AN OVERVIEW OF THE UNIVERSITY

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 antebellum 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.

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 the 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 in Murfreesboro, near the geographical center of the state. Union University came upon hard times when in 1859 its highly respected president, Joseph H. Eaton, died and when during the Civil War its...
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 ordsains 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 convinces 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 Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, education specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Union University.

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the institution and not to the Commission's office. The University also has the following discipline-specific accreditation:

- Association to Advance Collegiate Schools of Business
- Accreditation Council for Pharmacy Education
- Accrediting Board for Engineering and Technology, Engineering Accreditation Commission
- American Chemical Society
- Commission on Accreditation for Athletic Training Education
- Council for Accreditation of Educator Preparation
- 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

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 Schools of Business in the Liberal Arts
- 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 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
- National Ring of Christian Educators
- National Association of Colleges in Social Work
- Service Members Opportunity Colleges
- Southern Council of Collegiate Education for Nursing
- Tennessee Association for Counseling and Development
- Tennessee Association of Collegiate Registrars and Admissions Officers
- Tennessee College Association
- Tennessee Independent College and Universities Association

State Board Approvals

- Educator Preparation Program, Tennessee State Department of Education
- Tennessee Health Related Boards

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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.
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.

Union also has an off-campus site in Hendersonville, Tennessee. The Hendersonville campus is located at the strategic intersection of Indian Lake Blvd. and Maple Drive. The attractive 26,000 sq. ft. multi-purpose facility effectively serves the expanding program offerings in the middle Tennessee area.

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, available at www.uu.edu/studentservices/handbook.

**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, the College of Education and Human Studies, and the School of Social Work are located in the Blasingame Academic Complex.

**Hammons Hall**

Hammons Hall contains the Offices of University Relations, Alumni Relations, Church Relations, University Communications, and University Press, 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**

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, as well as the Community Music Program.

**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.

**Residence Halls**

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

Graduate and family housing is located in the Warmath Apartments. The complex consists of 20 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, Barefoots 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.

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 Governance and Admissions

Fourteen graduate programs currently exist at Union University: the M.B.A., the M.Acc., 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; 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 Theology and Missions; and the Pharm.D. administered by the School of Pharmacy.

The Master of Business Administration and the Master of Accountancy degree programs are administered by the M.B.A. Director and the Accountancy Coordinator respectively, 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 and the DNP is administered by the various track chairs and the Associate Dean for Graduate Programs. The Master of Arts in Intercultural Studies is administered by the Associate Provost for International and Intercultural Studies in collaboration with the MAIS Advisory Council and the Academic Council comprised of all University deans. The Master of Christian Studies is governed by the M.C.S. Director and the Dean of the School of Theology and Missions. The D.Min. is administered by the Dean of the School of Theology and Missions. The Greater Faculty is responsible for approval of curriculum and graduate program policies. The Faculty considers recommendations from the University Curriculum Committee (UCC), which is responsible for examining graduate programs, course offerings, and policies relative to graduate studies at Union. Task teams may be created by the Deans of the Schools/Colleges to consider and make recommendations to the UCC. Thus, significant curriculum and policy changes and additions proceed from the Directors (and/or task teams) to the UCC to the Faculty. The graduate governance structure at Union University is completed by the Provost, the President, and the Board of Trustees.

The Program Directors are empowered to make admissions decisions based on the approved and published admission criteria. Admission decisions of the nursing graduate program are made by the Graduate Nursing Admissions Committee. The Graduate Nursing Admissions Committee is comprised of the Dean, School of Nursing, Associate Dean of Graduate Programs, and track chairs. The Graduate Business Admissions Committee, the Graduate Education Admissions Committee and the Graduate Theology and Missions Admissions Committee, comprised of business, education or Christian Studies faculty and directors respectively, receive

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.
recommendations regarding candidates for admission who do not meet regular admission requirements. The MAIS Advisory Council, comprised of the director and the faculty across the disciplines, receive recommendations from the MAIS Program Director regarding candidates for admission who do not meet regular admission requirements. 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 at www.uu.edu/studentservices/handbook.

Student Conduct

At Union University all members of the University community have a responsibility to the values of the University and to one another. The commitment to these values expected at any time a student is enrolled, whether or not school is in session. When students are accepted for admission to Union University, the University believes they are capable of conducting themselves in a manner which involves restraint and self-control when such are necessary. Written rules and regulations cannot be provided for every act or condition that may occur in the lives of several thousand students. However, the general policy of conduct at Union University is that students conduct themselves as persons of faith who strive to exemplify the character of Jesus Christ throughout their daily lives.

Union University graduate students are bound by the policies and procedures listed in the Campus Life Handbook and the supplemental departmental and/or program handbooks. Where there may be conflicting policies, the policies listed in the Campus Life Handbook will take precedent. For more information about University community values or the judicial process at Union University, please refer to the latest version of the Campus Life Handbook at www.uu.edu/studentservices/handbook.

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 attend as well as participate in other spiritual activities including activities sponsored by the Office of University 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 (governed also by HIPAA)
- 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 Union University campuses must register each vehicle with the Safety & Security Office at the beginning of the semester or within 24 hours of bringing a vehicle to campus. The registration fee for one permit is included in your total tuition package. There is a $5 charge for each additional permit received within the academic year. The vehicle’s license plate number is required for registration of the vehicle.

The Safety & Security Office will issue a free Temporary Permit when an individual has the use of a vehicle for two weeks or less. Handicap permits are available for students or staff who require special consideration for either a temporary or permanent condition. A physician’s statement may be required.

Academic Policies

Class Attendance

Regular and successive attendance is expected of all students enrolled in all lecture, laboratory, and seminar
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 file an appeal with 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 Dean of Instruction 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.)

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. (For pharmacy students, this component is monitored by the Academic and Progression Review Committee of the School of Pharmacy. Continued enrollment eligibility in the School of Pharmacy is deemed to be satisfactory academic progress for financial aid eligibility since the School’s standards are more stringent than Federal requirements.)

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 the petition, the Dean/Associate Provost will determine whether the petition can be granted and will inform the student, in writing, of the decision.

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

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

**Academic Grievance**

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

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

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**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 physical examination.
- Student insurance approved by Union University.
- A financial affidavit.
- A TOEFL score of at least 560 (Internet-based 80).

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.

An I-20 form may be issued only after admission requirements and the above monetary requirements have been satisfied.
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 “Withdrew 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. Readmission is not guaranteed.

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:

- After the Summer ceremony, but prior to the May 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/certificate.
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.

The General Student Fee covers a variety of University costs, including but not limited to the following: health services fee, admissions to athletic and campus-sponsored events, student activities, counseling services, student organization fees, career services, academic tutoring, wellness center membership, intramurals, post office box rental, student publications, computer lab/technology fee, online learning management system, graduation fee, printing, class dues, student ID, parking fee/sticker, and library services.

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%. Payment plans are available if needed, and may be established through the Office of Business and Financial Services. All financial information is subject to change without notice.

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 nine to sixteen week semester is as follows:

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

D. Refund policy for the three week semester is as follows:

1. On or before the first day beginning with 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 per course
3. Day two ......................................................... 75%
4. Day three ....................................................... 50%
5. Day four ......................................................... 25%
6. After day four, there is no refund.

E. Refund policy for the four week terms is as follows:

1. On or before the second day beginning with the official day of registration as indicated on the University calendar (if withdrawing—100% less $40 per course matriculation fee)
2. Day one and two . . . . . . . . 100% less $40 per course
3. Day three ....................................................... 75%
4. Day four ......................................................... 50%
5. Days five and six ............................................. 25%
6. After day six, there is no refund.

Note: Days noted in C, D, and E exclude Saturdays and Sundays.
F. Refund policy for the five week term is as follows:
   1. On or before the second day beginning with the official
day of registration as indicated on the University calendar (if
withdrawing—100% less $40 per course matriculation fee)
   2. Days one and two . . . . .100% less $40 per course
   3. Day three ............................ 75%
   4. Day four .................................. 50%
   5. Days five and six .......................... 25%
   6. After day six, there is no refund.

G. Refund policy for the six week term is as follows:
   1. On or before the second day beginning with the official
day of registration as indicated on the
   University calendar (if withdrawing—100% less $40 per course matriculation fee)
   2. Days one and two . . . . .100% less $40 per course
   3. Day three through day four ............... 75%
   4. Day five through day six ................... 50%
   5. Day seven through day eight .............. 25%
   6. After the eighth day, there is no refund.

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

I. Regulations for refunds for all terms are as follows:
   1. Students refusing to conform to the community values
   of the University forfeit all claims for refunds.
   2. All refund regulations put the responsibility on
   the student. He/she saves money and avoids
   misunderstanding by immediately seeing the Vice
   President (or Assistant Vice President) for Business
   and Financial Services.

J. Proration of financial assistance upon withdrawal
   Information regarding proration of financial assistance
   upon withdrawal from all classes or dropping of class(es)
   may be found below in the Scholarship and Financial Aid
   section.

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.
Effect 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.