

ADVISING – USEFUL FACTS

Specific info about departments

The **English** department requires that students have either English 100 or English 101 before taking any other English courses

The **Economics** major requires Calculus. It need not be taken concomitantly with Eco 101, but should be started no later than the beginning of the sophomore year depending on the courses the student wishes to take. You can contact the Economics department if you have more questions.

The **Political Science** department now has a language requirement. It can be waived if a student goes on a full length term abroad, but there are no guarantees of being accepted on one.

The **Modern Languages and Literatures** department advises students to start or to continue the study of a language as soon as they enter Union College.

The likelihood for students to combine the study of a language with any other academic field without scheduling problems increases IF they continue / start the study of a language upon entering Union College. The earlier a student starts or continues the study of a language in college, the better. There are academic ties between various language programs and Terms Abroad and various interdisciplinary programs.

Students with previous language experience (in high school) must make an appointment for a placement meeting with a MLL faculty before the pre-registration meeting at the Registrar's. Consultation with a department faculty member prior to signing up is always recommended.

Writing Across the Curriculum It is not absolutely essential that students begin fulfilling their WAC requirements right away. They need to do 5 WAC courses in two different divisions in addition to FYP, SRS and their Senior Writing Experience. However, it is best if at least 4 are done by the end of the junior year.

Other useful information

Course Load/Fourth Courses

The normal academic load for undergraduates is 3 courses each term. No regular student should take fewer than three courses each term. **Full tuition is charged for two courses**, unless an exception is approved by the Dean of Studies for extenuating medical/personal circumstances.

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 up to date in terms of progress (not behind in credits) 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, or equivalently for four such courses over the period of four years.

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

Behind in Credits

There are many options for students to get caught up if they are behind in credits.

They can take a fourth course at Union (with the fourth course fee).

They can take a pre-approved summer course at another college; see below (there is a maximum of 3 course credits that can be earned at schools other than Union after matriculation).

They can take an internship for a full-course credit (with a tuition charge).

They can go on a miniterm abroad.

They can earn a music, dance, ceramics or theater practicum credit by taking 3 terms of the same practicum (there is a fee associated with each term).

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.

Procedure: Students should get a transfer credit form from the Registrar's office and take that with a course description to the appropriate department chair for approval. After receiving that approval the student should drop the form off at the Dean of Studies (appointments will not be taken), where it will be reviewed. The student will be contacted when the form is ready for pick-up.

Internships for Credit

Students can earn transcript credit, which is .33 courses credit and is graded 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.

Dropping a Course

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. **There is no tuition refund for dropped courses.**

Late Withdrawals

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 of Studies 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.

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. No Pass/Fail course may count as a requirement for the major, for a minor, for General Education, or for a term abroad (including the DC term in Washington). It must be done by the end of the third week. **This is done at the Registrar; you do not need to inform your teacher.**

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.

Incompletes

Students may receive an Incomplete in a course if there are extraordinary extenuating circumstances that prevent the student from completing the course work. This is at the discretion of the faculty member in consultation with the Dean of Studies. **You cannot receive an Incomplete because you have fallen behind in your course work.**