Academic Policies

ACADEMIC ADVISING

Academic advising, registration, and maintenance of academic records for Freeman School students is the responsibility of the Director of Undergraduate Education in Suite 200 of Goldring/Woldenberg Hall. As the academic advisor for all Freeman School undergraduate students, the Director of Undergraduate Education also provides guidance relating to students’ academic endeavors or problems. Additionally, the Director of Undergraduate Education keeps students aware of the many services offered by the School and the University to ensure student success.

Petitions for continuing, overloading, independent studies, transfer arrangements, and similar requests should be submitted to the Director of Undergraduate Education for consideration by the Undergraduate Curriculum Committee. While every effort will be made to ensure students are well-informed about academic rules affecting them, each student is ultimately responsible for fulfilling all graduation requirements.

Students are expected to take an active part in the advising process. They should feel free to consult with their advisor on all matters related to their academic work and their career objectives.

ACADEMIC AND CONDUCT CODES

Academic Integrity

Each student is expected to read and be familiar with the Honor Code, included in the BSM Handbook which is distributed to all students when they enter the program. The Honor Code Committee is a joint student and faculty committee. It meets to hear cases of alleged violation of the Honor Code. Student representatives from each program serve on the committee.

Plagiarism and cheating are not tolerated in the Freeman School and may be grounds for expulsion.

Conduct

Freeman School students must represent themselves as responsible members of the Tulane University community at all times. The University’s Code of Student Conduct applies to all BSM students and is also included in the BSM Handbook.
Placement Ethics
Students must conduct themselves in an ethical and responsible manner when seeking jobs or applying to graduate and professional schools. The ethics by which students are to conduct themselves are contained in the Code of Placement Ethics, in the BSM Handbook.

Grievance Procedures
Procedures for filing and resolving a grievance are detailed in Student Grievance Procedure in the BSM Handbook.

EXAMINATIONS
In an effort to minimize scheduling conflicts, the final examination schedule is determined following the last day to add a course. The schedule is normally available to students one month after the beginning of the semester. Faculty may, at their discretion, schedule other examinations during the semester.

COURSE LOADS
The normal full-time load per semester for BSM students is 15 credit hours. Part-time students are those enrolled for fewer than 12 credit hours per semester. An overload beyond 18 credit hours is allowed only with permission to second-semester juniors or seniors who have achieved a 3.00 or better GPA during the previous semester. All other overloads must be requested in writing and must be submitted to the Director of Undergraduate Education for approval by the chair of the Undergraduate Curriculum Committee.

GRADES
The Freeman School uses a letter grade system with the following numerical values:

\[
\begin{align*}
A &= 4.00 \\
A- &= 3.67 \\
B+ &= 3.33 \\
B &= 3.00 \\
B- &= 2.67 \\
C+ &= 2.33 \\
C &= 2.00 \\
C- &= 1.67 \\
D+ &= 1.33 \\
D &= 1.00 \\
D- &= 0.67 \\
F &= 0.00
\end{align*}
\]

The total number of quality points for all courses is computed by multiplying the numerical values of the grades received by the course semester credit hours. Grades of W (withdrawal) and WF (withdrawal failing) are assigned by the instructor when students withdraw from courses before their completion. A WF is calculated into the GPA as though it were an F.

Credit is awarded for grades of D- or better; however, low grades must be offset by grades high enough to maintain the 2.00 Tulane GPA, 2.00 Freeman School GPA, and 2.00 major GPA necessary to meet continuation and graduation requirements.

DROPPING AND ADDING COURSES
Dropping a required course may require the student to withdraw for the term. BSM students may use the Tulane University Touchtone phone Online Registration (TUTOR) or Tulane Online University Records (TOUR) until the last day to add in the semester. After that time, Drop/Add forms, which are available in the Freeman School’s Office of Academic Programs, must be completed and signed by the student and the Director of Undergraduate Education.

After the last day to drop with W or WF, any course dropped is recorded as an unauthorized withdrawal (UW) and will be calculated in the GPA as an F.

SATISFACTORY/UNSATISFACTORY OPTION
BSM students are allowed to take no more than two liberal arts and sciences courses using the satisfactory/unsatisfactory (S/U) option. Only one S/U grading option is allowed per semester. S/U
options taken prior to enrollment in the Freeman School are included in the limit of two. This grading option may not be used for any Freeman School courses taken by BSM students or students working toward a business minor, nor for approved economics electives taken by BSM students. A minimum performance level of C- must be achieved to earn the “satisfactory” grade. U grades are handled as Fs in determining probationary status. Students on academic probation may not use the S/U grading option during the probationary period. Changes to or from the S/U grading option cannot be authorized after the published university deadline. A grade of S earns the credit hours only while a grade of U earns no credit. Neither affects the grade point average.

**REPEAT OF COURSES**

Credit is earned on all courses in which a grade of D- or higher is earned. Courses for which a student has received credit may not be repeated. A student must repeat any required course in which a failing grade has been earned. When a failed course is repeated, both grades contribute to the grade point average. Elective courses do not have to be repeated, but the 122-credit hour requirement for graduation must be met.

**PASS/FAIL**

The Freeman School uses the designation Satisfactory/Unsatisfactory rather than Pass/Fail. Freeman School students cannot use the P/F grade type for any course taken at Tulane. Students working toward a business minor may not take Freeman courses on an S/U or P/F basis.

**AUDITING COURSES**

Auditing of courses is discouraged by the Freeman School.
GRADUATE COURSES
BSM or other undergraduates may not take Freeman School graduate courses (600- and 700-level courses).

ACADEMIC PROBATION
The Undergraduate Curriculum Committee has established the following guidelines for academic probation.

1. Student grade reports are reviewed at the end of each semester.
   - Probation will follow under any of the conditions below:
     a. term grade point average below 2.00,
     b. Tulane cumulative grade point average below 2.00,
     c. Freeman cumulative grade point average below 2.00,
     d. any failing grade including F, U, and UW
2. Any student on probation at the end of the junior year because of either semester’s academic work must be authorized by the Undergraduate Curriculum Committee to return for the senior year.
3. Terms of a student’s probation will be set by the Undergraduate Curriculum Committee in light of the Committee’s evaluation of the student’s ability to:
   a. repeat any failed course with a grade of C or better,
   b. offset D grades with A or B grades,
   c. earn the requisite quality points for graduation, and
   d. master the required courses of the BSM program.
4. Any summer school work required to meet conditions of probation must be taken at Tulane, unless alternative plans are submitted to the Director of Undergraduate Education and are approved by the Undergraduate Curriculum Committee.
5. A first-semester junior whose Freeman grade point average falls below 1.60 at the end of the fall semester will be subject to dismissal.
6. Students who remain on probation two consecutive semesters or whose Freeman grade point average falls below 1.85 are subject to dismissal from the School.
7. A student denied continuation has the right to a written appeal of this decision within two weeks of receipt of the letter denying continuation. This appeal should be submitted to the Director of Undergraduate Education for review by the Undergraduate Curriculum Committee.
8. A student who has discontinued studies at the Freeman School for any reason for more than one year must seek approval of the Undergraduate Curriculum Committee in applying for readmission to the School.

DEAN’S LIST
BSM students enrolled in a minimum of 15 hours of regularly graded coursework and who exhibit outstanding achievement academically are awarded Dean’s List standing at the end of each semester. Students in the junior year must obtain a minimum semester grade point average for all coursework taken at Tulane University of 3.50 to be eligible. Seniors must achieve a 3.67 for all coursework taken at Tulane to be eligible. A list of these students’ names is posted on the bulletin boards on the first floor following each semester.

COMMENCEMENT POLICIES AND PROCEDURES
To qualify for a Bachelor of Science in Management degree at the Freeman School, a student must earn a minimum of 122 semester hours of credit as specified in this catalog. All degree candidates are
expected to participate in commencement exercises unless excused in advance by the Dean. Commencement ceremonies are held in May. December graduates may participate in the official graduation ceremonies held the following May. Students who will complete degree requirements by the end of summer session may participate in commencement ceremonies in May, assuming certain conditions are met.

Degree candidates must file an “Application for Degree” form with the Freeman School’s Office of Academic Programs within the first two weeks of the final semester.

Please refer to page xx for University commencement policies and procedures.

**SUMMER SCHOOL TRANSFER CREDIT**

General requirements to receive credit for summer school work taken outside Tulane:

1. **Accredited status of institutions:** Transferred business courses should be from AACSB International accredited schools. Transferred, nonbusiness courses need not be from AACSB International schools but must meet the approval of Tulane College or Newcomb College.

2. **Minimum credit hours:** Courses taken in a classroom environment should bear at least three semester hours of credit, or the equivalent in quarter hours. Any credit granted by Tulane should equal the semester hours (or their equivalent) earned for the transferred course or what would be earned at Tulane, whichever is less.

3. **Minimum grades:** Transferred courses must have been completed with a grade of C or better.
4. **Prior written approval:** Transfer credit will not be granted for courses taken without prior written approval. Before enrolling in a summer business course, the student must submit the course syllabus, the table of contents from each textbook, and catalog description to the Director of Undergraduate Education for review by an appropriate faculty member to determine equivalence to a Freeman School course. For liberal arts and sciences courses, normally the course description is sufficient for review to determine equivalence. Students should contact the equivalent liberal arts and sciences department at Tulane to determine what information that department requires for course approval.

**Other Transfer Considerations**

Incoming **Juniors** will not receive credit against **Junior-Level Requirements** (*i.e.*, core courses) for business/management courses taken at institutions other than Tulane during the summers preceding entrance to the Freeman School.

Students are required to take a set of eight specific business courses in the junior year and one in the senior year. All of these required courses should be taken at the Freeman School, and none should be dropped or taken elsewhere.

Transfer credit cannot be granted until an official transcript of summer work is received by the Director of Undergraduate Education. Arranging delivery of the transcript is the responsibility of the student.

Credit transferred to Tulane for academic work in the summer preceding the senior year may not be used to reduce the amount of credit earned at Tulane in the senior year below 24 hours of Tulane credit for the BSM degree. That is, the last 24 hours of degree credit must be earned at Tulane preceding the granting of a degree. Courses taken as part of Summer or Semester Study Abroad are considered Freeman and Tulane coursework.

**STUDENT ORGANIZATIONS**

**American Marketing Association (AMA)**

Open to all majors, Tulane’s collegiate chapter of the American Marketing Association sponsors presentations by marketing professionals. Members receive a subscription to *Marketing News*, the AMA’s biweekly magazine that covers career opportunities and ongoing shifts in the industry.

**BSM Ambassadors**

The BSM Ambassadors assist the Office of Academic Programs and the Career Development Center in representing and promoting the Freeman School to current and prospective Tulane students and parents, and corporate recruiters. Ambassadors participate in a variety of activities including on-campus recruiting, Open House, Orientation, Tulane Days, and Parent/Family Weekend.
Financial Management Association (FMA)
FMA, a chapter of FMA International, assists in the professional, educational, and social development of students interested in finance, banking, and investments. FMA encourages interaction among business executives, faculty, and students of business and finance.

Freeman School Government (FSG)
The Freeman School Government is the formal organization of students enrolled in the BSM program. All BSM students are automatically members of FSG. The FSG influences many of the curricular and extracurricular activities of the School. Students play a role in modifying the curriculum, in evaluating courses, in planning academically related activities, in selecting faculty for special honors, and in organizing a schedule of social events. BSM students are encouraged to take a leadership role in the organization and to support the activities sponsored by the FSG.

Toastmasters International
Toastmasters is a national organization devoted to developing the speaking skills of its members. Students who participate in Toastmasters gain confidence and techniques that prove invaluable in classroom presentations as well as in future business situations.

Tulane Association of Business Alumni (TABA)
TABA, the formal organization of the Freeman School alumni, sponsors programs and projects throughout the year. Graduates usually join TABA after commencement to continue their support of and association with the Freeman School. TABA supports programs such as TABA Community Service Program, networking receptions including Freeman Days in New York and Houston, and receptions welcoming the newest alumni. The annual Tulane Business Forum is the largest half-day business conference in the Greater New Orleans area, featuring nationally and internationally renowned business leaders.

Tulane Entrepreneurs Association (TEA)
The Tulane Entrepreneurs Association’s mission is to assist members in expanding their entrepreneurial skill base. TEA sponsors lectures, workshops, and social networking events, and provides student entrepreneurs with assistance in organizing their own ventures. TEA coordinates student teams that create business plans for entry into business plan competitions, and sponsors the Tulane Business Plan Competition. TEA is open to all Tulane students.

Tulane International Business Society (TIBS)
TIBS brings together students and faculty interested in the international business arena. The organization hosts speakers from around the world to present current international business topics. TIBS organizes business debates to increase members’ participation and explore diverse points of view. TIBS also sponsors the annual International Dinner, to which all members of the Freeman community are invited.
**Undergraduate Curriculum Committee**
This group of faculty, staff and students recommends changes in curriculum to the faculty. The Committee reviews issues relating to the academic performance of students such as probation, the denial of continuation, and requests for course substitutions. Written appeals of academic decisions are made to this Committee through the Director of Undergraduate Education. Student members do not participate in discussions relating to individual students. Revisions and interpretations of the curriculum are made by the Undergraduate Curriculum Committee. The president and vice president of academics of the Freeman School Government serve as members.