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**Tulane
University**

SCHOOL OF PROFESSIONAL
ADVANCEMENT

sopa.tulane.edu

2018 Catalog
(revised November 2018)

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Administration



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**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



Elmwood Campus

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

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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 in Harahan at the Elmwood Campus.

Introduction

Mission

SoPA offers high quality, distinctive undergraduate and graduate professional programs to a diverse student population in New Orleans and beyond.

History

For over 130 years, the School of Professional Advancement 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.

Accreditation

Tulane University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, doctorate and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Tulane University

Academic Policies and Procedures

Academic Calendar

SoPA's academic calendar is built on a semester framework. There are three semesters per academic year—fall, spring, and summer. The fall and spring semesters are 15 weeks long, while the summer semester is 12 weeks in duration, which can include two six-week sessions.

Administrative deadlines to add and drop courses can be found on the [SoPA website](#).

Campuses

SoPA courses are offered at the Uptown and Elmwood campuses. A number of undergraduate and graduate courses and programs are also available online.

Academic Advising

Students are assigned a SoPA academic advisor upon admission, and 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.



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](#) along with a **non-refundable \$40 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.

Students desiring to attend SoPA and who do not plan to earn a degree (i.e. are “non-matriculating”) do not need to submit transcripts of previous college work. However, proof of high school graduation is still required. 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. Continued enrollment after entering on probation is generally contingent upon the student earning grades of C or better in all courses taken the first semester.

Students who have been inactive for two or more years will be required to re-apply for admission to SoPA. This includes submitting a new admissions application, application fee, and transcripts.

Graduate Admissions

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 transfer to SoPA may do so with the approval of the dean of Newcomb-Tulane College.

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

Students not eligible to return to another division of Tulane University are generally inadmissible to SoPA. These students may appeal to the SoPA Academic Petitions and Performance Committee for probationary admission.

Students in SoPA who wish to transfer to Newcomb-Tulane College should obtain the recommendation of the SoPA associate dean for academic affairs. This recommendation is given only to students who have completed at least two semesters in SoPA and are in good academic standing. Students must also 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.



Transfer Credit

Undergraduate Students

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 that 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. For the General Legal Studies program, only courses taken at an American Bar Association-approved paralegal program may be transferred. Coursework from foreign universities will be referred to the World Education Services for evaluation and translation, if necessary. Accepting the transfer of credit from institutions not belonging to a regional accrediting body will be done at the discretion of SoPA.

Individual academic departments at Tulane outside of SoPA may have rules governing the transfer of credits from community and junior colleges that may affect students (i.e. another school at Tulane may not accept community college transfer credits that SoPA does accept). For specifics, contact a SoPA 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 regarding 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.

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 acknowledgment sent to their Tulane email accounts. Students who do not receive a transcript receipt within 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 prior to admission to SoPA is subject to review by SoPA. Courses transferred from other institutions are not included in grade-point average calculation.

Students wishing to take courses at another institution during the summer must first receive approval from the SoPA associate dean for academic affairs and from the appropriate department. Ordinarily, while enrolled at Tulane, SoPA students are not permitted to take credit courses at any other university and apply those credits toward a degree program at Tulane.



Graduate Students

Graduate students who wish to transfer credits earned from another other colleges and universities must have official transcripts sent directly to SoPA. SoPA will transfer only those credits earned at another college or university that was accredited by a regional accreditation authority (such as the Southern Association of Colleges and Schools) at the time the courses were taken. Students in good academic standing may transfer up to nine credits 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. The transfer of credit from institutions not belonging to a regional accrediting body is at the discretion of SoPA.

Work from such regionally accredited colleges is transferred at the value in credits/hours for which it was awarded if a grade of B or higher was earned and if an equivalent Tulane course exists.

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.

Prior Learning credit can be awarded for learning outside of the classroom, including work experience, previous education, military and other post-secondary training, or by examinations such as the College Level Examination Program (CLEP) and DANTES Subject Standardized Tests (DSST).

SoPA undergraduate students may receive up to 24 credits from portfolio assessment, examination, and military and other post-secondary training. The total of all prior learning credits, including credits transferred from other schools, cannot exceed 60 credits. Prior learning credit does not count toward the School's residency requirement, and may not be transferrable to other divisions within Tulane. SoPA graduate students may receive up to six prior learning credits through portfolio assessment. Please consult your academic advisor for additional information about the process.

Credit by Examination

SoPA accepts credits earned from successful completion of national testing programs: 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 and DSST tests.

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.

DSST Exam Name	Tulane Class	Minimum Passing Score*
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.

Portfolio Assessment Credit

SoPA is dedicated to helping working adults advance their careers through flexible degree programs that align with their goals and schedules. For those who are returning to school with a repertoire of professional experience, portfolio assessment offers an opportunity to earn credit for life and work experience. Students build a portfolio that demonstrates what they have learned through professional and life experience. The portfolios are assessed by a qualified faculty member.

For students seeking undergraduate degrees, Tulane SoPA will award up to 24 portfolio credits. Graduate students can earn up to six portfolio credits. Undergraduate students may earn an additional three elective credits for completing PAPL 1000, the Prior Learning Portfolio Development course. PAPL 1000 is offered through The Council on Adult and Experiential Learning (CAEL), a nonprofit organization based in Chicago, and is graded Pass/Fail.

SoPA has partnered with CAEL to offer the portfolio course and portfolio assessment. Founded more than 40 years ago, CAEL is the most established supporter of access to postsecondary opportunities for adult students in the U.S.

Students must have approval from an academic advisor or program director in order to have a portfolio evaluated. Portfolio credit may be earned for courses within one of the SoPA applied academic programs, including:

- General Legal Studies
- Business Studies
- Emergency & Security Studies
- Kinesiology
- Digital Design
- Applied Computing

Portfolio credit will not be permitted for capstone courses, practica, internship courses, and courses with labs.

Undergraduate students must have been enrolled at SoPA for at least one semester prior to registering for the portfolio assessment course, have at least a 2.0 cumulative GPA, and have received credit for ENGL 1010 or an equivalent. Graduate students wishing to develop and have a portfolio evaluated may audit the portfolio development course, or develop a portfolio through a self-guided process. The portfolio assessments will be conducted by SoPA full-time and adjunct faculty trained to do these assessments in their areas of expertise, or by vetted experts hired by CAEL.

Military and Public Safety Training

Up to 12 elective credits are awarded to individuals who are graduates of police officer, firefighter, and paramedic training academies. Individuals applying for these credits must be able to document their graduation from a training academy and/or certification as a firefighter, police officer or paramedic.



Registration Policies and Procedures

Registration

SoPA students are governed by the registration policies and procedures set by the university. Consult the [University Catalog Registration Policies and Procedures](#) 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.

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

Tuition and Fees

Consult the [SoPA website](#) for current tuition rates and fee schedules.

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 through SoPA at SoPA tuition rates. SoPA students may take daytime Summer School courses 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](#). **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 four 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 [Withdrawal for the Term](#) form and submit it to any SoPA office. Forms may be obtained on the SoPA website or at a SoPA campus office. Students should contact their advisor if they are unable to complete the form in person.

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 uses a plus/minus grading system. Each grade is assigned a number of “quality points” that are used in the calculation of the grade point average (GPA). Grades and quality points used at SoPA are as follows:

Grade	Quality Points
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

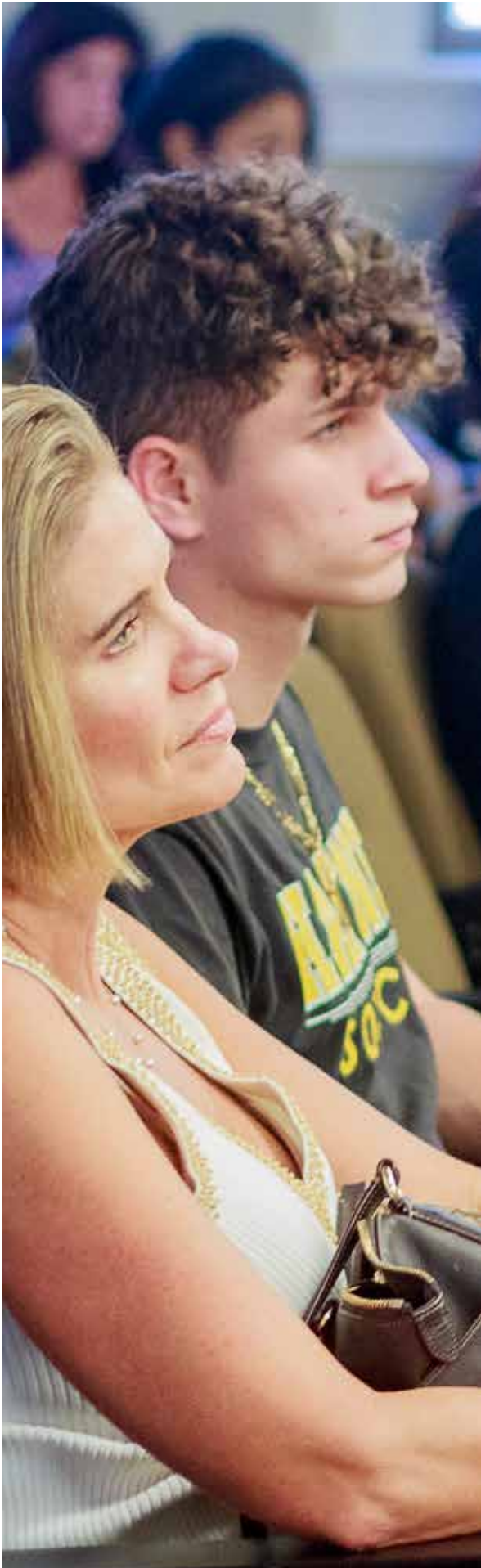
Undergraduate students in SoPA may avail themselves of the satisfactory/unsatisfactory option. A course with the grade of satisfactory (S) typically may not be used to satisfy proficiency, major, or minor requirements, and no more than 18 credits of S will be credited toward the degree. Students should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

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.

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 SoPA Students

Students in good academic standing at SoPA are allowed to register for up to 19 credits per semester. Students on probation are typically limited to seven credits. Undergraduate students may not enroll in 7000-level courses. First-time undergraduates admitted to SoPA will be limited to 11 credits in their initial fall or spring semester. Transfer students, as defined by federal guidelines, may register for up to 19 credits starting in their first semesters.

Honors

Dean's List

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, students classified as freshmen and sophomores (have earned 0-56 completed

credits) must earn a minimum GPA of 3.50 in at least six completed credits. Students classified as juniors and seniors (have 57-120 completed credits) must earn a minimum GPA of 3.67 in at least six completed credits. In all cases, satisfactory/unsatisfactory credits are excluded from determining the Dean's List.

Latin Honors

Superior baccalaureate students are recognized at graduation by the award of Latin Honors. To qualify, a student must have a cumulative grade point average of at least 3.60, 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. Latin Honors are awarded as follows, based on cumulative grade point average:

- Summa cum laude = 3.900
- Magna cum laude = 3.800
- Cum laude = 3.600

Alpha Sigma Lambda Honor Society

The Theta Chapter of Alpha Sigma Lambda is a national scholastic honor society for adult undergraduate college students who are juniors or seniors. Invitations for membership are extended each year to qualified students. To be eligible, students must be enrolled 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 on the [SoPA website](#) and 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.





Degrees

Undergraduate degrees offered at SoPA provide students with a breadth of knowledge and awareness. Students will demonstrate proficiency in writing, oral communication, scientific inquiry, quantitative reasoning, social sciences, foreign language or cultural knowledge, and the humanities.

Graduate degrees offered at SoPA provide students with in depth knowledge and mastery in professional disciplines and liberal arts.

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 a SoPA major)	
Humanities	12 credits
Science	12 credits
Social Science	12 credits

Students majoring in Liberal Arts and Sciences disciplines that are outside of SoPA should refer to the [Newcomb-Tulane College graduation requirements](#).

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 Requirements

Undergraduate students have the opportunity to select a single area of study in which to gain deeper knowledge and mastery of a subject. SoPA undergraduate student must declare a major prior to earning 90 credit hours. This will require completion of the SoPA Major Declaration Form, which must have documented approval (i.e. a signature) from a SoPA academic advisor. Degree-seeking students who have completed 90 credit hours and have not declared a major will have a hold placed on future course registrations.

At any point, students may change their majors. However, students who change their majors should understand that previously completed coursework may not apply to the newly selected major, and that additional coursework may be necessary to meet the major requirements.

Most SoPA undergraduate majors require between 30 and 42 credits.

Minor Option

SoPA students may elect to complete one or more minors, which is indicated on the SoPA Major Declaration Form. SoPA minors are typically 15-18 credits.

Electives

Students will complete electives as needed to reach a total of 120 credits.

Minimum Requirements to Graduate

Undergraduate 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 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.

English Writing Requirements

ENGL 1010, a four-credit intensive writing course, is Tulane's proficiency writing requirement. Students must demonstrate writing proficiency by the end of their first year at SoPA. Writing proficiency may be demonstrated by: successful completion of ENGL 1010 or 1011, or a grade of C or better in a course equivalent to ENGL 1010 from a regionally accredited institution, an Advanced Placement score of four or better in either "English Literature and Composition" or "English Language and Composition" (or a variation on these two A.P. exams). Students who do not demonstrate writing proficiency after their first year at SoPA will have a hold placed on future course registrations.

Students who need to review basic English skills before enrolling in ENGL 1010 may wish to take CSEN 1000 for elective credit. CSEN 1000 does not count toward the completion of the writing requirement.

Upon completing the mandatory first-year writing course ENGL 1010, SoPA students must also complete at least one three-credit upper-level writing course. These include intensive writing courses such as ENLS/CSEN 2630 (Expository Writing) and ENLS 3650 (Persuasive Writing), and designated SoPA writing courses offered within a specific discipline. These designated writing courses offer students additional opportunities for sharpening writing skills in several disciplines where instructors have incorporated



additional writing activities and instruction into the curriculum. These writing courses are taught by faculty who build additional writing activities into their existing course that is normally an elective or a required course. Designated writing courses that satisfy this requirement are indicated in the Tulane Class Schedule.

Quantitative Reasoning Requirement

Students working toward a Bachelor of Arts Degree in a SoPA discipline are required to demonstrate competency in three to four 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 a SoPA discipline are required to demonstrate competency in six to eight credits in mathematics-related courses by passing at least two of the following courses: any mathematics course, CPST 1070, or BSMT 3250.

Students planning to major in Liberal Arts and Sciences disciplines that are outside of SoPA may not use CPST 1070, Phil 1060, or BSMT 3250 to satisfy this requirement. Please refer to the [Newcomb-Tulane College graduation requirements](#).

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). Students majoring in Liberal Arts and Sciences disciplines that are outside of SoPA should refer to the [Newcomb-Tulane College graduation requirements](#).

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 Liberal Arts and Sciences disciplines that are outside of SoPA should refer to the [Newcomb-Tulane College graduation requirements](#).

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, at least 24 credits in the major may not overlap with the minor. Students must have a grade point average of 2.0 in the major to receive the degree.

Residency

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.

Limitations

Leave Restrictions for Returning Students

Students who return to the SoPA after an absence of more than two years 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 and may not be used toward a degree at the A.B. Freeman School of Business at Tulane. 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

Undergraduate classification is based on cumulative earned credits:

Classification	Earned Credits
Freshman	0-24 earned credits
Sophomore	25-56 earned credits
Junior	57-91 earned credits
Senior	over 91 earned credits

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

Undergraduate 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.

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

Academic Enforcement for SoPA Students

The quality of each SoPA's work will be monitored at the end of each semester. Enforcement consists of two distinct steps: probation and dismissal.

Undergraduate Probation

Any student who does not meet the minimum cumulative quality of work rules 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. SoPA 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 1.75 grade-point average during their first term of enrollment, or they will be dismissed.

Graduate Probation

Graduate students admitted to study at the master's level must maintain an overall grade point average of 3.00 or better to be considered in good academic standing. Students whose cumulative grade point average falls below 3.00 will be placed on

academic probation, which will require a written academic development plan. Students will be removed from academic probation when they earn an overall grade point average of at least 3.00. Graduate students who receive a grade lower than a B- in any coursework attempted will be placed on academic probation from the program.

Dismissal

SoPA undergraduate 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. Students may appeal the first dismissal. A second dismissal cannot be appealed. Coursework taken at another college or university during the dismissal period is not transferable to SoPA.

Graduate students who earn two grades below a B- will be dismissed.

Reinstatement

Students have the right to petition the SoPA Academic Performance and Petitions Committee after the first dismissal. Successful petitioners will be readmitted on the terms and conditions specified by the committee, which may include academic probation, 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.

Students may appeal the decision of the Academic Performance Committee in writing to the Associate Dean for Academic Affairs under the following circumstances: new evidence and significant evidence or material may be submitted that would have likely changed the outcome of the Academic Performance Committee's decision. This appeal must be submitted within five business days of transmission of the decision of the Academic Performance Committee to the student. The decision of the Associate Dean for Academic Affairs is final.

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 the Newcomb-Tulane College Catalog for an explanation of the



Code of Academic Conduct). Graduate students are expected to follow the Tulane University **Unified Code for Graduate Student 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 office of the Vice President for Student Affairs, or other appropriate university authority. For a thorough description of expectations and procedures, please refer to the **Code of Student Conduct** and the **Code of Academic Conduct**.

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 a 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 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 may appeal the decision of the Grievance Committee in writing to the SoPA Dean under the following circumstances: new evidence and significant evidence or material may be submitted that would have likely changed the outcome of the Grievance Committee's decision. This appeal must be submitted within five business days of transmission of the decision of the Grievance Committee to the student. The decision of the Dean is final.

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) 314-2188.

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 bachelor's degree with a major offered by SoPA or they may work toward a major offered through another undergraduate division of the university. SoPA also offers graduate programs.

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.

Bachelor's Degree Programs

- Applied Computing Systems and Technology
- Digital Design
- Exercise Science
- Health and Wellness
- Homeland Security Studies
- Humanities
- General Legal Studies
- Public Relations
- Social Sciences

Master's Degree Programs

- Master of Professional Studies in Information Technology Management
- Master of Professional Studies in Cybersecurity Management
- Master of Professional Studies in Homeland Security Studies
- Master of Professional Studies in Emergency Management
- Master of Professional Studies in Security Management
- Master of Liberal Arts
- Master of Professional Studies in Health and Wellness Management

Minors

- Accounting
- Accounting and Finance
- Advertising
- Applied Business
- Applied Computing Systems and Technology
- Digital Media & Marketing Communications
- Exercise Science
- Game Art & Animation
- General Legal Studies
- Graphic Design
- Health and Wellness
- Homeland Security Studies
- Human Resources Development
- Interactive Design
- Louisiana Studies
- Marketing
- Public Relations
- Small Business Development



Post-Baccalaureate Certificate Programs

- Business Systems Analysis
- Game Art & Animation
- Graphic Design
- Health and Wellness
- Homeland Security Studies
- Human Resource Development
- Information Technology
- Integrated Application Development
- Interactive Design
- Paralegal Studies

Professional Certificates

- Accounting Fundamentals
- Advanced Accounting
- Applied Business Studies
- Digital Media Marketing & Communications
- Finance
- Human Resource Development
- Management
- Marketing
- Public Relations
- Small Business Development

Academic Options

Cross Registration

Students may enroll in undergraduate courses not listed in SoPA offerings. For School of Liberal Arts courses, students need only meet the course prerequisites before enrolling. Courses at the Schools of Architecture, Business, Public Health and Tropical Medicine, and Science and Engineering require approval from the dean of that school. **Please note that the tuition charged for courses taken outside of SoPA may be significantly higher than the SoPA undergraduate course tuition rate.**

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 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 credits rather than 120 and completing all the requirements of both a BS and a BA degree.

Independent Studies

Some departments offer to a limited number of students of superior scholastic standing creative opportunities for independent study under the direction of a faculty member.

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 faculty member. Students who wish to take an independent studies course must have the approval of the associate dean for academic affairs.

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.

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.

The School of Liberal Arts and School of 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., 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. SoPA undergraduate students who wish to major in a program not available within SoPA will be required to meet Newcomb-Tulane College residency requirements. Those requirements are that students must earn at least 60 credits in Newcomb-Tulane College courses (which may be cross-listed with SoPA), the last thirty of which must be earned while enrolled in Newcomb-Tulane College. In practice, this requires SoPA students to transfer into Newcomb-Tulane College prior to earning their 90th college credit. SoPA students with a non-SoPA minor will not be required to transfer.

Students should consult with their SoPA advisor if they wish to pursue a major offered by these schools.

Majors completed in disciplines not sponsored by SoPA will likely require that the student take courses at a significantly higher tuition rate than is available directly through SoPA.



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 (two parts) or 94 (three parts) or PLAN score of 24.

Students meeting these admission standards must also submit a Concurrent Enrollment application along with a \$40 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.

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

Students interested in student government should contact the Assistant Dean for Student Support and Success at (504) 865-5333.

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](#).



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