
Union University is an academic community, affiliated with the Tennessee Baptist Convention, equipping persons to think Christianly and serve faithfully in ways consistent with its core values of being Christ-centered, people-focused, excellence-driven, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education

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1. **The Scriptures.** The Scriptures of the Old and New Testament were given by inspiration of God, and are the only sufficient, certain and authoritative rule of all saving knowledge, faith, and obedience.
 2. **God** There is but one God, the Maker, Preserver and Ruler of all things, having in and of Himself, all perfections, being infinite in them all; and to Him all creatures owe the highest love, reverence and obedience. He exists eternally in three persons: Father, Son, and Holy Spirit each with distinct personal attributes, but without division of nature, essence or being. God ordains or permits all things that come to pass, and perpetually upholds, directs and governs all creatures and all events; yet so as not to destroy the free will and responsibility of intelligent creatures.
 3. **Humankind** God originally created humankind in His image, and free from sin; but through the temptation of Satan, they transgressed the command of God, and fell from their original righteousness, whereby all humans have inherited a sinful nature that is opposed to God, and are thus under condemnation. As soon as they are capable of moral action, they become actual transgressors.
 4. **Jesus** ú

authority to administer order, to carry out ministry, to worship, and to practice discipline.

8. **Last Things** The bodies of humans after death return to dust, but their spirits return immediately to God—the righteous to rest with Him; the wicked to be reserved under darkness to the judgment. God in His own time and in His own way, will bring the world to its appropriate

end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth. At the last day, the bodies of all the dead, both just and unjust, will be raised. God has appointed a day, when He will judge the world by Jesus Christ, when all people shall receive according to their deeds; the wicked shall go into everlasting punishment; the righteous, into everlasting life.

Union University is accredited by the *Commission on Colleges of the Southern Association of Colleges and Schools* to award associate, baccalaureate, masters, education specialist, and education doctorate degrees. Questions about the status of the University's accreditation may be

All programs and objectives in Graduate Studies at Union University derive from the statement of Mission of Union University. Accordingly, Graduate Studies seeks to provide students with a quality educational experience in a Christian university environment. Specifically, Union expects graduate students to:

- Demonstrate within their disciplines advanced knowledge and skills.
- Display competency in critical evaluation of issues, trends and methodologies.
- Demonstrate the ability to apply research

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.

Chapel attendance is not compulsory for graduate students. However, graduate students are invited to participate as well as in other spiritual activities including activities sponsored by the Campus Ministries, the Baptist Nursing Fellowship, and the Fellowship of Christian Athletes.

The privacy and confidentiality of all student records shall be preserved in accordance to the Family Educational Rights and Privacy Act (FERPA) of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates that each institution is responsible for making students aware of the law and its various ramifications. More information about FERPA can be obtained from the Registrar. Official student academic records, supporting documents, and other student files shall be maintained, only by members of the University staff employed for that purpose, in separate files:

- Academic records, supporting documents and general education records—maintained by the Academic Center, academic departments and advisers
- Records of discipline proceeding— maintained by the Student Services Office
- Financial records—maintained by the Business Office
- Medical records—maintained by the Student Health Services Office
- Admissions records—maintained by the Admissions Office
- Financial aid records—maintained by the Student Financial Planning Office

Directory information (student's name, address—including email address, telephone number, date and place of birth, photograph, academic major, class schedule, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests to the Academic Center in writing that such information be released only upon his/her consent.

Every individual who maintains or operates a motor vehicle on the Union University campuses must register each vehicle with the Office of Safety and Security at the beginning of the semester or within 24 hours when brought to the campus. For graduate students, there is no fee for obtaining parking permits. The vehicle's license plate number and proof of current auto liability insurance are required for registration of the vehicle.

Union University is committed to providing its faculty, staff, and students with an environment free from explicit and implicit coercive sexual behavior used to control, influence, or affect the well-being of any member of the university community.

Sexual Harassment Defined: The definition of sexual harassment varies greatly. Therefore the Equal Employment Opportunity Commission's guidelines are used. According to the Equal Employment Opportunity Commission's guidelines prohibiting sexual harassment, there are two types of sexual harassment: (1) Quid pro quo— "submission to or rejection of such conduct by an individual that is used as a basis for employment decisions affecting such individual" and (2) Hostile environment—"unwelcome sexual conduct that unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment." Sexual harassment in the college community may include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature where: (1) submission to such conduct is a term or condition of an individual's employment or education; (2) submission to or rejection of said conduct is used as a basis for academic or employment decisions affecting the individual; or (3) such conduct results in a hostile environment which has the effect of interfering with an individual's academic or professional performance.

Policy Statement:

will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be found that sexual harassment did not occur, or a finding may be found that sexual harassment did occur and corrective action (reprimand, demotion, discharge, or other appropriate action) will be communicated in writing to the complainant and the respondent. Appeals to this process may be conducted in

accordance to the most recent revision of the handbook under the section(s) entitled “Violations of Standards of Conduct” or “Grievance Procedures.”

All documents, except disciplinary action documents, related to an incident will remain in a file other than the employee’s personnel file. Although filed separately, all personnel related files are kept in the Human Resources office.

Regular and successive attendance is expected of all students enrolled in all lecture, laboratory, and seminar classes. Each faculty member will determine how this

only the final attempt will be used in the computation of the grade point average.

A 500-level course taken for undergraduate credit may not be repeated for graduate credit.

Graduate programs in education at Union University award credit as recommended by the American Council on Education (ACE) regarding National Board Certification up to 6 semester hours in a degree program. The Registrar will award transfer graduate credit upon recommendation of Program Directors for Masters, Education Specialist, and Doctor of Education (School Administration) programs. Application for the coursework to the student's degree program is determined by the Dean or Program Director in the respective program after review of an official copy of the Registry of Credit Recommendations (transcript) from ACE.

After completion of 9 graduate hours at Union University, a graduate student whose cumulative GPA from courses taken at Union University for graduate credit is below 3.0 will be placed on academic probation. A graduate student whose GPA from courses taken at Union is below 2.5 will be suspended from the graduate degree program. While suspended from the degree program, the student may, in an effort to improve the GPA, repeat courses in which a grade of C or F has been received. When the student's GPA has been raised to 2.5 or higher, the student may apply for readmission to the degree program. See also each program for program specific progression policies.

A graduate student suspended from the graduate program is not eligible to file for Veterans Administration Benefits.

A student who wishes to appeal for a variance from graduate policies or procedures should direct a written petition to the academic dean or the Associate Provost for International and Intercultural Studies requesting the variance and carefully outlining the reasons for the request. The request must be received no later than 90 days after the issuance of the grade. After consideration of the petition, the Dean/Associate Provost will determine whether the petition can be granted and will inform the student, in writing, of the decision.

If the student is dissatisfied with the Dean's/Associate Provost's response to the petition, the student may then appeal the Dean's/Associate Provost's decision to the Graduate Appeals Committee. The Graduate Appeals Committee will review the petition, gather information as it is needed, and render a decision. The Committee will inform the student, in writing, of their decision.

If the student is dissatisfied with the decision of the Graduate Appeals Committee, that decision can be appealed first to the Provost and then, if necessary, to the President. The decision of the President will be final. Copies of all correspondence related to all formal petitions and appeals will be kept for future reference in the student's file in the office of the respective Graduate school.

Orderly procedures are provided by which a student may be heard concerning a just academic grievance. Procedures are outlined in the *Campus Life Handbook* for the student who wishes to register dissatisfaction with the quality of instruction or performance of a professor.

Both the *Campus Life Handbook* and the *Faculty Handbook* detail the procedure for a formal grade appeal. The student should first ask the instructor how the grade was determined. It is hoped that most problems can be resolved at this level.

1. Completed application for the specific program, including payment of a \$25 application fee.
2. Official transcript(s) showing all course work, completion of baccalaureate degree(s), and all graduate credit previously attempted.

Other program specific admission requirements are included in the program sections of this Catalogue.

All international students will meet the same requirements for regular admission to the University and for admission to the specific graduate program intended. International students will be required to complete the International Student Application for Admission as well as the application for admission to the specific graduate

program intended and a \$50.00 application fee. All documents must be in English, and the official transcripts 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

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 only after admission requirements and the above monetary requirements have been satisfied.

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 admissions 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 cir-

- After the August ceremony, 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 Program 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.

- Complete required semester hours for the degree as indicated within the appropriate program.
Earn UU CUM GPA of ≥ 3.0 (minimum) for M.B.A., M.Ed., and M.A.Ed, M.A.I.S., M.S.N.; and ≥ 3.2 (minimum) for Ed.S or Ed.D.
- Successfully complete all degree requirements which are in effect for his/her program.
- File an Application for Graduation with the respective Graduate Program office. Application deadlines are:
- March 1 for candidates who plan to complete require-

Note: Days noted in C, D, and E excludes Saturdays and Sundays.

After eight academic days there is no refund

Regulations for refunds for all terms are as follows:

1. Students refusing to conform to the disciplinary rules of the university forfeit all claims for refunds.
2. All above rules and regulations put the responsibility on the student. He/she saves money and avoids misunderstanding by immediately seeing the Senior Vice President for Business and Financial Services or the Assistant Vice President for Business and Financial Services.

If a student in a semester program withdraws from a

8, Monday Registration–Day Classes and 16-Week Evening Classes Begin
 8-12, Monday-Friday..... *Late Registration
 12, Friday..... Convocation
 12, Friday..... *Last Day to Add a Class

13, Monday *Last Day to Drop a 15-Week Class
 16-17, Thursday-Friday..... Fall Holidays
 27, Monday *Academic Progress Reports Due

4, Tuesday..... *Priority Registration Begins for Winter and Spring 2009
 5, Wednesday Day of Remembrance
 26-28, Wednesday-Friday Thanksgiving Holidays

15-18, Monday-Thursday *Final Examinations
 19, Friday..... Graduation

5, Monday Day and Evening Registration–Classes Begin
 6, Tuesday..... Late Registration
 6, Tuesday..... Last Day to Add a Class
 13, Tuesday..... Last Day to Drop a Class
 30, Friday..... Final Examinations

4, Wednesday Registration–Day Classes and 16-Week Evening Classes Begin
 4-10, Wednesday–Tuesday *Late Registration
 10, Tuesday..... *Last Day to Add a Class

10, Tuesday..... *Last Day to Drop a Class
 23-27, Monday–Friday..... Spring Holidays
 30, Monday *Academic Progress Reports Due

10, Friday..... Good Friday Holiday
 16, Thursday *Priority Registration Begins for Summer and Fall 2009

4, Monday Union University Scholarship Symposium
 18-21, Monday–Thursday..... *Final Examinations
 23, Saturday Graduation

1, MondayRegistration–Day and Evening Classes Begin
 2, Tuesday..... Late Registration; Last Day to Add a Class
 9, Tuesday..... Last Day to Drop a Class
 26, Friday..... Final Examinations

29, Monday Registration, Classes Begin
 30, Tuesday..... Late Registration; Last Day to Add a Class

3, FridayIndependence Day Holiday
 7, Tuesday..... Last Day to Drop a Class
 24, Friday..... Final Examinations

27, MondayRegistration, Classes Begin and Last Day to Add

5, Wednesday Last Day to Drop a Class
 14, Friday..... Final Examinations

See 8-week calendars below

* Refers to both evening and day classes which meet the full Fall and Spring Semester.
 ** Residents will not be housed between terms and during holidays without permission of the Director of Resident Life.

Full Semester Courses will follow the same academic calendar as regular day courses.

5, Friday.....Registration Closes for Saturday Accelerated
 6, Saturday Saturday Accelerated Classes Begin
 8, Monday Registration Closes for Monday Accelerated/Classes Begin
 9, Tuesday..... Registration Closes for Tuesday Accelerated/Classes Begin
 10, WednesdayAdditional Class for Monday Evening August Accelerated
 17, Wednesday Additional Class for Tuesday Evening August Accelerated
 29, MondayLast Day to Drop August Accelerated Class

16-17, Thursday–FridayFall Holidays
 11, SaturdayFinal Exams for Saturday Accelerated Classes
 20-21, Monday-Tuesday.....Final Exams for Monday & Tuesday August Accelerated Classes

23, ThursdayRegistration Closes for Thursday Accelerated/Classes Begin
 24, Friday..... Registration Closes for Saturday Accelerated Classes
 25, Saturday Saturday Accelerated Classes Begin
 27, Monday Registration Closes for Monday Accelerated /Classes Begin

29, Friday..... Registration Closes for Saturday Accelerated Classes
 30, Saturday Classes Begin for Saturday Classes

1, Monday Registration Closes for Monday Accelerated/Classes Begin
 2, Tuesday..... Registration Closes for Tuesday Accelerated/Classes Begin
 4, Thursday Registration Closes for Thursday Accelerated/Classes Begin
 5, Friday..... Registration Closes for Saturday Accelerated Classes
 7, Saturday Saturday Accelerated Classes Begin
 29, Monday Last Day to Drop an Extended Term Accelerated Class

3-4, Friday-Saturday..... Independence Day Holiday
 20-25, Monday-Saturday..... Final Examinations