

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

*Schools* (1866 Southern Lane, Decatur, GA 30033-4097; Telephone 404-679-4501) to award baccalaureate, masters, education specialist and education doctorate degrees. The University also has the following discipline-specific accreditation:

*American Chemical Society*

*Commission on Accreditation of Allied Health Education Programs*

*Commission on Collegiate Nursing Education*

*Council on Social Work Education*

*National Association of Schools of Art and Design*

*National Association of Schools of Music*

*National Council for Accreditation of Teacher Education*

*Teacher Education Program, Tennessee State Department*

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 had 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 the deterioration of its aging campus, Union in 1975 moved from near downtown to a new campus located along Highway 45-Bypass in north Jackson. Since then, enrollment has increased from about 1,000 students to almost 2,500; the multi-purpose Penick Academic Complex has been enlarged several times; many additional hous-

ing units have been erected; and the Blasingame Academic Complex and the Hyran E. Barefoot Student Union Building have been constructed. Part of the reason for growth derived from new academic programs and graduate studies in education and business administration. In the 1990s Union has had its greatest intercollegiate athletic success as Union's Lady Bulldogs basketball team of 1998 finished first in the NAIA National Basketball Tournament.

In 1990 Union reinstated graduate study with the establishment of the Master of Education Degree. In 1994, Union added the Master of Business Administration program, modifying it Fall 1997 to reflect the cohort organizational model. In Summer 1997, the University added a second master's degree for classroom teachers, a cohort program, naming it the M.Ed., and renaming the original degree, the M.A.Ed., to better reflect the nature of the degree. The Education Specialist degree was begun Summer 2001 at both locations. A third masters program was launched Fall of 2000, the Master of Science in Nursing.

To broaden its connection with the wider Christian higher education movement, Union in the mid-1990s joined the Council for Christian Colleges and Universities. During 1997 and 1998, under the leadership of President David S. Dockery, who was elected as Union's fifteenth president in December 1995, Union established its presence in the Memphis suburb of Germantown with an undergraduate program in nursing and graduate programs in Business, Education and Nursing. The University also adopted a new campus master facilities plan to accommodate the University's growth well into the twenty-first century.

Union offers the Master of Arts in Intercultural Studies, at an off-campus site in San Francisco, California.

## **The Campus**

The uniqueness of the Union University campus, located on U.S. Highway 45 By-Pass and Union University Drive in Northwest Jackson, is related to the academic facilities and student housing. Union's campus is designed with the student as its axis. All facilities, programs, and personnel are in-

terrelated in an attempt to meet the needs of students.

In addition to the main campus in Jackson, Union University opened a second campus in the Memphis suburb of Germantown, Tennessee in 1997. Because of the rapid growth of the campus, the faculty and staff offices, classrooms and computer lab facilities moved to a new location in June 2001. Continued demands for growth and expansion of programs warranted a renovation in 2003 to include additional nursing labs, classrooms, conference rooms and offices. Union also has an off-campus site in San Francisco, California.

An abbreviated description of the Jackson campus facilities follows. A more detailed description of each building, as well as the services available is presented in the *Campus Life Handbook* and at [www.uu.edu/student\\_services](http://www.uu.edu/student_services).

### **Penick Academic Complex**

The Penick Academic Complex houses the G.M. Savage Memorial Chapel, Fred DeLay Gymnasium, E.T. "Rocky" Palmer Activities Center, Joseph H. Miller III Science Center, the W. D. Powell Theatre, Waldrop Administrative Center, Union Station, Computing Services, and Emma Waters Summar Library.

The Waldrop Administrative Center contains the offices of Admissions and Retention, Career Services, the Registrar, Business Services, the Executive Suite, and University Relations.

The Emma Waters Summar Library, through its holdings and subscriptions and through its membership in regional and international networks, has access to journals and books from over 21,000 major libraries throughout the world. The Instructional Media Center houses a growing collection of media hardware and software available for student and faculty use.

### **Blasingame Academic Complex**

The McAfee School of Business Administration and the School of Education and Human Studies are located in the Blasingame Academic Complex.

### **Student Housing Complex**

Union University recognizes and is fully committed to the value of the educational experiences—spiritually, intellectually, and emotionally—which

occur within the on-campus residential environment. For information on Residence Life behavioral values, philosophy, fees, family housing, reservation and procedures please refer to the *Union University Student Handbook* at [www.uu.edu](http://www.uu.edu).

Student housing, arranged in three complexes (Hurt Complex, H.E. Watters Complex and McAfee Complex), features private bedrooms in apartment-like units. Each apartment is on one level in a 2-story construction. All lead to the three Commons Buildings which house the resident directors, provide facilities for lounge areas, laundry and recreation.

Married student housing is located in the Warmath Apartments, north of single-student housing. The complex consists of 32 two-bedroom apartments.

### **Hyran E. Barefoot Student Union Building**

The Barefoot Student Union Building houses the University's cafeteria and dining hall (Gilbert-Powers Student Commons), Coburn Dining Room, President's Dining Room, Lexington Inn, Eldon Byrd Faculty Dining, George Harvey Auditorium, Campus Printing and Mail Services, offices for Student Services (Dean of Students, Student Government Association, Student Activities Council, Counseling, Learning Center, Student Leadership Development, Health Services, and Campus Security), offices of Financial Aid, Enrollment Services/Admissions, Campus Ministries (Missionary-In-Residence), Prayer Chapel and the Missionary Wall.

### **Hammons Hall**

Hammons Hall contains the Lifeway Bookstore as well as the offices for Institutional Advancement, Church Services, Testing, and non-traditional degree programs. General classrooms and a community room are also housed in Hammons Hall.

### **Jennings Hall**

Jennings contains the departments of Communication Arts, Music, and Christian Studies. It also houses the R. C. Ryan Center for Biblical Studies and the Hartley Recital Hall.

## **Graduate Studies**

All programs and objectives in Graduate Stud-

prised of the director and the faculty across the disciplines, receive recommendations from the MAIS Program Director regarding candidates for admission who do not meet regular admission requirements. The respective Admissions Committees may recommend *Conditional Admission* for students who do not meet published criteria for admission.

### **Student Life**

Graduate students are welcomed and are encouraged to participate in the many religious, cultural, and educational activities that take place on the University campus. For more information on student life, graduate students may consult the latest edition of The Campus Life Handbook.

### **Student Conduct**

It is understood and expected that graduate students will possess a higher level of maturity and responsibility than undergraduate students. Therefore, many of the restrictions placed on undergraduates are waived for graduate students. However, since Union University is committed to providing quality education within a Christian environment, all students are expected to recognize this commitment and to conduct themselves in a manner that is consistent with the Christian life-style. Furthermore, since positive relationships with faculty and other students contribute to the learning process, students are expected to make every effort to avoid behavior that is known to be offensive to others.

The President, the Dean of Students, and the judicial system of the University are charged with the administration of discipline. They are empowered to rule in any irregularity pertaining to student life.

### **Chapel and Spiritual Life**

Chapel is one of the distinctive features of the Christian college and is for the strengthening of faith in God, for instruction, and for the enrichment of the spiritual life of the total university family. The Chapel and Spiritual Life Committee, comprised of students, faculty, and administrators, plans and schedules varied chapel programs each semester to accomplish these purposes.

Chapel attendance is not compulsory for graduate students. However, graduate students are invited to par5Twii0.039 Tw8lly Godpel proaslcomroaslGod0(w)5rs

## **Motor Vehicle Registration and Parking**

Every individual who maintains or operates a







scripts must be certified English translations. The following additional requirements must be met:

- A. A physical examination.
- B. Student insurance approved by Union University.
- C. A financial affidavit.
- D. A TOEFL score of at least 560 (Computer based 220). Specific programs may require a higher score.

From a country where the native language is English, students will be admitted on academic credentials without regard to language requirements. Academic requirements will be the same as for regular admission.

From a country where the native language is not English, students will submit official TOEFL score reports of not less than 560 for admission to Union University.

From another accredited institution of higher learning in the United States, international students will be required to meet the same requirements for admission as all other transfer students as well as meeting the required TOEFL score.

Each international student shall prepay or show responsible evidence (such as a government scholarship) of having an adequate sum of money for one academic year. This money shall be enough to cover tuition and other expenses for the student while enrolled at Union University. Declaration of Finances forms are available in the Admissions Office.

An I-20 form may be issued by the Director of Admissions only after admission requirements and the above monetary requirements have been satisfied.

## **Special Categories of Admission**

### **Provisional Students**

With limited exceptions, provisional students are enrolled in eligible programs for the purpose of obtaining a degree from Union University. These students do not have immediate access to official documents in order to be fully admitted. Any credit taken while in this status will not be transferred as regular matriculated credit until the status has officially been changed. Students will be required to submit all outstanding items to complete the ad-

missions file in order for the provisional status to be changed.

The student will be bound by all general academic requirements imposed upon regular matriculated students so far as prerequisites, amount of work, and quality of work are concerned. All work completed or attempted will be fully documented in the Academic Center.

The student will sign a contract at the time of admission defining the status of a provisional student accepting the limitation of that status. The student must also sign a waiver so that Union University will have the right to request those documents needed to complete the admission file.

A student may remain on provisional status for only one semester and the subsequent short term unless special circumstances exist and permission for an extension is given in writing by the Program Director. A personal conference with the Program Director may be required before the student is accepted for admission on a provisional basis.

### **Non-Degree Seeking Students**

Some students may be admitted in this category if they desire to take courses primarily for special interest or on a "visiting student" basis. Often these special students are enrolled in other institutions and are enrolled for only one or two terms at Union. Students must submit an application to the appropriate graduate school, pay the application fee (nonrefundable), and submit an official transcript as proof of at least the baccalaureate degree. Students must meet all requirements for admission to change from Non-Degree Seeking status to Degree Seeking status.

### **Registration Information**

Registration dates for each term are given in the calendar of this catalogue. In order to accommodate the varied personal schedules of students, early registration is also allowed. The dates and times for early registration will be published for each term. Students can also obtain this information from the appropriate graduate program office.

## Late Registration and Class Changes

Late registration and changes of classes are allowed in some courses and in accordance with published deadlines in the Academic Center. A late registration fee or a class change fee will be charged for these changes. Those considering late registration for a cohort program should contact the appropriate graduate program office.

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

1. Obtain proper forms from the appropriate graduate office,
2. Secure the signature of his/her advisor,
3. Present the forms to the appropriate graduate office for the schedule change.

## Withdrawal from Classes

Students will be allowed to withdraw through 11 weeks **or its equivalent** and will receive the notation on their permanent records "Withdrew from all Classes" as of the date the withdrawal was processed. Students discontinuing class attendance without permission will receive an "F" in those courses. In exceptional cases, such as extreme illness or other circumstances beyond the student's control, the Registrar may assign a grade of W for a withdrawal after the allowable period.

A student withdrawing from all classes must complete a withdrawal form and submit it to the appropriate graduate program office.

## Readmission

Students who have not been enrolled for at least one semester will be required to readmit by completing a new application to the appropriate graduate program. Official transcripts from other schools attended during the interval will be required. No additional application fee will be required.

## Graduation Policies and Requirements

Commencement is held on the Jackson campus following spring semester (May), following fall semester (December), and following summer sessions (August) for all programs other than the M.A.I.S. Students should choose to participate in

the appropriate ceremony according to the following schedule:

If academic requirements are completed or expected to be completed by:

- After the December ceremony, January, February, March, April or May but prior to the May ceremony, attend Commencement ceremony in May;
- After the May ceremony, June, July, August but prior to the August ceremony, attend Commencement ceremony in August;
- After the August ceremony, September, October, November, December but prior to the December ceremony, attend Commencement ceremony in December.

An Application for Graduation must be filed in the Graduate office of the appropriate program by the deadlines shown below. Applications for Graduation are available in each Graduate Studies office.

Commencement for M.A.I.S. graduates may be held at the off-campus site following program completion.

Attendance at the activities related to graduation is expected. Petitions for graduating in *absentia* should be directed to the Office of the Provost.

Students who successfully complete a graduate degree or post masters certificate program are granted a diploma.

### A candidate for the graduate degree must:

- Accumulate required semester hours for the degree:  
37 for the M.B.A.,  
30 credit hours for the M.Ed.,  
33 credit hours for the M.A.Ed. (thesis route),  
39 credit hours for the M.A.Ed. (non-thesis route)  
39 credit hours for the M.A.I.S.  
38 credit hours for the M.S.N.  
39 credit hours for Ed.S.  
60 credit hours for Ed.D.
- Accumulate a grade point average of 3.0 (minimum) for M.B.A., M.Ed., and M.A.Ed, M.A.I.S., M.S.N., Ed.S, or Ed.D.
- Successfully complete all degree requirements which are in effect for each program.

- File an Application for Graduation with the respective Graduate School office. Application deadlines are:
- March 1 for candidates who plan to complete requirements by the May Commencement.
- May 15 for completion by August Commencement.
- October 1 for completion by December Commencement.
- Pay in full the student's account in the Business Office.
- Discharge all other obligations (fines, credentials, etc.) at the University.

## **Financial Information**

### **Refunds**

If a student withdraws from a class, tuition will

Examples of calculation of the Return of Title IV Funds are available in the Office of Financial Aid.

### **How to Obtain a Credit of Institutional Charges**

In order to obtain a credit of institutional charges, a student must notify Union Station in person or the Academic Center in writing of his desire to withdraw from the university, the reason for withdrawing, and indicate the last day which he attended class. This information will be recorded on a withdrawal record and passed on to the Office of Business Services and the Financial Aid Office for calculation of Return of Title IV Funds, if applicable.

### **Equipment**

Any University equipment such as musical instruments, athletic equipment, laboratory apparatus, etc., that may be made available for students' use is the responsibility of the student. Any damage or breakage, other than by normal use, will be charged to the student's account.

No equipment is to leave the campus, unless in care of the faculty member responsible for it.

### **Financial Assistance**

Graduate students may apply for the Federal Stafford Loan. Policy and procedures for administration of financial aid are published in the financial aid handbook, *Financing Your Education*, available in the Financial Aid Office.

**VETERANS:** Union University is approved by the Department of Veterans Affairs for all veterans and dependents of veterans who qualify. Check with the Academic Center as soon as possible.

### **How to Apply**

By completing all the steps below, students will maximize the financial aid for which they will be

considered. Throughout the process, our financial aid staff is available to answer questions and offer assistance to complete the application forms.

#### **Step 1.**

Apply and be accepted to Union University.

#### **Step 2.**

Complete and return a Union University Application for Financial Assistance that is available in the Financial Aid Office at Union University, with your Program Director, and at [www.uu.edu/financialaid](http://www.uu.edu/financialaid).

#### **Step 3.**

Secure a Free Application for Federal Student Aid (FAFSA) from the Financial Aid Office at Union University or your Program Director. Complete this form and file on the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or mail to the federal processor (address is on packet) as soon after January 1 as possible. The instructions are self-explanatory. We will receive the information electronically if you use Union's code, 003528.

#### **Step 4.**

Complete and return a Master Promissory Note to apply for a Federal Stafford Loan to the Financial Aid Office. These forms are available from the Financial Aid Office at Union University, your Program Director, or a local bank.

### **Employer Tuition Reimbursement**

The student is responsible for providing information to the University regarding their employer's policies for reimbursement. If the employer reimburses the student directly, the student must pay the University in full at the time of registration. If the employer provides partial reimbursement directly to the University, the student must pay their portion of the tuition at the time of registration. The University will provide any required information to an employer when requested by the student.