

The School of Liberal Arts Graduate Catalog

Table of Contents

School Of Liberal Arts Organization.....	- 2 -
Admission To Degree Programs.....	- 2 -
Funding	- 5 -
Rules And Regulations	- 5 -
General Requirements.....	- 5 -
Tenure For Degree Students	- 6 -
Continuous Registration Requirements	- 7 -
Registration Policies And Procedures.....	- 7 -
Grades	- 8 -
Medical Excuses	- 9 -
Quality Of Work Requirements.....	- 10 -
Policy On Intellectual Property.....	- 10 -
Unified Code Of Graduate Student Academic Conduct.....	- 10 -
Transfer Credit.....	- 11 -
Registration For Undergraduate Credit And Provisional Graduate Credit.....	- 11 -
Required Withdrawal And Denial Of Enrollment	- 12 -
Code Of Student Conduct.....	- 12 -
Conferring Of Degrees.....	- 12 -
Tuition And Fees	- 13 -
Financial Assistance	- 13 -
Awards And Prizes	- 14 -
Foreign Exchange Program	- 15 -
Programs Of Study.....	- 15 -
Master's Degree Requirements and Thesis	- 15 -
Doctor of Philosophy (PhD) Requirements/Prospectus/Thesis	- 17 -
Courses.....	- 20 -
Special Interdisciplinary Programs.....	- 20 -
Housing And Meals	- 22 -
Health Service.....	- 22 -
Recreational Facilities	- 22 -

The School of Liberal Arts offers research oriented programs leading to the degrees of Doctor of Philosophy, Master of Arts, and Master of Science. It also offers professionally oriented programs leading to the degree of Master of Fine Arts.

The degree of Doctor of Philosophy is offered in the fields of Anthropology, City, Culture and Community, Economic Analysis and Policy (Economics), French, History, Latin American Studies, Latin American Studies and Art History (joint degree), Linguistics, Philosophy, Political Science/Political Development and Spanish & Portuguese. The degree of Doctor of Philosophy may also be earned in an interdisciplinary field.

A terminal Master of Arts degree is offered in the fields of Anthropology (4+1 only), Art History, Classical Studies, Economics, English, French (4+1 only), History (4+1 only), Latin American Studies, Linguistics (4+1 and Computational Linguistics), Music, Philosophy, and Spanish and Portuguese (4+1 only).

The Master of Science degree is available for PhD track students in Economic Analysis and Policy

The Master of Fine Arts degree is offered in the fields of Art Studio, Interdisciplinary Dance, Music, and Theatre.

SCHOOL OF LIBERAL ARTS ORGANIZATION

The School of Liberal Arts is administered by the dean. At the departmental/program level, the chair or program director is the officer responsible to the dean for the administration of graduate affairs. The dean's advisory committee for all graduate affairs is the Graduate Studies Committee.

All graduate students in the School of Liberal Arts are members of the Graduate Studies Student Association. A copy of the GSSA Constitution may be obtained from the GSSA website.

ADMISSION TO DEGREE PROGRAMS

Admission is on the basis of academic accomplishments and potential, regardless of race, gender, ethnicity, national origin, religion, sexual orientation, class, age or disability.

Application to the School of Liberal Arts is normally for admission to a degree program. An applicant may seek admission as a special student to pursue study which does not lead to a degree.

Applicants who have earned an undergraduate degree from a recognized institution may be admitted to the School of Liberal Arts graduate program if their academic records and personal attributes indicate the ability to pursue advanced study successfully. Applicants must present evidence, to the satisfaction of the department or the program committee concerned, of adequate preparation for the subjects in which they seek to specialize. All students must hold the undergraduate degree before enrolling.

Only students with an undergraduate grade average of B or better, or with undergraduate study of otherwise certifiable equivalent quality, ordinarily are admitted. Graduate credit will not be awarded for any courses taken to make up undergraduate course deficiencies.

A master's degree is not a prerequisite to the beginning of study for the Doctor of Philosophy degree, but a student may be required to qualify for the master's degree while working toward the doctorate.

Deadlines:

Students who wish to be considered for admission to the School of Liberal Arts should apply by submitting the application and supporting materials via the on-line application system. Individual departments set their own application deadlines, which are often earlier than the general deadline dates of the School of Liberal Arts. Students are advised to check with departments regarding deadline dates for admission and application for financial aid. In cases where the individual departments have not set department specific deadlines, the general deadline of the School of Liberal Arts is February 1 for the following fall semester. Some departments may also admit in the Spring semester on a limited basis; the deadline for spring semester admission, if applicable is December 1. Check directly with department for information regarding Spring semester admission.

Applicants for admission to the Master of Fine Arts program in the Department of Art should upload their portfolio of recent work through the online application system. Portfolio specifications are listed on the Art Department website and applicants should check the specifications before uploading their portfolio.

Note: The GRE is NOT required for applicants to the MFA programs.

The on-line application on the website of the School of Liberal Arts is the required method to submit an application. No applicant will be considered for admission until all of the following documents, plus the \$50 application fee, have been uploaded with the application:

(1) a completed application form, (2) three completed recommendation forms, (3) unofficial transcripts of all undergraduate records and of any previous graduate work (official transcript is NOT required until after an offer of admission has been made and accepted), (4) a statement of purpose not to exceed 500 words, and (5) an official score report for the Graduate Record Examination General Test (except for MFA candidates). (6) Other requirements such as a writing sample which is required by many departments (check individual department websites for all application requirements) or a portfolio required for Art Studio MFA applicants, (7) For students who are not U.S citizens or Permanent Residents proof of English proficiency is required via submission of an official TOEFL or IETLS test score.

Applications are reviewed by the relevant department or program. Upon the recommendation of the department or program committee and upon the approval of the Dean's Office, admission to a degree program may be granted to qualified students.

On rare occasions, provisional admission may be granted to students who have not completed all the application requirements, e.g., the submission of acceptable GRE or TOEFL scores. Should a student enroll "provisionally", it is expected that the missing application materials will be submitted before the end of the first semester. At that time, the application will be reviewed for regular degree admission. Provisional admission must be recommended by the department or program. The application will then be reviewed by the Graduate Studies Committee who will make its recommendation to the dean.

In keeping with the academic quality and standards used for admission to graduate programs in the School of Liberal Arts, only qualified students may be admitted to a degree program. However, a student may be considered for probationary admission under *rare circumstances*. Probationary admission may be granted upon conditions which the applicant must fulfill in the first semester or first year of enrollment in order to have the probationary status changed to regular degree status. Probationary admission must be recommended by the department or program. The application will then be reviewed by the Graduate Studies Committee who will make its recommendation to the dean.

Special Students

Admission as a special student, non-degree status, ordinarily allows the student to register for a total of no more than nine semester hours of graduate credit. Some departments/programs may limit the total number of hours to six (6). Applicants who wish to be admitted to special student status must submit (1) a \$50 application fee; (2) a completed application form; and (3) official transcripts of all undergraduate records and of any previous graduate work.

After nine hours of graduate course work at Tulane have been completed, the student on special non-degree status may not register for additional graduate credit. A special student who wishes to be considered for admission to a degree program may reapply to the School of Liberal Arts (See requirements described under Admission to Degree Programs.) Upon the recommendation of the department/program chairperson and approval of the Graduate Studies Committee and dean, graduate-level course work done as a special student may be transferred for credit to a degree program.

All transcripts and other documents and material required for application for admission become the property of the School of Liberal Arts and are not returnable.

Foreign Students

A foreign applicant for admission must present satisfactory evidence of sufficient competence in English to read it, write it, speak it, and understand it when spoken. Ordinarily, the applicant will demonstrate competence by presenting an acceptable score on the TOEFL (Test of English as a Foreign Language) generally with a minimum score of about 95 on the web-based test, 260 on the computer-based test or 600 on the paper-based test. TOEFL is the preferred test but IELTS scores of at least 6.5 are also acceptable as evidence of satisfactory English proficiency. To learn more about the TOEFL, please go to Educational Testing Service (ETS) website: www.ets.org.

An applicant whose competence in English is unproven or insufficient may be admitted on the condition that competence will be proven or improved. The student may be required to prove competence by earning an acceptable score on a test of English (either TOEFL or IELTS). A student who scores below the acceptable level of competence may be required to register for less than a full graduate course load and to take English as a Second Language instruction without credit until he/she is able to demonstrate proficiency in the English language. All foreign applicants are also required to take the Graduate Record Examination (GRE).

Candidates for Degrees in Other Schools

Candidates for advanced degrees in other graduate institutions who wish to receive graduate credit for courses taken at Tulane should secure approval of their plans for temporary study in the School of Liberal Arts from responsible authorities in their own institutions. They should then apply for admission to the School of Liberal Arts as special students (non-degree).

Graduate Record Examination (GRE)

Applicants for admission must take at their own expense the General Test of the Graduate Record Examination (The MFA programs do not require the GRE). The test scores will be used, with other data, to determine eligibility for admission. The **GRE code for the School of Liberal Arts is “6183”**. For information about or to schedule the GRE exam applicants should contact Educational Testing Service (ETS) at www.ets.org

All transcripts and other documents and material required for application for admission become the property of the School of Liberal Arts and are not returnable.

FUNDING

The School of Liberal Arts offers “academic merit” based funding in the form of scholarships, fellowships, teaching assistantships, or a combination of all. Applicants are automatically considered for academic merit based funding upon submission of their admission application; no additional application is needed. Applicants seeking academic merit based funding should be sure to submit their application by the application deadline for their specific program. For “need based” funding such as grants, loans, etc., the applicant should contact the Financial Aid office at Tulane University.

RULES AND REGULATIONS

Upon admission to the School of Liberal Arts, students are held responsible for compliance with the regulations of the School of Liberal Arts and of Tulane University as set forth on the University website and in other current or subsequent official statements. They should familiarize themselves with these regulations.

The University reserves the right to change any of its courses and charges without advance notice and to make such changes applicable to students already registered as well as to new students.

GENERAL REQUIREMENTS

A student admitted to the School of Liberal Arts in a degree program must be continuously registered in a degree-granting division of the university during the academic year (exclusive of

Summer Session) in one of the two registration statuses indicated below from the date of first registration until the awarding of the degree, unless the registration is terminated by resignation or by dismissal for academic or disciplinary reasons.

Under exceptional circumstances a student may be granted leave by the dean for up to one year. During such period of leave, a student will be considered in continuous registration without registration or payment of fee.

Full-time Residence Status

To hold a fellowship or scholarship or any of the various kinds of assistantships, a student must be registered in full-time residence status. To determine student privileges and assess tuition and fees, a student in full-time residence status must be registered for at least nine hours of graduate credit per semester, or a combination of course work and equivalent academic activities such as teaching or research.

After the student has completed the minimum hours of course work required for the degree, the student can be classified as a full-time student entitled to full student privileges if the student is registered for master's or dissertation research and the department or program committee certifies that the student is engaged in academic activities equivalent to full-time residence commitment.

Graduate students receiving a teaching assistantship (TA), research assistantship (RA) and/or fellowship from the School of Liberal Arts may have other employment for remuneration during the academic year, provided that this employment does not interfere with their satisfactory academic advancement, as determined by their department and provided that the source of support does not prohibit outside employment. All School of Liberal Arts stipend funded graduate students must receive departmental approval each academic year before engaging in other employment for remuneration during that academic year.

Part-time Residence Status

For the purposes of determination of student privileges and for the assessment of tuition and fees, a student in part-time residence status is any student who is registered for less than nine hours of graduate credit and who is not certified by the department or the program committee as taking a total academic program. Note: For continuous registration requirements, see the following page.

TENURE FOR DEGREE STUDENTS

Tenure is the maximum period of time normally permitted for the completion of all requirements for a degree, and it is determined on the basis of consecutive academic years from the date of registration for graduate study at Tulane or at another institution. Tenure is not affected by residence status. Under certain circumstances, upon the recommendation of the chairperson of a student's department or program committee, the dean may extend tenure, but a student whose period of graduate study is unduly prolonged or interrupted may be required to perform additional work. Tenure regulations are applicable to all degree students, regardless of date of first registration.

Master's Degrees

Maximum tenure is five years for a terminal master's degree, although most departments stipulate much earlier completion of all requirements for the degree in their master's programs.

Ph.D. Degree

Tenure is seven years for completion of the PhD degree. The maximum time limit within which a student, under normal circumstances, is required to take the qualifying examination and to be admitted to candidacy is four years. The dissertation must be completed within three years after a student has been admitted to candidacy for the degree. Under certain circumstances, upon submission of a written justification for extension from the department chairperson or dissertation committee director, the dean may extend tenure beyond seven years. A student whose period of graduate study is unduly prolonged or interrupted may be required to perform additional work. Beyond the seven-year period of tenure, a student who has neither completed the requirements for the degree nor received an extension from the dean will no longer be considered a degree candidate. Tenure regulations are applicable to all degree students, regardless of date of first registration.

CONTINUOUS REGISTRATION REQUIREMENTS

A student admitted to the School of Liberal Arts in a degree program must be in continuous registration in a degree-granting division of the university until the awarding of the degree. Any student who is not registered for course work in a degree-granting division of the university must be registered in Master's Research or Dissertation Research in order to remain in continuous registration. The student need not maintain registration during the summer.

The continuous registration requirement applies both to resident and non-resident students. Resident students who have not completed minimum course work requirements for their degrees must either enroll for a minimum of three hours per semester (exclusive of Summer Session) or register for Master's Research (9980) or Dissertation Research (9990). Resident or non-resident students who have completed their course work requirements are required to register for Master's Research (9980) (no credit hours) or Dissertation Research (9990) (no credit hours) and pay the 9980/9990 registration fee in order to maintain continuous registration. This entitles students to full student privileges and maintains the student as enrolled in the graduate program. **Failure to be so registered is de facto withdrawal and the School of Liberal Arts reserves the right not to readmit. A student who is readmitted is obligated to pay the applicable fee required to maintain continuous registration.**

REGISTRATION POLICIES AND PROCEDURES

Students register with GIBSON ON-LINE. Gibson online is a gateway to online services such as registration, grades, degree audit, My Tulane, accounts receivable, etc. A schedule of classes, course listings, academic calendars, grade access, and other registration information can be found on the Office of the Registrar's website: <http://registrar.tulane.edu/> .

All admitted students are eligible to register with Gibson Online. New incoming students will receive an e-mail message from technology services once they are accepted and confirm. The email message will contain a Tulane identification number and a Tulane email address with instructions on how the student can to set up a password for access to Tulane e-mail and Gibson. All students must confirm their registration before the end of the first week of class. Bills for tuition and fees are sent electronically and by regular mail. Students assume financial obligations for their courses upon registration.

Students who are not registering for course work must maintain continuous residence or non-residence registration during fall and spring semesters and should register for either master's research (Master's Research 998) or Dissertation Research (Diss. Research 999) via Gibson Online. The continuous registration form, located on the School of Liberal Arts Graduate Programs website, should be used after Gibson Online has closed for the semester.

Change of Courses

Students wishing to add or drop courses should consult the academic calendar on the Registrar's Office website for deadlines. Failure to make schedule adjustments promptly and accurately may result in financial or academic penalties.

Change of Departmental Program

A student who has been admitted to a degree program in one department and wishes to transfer to a program in another department must obtain the approval of the chair of both departments concerned and the approval of the Dean of the School of Liberal Arts and the Graduate Studies Committee before the change is official. The necessary form for such changes is available in the School of Liberal Arts Graduate Programs office.

GRADES

Grades in the School of Liberal Arts are reported as follows:

A
A-
B+
B
B-

A grade of B- will count as graduate credit but it is considered a weak grade at the graduate level and may be cause for departmental action such as probation or dismissal from the program.

A course in which a grade of C+ or lower is earned cannot be counted for credit toward a degree program in the School of Liberal Arts. Any grade of C+ or lower may be cause for probation or dismissal from the program.

C+
C
C-
D+

D
D-
F

I - Incomplete – All work for incomplete grades should be completed within 30 days after the beginning of the following semester, excluding Summer Session. After this time the grade should be recorded as an “F”. Instructors are required to submit a change of grade form to the registrar’s office to change all incomplete grades. The Incomplete grade is not to be used as an automatic extension but only for unavoidable delays caused by illness or other emergencies.

R - Research – In those cases where research or experimentation, or both, cannot be completed within the 30-day limit following the end of the semester, this grade will be given to indicate this circumstance. This grade carries a different meaning from that of IP which is given at the end of the first semester of a two-semester course.

IP - In Progress – Satisfactory progress at the end of the first semester of a year-long course; grades are assigned upon completion of the course.

W - Courses may be dropped without record within six weeks of the first day of classes. Refer to the Academic Calendar for the exact dates each semester. Withdrawals with the grade of W after these dates may be accomplished only if the instructor notifies the dean that the student is passing and recommends permission to withdraw. WF (withdrawn failing) will be assigned if the student’s work in a course is unsatisfactory at the time of withdrawal.

In some departments grades for certain courses are reported as follows:

S - Satisfactory

U - Unsatisfactory

In some departments, grades for certain other designated courses may also be reported simply as S or U at the student’s option, provided that the option is declared by the student no later than the end of the second week of class.

MEDICAL EXCUSES

Students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors may establish policies for class attendance, which are announced at the beginning of the semester. Students who find it necessary to miss class must assume responsibility for making up the work covered during that session, including quizzes, examinations, and other exercises; they also are responsible for obtaining notes on material covered in lectures or other class sessions.

Students are responsible for notifying professors about absences that result from serious illnesses, injuries, or critical personal problems. However, medical excuses are not issued by the University Health Service, except in instances of illnesses or injuries that involve hospitalization.

QUALITY OF WORK REQUIREMENTS

A minimum average quality-point ratio of 3.0 (B) must be maintained by a student in the School of Liberal Arts. In reviewing records, a unit of B- is compensated by a unit of B+, the two being considered the equivalent of two units of B.

If a student receives one B- grade, the student is immediately considered for probation by the dean in consultation with the appropriate department. If a student receives two grades of B-, or one grade less than B-, during his/her tenure in the School of Liberal Arts, the student is placed on probation and considered for dismissal by the dean in consultation with the appropriate department. The terms of the probation are to be worked out by the department in consultation with the dean. **It is the department's responsibility to report to the dean's office any student not making reasonable progress towards the degree.**

The above guidelines are to be applied to either master's or doctoral degree candidates. It is also understood that these are **minimum** standards; some departments may impose more strenuous standards. University procedures for grade and other academic complaints are available on the School of Liberal Arts/Graduate Programs website: <http://www2.tulane.edu/liberal-arts/graduate-resources.cfm>. The student must first discuss the complaint with the professor, then, if dissatisfied, submit a written complaint to the department chair following the procedure for academic complaints.

POLICY ON INTELLECTUAL PROPERTY

The university policy on intellectual property applies to all graduate students. Any invention or discovery resulting from projects supported in whole or in part by funds, personnel, or facilities provided by or administered by the Board of Administrators of Tulane University is the property of Tulane University. The university has a policy of sharing with the inventor any income derived from such discoveries. For more information on Tulane's policy, see "Intellectual Property Policy and Procedures" in the Tulane Faculty Handbook, a copy of which is available on this website.

UNIFIED CODE OF GRADUATE STUDENT ACADEMIC CONDUCT

The School of Liberal Arts expects students to conduct their academic endeavors with honesty and integrity. Activities covered by the Unified Code of Graduate Student Academic Conduct include course work, examinations, and research. This code outlines individual responsibilities as well as procedures to be followed if there is a question concerning a student's academic honesty or integrity. These values are held in common by all departments and enforced by the sanctions of the Dean of the School of Liberal Arts. All students enrolled in the School of Liberal Arts are subject to these regulations and should be familiar with this code. A copy of the code is available on the [university website](#) and the School of Liberal Arts website. Principles and activities not covered by this code may fall under the purview of university or departmental research and/or ethics committees. Questions concerning jurisdiction should be addressed to the Dean of the School of Liberal Arts.

TRANSFER CREDIT

Acceptance of graduate credit for work done at other graduate institutions or in another division of Tulane University must be approved by the department concerned and by the dean. In general, up to 12 semester hours of transfer credit may be accepted toward a master's degree, and up to 24 semester hours of transfer credit may be accepted toward the Ph.D. degree.

To be considered for transfer credit, graduate work done at another institution or in another division of Tulane University must carry a grade of B or better and must have been completed no more than four years from the date of first registration for graduate work if applied toward a master's degree and no more than six years from the date of first registration for graduate work if applied toward a Ph.D. degree. Only in unusual cases, upon the recommendation of the chair of the student's department, may the dean approve for transfer credit courses taken earlier.

The decision concerning the acceptance of all transfer of credit to the record of a graduate student will not be reached until after the student has completed at least one semester of successful study in the School of Liberal Arts. After a semester (nine hours) of study at Tulane, the student should petition the department to recommend the transfer of credit to the School of Liberal Arts.

REGISTRATION FOR UNDERGRADUATE CREDIT AND PROVISIONAL GRADUATE CREDIT

An undergraduate at Tulane University with a grade point average of at least 3.3 in his major program may register, normally in the senior year, for up to six credits of 6000 or 7000 level courses, for credit toward a baccalaureate degree. Written recommendation of the course instructor, advisor, chair of the major department, the Dean of Newcomb-Tulane College, and approval of the Dean of the School of Liberal Arts are required.

Graduate credit for these 6 credit hours of 6000 or 7000 level classes taken for credit toward an undergraduate degree, if passed with B or better on the School of Liberal Arts graduate grading scale, may be awarded, when the student is admitted to a graduate program in the Tulane School of Liberal Arts. The student must obtain a recommendation from the chair of the graduate department and approval of the School of Liberal Arts dean for these credit hours to apply to the graduate program via a Transfer of Credit form.

A senior who completes all baccalaureate requirements before the end of the senior year and intends to enter the School of Liberal Arts at Tulane as a graduate student may apply for provisional graduate credit in up to, but not more than, 12 credits of 6000 and 7000 level courses beyond the credits needed for the baccalaureate. These courses must be approved by the graduate department. Graduate credit for such work, if passed with B or better, will be awarded when the student is admitted to full graduate status in the School of Liberal Arts, upon recommendation of the graduate department chair and approval of the dean. These provisions do not apply to transfer of credits to or from other graduate institutions. In addition, these provisions do not apply to the 4 + 1 master's degree program offered by many departments in the School of Liberal Arts.

REQUIRED WITHDRAWAL AND DENIAL OF ENROLLMENT

A student may be required to withdraw from any course or from the university, temporarily or permanently, for any of the following reasons:

1. Work below the standard specified by the School of Liberal Arts.
2. Violation of the honor system or other misconduct.
3. Possibility of danger to the health of the student or to other students if enrollment is continued.

The university reserves the right to forbid any student's continued enrollment without assignment of reason. The School of Liberal Arts, however, will provide a student with a statement of reason in writing from the department. An appellate procedure has been established in cases involving academic performance or possible infringement of academic freedom. The School of Liberal Arts also has appellate procedures in cases involving non-reappointment of fellowships or scholarships when the formal terms of the first award have given reasonable expectation of renewal. Such procedures may also apply to cases in which a graduate, teaching, or research assistant is relieved of a position before the end of the term of the appointment or is not reappointed when the formal terms of the first appointment have given reasonable expectation of reappointment. Copies of these procedures are available in the School of Liberal Arts office.

Resignation from the School of Liberal Arts must be made in writing to the Dean of the School of Liberal Arts. The student who finds it necessary to withdraw or to resign should report to the Graduate Programs office in the School of Liberal Arts to complete a withdrawal or resignation form.

CODE OF STUDENT CONDUCT

The university requires of all of its students behavior compatible with its high standards of scholarship and conduct. The Vice President for Student Affairs is responsible for formulating appropriate procedures and regulations concerning student behavior and for the judicial consideration of violations. A copy of the Code of Student Conduct is available on this website.

CONFERRING OF DEGREES

Degrees earned in the School of Liberal Arts are awarded three times a year—in December, May, and August. There is only one commencement program and that is held in May. Candidates for degrees are required to complete an online application for degree form on or before deadline dates. See graduation deadline dates and instructions on this website or in the School of Liberal Arts office.

TUITION AND FEES

[Tuition and fees](#) are due at the time of registration. Changes in charges for tuition, fees, housing, and meals will probably continue to occur, depending upon the costs incurred by the university to provide quality education. The university will make every effort to keep increases at a minimum and provide as much advance notice as possible. It should be noted that tuition never has covered more than a portion of the cost of education. The difference is made up from endowment and gifts to the university.

Refunds

The deadlines for the refund of 100, 75, 50, or 25 percent of tuition in any semester are given in the academic calendar. Refunds are made only when withdrawals are official. Additionally, full tuition is refunded only if the dean recommends the refund. University fees, including the student activity fee, are not refundable.

Financial Obligation to the University

No diploma or certificate of credit is given to a student who is in default of any payment due to a division of the university.

FINANCIAL ASSISTANCE

Financial support for graduate students is awarded by the Dean of the School of Liberal Arts primarily **on the basis of academic merit**. Candidates for aid must ordinarily present a total, combined GRE score of at least 300 and an undergraduate GPA of 3.2 or better. Financial assistance is available in the form of tuition scholarships, part-time teaching or research assistantships, fellowships, or combinations of these awards. Ordinarily, the dean will not award financial aid for the pursuit of a second Tulane degree at the same level, e.g., a second master's degree from Tulane.

To hold a fellowship or scholarship or any of the various kinds of assistantships, a student not only must be registered in full-time residence status but also must maintain an academic level of performance satisfactory to both the department and to the dean. Graduate students receiving a teaching assistantship (TA), research assistantship (RA) and/or fellowship from the School of Liberal Arts may have other employment for remuneration during the academic year, provided that this employment does not interfere with their satisfactory academic advancement, as determined by their department and provided that the source of support does not prohibit outside employment. All School of Liberal Arts stipend funded graduate students must receive departmental approval each academic year before engaging in other employment for remuneration during that academic year.

If a student is applying for merit-based financial assistance, the completed application materials must be received by the department by its deadline. (Applicants are advised to check with departments for the relevant deadline.) The general application deadline for the School of Liberal Arts is February 1 but deadlines can vary by department. Notice of awards will be sent out with admission decisions which is generally 6-8 weeks after the close of applications. Award decisions cannot be made on incomplete applications.

Loan Funds (need based)

The university offers need-based financial assistance to qualified students who are U.S. citizens or permanent residents through Federal loan programs. The Office of Financial Aid has information and forms you may need to apply for loans, grants, and other funds that might be available to graduate students. If you are interested in applying for a loan, it is important that you visit the Office of Financial Aid website at www.tulane.edu/~finaid.

Veterans' Benefits

The Office of the University Registrar fulfills the university's obligations to students receiving benefits from the Veterans Administration. To apply for benefits, students should contact the Veterans Administration Office in their hometowns for a Certificate of Eligibility, preferably before registering in a college or university. The Veterans Administration sends Certificates of Eligibility directly to students who must then bring them to the Office of the University Registrar. Students transferring from other colleges or universities should submit Change of Program or Place of Training applications at their hometown Veterans Administration Office. Student enrollments will be certified to the Veterans Administration after registration for the semester.

Dependents may qualify for assistance under the Dependents Educational Assistance (DEA) program if either parent has died as a result of active wartime service in the armed forces. Eligible students should apply to their hometown Veterans Administration Office. Certification procedures are similar to the process for veterans. The performance standards to continue to receive VA benefits may be different from the academic standards described elsewhere in the catalog. Students should direct specific questions to the Office of the University Registrar.

AWARDS AND PRIZES

Several departments in the School of Liberal Arts annually present awards to graduate students in the department who have exhibited excellence in the subject of the award competition:

The **Peter T. Cominos Memorial Award** is given by the history department to a history graduate student for the best graduate paper of publishable quality, to be determined by a three-person committee chosen by the department Graduate Studies Committee and representing different subfields in the department. The paper should demonstrate the highest professional standards of research, writing, and analysis. The deadline for submitting papers is March 1.

The **William R. Hogan Award** is awarded annually to the graduate teaching assistant in the history department who has demonstrated excellence in teaching. The graduate studies committee of the department selects the candidate based upon mandatory student evaluations and the written evaluation of the faculty advisers.

The **Richard P. and Jean A. Adams Memorial Award** is given annually by the English department to a student in the English graduate program for the best graduate student essay.

The **Shelley Coverman Memorial Award** is given annually by the Newcomb College Institute to the undergraduate or graduate student who distinguishes himself or herself in the field of empirical social science, with special focus on women's status or role in this or other societies. The recipient of the award is chosen jointly by the Chair of the Department of Sociology and the Director of the Newcomb College Institute from a list of nominees proposed each Spring by the following departments: sociology, anthropology, economics, history, Latin American studies, political economy, political sciences, communication, and social psychology.

FOREIGN EXCHANGE PROGRAM

The Tulane University School of Liberal Arts participates in an exchange program with the Free University of Berlin, Germany for two graduate students each year. This program offers the exchange student a stipend plus tuition for one academic year. Transportation to and from Europe is the responsibility of the student. Applicants interested in this program can obtain additional information from the School of Liberal Arts office.

PROGRAMS OF STUDY

For master's degree programs, the minimum requirement is 24 semester hours plus thesis or 30 hours with no thesis or the equivalent. For M.A. and M.S. programs, one academic year must be in full-time residence status or its equivalent part-time study in this School of Liberal Arts. For M.F.A. programs, the resident study requirement is the same, except that upon the recommendation of the student's department or program chair and approval of the dean, work taken in Tulane Summer Session may be considered resident study.

For Ph.D. programs, the minimum requirement is 48 semester hours and a dissertation. One academic year must be in full-time residence status.

For maximum periods of time to complete requirements for any of these degrees, see Tenure for Degree Students.

The graduate student's entire program of study will often be within a single department. In some cases, however, a student may take some of the work outside the major department with the approval of the chair of both the major department and the other department or departments concerned. Occasionally, the needs of individual students may require a special interdisciplinary Ph.D. program. For further information see Special Interdisciplinary Programs.

MASTER'S DEGREE REQUIREMENTS – HOURS and THESIS

Degree of Master of Arts

For the Master of Arts degree with thesis, the minimum course requirement is 24 semester hours plus thesis research. For the Master of Arts without thesis, the minimum course requirement is 30 semester hours. (Certain departments require a minimum of 36 hours). A reading knowledge of one modern foreign language pertinent to research in the discipline may be required by the department.

Degree of Master of Science

The requirements for this degree are generally the same as those stated for the Master of Arts degree, but some programs have variations. The Master of Science is only awarded in the School of Liberal Arts to students in the Economics PhD program who have completed the MS requirements but have not yet completed the dissertation and other requirements for PhD degree. See Courses of Instruction for specific information

Degree of Master of Fine Arts

The Master of Fine Arts degree is given through the Departments of Art, Music, and Theatre and Dance. The Department of Music requires a minimum of 30 semester hours; the Department of Art requires a minimum of 48 semester hours; and the Department of Theatre and Dance requires a minimum of 48 semester hours. A reading knowledge of a foreign language is not required. It is expected that most students will spend a minimum of two years of graduate study in fulfilling the requirements for the Master of Fine Arts degree but maybe longer for some programs. For variations in departmental requirements see the individual department website.

Thesis Requirements for Master's Degrees

The subject of the thesis for all master's degrees must be in the field of major study and must have the approval of the professor by whom the thesis is to be directed. The finished thesis must have the approval of a committee, normally consisting of a minimum of three faculty members in the department. The director of the thesis will serve as chair of the thesis committee. At the request of the director, a member of some other department may be added to the committee.

The original typescript of the thesis must be deposited with the Dean of the School of Liberal Arts. The thesis must be on thesis quality paper (100% cotton, acid-free). The title page must contain the subject of the thesis, the date on which it was submitted, the department, and the signature of the candidate, under which should be typed the candidate's full legal name. Signatures of each of the examining committee members, with the member's full legal name typed underneath, should also be listed in the lower right-hand corner. A full list of authorities and books consulted and a short biographical sketch must be appended.

The thesis must also be submitted electronically to ProQuest/UMI and to the Tulane Digital Repository for publishing and cataloguing in the Library of Congress. More details and links to the appropriate websites for submission are on the School of Liberal Arts graduation requirements web page, <http://tulane.edu/liberal-arts/graduation-deadlines.cfm>.

The decision to copyright the thesis must be made at the time the student submits the dissertation to ProQuest /UMI. Copyright may be obtained through ProQuest/UMI and fees for the copyright can be paid at the time of on-line submission.

A basic style sheet for use in preparing theses is available on the School of Liberal Arts Graduate Programs website and on the Howard Tilton Library website under graduate resources. More detailed instructions for the preparation of the theses may be obtained from *A Manual of Style*, University of Chicago Press; the *M.L.A. Style Sheet*; or *A Manual for Writers of Term Papers, Theses and Dissertations* by Kate L. Turabian, available at the Tulane University Bookstore. The department chair will advise which guide is preferred.

Graduate students who are nearing the completion of their degree requirements should check the School of Liberal Arts website for deadline dates that apply for graduation and for the final submission date of theses for graduation.

DOCTOR OF PHILOSOPHY DEGREE REQUIREMENTS

COURSE CREDIT, EXAMS, PROSPECTUS AND DISSERTATION

Students undertaking work for the degree of Doctor of Philosophy should understand that this degree is awarded not for an accumulation of course credits only, but for superior attainment and accomplishment. Ordinarily the student is expected to finish the course requirements in two full years of graduate study. The student must demonstrate in independent study and research, as evidenced in the dissertation, the ability to carry out an original investigation in the chosen field. A minimum of one year full-time study in residence at Tulane University is required.

Course Requirements

The minimum course requirements for the PhD are usually 48 semester hours; however, students should refer to the specific departmental requirements. Some departments/programs will require additional hours of course work.

Students ordinarily must complete the requirements for the Ph.D. degree within seven years from the date of matriculation in the School of Liberal Arts. Only in unusual cases, with the approval of the department chair and Dean of the School of Liberal Arts, will credit be approved for courses taken more than six years before first registration for graduate work.

Language Requirements

Language requirements are set by the department or the program faculty. Most PhD programs require documented proficiency in at least one foreign language but some require two languages.

General Examination

Upon meeting the foreign language requirement or requirements (and no earlier than the semester in which the normal course requirements for the Ph.D. are to be completed), the student shall undertake the general (preliminary) examination. Normally this examination is taken by the end of the second year of graduate study or at the beginning of the third year. A student who fails to take the test within a reasonable length of time will be advised by the department not to continue graduate study.

The test is a comprehensive examination over the student's field of study. It covers the student's subjects and courses and is a rigorous test of scholarly competence and knowledge. The examination also tests acquaintance with the scholarship in the field. Finally, the examination affords the examiners the basis for constructive recommendations on any subsequent program of studies to be undertaken by the student. It should be noted that in some departments cumulative examinations are used in lieu of the general or preliminary examination.

Prospectus and Dissertation Committee

A student should choose a dissertation topic or project in consultation with a tenured/tenure-track faculty member at Tulane University who will agree to direct the dissertation. With a topic or project agreed upon, a committee of at least three tenured/tenure-track faculty members at Tulane University, with the director as chair, will serve as a prospectus committee. If the prospectus is approved by the prospectus committee and/or the home department or program, and approved by the dean's office, the prospectus committee will become the dissertation committee. The student's prospectus-dissertation committee must consist of a minimum of three tenured/tenure-track Tulane University faculty members, with at least two of these being members of the major department or program within the School of Liberal Arts. With the approval of the major department or program, the committee chair may appoint additional members from another department or school at Tulane University or from other institutions.

The responsibilities of the dissertation committee are specified below under Dissertation and Final Examination.

Prospectus

Until a student's prospectus has been approved by the prospectus committee and the dean, dissertation work has no official status. Normally, a student will not submit a prospectus until the student has completed course requirements, satisfied the foreign language and research requirements, and passed the general examination. Upon the recommendation of the department, however, the student may submit a prospectus any time after completion of one year of full-time residence. The student should check with the department and his/her prospectus committee regarding the content and format of his/her prospectus. After the prospectus has been approved by the department and the prospectus committee, a 3-5 page abstract of the prospectus should be submitted to the dean. The recommendation for approval of the prospectus form serves as the cover sheet and should accompany the abstract of the prospectus. The form is located on the School of Liberal Arts website. The abstract should be approximately three to five doubled-spaced typewritten pages. The introduction of the prospectus should contain a summary of earlier work on the problem. The body should include an orderly description of the plan for the investigation. The conclusion should clearly state the anticipated nature of the investigation results. Major sources of information should be indicated and a selective bibliography attached.

Admission to Candidacy

Admission to the School of Liberal Arts in a Ph.D. program does not constitute official admission to candidacy for the Ph.D. To be admitted officially to candidacy for the Ph.D., a student must have completed course requirements, satisfied foreign language and research requirements, passed

general examinations, and submitted a prospectus of the dissertation approved by the student's dissertation committee and the dean. The recommendation for admission to candidacy is made by the department and must bear the signatures of both the chair of the student's dissertation committee and the chair of the department. The recommendation for admission to candidacy must be submitted to the School of Liberal Arts no later than September 15 for those expecting to receive the degree in December of that year, or December 15 for those expecting to receive the degree in May of the following semester, or March 15 for those expecting to receive the degree in August. The admission to candidacy form is located on the School of Liberal Arts website.

The Dissertation

The dissertation not only is an essential part of the candidate's degree work but is the appropriate culmination of the Ph.D. degree. The dissertation is the necessary demonstration that the candidate is worthy of taking a place among research scholars in the discipline. It must demonstrate not only mastery of the literature of the subject, but also the ability to carry on independent research that results in a genuine contribution to knowledge or an original interpretation of existing knowledge, and it must do so in a literate and lucid fashion. The dissertation committee shall determine the acceptability of the dissertation before it is submitted to the School of Liberal Arts in final form. (For deadline dates for the appropriate award of degrees, see Graduation Deadlines.) Acceptability, however, is not final approval. The candidate must defend the dissertation successfully before the degree is awarded. For details, see Final Examination.

The dissertation should be printed on 100 % cotton, acid-free paper. The title page of both the abstract and the dissertation must contain the subject of the dissertation, the date on which it was submitted, the department and the signature of the candidate, with the candidate's full legal name typed underneath. Signatures of the examining committee members should be listed in the lower right-hand corner; the full name of the committee chair and each member must be typed under the signature. A full list of authorities and books consulted and a short biographical sketch must be appended. A basic style sheet for use in preparing theses and dissertations is available on the School of Liberal Arts website and on the Howard Tilton Library website under graduate student resources. More detailed instructions for the preparation of the dissertation may be obtained from *A Manual of Style*, University of Chicago Press; the *M.L.A. Style Sheet*; or *A Manual for Writers of Term Papers, Theses and Dissertations*, by Kate L. Turabian. The department chair will advise which guide is preferred.

On or before the deadline date for dissertation submission, the student must hand into the School of Liberal Arts office the final, original copy of the dissertation (unbound), and one abstract of the dissertation (not more than 350 words), electronically submit the dissertation to ProQuest/UMI and to the Tulane Digital Repository for publishing and cataloguing in the Library of Congress and complete the on-line Survey of Earned Doctorates. More details and links to the appropriate websites for submission and survey completion are on the School of Liberal Arts graduation requirements web page, <http://tulane.edu/liberal-arts/graduation-deadlines.cfm>.

The decision to copyright the dissertation must be made at the time the student submits the dissertation to ProQuest /UMI. Copyright may be obtained through ProQuest/UMI and fees for the copyright can be paid at the time of on-line submission.

Final Examination

All candidates must take a final examination for the Ph.D. degree. Normally this examination consists primarily of an oral defense of the dissertation, but it may be extended to include course material or any other relevant material at the discretion of the examining committee.

This examination should be scheduled after the dissertation is in its final form and reviewed and approved by the committee but before it is printed on the quality paper. The examination must be held before the deadline for submission of the dissertation to the School of Liberal Arts. The requirement for final examination will not be waived, unless the candidate and the department can establish a case of hardship in extremis, subject to review and approval of the dean and the Graduate Studies Committee.

The final examination committee is appointed by the department chair and approved by the dean; it must include the members of the dissertation committee but may include any other members of the Graduate Faculty, including members of other departments or other universities. Upon successful defense of the dissertation and passing of Final exam, the dissertation committee must send a defense of dissertation/recommendation for degree to the School of Liberal Arts Dean's Office.

COURSES

Courses numbered from 6000 to 6999 are for graduates and advanced undergraduates. Courses numbered 7000 and above are exclusively for graduates. Graduate credit is not given for courses numbered lower than 6000. The credit for each course is indicated in semester hours by a numeral in parentheses. Course offerings and schedules of classes are available on the Office of Registrar's website at: www.tulane.edu/~registra .

SPECIAL INTERDISCIPLINARY PROGRAMS

In addition to the regular disciplinary programs leading to the Ph.D. degree, the School of Liberal Arts recognizes that individual student needs may require interdisciplinary programs. Frequently, these can be arranged by a candidate's major department simply by incorporating courses or fields from other departments in the candidate's program. The School of Liberal Arts also recognizes that a special interdisciplinary Ph.D. program may occasionally become desirable to meet the educational and career needs of an individual student using university resources not reflected in any single department.

The following provisions are made for the development, approval, and supervision of special programs leading to the Ph.D. degree:

A Special Interdisciplinary Program is a formal *ad hoc* interdepartmental program leading toward the Ph.D. It will consist of work taken in two or more departments within the School of Liberal Arts. Although the specific requirements for each *ad hoc* program will differ, the formal requirements for the Ph.D. are: a minimum of one-year residence, a minimum of 48 semester hours of course work, a general examination, the dissertation, and the final examination. The maximum number of credits that may transfer to an interdisciplinary Ph.D. program is 24 semester hours.

For such a program to be feasible there must be at least one member of the faculty who is a specialist in the interdisciplinary area of the student's interest and a sufficient number of faculty in at least two departments who are prepared to supervise work in it. To determine feasibility, an eligible student should consult with the appropriate faculty before making a formal application proposal.

To be eligible for such a program, a student must have completed at least one semester of full-time graduate work in one of the related disciplines and be in good standing in a Tulane School of Liberal Arts graduate program. A student currently in residence in the Tulane School of Liberal Arts initiates the process by petition to a qualified member of the faculty citing the student's own interest in and qualifications for the Interdisciplinary PhD program. If the professor considers the student qualified for work in the area of interest, the professor shall become the major advisor-*pro tem* and shall give formal notification to the student, the appropriate department chairs, and the Dean of the School of Liberal Arts.

Upon notification, the dean appoints a committee consisting of at least three members of the faculty of Liberal Arts recommended to the dean by the major advisor in consultation with the student and the faculty of those departments concerned. **Note: If the committee requires graduate faculty that are not members of the School of Liberal Arts faculty, the committee must consist of a minimum of 3 members of the School of Liberal Arts faculty plus the additional members.** Normally, the major advisor acts as chair of this committee. The special committee draws up a study plan/proposal indicating research facilities and setting forth requirements including fields, courses, teaching and/or research requirements and examinations; probable dissertation topic; and the proposed title of the degree (e.g., Comparative Literature, or Linguistics). The chair of the special committee forwards the study plan/ proposal, explanation of why the proposed course of study could not be accomplished solely through the candidate's major department and a statement of the student's qualifications to the chairs of those departments concerned for comment and approval and then to the Dean of the School of Liberal Arts.

The Dean of the School of Liberal Arts then presents the proposal and any views of departments concerned to the Graduate Studies Committee for its consideration. At least 12 hours of course work must be taken after the special interdisciplinary Ph.D. proposal is approved by the Graduate Studies Committee. Approval by the Graduate Studies Committee authorizes the student to follow the special interdepartmental program.

The special committee constitutes the student's qualifying examination committee, his/her dissertation committee, and performs all the functions normally carried out by departmental faculty in a regular Ph.D. program. The special committee chair serves as the chief sponsor of the candidate's Ph.D. dissertation and performs functions normally carried out by a department chair (supervision of financial assistance in cooperation with the Dean of the School of Liberal Arts and the chairs of those departments concerned, coordination of faculty, supervision of the student's academic work, overseeing qualifying examinations, and recommendation for formal admission to candidacy for the Ph.D.).

HOUSING AND MEALS

There is no on campus housing for graduate students. Tulane does have one off campus housing option for graduate students allotted on a first come, first served basis. This facility is located downtown near the Medical School. There is usually a waiting list for this facility, so applications should be submitted early. For housing information and applications, contact the Office of Housing and Residence Life, <http://www2.tulane.edu/studentaffairs/housing/> .

To locate off-campus housing not affiliated with Tulane, students should plan to arrive in New Orleans at least 2-3 weeks in advance of registration, or sooner, if possible. The campus is in a residential area and a variety of accommodations are usually available however it may take several weeks to locate rental housing within a reasonable price range.

Parking on campus is extremely limited. It is possible for students in off-campus housing to purchase a parking permit but a permit does not guarantee an available parking space. New Orleans public transportation in the vicinity of the University is good. The streetcar and several bus lines connect the Tulane campus with the Garden District, the Central Business District, and the French Quarter. And Tulane provides free shuttle service between the uptown and downtown campuses as well as to several area shopping centers.

Meals are available on campus on a contract basis at Bruff Commons or on a cash basis at various establishments in the Lavin-Bernick Center for University Life (LBC). There are a number of inexpensive restaurants located within walking distance of campus.

HEALTH SERVICE

Tulane has an outpatient clinic with three beds and a pharmacy. Regular medical attention is equivalent to that ordinarily provided by a family physician. More serious cases are treated at a local hospital.

All full-time Tulane students must have health insurance which meets Tulane's coverage requirements. A student health insurance program is available to students. Students may direct inquiries about the insurance plan to the Student Health Center/Insurance, <http://www2.tulane.edu/health/quicklinks/insurance.cfm>.

International students are required by university regulation to have health and accident insurance. Upon registration, non U.S. citizens who are not already covered by health and accident insurance which meets Tulane's coverage requirements will be required to purchase the university's student insurance policy.

RECREATIONAL FACILITIES

Both on and off the campus there are rich cultural and recreational resources for Tulane students. The Lavin-Bernick Center for University Life offers a wide selection of facilities for leisure enjoyment.

The Reily Student Recreation Center offers a pool, racquetball and handball courts, weight rooms, cardio equipment and space for activities such as dance, wrestling, gymnastics, and fencing. Feature motion pictures are shown in McAlister Auditorium, which is also used for lectures and other performances throughout the year.

Tulane University Department of Theatre and Dance presents a yearly schedule of major dramatic productions, and there are numerous faculty and student art exhibits. Musical events include concerts by the university band, the university singers, the jazz ensemble, Department of Music productions, and numerous faculty and student recitals. There are also professional music and theatre performances on campus at times during the academic year and the summer.

Tulane's location in a city of cultural tradition offers other opportunities. The New Orleans Museum of Art has an excellent art collection; the museum and numerous galleries present many exhibits; the New Orleans Opera, the Contemporary Arts Center and the Louisiana Philharmonic Orchestra offer outstanding programs, and there are several excellent theatre groups and numerous art galleries. Membership and ticket prices are often reduced for students by off-campus organizations.

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