

Academic Program

Definition of Academic Terms

Credit Hour

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.

Academic Programs

Department	Majors	Degrees	Emphases	Concentrations	Minors
Art	Art* Digital Media Studies	BA BA or BS	Art	Drawing, Painting, Ceramics, Sculpture, Graphic Design	Art
Biology	Biology*	BS		Pre-professional	Biology
Business Administration	Accounting Economics and Finance International Business Management Marketing Politics, Philosophy, and Economics Organizational Leadership	BSBA BSBA BSBA BSBA BA or BS 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 (Christian Studies) Philosophy (General Studies) Church History Biblical Studies Biblical Studies Languages Christian Ethics Theology Youth Ministry Politics, Philosophy and Economics Sport Management	BA BA BA BA BA BA BA BA BA BA BA or BS Diploma® AD® BS	Ministry Sport Ministry		Christian Studies Philosophy Biblical Languages Christian Ethics Theology Youth Ministry
Communication Arts	Journalism Broadcasting Theatre-Speech* Public Relations/ Advertising Digital Media Studies	BA or BS BA or BS BA or BS BA or BS BA or 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 5-8 Grades preK-3 Grades K-8 Modified Comprehensive Early Childhood	Teacher Licensure	Professional* Education: PreK-4 K-8 5-8 7-12 K-12 SE
Engineering	Engineering	BSE	Electrical Mechanical		
English	English*	BA		Literature Writing	English
History and Political Science	History* Political Science* Politics, Philosophy, and Economics	BA or BS BA or BS BA or BS			History Political Science
Language	French* Spanish* Teaching English as a Second Language*	BA BA BA	Literature & Culture Language & Culture		French Spanish Greek Teaching English as a Second Language

Academic Programs

Department	Majors	Degrees	Emphases	Concentrations	Minors
Mathematics and Computer Science	Mathematics*	BA or BS			Mathematics Computer Science Computer Information Systems
	Computer Science Digital Media Studies	BA or BS	Computer Science		
Music	Music cation				

ACADEMIC PROGRAM

- * Teacher Licensure available
- © Adult Studies Program
- @@ See Graduate *Catalogue*

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 the Academic Center 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 *Catalogue*.

Components of Graduation Requirements

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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

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 _____ or by selection of UnionUOnLine from the Main Page menu of Union's web page found at _____

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—

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.

<i>C</i>		<i>O</i>	
<i>C</i>		<i>O</i>	
<i>D</i>	<i>H</i>	<i>D</i>	
<i>D</i>		<i>D</i>	
<i>H</i>	<i>I</i>	<i>D</i>	<i>A</i>
<i>M</i>		<i>D</i>	
<i>M</i>			<i>M</i>

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 Southwest Baptist University in regard to Physical Therapy.

Students who have completed coursework required for entrance into a professional health program are evaluated by the HPAC. The evaluation summarizes input from Union personnel concerning the student's class performance 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.

Union University offers a 4-year program leading to a B.S. in Medical Technology degree. Three years of work are taken at Union and a 4th year is done in residence in an approved hospital school of medical technology.

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, B.S.E., 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 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 semester hours. Requirements are detailed within the department sections of the *Catalogue*.

Courses applying toward a major(s) or minor(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 hold is 8 hours the qual-

Continuing Education

Union University has a Continuing Education Program for those who wish to enhance their personal or 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, the Dean of Students, Career Services and the Learning Center. 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 *Catalogue* 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

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, and 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, and 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 which credit courses will transfer as equivalent courses at Union University and which will receive elective credits.

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 Summer 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

The Gulf Coast Research Laboratory in Ocean Springs, MS, offers courses in marine biology to qualified Union students during the summer. A qualified student is one meeting the admission requirements of the GCRL and having the approval of the appropriate department chair of Union. Requirements are junior standing and completion of 16 hours in BIO, including general zoology, general botany, and 8 hours in more advanced courses. Courses offered at the GCRL include: 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 Early Life History of Marine Fishes.

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 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.

34 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 Field Placement Manual*, which further clarifies expectations regarding this experience and identifies the cooperating agencies, may be obtained from the Social Work faculty.

Southern Baptist Seminaries Advanced Standing 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 permitting students not only to accelerate their graduate studies but also to focus on advanced courses. 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.