

## Academic Performance

### CREDITS AND GRADES

Undergraduate units at Tulane University are measured by credits that correspond to the number of hours the class meets per week. Most courses meet three hours a week and are valued at three credits.

University College, along with the other undergraduate divisions of Tulane, adopted a plus/minus grading system beginning the fall of 1981. Each grade is assigned a number of grade points that are used in the calculation of the grade point average. Grades and grade points used in University College are:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00 (average)
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	failing, no grade points = 0.00
WF	withdrawn failing, counts in the GPA as an F = 0.00
UW	unofficial withdrawal, counts in GPA as an F = 0.00
W	withdrawn passing, not used in GPA computation
S	satisfactory, not used in GPA computation (C- or above) but counted in earned hours
U	unsatisfactory, not used in GPA computation (below C-) and earns no credit
AU	audit, not used in GPA computation
I	incomplete, no grade points = 0.00

#### *Satisfactory/Unsatisfactory*

Both full-time and part-time students in University College may avail themselves of the satisfactory/unsatisfactory option. A course with the grade of satisfactory (S) may not be used to satisfy the proficiency, foreign language, major, or minor requirements, and no more than 18 credits of S will be credited toward the degree. Students should be aware that many colleges will not accept the transfer of credit with this grade.

Students may take three credits of work on a satisfactory/unsatisfactory basis per academic year if they have completed at least 30 credits of college work and are not on probation.

In order to receive a satisfactory grade, students must earn a C- or higher. The grade of S is not calculated into the grade point average. Grades below C- will be

designated as unsatisfactory (U). The grade of U will not be calculated into the grade point average.

#### *Audit*

Any student may take a course on an audit basis. No credit is earned for this work, but the course is entered on the official transcript with a grade of AU. Part-time students must pay the appropriate tuition for an audited course.

#### *Incompletes*

An incomplete is given at the discretion of the instructor. It allows a maximum extension of one month after the end of the term for the completion of the coursework. If the work has not been submitted by the deadline, the incomplete is converted to an F.

#### *Repeated Courses*

Part-time students who do not want a grade to count in the grade point average may repeat the course provided that:

- the course to be repeated was completed during the student's first semester or summer session at Tulane
- the repeated course, taken at Tulane, is identical to the one it replaces

If both of the above conditions are met, the student must meet with an advisor and request that the first grade be dropped from computation in the grade point average. The grade for the repeated course, even if lower than the first grade, will be factored into the student's GPA. The grade for the first course will still remain on the student's transcript.

**Note:** This rule applies only to part-time students entering University College during or after the 1997 fall semester, excluding students transferring from another division of the University; there is no repeated course option for full-time students. If passing grades are recorded twice or more for the same course, only the credit hours for one course will count towards the graduation total.

Grades assigned by a university committee, including a WF for an Honor Code conviction, cannot be removed from the student's transcript or cumulative grade point average even though the course may be repeated.

#### *Maximum Credits for Part-Time Students*

Part-time students in good standing in University College are limited to 13 credits per semester. Undergraduate students may not enroll in 700-level courses.

## **Honors**

A Dean's List of undergraduate students is compiled at the end of the fall and spring semesters and posted in the University College office. To be eligible for the Dean's List, students must earn a grade-point average of 3.40 or greater. Students who earn a grade of U on any courses taken on a satisfactory/unsatisfactory basis are not eligible to be on the Dean's List. Part-time students must pass at least 6 credits, excluding those earned in courses taken on a satisfactory/unsatisfactory basis; full-time students must pass at least 9 credits, excluding those earned in courses on a satisfactory/unsatisfactory basis.

Superior baccalaureate students are recognized at graduation by the award of the distinction cum laude. To qualify, a student must have a cumulative grade point average of at least 3.40, must have earned at least 36 credits at Tulane University, excluding those earned in courses on a satisfactory/unsatisfactory basis, and must be receiving a bachelor's degree.

The Theta Chapter of Alpha Sigma Lambda is a national scholastic honor society for part-time college students, and invitations for membership are extended each year to qualified students. To be eligible, students must be enrolled on a part-time basis in a degree program, have attended University College for at least three semesters, earned at least 36 credits at Tulane, and have a cumulative grade point average of at least 3.2. Additional information on requirements and invitations to membership can be obtained from the chapter advisor in the University College office.

## **Registration**

All students must register by the beginning of each semester. Students register with TUTOR, Tulane University's Touch-tone Online Registration or TOUR, Tulane University's Online Registration. Information regarding dates, times, and procedures for TUTOR appears in the Schedule of Classes issued by the Registrar's Office in mid-semester. All admitted students are eligible to register with TUTOR. Currently enrolled students are given the first opportunity to register for coming semesters; registration packets are mailed to currently enrolled students mid-semester in the fall and spring semesters. Bills for tuition and fees are mailed; students assume financial obligation for their courses upon registration.

Students wishing to add or drop courses should consult the Schedule of Classes for deadlines and instructions. Failure to make schedule adjustments promptly and accurately may result in financial or academic penalties.

**Note:** University College reserves the right to cancel any course with inadequate enrollment.

## Requirements for Graduation

### ASSOCIATE DEGREE

To receive an associate degree, the student must complete all of the program requirements and have at least a 2.00 (C) cumulative grade point average.

### BACHELOR'S DEGREE

To receive a first baccalaureate degree from University College, students must have a minimum of 124 credits of passing work, as follows:

#### Proficiency Requirement

English/Writing (LAS requirement is 4 credits)	7 credits
Formal Thought	3-4 credits
(BA, BGS, BFA) Mathematics (BS)	6-8 credits
Foreign Language/Non-Western Culture	6-8 credits
Supporting Requirements	6 credits
Oral Communications	(3)
Computer Applications	(3)

(Not required for LAS majors)

#### Distribution Requirement

Humanities	12 credits
Science	12 credits
Social Science (BGS, BA or BS with University College major)	12 credits
Humanities	9 credits
Science	10 credits
Social Science	9 credits
Writing	3-4 credits
Found. of Western Culture	3 credits
Non-Western and Latin American Cultures (BA or BS with Liberal Arts and Sciences major)	3 credits
Humanities	9 credits
Science	10 credits
Social Science (BFA)	9 credits

#### Major Requirements

Major (BA, BS)	30 to 36 credits
Concentration (BGS)	30 credits
Fine Arts (BFA)	48 credits

#### Minor Requirement

Minor (Not required for LAS majors or for double majors)	15-24 credits
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**Electives****2 to 24 credits****Minimum Credits to Graduate****124 credits**

Students must have a cumulative 2.0 grade point average to graduate. For University College majors, no fewer than 62 credits must be earned in courses listed at the 200 level or higher.

No more than half the credits used toward satisfying graduation requirements may be in the major. Students may take no more than 70 credits each of humanities, science, and social science. This includes credits in the major. Undergraduate students may not enroll in 700-level courses.

**Students may not submit toward graduation requirements more than 6 credits of electives earned in courses with designations such as Independent Study, Special Projects, Directed Study, and Practicum. Students who must exceed this limit are required to petition the dean's office.**

Students must file an Application for Degree/Certificate form with their academic advisor early in the semester in which they expect to graduate.

**ENGLISH PROFICIENCY REQUIREMENT**

English 101, a 4-credit intensive writing course, is Tulane's LAS English proficiency requirement. Part-time students may complete UENG 125 online instead of English 101. In addition to English 101 or UENG 125, students majoring in University College disciplines must also complete 3 credits in an English literature or writing course. Students who need to review basic English skills before enrolling in English 101 or UENG 125 may wish to take English 100, available in class or online, for elective credit. English 100 does not count toward the proficiency requirement.

Full-time students in University College must enroll in English 101 in either their first or second semester and, if required, each subsequent semester until completing the requirement. Part-time students should include English 101 or UENG 125 within the first 18 credits they earn at Tulane.

**FORMAL THOUGHT PROFICIENCY REQUIREMENT**

Students working toward a Bachelor of Arts, Bachelor of Fine Arts, or Bachelor of General Studies are required to demonstrate proficiency in 3-4 credits of formal thought by passing any mathematics course; Philosophy 106 or 121; Computer Science 101, 103, or 117; or Management 325. (Students majoring in an LAS discipline may not use Phil 106, CIS 170, or UMG 325 to satisfy this requirement.)

Students seeking a Bachelor of Science are required to complete at least 6-8 credits of mathematics.

**Note:** After attempting three semesters of enrollment (or after two semesters for transfer students), full-time students in University College must be enrolled continuously in a course that meets the formal thought proficiency requirement until that requirement is completed. Any student who is under this condition and fails to properly register or drops the course will immediately be placed on probation and be required to pass the proficiency requirement during the next semester of enrollment. Failure to do so will result in academic dismissal.

### **FOREIGN LANGUAGE PROFICIENCY REQUIREMENT**

Students pursuing any bachelor's degree offered by University College are required to demonstrate proficiency in a foreign language. Proficiency is demonstrated through successful completion of the second level in any foreign language, or two courses in Non-Western culture/society, such as ANTH 102, 301, 316, or HISL 171, or LAST 101, or a combination of one language and one Non-Western course.

### **SUPPORTING REQUIREMENTS**

Students majoring in University College disciplines are required to complete one course in computer applications and one course in oral communications. There are no supporting requirements for Students majoring in LAS (Liberal Arts and Sciences) disciplines.

### **DISTRIBUTION REQUIREMENT**

Students majoring in University College disciplines are required to complete 12 credits each of humanities, sciences, and social sciences and in each distribution area courses must be chosen from at least two different academic departments.

Students majoring in LAS disciplines must complete 9 credits in humanities and fine arts with at least 3 credits in fine arts and 3 credits in humanities; 10 credits in science from at least two disciplines, including one laboratory science course from an approved list; 9 credits of social sciences from at least two disciplines; 3-4 credits in a designated writing intensive course, and 3 credits each in courses designated

“Foundations of Western Culture” and “Non-Western and Latin American Cultures.”

To fulfill the distribution requirements for a Bachelor of Fine Arts, students must complete at least 9 credits in humanities and fine arts, including at least 3 credits in fine arts and 3 credits in humanities; 7 credits in sciences, including courses in at least two disciplines and one laboratory course; and 6 credits of social sciences from at least two disciplines.

Courses that may be used to satisfy the humanities distribution requirement include any class in African and Diaspora Studies, architecture, art, art history, classics, communication, dance, English, foreign languages, Jewish Studies, linguistics, music, philosophy, and Theater, and for students majoring in University College disciplines Exercise Science 418, Media Arts 200, 250, and 315, and Speech 140 and 311.

Courses that may be taken to satisfy the science distribution requirement include any class in astronomy, biological sciences, chemistry, computer science, geology, mathematics, physics, and psychology, and for students majoring in University College disciplines Anthropology 101, Exercise Science 202, 303/313, 304/314,, 310/312, 311, 402/413, 405, and 407/417 as well as one course in Computer Information Systems.

Courses that satisfy the social science distribution requirement include any class in anthropology, economics, geography, history, Latin American Studies, political economy, political science, sociology, Women's Studies, and for students majoring in University College disciplines Geology 206 and 208, Exercise Science 420, and one course chosen from Paralegal Studies 201 and 405, and UPLW 101.

Courses taken to satisfy proficiency and supporting requirements may not be used to fulfill distribution requirements for University College majors. For majors in the liberal arts and sciences, courses taken to satisfy proficiency requirements may not be used for distribution requirements.

## **MAJOR AND MINOR REQUIREMENTS**

Courses taken to satisfy proficiency, supporting, and distribution requirements may be used to fulfill major and minor requirements. At least 24 credits in the major must not overlap with the minor. Students must have a grade point average of 2.0 in the major and the minor to receive the degree.

## **RESIDENCE REQUIREMENT**

The last 48 credits of a student's degree program must be completed at Tulane University, with the final 24 taken while enrolled in University College. For an associate degree, certificate, major, or minor, at least one-half of the credits required in the area of concentration must be completed while enrolled in University College.

## **LIMITATIONS**

### *Leave Restrictions for Returning Students*

Part-time students who return to University College after an absence of more than seven semesters may not be able to complete the program in which they originally enrolled. Returning students should talk with an academic advisor to determine possible changes in requirements or curriculum.



*Business Course Restriction*

Students may not earn more than 27 credits in courses under the business studies category or apply more than 27 credits of business courses toward any University College program. Business studies credits earned at University College are not applicable to any AACSB-accredited business school. All courses in accounting, business law, finance, management, human resource management, marketing, and real estate fall within this restriction.

*Evening Course Restriction for Full-Time Students*

Full-time students in University College are traditional day students and are limited in the number of evening courses that they can take during any semester. This limit is seven credits. Students desiring to take more than seven credits in the evening must obtain approval of the Associate Dean. Full-time students in University College who are classified as freshmen may not enroll in courses with the following designations: Independent Study, Directed Study, Special Projects, Practicum, or any course in Business Studies or Paralegal Studies.

## **Academic Standards**

A student may be dismissed from University College for lack of sufficient academic progress toward fulfilling degree requirements. Through adherence to these regulations, the University seeks to ensure that its educational facilities are reserved for capable students who are motivated. For continued eligibility, academic progress is measured both by minimum credit and minimum grade point average.

University College students fall into two groups—full-time and part-time—and these are treated differently in assessing the quality of their work. Full-time students take 13-17 credits per semester; part-time students may take up to 13 credits each semester.

### **ACADEMIC PROGRESS FOR PART-TIME STUDENTS**

Undergraduate classification is based on cumulative earned credits:

Freshman	0-24 earned credits
Sophomore	25-56 earned credits
Junior	57-91 earned credits
Senior	over 91 earned credits

Part-time students in University College are required to maintain a minimum grade point average throughout their enrollment (see table below). Students who fail to meet this minimum standard are placed on academic probation. The cumulative grade point average of a student is calculated by dividing the number of quality points a student has earned by the total number of quality hours (including credits with failures). Only the grades of S, U, NR, W, and grades in courses affected by University College's "Repeated Course" policy are excluded from this calculation.

### **ACADEMIC ENFORCEMENT FOR PART-TIME STUDENTS**

The quality of each part-time student's work will be monitored at the end of each semester. Enforcement consists of two distinct steps: probation and dismissal.

#### *Probation*

Any part-time student who does not meet the minimum cumulative grade point average as shown in the table below will be placed on academic probation.

The status of probation lasts until it is removed as a result of academic improvement or ended by dismissal. Part-time students who are placed on probation are warned that their academic progress is insufficient, and they are given a set time period (ordinarily one semester) in which to raise their cumulative grade point average to the required level. Part-time students on probation may enroll in no more than seven credits. As a further condition, all coursework taken while on probation must be passed with at least the grade of C. Students on probation cannot be given a recommendation of good academic standing to another institution for purpose of cross-enrollment or summer school admission.

#### *Dismissal*

After attempting 31 credits at Tulane, part-time students will be dismissed if they fail to earn a "C" in each course taken while they are on academic probation.

Dismissal from the university is for a period of at least one academic semester (summer is not counted as a semester). A third dismissal is non-appealable and will be for a period of one calendar year. Any coursework taken at another college or university during the dismissal period is not transferable to University College.

#### *Minimum Credits and Grade Point Average Quality-of-Work Rules*

## **For Part-Time Students**

<i>Minimum Cumulative Attempted Hours</i>	<i>Minimum Cumulative GPA</i>
1-30	1.75
31-61	1.85
62-93	1.95
94-124	2.00

### *Reinstatement*

Any student who has been dismissed from University College has the right to petition the University College Academic Performance and Petitions Committee. Students who return after their dismissal period are placed on academic probation.

### *Petitions*

Petitions from students who have been denied registration under these regulations are evaluated by the Academic Performance and Petitions Committee of University College.

Successful petitioners will be readmitted on the terms and conditions specified by the committee, which may include limitation on the number of courses, specification of courses that must be taken, progress that must be achieved, the time within which terms and conditions must be met, and classification of academic standing.

## **ACADEMIC PROGRESS FOR FULL-TIME STUDENTS**

The academic progress of all full-time University College students is determined by a minimum grade point average and a designated number of earned credits. These two criteria are reviewed at the end of every academic semester in order to determine whether or not the student is eligible to continue in University College in good academic standing. Students who fail to pass at least 8 credits in any regular semester will lose their eligibility to continue during the next regular semester. The summer session does not count as a regular semester.

**Note:** This rule does not apply to a student's first semester of his or her freshman year.

The chart below stipulates the required standards for continuation in University College.

## **ACADEMIC ENFORCEMENT FOR FULL-TIME STUDENTS**

The quality of each full-time student's work will be monitored at the end of each semester. Enforcement consists of two distinct steps: probation and dismissal.

### *Probation*

Full-time students who fail to meet University College's credit and Grade Point Average Quality-of-Work rules will be designated as "Not in Good Academic Standing." This status requires that the student be placed on academic probation during his or her subsequent semester of enrollment. The probationary semester is a fixed period during which the student is allowed to correct any credit and/or grade point average deficiencies.

### *Dismissal*

Full-time students who fail to meet the requirements set forth in their probation will be dismissed from the university for a period of one academic semester (summer is not counted as a semester). A third dismissal is non-appealable and shall be for a period of one calendar year. Any coursework taken at another college or university during the dismissal period is not transferable to Tulane University.

*Petitions for Reinstatement*

Any full-time student who has been dismissed from University College has the right to petition the University College Academic Performance and Petitions Committee. Students who return after their dismissal period are placed on academic probation and are given specific academic requirements to remove the probationary status.

*The Academic Performance Committee*

Petitions from students who have been denied registration under these regulations are evaluated by the Academic Performance and Petitions Committee of University College.

Successful petitioners will be readmitted on the terms and conditions specified by the committee, which may include limitation on the number of courses, specification of courses that must be taken, progress that must be achieved, the time within which terms and conditions must be met, and classification of academic standing.

*Minimum Credits and Grade Point Average Quality-of-Work Rules for Full-Time Students*

<b>Semesters Completed</b>	<b>Eligibility to Continue in Good Academic Standing in</b>	<b>Minimum Cumulative Credits Passed</b>	<b>Minimum Cumulative GPA</b>
1	2nd semester	12	1.50
2	3rd semester	24	1.75
3	4th semester	36	1.83
4	5th semester	48	1.90
5	6th semester	60	2.00
6	7th semester	72	2.00
7	8th semester	84	2.00
8	9th semester	96	2.00
9	10th semester	108	2.00
10	11th semester	124	2.00

**CLASS ATTENDANCE**

Regular attendance is essential to successful academic progress. Students are expected to attend all classes, laboratories, seminars, and conferences as scheduled unless they are ill or prevented from attending by exceptional circumstances.

Since the majority of University College students are adults attending part-time, the administration and faculty try to accommodate their special needs. Occasionally, family or work may conflict with school responsibilities.

Instructors may establish policies for attendance of their classes, which are announced at the beginning of the semester. Students who find it necessary to miss class are responsible for obtaining notes on material covered in lectures or other class sessions. It is up to the instructor to determine whether to allow the student to make up missed quizzes, examinations or other exercises.

Students are also responsible for notifying professors about absences that result from serious illnesses, injuries or critical personal problems. Medical excuses are not issued by the University Health Service, except in instances of (1) illnesses or injuries that involve hospitalization; (2) in the event of partial or complete withdrawal due to medical reasons; or (3) in the event of a missed final examination for a medical condition being cared for by the Student Health Center. In all of these instances medical information will only be released with the student's written permission.

Students should be aware that instructors have the right to lower grades for excessive absence or failure to make up work missed. They may also assign a grade of WF.

Students who find their attendance seriously interrupted by exceptional, unforeseen circumstances are encouraged to discuss their difficulties with their instructor or academic advisor.

**HONOR CODE**

The integrity of all undergraduate students, whether in Newcomb College, Tulane College, or University College is based on the absolute honesty of the entire community in all academic endeavors. As part of that community, students have certain responsibilities regarding all independent work that forms the basis for the

evaluation of their academic achievement. Tulane students are expected to familiarize themselves with the principles of this honor code and to conduct themselves in a manner that complies with it at all times.

The scholarly community of the university depends on the willingness of both faculty and students to uphold the honor code. When a violation of the honor code is observed, it is the duty of every member of the academic community who has evidence of the violation to take action. Students should take steps to uphold the honor code by reporting any possible offense to the instructor or the honor board. Students should under no circumstances tolerate any form of academic dishonesty.

In all work submitted for academic credit, students are expected to represent themselves honestly. The presence of a student's name on any work submitted in completion of an academic assignment is considered to be an assurance that the work and ideas are the result of the student's own intellectual effort, stated in his or her own words and produced independently, unless clear and explicit acknowledgement of the sources for the work and ideas is included. This principle applies to papers, tests, homework assignments, artistic productions, laboratory reports, computer programs, and other assignments.

If a violation of the honor code is suspected, the associate or assistant dean will provide the accused student with a copy of the formal charge in writing: the nature and occasion of the alleged violation, the name of the complainant, copies of the documents pertinent to the allegation, and a copy of the honor code. He or she will be allowed four working days to prepare his or her case; an extension to this period will be granted by the dean if necessary. The student may seek the counsel of a college advisor in preparing for the hearing. The advisor may be present at the hearing but can not testify. Because the hearing is an administrative procedure, internal to the workings of the university, the student shall not be represented by legal counsel. The student is expected to attend the hearing but non-attendance by the student and/or witnesses will not in itself prevent a hearing or the imposition of appropriate sanctions. The accused student may make a statement before the honor board, testify, present evidence, call witnesses, and examine or dispute any evidence. Conversely, the student may choose to make no statement and/or decline to respond to any question. The student is entitled to a fair and confidential hearing and will be presumed innocent.

If the student is judged innocent, there will be no report of the case on his or her college record. If the student is judged guilty, he or she will have the right to appeal the verdict and/or recommended sanctions to the appropriate dean within seven working days of the hearing. The appeal must be in writing and must provide evidence of substantial procedural error, excessive penalty or new evidence.

It should be noted that the hearing is not a legal procedure, so formal rules of evidence and courtroom procedures do not apply. The purpose of the hearing is to provide the student with an opportunity to be heard and to supply the hearing panel with the relevant information necessary to reach a decision. Honor board procedures are of grave importance and are to be taken seriously by all concerned. All persons appearing before the honor board are obligated to be completely honest. Charges can result in suspension or expulsion from the university. It is every student's duty to ensure that the principles of the honor code are upheld and that the procedures are properly followed.

## **HONOR CODE VIOLATIONS**

Any student behavior that indicates a lack of academic honesty and integrity is considered a violation. The following are defined as violations:

### **Cheating**

Unauthorized giving, receiving or use of material or information in examinations, quizzes, assignments or other course work, or trying to do so, with the attempt to influence a grade.

### **Plagiarism**

The use of the ideas, data or specific passages of others that are unacknowledged or falsely acknowledged, with the purpose of influencing a grade. Any paraphrasing or quotation must be appropriately acknowledged.

### **Falsification of Research**

The fraudulent or deceptive generation of data or the knowing use of data gathered in such a manner.

### **Unauthorized Collaboration**

Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.

### **Multiple Submission**

Presentation of a paper or other work for credit in two distinct courses without prior approval by both instructors.

### **Misrepresentation**

One person taking a quiz or examination, or producing a paper, for another.

### **Falsification of Academic Records**

Forging the signature of an instructor or advisor on any form directly affecting a grade or academic credit.

### **False testimony**

Knowingly presenting false accusation or testimony before the honor board or its representatives.

### **Improper disclosure**

Failure of an honor board member to maintain strict confidentiality concerning honor board proceedings.

## **CONDUCT**

Responsible adult behavior is expected of students in University College in both scholastic and non-scholastic affairs. Violations of the rules and regulations, including those on academic honesty, lead to disciplinary action by a dean of University College, the Vice President for Student Affairs, or other appropriate University authority. University College reserves the right to be the judge of a student's fitness to continue attendance or to be recommended for graduation.

## **DISCIPLINE**

Departures from acceptable conduct may lead to fines, disciplinary probation, suspension or expulsion. Disciplinary probation (which refers to conduct and not to academic standing) and suspension usually are imposed for a stated period. Suspension and expulsion involve exclusion from classes and from all University activities. Students suspended or expelled receive W's or WF's in all courses at the discretion of the dean. Expulsion is the most serious academic penalty and is permanent. It is noted on the student's record and included on transcripts issued thereafter. Suspension is noted on the student's record and on transcripts issued while the penalty is in effect, but the notice is removed from the transcript at the end of the suspension. Transfer credits cannot be accepted for students who attend other colleges or universities while ineligible for any reason to continue in University College.

## **REPORTING**

All students must report to the Dean of University College, the Vice President for Student Affairs, or to their advisor or instructors without delay when notified to do so.

### **GRIEVANCE COMMITTEE**

The University College Grievance Committee is composed of three faculty and two student members and the associate or assistant dean as a non-voting member. One of the committee's duties is to hear students' grievances and complaints against Tulane University and University College or Tulane personnel, including the faculty. The Grievance Committee deals with issues such as the grading system, sexual harassment and unfair treatment. Students desiring a hearing before the committee must submit their request in writing to the associate or assistant dean. Students who are dissatisfied with the committee's decision may appeal to the dean. For additional information about the committee and its procedures, the student should contact the University College office.



## **Right to Privacy**

Privacy of students' records and affairs is protected under the Federal Family Educational Rights and Privacy Act of 1974 as amended (P.L. 93-380) and by policies issued by the Tulane University Board of Administrators: (1) a university must allow a student the opportunity to review and inspect his or her educational records; (2) a university must give a student the opportunity to challenge the content of his or her records under certain circumstances; (3) a university must not grant access to or allow disclosure of a student's records to outside parties, unless such disclosure is specifically permitted under the law or is made with the student's written consent; (4) a university must notify students of their rights under the law.

For further details, contact the Office of Student Affairs at 865-5180.

## **Academic Options**

### **CROSS REGISTRATION**

Students can enroll in undergraduate courses not listed in the University College offerings. For courses listed under liberal arts and sciences, students need only meet the prerequisites before enrolling. The Schools of Architecture and Engineering and the A.B. Freeman School of Business courses require the relevant dean's approval.

**Note:** For the 2003-2004 academic year, courses listed under the University College section of the Schedule of Classes carry a reduced tuition rate of \$232 per credit. Courses not listed with University College, such as those listed under Liberal Arts and Sciences, carry a higher tuition rate that is more than \$1000 per credit.

### **DOUBLE MAJORS**

Students may complete two majors by meeting the requirements established by the departments concerned. Although two diplomas are not awarded for a double major, both majors are listed on the permanent record from which transcripts are made.

To undertake a double major, students must plan each major with the department concerned. Some minimal overlap may occur: (1) in cases where one course is listed by two major departments as part of the major curriculum of each: for instance, Social Psychology is listed under both the sociology and psychology departments; (2) in cases where one major is departmental and the other interdepartmental: for example, a double major in English and Medieval Studies might have a Chaucer course in common. In any case, each major of a double major must show at least eight courses that do not overlap, except a double major in Exercise Science and Cell and Molecular Biology where no more than five courses may overlap.

### **INDEPENDENT STUDIES**

Because University College believes superior students should assume responsibility for some of the direction of their own education, many departments offer to a limited number of students of superior scholastic standing creative opportunities for independent study under the direction of a faculty member especially interested in individual instruction.

The work may take the form of directed readings, laboratory or library research, or original composition. Instead of traditional class attendance, the student substitutes conferences, as needed, with the director.

Students who wish to take an independent studies course should give their advisor a note from the instructor who will direct their study.

## **INTERNSHIPS**

An internship involves a relevant academic foundation in addition to an experiential learning process. The academic foundation may, for example, consist of a term paper, a number of short papers, discussions of a number of books, and the like. Students may identify their own internship opportunity or they may consult with those persons on campus who coordinate internship programs to arrange an internship experience.

Internships are available through various departments. Students participating in elective internships register for Internship Studies (course numbers 456, 457) within the appropriate department after having made initial arrangements with a professor who will sponsor the internship. Registration is completed using an Internship Studies Registration form. Each student registered for an internship must submit an Internship Prospectus form to the appropriate departmental chair for approval within one week prior to the end of the add period. A copy of this form bearing the signatures of the student, sponsoring professor, internship supervisor and departmental chair also must be filed with the Office of the Dean within one week of the end of the add period. These forms are available in departmental offices and the Office of the Dean.

Each student completing an internship must write a synopsis of the internship, including both the academic and experimental components. This synopsis is to be approved by both the supervising professor and the appropriate departmental chair and filed with the Office of the Dean prior to the end of the final examination period.

A student may not take a salaried position outside Tulane University for the purpose of an internship, except where such an arrangement is required by the cooperating organization for insurance purposes. If a student must take a salaried position for this reason, a letter to this effect from the cooperating organization must be filed with the Office of the Dean prior to the end of the add period.

Internships are open only to juniors and seniors in good standing. Only one internship may be completed per semester.

Requirements of the Media Arts and Paralegal Studies practica (internships) differ somewhat, since these practica are required. Students must register in Paralegal Studies 590 (or 501 for students admitted prior to Summer 1991), or Media Arts 505 during the regular registration period. Arrangements for these practica should be made with the Media Arts or Paralegal Studies Program directors.

## **SECOND DEGREES**

Students already holding a baccalaureate degree may enroll in University College for a second baccalaureate degree. They must complete a total of 150 credits instead of 124 (48 credits must be taken at Tulane University), satisfy University College's proficiency, supporting, distribution, and residency requirements for a second degree, and fulfill the requirements for the major.

## **General Information**

### **MAIN CAMPUS**

Administrative offices of University College are located in Gibson Hall on St. Charles Avenue opposite Audubon Park. Office hours are 8:30 a.m. to 6:30 p.m. Monday through Thursday and 8:30 a.m. to 5 p.m. on Friday. University College shares classroom, study, and recreational facilities with the other academic divisions. Call (504) 865-5555.

### **ELMWOOD CAMPUS**

The Elmwood campus is located at 800 E. Commerce Rd., Harahan, LA 70123. Office hours are 9:00 a.m. to 9:00 p.m. Monday-Thursday and 9:00 a.m. - 4:30 p.m. on Friday. Morning, afternoon and evening courses are available throughout the year. Call (504) 865-5333.

### **NEW ORLEANS CENTRE (DOWNTOWN) CAMPUS**

The Downtown campus is located on the third floor of the New Orleans Centre, 1400 Poydras Street, Suite 841. Office hours are Monday-Thursday, 7:00 a.m. – 8:30 p.m., Friday 9:00 a.m.— 5 p.m., and Saturday 9 a.m.— 12:00 noon. Call (504) 587-9044.

### **MISSISSIPPI COAST CAMPUS**

The Mississippi Coast Campus is located in the Edgewater Mall, near Keesler Air Force Base, 2600 Beach Boulevard, Biloxi, MS 39531. (228) 388-5769.

### **NORTH SHORE CAMPUS**

Our North Shore center located on the site of Tulane's Primate Center at 18703 Three Rivers Road in Covington began offering evening classes in the Spring of 1990. Phone: Covington (985) 871-6336, New Orleans (504) 862-8040 ext. 6336; Fax: Covington (985) 893-1352, New Orleans (504) 862-8041.

Concluding with the 2003 Summer term, University College will no longer offer courses or any activity at the Tulane Regional Primate Research Center.

## **ACADEMIC ADVISING**

Academic advising for part-time students is available Uptown, by appointment, Monday through Thursday from 9:00 a.m. to 6:30 p.m. and on Friday from 9:00 a.m. to 4:00 p.m.; students may be able to obtain advising during other times but are encouraged to make an appointment by calling 865-5555. Advising for full-time students is available Uptown by appointment. Advising is also provided by appointment at the Elmwood campus from 11:30 a.m.

– 7:30 p.m., Tuesday-Thursday. Advising for majors in Computer Information Systems and Organizational Information Technology is done at the Elmwood campus. For an advising appointment at Elmwood, call 865-5333. Students are urged to maintain regular contact with their advisor in matters relating to academic planning, satisfaction of degree requirements, quality of work rules, and transfer of credit from other institutions.

## **STUDENT GOVERNMENT**

Each year during the spring semester, University College students elect a president, vice-president (full-time student), vice-president (part-time student), secretary, treasurer and senators-at-large. These officials function as the University College Student Government. Additionally, the president of the college government appoints (generally from among the elected officials) two representatives to the university-wide Associated Student Body Senate.

Student government is funded by a mandatory student fee. Part of the income goes to Tulane University student organizations and activities, and part is retained by the University College Student Government Association. Student activity fees are distributed by the Associated Student Body, which organizes campus activities. The University College Student Government Association requests its budget from that body.

Students interested in the student government should contact the student government advisor at 865-5555.

## **ALUMNI ASSOCIATION**

All graduates of University College automatically become members of the Alumni Association. There are no dues. The purpose of the Association is to promote the idea of higher education with emphasis on the continuing education of adults and to encourage fellowship among members. Alumni receive University College's newsletter to help them keep informed. The Association holds several functions throughout the year which members are urged to attend. Contact with the Alumni Association can be made by calling the University College office, at 865-5555.

University College publishes *Groundswell*, a newsletter for alumni and friends, each spring and fall. Read *Groundswell* online for the latest information on UC activities and accomplishments. To be included in the Classnotes section of *Groundswell*, send email to Celeste Uzee, Director of College Gifts, at [cuzee@tulane.edu](mailto:cuzee@tulane.edu).

## **Admission, Costs, and Transfer Credits**

### **ADMISSION**

#### **Part-Time**

University College has an open admissions policy. Students do not need ACT or SAT tests in order to be admitted but must hold a high school diploma or graduate equivalent degree. Continued enrollment is based on satisfactory academic performance.

Students wishing to study part-time through University College should obtain an application form and submit it, along with a \$20 processing fee, to the office before the beginning of the semester. The \$20 application fee is non-refundable. Applications cannot be processed without this fee.

Students who have attended college previously and plan to work toward a degree or certificate must contact all their former schools and have them send official transcripts directly to University College. Students who have not attended college must submit a copy of their high school diploma (or equivalent) with their application.

Students can be admitted conditionally without transcripts, but registration may be canceled if transcripts have not been received by mid-semester. Students desiring to attend University College to take miscellaneous courses or to audit courses do not need to submit transcripts of previous college work.

Students dismissed from, or on probation at, their last college may be admitted on probation at the discretion of the Academic Performance Committee. Conditions of probation at entry generally include a load limit of seven credits in the first semester. Readmission is generally contingent upon the student earning grades of C- or better in all courses taken the first semester.

#### **Full-Time**

Students wishing to apply for the full-time program or for a Bachelor of Science in Exercise Science should apply to the Office of Undergraduate Admissions, 210 Gibson Hall.

#### **Interdivisional Transfer**

Students in good academic standing in another division of Tulane University who wish to change to part-time status may, with the approval of the dean of their own college, transfer to University College.

Students on probation in another division of Tulane University who wish to improve their academic standing through part-time studies may, with the approval of the dean of their own college, transfer to University College but will be admitted on probation.

**Note:** Students not eligible to return to another division of Tulane University are generally inadmissible to University College. These students may appeal to the dean's office for probationary admission.

Students wishing to transfer from another division of Tulane University to University College as full-time majors in Exercise Science may do so with the approval of the dean of their own college and the dean of University College.

Students enrolled in either Tulane College or Newcomb College may not transfer into University College as full-time students in order to complete an undergraduate degree otherwise available through the LAS colleges.

Part-time students in University College who wish to transfer to another division of Tulane University should apply through the Office of Undergraduate Admissions

and obtain the recommendation of the associate dean of University College. This recommendation is given only to students who have completed at least one semester in University College (two if placed on probation at entry) and are in good academic standing.

Students admitted to a full-time program in University College are required to meet different criteria for an interdivisional transfer and must see an academic advisor for information.

### **TRANSFER OF CREDIT FROM OTHER COLLEGES**

Students who wish to transfer credits earned at other colleges and universities must have official transcripts sent directly to University College.

University College will transfer only those credits earned at another college or university which was accredited by a regional authority such as the Southern Association of Colleges and Schools at the time the courses were taken. Up to 62 credits may be transferred from a regionally accredited community or junior college. Individual academic departments at Tulane may have rules governing the transfer of credits from community or junior colleges which may affect students. For specifics, contact an academic advisor. No more than 27 credits of business coursework may be transferred to University College.

Work from such regionally accredited colleges is transferred at the value in credits/hours for which it was awarded if a grade of C- or higher was earned and if an equivalent Tulane course exists. Work from other colleges within Tulane University is transferred at face value, subject to minor differences of interpretation between divisions.

Students transferring from a school using the quarter, rather than the semester, system are awarded two-thirds of a semester hour for each quarter hour credit. The transfer of credit from institutions not belonging to a regional accrediting body is at the discretion of University College. University College does award 12 transfer credits for graduates of the New Orleans Police Academy. Courses transferred from other institutions are never figured into the grade point average.

Part-time students who have 20 or more credits to transfer should see an academic advisor before the end of their first semester to have their credits evaluated. Students should first check with the University College registrar to see if their transcripts have been received.

As a general rule, determination of transfer credits for all University College full-time students should also be made no later than the end of their first semester of full-time enrollment after all transcripts have been received.

Transfer credit requested for academic work done more than 10 years ago is subject to review. Course work from foreign universities will be referred to the International Student Office for evaluation. Students desiring transfer credit must submit official transcripts, not photocopies, from all other colleges or universities attended.

Students wishing to take courses at another institution during the summer must first receive approval from the dean's office and from the appropriate department.

Ordinarily, while enrolled at Tulane, part-time students are not permitted to take credit courses at any other university for the purpose of applying such credits toward a degree program at Tulane. Students desiring such an arrangement must obtain the approval of the dean.

### **CLEP CREDIT**

Students enrolled in University College may receive up to 15 credits by successfully testing out of courses through the College Level Examination Program (CLEP) or by experiential testing. Credit can be earned in the following courses: Mathematics 121, Chemistry 107, Psychology 100, and Sociology 101. Students interested in taking one or all of these CLEP examinations must contact their academic advisor for information regarding times, dates, and specific tests to be taken. Students who plan to take a CLEP examination are advised to do so during the first two semesters of their enrollment. To receive credit, students must place in the 75th percentile or higher. CLEP credits may be transferred from other accredited institutions if they fulfill stated University College requirements.

For CLEP credit in the following courses, students must earn an equivalent of a "B" grade: Elementary Accounting 112, Business Law 340, Intro to Information Systems 110, Humanities 201, Natural Sciences 201, Management Principles 231, Intro to Marketing Principles 320, Litigation I 305. **Note:** Students interested in testing for credit in Litigation I 305 **only**, must contact Nancy Wagner at (504) 865-5333 or at [nwagner@tulane.edu](mailto:nwagner@tulane.edu).

CLEP credits may be transferred from other accredited institutions if they fulfill stated University College requirements.

**Note:** Credits awarded through CLEP may not be transferable to other Tulane divisions.

Delgado Community College provides a convenient designated testing center for the College Level Examination Program for students attending University College's Louisiana campuses. For Mississippi UC students, there is a testing center William Carey College in Hattiesburg.

### **Charges for 2003-2004 for Part-time Students**

Application Fee	\$20
Tuition	\$232 per credit hour \$696 for three credit hours
University Fee (max)	\$10 per course



Books & Supplies (estimated)	\$100 per class
Parking Permit	\$90 per year
Reily Recreation	
Center Membership (optional)	\$100 per semester

### **TUITION AND FEES**

Tuition at University College is assessed per course. For 2003-2004, it has been fixed at the rate of \$696 per three-credit course (\$232 per credit hour) for part-time students. The same fee applies to courses taken on an audit basis.

In addition to tuition, part-time students pay university and student activity fees.

University College students may register for courses offered by other divisions at Tulane but must pay a substantially higher tuition for those courses.

Full-time students in University College who have been admitted by the Tulane Admissions Office pay the same tuition and fees as other full-time Tulane students. During their last semester before graduation, students in University College with a previous and continuous enrollment record as full-time students are eligible for conversion to part-time status and lower tuition only if six (6) credits or less are needed for graduation.

Several sessions of night courses are offered each summer at regular University College rates. University College students may take daytime Summer School courses without restriction but must pay tuition at the Summer School rate rather than the University College rate.

Special fees are charged for laboratory and studio courses, and special examinations as specified in the Schedule of Classes published by the Registrar's Office.

Tuition refunds are allowed for students who drop courses (effective when received in the University College office) by the dates specified in the academic calendar published in the Schedule of Classes. Failure to attend does not constitute a withdrawal.

No diploma or transcript will be given to a student who is in default on any payments due to Tulane University.

**Note:** Application, lab, and university fees are non-refundable.

## **Tuition Discounts**

### **For Teachers**

Full-time teachers employed at schools approved by the Louisiana State Board of Elementary and Secondary Education may qualify for a 50 percent tuition discount. Elementary and secondary teachers and counselors enrolled in courses appropriate to their respective fields are eligible.

For more information, contact the Center for Education at (504) 865-5342.

### **For Senior Citizens**

Students who are 60 years or older qualify for the senior citizen tuition discount, which entitles them to take University College credit courses for one-half off the regular tuition rate. Senior citizens who wish to take advantage of this discount must inform the University College registrar of their status and complete the Senior Citizen Discount Form. A copy of a birth certificate, driver's license, or other proof of age must accompany this form.

### **For Employees of the City of New Orleans**

Full-time employees of the City of New Orleans receive a 50% tuition discount on all courses listed in the University College section of the Schedule of Classes. To qualify for this discount, Certification of Employment forms must be completed by the application deadline for each new semester. This discount also applies to employees of New Orleans Regional Transit Authority, the Orleans Parish Criminal Sheriff's Office, and the Housing Authority of New Orleans. The same certification procedure is required.

### **For Employees of Jefferson Parish**

Full-time employees of Jefferson Parish and its municipalities, including Parish Courts, receive a 50% tuition discount on all courses listed in the University College section of the Schedule of Classes. To qualify for this discount, Certification of Employment forms must be completed by the application deadline for each new semester. Discounts are percentages of tuition. No combination of tuition discounts entitle a student to a 100% discount.