



Undergraduate
Graduation Requirements



"The responsibility of meeting requirements for graduation rests primarily upon the student. Students should acquaint themselves with the various requirements in the bulletin and plan their college courses ...accordingly."

2018-19 Bulletin, pg. 41



Revised July 2018

Choose a Bulletin

One of the first decisions you will need to make is - **What bulletin are you going to graduate under?** Some things to keep in mind:

- Students maintaining continuous residence may meet the requirements in any bulletin published during that time of residence. Students discontinuing residence longer than two consecutive semesters generally should meet the requirements in a bulletin valid after they return.
- All parts of your degree (i.e. major, general education, emphasis, and minor) must be completed under the same bulletin requirements.
- If you are completing TWO DIFFERENT DEGREES (i.e. BSN in Nursing and BA in Foreign Language Studies), you may graduate under two different bulletins, as long as the general education requirements and its corresponding degree requirements are completed under the same bulletin.

Your **bulletin year** now shows on your Portal:

Term	Degree	Curriculum	Advisor	Class Standing	Bulletin
FALL 2018	Bachelor of Science	Business Administration	Lisa Forbes	Junior	2017-18
FALL 2018	Emphasis	Accounting	Lisa Forbes	Junior	2017-18
FALL 2018	Emphasis	Finance	Lisa Forbes	Junior	2017-18
FALL 2018	Minor	Business Analytics	Lisa Forbes	Junior	2017-18

Fall 2018 Classes
(click class for textbook information)

Registered	
HMMT 305 01 - Arts and Ideas 11:30AM - 12:20PM - TR	2.000
BUAD 425 01 - Business Communications (WR) (\$25.00) 2:00PM - 2:50PM - MWF	3.000

Register

More about Residency

Students who may not physically be on campus, but who are still involved with a program sponsored or affiliated with Union College (UC), are considered attending for residency purposes.

For example:

- *Student Missionaries*
- *Task Force Workers*
- *Students studying abroad through ACA (through UC)*
- *Students attending Andrews University for UC's Medical Laboratory program*

IRR- Firefighter and Paramedic Emphases - Although not technically considered Union College students while away from our campus finishing up the technical aspects of their programs, IRR students who finish up the firefighter/paramedic portion of the program after the junior year at Union College may meet the residency requirement their junior year. (*Please refer to specifics given in the bulletin.*)



Difference in Bulletins

2014 - 2019

Major Differences in Basic Requirements

(Note that not all requirements are listed – please refer to the published bulletin for complete listing of all requirements.)

Legend:

B = Bachelor's Degree | **A** = Associate Degree | **T** = Transfer Student

Lower Division = 100 & 200 classes | **Upper Division** = 300 & 400 classes

Requirements	2014-15	2015-16	2016-17	2017-18	2018-19
Total Credits	B: 128 A: 64	B: 128 A: 64	B: 124 A: 62	B: 124 A: 62	B: 124 A: 62
Upper Division (UD) Credits	B: 40 A: -0-	B: 40 A: -0-	B: 36 A: -0-	B: 36 A: -0-	B: 36 A: -0-
Residency	B: <ul style="list-style-type: none"> ○ 30 of the final 36 hours, or at least 100 semester hours, must be taken in residence. ○ A minimum of 12 upper division hours in the major must be taken in residence. ○ For a minor, at least three semester hours of the required courses numbered at the 300-level or above must be taken in residence. ○ A minimum of 56 hours must be completed at a four-year college or university. A: 24 of the final 30 hours, or at least 50 semester hours, must be taken in residence.				
WR	B: 3 WR TB: 2 WR A: None	B: 3 WR TB: 2 WR A: None	B: 1 WR TB: 1 WR A: None	B: 1 WR TB: 1 WR A: None	B: - TB: - A: -
Internships	←-----Proficiency Credit-----→		No credit given, but most majors (and some minors) require an internship to be completed.		

Note: Students maintaining continuous residence may meet the requirements in any bulletin published during that time of residence. Students discontinuing residence longer than two consecutive semesters generally should meet the requirements in a bulletin valid after they return.

All parts of your degree (i.e. major, general education, emphasis, and minor) must be completed under the same bulletin requirements.

Internships

- Up through 2015-16: Proficiency Credit

UNION C O L L E G E		Request for Internship Credit
Student Name: _____ UC ID#: _____		
I am requesting credit for the following internship:		
Course number	Course title	Credit hours
Student signature		Date
Advisor signature		Date
A fee of \$25 will be charged to the student's account Recording Fee: \$ _____ (\$15/credit hour is charged as a recording fee)		
Return completed and signed form to the Records Office		
FOR DIVISION USE ONLY		
The grade for the above internship is: _____		
Division Chair Signature	Date	

Internships

- **2016-17 >:** No credit given, but most majors (and some minors) require an internship to be completed.

UNION COLLEGE		Internship Completion Report Form		
To be submitted to the Records Office upon completion of all internship requirements				
Student Name: _____		UC ID#: _____		
I am verifying completion of all internship requirements for the following program:				
Major _____		Emphasis _____		
Name of Host Organization		Supervisor Report Submitted	Verified Clock Hours Worked	
		Date		
		Date		
		Date		
			Total Hours: _____	
Student Report Submitted		Date		
_____ _____ _____ _____ _____ _____ _____ _____				
Student signature _____ Date _____				
Advisor signature _____ Date _____				
Internship Coordinator signature _____ Date _____				
Division Chair signature _____ Date _____				
_____ _____ _____				
Return completed and signed form to the Records Office				

Graduation Requirements

Bachelor's Degree Graduation Requirements (2018-19 Bulletin):

- **124** total hours (Watch REPEATS – only highest counts)
- **36** upper division hours
- **30** of the final **36** hours or at least **100** hours must be completed at UC
- A minimum of **56** semester hours must be completed at a four-year college/university
- All courses that fulfill a major, emphasis or minor requirement must have a grade of C or higher
- Minimum cumulative GPA of 2.0 or higher (Some majors require a higher GPA – see next page)
- Completion of General Education requirements (now counted by **courses** instead of a specific number of credits)

Per Degree:

- A minimum of **12** upper division semester hours in the **MAJOR** must be taken in residence.
- A minimum of **3** upper division semester hours in the **MINOR** must be taken in residence.



Graduation Requirements

Minimum cumulative GPA:

The general minimum GPA required is **2.00**. However, some majors/programs require higher GPA's:

- Education	2.75
- Health Sciences.....	3.50
- Honors-Union Scholars.....	3.33
- Medical Lab Science.....	2.50
- Nursing	2.50

Other policies to keep in mind:

- Any courses with a "W," "CR," "AU," any repeated courses, or courses below 100 level are not included in the GPA calculation.
- When a course is repeated, the higher grade is used. Both classes remain a part of the student's permanent record but only the highest grade is computed in the cumulative GPA and the total credits earned.
- You can usually count the same class numerous times for different requirement categories, e.g., General Ed → Major/Emphasis → Minor. However, note that you can't count the same class towards a Major and Emphasis because they are under the same category. Also, if you are a BioMed major, please see your advisor for more details.
(Note: Students pursuing a General Studies degree may not count classes already used for General Education towards their 24, 12, 12 major requirements as well.)
- You may mix/match minors with different degrees (with the exception of Biblical Languages) – but you can't declare a minor without a Bachelor's degree.

Required Grades in General:

Major, emphasis, contextual or minor grades	C (2.00) or better
General Education or elective classes	Passing (D- or better)
Transferred General Education or elective classes	C- or better

Note that some programs may have more prescriptive grade requirements.

Electives:

- Take classes to reach the total hours required. Take whatever UC classes you want - but not a class you have already taken. (Also, note that you may not receive credit for a lower level class if you have already received credit for the higher level class).

Miscellaneous Class Information:

- Any class with a course number **less than 100** does not count toward the total number of hours required for graduation.
- Some classes are marked in the bulletin as "**May be repeated for credit.**" Those specific classes (usually ART, Music, and HHPA classes) will count more than once toward the total hours for graduation because they are specifically designated as repeatable for credit.
- Varsity Sports (HHPV 145 (0.5) and HHPV 170 (1.0)) usually count for one semester per academic year, if the coach submits your name for credit. Please note that these credits do NOT count towards General Education requirements.
- If you play in intramurals, that doesn't count for credit.

Transferring Classes

- Check the Transfer Equivalency Tool (see next page) or check with the Records Office before you take the class!
- Make sure school is regionally accredited.
- Some classes don't transfer – police academy, auto mechanics, etc.
- Even though something has a different title, it may be a class you've already taken.
- **Deadlines:** When you finish a class elsewhere, it may take 2-3 weeks OR MORE for UC to receive your transcript – and it is the student's responsibility to request the transcript. If you are transferring a class from Spring semester, make sure the other school can meet our deadline for graduation. It is likely you will be considered an August graduate.
- **REMEMBER:**
 - ✓ Check the other school's start & end dates for the class.
 - ✓ Ask the other school when your grade will be posted on your transcript.
 - ✓ Check that you will meet the other school's prerequisites before assuming you can take the class.
- Address for sending transcripts:
Union College, Attn: Records Office
3800 S 48th Street, Lincoln, NE 68506
transfer@ucollege.edu

Transfer Equivalency Tool

1. Go to <https://www.ucollege.edu/transfer>
2. Click on "Credit Equivalency Tool"
3. Search for your college (AP and CLEP are under "**THE COLLEGE BOARD AP/CLEP**")
4. The resulting list of classes indicates how credits from another institution will transfer to Union
5. Click on the note checkmark icon (✓) to view more info.

Transfer Credit Equivalency Tool

UNION COLLEGE			
Institution List → EQUIVALENCY LIST			
PAGE 1 OF 7			
1234567	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	<input type="button" value="Add/View My List"/>
SOUTHEAST COMMUNITY COLLEGE	UNION COLLEGE	Note? Begin End	<input type="checkbox"/>
▶ ACCT1200 PRINCIPLES OF ACCOUNTING I (4.5)	ACCT 211 PRINCIPLES OF ACCOUNTING (3)	✓ <input type="checkbox"/>	<input type="checkbox"/>
▶ ACCT1210 PRINCIPLES OF ACCOUNTING II (4.5)	ACCT 212 PRINCIPLES OF ACCOUNTING (3)	✓ <input type="checkbox"/>	<input type="checkbox"/>
▶ ACFS0860 STUDENT SUCCESS (3)	CORE 109 FOCUS IN GENERAL STUDIES (1)	<input type="checkbox"/>	<input type="checkbox"/>
▶ ANTH1020 INTRODUCTION TO CULTURAL ANTHROPOLOGY (4.5)	ANTH 1XX LOWER DIVISION ANTHROPOLOGY ELECTIVE	✓ <input type="checkbox"/>	<input type="checkbox"/>

Quarter versus Semester

Quarter credits earned	=	Semester credits awarded at Union College
1.0	=	0.67
2.0	=	1.33
3.0	=	2.00
4.0	=	2.67
4.5	=	3.00
5.0	=	3.33
6.0	=	4.00

Keep in mind that most courses taken at a community college are **all lower division**.

How do Transfer Credits Work?

- Some are equivalent to a Union College course and some are electives.
- All transfer courses are given a new code if there is no direct equivalent at UC, e.g. BIOL 1XX for a Biology elective with no direct equivalent at UC. However, if the transferred Biology class is equivalent to our General Biology I class, it will be transferred as BIOL 151.
- All transfer courses keep original title.
- Grades with C- or above transfer.
- Grades with C or above may fulfill major/minor requirements.

General Graduation Policies

- Commencement versus Graduation:**
 - Commencement refers to the ceremony. We have one Commencement ceremony each year in May.
 - Graduation refers to the day we officially consider your degree completed and is shown on diploma. Graduation happens three times per year: May, August, and December.
- Specific notes for August graduates:
 - Students may take up to 10 credits in the summer and still march in May.*
 - \$200 deposit to march if planning to complete in summer (This is refunded if you finish everything by the August deadline.)*
- All anticipated May/August graduates must apply and be approved **by April 1, 2019**, in order for his/her name to be included in the May 2019 commencement program as an anticipated May/August graduate.
- Anticipated graduates who don't finish in time will have their graduation date moved to the next graduation date.
- Academic Recognition:** Students graduating from Union College are awarded bachelor's degrees with the following designations appropriate to the minimum cumulative grade point average attained for **classes completed prior to the start of the final semester** (doesn't include final semester – no rounding).

Summa Cum Laude	3.90
Magna Cum Laude	3.75
Cum Laude	3.50

- Diploma Name versus Legal Name in Program:** Graduates may choose how they want their name to read on their diploma by completing this information on the Graduation Application. The student's legal name will be used for the commencement program (and on the transcript) as it is listed in the student information system (SIS). Students may request that their legal name be changed by submitting official documentation to the Records Office.

Graduation Application Details

- Write neatly
- Bulletin year required
- Diploma name is important
- Taking class somewhere else? Where/when are you taking it?
- List internship
- List all the classes you plan to take, including course #, name, credits, etc. and when
- Union Scholars Honors – cleared by Dr. Malcolm Russell
- Turn in any petitions with Graduation Application
- All signatures required!!

UNION COLLEGE Graduation Application and Agreement

Name: _____ UC-ID: _____

Planned Graduation Date: Month _____ Year _____ Union Scholars: Yes No

Degree: BA BMus BS BSN BSW AS

Major(s): _____

Emphasis(es): _____

Minor(s): _____

Bulletin: _____ (Must be the same for Major, Emphasis, BS/AS)
(Students who maintain continuous residence may meet the requirements in the bulletin current at the time of entry or any bulletin published during the time of residence.)

Signature of Advisor: _____ Date: _____ Signature of Division Chair: _____ Date: _____

Signature of Graduate: _____ Date: _____ Signature of Union Scholars Director/Chair: _____ Date: _____
(Must be the same as your advisor)

DIPLOMA ORDER: Please CLEARLY PRINT your name below DIRECTLY as you wish it to appear on your diploma – usually your full legal name including middle name, including initials and abbreviations.

First Name	Middle Name	Last Name
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COMMENCEMENT**: Commencement exercises are held only in May for December, May and prospective August graduates who qualify.

You are responsible for ordering your cap and gown and announcements from the Campus Store.

GRADUATION: I agree to complete all final courses (on next page) in time to allow grades to be in the Records Office by Wednesday before graduation. I agree to report any changes in plans or program to the Records Office for approval.

Please confirm that you have checked the following and that based on the classes listed on the 2nd page you are scheduled to meet each of these graduation requirements:

<input checked="" type="checkbox"/> General Education and all degree requirements	<input type="checkbox"/> B.V.K.
<input checked="" type="checkbox"/> Upper division hours: Bachelor's Degree	<input type="checkbox"/> Noticing
<input type="checkbox"/> Title IX	

Student's Signature: _____ Date: _____

Name: _____ UC-ID: _____

COURSES TO BE COMPLETED PRIOR TO GRADUATION
Major, emphasis, continental or minor grades must be C (2.00) or better

SEMESTER 1 Term: _____ Year: _____ (Union College Classes)

Prefix	Number	COURSE TITLE	Cr Hrs

SEMESTER 2 Term: _____ Year: _____ (Union College Classes)

Prefix	Number	COURSE TITLE	Cr Hrs

SEMESTER 3 Term: _____ Year: _____ (Union College Classes)

Prefix	Number	COURSE TITLE	Cr Hrs

OTHER CLASSES and/or INTERNSHIPS*

Prefix	Number	COURSE TITLE	Cr Hrs	Where Class Is Taken (Term & Yrs)

** The student must request official transcripts which should be sent directly to the Union College Records Office after completion of these courses.

The link to the Graduation Application form is:

https://www.ucollege.edu/sites/all/files/users/records/docs/Current-Student-Forms/graduation_application.pdf

Graduation Application Timeline

GRADUATION APPLICATIONS ARE DUE 3 SEMESTERS BEFORE INTENDED COMPLETION DATE

Reviewing your Graduation Application takes time! Please give your advisor, Division Chair and Records sufficient time to review your Graduation Application thoroughly!! Here's a general timeline of how long this process usually takes:

(Note that this timeline assumes there were no errors/nothing you needed to change along the way. If there are changes you need to make during this process, it will take MUCH longer!!):

You submit your Graduation Application to your ADVISOR
3 semesters before intended completion date.

***** Allow 14 business days for ADVISOR to review *****

Hopefully it all looks good – if so, your ADVISOR signs and passes it along to the DIVISION CHAIR.

***** Allow 14 business days for DIVISION CHAIR to review *****

Hopefully there are still no errors found - if so, your DIVISION CHAIR signs and passes it along to RECORDS.

***** Depending on the time of year your Graduation Application arrives in the RECORDS OFFICE, it may take appx 3 months for that process to be complete from the time the Graduation Application arrives in the Records Office. *****

The Records Office will notify you by email once the review of your Graduation Application is complete and whether it is approved or not.

(See Insert for specific deadlines for submitting Graduation Application.)

Anticipated graduates will receive a Graduation Letter 2-3 months prior to graduation confirming whether student is on track to graduate.

Resources

- **Bulletin** (UC Website)
<https://www.ucollege.edu/academic-services/academic-bulletin>
 - **Historical Schedules** (UC Website)
(Gives an idea of what upcoming schedules might be – but don't look at DS (Directed Study) courses)
<https://www.ucollege.edu/campus-services/information-systems/class-schedule>
 - **Unofficial Transcripts** (Self-Service)
 - **Academic Plan** (Self-Service)
- =====

Academic Plan

How do I know what classes are required?

1. Log-in to Self-Service
2. Click on the "Register" tab
3. Click on "Academic Plan"
4. Click on the part of the Plan that you wish to view:
Majors/ Emphases/Minors are in separate sections.



Academic Plan -

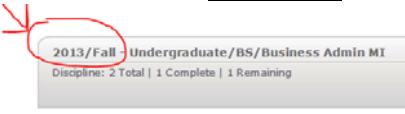
You can view information about the progress:

Academic Plans

Undergraduate

- ▶ BS/Business Admin MI
- ▶ Emphasis/Accounting MIE

5. See which bulletin these requirements are based on by viewing the year/term at the top of the plan. In the example below, the plan is based on the **2013-2014** bulletin:



6. Each category of requirements corresponds to a section of requirements as listed in the bulletin. You can see how many credits you have left to complete in each category (this includes "in progress" classes, since those have not yet been completed) – remember that the 2018-19 bulletin counts courses for Gen Ed instead of credits:



7. Some categories also have subcategories, or "classifications," within them. Each category indicates how many smaller classifications are required. For example, the General Education (GE) category "Following Christ" requires 3 smaller classifications to be completed—Christian Beliefs, Biblical Studies, and a Religion Elective:



8. The smaller classifications are listed below the main category, and similarly list how many credits are remaining for that classification to be considered complete:

Christian Beliefs						
Status	Course	Name	Sub Type	Credits	Sequence	Min Grade
I	RELB 115	Encountering Jesus as Savior	Lecture	3.00	999	Passing
P	RELT 141	Intro to Christian Faith and Adventure	Lecture	999	Passing	
P	RELT 141	Christian Beliefs	Lecture	999	Passing	
P	RELT 205	Developing the Christian Mind	Lecture	999	Passing	

Biblical Studies						
Status	Course	Name	Sub Type	Credits	Sequence	Min Grade
P	RELB 100			999	Passing	

Religion Electives						
Status	Course	Name	Sub Type	Credits	Sequence	Min Grade
P	RELT 100			999	Passing	

What If?

1. This is helpful if you are thinking of changing your degree.
2. The period corresponds to a specific bulletin.
3. Choose the degree and click "Create".
4. You can create multiple "What If" plans.
5. If you have made a plan, you can click to view it.

My What If? Plans

Options ▾

My What If? Plans

There are no plans available.

Create a What If? Plan

Period: 2013/Spring

Program: Undergraduate

Degree: BA/Communication MI

Create

Undergraduate

BA/Communication MI

Delete

Academic Plan - Legend



Shows completion of requirements. A check mark next to a class means you have completed that specific requirement. A check mark next to a classification or category means that all requirements have been completed for that classification or category.



Clicking on this symbol takes you to all available sections for the given course.



Designates a course in progress.
(Labs will show In Progress even after completion if they don't have credit – which most don't.) This is because most labs do not receive a separate grade, so the system doesn't know that they are "done."



This means that either the grade required for the course was not met or the course was withdrawn. Clicking on the symbol will take you to a page showing details for the course.

Course Code: Click on the course code to see prerequisites for the course, and then "Find Course Sections" to find available sections and add into your cart.

<input checked="" type="checkbox"/>	NURS 383	Mental Health
	NURS 415	Maternal Child Health
	NURS 423	Medical-Surgical III
	NURS 433	Disaster Nursing
	NURS 453	Management & Leadership
	NURS 474	Community Health (WR)

Catalog Details

NURS 453 - Management & Leadership

Lecture	
Description	
Prerequisites	(NURS 415 / Lecture <min grade
Corequisites	N/A
Fees	N/A
Credits	3.00
Credit Types	Letter

[Find Course Sections](#)

Pet: If marked as completed, this means you have successfully petitioned a substitute for this requirement. If not marked as completed, this means you plan (or should plan) to petition this requirement.

Waive: This requirement has been waived (e.g. CORE 108 for transfer students).

Memo: This requirement was substituted by another course as the result of an internal policy instead of a petition (e.g. bulletin change that applies to multiple students).

We are here to help you!

Records Office

Dick Administration Building,
Room #507
(402) 486-2529
records@ucollege.edu