Definition of Academic Terms

Degrees

Union University offers 11 undergraduate degrees—Associate of Science in Professional Studies, Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Fine Arts, Bachelor of Science in Medical Technology, Bachelor of Science in Engineering, Bachelor of Science in Nursing, Bachelor of Science in Organizational Leadership, Bachelor of Science in Business Administration, and the Bachelor of Social Work—and 15 graduate degrees—the Master of Science in Biology, the Master of Science in Conservation Biology, the Master of Education, the Master of Arts in Education, the Master of Urban Education, the Master of Business Administration, the Master of Accountancy, the Master of Christian Studies, the Master of Science in Nursing, Master of Arts in Intercultural Studies, the Educational Specialist, the Master of Social Work, the Doctor of Education, the Doctor of Nursing Practice, and the Doctor of Pharmacy. Graduate Studies are described in the Graduate Catalogue.

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

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

Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Full-Time Student

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

Grades and Quality Points

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

Both Progress Reports and Final Grades are reported by letter which may be interpreted in percentage figures: A 95-100, B 85-94, C 75-84, D 65-74, F below 65. Although all faculty are urged to seriously consider this scale for all or some of their courses, the adoption of this scale for all courses is not mandatory. What is mandatory, is that, on each course syllabus, faculty must specify the precise grading scale and other grading practices which will be followed for that course.

A, B, C, and D are passing grades; F is failure; N is audit. The grade of I, indicating incomplete work, must be made up within the first five weeks of the fall/spring semester following issuance; otherwise, the course is graded to reflect the incomplete work. The grade of IP (In Progress) will be issued for courses which by design extend into the following term or semester. Pass-fail courses are graded P for pass and FF for failure. W is reserved for withdrawal from a single course without withdrawing from the term, beyond the period allowed for officially dropping a course. Withdrawal may be granted by the Registrar after this period if the student meets conditions as stated under regulations concerning dropping of classes. A temporary grade of X is inserted to indicate no grade has been reported.

The following are the grades with their corresponding quality credits:

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

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

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

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

Transfer credits and credit-by-testing do not apply quality points to the institutional GPA and are not factored into current academic standing nor into the graduation GPA. They may be considered in the program admission process as specified on the program and department level.
A W awarded for all courses in a term denotes withdrawal from school for the semester. See “Withdrawal from School” for details.

**Faculty Advisor**

Academic counseling is administered through several avenues. Each student is assigned a Faculty Advisor in accordance with their intended major/vocational goal. Students undecided about their major are assigned temporarily to the Office of Academic Services. GPA counseling can be sought from the Office of Academic Services and through the Academic Center. The junior/senior student is required to have at least one counseling appointment with a degree auditor to focus on the completion of graduation requirements.

Faculty Advisors are assigned within the department of the student’s major. Advisors will assist students in planning schedules and defining educational and career goals.

Union University’s academic advisement program is based upon the supposition that any degree-seeking student accepted for enrollment is a responsible adult seeking a liberal arts education. Advisors will inform advisees of the academic requirements and attempt to guide them through the program of study toward their chosen major; however, they may not assume the responsibility for the student.

**Student Classification**

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

**Size of Classes**

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

**Description and Numbering of Courses**

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

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

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

**Honor Students**

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

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

**UNDERGRADUATE ACADEMIC PROGRAMS**

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

<table>
<thead>
<tr>
<th>Department</th>
<th>Majors</th>
<th>Degrees</th>
<th>Emphases and Concentrations</th>
<th>Minors</th>
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</thead>
<tbody>
<tr>
<td>Adult and Professional Studies</td>
<td>Organizational Leadership Associate of Science in Professional Studies</td>
<td>BSOL &amp; ASFS</td>
<td>Church Leadership  &lt;br&gt; Criminal Justice Administration  &lt;br&gt; Health Management  &lt;br&gt; Information Technology  &lt;br&gt; Manufacturing and Industry Management  &lt;br&gt; Organizational Management  &lt;br&gt; Project Management</td>
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<tr>
<td>Department</td>
<td>Majors</td>
<td>Degrees</td>
<td>Emphases and Concentrations</td>
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<tr>
<td>Art</td>
<td>Studio Art</td>
<td>BFA</td>
<td>Drawing, Painting, Ceramics, Graphic Design, Sculpture, Photography, Visual Aesthetics</td>
<td>Art, Visual Aesthetics, Digital Media Studies</td>
</tr>
<tr>
<td></td>
<td>Art*## Pre-Professional Art Therapy</td>
<td>BA</td>
<td>Drawing, Painting, Ceramics, Graphic Design, Sculpture, Photography, Visual Aesthetics</td>
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<tr>
<td>Biology</td>
<td>General Biology*, Botany, Zoology, Cell and Molecular Biology, Conserv</td>
<td>BS</td>
<td>Pre-professional</td>
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<td>Business</td>
<td>Accounting, Business Administration, Economics, International Business</td>
<td>BSBA</td>
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<td>Accounting, Actuarial Science, Business Administration, Economics, Management, Management for Non-Business Professionals, Marketing, University Studies</td>
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<td>Chemistry</td>
<td>Biochemistry, Chemical Physics, Chemical Engineering</td>
<td>BS</td>
<td>Pre-professional</td>
<td>Chemistry</td>
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<td></td>
<td>Medical Technology</td>
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<td>Communication Studies, Digital Media Communications, Film Studies, Journalism, Public Relations, Rhetoric, Theatre, Theatre and Speech with Teacher Licensure</td>
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<td>Broadcast Journalism, Communication Studies, Digital Media Studies, Film Studies, Journalism, Photojournalism, Public Relations, Rhetoric, Theatre</td>
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<td>Computer Science, Computer Information Systems, Computational Engineering, Science, Digital Media Studies</td>
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<td>Teaching and Learning, Interdisciplinary Studies, Special Education</td>
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<td>Early Childhood (PreK-Grade 3), Elementary (K-Grade 6), Middle Grades (Grades 4-8)</td>
<td>Professional Education: * for Secondary Education, ** for Special Education</td>
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<td>BSE</td>
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<td>Engineering, Computational Engineering, Science</td>
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<td>Department</td>
<td>Majors</td>
<td>Degrees</td>
<td>Emphases and Concentrations</td>
<td>Minors</td>
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<td>Creative Writing Literature</td>
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<td>History</td>
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<td>French*</td>
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<td>Language and Culture Literature and Culture</td>
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<td>Spanish*</td>
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<td>Teaching English to Speakers of Other Languages*</td>
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<td>Language and Culture Literature and Culture</td>
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<td>Computational</td>
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<td>Composition</td>
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<td>BM</td>
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<td>Music Theory</td>
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<td>Instrumental, Organ, Piano, Voice</td>
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<td>Performance</td>
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<td>Athletic Coaching</td>
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<td>Physical Education and Health*</td>
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<td>Health Education*</td>
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<td>Sport Management</td>
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<td>Department</td>
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<td>Social Organization</td>
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<td>Theology and Missions</td>
<td>Biblical Studies--Languages&lt;sup&gt;##&lt;/sup&gt;</td>
<td>BA</td>
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<tr>
<td>Institute for Intellectual Discipleship</td>
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<td>BA</td>
<td>Classical, Medieval, and</td>
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<td></td>
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<td></td>
<td>Renaissance Studies</td>
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* Teacher Licensure available  
<sup>##</sup> Available only as an Adult Studies Program  
<sup>##</sup> Available also as an Adult Studies Program  
<sup>**##**</sup> Available with Discipline-Specific Honors

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**General Academic Policies and Procedures**

**Change of Classes**

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

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

**Dropping of Classes**

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

Students discontinuing class attendance without the Registrar’s permission to drop will receive an “F” in those courses.

**Registration for Courses as an Audit**

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

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

**Regulations Concerning Quantity of Work**

The maximum hours recommended for any student is 18 for a fall or spring semester, 9 for accelerated 8-week sessions, and 7 for any of the three 4-week terms. However, a student who is highly motivated and has at least a 3.0 cumulative GPA may register for more than the suggested maximum credit hours with approval of the advisor and department chair or academic dean, and in consultation with the University Registrar.

**Concurrent Enrollment**

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

**Class Attendance**

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

A student withdrawing from school, dropping all courses from a current semester or term, begins the process by completing “Withdraw From All Courses” via the Portal. Students will be allowed to withdraw through 11 weeks, or its term equivalent, and will receive notation on their permanent record.

Voluntary withdrawal does not guarantee permission to readmit to the University nor does it automatically exclude the student from enrollment at a future date. Students who have withdrawn must check with the Office of Undergraduate Admissions regarding reenrollment.

A former Union University student having less than a 2.0 cumulative GPA from Union University or less than a 2.0 cumulative GPA from all institutions attended will be considered for readmission by the Undergraduate Admission/Readmissions Committee. The student may be denied admission, readmitted with conditions, or readmitted under their prior academic standing at Union University.

Scholastic Regulations

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

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

1. An official notice will be sent to the student.
2. The academic advisor will monitor a program of studies containing repetition of courses in which D’s and F’s have been earned and will urge reduction of extracurricular activities and work.

3. The academic load will be limited to not more than fourteen hours.
4. The Associate Registrar will counsel students individually toward GPA improvement.

If by the end of the two probationary semesters a cumulative GPA of 2.0 has not been attained, the student will be suspended from the University for one full semester. There is no appeal permitted for this suspension. The suspension will be a full semester; no combination of short terms will substitute. Colleges typically will not admit a student suspended from another college; however, if credit is earned at another institution while the student is suspended from Union, that credit is not applicable toward a degree at Union.

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

Academic Integrity

Union University upholds the highest standards of honesty. By their enrollment at Union, students are agreeing to refrain from the use of unauthorized aids during testing (including but not limited to technology devices such as digital cameras, cellphone 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. Breaches of these standards warrant academic and disciplinary consequences. Policies and procedures, including appeal procedures, are detailed in the Campus Life Handbook.

Graduation Requirements for Bachelor’s Degree

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

Components of Graduation Requirements

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

General Core Curriculum .................. 46 hours
Specific Core Curriculum .................. 18-36
Major Academic Program, minimum .................. 30
Minor Academic Program, minimum .................. 18

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

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

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

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

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

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

The purpose of the core curriculum is to establish a common foundation of knowledge, skill, and virtue. These are valuable in their own right and also serve as a base for formal studies and life-long learning. The core challenges students to appreciate all legitimate human endeavors as godly calling and to discover such calling in their own lives. It provides opportunity for understanding, action, and faith to dwell together. The core provides the intellectual underpinning for engaging with the ideas of history and the issues of our day. The productive unity of the core will be found in the minds and actions of the faculty and students who work to see humankind, nature, and God together in as much of their extraordinary complexity as we can master. We intend that the core and additional formal studies bring to life the age-old belief that all truth is God’s truth.

**General Core Expected Outcomes**

By successfully completing the work set out in the Union core curriculum, students should interact with the master disciplines in such a way as to help unlock all the others. Thus, the core offerings should improve students’ capacities in writing, speaking, reading, calculating, and thinking. In concert with these improved capacities, students should attain greater sophistication with regard to their understanding and use of the arts, history, the social sciences, mathematics, and the natural and physical sciences. In accordance with Union’s emphasis on the integration of faith and learning, the core emphasizes knowledge of the Bible and the relation of Christian worldview to all the other subjects.

<table>
<thead>
<tr>
<th>General Core Requirements for All Bachelor Degrees</th>
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<tbody>
<tr>
<td><strong>Humanities Courses:</strong></td>
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<tr>
<td>Christian Studies, 6 hours</td>
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<tr>
<td>CHR 111 and 112, Old and New Testament Survey</td>
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<tr>
<td>Composition, 6 hours</td>
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<tr>
<td>ENG 111 and 112, Written Composition I and II</td>
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<tr>
<td>*Honors students may substitute HON 205 and 215 for ENG 111 and 112</td>
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<tr>
<td>History, 6 hours</td>
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<tr>
<td>HIS 101 and 102, World Civilization to/from 18th Century</td>
</tr>
<tr>
<td>*Students seeking elementary teacher licensure must substitute HIS 211 and HIS 212</td>
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<tr>
<td>*Honors students may substitute HON 225 for HIS 102</td>
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<tr>
<td>Literature, 6 hours, One of the sequences below:</td>
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<tr>
<td>Sequence A: ENG 201, 202, Survey of World Literature (6);</td>
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<tr>
<td>Sequence B: FRE 311, 312, or 317. Survey of French Literature (6), select any two;</td>
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<tr>
<td>Sequence C: SPA 311, 312, 316, or 317. Survey of Spanish Literature (6), select any two.</td>
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<tr>
<td>Fine Arts, 3 hours</td>
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<tr>
<td>ART 210, The Arts in Western Civilization</td>
</tr>
<tr>
<td>*Students pursuing the B.A./B.S. Music or B.M. Degree substitute MUS 220 for ART 210</td>
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<tr>
<td>Social and Behavioral Sciences, 3 hours, One of the following:</td>
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<tr>
<td>ECO 211 (3), ECO 212 (3), HON 225 (3), PHL 240 (3), PSC 211 (3), PSY 213 (3), OR SOC 211 (3)</td>
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<tr>
<td>*BSBA students are required to take ECO 211.</td>
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<tr>
<td>Laboratory Science, 8 hours, One course from each group:</td>
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<tr>
<td>Group A CHE 105(4), CHE 111 (4), PHY 111 (4), PHY 213 (4), or PHY 231 (5)</td>
</tr>
<tr>
<td>Group B BIO 112 (4), BIO 100 (4), BIO 110 (4), or BIO 221 (4)</td>
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<tr>
<td>*Honors students may substitute HON 235 for one of the science courses</td>
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</tbody>
</table>
Mathematics, 3 hours
Any mathematics course MAT 101 or higher. See your advisor for mathematics requirements or options for your major.

Oral Communication, 3 hours, One of COM 112 or 235
*School of Nursing and Bachelor of Social Work students meet this requirement by successfully completing prescribed major courses.

Physical Education, 2 hours
PEWS 100, Fitness for Health (1)
And one physical activity elective course (such as Golf or Volleyball).

TOTAL GENERAL CORE HOURS, 46 hours
Confer with your faculty advisor for limitations of options required in some programs of study.

In addition to the above requirements, each major will address Christian thought and action issues in a capstone experience.

<table>
<thead>
<tr>
<th>Specific Core Requirements For A Bachelor Of Arts Degree (18 hours minimum)</th>
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<tbody>
<tr>
<td><strong>Option One.</strong> Complete Group A plus at least one 3-hour course from Group B and at least one 3-hour course from Group C1.</td>
</tr>
<tr>
<td>A. Foreign Language (12 hours): One language for 2 years or two languages for 1 year each; 111 or higher,</td>
</tr>
<tr>
<td>B. Fine, Performing Arts, and Communication Arts: Courses selected from Art, Music or Communication Arts.</td>
</tr>
<tr>
<td>C. Humanities: Courses selected from Christian Studies, English, History, Honors, Intercultural Studies, Languages or Philosophy.</td>
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<tr>
<td>CSC 105 may fulfill 3 hours from either Part B or Part C.</td>
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<tr>
<th>Specific Core Requirements for a Bachelor of Science Degree (18 hours minimum)</th>
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<tbody>
<tr>
<td><strong>Option One.</strong> A minimum of 2 courses from 2 Groups and 1 course from the 3rd Group</td>
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<tr>
<td>A. Mathematics 111 or higher; and/or Computer Science</td>
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<tr>
<td>B. Natural Science (Biology, Chemistry, Physics)</td>
</tr>
<tr>
<td>C. Social Science (Economics, Finance, Geography, Political Science, Psychology, Sociology)</td>
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<tr>
<td>Due to common content CSC 105 and CSC 115 may apply to A but not both.</td>
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<tr>
<th>Specific Core Requirements for a Bachelor of Science in Business Administration</th>
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<tr>
<td><strong>Option Two.</strong> A minimum of 8 hours in 2 of the 3 Groups (Mathematics, Natural Science and Social Science as shown immediately above)</td>
</tr>
<tr>
<td>Due to common content CSC 105 and CSC 115 may apply to Mathematics but not both.</td>
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<tr>
<th>Specific Core Requirements for a Bachelor of Science in Business Administration</th>
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<tbody>
<tr>
<td><strong>In Addition to the General Core Requirements, 36 hours</strong></td>
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<tr>
<td>ACC 211-12, Principles of Accounting I-II</td>
</tr>
<tr>
<td>BAD 224, Quantitative Methods for Business</td>
</tr>
<tr>
<td>BLAW 321, Legal Environment of Business</td>
</tr>
<tr>
<td>CSC 105, Survey of Microcomputing Applications</td>
</tr>
<tr>
<td>ECO 212, Principles of Microeconomics</td>
</tr>
<tr>
<td>FIN 320, Business Financial Management I</td>
</tr>
<tr>
<td>MAT 114, Introduction to Statistics and Probability</td>
</tr>
<tr>
<td>MGT 310, Management Information Systems</td>
</tr>
<tr>
<td>MGT 311, Managerial Communications</td>
</tr>
<tr>
<td>MGT 318, Principles of Management</td>
</tr>
<tr>
<td>MKT 328, Principles of Marketing</td>
</tr>
</tbody>
</table>

* Upper-level courses must be earned with a grade of C or higher
Correspondence, Seminary Extension (SE) and Credit by Exam

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

Credit-by-exam attempts can be made no later than the student’s next to last full semester preceding graduation. May and Summer graduation applicants must complete all testing no later than November 1 in the previous fall semester. December and January applicants for graduation must complete all testing no later than April 15 in the previous spring semester. Students in the Teacher Education Program must complete testing in the next to last semester preceding Student Teaching. Registration for testing is limited and reporting time may vary; students should make plans and register accordingly.

Any variance must be approved in advance by the Registrar in writing.

Prolonged Delay of Completion of Graduation Requirements

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

Application for Graduation

Application for graduation should be filed in WebAdvisor during the fall semester prior to spring/summer graduation, or spring semester prior to fall/winter graduation. Graduation applicants not completing all requirements by the last day of final exams of the graduation semester or term will be moved to the next appropriate graduation date.

Before any student can file an application for graduation, the student must have had an appointment with a Degree Auditor or the Director of Educator Preparation for a Graduation Audit. The Graduation Audit should begin during the junior year. In the event a student has not filed a Graduation Audit by the time he/she has filed an application for graduation, he/she will be given until December 1 for spring/summer graduation and until May 1 for fall/winter graduation. If the student has not filed a Graduation Audit by that date, his/her name will be removed from the graduation list, and the student notified.

Faculty Approval

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

Final Examinations

Comprehensive final examinations are required of all students in all courses where content is appropriate. The final examination time is listed with the University calendar.

A student with three or more finals on one day may request one of his/her professors to reschedule one examination, to another time during finals week, provided the request precedes the last week of class. If the student and the professor cannot resolve the scheduling problem, the student should take his/her request to the Registrar.

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

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

- Chiropractry
- Cytotechnology
- Dental Hygiene
- Dentistry
- Health Information Management
- Medicine
- Occupational Therapy
- Optometry
- Pharmacy
- Physical Therapy
- Physician Assistant
- Podiatry
- Veterinary Medicine
Information regarding the specific requirements for each may be obtained from the Health Professions Advisory Committee (HPAC). Requirements for The University of Tennessee professional programs are available as well as for other professional schools.

Students who have completed coursework required for entrance into a professional health program are evaluated by the HPAC. The evaluation summarizes input from Union personnel concerning the student’s class performance and accomplishments, motivation, responsibility, capabilities, and character before making its recommendation to the professional school.

Courses Beyond the Required General Education Core

Majors and Minors

By the beginning of the junior year, each student is required to select one subject as his/her major and one as his/her minor, with the exceptions of B.M., B.S.N., B.S.E., B.S.W., B.F.A. degrees and majors in Cell and Molecular Biology, Chemical Physics, Conservation Biology, Engineering, Exercise Science/Wellness, Sport Management, and Athletic Training. To declare a major and/or minor, the student must go to the dean’s office of the college/school that houses the major/minor and complete the required paperwork. The declared major/minor will then be entered into the student’s electronic record and an advisor will be assigned. All juniors are required to have a Degree Audit with an Academic Center Degree Auditor or the Director of Educator Preparation.

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

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

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

The student’s choice of a major may require the student select a Track, Endorsement, Emphasis, or Concentration. Track is used to describe different curricular paths culminating in the completion of the same degree. References to Endorsement are applicable only to the Teacher Education Program. No notation of the Endorsement or Track will appear on the student’s transcript or diploma. The terms Emphasis and Concentration are used interchangeably to denote specializations of content related to the major. These notations appear on the transcript and diploma as a Specialization of the major.

Independent Studies

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

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

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

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

Required forms are found on the Portal. Students should check with the Academic Center for registration particulars.

Departmental Special Studies

Departmental Special Studies are group studies designed to go beyond or between courses listed in the Catalogue. Such courses may not parallel or substitute for regular catalogue courses. A student may apply up to 12 hours in Special Studies toward graduation. Restrictions within departments may apply; check departmental listings.

Study Abroad Program Studies

The Study Abroad program, housed in Union’s Center for Intercultural Engagement, provides structured support for both domestic and international curricular and co-curricular initiatives. Working with faculty and students, the Study Abroad program uses expertise in off-site travel, course transcription management, and financial aid. With a clear protocol prior to departure, support during the experience, and a thorough debriefing process upon return, the Study Abroad program ensures that students have a safe, academically rigorous, and interculturally relevant experience. For a thorough explanation of Study Abroad Programming at Union University, please contact the Study Abroad Coordinator or visit the Center for Intercultural Engagement’s website.

Union’s Study Abroad program includes direct (concurrent) enrollment, independent institutes or providers, institutional agreements, and third party providers. Furthermore, the Study Abroad program uses a rigorous set of criteria for identifying and cultivating relationships with high-quality, ethically-grounded
programs around the world that provide optimal experiences for students. This ensures that we support domestic and international programs that have high academic standards, provide opportunities for students to engage with people from the host institution and the surrounding community, offer a safe living environment, and have an adequate support system for the student. The Center for Intercultural Engagement adheres to the Standards of Good Practice for Education Abroad put forth by the Forum on Education Abroad.

Continuing Education

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

Student Academic Services

Believing that the success of each student is of vital interest, not only to the student and his/her family, but also to the University, Union University offers a variety of academic services to students. These include but are not limited to the following: tutorial assistance, retention counseling, academic advisement, study skills workshops, and probation-suspension intervention. Services are provided through a team approach to help clarify the student’s needs and goals relative to academic fulfillment.

Affiliations With Other Agencies and Institutions

Consortium for Global Education (CGE)

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

Study Abroad Affiliate Agreements

Union University has contract agreements for direct billing and concurrent enrollment with the following program providers: AIFS, CEA, GEO, IFSA-Butler, ISA, Living and Learning International, and Salzburg College.

College Articulation Agreements

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

Cross-Campus Agreement

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

Students may seek enrollment in a host school for the following reasons:
1. Course scheduling difficulties, or
2. Special programs are available at only one institution.

Additional information is available in the Academic Center.

Logos Library Agreements and Partnerships

The Library participates in several formal agreements and partnerships with other libraries and library organizations to extend its service base. These local, state, and regional cooperative library programs greatly enhance student and faculty access to materials and facilitate the sharing of resources. These agreements include the West Tennessee Academic Library Consortium, Tenn-Share, Lyrasis, the Association of Christian Librarians, the Christian Library Consortium, and Waldo. The library is an active participant in the nationwide OCLC and DOCLINE interlibrary loan systems and Tennessee’s statewide courier, Firefly. These agreements and partnerships afford cooperative ventures with colleagues, their institutional resources and further enhance the library services and resource collections offered to the Union University community.

Au Sable Institute of Environmental Studies

Union is affiliated with Au Sable Institute of Environmental Studies. Au Sable Institute’s mission is to inspire and educate people to serve, protect, and restore God’s earth. Several field based courses in the environmental sciences are available (see Department of Biology section of the catalogue). Interested students should check with the faculty representative within the Department of Biology for details.

Medical Technology/Clinical Laboratory Science Agreements

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