Our Identity

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 excellence-driven, Christ-centered, people-focused, and future-directed. These values shape its identity as an institution which prioritizes liberal arts based undergraduate education enhanced by professional and graduate programs. The academic community is composed of quality faculty, staff, and students working together in a caring, grace-filled environment conducive to the development of character, servant leadership, and cultural engagement.

Our Core Values

- **Excellence-Driven**: We believe that excellence, not mere compliance, is the goal of our teaching, our research, and our service. We are not motivated to excellence out of pride but out of a desire to do all things for God’s glory because He cares about our work and wants to be involved in everything we do. We will not be satisfied with mediocrity, but will pursue excellence in all things. This means our truth claims carry with them the challenge of living out that truth in the minutes and hours of our daily life. Thus we will pursue excellence, without arrogance.

- **Christ-Centered**: A cohering core value of our guiding vision is a call to faith, a call to be Christ centered in all that we are and in all that we do. We will seek to build a Christian liberal arts based community where men and women can be introduced to an understanding and appreciation of God, 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 the world of the 21st Century.

Our Mission

Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.

Our History

Union University is an heir of three ante-bellum Tennessee schools—West Tennessee College and its predecessor, Jackson Male Academy, both located at Jackson, and of Union University, located at Murfreesboro—and it is the inheritor of another college in 1927, Hall-Moody Junior College of Martin, Tennessee.

Jackson Male Academy, founded in 1823 shortly after the opening of West Tennessee for settlement, was chartered by the legislature in 1825, making it the oldest school currently affiliated with Southern Baptist life.

West Tennessee College originated in the mid-1840s when supporters of the Academy secured a charter for a college and received an endowment from the state to come from the sale of public lands. Under its charter, the property rights and governance of the Jackson Male Academy were vested in the trustees of the College. The College offered three degrees—bachelor of arts, bachelor of philosophy, and master of arts—and had four departments: Moral Philosophy, Languages, Mathematics, and Natural Philosophy and Chemistry. West Tennessee College continued until 1874, when at a time of depressed economic conditions, the trustees offered the College’s buildings, grounds, and endowment to Tennessee Baptists in the hopes of attracting a southwestern regional university planned by the state’s Baptist leaders.

Meanwhile, after years of discussion and the raising of an endowment, the Baptists of Middle Tennessee (there were three separate conventions in Tennessee at that time) in 1848 established Union University at Murfreesboro, near the geographical center of the state. Union University came upon hard times when in 1859 its highly respected president, Dr. Eaton, died and when during the Civil War its campus was badly damaged. It reopened in 1868 only to close again in 1873, largely because of its financial condition and an epidemic of cholera.
Southwestern Baptist University, the immediate predecessor of the present Union University, originated because of a desire by Tennessee Baptists, who still had a separate convention for each of the state’s three Grand Divisions, for greater unification. Education became the core issue around which such unification was promoted. Committees of the three conventions met jointly in 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 made 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, during the administration of President Warren F. Jones (1945-62), 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 an aging and landlocked campus, Union, in 1975, moved from near downtown to a new campus located along Highway 45-Bypass in north Jackson. During the administrations of President Robert Craig (1967-85) and President Hyran Barefoot (1987-1996), enrollment increased from less than 1,000 students to over 2,000; the multi-purpose Penick Academic Complex was enlarged several times; many additional housing units were erected; and the Blasingame Academic Complex (1986) and the Hyran E. Barefoot Student Union Building (1994) were constructed. From the early 1950’s to the early 1970’s, Union operated an Extension Center in the Memphis area. From 1987-95, Union offered the degree completion program leading to the Bachelor of Science in Nursing (RN to BSN track) in Memphis. There were over 300 graduates of this program.

When David S. Dockery was elected as the fifteenth president of Union University in December 1995, he brought with him a compelling vision to build on a great tradition while taking Union to the next level of regional and national prominence in Christian higher education. The progress that has been made during this time has been remarkable: annual non-duplicating headcount increased from 2200 (in 1996) to more than 4300 (in 2009); significantly increased giving to Union, including seventeen of the largest commitments in Union history; instituted three five-year strategic plans; completed construction of nineteen residence halls, the Miller Tower, Jennings Hall, Hammons Hall, the Fesmire athletic facilities, White Hall, the Carl Grant Events Center, and new residence life facilities; launched the $110 million comprehensive “Building a Future” campaign; renewed commitment to scholarship and research among Union faculty as a part of the establishment of the Center for Faculty Development; added new undergraduate majors in political science, physics, theology, digital media studies, church history, ethics, sports management, sports medicine, engineering; and graduate programs in education (M.Ed., Ed.S., and Ed.D.), nursing (MSN with tracks in education, administration, nurse practitioner, and nurse anesthesia), intercultural studies (MAIS), Social Work (MSW), and Pharmacy (Pharm.D.); SACS Level VI accreditation was achieved; programs were added in undergraduate research; began LIFE group programs, student retention programs, student mission involvement, giftedness assessment program for freshman students; established an extension campus in Germantown, TN, which now has almost 850 students; established the Carl F.H. Henry Institute for Intellectual Discipleship; established the Charles Colson Chair for Faith and Culture, Stephen Olford Chair of Expository Preaching, Hammons Chair of Pre-Medical Study, and the Baptist Memorial Healthcare Chair of Pharmacy Practice; established highly successful annual Scholarship Banquet; and achieved top tier recognition in U.S. News and World Report and other important listings. In 2008 Union was named one of the top 50 “Universities to Watch” in the entire country.

In many respects, Union University is in the strongest position in its history. For example, the University has enjoyed steady enrollment growth for a number of years, as indicated below:
Another indicator of the University's health and vitality is the growth in the number of students completing programs at Union. As indicated below, this past year almost 1000 students graduated from Union, a 149% increase over the 96-97 school year:

Key enrollment and financial indicators are monitored by University officials regularly to determine trends and to provide data for critical decision-making and analysis, including:

<table>
<thead>
<tr>
<th>Key Enrollment Indicators</th>
<th>1996</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Enrollment</td>
<td>1972</td>
<td>4050</td>
</tr>
<tr>
<td>Non-duplicating headcount</td>
<td>2183</td>
<td>4954</td>
</tr>
<tr>
<td># of states/countries</td>
<td>31/14</td>
<td>43/32</td>
</tr>
<tr>
<td>% of male/female</td>
<td>35/65%</td>
<td>41/59%</td>
</tr>
<tr>
<td>% of minority students</td>
<td>5%</td>
<td>24%</td>
</tr>
</tbody>
</table>

Our Statement of Faith

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 Christ.** The second person of the Trinity is the eternal Son of God. In His incarnation Jesus Christ was conceived by the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature, yet without sin. He honored the divine law by His personal obedience, and by His substitutionary death on the cross He made provision for our redemption from sin. He was buried...
and rose again the third day, and ascended to His Father, at whose right hand He lives to make intercession for His people. He is the only Mediator, the Prophet, Priest and King of the Church, and Sovereign of the universe.

5. Holy Spirit. The Holy Spirit is the Spirit of God, fully divine, who exalts Jesus Christ. The Spirit convicts men and women of sin, of righteousness, and judgment, enabling them to understand the truth. He calls men and women to the Savior, and brings about regeneration, which is a renewal of heart and nature.

6. Salvation. Salvation involves the redemption of the whole person, and is offered freely to all who believe in Jesus Christ as Lord and Savior; accepting and trusting in Him alone for justification and eternal life. Justification is God's gracious declaration of righteousness of sinners, who believe in Christ, from all sin, through the satisfaction that Christ has made. Believers are also sanctified by God's Word and Spirit dwelling in them. Sanctification is the process of progressing toward moral and spiritual maturity, enabled by the presence and power of the Holy Spirit. Those who are accepted in Christ and sanctified by the Holy Spirit will never totally nor finally fall away from the state of grace, but shall persevere to the end, and be kept by the power of God through faith unto salvation.

7. The Church. The Lord Jesus Christ is the Head of the Church, which is composed of all true followers of Christ, and in Him is invested supremely all power for its government. Christians are to associate themselves with local churches; and to each church is given the 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.

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External Associations

**Accredited By**

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 doctorate degrees. Questions about the status of the University’s accreditation may be obtained from the Commission on Colleges by calling 404.679.4501 or by writing 1866 Southern Lane, Decatur, GA. The University also has the following discipline-specific accreditation:

- Accrediting Board for Engineering and Technology, Engineering Accreditation Commission
- American Chemical Society
- Commission on Accreditation for Athletic Training Education
- Council on Accreditation of Nurse Anesthesia Educational 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 of Education
- Tennessee Health Related Boards

**Applicant for Accreditation By**

Association to Advance Collegiate Schools of Business
Council on Accreditation on Nursing Anesthesia

**Accreditation in Process**

Accreditation Council for Pharmacy Education

**Member Of**

American Association of Colleges of Nursing
American Association for Colleges of Teacher Education
American Association of Collegiate Registrars and Admissions Officers
Association to Advance Collegiate Schools of Business
Association of Baccalaureate Social Work Program Directors
Associations for Christians in Student Development
Association of Independent Liberal Arts Colleges for Teacher Education
Association of Southern Baptist Colleges and Schools
Commission on Collegiate Nursing Education Concurrent Admissions Program
Council for Christian Colleges and Universities
Council of Colleges of Arts and Sciences
Council on Undergraduate Research
Council for the Advancement and Support of Education
Evangelical Council for Financial Accountability
National Art Education Association
National Association of College Admissions Counselors
Southern Council of Collegiate Education for Nursing
Tennessee Association for Counseling and Development
Tennessee Association of Collegiate Registrars and Admission Officers
Tennessee College Association
Tennessee Independent College and Universities Association
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 interrelated 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.

The Stephen Olford Center is an 18-acre facility in southeast Memphis which includes more than 40 hotel-style rooms for conference attendees; dining facilities; a patio and swimming pool; a newly donated library with about 32,000 volumes; classrooms and offices; and a chapel.

An abbreviated description of Jackson campus facilities follows. A more detailed description of each building as well as the services available in each, is presented in the Campus Life Handbook and at www.uu.edu/studentservices.

Penick Academic Complex


The Waldrop Administrative Center contains the offices of the Registrar, Business Services, Office of the Provost, Office of the President, and the Institute for International and Intercultural Studies.

The Emma Waters Summar Library has immediate access to a collection of over 150,000 books, 19,000 e-journals, and 40,000 e-books. Through membership in regional and national cooperatives it has access to the collections of over 41,000 libraries worldwide. It also maintains a safe comfortable environment for both individual and group study.

The Johnnie Tribble Shepard Archives and Genealogical Research Center and R. G. Lee Library are located in the library.

Fesmire Fields and Fieldhouse

The Fesmire Fields provide lighted playing fields for varsity baseball and softball. The Fesmire Field House provides indoor practice and dressing rooms for men and women’s soccer, softball and baseball as well as athletic training rooms for sports injuries.

Smith Memorial Soccer Complex

The Smith Memorial Soccer Complex provides two competition fields, bleachers to accommodate 1,000 spectators, a press box, concession stand and rest room facilities.

Blasingame Academic Complex

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

Hammons Hall

Hammons Hall contains the Offices of University Relations, University Communications, and Church Relations as well as the LifeWay Bookstore.

Jennings Hall

Jennings contains the departments of Communication Arts and Music, and the School of Theology and Missions as well as the R. C. Ryan Center for Biblical Studies and Hartley Recital Hall.

White Hall

White Hall houses the departments of Biology and Chemistry as well as the School of Nursing.

The Edward P. Hammons Center for Scientific Studies is located in White Hall.

Providence Hall

Completed for Fall Semester 2010, Providence Hall houses the administrative and faculty offices and state of the art classrooms for the School of Pharmacy as well as the simulation labs for the School of Nursing and the Center for Excellence in Health Care Practice.

Luther Hall

Luther Hall provides the conference spaces for Church Relations and Seminary Extension.

Center for Continuing and Professional Studies

Located at Emporium Drive, the Center contains the Testing Center for the university in addition to the offices and classrooms for Department of Continuing and Professional Studies.
Overview

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. Therefore, all students under 21 years of age by September 1 are required to live in the residence complexes for the full academic year, unless exception is granted by the Director of Residence Life or Appeals Committee. Exceptions include students living with parents/guardians, those who are married and students who have medical problems requiring off campus residency. All residential students are required to sign a housing contract for the full academic year. For information on Residence Life community values, philosophy, costs, family housing, and general procedures please refer to the Campus Life Handbook located on Union University’s website at www.uu.edu/studentservices/handbook.

Single student housing is arranged in three residence complexes. Student apartments include four private bedrooms and a kitchen. The Heritage Residence Complex and the Ayers and Hope Quads primarily house new students/freshmen. The McAfee Commons building in the Heritage Complex houses the Residence Director and Assistant Resident Director and provides facilities for lounge areas, laundry and recreation. The Grace, Hurt and Watters Quads house upperclassmen and a limited number of freshmen. The Bowld Student Commons Building, completed Spring 2010, houses male and female residence directors for The Quads. The Commons provides additional lounge and recreation space.

Graduate Studies

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 that extends the body of knowledge in the field.
- Enhance their ethical decision-making ability through an academic environment integrated with a Christian faith.
- Build intellectual and moral knowledge to cope with a pluralistic world and better serve their communities, businesses and schools.

Graduate Studies seeks to reflect the Core Values of Union University in academics, Christian values, development of the whole person and personal attention to student needs. Its goals are to cultivate a Christian academic community which is excellence-driven, Christ-centered, people-focused and future-directed.

Graduate and family housing is located in the Warmath Apartments, north of single-student housing. The complex consists of 16 two-bedroom apartments.

Hyran E. Barefoot Student Union Building

The Barefoot Student Union Building houses the Student Dining Hall, Executive Dining Room, Lexington Inn, Eldon Byrd Faculty Lounge, Barefoot's Joe coffeehouse, Harvey Auditorium, University Services and Mail Services, offices for Student Services (Dean of Students, Assistant Dean of Students, Student Government Association, Student Activities Council, Counseling, Student Leadership Development, Residence Life, Health Services, Coordinator of University Activities, and Campus Security), offices of Undergraduate Admissions, Financial Planning, Enrollment Services, Campus Ministries (Missionary-In-Residence), and Prayer Chapel.

Carl Grant Events Center

The Carl Grant Events Center is named in honor of Carl J. Grant to recognize his generosity to and support for Union University. The beautiful state-of-the-art events center was designed to host significant conferences, dinners, banquets, and special events. This magnificent facility also contains the university's Heritage Center, a splendid pictorial presentation of the university, portraying many of the highlights in the university's history from 1823-2007.

Graduate Governance and Admissions

Thirteen graduate programs currently exist at Union University: the M.B.A., administered by the McAfee School of Business Administration; the M.A.Ed., the M.U.Ed., the M.Ed., the Ed.S. and the Ed.D. degrees administered by the College of Education and Human Studies; the M.S.W., administered by the School of Social Work; the M.S.N. and D.N.P., administered by the School of Nursing; and the M.A.I.S., administered by the Institute of International and Intercultural Studies; the M.C.S. and D.Min., administered by the School of Christian Studies; and the Pharm.D. administered by the School of Pharmacy.

The Master of Business Administration degree program is administered by the M.B.A. Director and by the Dean, McAfee School of Business Administration. The Master of Arts in Education, the Master of Urban Education, the Master of Education, the Master of Social Work, the Education Specialist and the Education Doctorate degree programs are administered by Program Directors and the Dean, College of Education and Human Studies. The Master of Science in Nursing is administered by the M.S.N. Chair, Director of Nurse Anesthesia, and the Dean of the School of Nursing. The D.N.P. is administered by
the Board of Trustees. University is completed by the Provost, the President, and the Faculty. The graduate governance structure at Union from the Directors (and/or task teams) to the UCC to curriculum and policy changes and additions proceed and the Fellowship of Christian Athletes.

by the Campus Ministries, the Baptist Nursing Fellowship, as in other spiritual activities including activities sponsored However, graduate students are invited to participate as well as in the total university family.

Chapel and spiritual life

in any irregularity pertaining to student life.

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 high level of maturity and responsibility. 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.

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.

Confidentiality of Student Records

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 Business and Financial Services
- 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.
Motor Vehicle Registration and Parking

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.

Sexual Harassment

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: Sexual harassment of any type will not be tolerated and is expressly prohibited. Sexual harassment is grounds for disciplinary action which may include reprimand, demotion, discharge, or other appropriate action, dependent upon the nature of the harassment. Faculty are asked to be especially sensitive to the fact that they are in a position of authority over students and that authority carries with it responsibility to be mindful of situations in which they are dealing with students in private, one-on-one associations both on and off campus.

Complaint Procedure: A student with a complaint against a faculty member, a member of the administration, or another student may contact the Dean of Students. Alternate contacts include the Director of Human Resources, the Executive Vice President and the President. The contact person will initiate an Incident Report form and forward to the Director of Human Resources. The University will handle the matter with as much confidentiality as possible. There will be no retaliation against any staff, faculty, or student who reports a claim of sexual harassment or against any staff, faculty, or student who is a witness to the harassment. The University will conduct an immediate investigation in an attempt to determine all of the facts concerning the alleged harassment. The investigation will be directed by the Director of Human Resources unless the Director of Human Resources or someone in the director's office is the subject of the investigation. In that event, the office of the Provost (faculty or student) or Senior Vice President for Business Services (staff) will direct the investigation. As a part of the investigation of the claim of sexual harassment, the contact person, the complainant, and the respondent will be asked to provide statements regarding the incident. Once the report is reviewed and investigation is concluded, a finding may be made that sexual harassment did not occur, or a finding may be made 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.

Academic Policies

Class Attendance

Regular and successive attendance is expected of all students enrolled in all lecture, laboratory, and seminar classes. Each faculty member will determine how this policy will be administered in his/her classes. However, students must satisfy all testing, reporting, and required functions defined for the course.

Academic Integrity

Union University upholds the highest standards of honesty. Students are to refrain from the use of unauthorized aids during testing (including but not limited to technology devices such as digital cameras, cellphone cameras, pen-based scanners, translation programs, and text-messaging devices), 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. Failure to provide correct documentation for material gleaned from any outside source, such as the Internet or any published/unpublished work, constitutes plagiarism, a form of cheating subject to strict disciplinary action. On the other hand, Faculty are responsible for discouraging cheating and will make every effort to provide physical conditions which deter cheating and to be aware at all times of activity in the testing area.
Any student found guilty by the professor of cheating 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 Dean or the MAIS Program Director. If the student deems this action unfair, he or she may request a hearing before the administrator with whom the report was filed. The administrator will convey the results to the student and to the instructor by email (copied to the Office of the Dean of Students).

If either the student or the professor involved deems the administrator's action unsatisfactory, within 10 working days of the sent date of the email conveying the results he or she may email the Office of the Provost to request a hearing before the Graduate Appeals Committee. The committee will convey its decision to the student and to the professor by email. The decision of this committee will be final upon approval by the Provost in consultation with the President.

**Numbering of Courses**

Unless otherwise noted in the course description, courses numbered in the 500's may be taken for graduate credit or by upper level undergraduates for undergraduate credit. Expectations will be greater in these courses for students registered for graduate credit. Courses numbered 600 and above may only be taken for graduate credit.

Courses numbered 595 are workshops. No more than six hours of credit from courses numbered 595 may be used to satisfy the degree requirements. No more than six hours may be taken for pass/fail credit in the M.A.Ed. program.

**Grading System**

Grades for graduate courses at Union University shall be interpreted as follows:

- **A** - Superior academic performance.
- **B** - Strong academic performance.
- **C** - Below average, but passing academic performance.
- **P** - Pass.
- **F, FF** - Failure. (P or FF apply to pass-fail courses.)
- **I** - Incomplete. An Incomplete must be removed within the first five weeks of the term following issuance of the Incomplete; otherwise, the incomplete becomes an F
- **IP** - In Progress, issued for a course which by design extends into the following term or semester.
- **PR** - Progress as related to the doctoral dissertation
- **W** - Withdrawal beyond the period officially allowed. See “Withdrawal from Classes.”
- **N** - Audit.

**Requirements for Grade Point Average**

In order to graduate with a Masters or Ed.S. degree or a post masters certificate, students are required to have a minimum grade point average (GPA) of 3.0 for all courses taken for graduate credit at Union University. To graduate with the Ed.D., a 3.2 minimum graduate GPA is required. To graduate with the Doctor of Pharmacy, a 2.33 minimum graduate GPA is required. Quality points shall be awarded as follows:

- **A** - 4 quality points for each semester hour of credit
- **B** - 3 quality points for each semester hour of credit
- **C** - 2 quality points for each semester hour of credit
- **P** - 0 quality points (course hours are not applied in computation of the grade point average)
- **F** - 0 quality points
- **FF** - 0 quality points (course hours are not applied in computation of the grade point average)
- **W** - 0 quality points
- **N** - 0 quality points

**Repetition of Courses**

A student may repeat a graduate course one time. Although the credit for the course will be given only once, only the final attempt will be used in the computation of the grade point average unless program policy requires other action.

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

**Credit From the American Council on Education Regarding National Board Certification**

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.

**Academic Probation and Suspension**

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.

**Appeal Procedures**

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
Admission Information

General Admission Requirements
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.

Additional Admission Requirements for International Students
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 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.

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 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 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. A maximum of 6 hours may be taken as a Non-Degree student.

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 “Withdrawn 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 (Summer) for all programs other than the M.A.I.S. Students should 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, but prior to the May ceremony, attend Commencement ceremony in May;
- After the May ceremony, but prior to the Summer ceremony, attend Commencement ceremony in August;
- After the Summer 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.

A candidate for the graduate degree must:
- 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., M.S.W.; 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 requirements by the May Commencement.
  - May 15 for completion by Summer 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

Expenses Due and Payable
All expenses for the semester, after subtraction of financial aid, are due and payable before the beginning of classes for that semester. A 1.5% service charge will be assessed monthly on all outstanding student account balances.

Failure of a student to keep payments current will make him/her liable for exclusion from class attendance and from the university. All charges must be paid before the student may receive a diploma or academic transcript or enroll for a subsequent term. Students preregistering for a semester must have their current account paid in full; subsequent withdrawal will still incur fees.

Please review the section below entitled “Financial Assistance” for additional information. The University accepts payment via Web Advisor, in person, or by phone or mail. Debit or credit card payments are subject to a convenience fee of 2.5%. We cannot accept VISA due to their policies. Payment plans are available if needed, and may be established through the Office of Business and Financial Services.

Refunds
A. Advance Deposits for New Students
A minimum tuition deposit of $200 is required after acceptance for admission to reserve a place in class; see program requirements for those that are program specific. This deposit applies to the tuition for the entering semester. A housing deposit of $100 is charged for room reservation in all resident complexes. All tuition and residence complex deposit will be refunded if the cancellation and request is made by May 1 for Fall semester, November 15 for Winter term, December 1 the Spring semester, and May 1 for Summer. NO REFUND WILL BE GIVEN ON CANCELLATIONS MADE AFTER THESE DATES. If the student is not accepted for admission, all deposits will be refunded. Requests for refund of tuition deposit must be submitted in writing to the Director of Admissions.

B. A student withdrawing from all classes will be refunded tuition charges according to the chart below. Refunds on housing charges will be prorated to the end of the week in which the student withdraws up to day 25. Meal refunds will be calculated at the higher of the amount prorated to the end of the week in which the student withdraws or the number of meals used over the total of meals in the student’s meal plan. Students withdrawing due to disciplinary action will not receive a refund on housing charges.

C. Refund policy for the sixteen week semester is as follows:
1. On or before the fifth day following the official day of registration as indicated on the University calendar (if withdrawing—100% less $40 per course matriculation fee)
2. Days six through ten ....................... 75%
3. Days eleven through fifteen .................. 50%
4. Days sixteen through twenty-five .............. 25%
5. After the twenty-fifth day, there is no refund.

D. Refund policy for the eight week terms is as follows:
1. On or before the fourth day following the official day of registration as indicated on the University calendar (if withdrawing—100% less $40 per course matriculation fee)
2. Days five through ten .......................... 75%
3. Days eleven through fifteen .................. 50%
4. Days sixteen through eighteen ................. 25%
5. After the eighteenth day, there is no refund.

E. Refund policy for the four week terms is as follows:
1. On or before the second day following the official day of registration as indicated on the University calendar (if withdrawing—100% less $40 per course matriculation fee)
2. Day three ........................................... 75%
3. Day four ............................................. 50%
4. Day five through six ............................. 25%
5. After day six, there is no refund.

F. Refund policy for the three week terms is as follows:
1. On or before the first day following the official day of registration as indicated on the University calendar (if withdrawing—100% less $40 per course matriculation fee)
2. Day one ............................................. 100% less $40/course
3. Day two .............................................. 75%
4. Day three .......................................... 50%
5. Day four ............................................. 25%
6. After the fourth day, there is no refund.

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.

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

Financial Aid which is available to graduate students includes the Federal Stafford Loan, the Federal GradPLUS Loan, and the Federal TEACH Grant as well as Alternative Educational Loans. Some restrictions may apply. Information on how to apply for aid can be found at www.uu.edu/financialaid/graduate/howtoapply.cfm. Financial Aid Policies and Practices, Consumer Information, and other important information can be found at www.uu.edu/financialaid/.

Veterans

Union University is approved by the state approving agency for Veterans training. Veterans and/or their dependents who may be eligible for VA education benefits should go to www.gibill.va.gov to apply. The Department of Veterans Affairs (VA) will send a Certificate of Eligibility to the applicant, after the application is processed. After being enrolled in courses leading to a degree, students who qualify should review our Veteran Services page at www.uu.edu/financialaid/veteranservices.cfm. This site details what is needed in order to get your enrollment certified to the VA. The Director of Student Financial Planning serves as the Veteran Certifying Official for all Union University students.

Treatment of Financial Assistance when a Student Withdraws

Federal Aid – Return of Title IV Aid Regulations

If a student in a semester based program withdraws from a semester on or before the 60% point in time (calculated using calendar days) without having completed any course in the semester for which federal aid has been disbursed or could have been disbursed (credited to the student’s account), a percentage of that aid must be returned to the source. The percentage to be returned is equal to the percentage of the semester which has passed on the day student withdraws.

Return of Title IV Aid regulations also apply to a student in a cohort program who withdraws from a single course without having completed any previous course in the enrollment period (semester), unless the student documents the intention to return to the program during that same enrollment period. Should the student not return to the program during that period as intended, Return of Title IV Aid regulations will then be applied.

Other Financial Assistance

Financial assistance credited to the student’s account from sources outside the university will remain on the student’s account unless otherwise indicated by the donor or source.

Affect on the Student’s Account

If funds which must be returned due to withdrawal have already been credited to a student’s account, it may result in the student owing additional funds to Union University.

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.