June 2013

Dear Newcomb-Tulane College Senior:

I look forward with you to your senior year in the College. This letter contains useful information and addresses May 2014 graduation – the deadlines leading to this anticipated event and your responsibilities for completing outstanding degree requirements. Please do not discard the letter after reading it, as you may need to refer to the calendar and other information contained here during the coming year. You are receiving this letter because you have earned sufficient credits to be classified as a senior.

**Newcomb-Tulane College**

All full-time undergraduate students are in Newcomb-Tulane College. However, based upon your primary choice of major or degree program you are also enrolled in one of Tulane's schools – Architecture, Business, Liberal Arts, Public Health, or Science and Engineering. Before you graduate your school must certify that you have met the requirements of the major(s) or program in which you are enrolled. I cannot address in this letter the specific aspects of each school's curriculum and policies. You should refer to your on-line degree audit for information related to progress toward completing your degree and plan to meet with your Newcomb-Tulane academic advisor as soon as possible upon your return to campus this fall. Your degree audit is accessible from Gibson online (http://gibson.tulane.edu) under the Student menu. Any requirement in RED has not been met and means that you are not currently enrolled in the course(s) that will satisfy that requirement. The audit also notes whether or not you have filed an Application for Degree. The only way that the Advising Center is alerted that you plan to graduate within the coming year is through the filing of this application. This year for the first time, seniors will be able to submit their application online, but they must meet with their academic advisor in order to be cleared to do so. December graduates should schedule their advisor meeting before October 4. May graduates should schedule theirs by October 30.

Some degree requirements focus on the number of credits required or allowed for your degree. Examples include the minimum number of upper-level credits; minimum number of credits completed at Tulane; the senior residency requirement; allowable number and type of credits from other schools within Tulane; and credits transferred from other colleges and universities.

If you have questions about any degree requirements, first check your degree audit. Contact your academic advisor if you think there may be an error in your audit or if you are confused by any of the information presented to you. In reviewing your audit, make certain that any transfer, AP, or IB credits you may have earned have been posted to your academic record. If they have not been posted, make certain that the Tulane registrar received a transcript for your coursework that semester. You can access this information through your academic advisor.

**Reduced Course Load**

Many students plan to take a lighter course load in their final semester. While you are not required to enroll in that semester in more credits than you will need to complete your degree, some students have learned that their scholarship and other financial aid discourage part-time enrollment in the final semester. Please check with your financial aid counselor as well as your academic advisor if you are considering in enrolling in fewer than 12 credits in your final semester.
Academic Advising Center
You should plan to meet with your academic advisor in the Academic Advising Center early in the fall to discuss any questions, especially those relating to graduation. Your advisor will be able to review your degree audit with you and explain what you need to complete in order to graduate. Additional information for seniors can be found on the advising center's website http://tulane.edu/advising/students/seniors.cfm.

Major/Program Advising
If you are in the School of Liberal Arts or the School of Science and Engineering, you have been assigned a major advisor. This faculty member is a resource for you. Plan to meet with him or her soon after the fall semester begins, so that you understand exactly how you may satisfy any remaining major requirements. This advisor can discuss graduate programs with you and other opportunities within your major field.

Students in the A. B. Freeman School of Business should plan to meet with their business coordinator in the Office of Undergraduate Programs in Suite 200 of Goldring and Woldenberg Hall. Students in Public Health should plan to meet with the Public Health major advisor. Students in the School of Architecture should plan to meet with the Associate Dean of the School of Architecture.

Pre-Professional Advising
Those seniors who are planning to continue their studies after graduation in either law or in one of the health professions should also plan to meet with a pre-professional advisor in the Academic Advising Center. Additional information is available online at http://tulane.edu/advising/pre_professional_online.cfm.

Schedule Changes for Medical Reasons
There has been some misunderstanding about how university deadlines are applied in those situations when a student wants to drop one or more courses for medical reasons. A student may obtain a complete medical withdrawal from all classes through the last day of the semester, on the recommendation of Tulane's Student Health Center. The deadline for dropping one or some courses for medical reasons (partial medical withdrawal) is the Last Day to Drop, as identified in the university calendar. Exceptions to this deadline seldom are permitted and must be justified by the student and evaluated and approved by the Student Health Center, the Dean's office, and the faculty member teaching the course.

Career Services
If you anticipate beginning career employment after graduation, the Tulane Career Center is ready to assist you. Make an appointment at the beginning of the fall semester with a professional career coach. With your coach, you can develop a plan to secure your position/job; establish a strong focus on marketing yourself and developing networking skills; and identify and assess your skills, areas of expertise, and the strengths you are bringing to the employer. To learn more about the services available to you, visit http://hiretulanegrads.com.

If you plan to enroll in a graduate program after graduation, the Career Center can provide assistance in this area. You should also be in contact with your faculty or school advisor if you are planning to attend a graduate program.

Graduating with University Honors
At its spring meeting, the Newcomb-Tulane Faculty decided to make significant changes in the way in which Tulane recognizes high Latin honors (Magna cum Laude and Summa cum Laude). Students in the classes of 2014, 2015, and 2016 have the option of achieving high Latin honors either under the new rules or under the rules that were in place before this spring.
Under the new rules, all Latin honors—*Cum Laude, Magna cum Laude, and Summa cum Laude*—will be awarded on GPA alone. (The Honors Thesis and Honors courses are no longer required to graduate *Magna* and *Summa.* The GPA requirement for these honors will be set at levels so that *Summa* = the top 5% of the graduating class, and *Magna* = the next 10% of the graduating class. These standards will be calculated based on the grades of the previous graduating class. Under the new rules, for the class of 2014, *Summa cum Laude* will require a GPA of 3.9, and *Magna cum Laude* a GPA of 3.8. (For the classes of 2014, 2015, and 2016, the standard for *Cum Laude* will remain 3.400.)

Members of the classes of 2014, 2015, and 2016 also have the opportunity to graduate *Summa* and *Magna* under the old rules (GPA standards 3.800 for *Summa* and 3.600 for *Magna*), provided they have completed the requirements of the Honors Program, including the required number of honors courses or equivalents, and a two-semester honors thesis. Students graduating in the School of Business have the option of writing a conventional research thesis or a business case study; please consult advisors in the Business School about the case study. A student who wishes to receive honors in Business and in a second major in SSE or SLA must write a research thesis. Students in Architecture and Biomedical Engineering should consult with relevant faculty advisors about the expectations for honors theses in those fields.

The Honors Thesis remains Tulane’s principal way of recognizing achievement in undergraduate research and scholarship. Students who complete honors theses receive honors in their major or majors, in addition to any Latin honors. In order to be eligible to write an honors thesis, a student must have an overall cumulative GPA of 3.400 or higher, and a cumulative major GPA of 3.500 or higher. Any student intending to write an honors thesis must submit a prospectus to the Honors Program by September 9. For more detailed information about the prospectus and the thesis process, see the Honors Program website (http://honors.tulane.edu).

**Code of Academic Conduct**

The Honor Code applies to all undergraduate students at Tulane. If you do not have a copy of the *Code of Academic Conduct* you can obtain one from the Advising Center or from the Dean's Office in Cudd Hall. This booklet contains information on violations, penalties, the composition of the Honor Board, and the process for adjudicating alleged violations. While you may think that it is primarily first-year students who run afoul of these regulations, this is not always the case. Each year the Board hears cases involving seniors. Students found guilty usually have to delay their graduation as a consequence of a sanction imposed for violating the Code. Be familiar with the expectations for your academic conduct.

**Commencement 2014**

Tulane Commencement ceremonies will be held in the Superdome – on Saturday, May 17. You will receive additional information about Commencement-related events in the near future. Monitor the Commencement website for new information: http://tulane.edu/grads. Students in good standing who are not graduating because they have not completed all degree requirements, but wish to participate in the commencement ceremonies should contact their academic advisor.

**Catalog**

The university catalog can be found online at http://catalog.tulane.edu.

**Address Information**

Students do not always update their local addresses with the Registrar's office. As a result, many of you have campus mailbox addresses or off campus addresses listed that no longer are correct. You will miss being notified about matters of potential interest or concern unless you list your correct local address. Update local address information at http://registrar.tulane.edu.
Read through the enclosed calendar to learn of deadlines during the coming academic year that will apply to you. Please complete and return the Co-curricular Involvement questionnaire. This information is useful to the College when we are asked to provide recommendations or make nominations for awards or fellowships.

With best wishes for an enjoyable and productive senior year,

Sincerely,

James M. MacLaren
Dean, Newcomb-Tulane College

Enclosures
IMPORTANT DEADLINES FOR NEWCOMB-TULANE
SENIOIRS, 2013-2014

All seniors should arrange to meet with their advisors as early as possible to check major requirements and general degree requirements. The degree audit shows missing requirements in RED and can be found as a link on the registrar’s home page.

AUGUST
26   Classes begin
30   Last day to confirm registration

SEPTEMBER
6    Last day for 100% tuition refund
6    Last day to register/add classes
13   Last day for 75% tuition refund
20   Last day for 50% tuition refund
20   December ’13 graduates –
     Deadline for receipt of transcripts for transfer credit
27   Last day to drop without record
27   Last day to change grading rules for audit
27   Last day for 25% tuition refund

OCTOBER
4    May ’14 graduates – Degree applications due
28   Last day to drop classes
28   Last day to change grading rules other than audit

NOVEMBER
4    Priority registration begins for Spring ’14 –
    May ’14 graduates should review their degree audits with
    their advisor before registration

DECEMBER
6    Last day of classes
7-8  Study period
9-17 Exam period

December ’13 graduates who are assigned incompletes on the final grade roster will not graduate. December ’13 graduates should confirm Spring ’14 addresses with the Academic Advising Center; also they should complete a commencement participation form and give instructions for handling their diploma.
## IMPORTANT DEADLINES continued –

### JANUARY

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<td>24</td>
<td>Last day to register/add classes</td>
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<td>24</td>
<td>Last day to remove fall incompletes</td>
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<tr>
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| 31   | May ’14 graduates –  
  Deadline for receipt of transcripts for transfer credits |

### FEBRUARY

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<td>14</td>
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<td>14</td>
<td>Last day to change grading rules for audit</td>
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### MARCH

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### APRIL

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| 9    | Priority registration begins for Summer/Fall ‘14  
  *Summer/Fall ’14 graduates should review their degree audits with their advisor before registration* |
| 11   | August ’14 and December ’14 graduates –  
  Degree applications due |
| 29   | Last day of class |
| 30-MAY 1 | Study period |

### MAY

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<tr>
<td>2-10</td>
<td>Exam period</td>
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<td>COMMENCEMENT!</td>
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CO-CURRICULAR INVOLVEMENT

NAME

(Please Print)

List and describe your co-curricular activities and community involvement since you enrolled at Tulane and the number of years you have been involved with each activity or organization:

List those organizations at Tulane in which you have held a leadership position, the position(s) held, and the responsibilities associated with each:

over
Describe any internships completed and work experience during your years at Tulane:

Awards and other recognition received while at Tulane:

Describe any research experience you have had while at Tulane:

Return completed forms to:
Dean’s Office, Newcomb-Tulane College, Tulane University, 116 Cudd Hall, New Orleans, LA 70118