

# School of Continuing Studies

## 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.

The School of Continuing Studies, along with the other undergraduate divisions of Tulane, adopted a plus/minus grading system beginning fall 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 the School of Continuing Studies 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WF	withdrawn failing, counts in the GPA as an F = 0.00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W	withdrawn passing, not used in GPA computation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

Students in the School of Continuing Studies 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 (fall, spring and summer) 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 grade 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 adviser 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:** 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**

Students in good standing in the School of Continuing Studies 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 School of Continuing Studies 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 six credits, excluding those earned in courses taken on a satisfactory/unsatisfactory basis; full-time students must pass at least nine 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 the School of Continuing Studies for at

least three semesters, earned at least 36 credits at Tulane, and have a cumulative grade-point average of at least 3.200. Additional information on requirements and invitations to membership can be obtained from the chapter adviser in the School of Continuing Studies office.

### **Registration**

All students must register by the beginning of each semester. Students register with TOUR, Tulane University's Online Registration. Information regarding dates, times, and procedure for TOUR appears in the schedule of classes placed on Registrar's webpage. The Registrar's office forwards all registration material and information to student's Tulane email account. All admitted students are eligible to register with TOUR. Currently enrolled students are given the first opportunity to register for coming semesters. Accounts Receivable mails bills for tuition and fees; students assume financial obligation for their courses upon registration.

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

**Note: The School of Continuing Studies reserves the right to cancel any course with inadequate enrollment.**

### **Requirements for Graduation**

#### **ASSOCIATE DEGREE**

To receive an associate degree, the student must successfully complete all of the program requirements and have at least a 2.000 cumulative grade-point average.

#### **BACHELOR'S DEGREE**

To receive a first baccalaureate degree from the School of Continuing Studies, students must have a minimum of 124 credit of passing work, as follows:

#### **Writing Competency**

English/Writing  
(Newcomb-Tulane College)

7 credit

**Quantitative Reasoning**

(BA, BGS, BFA) Mathematics (BS) 6-8 credits

**Perspectives Outside European Tradition/Comparative**

**Cultures** 6-8 credits

**Foreign Language** 8 credits

**Supporting Requirements** 6 credits

Oral Communications 3 credits

(Not required for students majoring in disciplines in the School of Liberal Arts and the School of Science and Engineering)

**Distribution Requirement**

(BGS, BA or BS with The School of Continuing Studies major)

Humanities 12 credits

Science 12 credits

Social Science 12 credits

(BA or BS with majors in the School of Liberal Arts and the School of Science and Engineering)

Humanities 9 credits

Science 10 credits

Social Science 9 credits

Writing 3-4 credits

Comparative Culture Perspective Outside the

European Tradition 3 credits

Social Science (BFA) 9 credits

Humanities 9 credits

Science 10 credits

**Major Requirements**

Major (BA, BS) 30 to 36 credits

Concentration (Humanities or Social Sciences) 30 credits

Fine Arts (BFA) 48 credits

3-4 **Minor Requirement**

Minor 15-18 credit  
(Not required for SLA and SSE majors or for double majors)

**Electives 21 to 24 credits**

**Minimum Credits to Graduate 121 credits**

3 cr Students must have a cumulative 2.000 grade-point average to graduate. For School of Continuing Studies 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 in 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 six 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 adviser early in the semester in which they expect to graduate.

**WRITING COMPETENCY**

English 101, a four-credit intensive writing course, is Tulane's core curriculum English proficiency requirement. Part-time students may complete CSEN 125 on-line instead of English 101. In addition to English 101 or CSEN 125, students majoring in School of Continuing Studies disciplines must also complete three credits in an English literature or writing course.

Students in the School of Continuing Studies 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 CSEN 125 within the first 18 credits they earn at Tulane.

**QUANTITATIVE REASONING**

Students working toward a Bachelor of Arts or Bachelor of Fine Arts are required to demonstrate proficiency in three credits to four

credits of quantitative reasoning by passing any mathematics course; Philosophy 106, Philosophy 121 or Management 325. (Students majoring in School of Liberal Arts or School of Science and Engineering disciplines may not use CPST 107, PHIL 106, or MANG 325 to satisfy this requirement.)

Students seeking a Bachelor of Science are required to complete at least six credits to eight credits of mathematics or quantitative reasoning.

### **FOREIGN LANGUAGE COMPETENCY**

Students pursuing any bachelor's degree offered by the School of Continuing Studies are required to demonstrate competency in either "nonwestern culture" or a foreign language. Competency is demonstrated through successful completion of the second level in any foreign language, or two courses in Perspectives Outside European Tradition or Comparative Cultures (nonwestern culture), such as ANTH 102, ANTH 301, ANTH 316, HISL 171, LAST 101, or a combination of one language and one Perspectives Outside European Tradition or Comparative Cultures.

### **SUPPORTING REQUIREMENTS**

Students majoring in School of Continuing Studies disciplines are required to complete one course in oral communications. There are no supporting requirements for students majoring in liberal arts and sciences disciplines.

### **DISTRIBUTION REQUIREMENT**

Students majoring in School of Continuing Studies 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 in the School of Continuing Studies wishing to major in the liberal arts or in the sciences follow the core curriculum of Newcomb-Tulane College except for TIDES and Public Service. They may satisfy the foreign language competency by successfully completing the second level of any foreign language.

To fulfill the distribution requirements for a Bachelor of Fine Arts, students must complete at least nine credits in humanities and fine arts, including at least three credits in fine arts and three credits in humanities; seven credits in sciences, including courses in at least

two disciplines and one laboratory course; and six credits of social sciences from at least two disciplines.

Courses that may be used to satisfy the humanities distribution requirement include any course 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 the School of Continuing Studies disciplines Exercise Science 418, Media Art: 200, 250, and 315, and Speech 140 and 311.

Courses that may be taken to satisfy the science distribution requirement include any course in astronomy, biological sciences, chemistry, computer science, geology, mathematics, physics, and psychology, and for students majoring in the School of Continuing Studies disciplines Anthropology 101 and one course in Computer Information Systems.

Courses that satisfy the social science distribution requirement include any course in anthropology, economics, geography, history, Latin American studies, political economy, political science, sociology, women's studies, and for students majoring in the School of Continuing Studies disciplines Earth and Environmental Science 206, and one course chosen from Paralegal Studies 201 and 405, and PRLW 101.

Courses taken to satisfy proficiency and supporting requirements may not be used to fulfill distribution requirements for the School of Continuing Studies 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 2.000 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 the School of Continuing Studies. For an associate degree, certificate, major, or minor, at least one-half of the credit

required in the area of concentration must be completed while enrolled in the School of Continuing Studies.

**LIMITATIONS**

**Leave Restrictions for Returning Students**

Students who return to the School of Continuing Studies 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 adviser 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 School of Continuing Studies program. Business studies credits earned at the School of Continuing Studies are not applicable to any AACSB-accredited business school. All courses in accounting, business law, casino resort management, finance, management, human resource management, marketing, and real estate fall within this restriction.

**Academic Standards**

A student may be dismissed from the School of Continuing Studies 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.

Part-time students may take up to 13 credits each semester.

**ACADEMIC PROGRESS**

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

Students in the School of Continuing Studies 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 the School of Continuing Studies' "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 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. Transfer students admitted on probation to the School of Continuing Studies may enroll in no more than seven credits. In addition they must earn at least a 1.500 grade-point average during their first term of enrollment or they will be dismissed.

**Dismissal**

After attempting 31 credits at Tulane, 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 cannot be appealed. The dismissal period is one calendar year. Any coursework taken at another college or university during

the dismissal period is **not** transferable to the School of Continuing Studies.

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

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

**Reinstatement**

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

**Petitions**

Written petitions from students who have been denied registration under these regulations are evaluated by the Academic Performance and Petitions Committee of the School of Continuing Studies.

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.

**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 the School of Continuing Studies 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 and included in the course syllabus. Students who find it necessary to miss class are responsible for obtaining notes on material covered in lecture 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 illnesses or injuries that involve hospitalization, in the event of partial or complete withdrawal due to medical reasons, or 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 adviser.

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 student's associate 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 student's dean. 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 course but has not withdrawn officially will receive a UW [unofficial withdrawal]. After the last day to drop without record and before the last day to drop a course, students who drop a course voluntarily will have W noted on their transcripts for each course dropped.

## **HONOR CODE**

The integrity of all undergraduate students 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.

## **CONDUCT**

Responsible adult behavior is expected of students in the School of Continuing Studies 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 the School of Continuing Studies, the vice president for student affairs, or other appropriate university authority. The School of Continuing Studies 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 Ws or WFs 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 the School of Continuing Studies.

## **REPORTING**

All students must report to the dean of the School of Continuing Studies, the vice president for student affairs, or to their adviser or instructors without delay when notified to do so.

## **GRIEVANCE COMMITTEE**

The School of Continuing Studies Grievance Committee is composed of three faculty and two student members and the associate or assistant dean as a nonvoting member. One of the committee's duties is to hear students' grievances and complaints against Tulane University and the School of Continuing Studies 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 requests 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 School of Continuing Studies 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: a university must allow a student the opportunity to review and inspect his or her educational records; a university must give a student the opportunity to challenge the content of his or her records under certain circumstances; 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; 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 School of Continuing Studies offerings. For courses listed under the School of Liberal Arts, students need only meet the prerequisites before enrolling. The Schools of Architecture, Business, or Science and Engineering courses require the relevant dean's approval.

## **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: 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; 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 Cell and Molecular Biology where no more than five courses may overlap.

## **INDEPENDENT STUDIES**

Because the School of Continuing Studies 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 must have the approval of the associate dean.

## **INTERSHIPS**

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. Student 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 experiential 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.

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 student 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.

## **SCHOOL OF CONTINUING STUDIES ALTERNATIVE INTERNSHIP EXPERIENCE**

An alternative internship experience is offered to the School of Continuing Studies students through the office of the associate dean. This internship is for students seeking an internship with organizations which require that interns earn credit for their experience. UNTR 199 carries one credit, which will apply toward the degree, but will not apply toward any proficiency, distribution major, or minor requirement. Only one credit of CSTR 199 may be applied toward the degree. CSTR 199 must be taken on a satisfactory/unsatisfactory (S/U) basis. Students who have completed fewer than 30 credits may not register for this course.

Students desiring to register for CSTR 199 must receive approval from the associate dean before registering for the course.

## **SECOND DEGREES**

Students already holding a baccalaureate degree may enroll in the School of Continuing Studies 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 the School of Continuing Studies' proficiency, supporting, distribution, and residency requirements for a second degree, and fulfill the requirements for the major.