

# Newcomb-Tulane College

## ACADEMIC POLICIES

### Course Loads

The normal academic course load for all students is 15 credits to 19 credits per semester. The student who completes 15 credits each semester can meet degree requirements in four years for most but not all degrees. The minimum course load is 12 academic credits per semester. Students must have registered for a minimum of 12 credits by the last day to add classes. Failure to do so will result in cancellation of registration. An exception to this regulation is made for seniors who, in their final semester, need fewer than 12 credits to graduate.

In any given semester, when registration opens for the next semester, students may register for as many as 19 credits. After the close of a semester, students who have earned a grade-point average of 3.000 or better on 15 credits or more during that semester may register for as many as 22 credits in the following semester. After the close of a semester, students who have earned a cumulative grade-point average of 3.500 may register for as many as 25 credits.

Full-time students with a course load of fewer than 14 credits should realize that they cannot qualify for Dean’s List, they risk falling behind their class level, and there is no reduction in tuition for course loads of 12 or fewer credits.

### Class Status

Class status is determined by the total number of earned credit hours; credit hours for currently enrolled courses are not included. Credit for coursework taken at another institution is included only after the transfer credit approval process is complete.

First-year students	0-24 earned credit hours
Sophomores	25-56 earned credit hours

Juniors	57-86 earned credit hours
Seniors	87 or more earned credit hours

### Cross-Registration

Students enrolled in Newcomb-Tulane College may register for courses at Loyola University, provided that the same course has not been offered at Tulane University within the past year. Students must be registered for at least nine credits of coursework at Tulane in the semester of Loyola registration and may not use the Loyola credits to satisfy core curriculum requirements or school-specific core requirements. Additional restrictions may apply; interested students should contact the Newcomb-Tulane College dean’s office.

### Auditing Courses

A student registered for a full-time course load (at least 12 credits) may audit one course per semester without credit after completing formal registration and obtaining approval of the instructor for the course. Although credit is not granted for audited courses, such courses are considered part of the student’s semester course load and are recorded on the student’s permanent record. An audit enrollment that results in an overload is not permitted unless the student is qualified for such an overload. An auditor who is absent excessively will be dropped without record. Students who decide to audit a course after initially attending the course as a grade-seeking student must submit the appropriate change form to the registrar following the approval of the Newcomb-Tulane College dean.

### Grades/Grading Policy

Federal law prohibits the release of grades or other confidential information to third parties, including parents and guardians, unless the student provides the Newcomb-Tulane College dean’s office 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 credits 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
Passing	A	4.000
	A-	3.667
	B+	3.333
	B	3.000
	B-	2.667
	C+	2.333
	C	2.000
	C-	1.667
	S	Satisfactory; not counted in grade-point average but is counted in earned hours
	D+	1.333
Failing	D	1.000
	D-	0.667
	F	0.000
	U	Unsatisfactory; not counted in grade-point average and is not counted in earned hours
Other	UW	Unofficial withdrawal; counts in grade-point average as a failing grade and earns no quality points
	WF	Withdrawn failing; counts in grade-point average as a failing grade and earns no quality points
	I	Incomplete; not counted in grade-point average
	IP	In progress; not counted in grade-point average

RI	Indicates a repeated course; earns no quality points
RX	Indicates unauthorized repetition of a course
W	Withdrawn; not counted in grade-point average

***Incomplete Grades***

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 Newcomb-Tulane College 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 Fs. The I will remain on the student’s transcript, accompanied by the final course grade. Extensions of the 30-day deadline must be requested in writing by the student and must be approved by the instructor and the Newcomb-Tulane College 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 Newcomb-Tulane College, has been prevented from completing the work by some special circumstance beyond the student’s control. Extensions must be approved before the 30-day deadline expires; extensions are not approved retroactively.

***IP Grades***

An in-progress grade, IP, is used to show progress during the first semester of a year-long honors or capstone 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.

### **Nonstandard Grades**

The following information pertains to all schools.

- RI Indicates a repeated course; earns no quality points
- RX Indicates unauthorized repetition of a course
- S Satisfactory; not counted in grade-point average but is counted in earned hours.
- U Unsatisfactory; not counted in grade-point average and is not counted in earned hours.
- UW Unofficial withdrawal; counts in grade-point average as a failing grade and earns no quality points.
- WF Withdrawn failing; counts in grade-point average as a failing grade and earns no quality points.

Grades of WF are assigned by administrators and are computed in the grade-point average as if they were Fs. With the approval of the Newcomb-Tulane College dean, an instructor may have a student who has excessive absences involuntarily dropped from a course with a WF grade after written warning at any time during the semester. In cases where students are suspended or expelled during the semester, W or WF grades may be assigned at the discretion of the instructors and the Newcomb-Tulane College. A grade of W or WF also may be assigned for disciplinary penalties in connection with an honor-code or conduct-code violation. A student who ceases to attend a class but has not withdrawn officially will receive a WF. After the last day to drop without record and before the last day to drop a course, students who drop courses voluntarily will have W noted on their transcripts for each course dropped.

### ***Satisfactory/Unsatisfactory Option***

First-year students take TIDES courses on a satisfactory/unsatisfactory (S/U) basis. In addition, students in good standing may elect to take one course on a satisfactory/unsatisfactory (S/U) basis per semester. They may count no more than three such courses toward degree requirements. The S/U option may not be used to satisfy the writing, foreign language, quantitative reasoning, and laboratory components of the core curriculum, or major or minor requirements. The last date for designating or revoking the S/U option is the deadline for dropping courses. Schools may impose additional limitations on courses that can be taken S/U; please refer to the appropriate school section for more information.

A student electing this option gets academic credit for the course without affecting the grade-point average as long as the work is at the C- level or better. A grade of U is not counted in the grade-point average and carries no credit for the course. Students are cautioned that because a grade of S is not counted in the grade-point average, it will not count towards the Dean's List honors or towards the 2.000 grade-point average required for graduation.

### **Examinations**

Tulane University administers final examinations according to a published schedule available at the beginning of each semester. The university expects students and instructors to follow this schedule. Instructors must give final examinations within the hours set aside in the examination schedule; the instructor determines the length and time of the examination within the schedule.

Misreading or ignorance of the schedule is not sufficient reason for a student's absence or tardiness to a final examination. Students are advised to check the schedule before making travel arrangements; such arrangements are not grounds for excusing a student from a final examination.

Students may be excused from final examinations by the Newcomb-Tulane College 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 Newcomb-Tulane dean's office before or within 24 hours after the examination. A student with an excused absence will receive a grade of I and a make-up examination; a student with an unexcused absence will earn a grade of F in the course. (See school sections for further information.)

### **Leave of Absence**

Students who voluntarily leave any school of the university and return to that school 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 calendar year will be required to complete the degree requirements in effect at the time of readmission.

Students taking a leave of absence who wish to receive registration materials and to preregister for classes during the priority period may formally file for a leave of absence for 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 school without formal approval for a leave of absence must file an application for readmission and will not receive registration materials until after the readmission has been processed. The deadline for applying for a leave of absence is the last day to register or to 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 at other institutions, students must consult the Newcomb-Tulane College's policy on transfer of credit and follow the established procedures. Following such study elsewhere,

students 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 clearance from the Student Health Center before they are allowed to resume study.

### **Grade Reports**

Tulane University 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 in written report form, by telephone, and on-line. Instructions for obtaining grades are outlined in the Schedule of Classes published by the University Registrar and at [www.registrar.tulane.edu](http://www.registrar.tulane.edu).

Temporary grades are assigned by faculty to first-year students at midterm. For classifications above the first-year level, instructors are encouraged to report unsatisfactory grades (D, F, and U) to both student and the Newcomb-Tulane College dean.

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.

### **Credits for Degree/Degree Audits**

Degree audit reports are available to currently enrolled students on the registrar's website (<http://www.registrar.tulane.edu>) and 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 advisers 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.

**Transcripts**

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. Recorded instructions on the information to include with the request are available 24 hours a day by calling 504-865-5231 or by visiting www.registrar.tulane.edu. Transcripts are usually mailed to the receiving party within two working days after the request is received in the University Registrar’s office. Transcripts may be withheld for unpaid financial accounts with the university.

**Dean’s List Policies**

Students who have earned a distinguished record in all of their subjects throughout the semester may be recognized on the Dean’s List of Newcomb-Tulane College and on the Dean’s List of the school in which they are enrolled.

The Newcomb-Tulane College Dean’s List is prepared after each semester and recognizes superior academic achievement. A 3.500 grade-point average is required of first-year students and sophomores and a 3.667 GPA is required of juniors and seniors. To qualify for the Dean’s List, a student must have been enrolled in 14 credits of letter-graded work, excluding courses taken on a satisfactory/unsatisfactory basis. Individual schools may have established other criteria for their respective Dean’s Lists.

**Quality-of-Work Requirements**  
**Continuation Requirements**

Full-time undergraduate students enrolled in Newcomb-Tulane College are degree-seeking students. Those who are not making satisfactory progress toward a degree in the schools will not be permitted to remain enrolled at the university. Students who meet the minimum semester requirement of 12 passed credits, maintain at least a 2.000 cumulative grade-point average, and also earn the

required number of credits to advance from one semester to the next are considered to be making progress toward the baccalaureate degree. Policies that apply to students who do not meet these scholastic standards are described below. Students experiencing academic difficulty are advised to give particular attention to the appropriate paragraphs of the explanation of the quality-of-work rules that are summarized in the table that follows.

***Academic Probation and Continuation Standards Determined by:***

<i>Full-time Semesters Completed at Tulane University*</i>	<i>Minimum Cumulative Credits Passed</i>	<i>Minimum Cumulative GPA at Tulane University</i>	<i>Eligibility to Continue in Academic Good Standing</i>
1	12	1.500	2 <sup>nd</sup> semester
2	24	1.750	3 <sup>rd</sup> semester
3	36	1.830	4 <sup>th</sup> semester
4	48	1.900	5 <sup>th</sup> semester
5	60	2.000	6 <sup>th</sup> semester
6	72	2.000	7 <sup>th</sup> semester
7	84	2.000	8 <sup>th</sup> semester
8	96	2.000	9 <sup>th</sup> semester
9	108	2.000	10 <sup>th</sup> semester
10	120	2.000	11 <sup>th</sup> semester
<i>*by close of spring semester</i>			
<i>NOTE: Students are expected to graduate at the end of their eighth semester, having earned the requisite number of credits in the appropriate courses.</i>			

(At the close of the spring semester of the first year, students enrolled for one full-time semester must have earned at least 12 passed credits with a cumulative grade-point average of 1.500, and students who were enrolled for two full-time semesters must have earned at least 24 passed credits with a cumulative grade-point average of 1.750. At the close of the spring semester of the sophomore year, students enrolled for three full-time semesters must have earned at least 36 passed credits with a cumulative grade-point average of 1.830, and students who were enrolled for four full-time semesters must have earned at least 48 passed

credits with a cumulative grade-point average of 1.900. At the close of the spring semester of the junior year, students enrolled for five full-time semesters must have earned at least 60 passed credits with a cumulative grade-point average of 2.000, and students who were enrolled for six full-time semesters must have earned at least 72 passed credits with a cumulative grade-point average of 2.000. Standards for additional terms are given in the table above. Those students who have earned transfer, advanced placement, summer school, or any part-time credit at Tulane University should note that for every 12 such credits earned, the GPA requirement for continuation in good standing will be advanced the equivalent of one semester.)

Students who have not met the continuation requirements at the close of any semester will be placed on academic probation for the following semester. Students may correct their academic deficiencies during the following semester or, in the event their probation occurs at the close of spring semester, by attending one or more sessions of Tulane Summer School. (Students may register for no more than 18 credits in Tulane Summer School during a single year.) Students on academic probation who do not enroll in the following semester (or Tulane Summer School when probation occurs at the close of spring semester) or enroll but do not correct their academic deficiencies will be placed on a probationary leave of absence for the following regular semester.

After completing a probationary leave of absence, students are eligible to return to the university and will be continued on probation. Students on academic probation and wishing to change majors or schools should be aware that the status of academic probation follows the student and that the same procedures will apply. Students on academic probation who have previously been placed on a one-semester probationary leave of absence and who do not correct their academic deficiencies by the close of the semester of their return will be dismissed from Tulane University.

Students who enroll in fewer than 12 credits without permission in the fall semester must make up that deficiency in credit hours during the following spring semester. Normally, only students in the final semester of the senior year may, with the permission of

the Newcomb-Tulane College dean's office, enroll in fewer than 12 credit hours for that semester.

The requirements and conditions for meeting the continuation standards will apply to students completing full-time course loads and to those students who are allowed, in exceptional circumstances, to complete a part-time load in any fall or spring semester. First-year students who, in exceptional circumstances, have had permission for part-time study and have not completed one full-time semester will be required to have a minimum cumulative grade-point average of 1.500 at the close of the spring semester.

### **Probation and dismissal**

Students who are placed on academic probation or probationary leave of absence are ineligible to study at another institution and transfer the credit to Tulane University. Students who have been academically dismissed from Newcomb-Tulane College are not allowed to re-enroll. Academic dismissal is noted permanently on the student's transcript.

### **Summer School Attendance**

Students may attend Tulane Summer School for the purpose of enriching their academic programs or accelerating their graduation. Students on academic probation at the close of spring semester must attend Tulane Summer School and remedy their deficiencies if they are to return to academic good standing and be eligible to enroll in the fall semester.

Full credit is given, without special approvals, for Tulane Summer School courses bearing numbers listed in the Newcomb-Tulane College section of this catalog. Other Tulane Summer School courses may be taken within the nine-credit limit for School of Continuing Studies courses. Candidates for a degree may count 15 credits of summer work at Tulane among the final 30 credits that must be earned in residence. Students should consult with their academic advisers regarding the proposed Tulane Summer School program during the registration period in the spring.

Newcomb-Tulane College students may register for no more than 18 credits in Tulane Summer School during a single year. Students who earn a GPA of 3.000 on 15 credits to 18 credits completed in Tulane Summer School but fail to meet the continuation standards at the close of the summer may petition the Committee on Academic Requirements for continuation of their probationary status in the fall semester. The final decision on the academic status of these students is made by the committee.

Students in academic good standing may attend the summer school of any regionally accredited, four-year institution. To ensure that credits earned at another institution will transfer to Tulane, students should consult the “Transferring credit earned while enrolled at Tulane University” section of this catalog. Students must obtain prior approval of their choice of institution and proposed summer program no later than the end of the final-examination period in spring semester. Grades earned at other institutions are not computed in the student’s grade-point average; therefore, a student cannot make up a grade-point deficiency at Tulane by attendance at another institution. Students may apply up to six credits of approved coursework from another institution toward the senior residency requirement.

## **TRANSFERRING CREDIT TO TULANE UNIVERSITY**

### ***Transferring credit earned prior to enrolling at Tulane University***

Incoming first-year students planning to enroll in summer courses elsewhere prior to arriving at Tulane must consult with the Center for Academic Advising for approval. College credits earned prior to enrolling in Tulane University will be considered for transfer to the university only if the courses meet the following requirements:

- A grade of C or better was earned in each course.
- The courses were listed in the official catalog of the regionally accredited college or university from which the

credit was earned. Please note that some transfer credits may be denied for applicability to the professional school’s major/minor degree requirements due to professional accreditation standards.

- The courses were composed primarily of degree-seeking college students.
- The courses were taught by faculty of the college or university.
- Also note that courses sponsored by a college or university but taught by high school teachers and were offered primarily to high school students will NOT be considered for transfer credit to Tulane University, even if a college transcript is issued for these courses.
- The approval of transfer credits is at the sole discretion of Newcomb-Tulane College.

In order to process transfer credit for college courses taken prior to enrolling in Tulane University, Newcomb-Tulane College requires:

- an official transcript issued to Tulane University (not a grade report or transcript issued to the student), and
- course descriptions from the college catalogs or brochures that correspond to the courses on the transcript.

Following submission of these items to Newcomb-Tulane College’s Center for Academic Advising, the courses will be evaluated, and if found to be equivalent to Tulane University coursework, the student’s Tulane transcript will be adjusted to reflect the academic credit awarded in transfer. Grades are not transferred with the credits.

***Transferring credit earned while enrolled at Tulane University***  
Prior approval is necessary in order for currently enrolled students to take course(s) for transfer credit to Tulane University. To be eligible for transfer credit from study-abroad programs, students must have at least a 2.700 cumulative grade-point average at Tulane. The transfer credit policy for the university is as follows.

- The currently enrolled student must obtain the course syllabus and catalog description for each course the student wishes to take at another regionally accredited, four-year institution. Please note that some transfer credits may be denied for applicability to the professional school's major/minor degree requirements due to professional accreditation standards.
- The student must submit the syllabi and descriptions with a completed transfer eligibility form to the student's adviser in Newcomb-Tulane College's Center for Academic Advising. The adviser will submit the transfer credit packet to the applicable department or school for its consideration.
- The department or school will return the transfer credit packet to the Center for Academic Advising. The student's adviser will then notify the student of the disposition of the request.
- Credit earned at community colleges is not accepted for transfer.

In order to process transfer credit for these courses, the Newcomb-Tulane College requires:

- A grade of C or better must be earned in each course, and
- an official transcript issued to Tulane University (not a grade report or transcript issued to the student).

Following receipt of the transcript, the student's Tulane transcript will be adjusted to reflect the academic credit awarded in transfer. Be advised that grades are not transferred with the credits; therefore, a student cannot remedy a grade-point deficiency at Tulane by attendance at another institution.

### **Retake Course Policy**

A course completed with a passing grade of D-, D, or D+ may be repeated. When a course is repeated, both grades are included in the GPA. In order to repeat a course, the student must be enrolled in a full-time course load (a minimum of 12 new hours) in addition to the repeated course. No more than one course may be repeated in any semester. The student will receive credit once for the course, and both grades earned will be used to compute the GPA.

Students may repeat courses in which they have earned an F or WF. If a failed course is a required course, it must be repeated with a passing grade. The initial failure remains on the record and continues to count in the student's cumulative grade-point average. If a course is failed, repeated, and failed again, only the initial failure (F but not WF) is calculated in the grade-point average; however, all subsequent failures remain on the transcript.

### **CLEP**

Full-time undergraduate students enrolled in the Newcomb-Tulane College may not earn credit toward a degree through the College Level Examination Program (CLEP).

### **Commencement policies and procedures**

A student expecting to receive a degree in May must register as a candidate for graduation in the Newcomb-Tulane College's Center for Academic Advising by October 1 of the previous year.

Students expecting to complete their degree requirements at any other time should consult the Center for Academic Advising for appropriate information. The commencement ceremony is held only in May. Students completing degree requirements in August or December may, however, participate in the ceremony held the following May. All May graduates are expected to attend commencement unless the awarding of the degree in absentia has been approved by the deans of Newcomb-Tulane College and the appropriate school.

### **Honor Societies**

Tulane University has chapters of many honor societies. For example, Omicron Delta Kappa is a junior-level and above honor



society for students with exceptional abilities in scholarship and leadership, the Society of Sigma Xi stimulates scientific research, Phi Beta Kappa recognizes outstanding scholarship among graduating seniors. There are also honor societies for students with special academic and professional interests.

### **Awards**

Through a number of awards and prizes, Tulane University recognizes students who, by achieving academic excellence, embody the highest goals of the institution. Students who are not in good standing will not be considered for these awards and prizes.

### **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 advisers, academic advisers, and deans, each student must accept full responsibility for knowledge of and compliance with the policies of Tulane University and its schools and for the fulfillment of requirements for the course of study selected.*