

Majors

Every student is required to file with the Registrar a declaration of major no later than the end of the sophomore year (“Liberal Arts” and unspecified “Engineering” are not majors). This decision can be changed, but late change of major may require extra courses or terms.

Double Major

Students may pursue two departmental majors, except they do not earn two degrees and will only receive one diploma noting both majors. Dual majors will be awarded to those undergraduates who fulfill all the degree requirements for two curricula and who have met the conditions for each major. Normally an overlap of at most three courses is allowed for the two majors.

A student who is a double major in two liberal arts subjects can only earn one Bachelor’s degree. If one is an engineering degree, they must earn 5 years worth of credits to receive two bachelor’s.

Minors

Minors vary in their requirements and students should contact the particular departments to be informed of these requirements, but most minors consist of six courses. A student can declare up to two academic minors. Students are expected to declare a minor in the sophomore or junior year and must have the approval of the department involved.

Students declaring a minor can NOT DOUBLECOUNT any of the courses towards the departmental course requirements for the major. A minimum cumulative index of 2.00 must be attained in courses used to satisfy the minor requirements. Students who declare two minors can doublecount AT MOST ONE course among the departmental course requirements for the major and the two minors.

Combined Degree Program

Combined Undergraduate Degree/ Graduate Degree (either MBA, MAT, mechanical, electrical engineering or computer science) programs are available in conjunction with Union Graduate College.

Students who decide to enter such a program should apply no later than at the end of the fall term of the senior year. Students must have a grade point average of at least 3.0. This type of program normally requires a fifth year of study.

Interdepartmental (ID) and Organizing Theme (OT) Majors

The College offers both formal interdisciplinary majors between any two non-engineering departments. These normally require 8 courses from each department. Students should consult the catalog for specific departmental ID requirements. In particular, Senior Writing Experience requirements vary from department to department.

Students can also design their own major, an Organizing Theme major. Such programs must significantly involve courses from at least three departments and have a rationale for how the courses fit together. Further information can be obtained from Melinda Lawson, the Asst. Director of Advising.

Academic Load

The normal academic load for undergraduates is 3 courses each term. No regular student may take fewer than three courses each term, unless an exception is approved by the Dean for Undergraduate Education. **Full tuition is charged for two courses.**

Taking a Fourth Class

Students are allowed to enroll in one fourth course in each academic year at no charge, provided they have a grade point average of at least 3.3 and are making satisfactory progress in their program of study. These courses can be used to fulfill program requirements; however, they will be additional credits beyond the 36 required for graduation and can only be used towards graduation should the student fall behind in credits at a later date. If these credits are used for graduation, a fourth course fee will be charged.

Note: Engineering students need to take 10 classes per year instead of 9 and thus can freely sign up for a fourth course once a year

Note: Some Terms Abroad require four courses. There is no additional charge for the fourth course, however the extra course credit can not be used towards early graduation.

Early Graduation

Students who enter Union with 3 or more course credits prior to matriculation can petition the Dean for Undergraduate Education to graduate one trimester early. Otherwise students are expected to spend 4 years in residence at Union or in Union sponsored programs.

However, Union Scholars can use their additional course credits earned through fourth courses at Union to graduate early.

Dropping/Adding Courses

With proper notice to the Office of the Registrar, a student may drop a course during the first eight weeks of a term. After the end of the second week of classes and until the end of the eighth week, a grade of "W" will be assigned in such cases. Dropping a course after the end of the eighth week results in a grade of "F" unless there is a showing of extraordinary circumstances beyond the control of the student that prevented the student from completing the course. The Dean for Undergraduate Education must approve the withdrawal. In such a case the grade shall be "WP" or "WF," depending upon whether

the student was passing or failing at the time the course was dropped. **There is no tuition refund for dropped courses.**

Note: International students should consult with Shelly Shinebarger, Director of Student Support Services, before dropping a course.

After the first week, courses can only be added with a note from the instructor. Courses can not normally be added after the end of the second week.

Pass/Fail

Students may take up to one free elective in each academic year to be recorded as "Pass" or "Fail", with any passing grade not calculated in the term or cumulative index. The choice of course is not restricted except that no Pass/Fail course may count as a requirement for the major, for a minor, for General Education, or for a term abroad. It must be done by the end of the third week.

A grade of "Pass" will be equivalent to the lowest passing grade or better. A grade of "Pass" will not be calculated in the cumulative index; a grade of "Fail" however, will count as a failing grade. The option of Pass/Fail is not open to students in their first two terms at the College.

Dean's List

A student achieves Dean's List standing for an academic year (fall, winter and spring terms) by meeting the following requirements:

- Academic index of at least 3.50 for the year
- At least 3 regular courses in each of the 3 terms (at least 7 of which included in the index)
- No grades of "D" or "F"

Note: Last term seniors must take at least two graded courses to be eligible for the Dean's List

Repeating a Course

Students who repeat a course that they have previously failed will have both grades listed on their transcript and all credits attempted and total quality points earned will be used in calculating the cumulative grade point average. Students who repeat a course that they have previously passed (grade of "D" or better) will have both grades listed on their transcript but neither the quality points nor the credit associated with the second grade will be factored into their cumulative grade point average.

Summer Courses

After having matriculated, students can take at most 3 courses at another institution. Normally this can only be done over the summer. All courses must receive prior approval. Grades do not transfer in, only the course credit. A minimum grade of C must be earned.

Summer courses can not be taken to facilitate an early graduation.

Internships for Credit

Students can earn transcript credit, which is .33 courses credit and is grade Pass/Fail. Students can earn a full course credit. To do this they need a faculty sponsor and a plan for doing academic work, usually a lengthy term paper. Interested students should contact Maggie Tongue at tonguem@union.edu for further details.

Miniterms Abroad

Miniterms abroad carry an additional tuition charge. They can not be combined with two courses in another term as one term's tuition. The course credit earned can be used to get caught up if the student is behind in credits. Otherwise, the course credit earned will be above and beyond those used for graduation. It can not be combined with other credits to graduate early.

Final Exams

If you have three exams scheduled for the same day, students are allowed to move one of them. They should discuss with their professors to make arrangements. If there are difficulties, they should contact the Dean for Undergraduate Education.

Tenth Week Exams

Faculty are not allowed to schedule full hour exams or final exams in the last week of a term. Quizzes and lab practicals are permitted.

Attendance/Missing Class

Faculty are allowed to set their own attendance policy for classes and it is the student's responsibility to be aware of that policy. Students can fail or be dismissed from class due to poor attendance. If extenuating circumstances cause a student to miss a graded in-class assignment, they must notify the faculty member PRIOR to the class. It is the student's responsibility to keep the faculty member apprised.

If a student needs to miss classes for medical/personal reasons, particularly for an extended time, they should notify the Dean of Students office, as well as their professors.

Grade Appeals

Students who wish to appeal an end-of-term grade should see the Dean for Undergraduate Education to find out about the process.

Academic Standing

To be considered in good academic standing students need to be making satisfactory progress toward their degree as well as maintaining a minimum index of grades, for full-time students this means:

- At a minimum, completing 6 courses the first year, 13 by the end of the second, 21 by the end of the third, 28 by the end of the fourth.
- A minimum of a “C” (2.0) average in all courses

Academic Warning

Students are placed on academic warning as a warning that they are in jeopardy of losing their good academic standing.

After a review by the Subcouncil on the Academic Standing of Students, the Subcouncil may adopt one of the following actions:

- **Academic Warning:** If the student’s cumulative grade point index or the prior term grade point index is below 2.00, this is the minimum action that will occur. Students remain in college, but unless the record improves, the student will be subject to subsequent action
- **Special Academic Warning:** To remain in college, the student must achieve an index of 2.00 or better in the next term. To be removed from Special Academic Warning, the student must achieve two consecutive term indexes of 2.00 or higher, while carrying a full course load. If the student’s cumulative index is still below 2.00, they remain on Academic Warning.

Academic Suspension and Dismissal

The Subcouncil on the Academic Standing of Students reviews the records of students and impose the following sanctions:

- **Suspension:** If the Subcouncil on the Academic of Standing of Students deems that a student’s record makes it inadvisable to continue in college, the student may be suspended for either one or two trimesters.
- **Dismissal:** In certain cases the Subcouncil may dismiss a student permanently.