



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.

### Numbering of Courses

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 above 499 are graduate courses.

### 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.

### Course Descriptions and Requirements

A brief course description for each catalogue course is found within the respective academic section of the [catalogue](#). Within a course description, a prerequisite to that course may be cited as another course or condition that must be met satisfactorily before the student may register for the course being described. A corequisite cited refers to a requirement that must be completed prior to or at the same time as the course being described. Co- and Prerequisites are enforced at the discretion of the instructor.

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

### 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, *Summa 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 make 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**.

# Academic Programs

---

Department	Majors	Degrees	Emphases	Concentrations	Minors
Art	Art*	BA		Drawing, Painting,	Art
	Digital Media Studies	BA or BS	Art	Ceramics, Sculpture, Graphic Design	
Biology	Biology*	BS		Pre-professional	Biology
Business Administration	Accounting	BSBA			
	Economics and Finance	BSBA			
	International Business	BSBA			
	Management	BSBA			
	Marketing	BSBA			
	Politics, Philosophy, and Economics	BA or BS			
	Organizational Leadership	BSBA	0.667 0 TD (B)Tj -0.559 0 TD (M)Tj 8.0986 0 0 *j -0.5 0 TD (g)Tj -0.330 TD (n)Tj -0.27		

# Academic Programs

Department	Majors	Degrees	Emphases	Concentrations	Minors
Mathematics and Computer Science	Mathematics*	BA or BS			Mathematics Computer Science Computer Information Systems
	Computer Science	BA or BS			
	Digital Media Studies	BA or BS	Computer Science		
Music	Music Education	BM	General/Choral*	Available in each: Instrumental Organ Piano Voice	Music
	Music	BM	Instrumental/Band*		
			Christian Studies		
			Communication Arts		
	Church Music	BM	Management Marketing		
	Performance	BM	Voice Organ Piano		
	Music Theory	BM	Voice Organ Piano		
	Music	BA	Instrumental Music		
Nursing	Nursing	BSN		Basic 4 year RN to BSN® LPN to BSN	
		MSN®®			
Physical Education,	PHED 100(L)Tj -273				

\* Teacher Licensure available

® Adult Studies Program

®® See Graduate Catalog

## General Academic Regulations

### Change of Classes

A student making a change in his/her class schedule after completing registration will:

1. Obtain proper forms from Union Station.
2. Secure the signature of his/her advisor.
3. Process forms at Union Station.

A fee of \$10.00 will be charged for any schedule change 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 submit-

ted 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.

### **Withdrawal From School**

A student withdrawing from school, dropping all courses from a current semester or term, begins the process with Union Station. The student must clear with the Academic Center, Office of Financial Aid, Library, and Business Office by completing drop forms and a Withdrawal Card. Students will be allowed to withdraw through 11 weeks, or its term equivalent and will receive the notation on their permanent records "Withdrew from all Classes" as of the date the withdrawal was processed.

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 Admissions Office or the Academic Center regarding reenrollment.

### **Scholastic Regulations**

The only acceptable level of work for graduation at Union University is 2.0 or above. Any student who fails to achieve that level will be given a status of academic deficiency. This places the student on notice that satisfactory progress toward graduation is not being made and that the quality of work must improve.

While the student is on academic deficiency:

1. An official notice will be sent to the student and to his/her parents or guardian.
2. The Assistant Registrar will counsel as needed with students individually to suggest possible directions.

If the student achieves a cumulative GPA of at least 2.0, academic deficiency status will be immediately removed. If the student fails to achieve the 2.0 GPA, the status of academic deficiency lasts for one full semester and the short term(s) that immediately follow. At that point, the student will be placed on academic probation.

While the student is on academic probation:

1. An official notice will be sent to the student and his/her parents or guardian.
2. The academic advisor will monitor a program of studies containing some 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. Faculty and administrators will be encouraged to exercise restraint in the use of students on academic probation in activities which take a significant time from their academic work.

The student on academic probation will be allowed two full semesters and the short term(s) that follow to achieve a cumulative GPA of 2.0. 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 semester of 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. 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. After a full semester suspension, the student desiring to return will be required to reapply to the Admissions Committee of the University.

A student receiving Veterans Benefits cannot be certified after two terms with less than a 2.0 cumulative GPA. The student will be allowed to continue enrollment in Union in accordance with Scholastic Regulations; however, VA Benefits cannot be received.

### **Policy on Student Cheating Including Plagiarism**

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids during testing, 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. Faculty are to accept the responsibility for discouraging cheating by making every effort to provide physical conditions which will deter cheating. They are to be aware at all times of activity in the testing area.

Any student found guilty of cheating by the professor will be subject to disciplinary action by the professor. The professor will file a report of the incident and the intended disciplinary action with the Office of the Provost. If the student deems this action unfair, he/she may request a hearing before his School/College Dean and the professor. A written report of this hearing and decision will be retained by the Dean. Appeal of the Dean's decision may be made to the Faculty Affairs Committee.

If either the student or the professor involved deems the decision of the Faculty Affairs Committee unsatisfactory, he/she may request a hearing with the Provost. The decision of the Provost is final upon approval by the President.

### **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 class attendance policy for his/her courses. Each faculty member is to clarify in the course syllabus the class attendance requirements. This statement is to be approved by the department chair and kept on file 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.

No faculty member is allowed to operate a system which penalizes a student for absences due solely to his/her participation in an official college-sponsored activity which requires limited or occasional absences. However, such a student must satisfy all testing, reporting, and required functions defined for the course.

Each faculty and staff member sponsoring any event that will necessitate students missing classes will submit to the Office of the Provost one week in advance of the event a list of students expected to participate. Any conflict is to be resolved by the instructor, the chair of the department involved, and the Provost.

### **Registration for Courses as an Audit**

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

A student auditing a course may process drop/add forms to earn credit in the class no later than the "Last Day to Add a Class" for the semester/term of enrollment. A student enrolled in a course for credit may change to audit during the period allowed in the semester/term to drop a class. The "Last Day to Add a Class" and "Last Day to Drop a Class" are noted in the academic calendars for each semester/term as published in the [Academic Calendar](#).



**Components of Graduation Requirements**

Each bachelors degree awarded by Union University must contain the following com-



## **General Core Requirements for All Bachelor Degrees**

All Union graduates must meet General Core requirements which help to fulfill one of the purposes of the University, that students "demonstrate competency in analytical skills and communication skills, [and] knowledge of the cultural, social, historical, and scientific aspects of life...."

---

### **Christian Studies, 6 hours**

CHR 111. Old Testament Survey (3)

CHR 112. New Testament Survey (3)

---

### **Composition, 6 hours**

ENG 111. Written Composition I (3)

ENG 112. Written Composition II (3)

---

### **Fine Arts, 3 hours**

ART 210. The Arts In Western Civilization (3)

---

### **History\*, 6 hours**

HIS 101. World Civilization to the 18th Century (3)

HIS 102. World Civilization from the 18th Century (3)

\*Students seeking elementary teacher licensure must substitute HIS 211 and HIS 212.

---

### **Laboratory Science, 8 hours,**

- PHL 240. Introduction to Philosophy (3)  
PSC 211. Politics and Government of the U.S. (3)

## Specific Core Requirements for a Bachelor of Science Degree

(In Addition to the General Core Requirements)

---

### OPTION ONE (19 hours)

Social Science Electives 6 hours  
Including any courses in GEO, PSC, PSY, SOC, or Economics and no more than 3 hours  
HIS

---

Mathematics Electives 6 hours  
Including any courses in Mathematics numbered 111 or above  
(One three-hour CSC course may be counted toward the 6 hours)

---

Natural Science Electives (BIO, CHE, or PHY) 7 hours

---

### OPTION TWO (21 hours)

A minimum of 21 hours in two of the following three areas, with a minimum of 8 hours in each area.

- A. Mathematics numbered 111 or above; and/or Computer Science. Due to common content CSC 105 or 115 may apply but not both.
  - B. Natural Science (BIO, CHE, or PHY)
  - C. Social Science, including any courses in GEO, PSC, PSY, SOC, or Economics and no more than 3 hours HIS.
- 

## Specific Core Requirements for a Bachelor of Science in Business Administration Degree

(In Addition to the General Core Requirements)

---

### Required Courses (36 hours)\*

ACC 211-12. Principles of Accounting I-II	6 hours
CSC 105. Survey of Microcomputing Applications	3 hours
ECF 211-12. Principles of Macroeconomics, Microeconomics	6 hours
MAT 114. Introduction to Statistics and Probability	3 hours
MGT 250. Managerial Communication	3 hours
MGT 318. Principles of Management	3 hours
MKT 328. Principles of Marketing	3 hours
MGT 445. Business Policy	3 hours
MGT 321. Legal Environment of Business	3 hours
MGT 435. Business Ethics	3 hours

---

\* Upper-level courses must be earned with a grade of C or higher

## Specific Core Requirements for a Bachelor of Social Work

(In Addition to the General Core Requirements)

---

### Required Courses (21 hours)

CSC 105, Survey of Microcomputing	3 hours
SOC 211, Principles of Sociology	3 hours
PSC 211, Politics and Government of the United States	3 hours
PSY 317, Abnormal Psychology	3 hours
SW 421 or SOC 422, Research Methods	3 hours
Modern Foreign Language	6 hours

---

## **UnionUOnLine**

Union University offers a few select courses utilizing interactive web-based instruction. UnionUOnLine faculty are fully qualified members of the Greater Faculty of Union University. Additional information including calendar, course offerings, tuition, and technical systems requirements can be found at [www.unionuonline.org](http://www.unionuonline.org) or by selection of UnionUOnLine from the Main Page menu of Union's web page found at [www.uu.edu](http://www.uu.edu).

## **Correspondence and Seminary Extension Work From Other Institutions**

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 extension or correspondence credit without the consent of the Registrar and the department chair and/or dean. Exceptions to the total number of hours may be made by consent of the Registrar.

## **Prolonged Delay of Completion of Graduation Requirements**

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

## **Application for Graduation**

Application for graduation should be filed in writing with the Academic Center 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 graduation date.

Any student who has filed an application for graduation must have had an appointment with the Assistant Registrar or the Director of Teacher Education for a Graduation Audit. The process of Graduation Audit should begin during the junior year and be updated each semester. 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 dropped from the graduation list, and he/she will be so 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.

## **Assessment of English Proficiency**

To graduate with a baccalaureate degree, students must demonstrate proficiency in the use of the English language.

Before accumulating 45 hours, all students seeking a baccalaureate degree must take an English Proficiency Examination administered by the Director of Testing. Students transferring 45 or more hours to Union must take the examination during their first semester.

To demonstrate English proficiency, students will first be given the CLEP General Examination in English composition. Those who do not make an acceptable score on this examination must take the CLEP Subject Examination, College Composition.

Students who do not pass either of these examinations will write an essay examination on a topic chosen from an approved list of broadly based subjects. Each essay will be graded holistically (considering such factors as organization, development, style,

and correctness) by two English Department faculty. The faculty readers will assign either a Pass or Fail. Differing opinions will be resolved by a third reader.

Students who do not write a satisfactory essay will be assigned a tutor. In no less than 30 days, the student will repeat the essay examination until the proficiency requirement has been satisfied. Essay examination is not available December, May or August.

### **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) upon request. Requirements for The University of Tennessee professional programs are available as well as those for other professional schools, including those applicable to the articulation agreement with South-west Baptist University in regard to Physical Therapy.

Students who have completed coursework required for entrance into a pr.

ing, and Digital Media Studies. All juniors are required to file a Graduation Audit form

## **Continuing Education**

Union University has a Continuing Education Program for those who wish to continue their education or enhance their professional knowledge but do not necessarily desire to work toward 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. Participants are awarded one Continuing Education Unit for each 10 hours of class study.

## **Student Academic Services**

Believing that the success of each student is of vital interest, not only to the student and his/her family, but to the University as well, Union University offers a variety of academic services to students. Each freshman is required to take two credit hours geared toward achieving academic success, CLU 111 and 112. A Transfer Orientation Program is available for incoming transfer students.

Other student academic services include tutorial assistance, retention counseling, academic advisement and probation-suspension intervention.

In addition to the Center for New Students, these services are available through the Academic Center and the Office of Admissions and Retention. Services are provided through a team approach to help clarify the student's needs and goals relative to academic fulfillment.

## **Evening Program**

Union offers a select number of evening programs for adult students. For further information, see the [Academic](#) section, Adult Studies.

## **Affiliations With Other Agencies and Institutions**

### **Council for Christian Colleges And Universities (CCCU)**

Union University's membership in the Council for Christian Colleges and Universities, a national association of 100 Christian institutions, enables us to offer students the following off-campus learning opportunities sponsored by or affiliated with the Council:

#### **American Studies Program**

Students earn academic credit serving as interns and participating in a contemporary issue-oriented seminar program in Washington, D.C. for one semester. Internships are available in a variety of organizations such as congressional offices, think tanks, cultural institutions and government agencies. The program is designed for juniors and seniors with a wide range of academic majors and vocational interests.

#### **China Studies Program**

Students participate in a semester-long program offering courses in standard Chinese language, geography and history, religion and culture, and China's modern development. This interdisciplinary academic program is designed to help students learn about China through travel and interaction with the people as well as develop a Christ-centered world view of China.

#### **Contemporary Music Program**

The Contemporary Music Program provides students the opportunity to learn in

## Latin American Studies Program

Located in Costa Rica, this semester long program offers students the opportunity to study Spanish, history, economics and other courses related to the region. Three specialized academic tracks, International Business and Management, Tropical Sciences and Advanced Language and Literature are open to qualified students. Students live with Costa Rican families and have both travel and service opportunities.

## Los Angeles Film Studies Center

Through this program students serve in various aspects of the film industry. The semester-long program combines seminar courses with internships, providing the opportunity to explore the industry within a Christian context and from a liberal arts perspective.

## Middle East Studies Program

In Cairo, Egypt, students have the opportunity to study Middle Eastern cultures, religions and conflicts from within this diverse and strategic region. Juniors and seniors participate in interdisciplinary seminar classes, study Arabic and serve as interns with various organizations in Cairo.

## Oxford Honors Program

Honors students have the opportunity to engage in a semester of interdisciplinary tutorial studies in a wide variety of disciplines at Oxford University. Students participate in two tutorials, a seminar and an integrative course culminating in a scholarship project or term paper. Field trips provide opportunities for experiential learning.

## Oxford Summer School Program

Students at member colleges may apply to participate in multi-disciplinary study of the history and development of the Renaissance and Reformation at the Centre for Medieval and Renaissance Studies, affiliated with Oxford's Keble College.

## Russian Studies Program

Juniors and seniors may spend a semester in Russia studying language, culture, literature, history and other courses related to the region. Participants have the opportunity to travel to Moscow, St. Petersburg, Nizhnii Novgorod, and to live with a Russian family for a portion of the semester.

## Summer Institute of Journalism

Council campuses may choose two student journalists to apply for an all expenses paid experience in Washington, D.C. Fifteen students are selected to participate in a month-long program of seminars, field trips, and workshops led by leading journalists and communications professors.

For more information about CCCU programs contact:

American Studies Program—Department of History & Political Science

Los Angeles Film Studies Center—Department of Communication Arts

Summer Institute of Journalism—Department of Communication Arts

International Programs—Institute for International and Intercultural Studies



University of Morocco at Oujda—School of Nursing, Language Department  
Honduras Service Learning Program—School of Nursing  
Focus on the Family Institute—Sociology and Social Work Department  
Student interested in these programs should contact the appropriate department for details.

### **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. Member institutions have established more than 300 partnerships with some of the world's most prestigious universities. The wide range of programs includes student and faculty exchanges, summer study programs, conferences, seminars, and special projects. Direct questions to the Institute for International and Intercultural Studies. Union is directly involved with programs in the following countries:

Austria	Morocco
China (Beijing and Hong Kong)	Spain
France	Tunisia
Honduras	

### **Mid-Continent Consortium**

The Mid-Continent Consortium is an association of nine West Tennessee institutions that collaborate to develop international study programs. The consortium currently works with programs in:

Canada  
France  
Spain

### **Clinical Agencies Agreements for Nursing Students**

The School of Nursing maintains a contractual relationship with a number of clinical and health care agencies throughout the West Tennessee area. These agencies consist of hospitals, including Jackson-Madison County General Hospital and Methodist-LeBonheur Hospital of Jackson, long-term care facilities, public and regional health departments, child-care and developmental facilities, mental health agencies and hospitals, including Western Mental Health Institute, and home health care agencies. These contracts detail responsibility for each party to the contract regarding placement, supervision, and evaluation of students while in the clinical agency.

### **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 what credit courses at each of the community colleges will transfer as equivalent courses at Union University and which will receive elective credits. All Junior community college graduates coming to Union University with a 2.5 GPA are awarded a \$1,000 per year transfer scholarship. This increases to \$1,250 per year if the GPA is 3.0 and to \$1500 if the GPA is 3.5 or higher.

Union University has an articulation agreement with the engineering degree programs at Tennessee Technological University, the University of Memphis, and LeTourneau University. The agreement, the Evaluation of Transfer Credit Guideline, issued upon request, enumerates the pre-engineering courses required by that institution and the equivalent Union University courses which it will accept. For this agreement and for advice concerning engineering programs at other institutions, students should see Union's pre-engineering advisor in the College of Arts and Sciences.

## **Cross-Campus Agreement**

The consortium agreement of Freed-Hardeman University, Lambuth University, and Union University allows a student enrolled at one of these universities to take an undergraduate course at any of them. The student obtains permission to do so through his own college. The student pays tuition and receives credit at the “home college” in which he is considered 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:

## **Southern Baptist Seminaries Advanced Standing Degree Program Agreements**

Union University participates with four Southern Baptist seminaries in a program designed to allow qualified Christian Studies majors to enter a Master of Divinity degree track with advanced status. Although each seminary features slightly different formats and requirements, the common characteristic is a substantial academic background in Christian Studies. The advanced status permits students not only to accelerate their graduate studies but also to focus on advanced courses in biblical studies. The degree is fashioned to build on undergraduate preparation without duplication. Midwestern, New Orleans, Southern, and Southwestern Baptist seminaries all take part in this unique program.

Additional information is available from the chairman of the Christian Studies Department of Union University.