

# NEWCOMB-TULANE COLLEGE

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## Introduction

Newcomb-Tulane College is the home of the undergraduate academic experience. The College educates its multifaceted student body through its commitment to academic breadth and depth, and engaged scholarship and research. Newcomb-Tulane College has administrative oversight for the common core curriculum and comprises all full-time undergraduate programs at the university, including those in architecture, business, liberal arts, public health and tropical medicine, and science and engineering. The various departments within the College guide students along their individual path to academic success and personal growth, providing both a foundation of support and a multitude of ways to elevate their experience.

All prospective undergraduate students apply to Newcomb-Tulane College for admission. A student designates a major no later than the beginning of the fourth semester. After the selection of a major, the student continues to be a Newcomb-Tulane College student as well as a student in the school in which the major resides. For example, a student who majors in cell and molecular biology is in the School of Science and Engineering and Newcomb-Tulane College and both are listed on the student's diploma. This flexibility, combined with the core curriculum, allows for interdisciplinary exploration and cultivates well-rounded graduates and both are listed on the student's diploma.

## Academic Policies

### Newcomb-Tulane College Policies

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## Auditing Courses

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

## 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.

## Class Attendance

Students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors may establish policies for attendance and making up missed work in their classes, which are announced at the beginning of the semester and included on their syllabi. Students who find it necessary to miss class are responsible for obtaining notes on material covered in lectures or other class sessions.

Students are expected to negotiate any adjustments in academic requirements due to illness directly with their professors. Students are responsible for notifying instructors about absences that result from serious illnesses, injuries, or critical personal problems. If an illness or injury is serious enough to cause a student to miss more than two weeks of class, they are strongly advised to consider a medical leave.

Instructors are authorized to lower the grades of students who are absent excessively without a satisfactory excuse or do not make up work missed because of absences. With the approval of the Senior Associate Dean (contact: [advising@tulane.edu](mailto:advising@tulane.edu)), an instructor may have a student who has excessive absences involuntarily dropped from a course with a WF grade after written warning at any time during the semester.

Student-Athletes participating in an officially sanctioned, scheduled university athletic activity that requires out of town travel should be given the opportunity to make up class assignments or other graded assignments missed as a result of their participation and associated travel. Further student-athletes' attendance grades shall not be penalized for missed course meetings resulting from such events.

It is the responsibility of the student to make arrangements with the instructor for making up the work prior to any missed scheduled examination or other missed assignment. In the process, student-athletes should be afforded the same substantive opportunity to make up missed work and examinations, and the faculty member will have discretion on the content, process, and timeline of such missed work.

## Class Status

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

Classification	Earned Credits
First-Year	0-24 earned credit hours
Sophomores	25-56 earned credit hours
Juniors	57-86 earned credit hours
Seniors	87 or more earned credit hours

## Code of Academic Conduct

This Code applies to all undergraduate students, full-time, and part-time, in Tulane University. The full text and additional information is available at the following websites: <https://college.tulane.edu/academics/academic-integrity> (<https://college.tulane.edu/academics/academic-integrity/>) and <https://college.tulane.edu/academics/academic-integrity/code-of-academic-conduct> (<https://college.tulane.edu/academics/academic-integrity/code-of-academic-conduct/>)

## Commencement Policies and Procedures

A student expecting to receive a degree in May must apply for graduation with their Newcomb-Tulane College's academic advisor by October 1 of the previous year. Students expecting to complete their degree requirements at any other time should consult their academic advisor for appropriate

information. The commencement ceremony is held only in May. Students completing degree requirements in August or December may, however, participate in the ceremony held the following May. All graduates who will not attend the commencement ceremony should request with their Newcomb-Tulane academic advisor that their degree be awarded in absentia. All financial obligations to the University must be cleared before the Registrar will release a diploma or a transcript.

## Course Loads

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

In any given semester, when registration opens for the next semester, students may register for as many as 17 credits during the priority registration period and up to 19 credits thereafter. After the close of a semester, students who have earned a grade-point average of 3.000 or better on 15 letter-graded credits or more during that semester may register for as many as 22 credits in the following semester. After the close of a semester, students who have earned a cumulative grade-point average of 3.500 may register for as many as 25 credits. Any student interested in an overload must submit that request to their academic advisor.

Full-time students with a course load of fewer than 14 credits should realize that they risk falling behind their class level.

## Course Repeatability

### Courses Repeatable for Credit

Some Tulane University courses (e.g., special topics or variable-credit directed study courses) are explicitly designated as “repeatable for credit” in the University Catalog; they can be taken more than once for credit toward graduation. Depending on the course or the student’s academic program, there may be limits on the allowable number of repeats and/or total credits applicable to degree completion.

### Courses Not Designated as “Repeatable for Credit”

Most Tulane University courses are not designated as “repeatable for credit.” The following policy applies to all such courses that are nonetheless repeated for any reason:

1. Repeated courses receive credit toward the degree only once. For example, a student who takes the same 3-credit course twice receives 3, not 6, credits toward the total required for completion of his/her degree program.
2. Courses deemed to be “equivalent” in the University Catalog (those courses whose content have been determined by the academic departments to be substantially similar), may earn credit towards degree only once, regardless of the subject prefix and/or course number.
3. It is the responsibility of the individual student to avoid duplication in whole or in part of the content of any course counting toward the degree. Such duplication may result in the withdrawal of credit. Student should always consult an advisor before registering to repeat a course.

## Grades for Repeated Courses

Students may repeat courses in which they have earned a grade of D+ or lower. No more than one course may be repeated in any semester. Except as provided below, for each repeated course, only the second grade, whether higher or lower than the initial grade, will be used to calculate the student’s GPA. The initial grade will not count as credit hours attempted or earned, and therefore is not calculated in the GPA, but it will remain visible on the student’s transcript.

Students who are found responsible for academic misconduct are not eligible to have that original grade expunged. In this case, both the initial grade and the second grade will be counted in their GPA.

## Exceptions to Repeat Course Policy

Exceptions to the above policies may be authorized by the Deans of the College and Schools on an individual basis. Furthermore, the College and Schools are authorized to enact additional repeat policies considered to be more restrictive than the above University policy. Such additional policies must be published in the “Academic Policies” section of the University Catalog for the College or School.

## Course Sequencing

Course at Tulane offerings increase in sophistication and specialty with increasing course number, and usually follow the following conventions:

Course number	Description
1000-level	Introductory-level undergraduate courses
2000-level and 3000-level	Intermediate-level undergraduate courses; may require 1000-level prerequisites.
4000-level	Advanced-level undergraduate courses; may require multiple level prerequisites.
5000-level	undergraduate courses: honors thesis courses, courses taken abroad, or courses transcribed via our School of Record relationship with the Council on International Educational Exchange (CIEE).
6000-level	Introductory-level graduate or advanced-level undergraduate courses; often open to both undergraduate and graduate students; sometimes cross-listed with 3000 or 4000-level courses.
7000-level	Intermediate-level graduate courses; not open to undergraduates.
8000-level and 9000-level	Advanced graduate-level courses; often independent graduate study or dissertation research.

## Credit Expiration

At the time of readmission, any credit earned at Tulane more than ten years previously would not apply toward the degree. While the credits may be more than ten years old by the time the student completes the Tulane degree, they would still count toward the degree so long as the student had remained continuously enrolled at Tulane. Departments and schools may apply more restrictive rules in evaluating credits to be applied toward a major or professional degree.

## Cross-Registration

Students enrolled in Newcomb-Tulane College during the fall or spring terms may register for courses at Loyola University, Dillard University and Xavier University, provided that the same course has not been offered at Tulane University within the past year. Students must be registered for at least nine credits of coursework at Tulane in the semester of Loyola, Dillard or Xavier registration and may not use the Loyola, Dillard or Xavier credits to satisfy core curriculum requirements or school-specific core requirements. Cross-registration is not applicable during the summer term. Additional restrictions may apply; interested students should contact their Newcomb-Tulane College academic advisor.

## Dean's List

Students who have earned a distinguished record in all of their subjects throughout the semester may be recognized on the Dean's List of Newcomb-Tulane College (NTC).

The Dean's List is issued at the end of the fall and spring semesters based on all final course grades and recognizes superior academic achievement. It includes all full-time, degree-seeking students in Newcomb-Tulane College who have a semester grade point average of 3.700 or better and who have earned no grade below a "C" during the same semester (excluding courses taken on a satisfactory/unsatisfactory basis). Students are notified via email of their inclusion on the Dean's List.

## Degree Audits

Degree audit reports are available to currently enrolled students through the Gibson portal on demand. The degree audit matches the courses a student has taken against the College's and schools' general degree requirements as well as the major requirements and indicates which of the requirements are left to be taken. While advisors are available to discuss degree audits with students, it remains the student's responsibility to know the exact requirements for the desired degree as stated in this document and to enroll in the appropriate courses to satisfy those requirements.

## Dual Enrollment

Tulane may award up to fifteen credits for dual enrollment high school courses (those courses appearing on both the high school transcript and the transcript of the college/university) as long as the course(s) meets all other requirements for pre-matriculation:

- The courses were offered by an institutionally accredited college or university;
- The courses were listed in the official catalog of the college or university from which the credit was earned;
- A grade of C or better was earned in each course.

Please note that some credits may be denied for applicability to a professional school's major/minor degree requirements due to accreditation standards.

In order to process transfer credit approval requests for all college courses taken prior to enrolling in Tulane University:

- A Transfer Credit Approval Form from the student's Newcomb-Tulane College advisor. The advisor will verify the student's eligibility to earn transfer credit and the accreditation of the school at which the student wishes to study.
- An official transcript issued to Tulane University (not a grade report or transcript issued to the student)
- Course descriptions from the college catalogs or brochures that correspond to the courses on the transcript, and other documentation (syllabi, etc.) that the academic department requires for review.
- Following submission of these items to Newcomb-Tulane College's academic advisor, the courses will be evaluated, and if found to be equivalent to Tulane University coursework, the student's Tulane transcript will be adjusted to reflect the academic credit awarded in transfer. Individual course equivalency for dual high school/associate degree courses will be determined by Tulane departments and programs. Courses evaluated for transfer must be evaluated based on course content and suitability for the discipline. All courses are subject to approval, and in some cases, courses may not be approved for credit. Grades are not transferred with the credits.

## Examinations

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

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

Students may be excused from final examinations by the Newcomb-Tulane College dean and the course instructor when there is a serious, incapacitating medical problem or when there is a death in the immediate family. Students who must be absent from the final examination for one of these reasons must contact the Newcomb-Tulane dean's office before or within 24 hours after the examination for approval. A student with an excused absence will receive a grade of I and a make-up examination; a student with an unexcused absence will earn a grade of F in the course. (See school sections for further information.)" <https://catalog.tulane.edu/newcomb-tulane/#academicpoliciestext>

Final examinations or projects are required in all courses, except where the chair of the department or dean of the school waives this requirement. The course instructor is in charge of each examination and is expected to see that it is proctored. Take-home examinations may not be due before the date of the scheduled examination. Students registered for evening courses will be expected to take their examination as scheduled, even if this necessitates taking three examinations in one day.

Any change in the schedule affecting an entire class must be approved by the Newcomb-Tulane College Dean's Office, and notification must be given to every student registered for the course. Course instructors must arrange for a room in which to give the rescheduled exam. Students who cannot or who choose not to take the exam at the new time must be given the exam at the original time and date. Exams that are rescheduled must be given during the nine-day examination period.

## Grade Complaints and Grievance Procedure

Students who believe a grade to be incorrect should first consult with their instructor to address any discrepancies. If questions remain or the situation is unresolved, students seeking redress should follow the official grade grievance procedure (<https://advising.tulane.edu/sites/default/files/GRIEVANCE%20PROCEDURE.pdf>).

## Grades/Grading

Federal law prohibits the release of grades or other confidential information to third parties, including parents and guardians, unless the student provides the Newcomb-Tulane College dean's office with written authorization for release of such information. Such a request may be made by the student at any time.

A student's progress toward graduation is measured not only by credits earned but also by the grade-point average. The grade-point average is determined by dividing the student's total number of quality points by the total number of quality hours. Graduation requires a 2.000 grade-point average, equivalent to an average grade of C, in all courses as well as in the major.

Quality	Grade	Quality Points
Passing	A	4.000
	A-	3.667
	B+	3.333
	B	3.000
	B-	2.667
	C+	2.333
	C	2.000
	C-	1.667

	S	Satisfactory; not counted in grade-point average but is counted in earned hours
	D+	1.333
	D	1.000
	D-	0.667
failing	F	0.000
	U	Unsatisfactory; not counted in grade-point average and is not counted in earned hours
	UW	Unofficial withdrawal; counts in grade-point average as a failing grade and earns no quality points
	WF	Withdrawn failing; counts in grade-point average as a failing grade and earns no quality points
Other	I	Incomplete; not counted in grade-point average
	IP	In progress; not counted in grade-point average
	W	Withdrawn; not counted in grade-point average
	AU	Audit, not counted in grade-point average, attempted or Earned Hours

### In-Progress (IP) Grades

An in-progress grade, IP, is used to show progress during the first semester of a year-long honors or capstone course. When the final semester's grade for the course is awarded, the IP is changed to reflect that grade and grade points are awarded accordingly.

### Incomplete (I) Grades

An incomplete grade, I, is given at the discretion of instructors when, in their view, special circumstances prevent a student from completing work assigned during the semester and with the understanding that the remaining work can be completed within 30 days. Incomplete grades also are given when a student's absence from a final examination has been excused by the Newcomb-Tulane College dean prior to or within one day following the final examination. Incomplete grades must be resolved within 30 days of the end of the semester or they are changed to Fs. The I will remain on the student's transcript, accompanied by the final course grade only when the final grade earned in the course is an F. Extensions of the 30-day deadline must be requested in writing by the student and must be approved by the instructor and an Assistant Dean in Academic Advising. Students should contact their academic advisor with any questions.

Extensions are approved only when a student has made an attempt to complete the missing work within the original 30-day period but, in the view of the instructor and Newcomb-Tulane College, has been prevented from completing the work by some special circumstance beyond the student's control. Extensions must be approved before the 30-day deadline expires; extensions are not approved retroactively.

### Study Abroad Grades

Unless specifically noted in the program description, grades earned abroad in approved Newcomb-Tulane College Study Abroad Programs in the Fall semester of 2015 and thereafter will appear on the official transcript but will not be calculated into the cumulative GPA. This policy does not apply to Tulane faculty-led programs.

### Withdrawn (W/WF/UW) Grades

Grades of WF are assigned by administrators and are computed in the grade-point average as if they were Fs.

In cases where students are suspended or expelled during the semester, W or WF grades may be assigned at the discretion of Newcomb-Tulane College. A grade of WF may be assigned for excessive absence from a course and may be assigned for disciplinary penalties in connection with an honor code or conduct code violation. A student who ceases to attend a class but has not withdrawn officially will receive a UW. After the last day to drop without record and before the last day to withdraw from a course with record, students who drop courses voluntarily will have W noted on their transcripts for each course dropped.

## Grade Reports

Tulane University attempts to keep its students well-informed of their academic progress throughout their attendance. All official grades as well as temporary midterm grades are available on-line in the Gibson Portal. Instructions for obtaining grades are outlined in the Schedule of Classes at [www.registrar.tulane.edu](http://www.registrar.tulane.edu) (<http://www.registrar.tulane.edu>).

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

Final grades are assigned in all subjects for all students and become a part of the student's permanent academic record. Final grades are based on the complete body of a student's work throughout the semester including the final examination.

## Latin Honors

All Latin honors at Tulane are awarded on the basis of GPA alone. Students achieving a GPA in the top 25% of the class will receive Latin honors according to the following:

Summa cum laude = top 5% of the class

Magna cum laude = next 8% of the class

Cum laude = next 12% of the class

Thresholds are calculated once each year based on the GPAs of May graduates and are posted no later than July 1 for the upcoming year.

## Leave of Absence

Students who voluntarily leave any school of the university and return to that school within one calendar year will be allowed to continue study under the degree requirements in effect for them at the time they left. Any student returning to the university after more than one calendar year will be required to complete the degree requirements in effect at the time of readmission. Students taking a leave of absence who wish to receive registration materials and to preregister for classes during the priority period may formally file for a leave of absence for up to one year. Students who are allowed a one-year leave of absence are not required to complete a readmission application; however, they should submit a letter-of-intent to resume study at least eight weeks prior to the semester in which they wish to return. Students who leave a school without formal approval for a leave of absence must file an application for readmission with an advisor and will not receive registration materials until after the readmission has been processed. The deadline for applying for a leave of absence is the last day to register or to add courses in the semester after the last regular semester of a student's enrollment. Students who do not return to Tulane University for a particular term and do not request a leave of absence by the deadline for doing so are not eligible to return without applying for readmission.

Before registering at other institutions, students must consult the Newcomb-Tulane College's policy on transfer of credit and follow the established procedures. Following such study elsewhere, students must submit a transcript from the other institution showing all courses attempted. Students must have satisfactorily completed their academic programs and must obtain statements of continued good standing from the other institution before being allowed to return. Students who take a leave for health reasons may be required to obtain clearance from the Student Health Center before they are allowed to resume study.

## Policy Changes

The University reserves the right to change any of its rules, courses, regulations, and charges without notice and to make such changes applicable to students already registered as well as to new students. Students should review material provided for them, including their on-line degree audit, and seek aid and direction from academic advisers, faculty advisers, and deans and. However, each student must accept full responsibility for knowledge of and compliance with the policies of Tulane University and its schools and for the fulfillment of requirements for the course of study selected.

## Quality-of-Work Requirements

Students are responsible for knowing their academic standing at all times.

Full-time Newcomb-Tulane College (NTC) students are expected to have made satisfactory progress toward their degree at the end of each semester. The minimum standards are based on the cumulative grade point average in earned hours at Tulane. The grade point average is computed only on work attempted in undergraduate coursework at Tulane University and excludes both non-credit and satisfactory/unsatisfactory courses.

Full-time undergraduate students enrolled in NTC are degree-seeking students. Those students who are not making satisfactory progress toward a degree are not permitted to remain enrolled at the university.

## Continuation Requirements

Students who earn at least 12 credits per full-time semester at Tulane and achieve at least the minimum cumulative grade-point average (GPA) for good standing are considered to be making satisfactory progress toward the baccalaureate degree and are in academic good standing. Policies that apply to students who do not meet these academic standards are described below. Students experiencing academic difficulty should pay particular attention to the appropriate paragraphs of the explanation of the quality-of-work rules summarized in the table below. Students should note that the standards apply to cumulative GPA in earned hours at Tulane.

## Options to Restore Academic Good Standing

At the end of each semester students are reviewed for academic progress. Students who are deficient in cumulative GPA based on credits earned at Tulane are placed on academic probation. They have the following options to restore academic good standing:



1. Students may return to academic good standing through successful completion of Tulane Summer School courses.
2. Students may return in the fall on academic probation with an approved academic success plan.
3. Students may attend another accredited institution while on academic dismissal in order to show improvement for re-admittance to Tulane. Pending approved readmittance to Tulane from the NTC Dean, this could result in transfer credits if approved by the appropriate academic department(s) in coordination with NTC academic advising. We strongly recommend that students go through the preapproval process for transfer credit.
4. Students on academic probation will have their grades reviewed at the close of each semester\*. Should the cumulative GPA for academic good standing be reached within one semester, the student will return to good standing.

\*Students may only spend two consecutive semesters on academic probation (excluding summer). Failure to return to good standing within that timeframe will result in academic dismissal from Tulane for at least one semester.

## Cumulative Grade Point Average (GPA) Requirements

Minimum cumulative GPA requirements are based on the total number of earned hours (EHRS) that a student has accumulated at Tulane.

The minimum cumulative GPA for academic good standing is 1.600 in 0-24 EHRS, 1.800 in 24-48 EHRS, and 2.000 in 49 or more EHRS.

Total Earned Hours at Tulane	Minimum Cumulative GPA for Good Standing
0 to 24	1.600
25 to 48	1.800
49 or more	2.000

### Other Considerations for Continuation

The NTC Dean in consultation with the Committee on Academic Requirements may, at any time, dismiss or place on probation any student who has given evidence of academic irresponsibility. Academic irresponsibility includes but is not limited to actions such as non-compliance with academic probation, failure to attend class regularly, failure to complete papers, examinations, or other work on time, failure to earn a minimum of 12 credit hours in any semester unless the student has been granted part-time status, or failure to maintain a minimum GPA (see Quality of Work Rules).

Should a student's poor academic performance be attributed to circumstances over which the student clearly had no control (serious injury or illness), the student may, after consultation with an academic advisor or appropriate campus resource, petition the Committee on Academic Requirements for further consideration of their status.

Students are responsible for knowing their academic standing at all times.

## Summer School Attendance

Students may attend Tulane Summer School for the purpose of enriching their academic programs or accelerating their graduation. Students on academic dismissal at the close of spring semester may attend Tulane Summer School and remedy their deficiencies.

Full credit is given, without special approvals, for Tulane Summer School courses offered by the full-time undergraduate schools at Tulane. Other Tulane Summer School courses may be taken within the nine-credit limit for courses outside the College. Students should consult with their academic advisors regarding the proposed Tulane Summer School program during the registration period in the fall.

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

## Registration

In any given semester, when registration opens for the next semester, students may register for as many as 17 credits during the priority registration period and up to 19 credits thereafter. After the close of a semester, students who have earned a grade-point average of 3.000 or better on 15 letter-graded credits or more during that semester may register for as many as 22 credits in the following semester. After the close of a semester, students who have earned a cumulative grade-point average of 3.500 may register for as many as 25 credits. Any student interested in an overload must submit that request to their academic advisor.

## Retake Course

Beginning in Spring 2021 a revised retake policy was adopted. Students may repeat courses in which they have earned a grade of D+ or lower. In order to repeat a course, the student must be enrolled in a full-time course load (a minimum of 12 new hours) in addition to the repeated course. No more

than one course may be repeated in any semester. For each repeated course, only the second grade, whether higher or lower than the initial grade, will be used to calculate the student's GPA. The initial grade will not count as credit hours attempted or earned, and therefore is not calculated in the GPA, but it will remain visible on the student's transcript. The grade penalty for a WF is never removed from the GPA.

Students who are found responsible for academic misconduct are not eligible to have that original grade expunged. In this case, both the initial grade and the second grade will be counted in their GPA.

Prior to Spring 2021, the Retake Course Policy was as follows:

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

Students may repeat courses in which they have earned an F or WF. If a failed course is a required course, it must be repeated with a passing grade. The initial failure remains on the record and continues to count in the student's cumulative grade-point average. If a course is failed, repeated, and failed again, only the initial failure (F but not WF) is calculated in the grade-point average; however, all subsequent failures remain on the transcript. The grade penalty for a WF is never removed from the GPA.

## Retention of Academic Records

Student records (in electronic storage in Academic Advising) will be retained for eight years from the time of first fall enrollment of that student cohort. For most students, this will mean that their records will be kept for 4 years after graduation (3 years for Architecture students). This restriction does not apply to academic records kept by the Registrar's Office; those records are retained permanently.

## Satisfactory/Unsatisfactory Option

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

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

## Scholarly Honors

Students may graduate with departmental honors by completing an Honors Thesis, Honors Case Study, or Senior Honors Project in the Fine Arts. For more information regarding the rules, process, and deadlines for these opportunities, please visit the Senior Honors Thesis website (<https://enrichment.tulane.edu/senior-honors-thesis/>).

## Transcripts

Students may order electronic and/or mailed transcripts through the "Order A Transcript" link in the student section of Gibson Online. Alternatively an official transcript of a student's record may be sent to any person or institution upon the student's written instruction. Requests for official transcripts must be sent to the University Registrar. Instructions on the information to include with the request are available on the Registrar's Office website: [www.registrar.tulane.edu](http://www.registrar.tulane.edu) (<http://www.registrar.tulane.edu>). Transcripts may be withheld for unpaid financial accounts with the university.

## Transferring Credit to Tulane University

### Transferring Credit Earned Prior to Matriculating at Tulane University.

Incoming first-year students planning to enroll in courses elsewhere during the summer prior to arriving at Tulane must consult with an academic advisor for approval. In order to be considered for approval, college courses taken prior to enrolling in Tulane University, Newcomb-Tulane College requires:

- The courses were offered by a institutionally accredited college or university;
- The courses were listed in the official catalog of the college or university from which the credit was earned;
- Course was composed primarily of degree-seeking college students;
- The courses were taught by college or university faculty;
- A grade of C or better was earned in each course.

**Dual Enrollment**

Tulane may award up to fifteen credits for dual enrollment high school courses (those courses appearing on both the high school transcript and the transcript of the college/university) as long as the course(s) meets all other requirements for pre-matriculation:

- The courses were offered by a institutionally accredited college or university;
- The courses were listed in the official catalog of the college or university from which the credit was earned;
- A grade of C or better was earned in each course.

Please note that some credits may be denied for applicability to a professional school's major/minor degree requirements due to accreditation standards.

In order to process transfer credit approval requests for all college courses taken prior to enrolling in Tulane University:

- A Transfer Credit Approval Form from his or her Newcomb-Tulane College advisor. The advisor will verify the student's eligibility to earn transfer credit and the accreditation of the school at which the student wishes to study.
- An official transcript issued to Tulane University (not a grade report or transcript issued to the student)
- Course descriptions from the college catalogs or brochures that correspond to the courses on the transcript, and other documentation (syllabi, etc.) that the academic department requires for review.

Following submission of these items to Newcomb-Tulane College's academic advisor, the courses will be evaluated, and if found to be equivalent to Tulane University coursework, the student's Tulane transcript will be adjusted to reflect the academic credit awarded in transfer. Individual course equivalency for dual high school/associate degree courses will be determined by Tulane departments and programs. All courses are subject to approval, and in some cases courses may not be approved for credit. Grades are not transferred with the credits.

**Transferring Credit Earned after Matriculation at Tulane University**

Continuing or returning students in academic good standing are eligible to apply for transfer credit from institutionally accredited institutions within the United States. Prior approval is necessary in order for currently enrolled students to take course(s) for transfer credit to Tulane University. To be eligible for transfer credit from study-abroad programs, students must have at least a 2.700 cumulative grade-point average at Tulane and obtain approval for the program abroad from the Center for International Studies. The transfer credit policy for the university is as follows.

The currently enrolled student must obtain the catalog description for each course the student wishes to take at another institutionally accredited institution. The Freeman School of Business and some additional academic departments and programs requires that students also provide a syllabus for each course. Please note that some transfer credits may be denied for applicability to the professional school's major/minor degree requirements due to professional accreditation standards. The student begins this process with his or her academic advisor. Each course is evaluated by the appropriate school or department at Tulane to determine whether or not it can be applied to a Tulane degree. The institution and program through which the courses were offered must be comparable to the department or program at Tulane awarding the transfer credit.

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

- A grade of C or better in each course, and
- An official transcript issued to Tulane University (not a grade report or transcript issued to the student). Transcripts should be sent to the Academic Advising Center.

Credit for acceptable work is transferred in the amount recorded on the official transcript of the other institution. Credits earned on a pass/fail or satisfactory/unsatisfactory basis do not transfer unless the transcript states that P or S is equivalent to a grade of C or better. Grades are not transferred with the credits; therefore, a student cannot remedy a grade-point deficiency at Tulane by attendance at another institution.

**Transfer Credit and Majors**

No more than half of the credits required for each major may be transfer credits.

**Transfer Credit Expiration**

No credit earned at another college or university more than ten years previously may be applied to an undergraduate degree at Tulane. This rule would apply to the date when the credit is evaluated. While the credits may be more than ten years old by the time the student completes the Tulane degree, they would still count toward the degree so long as the student had remained continuously enrolled at Tulane.

**Graduation with University Honors**

To be eligible for university honors, a student must have completed a minimum of 60 credits (75 for dual degree candidates) while enrolled at Tulane University; this may include enrollment in Tulane's year-long and semester programs abroad and Washington Semester. Only Tulane credits are computed in the cumulative grade-point average for honors candidates. A student completing two degrees may be awarded university honors for both degrees. Eligibility for honors for each degree will be determined by grades earned in all course work counting toward the respective degree.

## Withdrawal

### Voluntary

A student who has registered for a semester and plans to withdraw from the university must inform their academic advisor. After appropriate action has been completed with Academic Advising, confirmation of withdrawal will be sent to the student. The official date of the withdrawal must be approved by an assistant dean of advising or associate dean of the college and usually is the date of formal notification. The withdrawal date is important for determining possible refunds. Students who officially have withdrawn from the university cannot reside on campus.

### Medical

A petition for a complete withdrawal from all courses for medical reasons and/or a request for a medical leave of absence will be reviewed by a clinician at the Health Center for Student Care. A recommendation will be made by the clinician to the NTC Dean's office and the referral source. Any student who wishes to request a complete medical withdrawal from classes or leave of absence from the University should begin by reaching out to their Academic Advisor or the Assistant Dean of Students-Division of Student Affairs. 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 may be permitted upon the recommendation of the Medical Withdrawal Committee. Students requesting a partial medical withdrawal must confer with their Academic Advisor or the Assistant Dean of Students-Division of Student Affairs. Withdrawals from individual courses for medical reasons after the published deadline for dropping a course, will require supporting justification. The deadline for medical withdrawals from all courses is the last day of classes each term. After this date, they are considered retroactive.

Any student who wishes to return from a medical leave will submit a petition to return as well as submit a treatment provider form showing the student has been medically cleared to return to their studies. This packet will be reviewed by a clinician at the Health Center for Student Care. A recommendation will be made by the clinician to the NTC Dean's office and the referral source.

### 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.

### Refunds

The deadlines for the refund of full, three-quarter, one-half, or one-quarter tuition in any semester are listed in the academic calendar. Refunds are recommended by the Newcomb-Tulane College dean in strict accord with the calendar deadlines and only when withdrawals are official. No refunds will be granted after the one-quarter refund deadline.

The established deadlines are applicable under all conditions for withdrawal. University fees, including the student activity fee, are refundable only through the last day to register or add classes.

## Degrees and Requirements

## Degrees and Requirements

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## Degrees

Degrees offered in Newcomb-Tulane College expose students to a wide range of thought, fact, and human experience. Such a liberal education broadens students' knowledge and awareness of each of the major areas of human understanding into which the disciplines are divided and prepares students for a constructive role in society and for continued learning that contributes to a productive career and a rewarding personal life.

- Bachelor of Arts (B.A.)
- Bachelor of Fine Arts (B.F.A.)
- Bachelor of Science (B.S.)
- Bachelor of Science in Engineering (B.S.E.)
- Bachelor of Science in Management (B.S.M.)
- Bachelor of Science in Public Health (B.S.P.H.)
- Bachelor of Science in Architecture (B.Arch.)

The degree awarded to the student is dependent on the primary major program(s) completed. Candidates completing a primary major program in the humanities or the social sciences receive the B.A. degree; those completing a primary major program in the fine arts receive either the B.A. or the B.F.A. degree. The B.S. degree is awarded to candidates completing a primary major program in the sciences or architecture. Candidates completing primary major programs in anthropology, economics and linguistics receive either the B.A. or B.S. degree. Students pursuing the Psychology and Early Childhood Education major within the School of Science and Engineering are awarded the B.A. degree.

## Degree Requirements

The credits presented for an undergraduate degree must satisfy the core curriculum, school specific core curriculum and major requirements described within the appropriate program of study. Each candidate for degree is required to have completed at least 120 credits of academic work and to have achieved a 2.000 cumulative grade-point average at the university and in the major. At least 60 of the 120 credits must be earned in courses above the 1000 level. Academic credit is awarded on the credit-hour system (<https://catalog.tulane.edu/glossary/>).

Students who have not completed the first-year writing core proficiency requirement by the end of the second semester of enrollment may not early register for the following semester and may not return to the College until this requirement has been fulfilled.

The College's foreign language requirement is proficiency at the third semester or 2030 level. All students must receive formal placement in any foreign language they plan to take while at Tulane.

These policies apply to all students, including those who contemplate leaving for any reason prior to graduation.

The recommended semester program consists of 15 credits to 19 credits. All degree candidates must have completed the last 30 credits of coursework in residence in the college and a minimum of 60 credits at Tulane University. Students who participate in a Tulane study abroad program or other Tulane-sponsored program in the senior year are earning Tulane grades and credits and, therefore, are considered to be meeting the senior residency requirement.

Subject to approval, students may count up to six credits of summer work from other institutionally accredited institutions, as part of their last 30 credits that must be completed in residence. Other school- or program-specific restrictions may apply. Students are encouraged to consult with their advisers.

### Credits outside of Newcomb-Tulane College

A maximum of nine credits from courses offered by schools that are not within Newcomb-Tulane College (in the Schools of Professional Advancement, Undergraduate Law, and Undergraduate Social Work) may count toward graduation requirements. Individual schools within NTC may further restrict non-NTC coursework and students should refer to individual school sections of the Catalog for more information.

Newcomb-Tulane College students who choose to declare a major or minor that includes approved coursework from the School of Social Work or the School of Professional Advancement (SoPA) are permitted to use all of the coursework from that approved program toward their undergraduate degree. Newcomb-Tulane College may pursue up to one major and one minor in SoPA. Should students abandon the above-mentioned major or minor

before completion, students will be only be permitted to apply a maximum of nine credits of coursework toward graduation requirements. Students pursuing a major in SOPA and a major in NTC must declare the NTC major as their primary major except in the cases of coordinate majors.

## Dual Degrees

Tulane University offers the option of obtaining two undergraduate degrees. Newcomb-Tulane College students should refer to the school-specific sections for more information on pursuing dual degrees within the same school and consult with their advisers early in their academic careers.

To qualify for two baccalaureate degrees (dual degree) from any of the schools, a student must complete a minimum of 150 credits (75 credits completed at Tulane University) at least 82 of which must be above the 1000-level and satisfy all requirements for each degree and each major. A candidate also must file a degree application for each degree at least two semesters prior to the anticipated date of graduation.

## Joint-Degree Programs

Tulane University offers joint-degree programs (undergraduate and graduate) in Business, Law, and Public Health & Tropical Medicine. The undergraduate schools allow qualified students who have completed three years of undergraduate work to begin graduate studies in one of the professional programs. A student who completes the junior year in residence in any of the schools (not on a Tulane year-long study abroad program) and then begins study in one of these professional programs may receive a bachelor's degree from the respective school after satisfactorily completing one year of full-time professional study.

To enter one of these programs, students are required to be accepted by the professional program and to obtain approval from the Newcomb-Tulane College dean by the end of the sixth semester of study. Joint-degree candidates are required to complete 90 credits in Newcomb-Tulane College during three years of study before starting work in the professional program. Credits earned in divisions outside Newcomb-Tulane College (in Schools of Law, Medicine, Social Work or School of Professional Advancement) may not be applied to the 90 credits. Candidates must meet all core curriculum and major requirements for the bachelor's degree in the undergraduate school. Students in joint-degree programs must complete 120 credits by the close of their fourth year of study in order to receive a degree from the undergraduate school. Students who fail to do so will be required to attend Tulane Summer School to make up their credit deficiency before beginning their second year in the professional school. Transfer students must complete two years of undergraduate work at Tulane to be eligible for a joint-degree program.

All students must file an application for degree at least two semesters prior to the anticipated date of graduation. Every course taken during the first year in the professional program must be passed, and the student's performance in the first year's work in the professional program must be of sufficient quality for advancement to the second year. A student who fails to meet this requirement may become a candidate for a degree in the undergraduate school after satisfactorily completing an additional year of study in the undergraduate school. If a student in a joint-degree program is a candidate for honors, the grade-point average used to determine the eligibility includes the applicable work done in the professional program.

## Advanced Standing and Exemption

Although the university awards placement or credit to students who have earned sufficiently high scores on AP, IB, and Cambridge A-Level exams, students not in these programs also may have special expertise in a foreign language. Students, who prove proficient in a foreign language through a sufficiently high score on the College Board Achievement Test or on a departmentally administered proficiency exam, are exempted from the proficiency portion of the foreign language requirement only, with no credit awarded; all students must take at least one foreign language course in that language at Tulane University. Exemption may be given in other departments on an individual basis.

## Advanced Placement (AP)/ International Baccalaureate (IB) Credits/Cambridge A-Levels

Advanced placement or college credit is awarded to students who receive the required scores on AP, IB, and Cambridge A-Level exams as established by Tulane University academic departments. It is the student's responsibility to ensure that an official report of the test scores is sent to Tulane University.

When planning their fall schedules, first-year students should not enroll in courses for which AP, IB, or Cambridge A-Level credit is expected. AP, IB, or Cambridge A-Level credit does NOT count toward the minimum or maximum course load or toward the minimum number of earned credits required to remain in academic good standing. No more than four credits of English and no more than four credits of a single modern foreign language will be awarded to any student, even if the student has high scores on the language and literature tests.

A complete listing of AP credit and placement for individual subject areas is located at <https://advising.tulane.edu/resources/equivalencies> (<https://advising.tulane.edu/resources/equivalencies/>). Questions regarding advanced placement credit should be directed to Newcomb-Tulane College Academic Advising.

Tulane University also awards credit for scores of 5 or better on higher-level International Baccalaureate exams. For more information about IB credit, please contact an academic advisor.

Beginning in Fall 2020, Tulane University will accept Cambridge A-Level for advanced standing, placement, and elective credit. An equivalency chart can be found on the advising website (<https://advising.tulane.edu/resources/equivalencies/>).

## Residency

All degree candidates must have completed a minimum of 60 credits at Tulane University (excluding Tulane study abroad and Washington Semester programs).

Students must complete the last 30 credits of coursework in residence in the College. Students who participate in a Tulane study abroad program or in the Washington Semester program in the senior year are considered to be meeting the senior residency requirement but these credits will not apply toward the 60 credit university residency requirement. Students participating in dual degree physics and engineering programs (Tulane and approved partner universities) are exempted from the senior residency requirement but not the Tulane residency requirement.

At least half of the credits required for each major must be completed at Tulane University.

## CLEP

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

## Core Curriculum

The Core curriculum- which is composed of a minimum of 30 credits- is divided into two parts: proficiency requirements and a distribution of knowledge. To ensure that students experience the breadth of knowledge at the collegiate level, AP, IB, and Cambridge A-Level course credit can be used to satisfy proficiency requirements only in Formal Reasoning and Foreign Language. Courses are designed as satisfying the distribution requirements according to the content and methodology rather than the departmental affiliation of the course.

## Major Component

A major field of study provides each student the opportunity to explore a single area of inquiry in depth and to gain the self-confidence derived from mastery of a subject. The major must be selected no later than the beginning of a student's fourth semester of college study. The selection of a major program also determines the school with which the student will be affiliated. Students may change their majors at any point in their academic careers; students choosing to change their majors should be aware that:

- this action may necessitate a change in school,
- not all previously completed coursework may apply to the newly selected school or major, and
- additional coursework may be necessary to meet the new major requirements

Students who elect to complete more than one major must complete all courses for each major. Students declaring a second major must officially declare their second major and return the declaration form to the advising office for approval. At least half of the coursework required for each major must be completed at Tulane University. Newcomb-Tulane College students should be aware that obtaining a second major in professional degree programs requires obtaining the professional degree, i.e. B.S.E., B.S.M., B.S.P.H., M.Arch. Professional degree programs must serve as a primary major. Newcomb-Tulane College students are permitted to pursue the following majors within the School of Professional Advancement: Exercise Science, Homeland Security, Health & Wellness, Information Technology, and Secondary Education Coordinate Major.

## Minor Component

Undergraduate students may complete one or more minors. The minor is optional and is designed to provide structure to the study of a secondary field of interest chosen by the student. Students who elect to complete the requirements for a minor must earn a grade-point average of at least 2.000 in courses counting toward that minor. No courses counting toward the student's first minor will count toward the student's second minor. Individual schools or departments may specify the number of credits allowed for major-minor overlap and how many minors are permitted in the degree. Students should consult departmental listings for additional information. Newcomb-Tulane College students are permitted to pursue the following School of Professional Advancement minors: Exercise Science, Information Technology, and the minor in Teaching, Learning, and Training.

## Self-Designed Majors

A student with a 3.50 GPA may construct a unique self-designed coordinate major program of study by grouping courses from different academic departments and programs primarily in Liberal Arts. While interdisciplinary in nature, a self-designed major should be focused in the School of Liberal Arts. Self-designed major proposals require a petition to the Committee on Undergraduate Academic Requirements, which may grant approval after a review of the proposal, rationale, and proposed list of courses. Detailed instructions for preparing the proposal can be found here (<https://tulane.instructure.com/enroll/M4XMDG/>).

## Double Majors

Newcomb-Tulane College students must have a primary major in the Schools of Architecture, Business, Liberal Arts, Public Health and Tropical Medicine, or Science and Engineering except for students pursuing a primary major in one of the approved School of Professional Advancement programs for Newcomb-Tulane College students. Any student may also pursue a second major. If the second major is not housed in the primary school, the student does not have to complete the school-specific requirements of the secondary school. Subject to approval by their advisors, students may also pursue a second major in a professional degree program; however, this option requires completing all degree requirements for the second major and obtaining the professional degree, i.e., B.S.E., B.S.M., B.S.P.H, M.Arch. (See Dual Degrees.)

Full-time students may pursue second majors or minors in the School of Professional Advancement not listed above only as a voluntary overload when permitted by the program. The second majors available are Public Relations, General Legal Studies, Digital Design, Humanities, and Social Science; the second minors available are Health and Wellness and Homeland Security.

## Premedical and Pre-Professional Health Programs

While undergraduate students are completing the regular baccalaureate curriculum of their choice, they may work concurrently to complete the courses required to enter programs in the health professions, including dentistry, medicine, optometry, osteopathy, podiatry, and veterinary medicine. Preparation for such programs normally includes two semesters each of biology (with laboratory), general chemistry (with laboratory), organic chemistry (with laboratory), and physics (with laboratory). Many schools have additional entrance requirements including mathematics and upper-level science courses. Due to the variations in course requirements imposed by these professions, students should request specific information from schools in their fields of interest or from the health professions adviser.

Students interested in one of these professions may pursue a baccalaureate degree in any discipline. In the first three years, however, they should plan a course of study to meet the basic requirements of the professional school. Students considering a career in medically related fields should begin consulting the health professions adviser early in their undergraduate career to discuss available options in their choice of and preparation for a future profession.

## Creative Premedical Scholars Program

The Creative Premedical Scholars Program seeks students who want to major in the liberal arts at Tulane and pursue a career in medicine after graduation. Successful applicants receive guaranteed admission to Tulane's School of Medicine and are not required to take the MCAT. Relieved of the pressures that often accompany preparation for the MCAT and applying to medical school, Creative Premedical Scholars are free to invest in a course of study within the humanities, arts, and social sciences

To be eligible for consideration, applicants must have a 3.6 GPA, complete a minimum of 60 credits of undergraduate coursework, and earn a B- or higher in all of the premedical science course requirements by the end of their sophomore year. The requirements are: one year each of general biology, general chemistry, organic chemistry, and physics, all with laboratories.

Courses may be taken during the summer at Tulane or at another institution that has been approved by the respective departments for transfer credit. Students accepted into the program are expected to earn a BA or BFA degree in the School of Liberal Arts. Majors in the Business School, School of Science and Engineering, School of Continuing Studies, or School of Public Health are not acceptable, though a student may pursue any minor. Students who have completed more than two years of undergraduate work or have transferred to Tulane from another university are not eligible.

Applications are due in early April of the sophomore year. Applications will be reviewed by the Creative Scholars Nominating Committee and top-ranked students will be invited to interview with the committee at the end of April. The Committee will notify applicants regarding their decision by mid-June. Creative Medical Scholars are expected to carry at least 15 credits per semester. They must also write an Honors thesis (Scholars not in the Honors program will write a thesis in their major department).

For further information please contact a Pre-Health Advisor. <https://advising.tulane.edu/planning/pre-health> (<https://advising.tulane.edu/planning/pre-health/>)

### Tulane Pathways to Medicine

The Tulane Pathways to Medicine (TPM) is a 4+4 program that provides students, upon matriculation to Tulane University as undergrad students, admissions to Tulane University School of Medicine (TUSOM). This program is best suited for high-achieving students who are committed to pursuing a degree in medicine at Tulane after they complete their four years of undergraduate education.

TPM is an invitation-only program. Select high-achieving students will be invited to apply for TPM after they apply for undergraduate admission. Students selected to apply typically have an ACT score of 35+ and a high school GPA of 3.8+. The Office of Undergraduate Admissions will invite candidates to interview on campus during Honors Weekend. Soon after the interview process, the applicants will be notified if they are accepted in the program.



Matriculation into TUSOM is contingent upon successful completion of the undergraduate curriculum requirements. Students in the TPM program are not required to major in a particular major but will be required to maintain a 3.5 overall GPA as well as a 3.5 in their core science classes. Students will also be required to take the MCAT exam prior to entering medical school but scores will not be used for admissions purposes.

Students' undergraduate education in the TPM program will be partially financed by the merit scholarship they receive as honor students, along with any additional financial aid they may receive. There will be no guaranteed financial assistance for their medical education, but all accepted students will be eligible and considered for merit-based financial assistance upon entering TUSOM.

For more information about the TPM program, please contact Henry Marrion at hmarrion@tulane.edu.

## Prelaw Program

There is no standard prelaw curriculum that must be followed to qualify for admission into law school. A well-rounded education is the best preparation for the study of law, because such an education ensures exposure to a wide variety of ideas and leads to an understanding of the various social, political, economic, and cultural forces that have shaped laws and the societies they govern. Students should develop analytical reasoning and communication skills. Proficiency in writing is essential. Students considering law school are encouraged to begin consulting with the prelaw adviser early in their undergraduate career.

## Prelaw Early Acceptance Program

Particularly well-motivated and well-qualified juniors may apply to the Tulane University Law School through the Prelaw Early Acceptance Program. Prelaw Early Acceptance Program candidates complete all requirements of the normal baccalaureate program, but are guaranteed admission to the Law School upon graduation. Students are expected to follow an academically rigorous program while maintaining a high level of academic performance throughout their college careers. Only students who complete all four years of college at Tulane (with the exception of the Tulane study abroad program) are eligible. (This program should not be confused with the 3+3 program, in which Tulane students are accepted to the Law School during the junior year and permitted to enroll at the Law School during what would otherwise be the student's senior year, receiving the baccalaureate degree after the first year of law school and the law degree after two additional years of law school.)

To be considered for the program, students must provide a Tulane transcript showing normal progress (at least 30 credits per year) for at least five regular, full-time semesters of Tulane coursework, and evidence of in-depth study in at least one area. Students must present a cumulative grade-point average of at least 3.400 and a score on the Law School Admission Test (LSAT) of at least 161. Applications should be submitted between October 1 of the junior year and February 1 of the senior year. The LSAT may be taken anytime between June after the sophomore year and December of the senior year. The earliest point at which the Law School will offer admission occurs after the fall semester of the junior year.

## Internships for Academic Credit

Consult the individual schools' sections of this catalog for information on internships for academic credit within a major or degree program and for policies regarding limitations on internship credit.

A one-credit internship, INTR 1990, is available to students in the College who are seeking opportunities with organizations that require interns to receive credit for their experience. INTR 1990 credit applies toward the degree but does not apply to any specific degree requirements. This course is offered only on a satisfactory/unsatisfactory basis and counts within the credit limit for S/U courses. It may be taken more than once but will count as credit toward the degree only once. Before registering, students must apply for this internship course with the Newcomb-Tulane College Dean's office.

### Co-Operative Education

A co-operative education program is offered for seniors in Chemical Engineering. Consult the School of Science and Engineering for details.

## Independent Studies

Many departments and programs offer to a limited number of students with superior scholastic standing creative opportunities for independent study normally under the direction of full-time faculty members. 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. An independent study is a stand-alone course that may not be added to another course and may not replicate existing courses.

## Graduate Work

Students in Newcomb-Tulane College with a grade-point average of at least 3.33 in their major program may register, normally in their senior year, for up to six credits of graduate-level courses, for credit toward a baccalaureate degree. Approvals from the course instructor, department chair, and Academic Advising Center Dean or Advisor are required.

## Provisional Graduate Credit

A senior who completes all baccalaureate requirements before the end of the senior year and intends to enter a Tulane University graduate program may apply for provisional graduate credit in up to, but not more than, 12 credits of graduate 6000- and 7000- level courses. These courses must be

approved by the applicable department beyond the credits needed for the baccalaureate. Graduate credit for such work, if passed with a grade of B or better, will be awarded when the student is admitted to full graduate status in the applicable school, upon recommendation of the department chair and approval of the dean. These provisions do not apply to transfer of credits to or from other graduate institutions.

## 4+1 Programs

Tulane University has developed "4+1" programs in which students can obtain a master's degree within one year of completing the bachelor's degree. Students who pursue this option take courses in the fifth year at a substantially reduced tuition rate. Fields of study in which these programs are offered include anthropology, art history, classics, biomedical engineering, economics, environmental biology, environmental science, English, French, history, linguistics, statistics, neuroscience, philosophy, physics, psychology, and Spanish and Portuguese. Interested students should contact their academic advisers for more information.

## Core Curriculum

### Newcomb-Tulane College General Education Curriculum

The Newcomb-Tulane College Core Curriculum allows students to explore a wide-range of disciplines and embodies the mission and values of the College by allowing students to have flexibility in their core curriculum courses while exploring a full-range of courses.

The core curriculum—which is composed of a minimum of 30 credits—is divided into three parts: proficiency requirements, distribution of knowledge requirements, and additional requirements. To ensure that students experience the breadth of knowledge at the collegiate level, AP, IB, and Cambridge A-Level courses can be used to satisfy proficiency requirements only in Formal Reasoning and Foreign Language.

Courses will be designated as satisfying the distribution requirements according to the content and methodology rather than the departmental affiliation of the course.

The new core curriculum general education requirements went into effect with the entering class of 2018.

*Courses proposed to satisfy core requirements will be ratified by the Newcomb-Tulane Curriculum Committee.*

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## Proficiency Requirements

### Writing Skills (2 courses and 6 credits)

- Tier 1: Freshman writing (ENGL 1010 Writing or ENGL 1011 Writing for Academic Purposes) unless the student is exempt because of their score on the A.P./I.B./Cambridge-A level exams.
- Students receiving exemption from ENGL 1010 Writing/ENGL 1011 Writing for Academic Purposes are required to take an approved writing class during their freshman year. Approved courses will have at least 1/3rd of the grade based upon writing (excluding in class exams), but no revision is required.
- Tier 2: One additional writing course at the 2000 level or above taken from an approved list. Approved courses will have at least 1/3rd of the grade based upon writing (excluding in class exams), to include revision and re-evaluation by the instructor.
- Students are encouraged to take the Tier-1 writing course prior to taking the Tier-2 writing course; however, students are not prohibited from taking the Tier-1 and Tier-2 courses simultaneously.

*Note: creative writing courses cannot be used to satisfy the writing proficiency requirement.*

### Formal Reasoning (1 course and 3 credits)

- One course in mathematics or symbolic logic from an approved list.

### Foreign Language (0-3 courses)

The foreign language proficiency requirement is achieved in any of the following ways:

- A passing grade in a course at the 2030 level (3rd semester of Tulane 4-credit hour Foreign Language or ASLS coursework) or higher in accordance with assigned placement level.
- A passing grade on a Tulane-administered proficiency exam for students with assigned placements above the 2030 level. Students who do not successfully pass the proficiency exam will be automatically placed and must successfully complete a course at the 2030 level.
- A passing grade in a course at the level of placement above 2030.
- Advanced Placement score of 4 or 5 in a foreign language test as noted in the AP/IB chart
- Higher-Level IB score of 5 or higher in a foreign language test as noted in the AP/IB chart

- Cambridge A-Level score decided by the appropriate language department.
- SAT II achievement test of 640 or higher **in a foreign language**.

*Note:* This requirement is waived for students in B.S.E. programs.

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## **Distribution Requirements**

*(A course can satisfy only one of the distribution areas.)*

**Mathematics and the Natural Sciences (2 courses including 1 lab science course and 7 credits)**

(Those completing the B.F.A. degree need only complete 1 course with lab)

**Social and Behavioral Sciences (2 courses and 6 credits)**

**Textual and Historical Perspectives (2 courses and 6 credits)**

**Aesthetics and the Creative Arts (3 credits)**, which can be fulfilled in 1-3 courses.

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## **Additional Core Requirements**

**The First Year Seminar (1 course, 1-3 credits)**

This requirement can be satisfied by a Tulane Interdisciplinary Seminar (TIDES) course or Colloquium course (COLQ 1010 Freshmen Colloquium Seminar (1-3 c.h.) or COLQ 1020 Freshman Colloquium (1-3 c.h.))

**Public Service (2 courses)**

- Tier-1 Service Learning: Service-learning courses at the 1000-3000 level to be completed by the end of the 1st semester of Junior year, requiring a minimum of 20 hours of service per semester.
- Tier-2 Service Learning: Service-learning courses at the 3000-level or above, a public service internship, international community engagement programs, Public Service Fellows program, a service independent study course/Honors Thesis, or an approved Study Abroad course—to be completed from the 1st semester as a sophomore through the last semester as a senior.

**Race and Inclusion (1 course, 3 credits)**

One course and 3 credits. Courses that fulfill this requirement will focus on the intersections of race with power, privilege, equity, justice, and/or inclusion and will focus at least 60% their content on these issues in the United States. These courses may also be used to satisfy proficiency or distribution core curriculum requirements.

**Global Perspectives (1 course, 3 credits)**

One course and 3 credits. Courses that fulfill this requirement will focus at least 60% content with stated objectives to develop historical, cultural, and societal knowledge of an area beyond the United States. These courses may also be used to satisfy proficiency or distribution core curriculum requirements.

For more information please visit the Core Curriculum website (<https://college.tulane.edu/core-curriculum/>).

## **College Advising**

### **Mailing Address**

College Advising  
100 Mussafer Hall  
Newcomb-Tulane College  
Tulane University  
New Orleans, LA 70118

### **Contact Information**

Telephone: (504) 865-5798  
Email: [advising@tulane.edu](mailto:advising@tulane.edu)  
Website: <https://advising.tulane.edu>

College Advising is a collaborative partnership that maximizes the individual potential of Newcomb-Tulane College students by sharing information, tools, and resources that empower students to make informed decisions about creating appropriate academic and career plans to achieve their academic, career, and life goals.

By utilizing College Advising services, students have the opportunities to:

- Explore and choose majors and minors
- Plan academic and career paths
- Investigate pre-law and pre-health tracks
- Connect with faculty and major advisors
- Find resources and guidance from academic advising experts

## **Newcomb-Tulane College Academic Programs**

### **Mailing Address**

Cudd Hall  
Tulane University  
6823 St. Charles Avenue  
New Orleans, LA 70118

### **Telephone Number**

Telephone: (504) 865-5720

Newcomb-Tulane College offers many academic programs for undergraduate students that foster intellectual curiosity, a sense of belonging, a commitment to equity, and exposure to the diversity of thought and experience at Tulane.

The Office of First Year Experience (<https://firstyear.tulane.edu/>) oversees the First Year Seminar, (TIDES and Honors Colloquia (<https://firstyear.tulane.edu/first-year-seminars/>)), programming for Honors Scholars in the first year, the Tulane Reading Project, the Residential Faculty Mentors Program, and the Spring Scholars program, as well as academic orientation for new students.

The Office of Academic Enrichment (<https://enrichment.tulane.edu/>) oversees a variety of programs for sophomores, juniors and seniors, including NTC Grants, undergraduate research, College Scholars, interdisciplinary courses, Sophomore Week, senior thesis (<https://catalog.tulane.edu/newcomb-tulane/ntc-academic-programs/honors-thesis/>), and more.

### **Undergraduate Academic Programs**

- NTC Majors ([https://catalog.tulane.edu/programs/#filter=filter\\_1&filter\\_4](https://catalog.tulane.edu/programs/#filter=filter_1&filter_4))
- NTC Minors ([https://catalog.tulane.edu/programs/#filter=filter\\_1&filter\\_5](https://catalog.tulane.edu/programs/#filter=filter_1&filter_5))
- NTC Certificates ([https://catalog.tulane.edu/programs/#filter=filter\\_1&filter\\_6](https://catalog.tulane.edu/programs/#filter=filter_1&filter_6))

### **Special Programs**

- Honors Program (for students who enrolled before Spring 2021)
- Office of Academic Enrichment
- Office of First Year Experience
- ROTC

## **Centers and Programs for NTC Students**

### **Programs and Services**

- Altman Program in International Studies & Business (<https://catalog.tulane.edu/newcomb-tulane/centers-and-programs-ntc-students/altman-program/>)
- Center for Global Education (<https://catalog.tulane.edu/newcomb-tulane/centers-and-programs-ntc-students/center-global-education/>)
- Center for Public Service (<https://catalog.tulane.edu/newcomb-tulane/centers-and-programs-ntc-students/center-public-service/>)
- Newcomb Institute (<https://catalog.tulane.edu/newcomb-tulane/centers-and-programs-ntc-students/newcomb-institute/>)

## Non-NTC Majors and Minors for NTC Students

The following majors and minors, housed in schools outside of Newcomb-Tulane College (NTC), are available to Newcomb-Tulane College students as full programs. NTC students pursuing the majors listed below as their primary majors must complete the degree and core requirements of Newcomb-Tulane College. NTC Students pursuing a Bachelor of Science in Exercise Science must additionally complete MATH 1210 Calculus I (4 c.h.) or equivalent plus MATH 1230 Stats For Scientists (4 c.h.) and NTC students pursuing a Bachelor of Science in Information Technology must additionally complete the B.S. mathematics requirement which includes MATH 1210 Calculus I (4 c.h.) or equivalent plus one additional mathematics course above Calculus I. Individual school restrictions within NTC may limit their students from pursuing these majors or using the credits from these majors toward their degree programs. Students should refer to the individual school sections for more information.

Newcomb-Tulane College students who choose to declare a non-NTC major or minor that includes approved coursework from outside NTC are permitted to use all of the coursework from that approved program toward their undergraduate degree. Newcomb-Tulane College students may pursue up to one major and one minor in SOPA. Should students abandon the above-mentioned major or minor before completion, students will only be permitted to apply a maximum of nine credits of coursework toward graduation requirements. Students pursuing a non-NTC major and a major in NTC must declare the NTC major as their primary major except in the cases of coordinate majors.

### Majors

- Exercise Science, B.S. (<https://catalog.tulane.edu/professional-advancement/kinesiology/exercise-science-major/>)
- Health and Wellness, B.A. (<https://catalog.tulane.edu/professional-advancement/kinesiology/health-wellness-major/>)
- Homeland Security, B.A. (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/homeland-security-major/>)
- Information Technology, B.S. (<https://catalog.tulane.edu/professional-advancement/information-technology/information-technology-major/>)
- Secondary Education (Grades 6-12) Coordinate Major (<https://catalog.tulane.edu/professional-advancement/teacher-preparation/secondary-education-coordinate-major/>)
- Social Policy and Practice Coordinator Major (<https://catalog.tulane.edu/liberal-arts/interdisciplinary-programs-coordinate-majors/social-policy-practice-coordinate-major/>)
- Psychology and Early Childhood Education Major (<https://catalog.tulane.edu/science-engineering/psychology/psychology-early-childhood-education-major/>)\*

### Minors

- Exercise Science Minor (<https://catalog.tulane.edu/professional-advancement/kinesiology/exercise-science-minor/>)
- Health and Wellness Minor (<https://catalog.tulane.edu/professional-advancement/kinesiology/health-wellness-minor/>)
- Homeland Security Studies Minor (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/homeland-security-studies-minor/>)
- Information Technology Minor (<https://catalog.tulane.edu/professional-advancement/information-technology/information-technology-minor/>)
- Teaching English Learners, Minor (<https://catalog.tulane.edu/professional-advancement/teacher-preparation/teaching-english-learners/>)
- Teaching, Learning, and Training Minor (<https://catalog.tulane.edu/professional-advancement/teacher-preparation/teaching-learning-training-minor/>)
- Social Work Minor (<https://catalog.tulane.edu/social-work/social-work/social-work-minor/>)

\*This program will be discontinued in Spring 2024.