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I. ADMINISTRATION

- Nicholas J. Altiero, Dean of Science and Engineering
- Janet B. Ruscher, Associate Dean for Graduate Programs
- Stephanie J. Borrego, Senior Program Coordinator for Graduate Programs

II. PROGRAMS IN THE SCHOOL OF SCIENCE AND ENGINEERING

The School of Science and Engineering offers research-oriented programs leading to the degrees of Doctor of Philosophy and Master of Science. The Doctor of Philosophy degree is offered in the fields of:

- Bioinnovation
- Biology (in the departments of Cell and Molecular Biology and Ecology and Evolutionary Biology)
- Biomedical Engineering
- Chemical and Biomolecular Engineering
- Chemistry
- Earth and Environmental Sciences
- Mathematics
- Neuroscience
- Physics
- Psychology

The degree of Doctor of Philosophy may also be earned in an interdisciplinary field.

Students are admitted into Master of Science degree programs either from among undergraduate students enrolling in the 4+1 MS program or as independent, newly admitted students to MS programs. MS degrees are offered in the following:

- Applied Mathematics (new admissions)
- Biomedical Engineering (4+1 and new admissions)
- Cell and Molecular Biology (new admissions)
- Chemical and Biomolecular Engineering (new admissions)
- Computational Science (4+1 and new admissions)
- Earth and Environmental Sciences (new admissions)
- Ecology and Evolutionary Biology (4+1 and new admissions)
- Environmental Biology (4+1)
- Mathematics (new admissions)
- Neuroscience (4+1 and new admissions)
- Physics (4+1)
- Psychology (4+1)
- Statistics (4+1 and new admissions)

In addition, the following department offers the MS degree, but does not admit students directly into the MS program:
- Chemistry

III. SCHOOL OF SCIENCE AND ENGINEERING DEGREE PROGRAMS
Graduate programs in Tulane’s School of Science and Engineering award both Master of Science and Doctor of Philosophy degrees. For Master of Science degree programs, the minimum requirement is 24 semester hours plus thesis or equivalent. For departments and programs offering a non-thesis masters, this degree may also be obtained by a minimum of 30 hours of coursework. For masters programs, one academic year must be in full-time residence status or its equivalent of part-time study in the graduate program. For special masters programs, the requirements vary with the individual program. For Doctor of Philosophy degree programs, the minimum requirement is 48 semester hours and a dissertation. One academic year must be in full-time residence status. Additional departmental/program-specific requirements and specifications may exist. Please check with the department/program for additional information.

The graduate student’s entire program of study will often be within a single department. In some cases, however, a student may take some of the work outside the major department with the approval of the chair of both the major department and the other department or departments concerned. Occasionally, the needs of individual students may require a special interdisciplinary Ph. D. program. For further information see Special Interdisciplinary Programs in this catalog.

DEGREE OF MASTER OF SCIENCE
The requirements for this degree are a minimum of 24 hours plus thesis or 30 hours of coursework without a thesis. Additional departmental/program-specific requirements and specifications may exist. Please check with the department/program for additional information.
Thesis Requirements
A student should choose a topic or project in consultation with a tenure-track faculty member in the major department who will serve as director. The student, in coordination with his/her director should form a committee of a minimum of three members, which will serve as the thesis committee. The majority of the committee should comprise tenure-track faculty at Tulane; other members may include Professors of Practice, Research Professors, and/or faculty at other institutions. Exceptions to these stipulations may be made with the approval of the Associate Dean for Graduate Programs.

Format requirements for the thesis are as follows:
1. The title page must contain the subject of the thesis, the date on which it was submitted, the department/program, and the signature of the candidate, under which should be typed the candidate’s full legal name. Signatures of each of the examining committee members, with the member’s full legal name typed underneath, should also be listed in the lower right-hand corner.
2. A full list of authorities and books consulted (bibliography) and a short biography of the candidate must be appended.
3. No abstract of the thesis is required.

For more information, see the Guidelines for Thesis and Dissertation Preparation available on the SSE website. More detailed instructions for the preparation of the theses may be obtained from A Manual of Style, University of Chicago Press; the M.L.A. Style Sheet; or A Manual for Writers of Term Papers, Theses and Dissertations by Kate L. Turabian, available at the University bookstore. The thesis committee chair will advise which guide is preferred. Theses of a purely scientific nature may call for a form generally accepted by that field of study. Biology uses the Style Manual for Biological Journals, and the Department of Psychology prefers the Publication Manual of the American Psychological Association. Check with the School of Science and Engineering Graduate Program website for the final submission date of theses for graduation.

Requirements for submission of the approved thesis are as follows:
1. The thesis must printed on thesis paper (20lb. bond, white, 100% cotton, archival quality) approved by the School of Science and Engineering.
2. The original typescript of the thesis must be submitted to the Graduate Program’s office of the School of Science and Engineering with original signed cover sheet. This copy will be bound at no cost to the student and will be the copy of record in the Tulane Library system.
3. Submission of an electronic copy of your thesis to ProQuest for official publication. This is REQUIRED. Students will pay ProQuest directly for copyrighting, if desired.


DEGREE OF DOCTOR OF PHILOSOPHY
Students undertaking work for the degree of Doctor of Philosophy should understand that this degree is awarded not for an accumulation of course credits only, but for original work in the discipline. Ideally the student is expected to finish the course requirements in two full years of graduate study and complete the dissertation by the fourth year. The student must demonstrate in independent study and research, as evidenced in the dissertation, the ability to carry out an original investigation in the chosen field. A minimum of one-year full-time study in residence at Tulane University is required.

The minimum course requirements are usually 48 semester hours; however, students should refer to the departmental/program-specific requirements. Where necessary, a department/program will require additional hours of course work. Students ordinarily must complete the requirements for the doctoral degree within seven years from the date of matriculation in the School of Science and Engineering. Only in unusual cases, with the approval of the department chair and Associate Dean for Graduate Programs, will credit be approved for courses taken more than six years before first registration for graduate work.

General (Preliminary or Qualifying) Examination
The student shall undertake the general (preliminary or qualifying) examination as set by the department/program deadlines. Normally this examination is taken by the end of the second year of graduate study (or at the beginning of the third year). A student who fails to take the test within a reasonable length of time will be judged not to be making adequate progress towards the degree and will be advised by the department/program not to continue graduate study. The test is a comprehensive examination over the student’s field of study. It covers the student’s knowledge of appropriate subjects and courses and is a rigorous test of scholarly competence and knowledge. The examination also tests acquaintance with the scholarship in the field and powers of bibliographical criticism. Finally, the examination affords the examiners the basis for constructive recommendations on any subsequent program of studies to be undertaken by the student. It should be noted that in some departments/programs cumulative
examinations are used in lieu of and/or in addition to the general or preliminary examination.

**Prospectus and Dissertation Committee**

A student should choose a topic or project in consultation with a tenure-track faculty member in the major department who will serve as director. The student, in coordination with his/her director should form a committee of a minimum of three members, which will serve as the dissertation committee. The majority of the committee should comprise tenure-track faculty at Tulane; other members may include Professors of Practice, Research Professors, and/or faculty at other institutions. Exceptions to these stipulations may be made with the approval of the Associate Dean for Graduate Programs. The approval of the prospectus as described below also serves as approval of the committee. The responsibilities of the dissertation committee are specified below under Dissertation and Final Examination.

**Prospectus**

A student will usually submit a prospectus after the student has completed course requirements, satisfied any departmental/program-specific foreign language requirement and passed the general examination. Upon the recommendation of the department/program, however, the student may submit a prospectus any time after completion of one year of full-time residence. The department’s/program’s recommendation for approval of the prospectus should include one copy of the prospectus itself. The prospectus should be approximately three doubled-spaced typewritten pages in length, or may be submitted in the department/program’s required format. The cover sheet should state the student’s name, department/program, the title of the proposed dissertation, and the name of the chair and the other members of the committee. The introduction of the prospectus should contain a summary of earlier work on the problem. The body should include an orderly description of the plan for the investigation. The conclusion should clearly state the anticipated nature of the investigation results. Major sources of information should be indicated and a selective bibliography attached. The prospectus should be submitted to the Graduate Programs office along with a signed copy of the prospectus approval form.

**Admission to Candidacy**

Admission to the School of Science and Engineering in a doctoral program does not constitute official admission to candidacy for the Doctor of Philosophy degree. Requirements for admission to candidacy vary among departments/programs. The minimum requirements for admission to candidacy
that the student must meet are: completing course requirements, satisfying any departmental/program-specific teaching and research requirements, and passing a general examination. Some departments/programs also require that the student have submitted a prospectus of the dissertation approved by the student’s dissertation committee. The recommendation for admission to candidacy is made by the department/program and must bear the signature the chair of the department/program. The recommendation for admission to candidacy must be submitted to the School of Science and Engineering no later than September 15 for those expecting to receive the degree in December, or December 15 for those expecting to receive the degree in May, or March 15 for those expecting to receive the degree at the end of the Summer Session.

The Dissertation
The dissertation is the necessary demonstration that the graduate candidate is worthy of taking a place among research scholars in their discipline. As the culmination of the doctoral degree, the dissertation must demonstrate not only mastery of the literature of a subject, but also the candidate’s ability to carry on independent research, a genuine contribution to a field of knowledge, and/or an original interpretation of existing knowledge, and it must do so in a literate and lucid fashion.

The format requirements for the doctoral dissertation are as follows:
1. The dissertation should be printed on paper approved by the School of Science and Engineering (20lb. bond, white, 100% cotton, archival quality).
2. The title page of both the abstract and the dissertation must contain the subject of the dissertation, the date on which it was submitted, the department/program and the signature of the candidate, with the candidate’s full legal name typed underneath. Signatures of each of the examining committee members, with the member’s full legal name typed underneath, should also be listed in the lower right-hand corner.
3. A full list of authorities, articles, books, etc., consulted in the preparation of the dissertation and short biography of the candidate must be appended.

For more information, see the Guidelines for Thesis and Dissertation Preparation available on the SSE website. Detailed instructions for the preparation of the dissertation may be obtained from: A Manual of Style, University of Chicago Press; the M.L.A. Style Sheet; or A Manual for Writers of Term Papers, Theses and Dissertations, by Kate L. Turabian. The department chair or dissertation committee chair will advise which guide is preferred. Dissertations of a purely scientific nature may call for a format generally accepted by that field of study.
Biology uses the *Style Manual for Biological Journals* and the Department of Psychology prefers the *Publication Manual of the American Psychological Association*.

The student should complete the writing of the dissertation with the aid of his/her committee and submit drafts to each member of the committee prior to the oral defense. The oral defense should be set by the student in coordination with the department/program and the committee. The student should then make any revisions required by the committee. Once the committee has approved the final copy of the dissertation, the dissertation should be submitted to the SSE Graduate Programs office for final approval. Please note that the SSE Graduate Programs office will willingly review electronic copies of the dissertation for formatting and other requirements prior to official submission.

The deadline dates for the submission of dissertation are posted on the Graduate Programs website of the School of Science and Engineering. On or before deadline dates for dissertation submission, the student must do the following for the School of Science and Engineering Graduate Programs office:

1. Submit final copy of the dissertation on 100% cotton paper with original signed cover sheet and abstract. This copy will be bound at no cost to the student and will be the copy of record in the Tulane Library system.
2. Submit an electronic copy of the dissertation to ProQuest for official publication. This is REQUIRED. Students will pay ProQuest directly for copyrighting, if desired.

Each doctoral student is required to have the dissertation published by ProQuest in Ann Arbor, Michigan. The dissertation should be submitted to ProQuest electronically via the link available on the SSE website. Various forms of publication are available through ProQuest. Once the dissertation is published with ProQuest, additional copies are available for purchase.

**Oral Defense Final Examination**

All candidates must take a final examination for the Doctor of Philosophy degree. Normally this examination consists primarily of an oral defense of the dissertation, but it may be extended to include course material or any other relevant material at the discretion of the examining committee. This examination should be scheduled after the dissertation is in its final form and reviewed and
approved by the committee, but not later than the deadline for submission of the dissertation to the Graduate Programs office. The requirement for final examination will not be waived, unless the candidate and the department/program can establish a case of extreme hardship subject to review and approval of the Associate Dean for Graduate Programs.

The final examination committee is appointed by the dissertation committee chair; it usually includes the members of the dissertation committee but may include any other members of the Graduate Faculty, including members of other departments/programs or other universities.

SPECIAL INTERDISCIPLINARY PROGRAMS
In addition to the regular disciplinary programs leading to the Doctor of Philosophy degree (listed earlier in this guide), the School of Science and Engineering recognizes that individual student needs may require interdisciplinary programs. Frequently, a candidate’s major department can arrange such programs of study by simply incorporating courses from other departments into the candidate’s program. However, the School of Science and Engineering also recognizes that a special interdisciplinary doctoral program may occasionally become desirable to meet the educational and career needs of an individual student using university resources not reflected in any single department (e.g., it might occasionally be desirable to approve a program leading to the doctoral degree in biophysics even though there is no regular degree program in biophysics or organized department in that field in the university).

The following provisions are made for the development, approval, and supervision of Special Interdisciplinary Programs leading to the doctoral degree. A Special Interdisciplinary Program is a formal ad hoc interdepartmental program leading toward the Ph. D. It will consist of work taken in two or more departments/programs, one of which has a doctoral program. Although the specific requirements for each ad hoc program will differ, the minimum requirements for such a program are: one-year residence, 48 semester hours of course work (including up to 24 semester hours transfer credit), a general (preliminary or qualifying) examination, a prospectus, a dissertation, and the final oral examination. Additional requirements may be imposed at the discretion of the dissertation director.

For such a program to be feasible, there must be at least one member of the Graduate Faculty who is a specialist in the interdisciplinary area of the student’s
interest and a sufficient number of faculty in at least two departments/programs who are prepared to supervise work in it. Normally the student’s prospectus-dissertation committee consists of members of the major departments/programs, but may include a member from another department/program or even a faculty member from another institution. To determine feasibility, an eligible student should consult with the appropriate faculty before making a formal application.

To be eligible for such a program, a student must have a B.S. degree with a major in one of the disciplines which will be a major constituent of the proposed program; or have completed at least one semester of full-time graduate work in such a discipline and be in good standing either at Tulane or at another graduate institution; or have a Master of Science degree in such a discipline from another graduate institution.

Formal application to such a program depends upon the applicant’s Tulane residence status such that:

1. A student not currently registered in the School of Science and Engineering must apply to SSE for admission in the normal way, except that the student must specify the interdisciplinary nature of interest, the professor(s) the student wishes to direct the dissertation, and at least two of the departments to be involved. If an ad hoc committee of that professor (who shall serve as advisor pro tem) and representatives of at least two of the departments/programs involved recommend it, the Associate Dean will offer admission.

2. A student currently in residence in the School of Science and Engineering need only petition a qualified member of the Graduate Faculty, citing the student’s own interests and qualifications. If the professor considers the student qualified for work in the area of interest, the professor shall become the major advisor-pro tem and shall give formal notification to the student, the appropriate department chairs, and the Associate Dean for Graduate Programs. A committee consisting of at least five members of the Graduate Faculty is recommended to the Associate Dean by the major advisor. Normally, the major advisor acts as chair of this committee. The committee draws up a study plan setting forth requirements including courses and examinations; probable dissertation topic; and the proposed title of the degree (e.g., Engineering Economics, or Philosophy of Science). The student and/or chair of the committee forwards the study plan and a statement of the student’s qualifications to the Associate Dean for Graduate Programs and to the chairs of those departments/programs.
concerned. Approval by the Associate Dean authorizes the student to follow the special interdepartmental program. The ad hoc committee constitutes the student’s dissertation committee and performs all the functions normally carried out by faculty in a regular doctoral program. The committee chair serves as the chief sponsor of the candidate’s dissertation and performs functions normally carried out by a department/program chair (supervision of financial assistance in cooperation with the Associate Dean for Graduate Programs and the chairs of those departments/programs concerned, coordination of faculty, supervision of the student’s academic work, and recommendation for formal admission to candidacy for Doctor of Philosophy degree).

IV. ADMISSION TO DEGREE PROGRAMS
Applicants to programs in the School of Science and Engineering must present evidence of satisfactory preparation for the subject(s) in which they seek to specialize from recognized institutions to the department/program committee concerned. All students must hold the undergraduate degree before enrolling. Only students with undergraduate GPA of B or better, or with an otherwise certifiable equivalent record of academic achievement are ordinarily admitted. Students may be required to make up undergraduate course deficiencies before being admitted to a graduate degree program. Graduate credit will not be awarded for any courses taken to make up undergraduate course deficiencies.

Students who wish to be admitted to the School of Science and Engineering should apply on-line. Acceptance decisions are made by the Associate Dean for Graduate Programs in coordination with the graduate program to which application was made; however, no student can be recommended for admission until ALL the following documents have been received: (1) a completed application form, (2) three completed recommendation forms, (3) official transcripts of all undergraduate records and of any previous graduate work, (4) a statement of career objective not to exceed 500 words, and (5) an official score report for the Graduate Record Examination (GRE) General Test. (Certain departments/programs require the appropriate GRE Subject Test score as well.)

Students whose first language is not English are required to submit an official score on the Test of English as a Foreign Language (TOEFL) exam. All transcripts and other documents and material required for application for admission become the property of the School of Science and Engineering and are not returnable.
Admission to Tulane’s School of Science and Engineering is on the basis of academic accomplishments and potential, regardless of race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, disability, or veteran status. A Master of Science degree is not prerequisite to the beginning of study for the Doctor of Philosophy degree, but a student may be required to complete the Masters degree while working toward the doctorate. Provisional admission may be granted to students who have not completed all the application requirements (e.g., the submission of acceptable GRE or TOEFL scores). Probationary admission may be granted upon conditions that the applicant must fulfill in the first semester or first year of enrollment in order to have the probationary status changed to regular degree status.

GRADUATE RECORD EXAMINATION
Applicants for admission must take at their own expense the General Test of the GRE. Certain departments/programs also require the GRE Subject Test. Please consult the department or program of interest. The test scores will be used, with other data, to determine eligibility for admission and to aid in counseling the applicant after admission. For more information the visit the Educational Testing Service website at www.ets.org.

ENGLISH PROFICIENCY
A foreign applicant for admission must present satisfactory evidence of sufficient competence in reading, writing, speaking and understanding spoken English. Ordinarily, the applicant will demonstrate competence by presenting an acceptable score on the TOEFL. Applicants are expected to have an overall score of 90 or greater for admission to the School of Science and Engineering. For information about the TOEFL, visit the Educational Testing Service website at www.ets.org.

A student who scores below the definitive level of competence may be required to take English as a Second Language (ESL) instruction without credit until the ESL program director certifies the student’s competence. Additional ESL coursework for credit is also an option. All foreign applicants are also required to take the Graduate Record Examination (GRE). Departments/programs may require additional verification of English proficiency.

SPECIAL STUDENTS (NON-DEGREE)
Admission as a special student (non-degree status) allows a student to register for a total of no more than 15 semester hours of graduate credit at 50% of the
regular graduate tuition rate. Applicants who wish to be admitted to special student status must submit a completed application form and official transcripts of all undergraduate records and of any previous graduate work. Permission to enroll in a course is at the discretion of the Department Chair and/or the Professor who is teaching the course. After 15 hours of graduate course work at Tulane have been completed, the student on special non-degree status may not register for additional graduate credit, unless approved by the Associate Dean. A special student who wishes to be considered for admission to a degree program may reapply to the School of Science and Engineering. (See requirements described under Admission to Degree Programs.) Upon the recommendation of the department/program chairperson and approval of the Associate Dean for Graduate Programs, graduate-level course work done as a special student may be transferred for credit to a degree program.

CANDIDATES FOR DEGREES IN OTHER GRADUATE SCHOOLS
Candidates for advanced degrees at other graduate institutions who wish to receive graduate credit for courses taken at Tulane should secure approval of their plans for temporary study in the School of Science and Engineering from responsible authorities in their own institutions. They should then apply for admission to the School of Science and Engineering as special students (non-degree).

V. RULES AND REGULATIONS
Upon admission to Tulane’s School of Science and Engineering, students are held responsible for compliance with the regulations of the School of Science and Engineering and of Tulane University as set forth in this catalog and in other current or subsequent official statements. They should familiarize themselves with these regulations. The University reserves the right to change any of its courses and charges without advance notice and to make such changes applicable to students already registered as well as to new students.

FULL-TIME RESIDENCE STATUS
To hold a fellowship, scholarship, or any of the various kinds of assistantships available in the School of Science and Engineering, a student must be registered with full-time residence status. To determine student privileges and assess tuition and fees, a student with full-time residence status must be registered for at least nine hours of graduate credit per semester until admitted to candidacy. These nine hours of graduate credit may be a combination of course work and research or solely research credit.
For doctoral students, after completing the requirements for admission to candidacy, students must register for dissertation research. In this status, the student registers for three credits of graduate dissertation research and is recognized as full-time. For Master’s students, upon completion of course work, students may register for three credits of Master’s thesis research and be considered full-time.

Any off-campus employment for remuneration may disqualify a student from receiving financial aid from the School of Science and Engineering. Students should consult with their faculty advisor and departmental advisor prior to seeking off-campus employment.

PART-TIME RESIDENCE STATUS
For the purpose of determining student privileges and for the assessment of tuition and fees, a student with part-time residence status is any student who prior to admission to candidacy is registered for less than nine hours of graduate credit. See Continuous Registration Requirements given below.

CONTINUOUS REGISTRATION
A student admitted to the School of Science and Engineering in a degree program must be continuously registered in a degree-granting division of the University until the awarding of the degree. For most students, this includes the summer, fall, and spring academic terms. The continuous registration requirement applies both to resident and non-resident students.

Graduate students must be registered from the date of first registration until the receipt of the degree, unless the registration is terminated by resignation or by dismissal for academic or disciplinary reasons. Under exceptional circumstances a student may be granted leave by the dean, and during such period of leave, a student will be considered in continuous registration without payment of fees.

Students on tuition waiver who are supported as teaching assistants, research assistants, fellows, or trainees have full-time status when they are enrolled in at least 3 credit hours of course work, Master’s Research, or Dissertation Research.

Any student who is not registered for course work in a degree-granting division of the University must be registered in 3 credits of Masters Research or Dissertation Research in order to remain in continuous registration.
TENURE FOR DEGREE STUDENTS
Tenure is the maximum period of time normally permitted for the completion of all requirements for a degree, and it is determined on the basis of consecutive academic years from the date of registration for graduate study at Tulane or at another institution. Tenure is not affected by residence status. Under certain circumstances, upon the recommendation of the chairperson of a student’s department or program committee, the dean may extend tenure, but a student whose period of graduate study is unduly prolonged or interrupted may be required to perform additional work.

For the Master of Science degree, tenure is five years, although some departments/programs stipulate much earlier completion of all requirements for the degree. For the Doctor of Philosophy degree, tenure is seven years.

GRADUATE-LEVEL COURSES
Courses numbered from 6000 to 6999 are for graduates and advanced undergraduates. Courses numbered 7000 and above are exclusively for graduates. Graduate credit is not given for courses numbered lower than 6000. Schedules of classes are given in the official timetable posted by the Registrar each semester.

REGISTRATION FOR UNDERGRADUATE CREDIT AND PROVISIONAL GRADUATE CREDIT
An undergraduate at Tulane University with a grade point average of at least 3.3 in his major program may register, normally in the senior year, for up to six credits of 6000-level courses, for credit toward a baccalaureate degree. Permission of the course instructor, advisor, and chair of the major department are required. If passed with B or better on the graduate grading scale, graduate credit may be awarded if the student is admitted to an appropriate graduate program in the School of Science and Engineering. In order to receive graduate credit, the student must obtain a recommendation from the chair of the graduate department and approval of the Associate Dean for Graduate Programs.

TRANSFER CREDIT
The department/program concerned and the Associate Dean for Graduate Programs must approve the acceptance of graduate credit for work done at other graduate institutions or in another division of Tulane University. Up to 12 semester hours of transfer credit may be accepted toward a Master of Science degree, and up to 24 semester hours of transfer credit may be accepted
toward the doctoral degree; SSE departments may use more stringent maximums for specific degrees. Work used toward another degree of equal level will not be accepted (e.g., Courses used for Master’s degree at another institution or Tulane School may be applied toward a PhD from SSE, but not toward an SSE MS degree). To be considered for transfer credit, graduate work done at another institution or in another division of Tulane University must carry a grade of B or better. In cases in which transfer credit is requested for work outside the student’s program, the SSE department who offers coursework in that area should be consulted (e.g., MATH should recommend transfer credit of MATH courses for students).

The tenure for completion of all work in a Master’s program is five years, and tenure deadlines apply to transfer credit. Thus, transfer work applied toward the SSE MS degree must have been completed no more than four years from the date of first registration as an SSE graduate student. The tenure for completion of all work in a PhD program is seven years. Thus, transfer work applied toward the SSE PhD degree must have been completed no more than six years from the date of first registration as an SSE graduate student. Only in unusual cases, upon the recommendation of the chair of the student’s department, may the dean approve for transfer credit courses taken earlier. The decision concerning the acceptance of all transfer of credit to the record of a graduate student will not be reached until after the student has completed at least one semester of successful study at Tulane. After a semester (nine hours) of study at Tulane, the student should petition the department to recommend transfer credit to the School of Science and Engineering.

REGISTRATION POLICIES AND PROCEDURES

Students registering in full-time or part-time residence status should review the University Registrar’s Office website for all registration information, which includes information on Tulane University’s Gibson Online, dates, times, and procedures for registration. The Schedule of Classes is also available on the Registrar’s website. Students should be mindful that timely registration is necessary to avoid issues with standing, status, and financial considerations such as student loans and stipends.

All admitted students are eligible to register with Gibson Online. All students must confirm their registration by the deadline set by the Registrar each semester. Students assume financial obligations for their courses upon registration.
Change of Courses
Students wishing to add or drop courses should consult the Schedule of Classes posted on Tulane’s Registrar’s website for deadlines and instructions. Failure to make schedule adjustments promptly and accurately may result in financial or academic penalties.

Change of Departmental Program
A student who has been admitted to a degree program in one department/program and wishes to transfer to another program must obtain the approval of the chair of both departments/programs concerned and the approval of the Associate Dean for Graduate Programs before the change is official. The necessary form for such changes is available in the Graduate Programs office in School of Science and Engineering.

GRADES
Grades for Science and Engineering students are reported as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Grade</th>
<th>Value</th>
<th>Grade</th>
<th>Value</th>
<th>Grade</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
<td>C+</td>
<td>2.333</td>
<td>D-</td>
<td>0.667</td>
<td>IP</td>
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<tr>
<td>A-</td>
<td>3.667</td>
<td>C</td>
<td>2.000</td>
<td>F</td>
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<td>W</td>
<td>Withdraw/no penalty</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
<td>C-</td>
<td>1.667</td>
<td>P</td>
<td>Pass</td>
<td>WF</td>
<td>Withdraw/failing grade</td>
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<tr>
<td>B</td>
<td>3.000</td>
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<td>B-</td>
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</tbody>
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I: Incomplete – This grade will automatically become F unless the work is made up within 30 days after the beginning of the following semester, excluding Summer School. This grade is not to be used as an automatic extension but only for unavoidable delays caused by illness or other emergencies.

R: Research – In those cases where research cannot be completed within the 30-day limit following the end of the semester, this grade will be given to indicate this circumstance. This grade carries a different meaning from that of IP, which is given at the end of the first semester of a two-semester course.

IP: In Progress – Satisfactory progress at the end of the first semester of a yearlong course; grades are assigned upon completion of the course.
W: **Withdraw (no grade penalty)** - Courses may be dropped without record within six weeks of the first day of classes. Refer to Academic Calendar for exact dates each semester. Withdrawals with the grade of W after these dates may be accomplished only if the instructor notifies the dean that the student is passing and recommends permission to withdraw.

WF: **Withdraw (failing grade)** – This grade will be assigned if the student’s work in a course is unsatisfactory at the time of withdrawal.

Some courses (typically departmental seminars and practica) are approved by departments as Pass/Fail. These grades may be reported as follows:

S: **Satisfactory** or U: **Unsatisfactory**.

With the exception of these designated courses, courses that earn S/U grades do not contribute credits toward graduate degree requirements. Note also that grades of U are calculated into the GPA as a D whereas grades of S are not calculated in the GPA. SSE graduate students who wish for courses to appear on their transcript but not be graded or counted toward the degree should explore the AU (audit) option.

**QUALITY OF WORK REQUIREMENTS**

A minimum average quality-point ratio of 3.0 (B) must be maintained by all graduate students in the School of Science and Engineering. If a student receives one B- grade, the student is immediately considered for probation by the Associate Dean for Graduate Programs in consultation with the appropriate department/program. If a student receives two grades of B-, or one grade less than B-, during his/her tenure in the School of Science and Engineering, the student is placed on probation and considered for dismissal by the Associate Dean in consultation with the appropriate department/program. The terms of the probation are to be worked out by the department/program in consultation with the Associate Dean. It is the department’s/program’s responsibility to report to the Associate Dean’s office any student not making reasonable progress towards the degree. The above guidelines will be applied to all graduate students (master and doctoral degree candidates). It is also understood that these are minimum standards and that some departments/programs may impose more strenuous standards.

**GRADE GRIEVANCE**
If a student is dissatisfied with a grade, the student must first discuss the complaint with the professor. If the complaint is not resolved, the student must next submit a written complaint to the department/program chair and the grade appeal will be examined at that level. If there is still no satisfactory resolution to the grade grievance the complaint may be passed in writing to the Associate Dean for Graduate Programs.

MEDICAL EXCUSES
Attendance at Tulane is mandatory and students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors may establish policies for attendance of their classes, which should be announced at the beginning of the semester. Students who find it necessary to miss class must assume responsibility for making up the work covered during that session, including quizzes, examinations, and other exercises; they also are responsible for obtaining notes on material covered in lectures or other class sessions.

Students are responsible for notifying professors about absences that result from serious illnesses, injuries, or critical personal problems. However, the University Health Service does not issue medical excuses, except in instances of illnesses or injuries that involve hospitalization.

WITHDRAWLS

Voluntary Withdrawal
A student who has registered for a semester and plans to withdraw from the division must inform the Associate Dean for Graduate Programs. The student formally withdraws by writing a letter addressed to the Dean for Graduate Programs. After appropriate action has been completed with the Dean, confirmation of withdrawal will be sent to the student. The official date of the withdrawal from the division must be approved by the Associate Dean and usually is the date of formal notification. The withdrawal date is important for determining possible refunds. Students who officially have withdrawn from the division cannot reside on campus and must surrender their student identification cards at the time of withdrawal. After the last day to drop courses, a student withdrawing from the division without adequate reason, as determined by the Associate Dean, will receive WF grades. A W grade will be recorded if withdrawal has been approved for medical reasons.

Resignation from the School of Science and Engineering must be made in writing
to the Associate Dean for Graduate Programs. The student who finds it necessary to withdraw or to resign should report to the Dean’s Office to complete a withdrawal or resignation form.

**Medical Withdrawal**

A withdrawal from courses for medical reasons requires an official letter of recommendation from a physician in the Student Health Center or the student’s personal physician and the approval of the Associate Dean for Graduate Programs. Students needing a medical withdrawal should, if possible, report to the Graduate Programs office before going to the health service for an evaluation. Medical withdrawal letters should be delivered to the Graduate Programs office within 48 hours after they are issued. W grades are assigned when a student withdraws from one or more courses for medical reasons after the last day to drop without record. A partial medical withdrawal (from some but not all courses) or incomplete grades in one or more courses may be permitted upon the recommendation of the Student Health Center or other physician. Students requesting a partial medical withdrawal must confer with the Associate Dean for Graduate Programs, who makes the final decision on this matter. Withdrawals from individual courses for medical reasons are not given during the last two weeks of classes. The deadline for medical withdrawals from all courses is the last day of classes each term. Requests for retroactive medical withdrawals must clearly indicate the reasons for failure to submit a medical withdrawal request before the end of classes in order to receive consideration.

**Required Withdrawal and Denial of Enrollment**

A student may be required to withdraw from any course or from the university, temporarily or permanently, for any of the following reasons: 1) possibility of danger to the health of the student or to that of other students if enrollment is continued; 2) refusal to obey regulations; 3) violation of the Honor Code or other serious misconduct; 4) unsatisfactory class attendance; or 5) work below the required scholastic standards. Requests for required withdrawal may be submitted by the dissertation director, department/program chair, teacher of the student in question, or by the Honor Board, and must be approved by the Associate Dean for Graduate Programs.

The University reserves the right to forbid any student’s continued enrollment without assignment of reason. The School of Science and Engineering, however, will provide a student with a statement of explanation in writing from the department/program. An appellate procedure has been established in cases involving academic performance or possible infringement of academic freedom.
There are also appellate procedures in cases involving non-reappointment of fellowships or scholarships when the formal terms of the first award have given reasonable expectation of renewal. Such procedures may also apply to cases in which a graduate, teaching, or research assistant, is relieved of a position before the end of the term of the appointment or is not reappointed when the formal terms of the first appointment have given reasonable expectation of reappointment (see Guideline for Graduate Assistants).

**LEAVE OF ABSENCE**

Under extreme circumstances, a leave of absence may be granted to a graduate student. An officially sanctioned leave of absence is an interruption in a student’s graduate enrollment approved by the student’s dissertation advisor and the Associate Dean for Graduate Programs. Students must be in good standing, and their requests must be provided in writing with a suggested timetable for the student’s return. This type of leave permits the student to take an absence for no longer than one calendar year without reapplying for admission. Students returning from a leave of absence within the calendar year are not required to file a readmission application.

Students who plan to return from a leave of absence must inform their Department/Program and the SSE Dean’s office in writing by the dates outlined in the Leave of Absence Policy form. Financial support, if received prior to the leave, is not guaranteed upon return. Prior to submission of this Request, the student should discuss with the Department Chair and Graduate Advisor a) conditions under which support likely would be provided and b) possible mechanisms of support.

**POLICY ON INTELLECTUAL PROPERTY**

The University policy on intellectual property applies to all graduate students. Any invention or discovery resulting from projects supported in whole or in part by funds, personnel, or facilities provided by or administered by the Board of Administrators of Tulane University is the property of Tulane University. The University has a policy of sharing with the inventor any income derived from such discoveries. For more information on Tulane’s policy, see "Intellectual Property Policy and Procedures" in the Tulane Faculty Handbook.

**CONFERRING OF DEGREES**

Degrees earned in the School of Science and Engineering are awarded three times a year – in December, May, and August. There is only one commencement program, and it is held in May. A candidate must inform the Graduate Programs
office if they will not be present at the degree ceremony. Candidates for degrees are required to complete an application for degree form on or before deadline dates.

VI. FINANCIAL POLICIES

TUITION AND FEES
Tuition and fees are due at the time of registration. Students receiving full or partial tuition waivers are not expected to pay the waived tuition, even though the tuition may appear on the student’s account at the beginning of the semester. All full-time graduate students must pay University fees that cover academic support, health services, student activities and the Reily Student Recreation Center. Current tuition and fees for graduate students are posted at the web site of the Accounts Receivable office.

REFUNDS
The deadlines for the refund of full, three-quarter, one-half, or one-quarter tuition in any semester are given in the academic calendar as posted by the Registrar each semester. Refunds are recommended by the Dean in strict accordance with the calendar deadlines set by Tulane’s Registrar and only when withdrawals are official. No refunds will be granted after the one-quarter-refund deadline. The established deadlines are applicable under all conditions for withdrawal. University fees, including the student activity fee, are refundable only through the last day to register or add classes.

Note: Students who have completed their course work requirements and been admitted to candidacy are required to register for Masters Research 9980 (3 credit hours) or Dissertation Research 9990 (3 credit hours) in order to maintain continuous registration.

Note: Special tuition rates are assessed for graduate students enrolled in certain Masters programs. Please check with the relevant department/program for information regarding the program and its tuition rate.

FINANCIAL OBLIGATION TO THE UNIVERSITY
No diploma or certificate of credit is given to a student who is in default of any payment due to a division of the University.

FINANCIAL ASSISTANCE
Financial support for graduate students is awarded by the Associate Dean for Graduate Programs based on the recommendation of the admitting
department/program and is primarily on the basis of academic merit. Candidates for aid must ordinarily present a combined GRE verbal and quantitative score of at least 1100 and an undergraduate GPA of 3.0 or better. Financial assistance is available in the form of tuition scholarships, part-time teaching or research assistantships, fellowships, or combinations of these awards. Ordinarily, the Associate Dean will not award financial aid for the pursuit of a second Tulane degree at the same level, e.g., a second Master of Science degree from Tulane. To hold a fellowship or scholarship or any of the various kinds of assistantships, a student not only must be registered in full-time residence status, but also must maintain an academic level of performance satisfactory to both the department/program and to the dean. Any other employment for remuneration may disqualify a student from receiving financial aid from the School of Science and Engineering.

If a student is applying for federal financial assistance, the completed application for admission materials must be received by the School of Science and Engineering no later than February 1. Notice of awards will be sent out from the Office of Financial Aid on or about March 15. Award decisions cannot be made on incomplete applications. Support cannot be guaranteed for applications received after Feb. 1.

LOAN FUNDS
Graduate students are strongly encouraged to contact the Office of Financial Aid for information on additional aid and loans. The University offers financial assistance to qualified students who are U.S. citizens or permanent residents through the long-term Federal Perkins Loan Program (formerly National Direct Student Loan Program). This loan may be used as a supplement to, or in lieu of other forms of aid for students with demonstrated financial need. Repayment of 5 percent interest and principal begins six to nine months after the recipient ceases to be a halftime student and may be spread over a period of up to 10 years. Such loans provide a means of transferring expenses from college years, when the student’s own earning potential is low and the financial pressure may be great, to the years immediately after college, when the average graduate enjoys a substantial income. Application for these loans is through the Free Application for Federal Student Aid (FAFSA) process. FAFSA application forms can be completed on the FAFSA website.

Students who are enrolled at least half time and are U.S. citizens or permanent residents may also apply for unsubsidized Stafford Loans if they are enrolled at least half time and are U.S. citizens or permanent residents. Although a needs
test is not required, applicants must have their eligibility for a subsidized Stafford Loan determined before applying for the unsubsidized loan. Additional information is available from the Office of Financial Aid. Other non-need based loans that may be available to credit-worthy students.

Short-term loans are available to provide for emergencies that may arise during the academic year. Ordinarily these loans are restricted to one per academic year, with a maximum of $175, and repayment is expected by the end of the semester. Short-term loans are available only during the fall and spring semesters. Applications may be obtained from the Student Loan Office.

TUITION PAYMENT PLANS
Families can further facilitate their ability to meet costs by subscribing to an installment payment plan. Contact the Office of Financial Aid for organizations that offer tuition payment plans.

VII. UNIVERSITY SERVICES

VETERAN’S BENEFITS
The Office of the University Registrar fulfills the university’s obligations to students receiving benefits from the Veterans Administration. To apply for benefits, students should contact the Veterans Administration Office in their hometowns for a Certificate of Eligibility (preferably before registering in a college or university). The Veterans Administration sends Certificates of Eligibility directly to students who must then bring them to the Office of the University Registrar. Students transferring from other colleges or universities should submit Change of Program or Place of Training applications at their hometown Veterans Administration Office. Student enrollments will be certified to the Veterans Administration after registration for the semester. Dependents may qualify for assistance under the Dependents Educational Assistance (DEA) program if either parent has died as a result of active wartime service in the armed forces. Eligible students should apply to their hometown Veterans Administration Office. Certification procedures are similar to the process for veterans. The performance standards to continue to receive VA benefits may be different from the academic standards described elsewhere in the catalog. Students should direct specific questions to the Office of the University Registrar.

HOUSING AND MEALS
University housing for graduate students is limited and is allotted on a first come, first served basis. One-, two-, and three-bedroom apartments are available
in The Papillon Apartments or the Deming Pavilion. These apartments are unfurnished except for refrigerators, stoves, and venetian blinds. All university residence halls and apartment complexes are air-conditioned. Please check the Tulane Housing website for rental and lease information. There is usually a waiting list for these facilities so applications should be submitted early.

To locate off-campus housing, plan to arrive in New Orleans at least two weeks in advance of registration or sooner, if possible. The campus is in a residential area and a variety of accommodations are usually available. For information concerning housing, contact the Housing and Residence Life Office.

Meals are available on campus on a contract or cash basis. There are a number of inexpensive restaurants located within walking distance of campus. For information concerning the University food service, contact the Director of Food Services.

**PARKING**

Parking on campus is available for a yearly fee. Information concerning parking stickers is available through the Traffic and Parking link on the Public Safety website. Free parking is available just off campus (at University Square on Broadway) with a convenient shuttle to the uptown campus. New Orleans has excellent public transportation, including the St. Charles Avenue streetcar, one of the few electric streetcars still in operation in the United States. The streetcar, as well as many bus lines, connects the Tulane campus with the Garden District, the Central Business District, and the French Quarter.

**STUDENT HEALTH CENTER**

The Student Health Center (SHC) is located on the campus and is a component of the Tulane University Health Sciences Center. Its staff provides medical, gynecologic, psychiatric, and health education services for all full-time students on the uptown campus at no charge. Part-time students may pay a modest service fee for each semester to be eligible as well.

During the academic year the SHC is open 8:30 a.m. – 4:30 p.m., Monday through Friday, and Saturdays 9 a.m. - 12 noon. The clinics hours change in the summer and you should check the SHC website or call 504-865-5255. A physician is on “beeper call” when clinics are closed. Emergencies that occur on campus during the academic year are responded to by the Tulane Emergency Medical Service (TEMS), whose student volunteers are trained as emergency medical technicians that provide 24-hour a day ambulance service for the campus community.
Services at the Student Health Center are provided to students regardless of their insurance programs; however, all full-time students are required to have some form of medical insurance in case of hospitalization. Many students are no longer covered by their parents’ policies, and for them Tulane has developed the option of a reasonably priced Tulane student health insurance program.

**CENTER FOR EDUCATIONAL RESOURCES AND COUNSELING**

Tulane’s Center for Educational Resources and Counseling, known as the ERC, offers psychotherapy, career testing, tutoring and disability services to help students thrive personally and academically. ERC services are confidential to the full extent allowed by law, and most are free of charge to currently enrolled Tulane students.

Students with disabilities may request and receive appropriate services and accommodations through the Office of Disability Services (ODS), which is part of the ERC. Before accommodation decisions are made, students must register with ODS by filling out an Accommodation Packet and submitting all necessary documentation for review. Since this process can take time, students are strongly encouraged to register as soon as possible, rather than wait until a need arises.

The Center embraces a career-coaching model that allows staff to work with students in an outcomes-focused manner. Short-term psychotherapy or counseling is available for almost any kind of personal concern (e.g., adjusting to college, relationships, stress, anxiety, depression, sexuality, career direction, choosing a major, family problems, grief/loss, traumatic events, crises). ERC professionals include psychologists, social workers, counselors, and graduate students in professional training.

Numerous workshops, as well as therapy and support groups, are offered each semester. Counselors and peer educators can help students improve time management, note taking, test taking, and other study strategies. The Writing Workshop provides help for papers written in the English language.

The ERC staff also advises the student organization REACH, the Rape Emergency Awareness and Coping Hotline. Trained REACH volunteers provide support to victims of sexual assault and sexual harassment. For more information, visit the office’s website.

**CAREER SERVICES CENTER**
The Tulane Career Services Center (CSC) offers programs and services that encourage students to explore careers, learn and apply career decision-making skills, gain professional experiences while enrolled at Tulane, and, promote interaction among students and members of professional communities.

By offering a comprehensive career decision-making, career planning, and other instructional programs students are presented with opportunities and support systems that engage them actively in their own career management. Regardless of the students’ level of decidedness about their career decisions, center staff work with students to help with self assessments, market and occupational exploration, gaining experiences through internships, assistantships, and community service and developing job search strategies.

Throughout any given year students can take advantage of career planning courses, job search workshops, career panels, individual career coaching, externships, internships, job fairs, and on- and off-campus recruiting programs. Students can also utilize several web-based career guidance and job searching programs hosted and monitored by the office. Alumni and friends of Tulane extend the services of the office by reaching out to Tulane students as internship hosts, mentors, and career coaches. To find out more about the CSC visit their website or stop by the CSC offices in the Collins C. Diboll Complex.

RECREATION and LEISURE

Both on and off the campus there are rich cultural and recreational resources for Tulane students. More information can be found on the main Tulane website. Additionally, Tulane University’s Reily Recreation Center offers numerous, health, fitness, and recreational activities.

LIBRARIES

Tulane has nine libraries, containing 3.2 million volumes, 14,000 periodicals and 1.6 million government documents. Tulane’s Online Library Catalogs can be found through the library’s main website.

COMPUTER SERVICES

For information on all of Tulane computer services, please see Tulane’s Technology Services website.