

Academic Policies

The University reserves the right to change any of its rules, courses, regulations, and charges without notice and to make such changes applicable to students already registered as well as to new students. Although all possible aid and direction should be sought from and given by faculty advisors, academic advisors, and deans, each student must accept full responsibility for compliance with the policies of Tulane University for the fulfillment of requirements for the course of study selected.

CLASS ATTENDANCE

Students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors may establish policies for attendance and making up missed work in 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.

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

Instructors are authorized to lower the grades of students who are absent excessively without a satisfactory excuse or do not make up work missed because of absences. (See divisional sections for further information.)

COMMENCEMENT POLICIES AND PROCEDURES

A student expecting to receive a degree from Tulane must formally apply for that degree with the appropriate dean's office in a timely fashion. It is best to check with your dean at the start of what you expect to be your last year in residence to determine the proper time to file your application. All May graduates are expected to participate in both the university ceremony as well as the ceremony scheduled by their college unless the awarding of the degree in absentia has been approved by their division. Students who complete their requirements in August or December may have the degree awarded then and participate in the next May ceremony.

To receive any degree, a candidate must have met all requirements regarding enrollment, courses, credits, and grade-point average as stated in the appropriate divisional section of this catalog. The degree candidate is responsible for resolving any incomplete grades. In addition, all financial obligations to the University must be cleared before the Registrar will release a diploma or a transcript.

Letters are sent to each degree candidate announcing commencement exercises well in advance of the event. The instructions set forth in this announcement should be followed carefully; adherence to times and dates outlined in this announcement is crucial.

CONDUCT

Tulane University expects and requires all of its students, behavior compatible with its high standards of scholarship and conduct. By accepting admission to Tulane University, a student accepts its regulations and acknowledges the right of the University to take disciplinary action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive.

DISCIPLINE

For all academic activities, the authority for control rests with the Dean of the faculty of the college or school. Classroom examinations, tests, and written assignments, for example, are conducted under a college or school honor code.

In all other areas, the Vice President for Student Affairs is responsible for formulating appropriate procedures and regulations concerning student behavior and for the judicial consideration of violations. Students should refer to the Code of Student Conduct for a full description.

HONOR CODE

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 her or his 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. Students are expected to report to the instructor or associate dean any observed violations of the Honor Code. A copy of the complete Honor Code may be obtained from the student's dean's office.

EXAMINATIONS

Final examinations are given according to a published schedule available at the beginning of each semester. Students and instructors are expected to follow this schedule. Final examinations must be given within the hours set aside in the examination schedule; the instructor will determine the length and time of the examination within the schedule.

Misreading or ignorance of the schedule is not sufficient reason for a student's being absent from or late to a final examination. Students are advised to check the schedule before making travel arrangements, because such plans are not grounds for excusing a student from a final examination.

Students may be excused from final examinations by a dean only when there is a serious, incapacitating medical problem or when there is a death in the immediate family. Students who must be absent from the final examination for one of these reasons must present an explanation and appropriate documentation to the associate dean of the division before or within 24 hours after the examination. A student whose absence from an examination is excused will be given a grade of I and a make-up examination; a student whose absence is not excused will be given a grade of F in the course. (See divisional sections for further information.)

GRADES

Federal law prohibits the release of grades or other confidential information to third parties, including parents and guardians, unless the student provides the associate dean with written authorization for release of such information. Such a request may be made by the student at any time.

A student's progress toward graduation is measured not only by credit earned, but also by the grade-point average. The grade-point average is determined by dividing the student's total number of quality points by the total number of quality hours. Graduation requires a 2.000 grade-point average, equivalent to an average grade of C, in all courses as well as in the major.

Quality	Grade	Quality Points
Excellent	A	4.000
	A-	3.667

	B+	3.333
Good	B	3.000
	B-	2.667
	C+	2.333
Average	C	2.000
	C-	1.667
	D+	1.333
Poor	D	1.000
	D-	0.667
Failing	F	0.000
	I	Incomplete; not counted in grade-point average
	IP	In progress; not counted in grade-point average
	W	Withdrawn; not counted in grade-point average

An incomplete grade, I, is given at the discretion of instructors when, in their view, special circumstances prevent a student from completing work assigned during the semester and with the understanding that the remaining work can be completed within 30 days. Incomplete grades also are given when a student's absence from a final examination has been excused by the dean prior to or within one day following the final examination. Incomplete grades must be resolved within 30 days of the end of the semester or they are changed to F's. The I will remain on the student's transcript, accompanied by the final course grade. Extensions of the 30-day deadline must be requested by the student in writing and must be approved by the instructor and the student's dean.

Extensions are approved only when a student has made an attempt to complete the missing work within the original 30-day period but, in the view of the instructor and the student's dean, has been prevented from completing the work by some special circumstance beyond his or her control. Extensions must be approved before the 30-day deadline expires; they are not approved retroactively.

An in-progress grade, IP, is used to show progress during the first semester of a year-long honors course. When the final semester's grade for the course is awarded, the IP is changed to reflect that grade and grade points are awarded accordingly. (See divisional sections for further information.)

GRADE REPORTS/TRANSCRIPTS/DEGREE AUDITS

Tulane attempts to keep its students well informed of their academic progress throughout their attendance. All official grades as well as temporary midterm grades are available to the student both in written report form as well as via telephone and the web. Instructions for obtaining grades via TUTOR or the web are outlined in the Schedule of Classes published by the University Registrar. That same information is available at www.registrar.tulane.edu

Temporary grades are assigned by faculty to freshman students at mid-term. For classifications above the freshman level, instructors report unsatisfactory grades (D, F, and U) to both the student and academic dean. Mid-term grades are not reported in the A.B. Freeman School of Business.

Final grades are assigned in all subjects for all students and become a part of the student's permanent academic record. Final grades are based on the complete body of a student's work throughout the semester including the final examination.

An official transcript of a student's record may be sent to any person or institution upon the student's written instruction. Requests for official transcripts must be sent to the University Registrar's office and should be accompanied by the appropriate nominal fee. Recorded instructions on what information to include with transcript request as well as the current cost of the service are available 24 hours a day by calling the University Registrar. Transcripts are usually mailed to the receiving party within two days after the request is received by the University Registrar. However, transcripts may be withheld if the requesting party has unpaid financial accounts with the University.

Advising transcripts and degree audit reports are routinely distributed to currently enrolled students once each semester; they are included with the registration packet mailed to students for accessing the registration systems. Both services are also available at other times on an overnight basis by student request. The computerized degree audit matches the courses a student has taken against the division's general degree requirements as well as the major requirements and indicates which of the requirements are left to be taken. While faculty advisors are available to discuss degree audits with students, it remains the student's responsibility to know the exact requirements for the desired degree as stated in this document and to enroll in the appropriate courses to satisfy those requirements.

LEAVE OF ABSENCE

Students who voluntarily leave a division of the University and return to that particular division within one calendar year will be allowed to continue study under the degree requirements in effect for them at the time they left. Any student returning to the University after more than one year or after having been dismissed will be required to complete the degree requirements in effect at the time of readmission.

Students taking a leave who wish to receive registration materials and to pre-register for classes during the priority period may formally file for a leave of absence of up to one year. Students who are allowed a one-year leave of absence are not required to complete a readmission application; however, they should submit a letter-of-intent to resume study at least eight weeks prior to the semester in which they wish to return. Students who leave a division without formal approval for a leave of absence must file an application for readmission and will not receive registration materials until after their readmission has been processed. The deadline for applying for a leave of absence is the last day to register or add courses in the semester after the last regular semester of a student's enrollment. Students who do not return to Tulane University for a particular term and do not request a leave of absence by the deadline for doing so are not eligible to return without applying for readmission.

Before registering for study at other institutions, students should get approval for all courses they wish to transfer for Tulane credit. Following such study elsewhere, they must submit a transcript from the other institution showing all courses attempted. Students must have satisfactorily completed their academic programs and must obtain statements of continued good standing from the other institution before being allowed to return. Students who take a leave for health reasons may be required to obtain a clearance from the Student Health Center before they are allowed to resume study.