

The University of Tulsa

Fall Term 2017 Hurricane Fall Advisory Important Enrollment Information

The most current offerings of courses
can be found on the TU web site:

<http://www.utulsa.edu/courses/schedule>

REGISTRATION FOR FALL TERM 2017

Registration for the Fall Term 2017 begins on Monday, March 27, for current University seniors. Students who have a hold (financial or otherwise) will not be able to enroll for Fall classes until the hold(s) has been lifted by the following offices:

Academic/Dean's Hold	Academic Advisor
Admission Hold	Undergraduate Admission or International Student Services
Alexander Health Center Hold	Health Center
Business Office Hold	Pete Sandman
Disciplinary Hold	Mike Mills
Housing Hold	Jane Langston or Kay Winn

Undergraduate Admission Procedure at The University of Tulsa

The University of Tulsa uses an individualized and holistic approach in evaluating candidates for admission. All available information, including academic and personal records, will be considered. The admission policy is designed to seek students who demonstrate intellectual promise, are committed to upholding the Student Code of Conduct and reflect the purposes stated in the Mission of The University of Tulsa.

Instructions for Making Application for Undergraduate Admission to the University

- I. **Application for Admission:** An application form (available online at apply.utulsa.edu or through the Common Application at commonapp.org) and all required documents should be submitted no later than August 1 for fall enrollment. A one-time, non-refundable application fee of \$50.00 (submit a check or money order payable to The University of Tulsa or credit card payment [here](#)) must accompany the application.

II. Transcripts:

- A. Entering freshmen must request official high school transcripts mailed or transmitted electronically to the Office of Admission by the high school.
 - B. Transfer students must request official college transcripts from each college attended. If fewer than 48 hours have been completed at the time of application, an official high school transcript is also required. Transcripts must be mailed from the institution issuing the transcript directly to the Office of Admission and are not considered official if hand delivered by the student.
 - C. Students who have earned a G.E.D. must provide an official G.E.D. score report, as well as an official transcript of any completed high school work.
- III. **ACT or SAT:** All freshmen and all transfer applicants who have fewer than 30 semester hours must submit official results of the ACT or SAT. Applicants who are 25 years of age or over are exempt from providing the ACT, but may be asked to do alternate testing, such as placement exams.
 - IV. **Counselor Recommendation:** Freshman applicants who have graduated from high school within the past year are required to submit a written recommendation from their high school counselor. Home schooled students must submit an additional recommendation from a non-family member who is familiar with their academic potential and character.
 - V. **PRA (Green Card) Verification:** Permanent Resident Aliens (PRA.) should provide a signed and dated copy of the front and back of their green card with a signed [PRA verification form](#) available from the Office of Admission or from the website. Both the copy of the green card and the verification form must be notarized or verified in person by an admission officer.

Concurrent Enrollment for High School Students

Qualified high school students may apply for admission to take a 1000 – 2000 level college course through the Concurrent Enrollment program. Students should have at least a 3.5 high school grade point average and a 25 Composite on the ACT or 1130 combined Critical Reading and Math scores on the SAT to be considered for the Concurrent Enrollment program.

Concurrent students must complete a Concurrent Enrollment application form and request an official transcript mailed from their high school, along with the School Approval form, to the Office of Admission, The University of Tulsa, 800 S. Tucker Dr., Tulsa, OK 74104. (Forms are available from the admission office.) Concurrent applicants are also asked to schedule an individual appointment with an admission counselor by calling 918-631-2307. Acceptance to the program is determined by the admission office based on academic and personal qualifications. Course selections are subject to prerequisites and/or approval from the professor. If prerequisites have been met through AP testing, official test results must be on file with TU's Office of Registration & Records. Accepted students must reapply each semester to continue concurrent enrollment. Tuition for concurrent enrollment is one half the regular tuition rate.

International Students

Undergraduate Applications for Admission are made through the International Student Services Office located in Hardesty Hall. A completed application includes \$50.00 application fee, complete official records with certified English translations of all academic work, TOEFL, and a financial resources statement. Further information and applications are available from International Student Services.

Graduate Admission and Registration

All graduates are admitted and enrolled through the Office of the Graduate Dean in Lorton Hall. Enrollment forms should be obtained from and approved by the Graduate Program Advisor prior to being presented to the Graduate Dean for final approval.

College of Law

Application for admission to the College of Law is made at the Office of the Dean in the Law School.

Fall Enrollment Schedule

Monday, March 27 and Tuesday, March 28Seniors
Wednesday, March 29 and Thursday, March 30Juniors
Monday, April 3 and Tuesday, April 4 Sophomores
Wednesday, April 5 and Thursday, April 6Freshmen

Late Enrollments

Late enrollments will be accepted until the end of the first week of classes.

University Calendar

August 21, Monday 8:00 a.m.Class Instruction Begins
September 4, Monday Labor Day Holiday
October 30-November 10Pre-Registration for 2018 Spring Term
November 20, Monday 8:00 a.m Thanksgiving Day Recess Begins
November 27, Monday 8:00 a.m.Class Instruction Begins
December 5, 6 Tuesday & Wednesday Reading Days
December 7, 8 (Thursday & Friday) and December 11-14 (Monday, Tuesday, Wednesday, Thursday)Final Examinations
December 16, Saturday Commencement

Important Dates

Tuesday, August 29Last day to add a class
September 8 Last day for withdrawing from a class without academic penalty
September 8Last day to sign for a pass/fail declaration in the Advising Office
September 8Last day to declare an Audit
November 10No withdrawals permitted after this date

Policy for Auditing Courses

Students who elect to audit a course will have all the responsibilities and privileges of students taking the course for credit, except those of taking the final exam or receiving credit for the course.

Auditors who have completed all other requirements for a course may elect to take the course for credit at any time within the first three weeks of a regular term if the course instructor and the college dean give their permission.

Students originally enrolled in a course for credit may elect to change their status to that of auditor at any time within the first three weeks of a regular term if they are passing the course at the time the change in status is requested and if they secure the consent of the course instructor. Students must complete an add/drop form and secure permission from the collegiate dean in order to make such a change.

Students who enroll in a course for audit but fail to attend the course may be withdrawn at the request of the instructor and the approval of the academic dean. The University's normal refund policy will apply.

Pass/Fail Policy

Some courses may be taken on a pass/fail basis in which grades of A, B, and C are recorded as pass (P), grades of D are recorded as D and grades lower than D are recorded as Fail (F).

For limitations on courses that may be taken Pass/Fail, consult your advising office. Your intention to take a course on Pass/Fail basis can be made to the Academic Advisor any time up to the end of the third week of the term.

University Policies

Undergraduate Incomplete (I) Grades:

Students who are doing passing work but who, because of serious illness or other legitimate extenuating circumstances, cannot complete their course work may, at the discretion of the instructor, receive a grade of I (incomplete). Incompletes will not be granted, without an exceptionally good reason, to students who have been absent excessively during the term nor to students who have merely failed to complete course work.

When the instructor grants an incomplete, a "Record of Incomplete" form must be filed in the office of the undergraduate dean. This form, which is to be signed by the instructor should specify what must be done to remove the incomplete and give a deadline for the completion of unfinished work. **The contract will be attached to the course grade report for inclusion in the student's official file in the Office of Registration and Records.** The incomplete grade will remain on the student record for no more than one year or an earlier date as designated by the instructor. After that time, unless the course work is completed and the instructor changes it to an alternate grade, **The Office of Registration and Records will change the Incomplete to an F. Students with more than 9 credits of I will not be permitted to enroll in courses at the university without the permission of the Office of the Dean.**

Dismissal:

Students who remain on probation for two consecutive semesters are subject to dismissal from the university. Those who fail more than 50 percent of their **grade point hours or earn a GPA of 1.0 or less** for any academic year are subject to dismissal even if they have not previously been on probation.

Voluntary Withdrawals:

A degree-seeking student desiring to withdraw must discuss the matter with their advisor. The request for withdrawal must be approved by the **college** dean. Non-degree seeking students are strongly encouraged to meet with an advisor before withdrawing.

Medical/Psychological Withdrawals:

Students wishing to withdraw or take a leave of absence from the University based on a medical or psychological reason should contact the Center for Student Academic Support in 210 Lorton to discuss their reasons for seeking a withdrawal or a leave of absence, the medical documentation required, their plans while on leave, and to work out any conditions that may be necessary for an easier transition back to The University of Tulsa. Graduate students should also contact the Graduate School to discuss any assistantships, scholarships and/or fellowships provided by the Graduate School and to discuss the impact of the Leave of Absence on their academic plans. It should be noted that a student may voluntarily withdraw for any reason (medical or otherwise) before the 12th week of classes through the normal withdrawal process. The complete policies are available at the Center for Student Academic Support or online through the Portal: <http://portal.utulsa.edu>.

Non-Voluntary Withdrawals:

Students may be **required** to withdraw from the University for habitual delinquency in (absence from) class, habitual idleness or any other behavior which prevents the student from fulfilling the purposes implied by registration in the University. Grades of "W" will be entered for each of the courses in which the student was registered. Students who have been required to withdraw must apply for readmission to their dean in the same manner as a dismissed student.

Grades of students withdrawing with official approval will be determined as follows:

Students who withdraw from the University due to documented extenuating circumstances before the end of the course adjustment (drop/add) period will not receive a grade. Students who withdraw from the University after the end of the course adjustment (drop/add) period but prior to the end of the withdrawal period without documented extenuating circumstances will receive a grade of "W".

Students who are required to withdraw during a given term will have the notation *Involuntary Withdrawal (date)* entered on their permanent academic record following the semester in which the action occurred.

**New Final Examination Schedule
Fall Term 2017**

December 7, Thursday	9:00-11:25	8:00 TTH
	1:00-3:25	12:30 TTH
December 8, Friday	9:00-11:25	11:00 TTH
	1:00-3:25	2:00 TTH
December 11, Monday	9:00-11:25	11:00 MWF
	1:00-3:25	8:00 MWF
December 12, Tuesday	9:00-11:25	10:00 MWF
	1:00-3:25	1:00 MWF
December 13, Wednesday	9:00-11:25	9:00 MWF
	1:00-3:25	2:00 MWF
December 14, Thursday	9:00-11:25	9:30 TTH
	1:00-3:25	3:30 TTH

The following classes will meet for final examinations at the time scheduled for MWF classes:

- 1) One and two hour classes meeting days other than Tuesday and Thursday;
- 2) Classes meeting for four or five days a week.

Final examinations for classes meeting after 3:00 p.m. or that do not fit into the schedule above will occur as specified by individual instructors during the regularly scheduled meeting times in final examination week.

Students who have more than 2 final examinations on the same day may appeal to their Academic Dean to request rescheduling.

Undergraduate Tuition Rates

Continuing Students: Initial enrollment 2010-2011 or earlier
Tuition per semester for continuing full-time students--**\$18,094.00 per semester**

(private music lessons not included)

Tuition per semester hour for continuing part-time students taking 1-11 hours, including audit courses...**\$1,298.00 per credit hour**

Overload tuition for continuing students for each semester hour
Over 18 hours**\$1,298.00 per credit hour**

Continuing Students: Initial enrollment 2011-2012 and 2012-13
Tuition per semester for new full-time students**\$18,955.00 per semester**

(private music lessons not included)

Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses ---**\$1,361.00 per credit hour**

Overload tuition for new students for each semester hour
Over 18 hours.....**\$1,361.00 per credit hour**

Continuing Students: Initial enrollment 2013-2014 & 2014-2015
Tuition per semester for new full-time students.....**\$19,321.00 per semester**

(private music lessons not included)

Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses ...**\$1,387.00 per credit hour**

Overload tuition for new students for each semester hour
Over 18 hours.....**\$1,387.00 per credit hour**

Initial enrollment 2017-2018, 2015-2016 & 2016-2017
Tuition per semester for new full-time students.....**\$20,242.00 per semester**

(private music lessons not included)

Tuition per semester hour for new part-time students taking 1-11 hours, including audit courses...**\$1,453.00 per credit hour**

Overload tuition for new students for each semester hour
Over 18 hours.....**\$1,453.00 per credit hour**

Graduate Tuition Rate for the 2017 Fall Term

Continuing Students:

Graduate**\$1,235.00 per credit hour**

Master of Energy Business**\$900.00 per credit hour**

Doctoral Nursing Practice.....**\$1,040.00 per credit hour**

Master of Athletic Training.....**\$800.00 per credit hour**

Master of Accounting.....**\$900.00 per credit hour**

Master of Business Administration.....**\$900.00 per credit hour**

Master of Science in Finance**\$900.00 per credit hour**

Law Tuition Rate for the 2017 Fall Term

Law- Full-time -12 or more hours.....	\$12,300.00 per semester
Law-Part-time -4 year program.....	\$8,610.00 per semester
Law-Part-time -5 year program.....	\$6,744.00 per semester
Law.....	\$1,000.00 per credit hour

Master of Law in American Law	\$15,898.00 per semester
Master of Law in American Law	\$1,325.00 per credit hour
Master of Law in Energy and Natural Resources	\$15,898.00 per semester
Master of Law in Energy and Natural Resources	\$1,325.00 per credit hour
Professional Development Fee.....	\$1,000.00

Law Masters Program.....	\$11,356.00 per semester
Law Masters Program.....	\$946.00 per credit hour
Law Native American Research.....	\$11,356.00 per semester
Law Native American Research.....	\$946.00 per credit hour

Master Juris Indian Law.....	\$948.00 per credit hour
Master-Juris Energy Law	\$1,135.00 per credit hour

Prices quoted for travel courses may be in addition to the above tuition charge. Students enrolled in study-abroad courses should consult with the Center for Global Education or the program instructors concerning the amounts and due dates for payment of additional study abroad and travel expenses.

Applicable tuition rates will be determined according to policy as established by The University of Tulsa.

Fees:

International Student Services fee.....	** \$180.00 per semester
Student Association fee - Full-time undergraduate (12-18 hours)	\$70.00
Student Association fee-Less than full-time undergraduate ..	\$6.00 per hour
Student Association fee - Full-time graduate (9 hours or more)	\$70.00
Student Association fee - Less than full-time graduate	\$6.00 per hour
Student Association fee - Full-time Law (10 hours or more).....	\$70.00
Student Association fee - Less than full-time Law.....	\$6.00 per hour
Student Services Fee:	
One time charge for first time (Undergraduates) enrollees.....	\$485.00
Student Services Fee:	
One time charge for first time (Graduate and Law) enrollees	\$100.00
Community Fee-All Full-time students.....	\$175.00
Student Medical Insurance-All part-time and full-time students***.....	\$742.00

** Non-refundable

***Opt-out provision available-- information available at:

<https://studentcenter.uhcsr.com/school-page>

Subject to change

Undergraduate and Graduate course related fees, if applicable, are listed in the Undergraduate and Graduate Bulletins.

Law School fees are listed in the College of Law website <http://www.law.utulsa.edu/>.

Figures in this section are subject to change without notice at the beginning of the fall term.

As a University of Tulsa student, it is your responsibility to ensure that all educational expenses are paid during the semester in which they are incurred. If financial aid does not cover all of your expenses, you may either pay the balance in full or enroll in a

payment plan. Payment plans are offered for each standard academic semester. For the fall and spring semesters, we offer a 6 payment, 5 payment, or 4 payment plan. There is a 4 payment and 3 payment plan for the summer term. A nominal fee will be assessed to establish a monthly payment plan.

Payment plans may be set up by accessing <http://portal.utulsa.edu> > view and pay my account.

The University of Tulsa provides e-statements on a monthly basis on all accounts with an unpaid balance regardless of pending aid, payment plans, or financial support from other off campus sources. You will receive an email at your utulsa email address advising you that a statement is available for review at <https://portal.utulsa.edu>, click on view and pay my account. It is your responsibility to ensure that your financial obligations to TU are resolved in a timely manner

Payment of current semester charges or payment arrangements must be made by 5:00 p.m. on the first day of classes. Payment arrangements may include the monthly payment plan, pending financial aid, or a combination. Payments not made when due will be subject to a finance charge of 1 1/2% per month.

Currently enrolled students with an unpaid balance may be eligible to enroll in a subsequent semester provided that:

The student balance includes current semester charges only.
AND

The student has established an university approved payment plan, at least one payment of that plan has been processed, and the terms of the payment plan allow for payment in full of the current unpaid balance by the start of the semester in which the student wishes to be enrolled. AND

The student balance is not in excess of \$5000

A failed payment plan will result in cancellation of enrollment.

If the account remains unpaid, the University reserves the right to suspend or withdraw you from classes; withhold grades, transcripts, and diplomas; deny you future enrollments; and require you to move from student housing.

The University accepts charges on valid VISA, MasterCard, American Express, and Discover credit cards.

Refunds: If a student withdraws from his/her courses at the university, he/she may receive reduction of tuition based upon the following schedule. The reduction shall be calculated from the date on which application for withdrawal is processed. The University shall follow federally mandated refund schedules as they apply. **Non-attendance of classes does not constitute an official withdrawal or drop.**

Refund Schedule

First day of classes.....	100%
Day 2 thru end of first week.....	90%
Second and third week.....	50%
Fourth thru seventh week.....	25%
Remainder of semester.....	0%

Financial aid recipients receiving refunds will have their refunds returned to the proper aid accounts as determined by the Student Financial Services Office pursuant to Federal guidelines. The prescribed order of refund distribution is to FFEL programs, Federal Perkins Loan program, Federal Pell Grant Program, and to other Student Financial Aid Programs

Explanation and Abbreviations

The "Course" column lists the catalogue number of each course. Courses numbered from 1000 to 1990 are primarily for freshmen; 2000 to 2990 are for sophomores; 3000 to 3990 are for juniors; 4000 to 4990 are for seniors; 5000 to 5990 are advanced senior level courses taken with advisors' approval only; 6000 to 6999 are undergraduate courses being taken for graduate credit; 7000 and above are for graduates.

Numerals following course numbers indicate sections, i.e., Math 1013-01.

Synonym numbers follow section numbers and are used to facilitate data entry of courses in the computer.

Course titles are given in the "Title" column.

The "Cr" column lists the semester hours of credit given in each course.

Courses listed in bold face type are offered after 5:00 p.m.

Identification Cards

Identification cards, obtained from Fisher Hall are required for all students and university employees. **These cards must be carried at all times when on campus and presented to University officials upon requests.** They are required for admission to the University libraries and residence halls, for access to many campus activities, and for check cashing identification at the business office.

Parking Permits

All students, staff, and faculty members must register motor vehicles that are to be parked on university parking lots. Parking permits and copies of parking regulations should be obtained from the ID and Parking Office located in Fisher Hall.

Family Educational Rights and Privacy Act

Annually, The University of Tulsa informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FER-PA) concerning alleged failure by the institution to comply with the Act.

Copies of the law as recorded in the Federal Register may be reviewed in the Student Affairs Office, along with the statements and policies which govern The University of Tulsa's compliance with the provisions of the Act.

Nondiscrimination

The University of Tulsa employs, advances, admits and treats in its employment and educational programs, all persons without regard to the race, color, national origin, gender, age, religion, handicap, or status as a veteran.

The College Experience Course

College of Arts and Sciences

All freshmen students in the College of Arts and Sciences will be enrolled in The College Experience Course (AS 1001) in the fall semester. The mandatory, one-credit hour course is designed to orient the freshman student to academic life and student success. Freshmen faculty advisors will be instructors for this course. Academic advisors will assign students to a section of AS 1001 based on the student's academic interest.

Collins College of Business

All incoming students in the Collins College of Business will be enrolled in the CCB Orientation Course (BUS 1001) in the fall semester. The mandatory, one-credit hour course is designed to orient new students to academic life and student success. Selected faculty advisors will be instructors for this course. Academic advisors will assign students to a section of BUS 1001 based on the student's academic interest.

College of Engineering and Natural Sciences

All incoming students in the College of Engineering and Applied Sciences will be enrolled in an introductory, major-related course. These courses will provide students with the opportunity to explore curriculum and careers of their chosen major, as well as orienting them to the college facilities, academic life and student success.

Oxley College of Health Sciences

All incoming students in the Oxley College of Health Sciences will be enrolled in an Orientation course specific to their chosen major. The mandatory, one-credit hour course is designed to orient new students to academic life and discuss strategies for student success. Course sections also allow students to explore topics relating to their major and career opportunities. Course sections will be taught by selected faculty advisors.

Certificate Programs and Interdisciplinary Majors

The University of Tulsa has developed several certificate programs designed for individuals seeking a career change or advancement within their present career. Certificate programs are defined sequences or groups of courses that focus on an area of specialized knowledge or information. All courses are credit classes from the university's traditional curriculum.

Certificate programs are designed both for people who have already completed a college degree and for individuals interested in including a certificate program as part of a degree program. Admission requirements vary from program to program. The following certificate programs are listed with the **core courses only**. For information on electives, see your collegiate advisor.

Certificate in Accounting

This 24 credit-hour sequence of course work is designed to prepare individuals for entry-level accounting positions and professional certification examinations such as the Certified Management Accountant, and Certified Internal Auditor, and to enhance accounting skills necessary for advancement in existing positions. A minimum grade point average of 2.0 required in all courses.

Acct	2113	Concepts in Accounting Information I
Acct	2123	Concepts in Accounting Information II
Acct	3113	Accounting Processes & Problem-solving I
Acct	3123	Accounting Processes & Problem-solving II
Acct	3133	Accounting Processes & Problem-solving III
Acct	3143	Accounting Processes & Problem-solving IV

(Plus two electives – see current Undergraduate Bulletin).

Certificate in Finance

This program is designed to prepare individuals for entry-level positions in finance or to enhance the finance or real estate skills necessary for advancement in existing positions. Areas of study include corporate finance, investments and portfolio management, financial institutions, international finance, and risk management. Certification requires that students complete 15 hours of accredited course work in finance with a minimum 2.0 grade point average in all course work as well as in courses used to fulfill certification requirements.

Fin	3023	Financial Institutions & Markets I
Fin	3083	Investment Analysis & Portfolio Management I

(Plus three electives – see current Undergraduate Bulletin).

Certificate in Management Information Systems

This program is designed to prepare individuals for entry-level positions in data processing and management information systems and to enhance management information processing skills necessary for advancement in existing positions. Certification requires that students complete 18 hours with a minimum of 2.0 grade point average of approved course work in management information systems.

MIS	2013	Business Programming Concepts I
MIS	3003	Introduction to Management Information Systems
MIS	3023	Business Programming Concepts II
MIS	3043	Telecommunications
MIS	3053	Database Design & Applications
MIS	4053	Systems Analysis & Design

Certificate in Computer Science

This program is designed to prepare individuals trained in other fields to qualify for entry-level programming positions or to enhance their computing skills in an existing position. A minimum of 18 hours of approved course work is required for this certificate.

CS	1043	Introduction to Programming & Problem-Solving
CS	2003	Fundamentals of Algorithm & Computer Applications
CS	2123	Data Structures

Certificate in Advertising

This program is designed for the traditional or non-traditional student to prepare for a lucrative position in the account services and/or creative field. Students must complete 21 hours of approved course work.

Art	3243	Graphic Communication I
Art	3273	Typography/Graphic Production
Art	3443	Digital Painting with Photoshop
Art	4903	Internship
Com	3433	Principles of Advertising
Com	3453	Media & Concept Strategy
Com	4543	Branding
Com	4613	Internship
Com	4973	Senior Project
Film	3243	Graphic Communication I
Psy	2143	Psychology of Advertising

Certificate in African American Studies

This program is designed for the traditional and non-traditional student who wants to gain an understanding of the history, literature, and culture of African Americans. Students must complete 18 hours of approved course work.

Anth	2053	Cultures before History: Archaeology
Engl	2173	Reading American Culture
Engl	3523	Gender in Modernism & Postmodernism
Hist	2543	Africans in the Americas from Slavery to Freedom
Mus	1043	Jazz: Mirror of American Society
Pol	3263	African Politics
Soc	1033	Sociological Imagination
Soc	2133	Inequality in American Society
Soc	3093	Sociology of Poverty
WS	2133	Inequality in American Society
WS	3093	Sociology of Poverty

Certificate in Classical Studies

This program is designed for the traditional and non-traditional student who wants to acquire a solid foundation in Greco-Roman world and its legacy. Students must complete 21 hours of approved coursework.

Arth	2203	Survey of Arts History I
CpLt	2453	The Ancient Greek City
Film	3503	The Middle Ages on Film
Hist	3503	The Middle Ages on Film
Hist	3903	Goths and Romans
Lat	1004	Beginning Latin I
Lat	2003	Intermediate Latin I
Phil	1453	Great Conversation I: Ancient & Medieval
Phil	3283	Philosophers, Prophets, Priests: Religious & Philosophical Revolutions of the Axial Age
Phil	4143	Studies in Plato and Aristotle
Rel	1453	Great Conversation I: Ancient & Medieval
Rel	3283	Philosophers, Prophets, Priests: Religious & Philosophical Revolutions of the Axial Age
Thea	2323	Survey of Dramatic Literature

Certificate in Creative Writing

This program is designed for the traditional or non-traditional student to provide an academic study of the art and craft of expression in poetry, fiction, nonfiction and/or performance writing, as preparation for either graduate school or career. Students must complete 21 hours in approved course work.

Com	3413	Newsgathering
Engl	2313	Reading Major American Writers
Engl	2513	Reading Major British Writers I
Engl	2523	Reading Major British Writers II
Engl	3053	Literature and Film
Engl	3213	Writing Fiction
Engl	4263	Advanced Poetry Writing
Film	2273	Film History
Film	3063	Adaptation to Stage and Screen
Film	4003	Playwriting Workshop
Film	4143	Screenwriting II
Span	3003	Explication of Hispanic Literature Text
Span	3333	Spanish Film
Span	4983	Seminar in Latin American Literature
Thea	2323	Survey of Dramatic Literature
Thea	3063	Adapting to Stage Screen
Thea	4003	Playwriting Workshop

Certificate in International Studies

This program meets the needs of students with personal, academic, and career interests in other cultures; in other political and economic systems; and in the institutions and practices of international relations. Students must complete 21 hours of approved course work.

Anth	2043	Patterns in Culture: Cultural Anthropology
Econ	3293	Global Trends

Film	3503	The Middle Ages on Film
Fr	3403	French Translation I
Fr	4143	Genres and Periods
Germ	4513	Special Topics
Hist	2213	Latin America
Hist	2543	Africans in Americas Slavery to Freedom to Freedom
Hist	2623	China & Japan since 1800
Hist	3503	The Middle Ages on Film
Hist	3683	Modern Japan, 1800 to Present
Hist	4843	Topics in European History
Pol	3263	African Politics
Pol	3603	Intl Human Rights Atrocities: Pol, Law & Justice
Russ	3013	Russian Culture
Soc	3193	Global Trends
Span	3023	Latin American Cultures
Span	3033	Explication of Hispanic Literary Texts
Span	4113	Special Topics in Spanish
Span	4983	Latin American Literature

Certificate in Journalism Studies

This program is designed to give formal academic & professional attention to the practice and study of journalism, to prepare individuals for entry-level positions in the field of journalism, and to enhance the skills necessary for advancement in existing positions. The certificate is not designed for those students already majoring in communication.

Art	2153	Photography I
Com	2423	News & Society
Com	3113	Inquiry in Communication
Com	3193	Media, Culture and Power
Com	3413	News Gathering
JS	3001	Journalism Practicum
Pol	3043	American Political Thought
Psy	2023	Statistics for Behavioral Sciences
Soc	4123	Qualitative Methods of Sociological Research

Certificate in Medieval and Early Modern Studies

This certificate in Medieval and Early Modern Studies, also known as MEMS is an interdisciplinary program spanning the year's c. 300 to 1800 CE with a focus on the geography, cultures, and the intellectual traditions of Europe. Students must complete 21 hours of approved coursework.

ArtH	2203	Survey of Art History I
ArtH	2223	Survey of Art History II
ArtH	4803	Special Topics, Art of Magnificence: The Court, 1400-1750
Engl	2513	Reading Major British Writers I
Engl	4703	Major Figures, "Jane Austen and Christian Thought"
Fr	4143	Genres and Periods "Desire & Knowledge in The 18 th Century"
Hist	2133	Images of the American West
Hist	2213	Latin America
Hist	2543	Africans in Americas Slavery to Freedom to Freedom
Hist	3503	The Middle Ages on Film
Hist	3903	Goths and Romans
Mus	3253	Music History I
Phil	1453	Great Conversation I: Ancient and Medieval
Rel	4863	Special Topics: "Jane Austen and Early Christian Thought"

Certificate in Museum Studies

This program is designed for individuals who are interested in upgrading their knowledge or preparing for careers in museum work. Students must complete 18 hours of approved coursework.

Anth	2043	Patterns in Culture: Cultural Anthropology
Anth	4403	Topics in Cultural Anthropology: Material Culture
Anth	4503	Topics in Prehistory: Social Dimensions of Mortuary Behavior
Art	3243	Graphic Communication I
ArtH	2203	Survey of Art History I
ArtH	2223	Survey of Art History II
ArtH	4033	Cultural Responses to War in the 20 th Century
Com	3473	Video Production: Studio
Com	3633	Writing for Public Relations
Hist	2133	Images of the American West
Hist	2213	Latin America
Hist	2573	Indians in American History

Certificate in Visual Communication

This program is designed to give more formal academic attention to the major changes associated with on-going developments in visual communication, encompassing graphic design, desktop publishing, photographic communication and their underlying technologies. Students are required to take 18 hours of approved course work.

Art	1103	Drawing I
Art	2053	Icons & Images: The Visual Dialogue
Art	2153	Photography I
Art	3243	Graphic Communication I
Art	3273	Typography & Graphic Production
Art	3443	Digital Painting with Photoshop
Com	3473	Film & Video Production: Studio
Engl	3053	Literature and Film

Chinese Studies

(Interdisciplinary Major-College of Arts & Sciences)

Spanning literature, philosophy, history, political science, economics, business, anthropology, media and translation studies, this interdisciplinary program is designed to equip students with integrated skills to pursue international careers and to lead future intellectual exchange. The major consists of 30 credit hours (21 or more at the upper level).

Chin	1004	Beginning Chinese I
Chin	2003	Intermediate Chinese I
Chin	4303	Topics in Chinese Media: Tradition & Revolution
Chin	3903	Topics in Chinese Literature & Culture: Literature as History
Econ	2073	Introduction to the Chinese Economy
Hist	2623	China & Japan since 1800

Environmental Policy

(Interdisciplinary Major-College of Arts & Sciences)

Biol	1603	Introduction to Organismal & Evolutionary Biology
Biol	1611	Introduction to Organismal & Evolutionary Biology Lab
Biol	3164	Field Ecology
Chem	1004	Chemistry in Medicine
Chem	1011	General Chemistry I Lab
Chem	1013	General Chemistry I
Chem	1021	General Chemistry II Lab
Chem	1023	General Chemistry II
Chem	3011	Organic Chemistry I Lab
Chem	3013	Organic Chemistry I
Chem	3021	Organic Chemistry II Lab
Chem	3023	Organic Chemistry II
Chem	4053	Environmental Chemistry
Chem	4133	Biochemistry I
Econ	2013	Principles of Economics I: Macroeconomics
Econ	2023	Principles of Economics I: Microeconomics
Econ	3033	Microeconomic Theory
Econ	3113	Economic Development

Econ	4163	Policy Analysis
Geol	1010	Physical Geology Lab
Geol	1014	Physical Geology
Geol	2063	Geological Hazards & Catastrophes
Geol	4513	Hydrogeology
Geol	4523	Environmental Geochemistry
Soc	1033	The Sociological Imagination
Soc	3143	Environmental Sociology

Organizational Studies

(Interdisciplinary Major–College of Arts & Sciences)

AM	3023	Arts Administration II
Bus	1013	Business & Society
Com	2013	Communication Systems
Com	2523	Com Technology & Society
Com	3453	Media & Concept Strategy
Com	4613	Internship
Econ	2013	Principles of Economics I - Macro
Econ	2023	Principles of Economics II – Micro
Engl	3003	Writing for the Professions
Mgt	2143	Introduction to Sports Management
Mgt	3003	Principles of Management
Mgt	3063	Organizational Behavior
Mgt	3103	Human Resource Management
Mgt	3163	Management Not-For-Profit
Mgt	3973	Financial Aspects of Non-Profits
Mgt	4023	Negotiation & Management Skill
Mktg	3003	Principles of Marketing
Psy	2143	Principles of Advertising
Psy	2253	Foundations of Psychology
Psy	3053	Social Psychology
Psy	3073	Industrial/Organizational Psychology
Soc	1033	Sociological Imagination

Russian Studies

(Interdisciplinary Major–College of Arts & Sciences)

CpLt	3723	Masterpiece Russian Literature
Engl	1133	Visual Confessions: Russian & European Cinema
Engl	2353	Masterpiece Russian Literature
Hist	3103	The Cold War as History
Hist	4843	Topic: The Centenary of the Russian Revolution
Russ	1004	Beginning Russian I
Russ	2003	Intermediate Russian II
Russ	3003	Russian Conversation/Grammar
Russ	3013	Russian Culture

For more information about Certificate Programs and Interdisciplinary Majors at The University of Tulsa, please contact your collegiate academic advising office.

Senior Projects

All seniors in the Henry Kendall College of Arts & Sciences must complete a Senior Project. See Program Directors in each Department for a list of courses that fulfill the Senior Project requirement.

Cultural Diversity & Gender Studies Requirement

Students enrolled in the Henry Kendall College of Arts and Sciences must take two courses to fulfill the Cultural Diversity & Gender Studies requirement. The following courses fulfill the Cultural Diversity & Gender Studies requirement:

Anth	2023	Foundations of Linguistics
Anth	2031	Human Development & Diversity Lab
Anth	2033	Human Development & Diversity
Anth	2043	Patterns in Culture: Cultural Anthropology
Anth	2053	Culture before History: Archaeology
Anth	4503	Topics in Prehistory
ArtH	4033	Culture Response to War in 20 th Century
ArtH	4803	Topics: A Magnificent Art
Chin	3903	Topics: China Literature and Culture
Chin	4303	Topics in Chinese Media
Com	4893	Topics: Voting
CpLt	3723	Masterpieces of Russian Literature
Engl	1133	Russian & European Cinema
Engl	2313	Major American Writers
Engl	2353	Masterpieces Russian Literature
Engl	2923	Beyond Bella: 21 st Century Girl Advent
Engl	3053	Literature and Film
Engl	4703	Major Figures
Hist	2133	Images of American West
Hist	2213	Latin America
Hist	2543	African Amer Slave Free
Hist	2573	Indians in American History
Hist	2623	China & Japan Since 1800
Hist	3973	Undergraduate Seminar
Hist	4843	Topics in European History
Hist	4853	Topics in American History
Mus	1043	Jazz: Mirror of American Society
Mus	3253	Music History I
Mus	3273	Music History III
Nsg	2103	Human Sexuality
Pol	3263	African Politics
Pol	3603	International Human Rights Atrocities
Psy	2083	Psychology of Trauma
Psy	3053	Social Psychology
Russ	3013	Russian Culture
Soc	1033	The Sociological Imagination
Soc	2133	Inequality in American Society
Soc	3093	Sociology of Poverty
Span	3023	Latin American Cultures
Span	3333	Spanish Film
Span	4113	The Post-Franco Novel
WS	2013	Intro to Women's & Gender Studies
WS	2133	Inequality in American Society
WS	3093	Sociology of Poverty
WS	4383	Queer Theory/Queer Lives
WS	4803	Special Topics: A Magnificent Art
WS	4863	Special Topics: Cult Response War 20 th Century

Satisfactory Academic Progress-SAP

Federal regulations require that all recipients of student financial assistance make satisfactory academic progress toward a degree or eligible certificate. Students applying for assistance through the Federal Pell Grant, Federal SEOG, Federal Work Study, TEACH Grant, Oklahoma Tuition Aid Grant (OTAG), Oklahoma Tuition Equalization Grant (OTEG), Oklahoma’s Promise (OHLAP), Federal Perkins Loan, Direct Subsidized Stafford Loan, Direct Unsubsidized Stafford Loan, Direct Parent PLUS Loan and Direct Graduate PLUS Loan programs must meet THREE requirements to maintain their financial aid eligibility at The University of Tulsa.

1. **QUALITATIVE:** Students are required to maintain a minimum cumulative grade point average.
2. **QUANTITATIVE (PACE):** Students are required to complete (pass) a minimum **67%** of hours they attempt
3. **MAXIMUM TIME FRAME:** Students must complete their degree within a timely manner.

(see table below)

These three requirements are summarized in the following charts. Failure to meet ALL of these minimum academic standards will result in the loss of federal financial aid eligibility. Students are expected to know, based on this Satisfactory Academic Progress Policy, when they may be placed on ***Financial Aid Warning, Financial Aid Suspension or Financial Aid Probation**. Satisfactory academic progress is reviewed at the end of each semester once grades have been posted to the academic transcript.

1. **Qualitative-Grade Point Average Requirement** - Each student must meet a required minimum cumulative grade point average to remain eligible for federal student aid.

Satisfactory Academic Progress Policy Requirements	Undergraduate Hours	Graduate Students	Law Students
Total Hours Attempted from all Institutions	All Hours	All Hours	All Hours
Minimum Cumulative GPA Requirements	2.00 GPA	3.00 GPA	2.00 GPA

2. **Quantitative (PACE) - Satisfactory Completion of Semester Hours Requirement** - Students must also successfully complete and pass 67% of all courses they attempt. Grades of A, B, C, D, F, P, I, MG and W are all considered attempted hours. All transfer and repeat hours are included in this calculation. Please refer to the Financial Aid Satisfactory Academic Progress Standards charts for [Undergraduate Students](#), [Graduate Students](#), [Law Students](#) and [PhD Students](#).

$$\text{Quantitative (PACE)} = \frac{\text{Total Number of credit hours successfully completed}}{\text{Total number of credit hours attempted}}$$

Percentage of cumulative attempted hours a student must complete to remain eligible for Federal Student Aid	Undergraduate Students	Graduate Students	Law Students

Students must successfully complete: 67% of attempted courses 67% of attempted courses 67% of attempted courses

3. **Maximum Time Frame for Degree Completion** - Students must complete their degree program within an allotted time frame to remain eligible for financial aid. The chart below indicates the time frame in which a degree must be acquired. Be aware that hour limits are cumulative; therefore, all accepted hours from all institutions attended will be included, even if a student did not receive federal student aid. The Student Financial Services Office recommends that students contact their academic advisor to ensure they are taking the courses necessary to complete their degree. For financial aid purposes grades of A, B, C, D, F, P, I, MG and W are all considered attempted hours. All transfer and repeat hours are included in this calculation. Once students reach their maximum time frame (150% of the published length of the program) for their specified degree, they are no longer eligible for federal student aid and are placed on Financial Aid Suspension. If there are extenuating circumstances that prevented acceptable progress, students may request an extension of eligibility by submitting a petition to the Student Financial Services Office. All petitions for federal financial aid reinstatement should be received no later than the first day of class in the semester the suspension takes effect.

Attempted Hours Allowed for Earning a Degree - 150% of the published length of the degree program	186 hours	54 hours - First Master's
	First	135 hours - Ph.D.
	Bachelor's	132 hours - Law
	Degree	

Repeated Coursework

Students may receive federal financial aid consideration to repeat a previously passed course once. Students may repeat failed courses until they have attained a passing grade. An "Incomplete" grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as not completed but the attempted hours will be counted. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.