



**Tulane  
University**

SCHOOL OF PROFESSIONAL  
ADVANCEMENT



# SoPA Catalog

# Administration



**Suri  
Duitch, Ph.D.**

*Dean  
and Vice President  
for Academic  
Innovation*



**Ilianna  
Kwaske, Ph.D.**

*Associate Dean  
for Academic  
Affairs*



**Christa  
Payne**

*Director, Business  
Operations  
and Administrative  
Services*



**Tulane  
University**

**SCHOOL OF PROFESSIONAL  
ADVANCEMENT**

# Campus Locations



## Uptown Campus

125 Gibson Hall  
6823 St. Charles Avenue  
New Orleans, LA 70118

(504) 865-5555

[asksopa@tulane.edu](mailto:asksopa@tulane.edu)



## Elmwood Campus

800 E. Commerce Rd.  
Suite 100  
Harahan, LA 70123

(504) 865-5333

[asksopa@tulane.edu](mailto:asksopa@tulane.edu)



## Mississippi Coast Campus

Edgewater Village  
2650 Beach Boulevard  
Suite 44  
Biloxi, MS 39531

(228) 388-5769

[asksopa@tulane.edu](mailto:asksopa@tulane.edu)

The School of Professional Advancement (SoPA) offers high quality degree and certificate programs in the humanities and in applied fields that are directly relevant to the needs and interests of working adults. Our faculty, most of whom are working professionals, ensure that our programs stay up to date, helping our graduates to maximize the value of their degrees. For over 130 years, SoPA has extended the resources of Tulane University to the communities it serves. Although the name has changed over time, the mission has remained constant: to develop and deliver distinctive undergraduate and graduate professional programs of the highest quality for a diverse student population that fits into the lives of working adults.

SoPA offices are located in Gibson Hall on Tulane University's uptown campus; the School also makes its programs available at campuses in Harahan at the Elmwood Campus, and in Biloxi at the Mississippi Coast Campus in Edgewater Village.

[sopa.tulane.edu](http://sopa.tulane.edu)

# The “Trimester” System

SoPA features three terms during the year (fall, spring, and summer) with approximately the same number of courses offered in each ‘trimester.’ The summer ‘trimester’ includes twelve-week sessions and two six-week sessions, offered at the Uptown, Elmwood, and Mississippi Coast campuses, and online.

## Programs of Study

One of the school’s greatest strengths is the diversity of its academic offerings and the flexibility with which students may approach them. Students may pursue a degree with a major offered by SoPA or they may work toward a major offered through another undergraduate division of the university. Students who already have a bachelor’s degree or who do not want to make the long-term commitment to a degree in arts and sciences may choose to earn a certificate in one of the specialty programs offered by SoPA. Students may also prepare to transfer to a degree program at another school at the university or take miscellaneous courses that suit their personal interests or professional needs.

## Associate Degree Programs

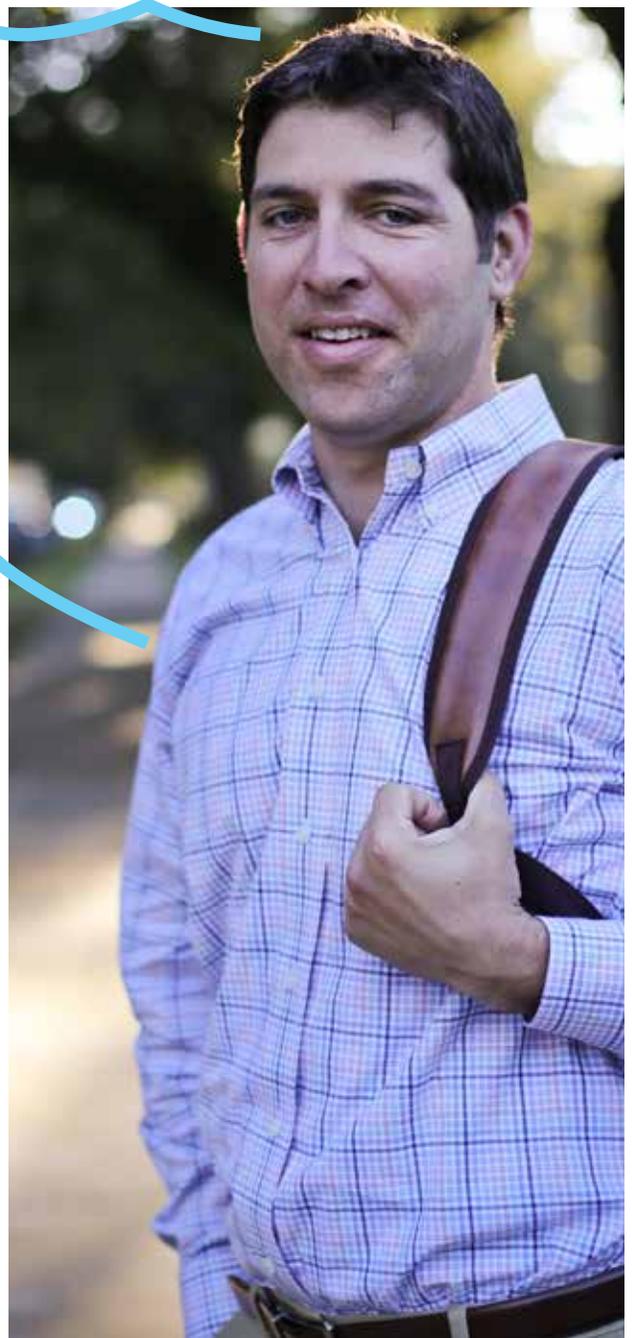
- Applied Business
- Applied Computing Systems & Technology
- Digital Design
- Health & Wellness
- Homeland Security Studies
- Human Resource Development
- Marketing
- Paralegal Studies
- Public Relations
- Small Business Development
- Social Sciences
- website Development

## Bachelor Degree Programs

- Applied Computing Systems & Technology
- Arts
- Digital Design
- Fine Arts
- Health & Wellness
- Homeland Security Studies
- Humanities
- Paralegal studies
- Public Relations
- Science
- Social Sciences
- website Development

## Master Degree Programs

- Master of Liberal Arts
- Master of Professional Studies in Health & Wellness Management
- Master of Professional Studies in Homeland Security Studies
- Master of Professional Studies in Information Technology Management



## **Minors**

Accounting  
Accounting and Finance  
Advertising  
Applied Business  
Applied Computing Systems & Technology  
Digital Design  
Graphic Design  
Health & Wellness  
Homeland Security Studies  
Human Resource Development  
Louisiana Studies  
Marketing  
Paralegal Studies  
Public Relations  
Small Business Development  
website Development

## **Post Baccalaureate Certificate Programs**

Applied Business  
Business Systems Analysis  
Digital Design  
Health & Wellness  
Homeland Security Studies  
Human Resource Development  
Information Technology  
Integrated Application Development  
Marketing  
Paralegal Studies  
Public Relations  
Small Business Development  
website Development

## **Certificates of Completion**

Accounting  
Finance  
Human Resource Development  
Management  
Marketing  
New Ventures

**[sopa.tulane.edu](http://sopa.tulane.edu)**

# Academic Advising

Students are encouraged to maintain regular contact with their academic advisors in matters relating to academic planning, satisfaction of degree requirements, quality of work rules, and transfer of credit from other institutions.

# Student Government

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 SoPA Student Organization. Student activity fees are distributed by the Associated Student Body, which organizes campus activities. The SoPA Student Organization is part of the Graduate and Professional Student Association, and requests its budget from that body.

Students interested in student government should contact the student government advisor at (504) 865-3333 or visit the SoPA website.

# Alumni Association

All graduates of SoPA 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. Contact with the Alumni Association can be made by calling the Office of Alumni Relations at (504) 865-5901 or online at [alumni.tulane.edu](http://alumni.tulane.edu).

**[asksopa@tulane.edu](mailto:asksopa@tulane.edu)**

# Admission, Costs, and Transfer Credits

## Undergraduate Admission

SoPA has an open admissions policy for those pursuing undergraduate coursework. Students are not required to submit ACT or SAT test scores in order to be admitted but must hold a high school diploma or general equivalent diploma. Continued enrollment is based on satisfactory academic performance.

Students wishing to study through SoPA should complete the online application form at [sopa.tulane.edu](http://sopa.tulane.edu), along with a non-refundable \$25 processing fee. 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 former schools and have official transcripts sent directly to SoPA. Students who have not attended college must submit a copy of their high school transcript (or equivalent) with their application.

Recent high school graduates (within two years of graduation) must submit ACT or SAT scores before enrolling in ENGL 1010 (Freshman Writing). Students who do not submit ACT or SAT scores are required to submit a writing sample to the school before enrolling in courses to determine their suitability for enrolling in ENGL 1010. With the recommendation of the English Department, SoPA will determine whether a student may enroll in ENGL 1010. If the school determines that a student is not prepared to enroll in ENGL 1010, the school will enroll the student in CSEN 1000, Composition and Reading, and limit the student to six credits for the semester. The student must successfully complete CSEN 1000 in order to enroll in ENGL 1010. If the student does not successfully complete CSEN 1000, he or she must enroll in it every semester or summer session until he or she passes the course.

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 SoPA and do not plan to earn a degree (i.e. are “non-matriculating”) 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.

## Graduate Admission

To be considered for admission, a prospective graduate student must have earned an undergraduate degree from an accredited institution prior to the first semester of proposed graduate study. The applicant also must have earned a 3.0 cumulative grade point average or better in undergraduate coursework. Students with undergraduate grade point averages below 3.0 may be considered for provisional admission, provided that they demonstrate significant professional experience in a relevant field.

Additional, program-specific requirements may apply, depending on the graduate degree and program pursued. Graduate applicants must submit transcripts from all undergraduate institutions attended before they will be admitted.

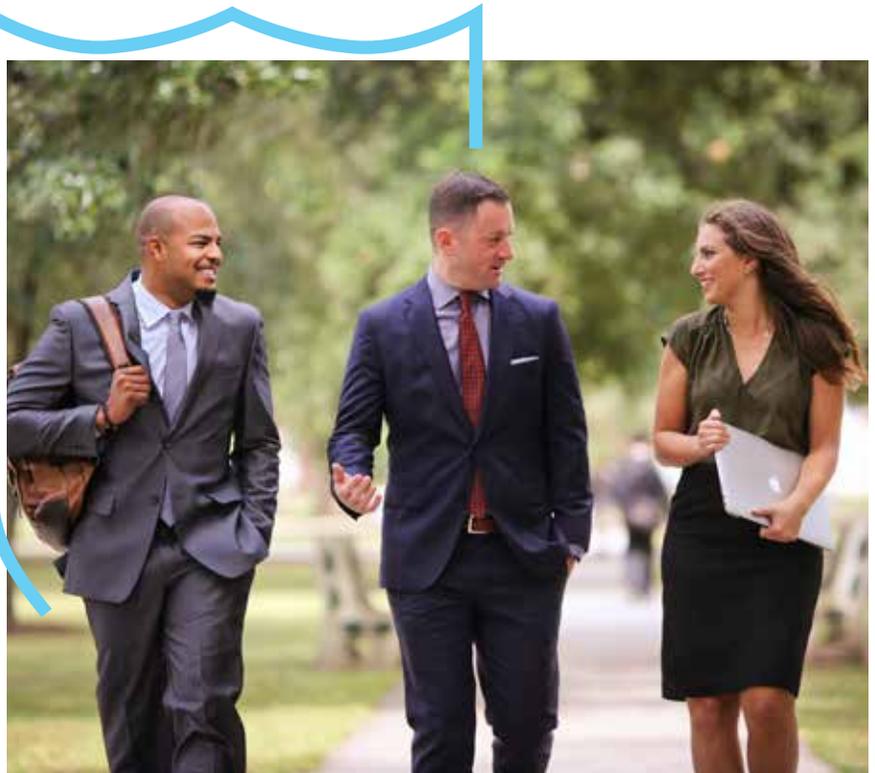
## Interdivisional Transfer

Students in good academic standing in Newcomb-Tulane College who wish to change to part-time status may, with the approval of the dean of Newcomb-Tulane College, transfer to SoPA.

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

**Note: Students not eligible to return to another division of Tulane University are generally inadmissible to SoPA. These students may appeal to the SoPA associate dean for academic affairs for probationary admission.**

Students in SoPA who wish to transfer to Newcomb-Tulane College should obtain the recommendation of the SoPA associate dean of academic affairs. This recommendation is given only to students who have completed at least two full semesters in SoPA, are in good academic standing, and have no outstanding holds. Students must have completed at least 18 credits including ENGL 1010, a course satisfying the mathematics requirement, a course satisfying the science requirement, a course that is part of the foreign language requirement, a course satisfying the social science requirement, a course satisfying the humanities requirement, as well as have at a least a C cumulative grade point average.



## 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 SoPA. SoPA will transfer only those credits earned at another college or university which was accredited by a regional accreditation authority (such as the Southern Association of Colleges and Schools) at the time the courses were taken. Up to 60 credits may be transferred from a regionally accredited college or university. Coursework from foreign universities will be referred to the Center for International Studies for evaluation and translation, if necessary.

Individual academic departments at Tulane may have rules governing the transfer of credits from community or junior colleges that may affect students. For specifics, contact an academic advisor. No more than 27 credits of business coursework may be transferred to SoPA; no more than 27 credits in business may be applied to any bachelor's degree at SoPA.

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. Credits earned while enrolled at other schools of Tulane University apply to degree programs within SoPA, though there are distinctions and differences in applying the credit to degree programs. Consult your academic advisor about these distinctions.

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 SoPA. Courses transferred from other institutions are not included in the calculation of grade-point average.

Students with transfer credits should see an academic advisor before the end of their first semester to have their credits evaluated. When transcripts are received, students will be notified via a receipt of transcript acknowledgement sent to their Tulane email accounts. Students who do not receive a transcript receipt in a reasonable time frame should contact the SoPA Records Manager to check the status. Transfer credit requested for academic work done more than 10 years ago is subject to review.

Students wishing to take courses at another institution during the summer must first receive approval from the SoPA associate dean for academic affairs 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 and apply those credits toward a degree program at Tulane.

## Credit for Life and Work Experience

SoPA recognizes that many of its students come with extensive professional and life experiences that have the potential to translate into advanced standing or exemptions from certain academic requirements and coursework in both undergraduate and graduate degree and certificate programs.

At this point, SoPA uses two primary methods of awarding credit for previous experiences: the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST).

Qualified SoPA students may receive up to 24 credits by testing out of courses through CLEP tests and through DSST. Credit earned through CLEP or DSST does not count toward the School's residency requirement, and may not be transferable to other divisions within Tulane. Please consult your academic advisor for additional information about the process.

The table below lists the CLEP tests accepted by SoPA, the corresponding Tulane course, and the minimum required passing score.

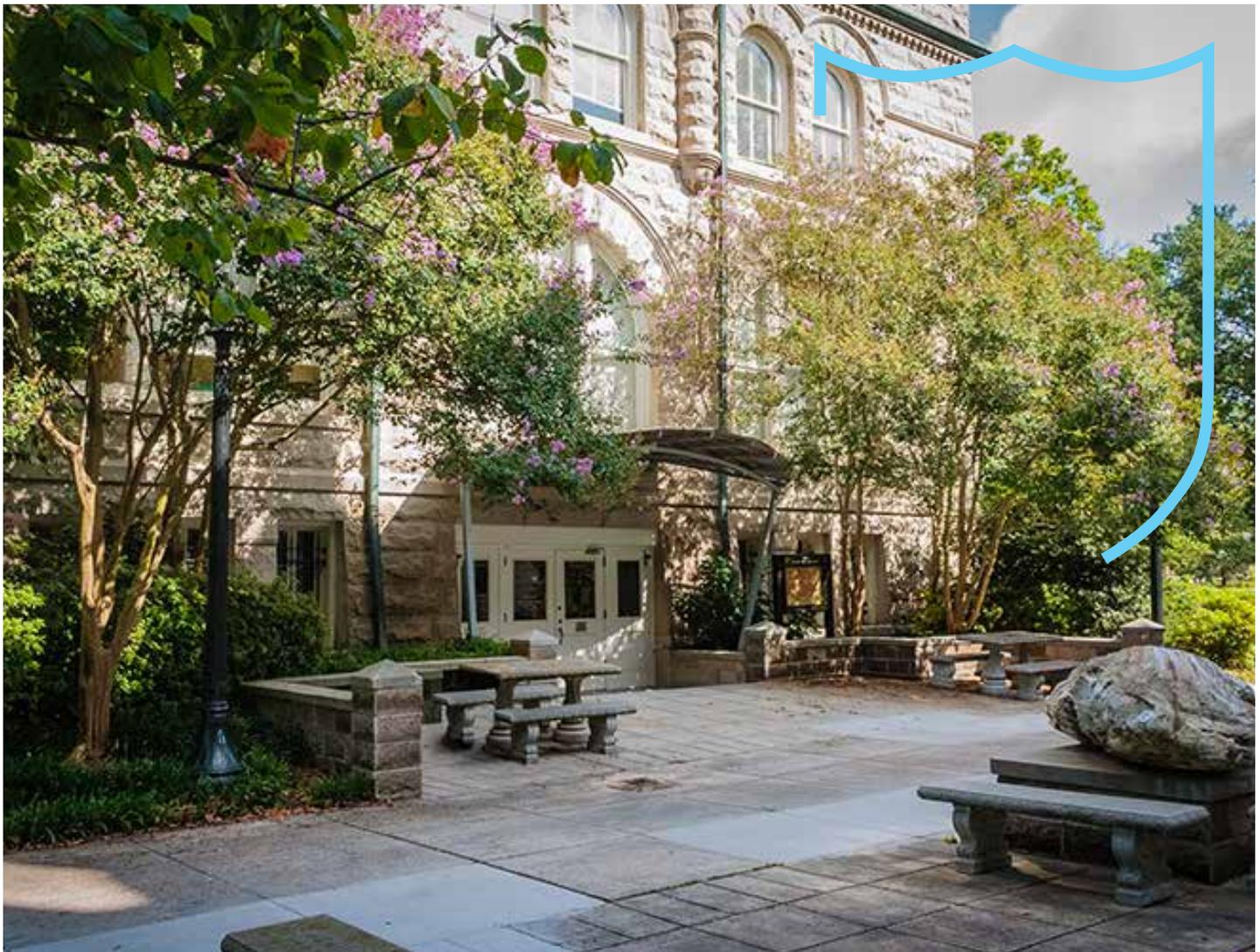
CLEP Exam Name	Tulane Class	Minimum Passing Score
Financial Accounting	BSAC-1120 Elementary Accounting	65
Introductory Business Law	BSBL-3400 Legal Aspects of Business	60
Principles of Management	BSMT-2310 Principles of Management	63
Principles of Marketing	BSMK-3200 Introduction to Marketing Principles	65
Information Systems	CPST-1200 Fundamentals of IS & IT	66
Humanities	CSHM-2010 Humanities	55
American Government	POLA-2100 American Government	50
Introductory Sociology	SOCI-2010 Foundations of Sociology	50
Western Civilization I	HISE-1210 Western Civilization I	55
Western Civilization II	HISE-1220 Western Civilization II	54
Calculus	MATH-1210 Calculus I	50
Chemistry	CHEM-1070 General Chemistry I	50
Introductory Psychology	PSYC-1000 Introductory Psychology	50
Natural Sciences	CSNA-2010 Natural Sciences	62

The table below lists the DSST tests accepted by SoPA, the corresponding Tulane course, and the minimum required passing score.

<b>DSST Exam Name</b>	<b>Tulane Class</b>	<b>Minimum Passing Score*</b>
Human Resource Management	HRDV-3330 Introduction to Human Resources	53/434
Money and Banking	BSFN-3310 Money and Banking	54/434
Organizational Behavior	BSMT-3340 Organizational Behavior	52/434
Principles of Finance	BSFN-2210 Introduction to Finance	53/434
Intro to World Religions	CSRL-3330 Introduction to World Religions	52/434
Principles of Public Speaking	SPEC-1400 Persuasive Public Speaking	52/434
Here's to Your Health	WLHP-1800 Fundamentals of Health	51/434
Physical Geology	EENS-1110 Physical Geology	46/400
Principles of Statistics	MATH-1110 Probability and Statistics I	48/400

\* Tests taken prior to 2008 are scored on a 20 – 80 point scale.  
 Tests taken in 2008 and later are scored on a 200 – 500 point scale.

In addition, SoPA can award 12 elective credits to individuals who are graduates of training academies for police officers, firefighters and paramedics. Individuals applying for these credits must be able to document their graduation from a training academy and/or certification as a firefighter, policy officer or paramedic.



# Registration Policies and Procedures

## Registration

SoPA students are governed by the registration policies and procedures set by the university. Consult the Registration Policies and Procedures in the University Policies and Procedures section of the university catalog regarding the registration and confirmation process.

Students with registration holds should clear their blocks prior to the start of the semester. Students will not be allowed to retroactively register for classes after the deadline for the last day to register/add has passed.

**Note: SoPA reserves the right to cancel any course with low enrollment.**

## Tuition and Fees

Consult the SoPA website for current tuition rate and fee schedule.

In addition to tuition, SoPA students pay university and student activity fees. 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.

SoPA students may register for courses offered by other divisions at Tulane but must pay a substantially higher tuition for those courses. Several sessions of evening courses are offered each summer at SoPA tuition rates. SoPA students may take daytime Summer School courses without restriction but must pay tuition at the Summer School rate rather than the SoPA rate.

Tuition refunds are allowed for students who drop courses by the dates specified in the academic calendar published online.

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

Failure to attend a class does not constitute a withdrawal. Students will still be held responsible for any financial obligations related to a class for which they registered and failed to properly withdraw.

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

## Changes to Academic Records

No changes to course enrollment status, grades or grade types will be made more than three years after the close of the semester in which the course was offered. This rule places a three-year time limit on the retroactive adding or dropping of courses, or requesting grade changes.

## Retention of Academic Records

Academic records will be retained for at least eight years from the time of first enrollment of that student cohort. For most students, this will mean that their records will be kept for 4 years after graduation. This restriction does not apply to records kept by the registrar's office; those records are retained permanently.

## Add/Drop Policy

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.

Schedule adjustments are done online during the two weeks following the first day of the semester.

Courses can be dropped online up to the last day to drop during the semester. If a student wishes to drop all of his or her courses during a semester, he or she must submit a resignation form (see Withdrawal section below.)

# Withdrawal

## Voluntary

A student who has registered for a semester and plans to withdraw from the university by dropping from all his or her courses must complete a resignation form.

## Medical

A withdrawal from courses for medical reasons requires an official letter of recommendation from a physician in the Student Health Center and the approval of the SoPA Dean's office. Students seeking a medical withdrawal must report to their academic advisor before going to the Student Health Center for an evaluation. Grades of W are assigned when a student withdraws from one or more courses for medical reasons after the last day to drop without record.

A partial medical withdrawal (from some but not all courses) or incomplete grades in one or more courses may be permitted upon the recommendation of the Student Health Center. Withdrawals from individual courses for medical reasons after the published deadline for dropping a course will require supporting justification. Partial withdrawals are not given during the last two weeks of classes. The deadline for medical withdrawals from all courses is the last day of classes each term. Requests for retroactive medical withdrawals normally are not approved.

Refunds will be based on the official date of withdrawal.

SoPA may require a medical clearance before a student can continue studies in a semester that begins after administrative action has been taken on behalf of the student for medical reasons.

## Required

A student may be required to withdraw from any course or from the university, temporarily or permanently, for any of the following reasons: possibility of danger to the health of the student or to that of other students if enrollment is continued; refusal to obey regulations; violation of the Honor Code or other serious misconduct; unsatisfactory class attendance; or work below the required scholastic standards.

## Appeals

Students who are requesting changes to their academic record outside of the current term's academic calendar should consult with their academic advisor.

# Academic Policies

## Academic Performance

### Credits and Grades

Undergraduate and graduate 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. SoPA, along with the other divisions of Tulane, adopted a plus/minus grading system beginning fall 1981. Each grade is assigned a number of quality points that are used in the calculation of the grade-point average. Grades and quality points used at SoPA are as follows:

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-	0.33
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

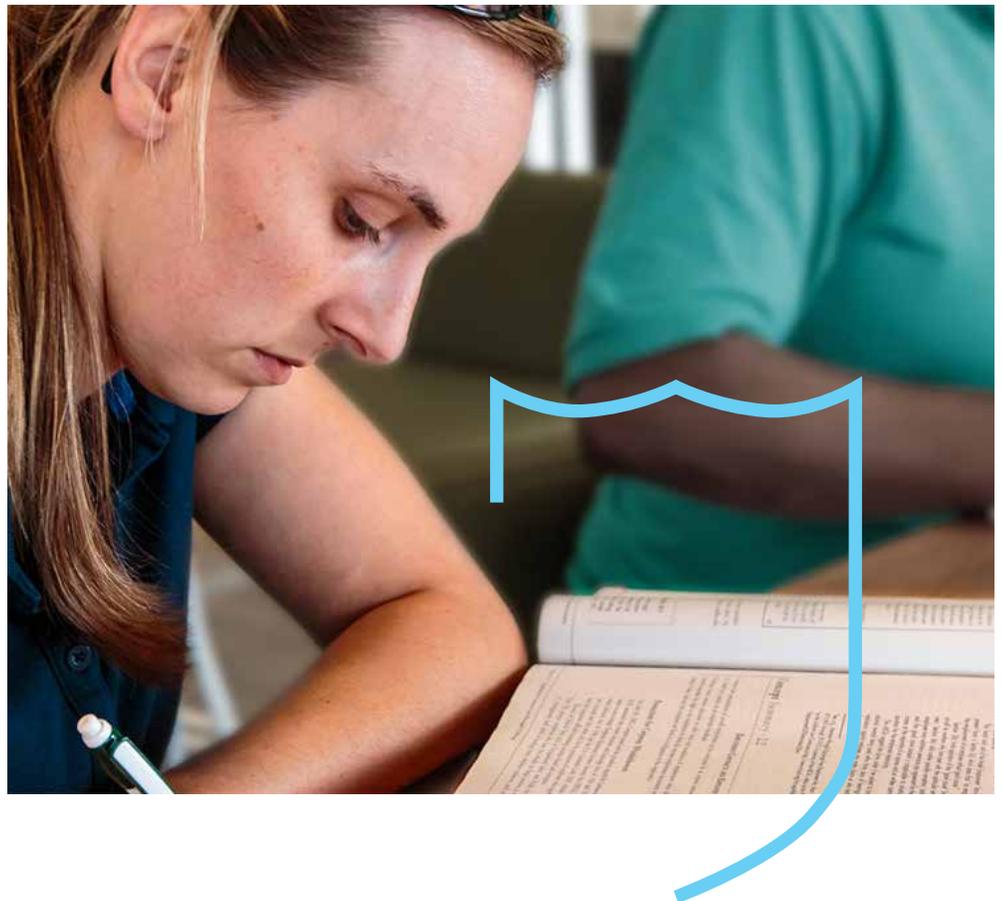
Undergraduate students in SoPA may avail themselves of the satisfactory/unsatisfactory option. A course with the grade of satisfactory (S) typically may not be used to satisfy proficiency, major, or minor requirements, and no more than 18 credits of S will be credited toward the degree. Students should 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.

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 30 days 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. Extensions of the 30-day deadline may be requested in writing by the student and must be approved by the instructor and the SoPA associate dean for academic affairs. 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 associate dean, 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.

## Repeated Courses

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

- The course to be repeated was completed during the student's first semester (Fall, Spring, or Summer) at Tulane.
- The repeated course, taken at Tulane, is identical to the one it replaces.

If 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 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 SoPA are limited to 13 credits per semester. Students on probation are typically limited to 7 credits. Undergraduate students may not enroll in 7000-level courses.

[asksopa@tulane.edu](mailto:asksopa@tulane.edu)

## Honors

A dean's list of undergraduate students is compiled at the end of the fall and spring semesters. To be eligible for the dean's list, in any given semester students must pass at least six credits, excluding those earned in courses taken on a satisfactory/unsatisfactory basis and 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.

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 60 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 who are juniors or seniors. 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 SoPA 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 advisor at SoPA.

## Requirements for Graduation

Students must submit an application for degree/certificate early in the semester in which they plan to graduate. **This application must be completed with the student's academic advisor.** Applications for degree/certificate are available at each campus location. When students apply for their degree, their work is evaluated by the criteria in place at the start of their work towards that degree. SoPA updates programs periodically; changes in our curriculum go into effect for students who start the program the following semester. If you are concerned that a change in our curriculum will affect your degree requirements, or if you would like to take advantage of such changes, contact your advisor.

## **Associate Degree**

To receive an associate degree, the student must complete all program requirements and have at least a 2.0 cumulative grade-point average.

## **Bachelor's Degree**

To receive a first baccalaureate degree from SoPA, students must have a minimum of 120 credits of passing work, as follows:

### **Proficiency Requirements**

English/Writing 4 credits

Quantitative Reasoning (BA, BFA) 3-4 credits or Mathematics (BS) 6-8 credits

Foreign Language or Perspectives Outside European Tradition/Comparative Cultures 6-8 credits

### **Supporting Requirement**

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**

(BA or BS with an SoPA major)

Humanities 12 credits

Science 12 credits

Social Science 12 credits

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

Humanities 9 credits

Science 10 credits

Social Science 9 credits

Comparative Culture Perspective Outside the European Tradition 3 credits

### **Designated Writing Requirement**

A designated writing course (May be a Writing across the Curriculum course, which can also be used to fulfill a major, minor, or distribution requirement)

### **Major**

(BA, BS) 30 to 36 credits

(BFA) 48 credits

### **Minor Option**

Minor 15-18 credits

### **Electives**

As needed to reach a total of 120 credits.

## **Minimum Requirements to Graduate**

Students must have a cumulative 2.0 grade point average to graduate. They must also have a minimum 2.0 grade point average in their major(s) and, if applicable, their minor(s). For SoPA majors, at least 60 credits must be earned in courses at the 2000 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.

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.

## English Writing Requirements

English 1010, a 4-credit intensive writing course, is Tulane's proficiency writing requirement. Students who need to review basic English skills before enrolling in English 1010 may wish to take CSEN 1000 for elective credit. CSEN 1000 does not count toward the completion of the writing requirement. In addition to English 1010, students majoring in SoPA disciplines must also complete 3 credits in intensive writing. Consult your academic advisor before registering for a Writing Across the Curriculum course.

## Quantitative Reasoning Requirement

Students working toward a Bachelor of Arts Degree in an SoPA discipline are required to demonstrate competency in 3-4 credits of quantitative reasoning by passing any mathematics course; CPST 1070, Philosophy 1060 or 1210, or BSMT 3250.

Students working towards a Bachelor of Science Degree in an SoPA discipline are required to demonstrate competency in 6-8 credits in mathematics related courses by passing two of the following courses: any mathematics course, CPST-1070, or BSMT-3250.

Students majoring in a Liberal Arts and Sciences (LAS) discipline may not use CPST 1070, Phil 1060, or BSMT 3250 to satisfy this requirement.) Instead they must do one of the following:

### For a BA:

Successful completion of one course in Mathematics (Math 1150 without 1160), or  
Successful completion of Symbolic Logic (Phil 1210).

### For BS:

Successful completion of Math 1210 (or Math 1150 and Math 1160), and  
Successful completion of Math 1220 or Math 1230.

### For a BSE:

Successful completion of Math 1210 and Math 1220.

## Foreign Language Requirement

Students pursuing any bachelor's degree offered by SoPA are required to demonstrate competency in a foreign language. Proficiency is demonstrated through successful completion of the second level in any foreign language or two courses in Perspectives Outside the European Tradition/Comparative Cultures and International Perspectives (Non-Western). Students may also blend one language and one non-Western course. Please consult the SoPA website for a list of possible Non-Western courses.

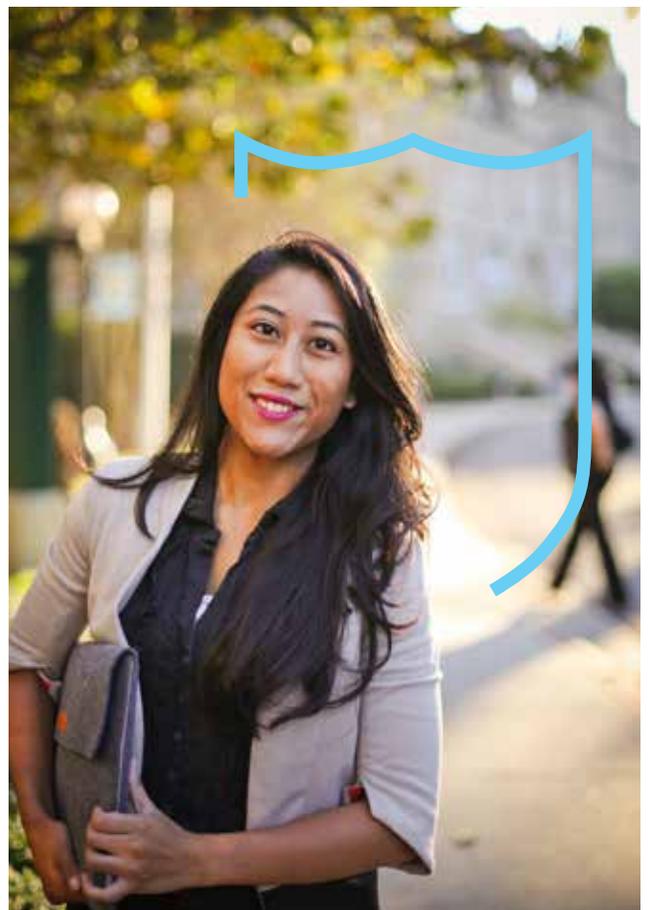
## Supporting Requirement

Students majoring in SoPA disciplines are required to complete one course in oral communications (Any SPEC course, BSMT-2250 or THEA-2100). There are no supporting requirements for students majoring in LAS disciplines.

## Distribution Requirement

Students majoring in SoPA disciplines are required to complete 12 credits each of humanities/fine arts, sciences, and social sciences. In each distribution area, courses must be chosen from at least two different disciplines.

Students majoring in LAS disciplines must complete 12 credits in Cultural Knowledge, comprising any six credits of Humanities and Fine Arts and any six credits of Social Sciences. They must also complete 6-8 credits in Physical, Life and Behavioral Sciences.



This requirement can be attained by successful completion of two courses selected from: architectural technological systems, astronomy, biology, chemistry, earth and environmental sciences, neuroscience, physics, psychology, or in public health (only SPHU 1020 or SPHU 2020. Note: One of the science courses must be selected from a list of courses with an approved laboratory component.

Courses taken to satisfy Proficiency and Supporting Requirements may not be used to fulfill distribution requirements for SoPA majors. For majors in the liberal arts and sciences, courses taken to satisfy core competency requirements may not be used for distribution requirements.

## **Major Requirements**

Courses taken to satisfy Proficiency, Supporting, and Distribution Requirements may be used to fulfill major and minor requirements. However, you may not receive double credit for the same course. 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 to receive the degree.

## **Residence Requirement**

At least 60 credits of a student's degree program must be completed at Tulane University, with the final 30 taken while enrolled in SoPA. 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 SoPA.

## **Graduate Degrees**

A student may earn a Masters of Liberal Arts (MLA) or a Masters of Professional Studies (MPS) by completing the major course requirements for one of these degrees. There are limitations on transfer credits. For more information, consult the SoPA website.

**sopa.tulane.edu**

## **Limitations**

### **Leave Restrictions for Returning Students**

Students who return to the SoPA 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 SoPA program. Business studies credits earned at SoPA are not applicable to any AACSB-accredited business school. All courses in accounting, business law, finance, management, and marketing fall within this restriction.

### **Academic Standards**

A student may be dismissed from SoPA 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.

### **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 SoPA 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 SoPA'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 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 notified in writing that their academic progress is insufficient. 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 SoPA 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

SoPA students who do not meet the minimum cumulative GPA for academic good standing for three consecutive semesters, or who do not have a minimum cumulative GPA of 1.75 after attempting 24 credits, will be dismissed. Dismissal from the university is for a period of at least one semester. A second dismissal is for a period of one calendar year and cannot be appealed. Coursework taken at another college or university during the dismissal period is not transferable to SoPA.

### 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 SoPA has the right to petition the SoPA 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 SoPA Academic Performance and Petitions Committee.

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.

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 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.

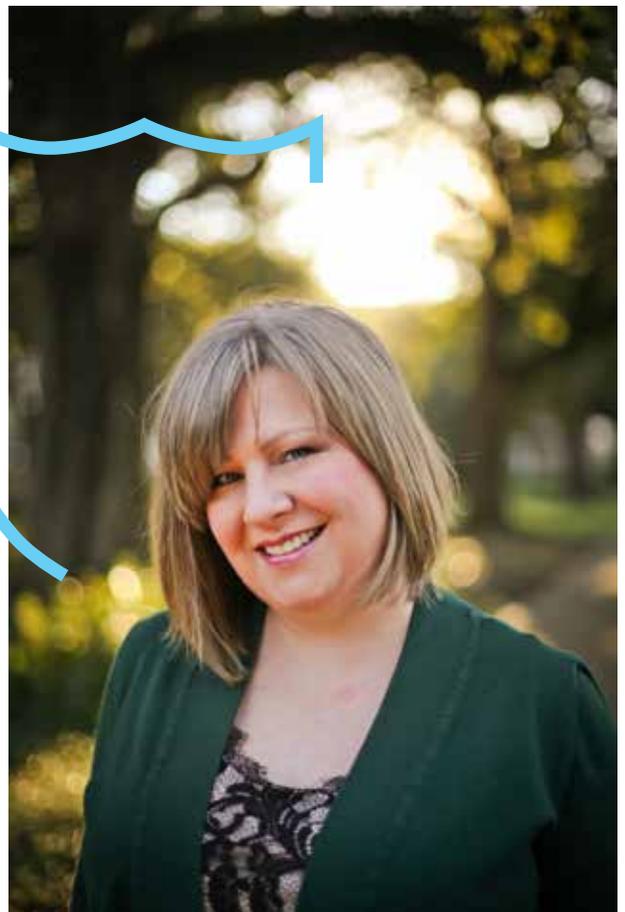
Students are also responsible for notifying professors about absences that result from serious illnesses, injuries or critical personal problems. Medical excuses are not issued by the University Health Service, except in instances of illnesses or injuries that involve hospitalization, in the event of 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 be assigned a grade of WF (see below).

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

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 associate dean, at any time during the semester an instructor may have a student with excessive absences involuntarily dropped from a course with a WF grade. A written warning will be issued to the student before they are administratively dropped from the course. 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 resulting from 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 courses voluntarily will have W noted on their transcripts for each course dropped.

## Code of Academic Conduct

The integrity of all Tulane 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 code and to conduct themselves in a manner that complies with the code at all times (see Newcomb-Tulane College Catalog for explanation of the Code of Academic Conduct).

## **Conduct**

Responsible adult behavior is expected of students in SoPA 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 SoPA, the vice president for student affairs, or other appropriate university authority. SoPA 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 will 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 SoPA.

## **Reporting to the Dean**

All students must report to the Dean of SoPA, to the vice president for student affairs, to their advisor, or to their instructors without delay when notified to do so.

## **Grievance Committee**

The SoPA 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 SoPA 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 SoPA 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 (504) 865-5180.

# **Academic Options**

## **Cross Registration**

Students may enroll in undergraduate courses not listed in SoPA offerings. For courses listed under the School of Liberal Arts, students need only meet the prerequisites before enrolling. The Schools of Architecture, Business, Public Health and Tropical Medicine, or Science and Engineering courses require the relevant dean's approval.

**Note: The tuition rate of some of these courses may be significantly higher than the SoPA course tuition rate.**

**[asksopa@tulane.edu](mailto:asksopa@tulane.edu)**

## 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. 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.

## Dual Degrees

Students may earn dual degrees (a BS and a BA) by completing 150 instead of 120 and completing all the requirements of both a BS major and a BA major.

## Independent Studies

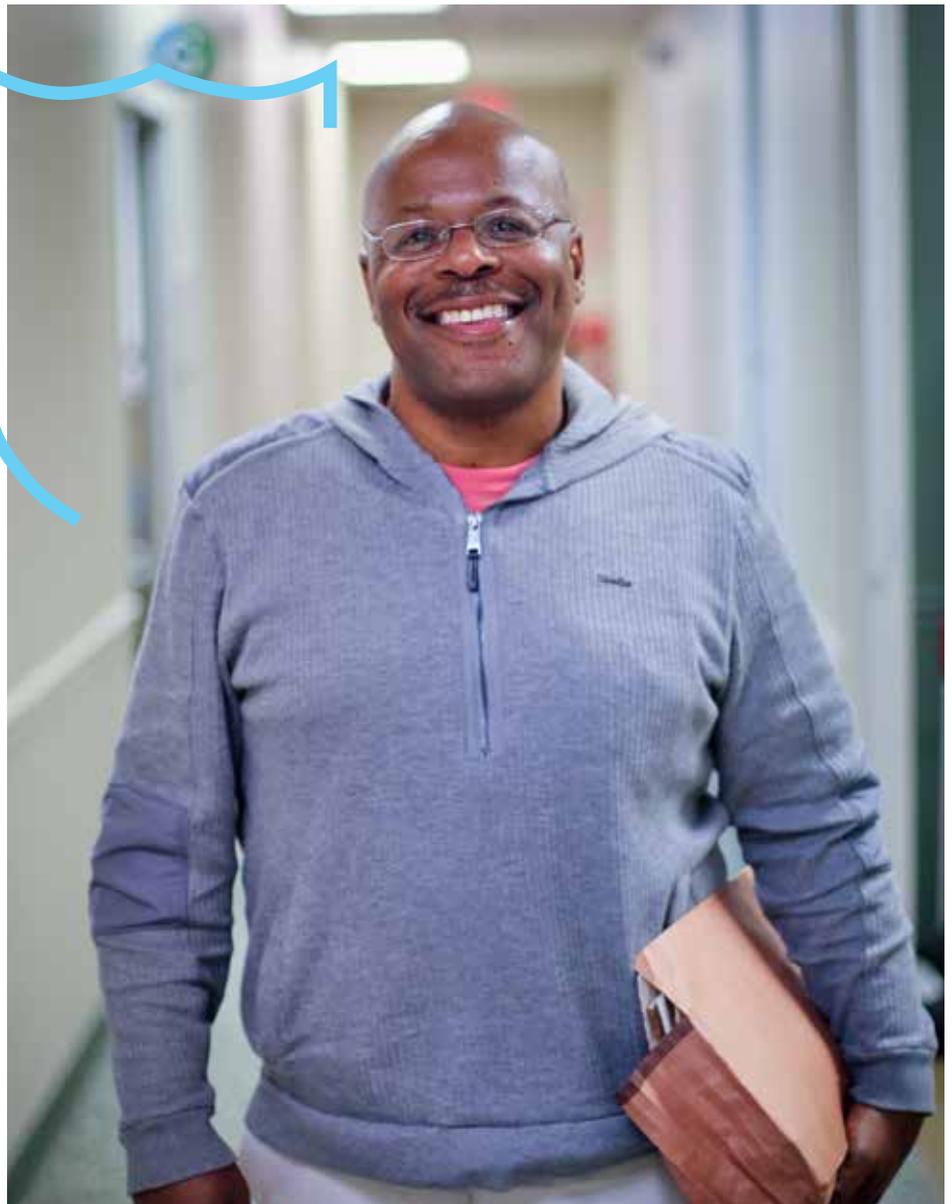
Because SoPA believes superior students should assume responsibility for some of the direction of their own education, many departments offer to a limited number of students of superior scholastic standing creative opportunities for independent study under the direction of a faculty member especially 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 for academic affairs.

## 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 several 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 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.

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 5900 or Media Arts 5050 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 SoPA for a second baccalaureate degree. They must complete a total of 150 credits instead of 120 (60 credits must be taken at Tulane University), satisfy the SoPA proficiency, supporting, distribution, and residency requirements for a second degree, and fulfill the requirements for the major.

## Business Studies

Our increasingly sophisticated business community demands effective leaders, those who possess strong analytical skills, ability to deal with diverse audiences, and awareness of current trends in business practices. The SoPA Business Studies program provides valuable opportunities for individuals seeking business career advancement. There is a 27-credit limit on the number of business courses a student in the School of Professional Advancement may take.

**Note: SoPA Business Studies courses do not satisfy degree requirements for full-time Newcomb-Tulane students.**

## Minors Offered

For minors, students must have a 2.00 grade-point average in all required coursework and 50 percent of the coursework must be earned at Tulane.

## Associate Degrees Offered in Applied Business

The School of Professional Advancement offers Associate of Arts degree in Applied Business Studies, Human Resource Management, Marketing and Small Business Development. These degrees are designed to recognize satisfactory completion of a two-year program of specialized business study.

Students must have a 2.00 grade-point average in all required coursework as well as a 2.00 cumulative GPA. At least half of the general requirements of 37 credits and at least 12 credits of the core requirement of 24 credits must be completed at Tulane.

**Note: SoPA Business Studies courses may not be applied toward degree programs at the A.B. Freeman School of Business.**

## The Schools of Liberal Arts and Science and Engineering

SoPA students may select any major in the School of Liberal Arts or the School of Science and Engineering which offers a B.A. or B.S. or B.S.E. degree. The academic departments determine the requirements for these majors. Students electing this option must fulfill the core curriculum requirements for the major. Students should consult with their SoPA advisor if they wish to pursue a major offered by these schools.

**Note: Majors completed in areas not sponsored by SoPA may require some day course enrollment at a higher tuition rate.**



[sopa.tulane.edu](https://sopa.tulane.edu)

# Special Programs

## Concurrent Enrollment for High School Students

SoPA offers a concurrent enrollment program for outstanding high school students. The concurrent enrollment program offers qualified high-school students the opportunity to get an early start on their college education. Students take regular college coursework and earn credits and grades that become a part of their permanent college record. Concurrent enrollment students may apply for admission to Tulane upon graduation from high school, or they may transfer their Tulane credits to another institution, depending on the regulations in effect at that institution.

Concurrent enrollment students may enroll in either or both semesters of the regular academic year or the summer sessions. To qualify, students must have a minimum grade-point average of 3.2, and an SAT score of at least 1200, an ACT composite of at least 25, or a PSAT score of 64 (2 parts) or 94 (3 parts) or PLAN score of 24.

Students meeting these admission standards must also submit a Concurrent Enrollment application along with a \$25 application fee. In addition, the student's high school counselor must submit a letter of recommendation stating that the student has the necessary academic skills and personal development to succeed at Tulane University. SoPA will not admit any student to the Concurrent Enrollment program without all required material and records. Students are limited to two undergraduate courses per semester.

SoPA tuition rates apply to all courses.

**[asksopa@tulane.edu](mailto:asksopa@tulane.edu)**



Tulane  
University

---

SCHOOL OF PROFESSIONAL  
ADVANCEMENT

**[sopa.tulane.edu](http://sopa.tulane.edu)**