

SCHOOL OF PROFESSIONAL ADVANCEMENT

Administration

Suri L. Duitch, Ph.D.

Dean and Vice President for Academic Innovation

Ilianna H. Kwaske, Ph.D.

Associate Dean for Academic Affairs

Christa Payne

Assistant Dean, Administration and Operations

Vanessa Rodriguez, J.D., M.A.

Assistant Dean, Student Support and Success

Uptown Campus

125 Gibson Hall

6823 St. Charles Ave.

New Orleans, LA 70118

(504) 865-5555

asksopa@tulane.edu

Elmwood Campus

800 E. Commerce Rd.

Suite 100

Harahan, LA 70123

(504) 865-5333

asksopa@tulane.edu

Mississippi Coast Campus

Edgewater Village

2650 Beach Boulevard

Suite 44

Biloxi, MS 39531

(228) 388-5769

asksopa@tulane.edu

Introduction

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 to a diverse population 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, and in Biloxi at the Mississippi Coast Campus in Edgewater Village.

Mission

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

History

Tulane University started offering courses to working adults in the 1880s in the areas of teacher preparation and the trades. In 1942, a range of programs across the University were consolidated into University College, which was renamed the School of Continuing Studies in 2006 as part of the University's post-Hurricane Katrina Renewal Plan. The school's name was changed to the School of Professional Advancement in 2017, to allow for a clearer focus on working adults and offering applied academic programs relevant to jobs and careers. 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.

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.

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. SoPA offers several undergraduate and graduate programs in applied areas that prepare students to enter the workforce, as well as in the humanities and social sciences. Undergraduate students may pursue a bachelor's degree with a major offered by SoPA or work toward a major offered through another undergraduate division of the university, with a plan for transferring to that division. Individuals with a bachelor's degree may enroll in a master's degree, a graduate-level certificate program, or a post-baccalaureate certificate. 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 Degree Programs

- Digital Design Major (<https://catalog.tulane.edu/professional-advancement/digital-design/digital-design-major>)
- Exercise Science Major (<https://catalog.tulane.edu/professional-advancement/kinesiology/exercise-science-major>)
- General Legal Studies (<https://catalog.tulane.edu/professional-advancement/general-legal-studies/general-legal-studies-ba>)
- Health and Wellness Major (<https://catalog.tulane.edu/professional-advancement/kinesiology/health-wellness-major>)
- Homeland Security Major (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/homeland-security-major>)
- Humanities Major (<https://catalog.tulane.edu/professional-advancement/liberal-arts-sciences/humanities-ba>)
- Information Technology Major (<https://catalog.tulane.edu/professional-advancement/information-technology/information-technology-major>)
- Public Relations Major (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/public-relations-major>)
- Social Sciences Major (<https://catalog.tulane.edu/professional-advancement/liberal-arts-sciences/social-sciences-ba>)

Master's Degree Programs

- Cyber Defense Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/information-technology/cybersecurity-cyber-defense-cer>)
- Cyber Leadership Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/information-technology/cybersecurity-cyberleadership-cer>)
- Cybersecurity Management, Master of Professional Studies (<https://catalog.tulane.edu/professional-advancement/information-technology/cybersecurity-management-mpr>)
- Emergency Management, Master of Professional Studies (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/emergency-management-mpr>)
- Health and Wellness Management, Master of Professional Studies (<https://catalog.tulane.edu/professional-advancement/kinesiology/health-wellness-management-mpr>)
- Homeland Security Studies, Master of Professional Studies (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/homeland-security-studies-mpr>)
- Information Technology Management, Master of Professional Studies (<https://catalog.tulane.edu/professional-advancement/information-technology/information-technology-mpr>)
- IT Strategic Planning Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/information-technology/it-strategic-planning-cer>)
- Liberal Arts, MLA (<https://catalog.tulane.edu/professional-advancement/liberal-arts-sciences/liberal-arts-mla>)
- Security Management, Master of Professional Studies (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/security-management-mpr>)
- Technology Architecture Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/information-technology/technology-architecture-cer>)

Minors

- Accounting and Finance Minor (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/accounting-finance-minor>)
- Accounting Minor (School of Professional Advancement) (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/accounting-minor>)

- Advertising Minor (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/advertising-minor>)
- Applied Business Studies Minor (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/applied-business-studies-minor>)
- Applied Computing Systems and Technology Minor (<https://catalog.tulane.edu/professional-advancement/information-technology/applied-computing-systems-technology-minor>)
- Digital Design Minor (<https://catalog.tulane.edu/professional-advancement/digital-design/digital-design-minor>)
- Exercise Science Minor (<https://catalog.tulane.edu/professional-advancement/kinesiology/exercise-science-minor>)
- General Legal Studies Minor (<https://catalog.tulane.edu/professional-advancement/general-legal-studies/general-legal-studies-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>)
- Human Resource Development Minor (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/human-resource-development-minor>)
- Marketing Minor (School of Professional Advancement) (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/marketing-minor>)
- Public Relations Minor (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/public-relations-minor>)
- Small Business Development Minor (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/small-business-development-minor>)

Certificates

- Accounting Fundamentals Certificate (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/accounting-fundamentals-certificate>)
- Advanced Emergency Management Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/advanced-emergency-management-certificate-graduate>)
- Advanced Security Management Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/advanced-security-management-certificate-graduate>)
- Applied Business Certificate (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/business-certificate>)
- Cyber Security, Post-Baccalaureate Certificate (<https://catalog.tulane.edu/professional-advancement/information-technology/cyber-security-post-baccalaureate-certificate>)
- Digital Design Post-Baccalaureate Certificate (<https://catalog.tulane.edu/professional-advancement/digital-design/digital-design-pbc>)
- Digital Media and Marketing Communications Certificate (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/digital-media-marketing-certificate>)
- Emergency Management Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/emergency-management-certificate-graduate>)
- Finance Certificate (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/finance-certificate>)
- Health and Wellness Post-Baccalaureate Certificate (<https://catalog.tulane.edu/professional-advancement/kinesiology/health-wellness-pbc>)
- Homeland Security Studies Post-Baccalaureate Certificate (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/homeland-security-studies-pbc>)
- Human Resources Fundamentals Certificate (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/human-resources-fundamentals-certificate>)
- Information Technology Post-Baccalaureate Certificate (<https://catalog.tulane.edu/professional-advancement/information-technology/information-technology-pbc>)
- Integrated Application Development Post-Baccalaureate Certificate (<https://catalog.tulane.edu/professional-advancement/information-technology/integrated-application-development-pbc>)
- Marketing Certificate (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/marketing-certificate>)
- Paralegal Studies Post-Baccalaureate Certificate (<https://catalog.tulane.edu/professional-advancement/general-legal-studies/paralegal-studies-pbc>)
- Public Relations Certificate (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/public-relations-certificate>)
- Security Management Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/security-management-certificate-graduate>)
- Small Business Development Certificate (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies/small-business-development-certificate>)

- Sport Event Security and Emergency Management Certificate (Graduate) (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies/sport-event-security-emergency-management-certificate-graduate>)
- Teacher Certification Program (<https://catalog.tulane.edu/professional-advancement/teacher-certification-program>)

Academic Options

Cross Registration

Undergraduate students may enroll in undergraduate courses not listed in SoPA offerings. For courses listed under the School of Liberal Arts, students need only meet the prerequisites before enrolling. The Schools of Architecture, Business, Public Health and Tropical Medicine, or Science and Engineering courses require the relevant dean's approval for enrollment in undergraduate courses. Graduate students should check with their program director in advance of registering for courses outside of SoPA if they wish to apply those courses toward the graduate degree.

Please note that the tuition rate charged for courses taken outside of SoPA courses may be significantly higher than the SoPA course tuition rate.

Double Undergraduate 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 Undergraduate Degrees

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

Independent Study

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

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 Undergraduate 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

To be awarded an undergraduate minor, 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. or B.S. or B.S.E. degree. The academic departments determine the requirements for these majors. Students electing this option must fulfill the core curriculum requirements for the major. SoPA undergraduate students who wish to major in a program not available within SoPA (i.e. a major in the School of Liberal Arts or the School of Science and Engineering) 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 the student 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 some 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 undergraduate enrollment program for outstanding high school students. The concurrent enrollment program offers qualified high-school students the opportunity to get an early start on their college education. Students take regular college coursework and earn credits and grades that become a part of their permanent college record. Concurrent enrollment students may apply for admission to Tulane upon graduation from high school, or they may transfer their Tulane credits to another institution, depending on the regulations in effect at that institution.

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

Students meeting these admission standards must also submit a Concurrent Enrollment application along with a \$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 may be made by calling the Office of Alumni Relations at (504) 865-5901 or online (<https://alumni.tulane.edu>).

Teacher Certification and Preparation

Mailing Address

Teacher Preparation and Certification
7039 Freret Street

Phone: 504-865-5342

SoPA offers an undergraduate pathway to certification as a K-12 teacher. The Teacher Preparation and Certification Program has state approval for the three programs (Secondary, Early Childhood and Dance) from the State Board of Elementary and Secondary Education and national accreditation from the Teacher Education Accreditation Council. Please see the program website or contact the Teacher Certification office for details.

Academic Policies

Academic Policies & 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. The summer semester is 12 weeks, during which both 12-week courses and intensive six-week courses are offered.

Deadlines for adding and dropping courses may be found on the SoPA website (<https://sopa.tulane.edu/student-information/academic-calendars>).

Campuses

SoPA courses are offered at the Uptown and Elmwood campuses, as well as 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

Applicants to SoPA 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.

Individuals wishing to study through SoPA should complete the online application form (<https://applysopa.tulane.edu/apply>), along with a **non-refundable \$40 processing fee**. Applicants 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. Those who have not previously attended college must submit a copy of their high school transcript (or equivalent) with their application.

Individuals 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. Individuals 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.

Prior SoPA 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. SoPA students who were not enrolled in classes the previous semester must go to the online application (<https://applysopa.tulane.edu/apply>) to update their contact information and their government-issued ID.

Graduate Admissions

The graduate-level online application (<https://applysopa.tulane.edu/apply>) includes a **non-refundable \$50 processing fee**. 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 at the discretion of the program director.

Additional, program-specific requirements are included in the application itself. Every applicant for graduate admission must have official transcripts from all undergraduate institutions attended sent directly to SoPA before they will be admitted.

Prior SoPA 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. SoPA students who were not enrolled in classes the previous semester must go to the online application (<https://applysopa.tulane.edu/apply>) to update their contact information and their government-issued ID.

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 Writing (4 c.h.), 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, and 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. Transfer of credit from institutions not belonging to a regional accrediting body is 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. 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, and 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 may be applied toward a SoPA degree programs; consult your academic advisor to find out if this is possible for you. Students transferring from a school using a 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 acknowledgement 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 the calculation of grade-point average.

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 other 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 accrediting authority at the time the courses were taken. Students in good academic standing may transfer up to 9 credits. Coursework from foreign universities will be referred to World Education Services for evaluation and translation, if necessary. Transfer of credit from institutions not belonging to a regional accrediting body is at the discretion of SoPA.

Coursework 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 transferable 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 this 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.

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	PAHM 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	PANA 2010 Natural Sciences	62

DSST

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

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	PARL 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. The portfolios are assessed by a qualified faculty member.

SoPA will award up to 24 portfolio credits to students earning a bachelor's degree. Graduate students may earn up to six portfolio credits. Undergraduate students may earn an additional three elective credits for completing PAPT 1000, the Prior Learning Portfolio Development course. PAPT 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 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 may be awarded to 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 (<https://catalog.tulane.edu/university/#academicpolicies>) regarding the registration and confirmation process.

Students with registration holds should clear them 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 (<https://sopa.tulane.edu/admissions/sopa-tuition-and-fees>) 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 (<https://classschedule.tulane.edu/Search.aspx>) published by the Registrar's Office.

SoPA students may register for courses offered by other divisions at Tulane at that division's posted tuition rate, which may be significantly higher than SoPA's. SoPA courses are clearly marked in the Schedule of Classes (<https://classschedule.tulane.edu/Search.aspx>).

Tuition refunds are allowed for students who drop courses by the dates specified in the academic calendar (<https://sopa.tulane.edu/student-information/academic-calendars>). **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 (including adding or dropping courses), grades or grade types will be made more than three years after the close of the semester in which the course was offered.

Retention of Academic Records

Academic records will be retained for at least eight years from the time of the student's first enrollment at SoPA. 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 (<https://sopa.tulane.edu/student-information/academic-calendars>) 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 may 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 Withdrawal for the Term form (see **Withdrawal** section below.)

Withdrawal

Voluntary

A student who has registered for a semester and needs to drop all of his or her courses must complete a Withdrawal for the Term form (https://sopa.tulane.edu/sites/sopa.tulane.edu/files/SoPA_withdrawal_form.pdf) 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 Campus Health Center (<https://campushealth.tulane.edu>) and the approval of the SoPA Dean's office. Students seeking a medical withdrawal must report to their academic advisor before going to the Campus 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 Campus 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 are 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. Students should contact their academic advisor to return from medical leave.

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 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 7 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 may 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 (<https://sopa.tulane.edu/student-information/sopa-forms>) 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.

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 and motivated students. 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 "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 a grade of C. Students on probation cannot be given a recommendation of good academic standing to another institution for the 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, or significant evidence or material 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 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 Campus 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 for academic affairs, 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 he or she is 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. All undergraduate students at Tulane University are expected to follow the Code of Academic Conduct (<https://college.tulane.edu/code-of-academic-conduct>). Graduate students are expected to follow the Tulane University Unified Code for Graduate Student Academic Conduct. (<https://ogps.tulane.edu/sites/g/files/rdw1126/f/Unified-Code-of-GS-Academic-Conduct-06-18-13.pdf>)

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 (<https://studentaffairs.tulane.edu>) (<https://conduct.tulane.edu/resources/code-student-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 for student support and success 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 or significant evidence or material 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 (FERPA) 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.

Degree Requirements

Undergraduate

School of Professional Advancement Requirements

Undergraduate degrees offered at SoPA provide students with a breadth of knowledge and applied skills, as relevant to their area(s) of study. Students must demonstrate proficiency in writing, oral communication, scientific inquiry, quantitative reasoning, social sciences, a 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

Course ID	Title	Credits
	English/Writing	4
	Quantitative Reasoning (BA, BFA)	3-4
	Mathematics	6-8
	Foreign Language or Perspectives Outside European Tradition/Comparative Cultures	6-8

Supporting Requirement

Course ID	Title	Credits
	Oral Communications	3

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

Distribution Requirements

(BA or BS with a SoPA major)

Course ID	Title	Credits
	Humanities	12
	Science	12
	Social Science	12

Students majoring in Liberal Arts and Sciences disciplines that are outside of SoPA should refer to the Newcomb-Tulane College graduation requirements. (<https://college.tulane.edu/general-education-curriculum>)

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 students must declare a major prior to earning 90 credit hours. This requires 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.

SoPA undergraduate majors require between 30 and 45 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.

Up to 6 credits of electives earned in courses with designations such as Independent Study, Special Projects, Directed Study, and Practicum will count toward graduation requirements. Students who must exceed this limit are required to petition the dean's office.

English Writing Requirements

ENGL 1010 Writing (4 c.h.), a 4-credit intensive writing course, is Tulane's writing proficiency 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 Writing (4 c.h.) or ENGL 1011 Writing for Academic Purposes (4 c.h.), or a grade of C or better in a course equivalent to ENGL 1010 Writing (4 c.h.) from a regionally accredited institution, or an Advanced Placement score of 4 or better in either "English Literature and Composition" or "English Language and Composition" (or a similar A.P. exam). 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 Writing (4 c.h.) may wish to take PAEN 1000 Composition and Reading (3 c.h.) for elective credit. PAEN 1000 Composition and Reading (3 c.h.) 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 3-credit upper-level writing course. These include intensive writing courses such as PAEN 2630 Expository Writing (4 c.h.)/ENLS 3630 Expository Writing (4 c.h.) and ENLS 3650 Persuasive Writing (4 c.h.), and designated writing courses offered within a specific SoPA discipline. These designated writing courses offer students additional opportunities for sharpening writing skills in disciplines where instructors have incorporated additional writing activities and instruction into the curriculum. 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 3-4 credits of quantitative reasoning by passing any mathematics course, CPST 1070 Math For Info Technology (3 c.h.), PHIL 1060 Critical Thinking (3 c.h.) or PHIL 1210 Elementary Symbolic Logic (3 c.h.), or BSMT 3250 Business Statistics (3 c.h.).

Students working towards a Bachelor of Science Degree in a SoPA discipline are required to demonstrate competency in 6-8 credits in mathematics courses. Students in the Applied Computing B.S. programs may take CPST 1070 Math For Info Technology (3 c.h.), or BSMT 3250 Business Statistics (3 c.h.) to fulfill this requirement.

Students majoring in Liberal Arts and Sciences disciplines that are outside of SoPA may not use CPST 1070 Math For Info Technology (3 c.h.), PHIL 1060 Critical Thinking (3 c.h.), or BSMT 3250 Business Statistics (3 c.h.) to satisfy this requirement. Please refer to the Newcomb-Tulane College graduation requirements. (<https://college.tulane.edu/general-education-curriculum>)

Foreign Language/non-Western Requirement

Students pursuing any bachelor's degree offered by SoPA must demonstrate foreign language proficiency through successful completion of the second level in any foreign language, or complete 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 Business Communications (3 c.h.) or THEA 2100 Fundamentals of Acting (3 c.h.)). Students majoring in Liberal Arts and Sciences disciplines that are outside of SoPA should refer to the Newcomb-Tulane College graduation requirements. (<https://college.tulane.edu/general-education-curriculum>)

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. (<https://college.tulane.edu/general-education-curriculum>)

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

The School of Professional Advancement awards a Master of Liberal Arts (MLA) degree or a Master of Professional Studies (MPS) degree upon successful completion of the major course requirements for one of these programs. Please refer to the individual program for specific coursework requirements. No thesis is required. Students may not apply more than two independent study courses toward graduation requirements. In order to earn a master's degree, a student must have a cumulative grade point average of at least 3.00. Students must also submit an application for degree (<https://sopa.tulane.edu/sites/g/files/rdw866/f/ApplicationForDegree.pdf>) at the beginning of the semester in which the student plans to complete all required coursework and graduate. This application must be completed with the student's academic advisor.

Academic Progress Requirements

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.

Students who receive a grade lower than a B- in any coursework attempted will be placed on academic probation from the program. Students who earn two grades below a B- will be dismissed.

Academic Departments

- Business and Leadership Studies (<https://catalog.tulane.edu/professional-advancement/business-leadership-studies>)
- Digital Design (<https://catalog.tulane.edu/professional-advancement/digital-design>)
- Emergency and Security Studies (<https://catalog.tulane.edu/professional-advancement/emergency-security-studies>)
- General Legal Studies Program (<https://catalog.tulane.edu/professional-advancement/general-legal-studies>)
- Information Technology (<https://catalog.tulane.edu/professional-advancement/information-technology>)
- Kinesiology (<https://catalog.tulane.edu/professional-advancement/kinesiology>)
- Liberal Arts and Sciences (<https://catalog.tulane.edu/professional-advancement/liberal-arts-sciences>)
- Teacher Certification Program (<https://catalog.tulane.edu/professional-advancement/teacher-certification-program>)

ROTC

Tulane University recognizes the need for military officers with a quality education in a variety of academic specialties and highly recommends the Reserve Officer Training Corps programs as one method of meeting this need. The university maintains Air Force, Army, and Naval ROTC units which are part of the School of Science and Engineering. Their programs are open equally to men and women in all schools. Each of the programs provides an opportunity to develop leadership and management abilities, as well as to perform a valuable service to the nation. Individuals who wish to earn a commission and to serve a brief period of active duty, as well as those who are interested in a career of military service, are encouraged to participate.

A maximum of 15 credits from ROTC courses may be applied to a Tulane degree.

Air Force Reserve Officer Training Corps (AFROTC)

Air Force Reserve Officer Training Corps (AFROTC) offers three and four year programs through which students can earn a commission as a Second Lieutenant in the United States Air Force upon graduation. AFROTC is a comprehensive academic and hands-on training program. Students have the unique opportunity to enhance their interpersonal communications, teamwork, leadership, and management skills.

The curriculum is divided into two parts: the General Military Course (GMC) for freshman and sophomores, and the Professional Officer Course (POC) for juniors, seniors, and graduate law or nursing students. GMC students attend a 1-hour class and a 2-hour laboratory each week. POC students attend a 3-hour class and a 2-hour laboratory each week. Cadets compete for and must be selected to attend field training (a four-week session) between their sophomore and junior years.

LLAB cadets are classified into one of four groups with respect to field training attendance and/or commissioning. Initial Military Training (IMT) cadets are part of the General Military Course (GMC) but are not scheduled to attend field training (normally AS1000 cadets). The focus of IMT objectives/activities are to promote the Air Force way of life and help effectively recruit and retain qualified cadets. This time is spent acquainting the cadets with basic Air Force knowledge and skills to help them determine whether they wish to continue with the AFROTC program. Field Training Prep (FTP) cadets are scheduled to attend field training in the upcoming year (normally AS2000 cadets). The FTP objectives provide training to ensure every cadet is mentally and physically prepared for the rigorous field training environment. Intermediate Cadet Leaders (ICL) are cadets returning from field training (normally AS3000 cadets). ICL objectives/activities give cadets the opportunity to further develop the leadership and followership skills learned at field training.

Every cadet position should provide the ICL the opportunity to sharpen their planning, organizational, and communication skills, as well as their ability to effectively use resources to accomplish a mission in a constructive learning environment. Senior Cadet Leaders (SCL) are cadets scheduled to be commissioned in the upcoming year (normally AS4000 cadets). This time is spent on additional opportunities to develop leadership and supervisory capabilities, and prepares cadets for their first active duty assignment. Extended Cadet Leaders (ECL) are cadets whose ROTC academic requirements are complete but still have one or more terms of college left to complete. These cadets may hold special duty or regular positions within the cadet corps upon discretion of the Detachment Commander (Det CC) or Commandant of Cadets (COC).

Students may enroll in the GMC without incurring any military obligation. Entry into the POC is competitive and requires a commitment to the Air Force. Additional summer programs are available to cadets on a voluntary basis. These professional development opportunities include parachuting, soaring, language immersion, base visits and more. Textbooks and uniforms are issued to cadets without cost. Scholarship cadets qualify for yearly book allowance per year and a subsistence allowance per month during academic year.

The Air Force offers excellent scholarship opportunities in a wide variety of academic majors. For additional information or to check scholarship eligibility, contact AFROTC Detachment 320, Tulane University, at (504) 865-5394, afrotc@tulane.edu, <https://tulane.edu/det320> or visit www.afrotc.com (<https://www.afrotc.com>).

Army Reserve Officer Training Corps (AROTC)

Army Reserve Officer Training Corps (AROTC) is a comprehensive program of studies through which a student can qualify to be commissioned as an officer in the United States Army, the National Guard, or the United States Army Reserve. Students learn leadership and management skills important in any profession. The Army ROTC program consists of a two-year Basic Course, which is open to freshmen and sophomores only, and a two-year Advanced Course. Non scholarship students participating in the first two years of AROTC do not incur any obligation to the U.S. Army. Army ROTC offers four, three, and two year scholarships that include the Guaranteed Reserve Forces scholarship. Army scholarships provide tuition assistance, a flat rate for textbooks, and a monthly subsistence allowance (up to 10 months per year). Students may elect to use scholarships for room and board (up to \$10,000 annually) in lieu of tuition and fees. Admission to the AROTC Advanced Course is conditional on meeting academic, physical, and age requirements and the approval of the Professor of Military Science. Physical training is an integral part of the AROTC program.

To be commissioned as an officer, a student must complete either the regular four-year program, a three-year program (whereby the Basic Course is compressed into one year), or a two-year program (requiring completion of the summer AROTC basic camp giving the student credit for the Basic Course). Advanced placement for AROTC training may be given to veterans and students with previous ROTC experience. In addition to these requirements, a student must complete at least one course each in the areas of written communication, human behavior, military history, computer literacy and math reasoning. Uniforms and military science textbooks are issued without cost to all students. Advanced Course and scholarship students receive a subsistence allowance. They are also paid for the summer advanced leadership camp they must attend prior to completing the Advanced Course. For further information contact the Army ROTC office at 1-800-777-ARMY or 504-865-5594.

Naval Reserve Officer Training Corps (NROTC)

The Naval Reserve Officer Training Corps (NROTC) program at Tulane University offers students the opportunity to earn a commission in the Navy or Marine Corps. Students typically earn a national scholarship out of high school. Students matriculating to Tulane University, who have not already been awarded an NROTC scholarship, may participate in the NROTC College Program and compete for a 3, 2, or 1 year scholarship. These students are selected from applicants each year by the Professor of Naval Science.

NROTC Scholarship Process

The NROTC scholarship board begins accepting applications in April for the following academic year. The deadline for applications is December 31. The scholarship board uses a "rolling" selection process. The board commences reviewing applications in August and continues into the spring. Students aspiring to serve their nation should begin the application process early and provide updates through their fall semester to the closing of the application deadline. The Navy encourages future officers to have backgrounds in STEM majors, but all degrees are accepted.

NROTC Scholarship rewards students with full tuition, university fees, uniforms, a textbook stipend, and a subsistence stipend. Scholarship students participate in paid summer training periods and receive commissions in the Navy or Marine Corps Reserve as Ensigns or Second Lieutenants upon graduation. They have a minimum five-year active duty obligation after commissioning.

NROTC College Program

NROTC College Program students are selected from applicants each year by the Professor of Naval Science. First-year students may apply to participate in the college program at the beginning of their first or second year. College program students compete nationally for a one, two, and three-year NROTC scholarship. During the sophomore year, non-scholarship students compete for "Advanced Standing". "Advanced Standing" guarantees the student a commission in the service upon graduation. Students failing to attain "Advanced Standing" are dismissed from the program. Advanced Standing students participate in one paid summer training period (between the junior and senior years) and receive commissions in the Navy or Marine Corps Reserve upon graduation. They incur a minimum five-year active duty obligation, Advanced Standing students are furnished uniforms and naval science textbooks and a subsistence stipend during their junior and senior years.

NROTC Requirements

Members of the NROTC program are expected to achieve high academic standards minimum of 2.5 GPA, excel at physical training and be of sound moral judgment. All members of the program are required to enroll in Naval Science classes every semester and participate in morning drill and physical training. In addition, Navy Option scholarship recipients are required to take 2 semesters of Calculus and 2 semesters of Physics.

The NROTC Unit sponsors many teams in campus intramural sports and many specialty organizations that represent the unit on campus and throughout Louisiana and the southern United States. If you would like to schedule a visit or have any questions, please call the NROTC Unit, Tulane University at (504) 865-5104, email Navy@tulane.edu (navy@tulane.edu) or visit <https://nrotc.tulane.edu/content/schedule-visit-0>. Additional information may be found at <https://nrotc.tulane.edu/>.