fall semester for which he/she is requesting to live off-campus.
- student must have completed 90 credit hours prior to the first day of the Fall semester.
- student has an extreme health condition and a doctor's mandate for living off campus.
- student is a part-time student.
- student is married prior to the first day of the Fall semester.

A student who does not meet one of these qualifications to live off campus listed above but feels he/she has extreme extenuating circumstances that deserve consideration for off-campus residency can complete a *Off-Campus Request* form for the Appeals Committee

to review. In addition to completing the *Off-Campus Request form*, the student must attach a personal letter to the Appeals Committee detailing the student's circumstances which deserve consideration to live off campus. After the Appeals Committee reviews the student's request to live off campus, the student will be contacted about the official approval or denial of their request. Any student who submits an *Off-Campus Request* form after the deadline must be approved by the Appeals Committee and will forfeit their housing deposit. Any student who submits an Off-Campus Request form after June 10<sup>th</sup> will also be charged a \$150 late request fee. No Off-Campus Requests will be considered after August 1<sup>st</sup>. Any student who signs a housing contract at the beginning of an academic year, but whose appeal is granted to live off campus for spring will still be breaking his/her housing contract and will forfeit his/her \$100 housing deposit.

### **Consequences for Violating Union's Housing Policy**

Any student who lives off campus during fall or spring semesters and has not completed an *Off-Campus Request* form or has not been approved by the Appeals Committee will be charged a housing fee of \$3,260 each semester the student does not honor the University housing policy.

### **2011-2012 HOUSING PRICES**

#### **The Quads:**

\$3,620 for each fall or spring semester

\$540 winter term or summer term housing is available

#### **Heritage Residence Complex:**

\$3,260 for each fall or spring semester

\$480 for each winter term or summer term

#### **Warmath Undergraduate Housing:**

\$3,260 (triple occupancy) for each fall and spring semester

\$480 (triple occupancy) for each winter or summer term

**Note: All students living in residence complexes are required to purchase a minimum Block (100) Meal Plan during fall and spring semesters and Block (25) Meal Plan during January, June and July**

### **THE RESIDENCE COMPLEXES**

#### **Residence Complexes for Single Students (Traditional, Undergraduate)**

Residence Life for single students is uniquely arranged in apartment style housing featuring a private bedroom for each individual student age 23 or under. Each apartment includes four private bedrooms (three bedrooms in the Handicap accessible apartments).

The following is some general information about on-campus housing at Union:

- Each apartment on campus is furnished with a couch, chair, coffee table and end table,
- All apartments on campus have central heating and air conditioning, and venetian blinds to cover all windows.
- All apartments on campus have a small kitchen. These include a refrigerator, stove/oven, shelves, and cabinet. Microwaves are provided in the Quads.
- The Quads have two bathrooms in each apartment (one bathroom in the Handicap accessible apartment) with a shower, toilet, mirror, and sink in each. There is also shelving in one bathroom in each apartment that should be shared by all four roommates. Shower curtains are provided. (The left-side bathroom in all down-

stairs apartments is a hurricane-strength storm shelter.)

- In Heritage Residence Complex each apartment has one bathroom with a tub, toilet, mirror, and sink with cabinet space below. Shower curtains are provided.
- Each apartment in the Quads also includes an energy-efficient washer/dryer unit.
- Each apartment in the Quads and Heritage has a two-way intercom system for communication and emergency notification. Due to the high volume of students with cell phones, none of our apartments have land lines.
- Each bedroom in Heritage and the Quads has an internet port as well as wireless internet access. All apartments also have cable.

Heritage Residence Complex has a lobby area (McAfee Commons) that contains comfortable seating areas, TV's, a kitchen, vending machines, a laundry room, a computer lab, an upstairs study loft, a game room, the Residence Life Staff offices, and the Residence Director's office and apartment.

The Quads Residence Complex also has a lobby area (Bowld Commons) that contains classrooms, kitchens, a large multi-purpose recreational room, TV's, video games, vending machines, a game room, music rooms, computer labs, several comfortable seating areas, and two Residence Directors' offices and apartments.

### **The Quads Residence Complex**

The Quads house 894 male and female students (in separate buildings). The Quads (Ayers, Hurt, Watters, Grace, and Hope) are located directly off of Walker Road.

#### **Women's Residence Director: Ashley Jackson**

Office Number: (731)661-5148

Email: [ajackson@uu.edu](mailto:ajackson@uu.edu)

#### **Women's Assistant Residence Director: Kristin Wells**

Office Number: (731)661-5684

Email: [kwells@uu.edu](mailto:kwells@uu.edu)

#### **Men's Residence Director: Luke Pruett**

Office Number: (731)661-5020

Email: [lpruett@uu.edu](mailto:lpruett@uu.edu)

#### **Men's Assistant Residence Director: Blake Pennington**

Office Number: (731)661-5510

Email: [bapennington@uu.edu](mailto:bapennington@uu.edu)

### **Heritage Residence Complex**

The Heritage Residence Complex houses 404 male and female students (in separate buildings). Heritage Residence Complex is located on the north end of campus, east of the Quads. The complex consists of a Commons building and 11 apartment buildings: Craig, Dehoney, Dodd, Grey, Jarman, Lee, Paschall, Pollard, Rogers, Sullivan, and Wright.

Heritage also houses our University guest suite in the Commons building.

#### **Heritage Residence Director: Elle Simmons**

Office Phone: 731-661-5012 (office located in McAfee Commons)

Email:

#### **Heritage Assistant Residence Director: Jarad Russell**

Office Number: (731)661-5683

Email: [jrussell@uu.edu](mailto:jrussell@uu.edu)

### **Warmath Residence Complex**

Warmath Residence Complex consists of four buildings, one of which houses traditional undergraduates and three of which house families and non-traditional students.

#### **Traditional Undergraduate Complex**

Warmath Undergraduate houses 24 upperclassmen male students in 8 apartments. The two bedroom apartments include a bed, desk and dresser for each resident, as well as a bathroom, full kitchen with an energy-efficient washer/dryer unit and a living room. Wireless internet and cable are included. Warmath residents live with 3 people per apartment and are considered part of the Men's Residence Complex.

#### **Residence Complex for Families and Non-traditional Students**

##### **Warmath Family Housing**

Warmath Family Housing consists of students who are married, students with children, students who are non-traditional age and graduate students. Each Warmath Family Housing apartment consists of two bedrooms and a living room (unfurnished), a kitchen (with a refrigerator and stove), and a bathroom. A separate laundry room for Warmath residents is located behind the Warmath apartments. Housing in Warmath Family Housing is obtained by application through the Residence Life office.

### **RESIDENCE COMPLEX GUIDELINES/STUDENTS' RESPONSIBILITIES**

#### **Advertising**

Prior to hanging posters or other advertising materials in the Residence Complexes, students must obtain the poster guidelines as well as permission from the Residence Director of their complex.

#### **Announcements**

Out of respect for students' privacy, only announcements concerning Residence Life activities and Emergency/Safety information will be made in the Residence Complexes.

#### **Commons**

Residents and guests of all residential students may relax in either Commons and watch TV, play board games, study, cook, meet friends, and obtain basic medical supplies. In Residence Life, public areas such as the Commons, bathrooms, study rooms, computer labs, meeting rooms, kitchens, and TV areas are provided for the use of the resident students, not the general public. The furniture and newspapers in these public areas must remain in the Commons. Kitchens must be cleaned after use. Removal of these furnishings would be considered theft from the University and would be handled by the University judicial system. Programming provided by the Residence Life staff in the Commons is for all Union students. All requests for use of the Commons for other Union-sponsored events are to be taken to the Residence Life staff for their approval and will be at their discretion. Reservations for rooms in the Bowld Commons may be made through the Residence Life section of Union's website. **Visit** [www.uu.edu/student-services/residencelife/reservations](http://www.uu.edu/student-services/residencelife/reservations).

Equipment and furnishings provided in the Commons should be treated with respect while keeping others in mind, specifically in the areas of noise and cleanliness.

Washers and dryers are located in McAfee Commons area as well as in each apartment in the Quads. Clothes should be removed from the washers and dryers as soon as the cycles are completed. The University does not assume responsibility for any clothes left in the

washer/dryer. Any theft of personal items should be reported to the Commons office and an incident report filed.

The RD office and RA desk are for the use of the Residence Life staff. An intercom and lobby phone are provided in the Commons to assist residents and guests in contacting students.

Bulletin Boards in the Commons are for student use. The staff encourages each student to stop and check the Bulletin Boards as important academic, social, and housing information are posted there.

### **Curfew Hours**

In order to encourage freshman to build new relationships with their roommates and to establish good time-management habits, freshmen have a “freshman curfew” for the first week of school. During that week, freshmen are to be in their apartments (not in another student’s apartment, the Commons, or off-campus) by 11:00 pm each night of freshmen curfew and remain there for the rest of the night. Their Resident Advisor will come by their apartment after 11:00 pm to visit briefly and answer any questions freshmen may have. After the first week of school, curfew for freshmen becomes the same as it always is for upperclassmen, which is 2:00 am. At that time, all residents must be in their Residence Complex and any non-residents who are not registered as guests must be off-campus.

### **Decorating and Furnishing Guidelines for University Apartments**

The University’s apartments/bedrooms may be decorated only within University guidelines and in such a way that reflects Union’s five Community Values. The following describes a few specifics that will help students personalize their apartments while at the same time avoiding any damage to the apartment which could result in charges for the students.

Apartments may NOT be painted or wallpapered (including borders). Counter tops and desks are not to be covered in contact paper; however, cabinet drawers may be lined with drawer liner. Candles, candle-warmers, incense, halogen lamps and live Christmas trees/garland are prohibited due to the fire hazard they have proven to be. If found, there will be a \$25 safety violation fine. Road signs/business signs and permanent decals are not to be placed anywhere in the apartment (including windows). Posters or any other items with questionable content, alcohol or tobacco references are not permitted. ALL repairs to the apartment must be made by Facilities Management which means **residents may NOT do any repairs** or perceived “improvements” in the University’s apartments.

Suggested decorative items include a small desk lamp, pictures/posters, and curtains. Pictures/posters may be hung on the walls using size 4 finishing nails.

### **Door Opening**

The Residence Life Staff will not open doors to apartments or bedrooms for other students who do not live there without the verbal consent of the occupant of that apartment/room.

### **Equipment/Intercom/Appliances**

An Intercom is located in each apartment and is used in emergencies to warn students of tornado, fire, etc. Tampering with the intercom in any way will result in a fine and cost of repairs. Free, filtered cable access is available to all students in their living room. Music and televisions are to be kept at a volume that is not disturbing to others. **Electric cords may NOT be “duct-taped” to the floor** because of the adhesive it leaves behind which ruins the carpet. A small roll of “cord-keeper” may be purchased at the local hardware store and used to cover cords and prevent tripping over them. Microwaves and toaster

ovens may be brought; however, deep fryers, and hot plates may not be used. The University provides each bedroom in Heritage Residence Complex with free local phone service and, voicemail; however, residents must supply their own telephone.

### **Family Weekend**

Each October your family has the opportunity to spend the weekend with you and enjoy a taste of campus life. The weekend is highlighted by the All Sing competition, Union varsity and intramural athletics, great food and fellowship. Family Weekend is traditionally held the first weekend in October and is organized by the Office of Residence Life.

### **Furniture**

All apartments are fully furnished. **All of the original apartment furniture is inventoried and must remain in its assigned apartment throughout the semester.** Additional furniture is limited to a table and chairs, one living room chair, and an entertainment center. Because of fire safety guidelines, furniture must not block any exit path routes. Your R.D. can assist you with what types of furniture are acceptable to add to your apartment, and all personal furniture must be removed at check-out if the student is not living in that apartment for the summer. The Office of Residence Life reserves the right to ask residents to remove any extra personal furniture.

### **Guests of Residents/Overnight Visitors**

All overnight visitors must be over 12 years of age, the same sex as the person with whom they are spending the night and registered in the commons as a guest. Students must register overnight guests by midnight in the commons office. Out of consideration for all roommates, guests (including commuter students) may not register for more than two consecutive nights not to total more than five in a semester or term.

Overnight visitors who are not registered will not be allowed to enter campus after curfew. Guests who are not registered can also expect the cost per night to be \$15/night. Residents are responsible for registering their guests, for the behavior of their guests and therefore for letting guests know of the community values of the University. The University reserves the right to exclude off-campus visitors from the residential areas and/or campus.

There are to be no overnight visitors during exam week.

### **Illness**

If a resident is sick he/she should inform the Residence Director and contact Health Services for assistance. Health Services, in the Student Union Building, offers various services to all students. The R.A. or Residence Director can also assist students with minor illness with the First Aid kit that is located in each of the Commons.

### **Insurance (Renter's Insurance for Student's Personal Property)**

It is the responsibility of the student to insure all personal property he/she brings to Union University with renter's insurance. Union University is not responsible for the loss, theft, or damage of any kind to a student's personal property, regardless of circumstances.

### **Laundry**

Residents with laundry units in their apartments are required to clean the lint traps and filters in their unit. Failure to do so will cause a mechanical malfunction of the unit, and the residents will be responsible for all charges associated with the repair or replacement of the unit.

### **Lofting**

Stacking a bed on top of cinder blocks, furniture, or any other material is prohibited in

the Residence Complexes. The beds are not designed to be lofted in that way, and serious injury could result. Any student who is found to be lofting their bed off of the floor will be fined \$100 immediately and may accrue furniture damage fees at the end of the semester. Those wishing to loft their beds should sign up for the Hope Quads where we have purchased beds specifically designed to be lofted if a student desires.

### **Maintenance Issues**

If a resident finds a maintenance problem with his/her room, apartment or furnishings, he/she must go to the Commons and the Resident Advisor will assist in filling out a maintenance request. If the problem is not fixed in a timely manner, please notify/alert the Residence Life staff before filling out another form.

The complexes are sprayed regularly as part of a University plan for pest control. Residents can assist this problem by taking out the trash, properly storing food, and cleaning their apartments.

Please do not place stepping stones in the grass outside of your apartment. Stepping stones will be removed if found because of the damage they could cause to lawn care equipment.

Please refrain from flushing food down the toilets in the Residence Complexes or dumping it out the windows. Disposing of food in an inappropriate way could cause physical or aesthetic damage or invite a significant pest problem.

### **Medical Emergencies**

Students who have serious and repeated emergency medical or psychiatric conditions will be asked to provide written medical support that they are under care and are supported to live in residence life by their medical treatment team. Such documentation should ensure that treatments or conditions will not require significant monitoring by the residence life team or roommates and is required before continued residency.

### **Modest Clothing**

In accordance with our first community value (Worth of the Individual,) the Residence Life staff may encourage students who are dressing inappropriately to change clothing. Additionally, students are prohibited from sunbathing in bathing suits or being in public places with their shirts off.

### **Networking Equipment**

One apartment in each building in Heritage Residence Complex has a computer networking cabinet in the living room. Tampering with this expensive equipment in any way (including placing stickers or magnets on the cabinets) will result in a minimum \$100 fine and/or probation.

### **Non-Open Visitation**

To aid in the security of our students, all non-Union, non-family guests of the opposite sex are required to check-in at the Commons. Visiting the apartments of the opposite sex is prohibited unless prior permission is granted by the Residence Life Staff, or it is during designated Open Visitation Hours. Residents may not be at the door/window, on the porch, the sidewalk that leads to the porch, or the stairway of the opposite sex. Parents of the opposite sex may visit their daughter/son in their apartment during non-open visitation hours provided they first check in at the Commons office.

Residents are expected to let the Residence Director and/or commons RA know if a person of the opposite sex is in their apartment during non-open visitation hours, or they will be held responsible for that guest, regardless of who the guest is visiting. Students who have visitors or are visiting the opposite sex in their apartments/rooms after visitation

hours will have a Values Violation Sanction. Bedroom doors are to remain open during Visitation Hours.

### **Open Visitation**

Open visitation hours are Friday 2 pm-10 pm; Saturday 2 pm-10 pm; Sunday 12 noon-6 pm. Visitation is only permitted in the living room and kitchen areas. **No mixed gender visitation is allowed in the private bedrooms even if the door is open.** It is the responsibility of the student to keep track of time and leave immediately when open visitation is over. Holidays/Special Events open visitation is 2 pm – 10 pm unless otherwise noted.

### **Parking**

Parking in the residence complex lots are reserved for resident students. Parking permits are issued through the Office of Safety and Security after verification of current car insurance.

### **Pets**

Pets and other animals (including fish) are not permitted within the apartments or complexes for any reason, even temporarily. This includes pets of visiting family or friends.

### **Quiet Hours and Courtesy Hours**

Quiet hours are 10 pm to 10 am. Every effort is made to maintain an atmosphere which is conducive to study and sleep. During these times residents must keep stereos, TV's, voices, etc. at a level that cannot be heard outside their apartment.

“Courtesy Hours” are in effect at all times. Whenever requested, residents must turn down any noise. The right to sleep or study always takes precedence.

24 Hour Quiet Hours are during exam week.

### **Recycling**

Union recycles! Each apartment is stocked with blue bags under the sink. Please use one bag for clean office paper and one bag for empty aluminum and empty plastics which have #1 or #2 inside the “triangle” recycling symbol. The aluminum and plastics can be combined into one bag. Downstairs residents, please leave your bags outside your apartment door. Recycling pick-up times will be announced by Residence Life. Upstairs residents, please bring your recycling bags downstairs and place them underneath the stairwell. Please do not use these bags for any apartment trash. Extra blue recycle bags are available free of charge in the Commons.

### **Room Checks**

All Roommates are responsible for the care and cleanliness of their apartments and respective bedrooms. Approximately once a month the Residence Life staff will go into student apartments to inspect fire extinguishers, intercoms, and emergency instruction sheets, as well as the apartments and bedrooms for maintenance issues as well as cleanliness. (There should be no trash, open food, unwashed dishes, maintenance needs, and alcohol or other Community Values violations.) Twenty-four hour notice will be given prior to regular room checks.

Also, the Residence Life staff will periodically need to enter students' apartments to leave official notices concerning housing sign-ups, Residences Complex closings/openings, etc.

### **Room Searches/Seizures**

The University has the right to enter a student's room and/or vehicle at any time to maintain facilities, maintain the safety of residents and to investigate suspected violations of Community Values. No search will be made without the Dean of Students, Assistant

Dean of Students, Director of Residence Life or Residence Director being notified. The search will be conducted in the presence of a Residence Director and/or other persons designated by the Dean of Students or Assistant Dean of Students. The University also has the right to elect the use of a search warrant by the Police. University representatives have the right to confiscate any items prohibited by University policy. Items may be returned at the discretion of the University representative.

## **Safety**

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

- **Babysitting**—The University does not allow babysitting in the Residence Complexes. This is for the safety of the children, the liability of the University, and the protection of other residents' 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. Bikes are not to be kept on porches or in rooms.
- **Candles**—Any candle, candle-warmer, incense, or open flame is prohibited because of fire potential. Violations carry a \$25 safety violation fine.
- **Electrical Appliances**—Appliances should be no more than 1000 watts, must be U.L. approved and properly maintained. 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 signs is 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 Resident Advisor or Residence Director. An interrupted siren indicates fire; a continuous siren indicates tornado.
- **Grills**—No personal outdoor grills are allowed in the residence complexes. Only the outdoor grills in the grassy area in the middle of Heritage and the built-in grills at the Bowld Student Commons 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/Tobacco**—Union University is a smoke-free campus. Use of tobacco (in any form) is prohibited on the entire Union campus (including student on-campus apartments.)

- **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**—Students may not stand outside the apartment windows of the opposite sex. 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; therefore Union University complies with these standards. Moving in/out through windows is prohibited.

### **Walking/Running**

Please be sure to wear reflective gear and/or light colored clothing when walking or running on campus at night.

### **Welcome House/Campus Gates**

The Welcome House and Gate is located at the main entrance to the residence complex parking lots. All other entrance gates (Pleasant Plains, Country Club, and Union University Drive) will be locked at 11 pm. The Welcome House is staffed beginning at 11 pm each night. At that time the gate “arm” will be down. Each car entering resident parking must show a current resident parking sticker to enter. After curfew every vehicle entering will be stopped and all occupants will be asked for identification. Each student will then have to sign in as late for curfew with the officer in the gate house. Non-residential students and non-registered guests will not be allowed to enter campus after curfew. This is a safety precaution initiated by the increased problems from non-Union, non-resident persons. The gates re-open by 6:00 am.

## **MOVING IN, CHECKING IN AND LOGISTICS**

### **Check In**

Advance notification through the University *Catalogue* and official calendar will be given of the scheduled date and time for housing Check-In each semester or term. The Residence Directors, Resident Staff Advisors and Resident Advisors will be available to greet and guide residents through the check-in process. No students will be eligible to move in until they are registered for classes for that semester.

1. Residents will be required to fill out an Emergency Information Card with medical insurance information and policy numbers.
2. Each resident is given a Room Condition form assessing the state of their entire apartment. Once the student goes to their room they should look to see if there are damages or items not recorded on their form and immediately return to the Commons Office and have them recorded on the original form.
3. Each resident will be given a Housing Contract to sign. **This is a legal and binding document between the University and the student for the full academic year stating the University’s rights and the student’s responsibilities.** It is im-

portant that the student read this thoroughly before signing.

4. Each student will be issued key(s) for the apartment front door (which locks automatically) and for the individual's bedroom. It is the student's responsibility to maintain the issued key(s), report any losses, and use them in a responsible manner. Students must remember that they live with other students who are depending on each other for the safety of their apartment. For security reasons, if a resident loses their keys they will be charged \$50 to replace a key, and \$200 if the core needs to be replaced and new keys made for all roommates.

### **Early Arrivals**

Students are not allowed to move in early for any semester. If a student has extenuating circumstances and feels they need to move in early for any reason, they must contact the Residence Life Office in order to request to move in early and to find out the guidelines they will be required to follow. A \$50 early arrival fee plus \$15 per night may apply. If a student must stay for official University business anytime the Residence Complexes are closed, they must have a faculty or staff advisor fill out the appropriate Early Arrival/Late Departure form, which can be obtained from the Office of Residence Life.

### **Room Changes**

Students wishing to change rooms during the semester because of extenuating circumstances must FIRST receive permission from the Residence Director. All moves must be coordinated through the Residence Director PRIOR to moving rooms. All paperwork must be completed before moving rooms. Failure to follow procedures will result in a \$50 fine.

### **Check Out**

At the end of the contract period, each student must complete the following steps in order to check out successfully and avoid penalty.

1. Sign up for a check out appointment at the commons office.
2. Restore the walls, ceilings, doors, windows and furnishings to their original state by removing decorations and the finishing nails that hold them up.
3. All drawers must be empty and dusted.
4. All personal property must be removed, including trash. There is a fine of \$10 per bag of trash left in an apartment after check out.
5. Windows must be locked, air conditioner/heat turned to "Auto," temperature set at 72 and lights off.
6. Turn in your key(s) and sign the key card. There is a fine up to \$75 for keys not turned in.
7. Sign the Room Condition form.

Failure to complete these steps at check-out can result in a \$50 fine over and above any other fines for damage, cleaning, keys, loss of deposit, etc.

### **Housing Contract**

Each resident must sign a housing contract at check-in. Upon signing, each student is accepting the rights and responsibilities outlined in the *Campus Life Handbook* and *Catalogue for a full academic year*. This is a legal and binding document between the University and the student stating the University's rights and the student's responsibilities for a full academic year. All full-time students will be held to their lease. It is important that the student read this thoroughly before signing. If a residential student is not attending classes, they will be withdrawn from Residence Life.

If a student or his/her belongings are occupying a bedroom during the academic year, the housing contract requires that the student be charged accordingly for the full cost of the bedroom per semester.

### **Housing Contract Period**

The residence contract period begins the first day of the term and ends for the resident student at 5:00 pm on the posted closing day. Departure for seniors is noon the day after Commencement. Students who remain beyond these times will be assessed a charge.

The period of occupancy of the housing contract does not include: Christmas holidays or the Summer Terms. These times are to be contracted individually as needed with the Residence Directors at \$15 per night.

### **Housing Deposit**

A one-time housing deposit of \$100 is paid by each new incoming student for room reservation in the Residence Complexes. In case of cancellation of reservation, all of the deposit will be refunded if the cancellation is made by May 1 for Fall Semester, November 15 for Winter Term, December 1 for Spring Semester and May 1 for Summer Terms. **NO REFUND WILL BE GIVEN ON CANCELLATIONS MADE AFTER THESE DATES.** If a student is not accepted for admission, all the deposits will be refunded.

**Returning Students:** If a student is graduating or moving out of the residence complex permanently, notice must be received by **the end of housing sign-ups** to receive a refund on their **\$100 Housing Deposit**. Housing Deposit refunds are not given for students moving out midyear because the Housing Contract is for the full school year (fall & spring semester). Reimbursement of all refunds will be made through crediting the student's account in the Business Office.

### **Housing Refunds**

Please refer to the Undergraduate Academic Catalogue. If a student follows proper procedure for withdrawing from all classes, refunds on housing charges will be pro-rated to the end of the week in which the student withdraws up to day 25.

### **Meal Refunds**

Meal refunds will be calculated at the higher of the amount prorated to the end of the week in which the student withdraws or the number of meals used over the total of meals in the student's meal plan.

### **Housing Sign-Ups**

Each spring a Housing Request Form for the next academic year will be made available to each residential student through the Residence Life website. All deadlines pertaining to housing sign-ups are final. Any problems with deadlines or procedures should be cleared with the Residence Director prior to the beginning of the housing sign-up process. Failure to submit a Housing Sign-Up Form by the end of housing sign-ups will result in a \$25 fine.

### **Room Assignments and Room Changes**

Room assignments for new students are made by the Directors of each complex prior to the opening of the Residence Complexes. Student requests are honored if possible. Priority is given to students who have fully complied with the sign-up process and have submitted their housing forms prior to the deadline. Returning students must be registered for the next semester's classes before they can sign up for housing. Freshman and transfer requests are prioritized by the date of their housing deposits. A housing deposit must be received before a room assignment can be made.

The University reserves the right to make adjustments in room assignments or fill empty bedrooms if it is deemed to be in the best interest of the University, the student or roommates to do so. The Residence Directors will try to contact the students involved and give them the opportunity to discuss the reasons for the proposed changes with their Director.