

Academic Program

Definition of Academic Terms

Credit Hour

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.

Full-Time Student

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.

Grades and Quality Credits

- 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 using the following example: 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. A failure can only be removed by repeating the course. The grade of I, indicating incomplete work, must be made up within the first five weeks of the Fall or Spring semester following issuance; otherwise, the incomplete grade becomes a failure. The grade of IP (In Progress) will be issued for courses which by design extend into the following term or semester. The grade of P will indicate pass for pass-fail courses, and FF will indicate failure for pass-fail courses.

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.

The following are the grades with their corresponding quality credits:

- A—4 quality credits per hour of credit
- B—3 quality credits per hour of credit
- C—2 quality credits per hour of credit
- D—1 quality credit per hour of credit

I—0.75 quality credits per hour of credit
W—0 quality credits per hour of credit
FF—0 quality credits per hour of credit
P—1 quality credit per hour of credit
IP—0.5 quality credits per hour of credit
N—0 quality credits per hour of credit

Faculty Advisor

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.

Advisors are assigned within the department of the student's major. The student undecided about his/her major will be advised by the Center for New Students. Advisors will assist students in planning schedules and defining educational and career goals. The student and advisor should meet at least once a semester.

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.

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 **La in 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 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* Digital Media Studies	BA BS	Art	Drawing, Painting, Ceramics, Sculpture, Graphic Design	Art
Biology	Biology*	BS		Pre-professional	Biology
Business Administration	Accounting Economics and Finance Management Marketing Organizational Leadership	BSBA BSOL® MBA®®		Accounting*® Basic Business* Data Processing*	Accounting Business Administration Economics Finance Management Marketing Management of Information Systems
Chemistry and Physics	Chemistry* Physical Science Medical Technology Chemical Physics Physics*	BS BS BSMT BS BS		Pre-professional	Chemistry Physics
Christian Studies	Christian Studies Philosophy and Christian Theology Biblical Studies Biblical Studies Languages Christian Ministries Christian Ethics Youth Ministry	BA BA BA BA BA BA BA Diploma® AD®	Ministry		Christian Studies Philosophy Biblical Languages Christian Ministries Christian Ethics Youth Ministry
Communication Arts	Journalism Broadcasting Theatre-Speech* Public Relations/ Advertising Digital Media Studies	BA or BS BS	Communication Arts		Journalism Broadcasting Theatre-Speech Public Relations /Advertising
Education	Liberal Studies# Learning Foundations* Special Education	BS BS BS MAEd®® MEd®® Ed. Spec.®®	Grades 1-8 Grades preK-3 Grades K-8 Modified Comprehensive Early Childhood	Elementary Education Secondary Education K-12, Physical Education, Music, Art Teacher Licensure	Professional Education
English	English*	BA		Literature Writing	English
History and Political Science	History* Political Science*	BA or BS			History Political Science
Interdisciplinary Studies					Honors Studies International Studies
Language	French* Spanish* Teaching English as a Second Language*	BA	Literature Language & Culture		French Spanish Greek

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 Coordinator of Assessment, Registrar, Office of Financial Aid, Library, and Business Office by completing drop cards and a Withdrawal Card. Students will be allowed to withdraw through 11 weeks, or its term equivalent and will receive the notation on their perma-

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 *Catalogue*.

Regulations Concerning Quantity of Work

The maximum number of 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 GPA on the 4.0 system may petition the Registrar with the consent of his/her advisor for permission to enroll for more than the suggested maximum.

Concurrent Enrollment

Any concurrent enrollment with another college or university must be approved in advance by the Registrar.

Graduation Requirements

Students may graduate under the course requirements specified in the *Catalogue*

From junior/community colleges	72
By Independent Study	9
By Special Study	9

Components of Graduation Requirements

Each bachelors 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	18-21
Major Academic Program, minimum	30
Minor Academic Program, minimum	18

The completion of the required 128 hours usually requires four years of 32 hours per year. Of these, the freshman and sophomore years are spent in core curriculum. During the remaining two years, the student may focus his/her work upon comparatively narrow limits. In the event the 128 minimum 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.

Specific Core Requirements are required by all programs except the B.S.N., B.S.M.T. and B.M. degrees. Some restrictions apply toward the pairing of majors and degrees; the table of "Academic Programs" indicates those restrictions where applicable.

IN ADDITION TO THE ABOVE, THE CANDIDATE FOR GRADUATION MUST:

- Pass the English Proficiency Examination
- Schedule and keep at least one Graduation Audit appointment
- File an application for graduation
- Clear all accounts and conditions with school offices (incompletes, chapel, financial obligations, etc.)

Minimum Attendance

For each undergraduate degree granted by Union University, at least 25 percent of the semester hours required for the degree must be earned through instruction by Union University. The last 56 semester hours of credit for a bachelor's degree must be earned at an accredited senior college. The last 12 hours of these 56 hours must be earned at Union University except in the following programs: Pre-medical, Pre-medical Technol-

Social Science and Humanities Options, 3 hours, One of the following:

- 211. (3)
 - 212. (3)
 - 211. (3)
 - 2 0. (3)
 - 211. (3)
 - 213. (3)
 - 211. (3)
-

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 [http:// union online.org](http://uniononline.org) or by selection of UnionUOnLine from the Main Page menu of Union's web page found at [http:// www .ed .](http://www.union.edu)

Correspondence and Seminary Extension Work From Other Institutions

A maximum of 32 semester hours toward graduation by ACE-approved Seminary Extension, correspondence 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 Coordinator of Assessment 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.1.222 Graduatio appoint-yn a5o Registrar.38ript inad

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 subject as his/her minor, with the exceptions of B.M., B.S.N, Professional Public Accounting, Sports Medicine, Sport Management, Athletic Training, and Digital Media Studies. All juniors are required to file a Graduation Audit form with the Coordinator of Assessment or the Director of Teacher Education.

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

Courses applying toward a major(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. An overall “C” average (2.00 GPA) must be maintained in both the major/minor.

Electives

Electives may be taken from the regular college courses offered in each department. The wise student will always complete his/her required work first. Failure to do this may force the student to take more than 128 hours to graduate.

Independent Studies

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

Any junior or senior who has a GPA of 2.75 or better 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 course required by the core curriculum or by a program for teacher licensure, nor for any specific course required by a major or minor program.

Students should check with the Academic Center for the forms required for approval and the particulars of registration.

Departmental Special Studies

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

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

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. JF1 m,ve538w.015 Tc-0.0001 Tw(

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.

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:

- (1) Course scheduling difficulties, or
- (2) Special programs are available at only one institution.

Additional information is available in the Academic Center.

Emma Waters Summar Library Agreements

The Library has entered into several formal agreements with other libraries and library organizations to extend its service base. These local, state, and regional cooperative library programs greatly enhance student access to materials and facilitate the sharing of resources. These agreements include but are not limited to the West Tennessee Academic Library Consortium, TENN-SHARE, and the Southeastern Library Network (Solinet). These agreements afford cooperative ventures of the universities, allow inter-library loan and a full range of support services.

Gulf Coast Research Laboratory Agreement

An affiliate of Union University, the Gulf Coast Research Laboratory in Ocean Springs, Mississippi, makes courses in marine biology available to qualified Union students during the summer. A qualified student is defined as a student meeting the admission requirements of the GCRL and having the approval of the appropriate department chair of Union University. The basic requirements are junior standing and the completion of 16 hours in the biological sciences, including general zoology, general botany, and 8 hours in more advanced courses. Among those courses offered at the GCRL are: Oceanography, Marine Biology, Marine Invertebrate Zoology, Marine Ecology, Comparative Histology of Marine Organisms, Marine Psychology, Marine Microbiology, Marine Ichthyology, Salt Marsh Plant Ecology, Coastal Marine Geology, and the Early Life History of Marine Fishes.

Honduras Program

Union University sponsors a medical-dental mission team to Honduras. Students have the opportunity to work with community health care professionals, pastors, and others in this service-learning project. Through cooperation with the appropriate academic department, students may earn course credit while participating in the January

project or in other special programs that are developed during the year. Contact the Center for International Studies for more information.

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 of credit 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.

Quebec Summer Program

Students live with French-speaking families and study French at the University of Quebec at Chicoutimi. For information, contact the Center for International Studies.

Social Work Agency Agreements

All social work students at Union University are required to obtain professional social work field experience in a local community agency. There are numerous local social service agencies that provide the setting for this practicum experience. The *Social Work*