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Union University offers nine undergraduate degrees—Bachelor of Arts, Bachelor of Music, Bachelor of Science, 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 eight graduate degrees—the Master of Education, the Master of Arts in Education, the Master of Business Administration, the Master of Christian Studies, the Master of Science in Nursing, Master of Arts in Intercultural Studies, the Educational Specialist and the Doctor of Education (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.

The unit for counting credit is the semester hour. A semester hour is defined as an hour of class work a week, or its equivalent in laboratory, pursued for one semester.

To be classified as a full-time student during a semester, a student must carry a 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.

- 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. 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 course 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 points per hour of credit
- 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 defi

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.

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- 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.

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.

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.

Students making an average of 3.5 or above earned in courses taken at Union University graduate with 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 _____ and those with a 4.0 are placed on the _____.

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

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 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.

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.

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*.

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 a 3.0 CUM GPA may petition the Registrar with consent of his/her advisor to enroll for more than the suggested maximum.

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.

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.

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

A student withdrawing from school, dropping all courses from a current semester or term, begins the process with the Academic Center with a Withdrawal Card. Students will be allowed to withdraw through 11 weeks, or its term equivalent, and will receive notation on their permanent record.

3. The academic load will be limited to not more than fourteen hours.
4. The Assistant Registrar will counsel students individually as needed.

*Total credit hours to be earned at Union University to meet residency requirements.

**A second major may be earned in lieu of a minor. All major requirements are in effect for each major sought; all minor requirements are in effect for each minor sought.

Total semester hours applicable to graduation as earned by:

CLEP, CEEB, Seminary Extension, and Correspondence	32
of which, correspondence may not exceed	8
From non-baccalaureate colleges	72
By Independent Study	9
By Special Study	9
By Internship	9
By Cooperative Education	9
By Study Abroad	21

For each undergraduate degree granted by Union University, at least 25% of the hours required must be earned through instruction by Union University. The last 12 hours of must be earned at Union University except in pre-professional programs. Any deviation from this policy must be authorized in writing by the Registrar.

Credit from a college not awarding the baccalaureate degree, a community college, sought in transfer after the student has earned >69 hours must be approved in advance, in writing by the Registrar. See also "Minimum Residence" below and "Concurrent Enrollment" above.

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

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and accomplishments, motivation, responsibility, capabilities, and character before making its recommendation to the professional school.

Students who complete the pre-professional requirements, core curriculum and degree requirements, including major and minor requirements, and 3 years residence acceptable to Union before entering the professional school may receive the B.S. degree from Union University upon completing one year in an approved professional school. The competitive nature of these programs is such that students are urged to complete the B.S. degree before entering the professional school.

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., Chemical Physics, Conservation Biology, Professional Public Accounting, Sports Medicine, Sport Management, Athletic Training, and Digital Media Studies. All juniors are required to have a Degree Audit with the Assistant Registrar or the Director of Teacher Education.

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*.

