



2026-2027

Student Handbook

School of Graduate Studies (SGS)

LSUHSC, New Orleans

Biomedical Sciences Programs

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INTRODUCTION

Mission Statement

The mission of LSUHSC New Orleans SGS is to provide training for the Master of Science and Doctor of Philosophy degrees in an inclusive and interdisciplinary environment. Rigorous academic instruction, cutting-edge research opportunities, and mentorship from renowned faculty prepare our students for contemporary careers in the biomedical sciences. Together, we strive to advance scientific knowledge, improve healthcare outcomes, and make a positive impact on society.

Policies and Procedures of Graduate Studies

Welcome to LSUHSC School of Graduate Studies in New Orleans!

The Student Handbook provides a description of the pertinent institutional policies and procedures for students enrolled at the LSU Health Sciences Center in New Orleans. The purpose of this handbook is to provide useful information to students throughout their graduate education. It serves as a supplement to the LSUHSC Catalog. Some policies may be included in their entirety, others are summarized, and a link is provided to the complete policy.

Additional information in this handbook is included to provide an overview of services and resources available to students. Specific information regarding degree program regulations and available services should be requested directly from the respective Program Director.

Accreditation

Louisiana State University Health Sciences Center – New Orleans (LSUHSC-NO) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctorate degrees. Questions about the accreditation of LSUHSC-NO may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (<https://www.sacscoc.org/>).

Campus Map

<https://www.lsuhschool.edu/Maps/downtown.aspx>.

SGS ADMINISTRATION

SGS Positions	SGS Administration
Dean	Dr. Angela M. Amedee, Ph.D.
Associate Dean	Diptasri Mandal, Ph.D.
Graduate Studies Administrator/ Student Affairs	Cody Palazzolo, M.Ed.
Curriculum Director	Stefany Primeaux, Ph.D.
Curriculum Co-Director	Douglas Johnston, Ph.D.

<u>Degree Programs</u>	Program Directors
Biomedical Sciences – Ph.D. Program – Year 1	Tiffany Wills, Ph.D.
Biomedical Sciences –Ph.D. Program – Year 2+	Diptasri Mandal, Ph.D.
Dual-degree M.D./Ph.D. Biomedical Sciences	Jessica Rivera, M.D., Ph.D.
Biomedical Sciences – M.S. Program: Basic Science Track	Douglas Johnston, Ph.D.
Biomedical Sciences – M.S. Program: Bioinformatics Track	Chindo Hicks, Ph.D.
Biomedical Sciences – M.S. Program: Clinical & Translational Science	Jessica Rivera, M.D., Ph.D.
Dual-degree M.D./M.S. Computational Medicine Track	Chindo Hicks, Ph.D.
Dual-degree M.D./M.S. Clinical & Translational Science Track	Jessica Rivera, M.D., Ph.D.

<u>Mentoring Committee – Year 1</u>	
Tiffany Wills, Ph.D.	Douglas Johnston, Ph.D.
Diptasri Mandal, Ph.D.	Liz Simon, M.V.Sc., Ph.D.
Chindo Hicks, Ph.D. (Bioinformatics Track)	Jessica Rivera, M.D., Ph.D. (M.D./Ph.D. Program.)

Academic Departments and Faculty Oversight for Areas of Specialization in Biomedical Sciences

Academic Department & Centers of Excellence	Department Head	Graduate Coordinators	Areas of Specialization Supported
Pharmacology, Biochemistry & Experimental Therapeutics	Dr. Dan Kapusta Dr. Peter Winsauer	Dr. Dan Kapusta Dr. Shyamal Desai Dr. Xinping Yue	Biomedical Sciences Pharmacology
Interdisciplinary Oncology	Dr. Augusto Ochoa	Dr. John West; (Co-Coord. Drs. Maria Sanchez-Pino & Monika Rak)	Biomedical Sciences Oncology
Microbiology, Genetics & Immunology	Dr. Alistair Ramsay Dr. Fern Tsien	Dr. Jennifer Cameron Dr. Diptasri Mandal	Biomedical Sciences Microbiology & Immunology Genetics
Cell Biology & Anatomy	Dr. Carmen Canavier	Dr. Matthew Whim Dr. Hamilton Farris	Biomedical Sciences Neuroscience
Physiology	Dr. Patricia Molina	Dr. Scott Edwards	Biomedical Sciences Physiology

Centers of Excellence that support faculty mentors for the Biomedical Sciences Program

Centers of Excellence	Center Director
Cardiovascular Center of Excellence	Dr. Eric Lazartigues
Cancer Center of Excellence	Dr. Lucio Miele
Neuroscience Center of Excellence	Dr. Nicolas Bazan
Alcohol and Drug Abuse Center of Excellence	Dr. Nicholas Gilpin

OVERVIEW OF DEGREE PROGRAMS

Doctoral Degree Program in Biomedical Sciences

The School of Graduate Studies offers a Ph.D. in Biomedical Sciences, supported by the research programs of graduate faculty in the five basic science departments in the LSUHSC School of Medicine: Cell Biology & Anatomy, Interdisciplinary Oncology, Microbiology, Genetics & Immunology, Pharmacology, Biochemistry & Experimental Therapeutics, and Physiology, as well as four Centers of Excellence at LSUHSC: Alcohol and Drug Abuse Center, Cardiovascular Center, Neurosciences Center, and LSU-LCMC Health Cancer Center. Through these basic science departments and centers, the doctoral program in Biomedical Sciences supports areas of curriculum specialization through the selection of advanced topic electives and focused research work. As defined in the current course catalog, specializations are offered in: *Biomedical Sciences, Genetics, Interdisciplinary Oncology, Microbiology and Immunology, Neuroscience, Pharmacology, and Physiology*.

Joint Doctoral Programs

The School of Graduate Studies provides oversight and jointly awards Ph.D. degrees in Biostatistics, Community & Health Sciences, & Epidemiology with the School of Public Health and a Ph.D. in Nursing with the School of Nursing.

Dual-Degree M.D./Ph.D. Program

The Graduate School also oversees a specialized M.D./Ph.D. This program is a dual degree program in Medicine and Graduate Studies for highly focused students interested in academic medicine.

Master's Degree Programs

The master's degree in Biomedical Sciences contains three tracks: Basic Science, Clinical Translational Science and Bioinformatics, with a fourth track, Computational Medicine, to be added in 2027. These programs support focused training through structured coursework and mentored research experiences. All M.S. programs require a thesis.

Dual-Degree M.D./M.S. Program

The Graduate School oversees a specialized M.D./M.S. Program, a dual degree program in Medicine and Graduate Studies for students seeking scientific or scholarly training to complement their medical education. Currently, the M.S. track in **Clinical and Translational Science** and a planned track in **Computational Medicine**, starting in 2027, are eligible as a combined degree. Both tracks support focused training through structured coursework and mentored research experiences.

Student Advisors

In most instances, student concerns of an administrative nature are addressed by the Graduate Studies Administrator and/or the designated Graduate Coordinator. Prior to the selection of a mentor, Program Directors and the Mentoring Committee are available for guidance. Once a major professor (mentor) has been selected, this mentor serves as the student's primary **Graduate Advisor**. The Graduate Coordinator and Department Head/Director in the area of specialization, in conjunction with the Program Director, oversee student progress and approve the selection of a Graduate Committee to guide the research project and conduct final examinations. Students are encouraged to seek guidance promptly should any concerns arise and to work with appropriate advisors to develop an academic plan, as needed. Additional information is provided in the section on Procedures for Student Conflicts, Complaints, and Grievances.

Graduate Faculty Membership and Oversight

Faculty in the School of Graduate Studies are nominated by faculty and Department Heads from each of the professional schools supporting Ph.D. degrees at LSUHSC. Membership is reviewed by the Graduate Faculty Membership Committee and approved by the Graduate Advisory Council (GAC). In the Biomedical Sciences, faculty are nominated by Department Heads from one of the five basic science departments in the School of Medicine. More information can be found here:

https://graduatestudies.lsuhs.edu/graduate_faculty_membership.aspx.

ORIENTATION

Orientation takes place over several days beginning the first week of August, prior to the start of the first semester at the Graduate School. It includes the following components: research presentations to familiarize students with faculty research programs and assist students in selecting laboratories for rotations, campus tours, presentations on campus resources, and various training sessions.

REGISTRATION

Before each fall semester, the following forms (Optional Fee Checklist, Title IV Form, Accident & Sickness Form) must be submitted to the Bursar Office. The forms can be found here.

https://www.lsuhs.edu/administration/accounting/bursar_registration.aspx.

Students who receive a Graduate Assistantship are required to register as full-time students in Fall, Spring and Summer (9 hours in Fall/Spring semesters and 6 in Summer). Registration as a part-time student or as an employee of LSUHSC-NO requires approval from the Program Director.

Each semester, students are responsible for completing course registration by the stated deadlines. Student Self Service should be accessed to determine whether any holds are present on the account. All holds must be cleared before registration is permitted. This includes the validation task, which is automatically removed

once the accuracy of the student's information has been verified. If information such as the expected graduation date or legal address requires updating, Student Affairs should be contacted.

Once a student has discussed and selected the courses for the semester, the Graduate Advisor hold is removed by the departmental Graduate Coordinator.

Instructions regarding all activities within Student Self Service can be found at Student Self Service Job Aids.

TRANSFER CREDIT

Candidates for the M.S. degree may receive a maximum of 13 hours of transfer credit at the discretion of the involved graduate program, provided (1) they have completed the courses with a grade of B (80%) or higher, (2) these courses are comparable to those offered by the School of Graduate Studies at another graduate-level institution, and (3) they satisfy the subject matter requirements. Transfer credit is not permitted for coursework that has received a grade below 'B'.

Candidates for the Ph.D. degree may receive a maximum of 26 hours of transfer credit at the discretion of the involved Program, provided that: 1) they have completed the courses with a grade of B (80%) or higher, (2) these courses are comparable to those offered by the School of Graduate Studies at another graduate-level institution, and (3) they satisfy the subject matter requirements. Transfer credit is not permitted for coursework that received a grade below 'B'.

Candidates in the M.D./Ph.D. program may transfer up to 20 hours from the School of Medicine to the Biomedical Sciences Ph.D. program graduate transcript. As stated in the M.D./Ph.D. guidelines, grades of at least 80% in all medical school courses are required for good standing in the combined program. No grade below 80% is transferable. Honors grades transfer as 'A'; 'HP' transfers as 'B', unless it can be verified that the 'HP' was a grade of 90% or above; 'P' can transfer as 'B' if it can be verified that the 'P' grade was 80% or above.

CURRICULUM & REQUIREMENTS

Ph.D. Program: Registration for first-year courses requires consultation with and approval by the respective Program Directors. A set curriculum is outlined for year 1 of study in the Biomedical Sciences Ph.D. program, and specialization electives are determined prior to the start of year 2. A formal **curriculum plan** that documents electives and specialization plans must be submitted and approved in the summer semester of year 1.

M.S. Programs: Students enrolled in the M.S. program have various track options and should consult with their Program Director to confirm minimum requirements for the year 1 curriculum and to identify any optional courses. For the basic science and clinical translational science tracks, a final curriculum plan should be filed no later than Spring of year 1, following the selection of a major professor. Students in the bioinformatics track follow a set curriculum and any deviations or electives should be discussed in advance.

Curriculum and Degree Requirements for Ph.D. Students in Biomedical Sciences

Year 1 Curriculum

The following courses are required in Year 1, with grades of A, B, S, or P to provide degree credit:

BIOMED 110, 111, 120, 121, 130, 131, 143, 150, & 151, BSDS 6101, INTER 260

Year 1 Required Curriculum for MD/PhD

For students enrolled in the dual degree program, the following courses are required in Year 1, with grades of A, B, S, or P to provide degree credit:

BIOMED 130, 143, 150, & 151, BSDS 6101, INTER 260;

Additionally, 24 credit hours (with grades of B or higher) should be transferred from the SoM to the SGS transcript meet the following course requirements:

CTSC 100, CTSC 200, ANAT 192, ANAT 6522, BIOMED 110, BIOMED 111, PHYSIO 205.

Deviations from these courses must be approved by the Dean of Graduate Studies on the Curriculum Plan submitted prior to the first semester of Ph.D. enrollment. Transfer credit is requested during the first semester of enrollment in the Ph.D. Program.

Year 2+ Curriculum

Following completion of the first-year curriculum, students must complete INTER 280 and an additional 11 credit hours of advanced-level elective coursework in areas relevant to the research laboratory selected by the student. Of these 11 credit hours, a minimum of 9 must be earned through courses that carry a letter grade. Exceptions may be permitted in cases involving approved transfer credit, participation in dual-degree programs, or other formally approved special circumstances, providing the minimum degree requirements outlined by LSUHSC for the Ph.D. are fulfilled. Additionally, students are required to register annually for seminar and journal club courses. Doctoral students receiving a **graduate assistantship** must register for a minimum of 1 hour of research credit BIOMED 400 each semester (although up to 9 credits are allowed), as well as maintain full-time student status by registering for at least 9 hours in Fall/Spring and 6 hours in Summer terms.

Selection of Mentor/Major Professor and Area of Concentration

Doctoral students select a mentor at the completion of the first-year Biomedical Sciences curriculum, and the completion of 3 (minimum) or 4 (maximum) laboratory rotations. **M.D./Ph.D. students** formally select a mentor during the second year of the medical curriculum, after the completion of a summer laboratory rotation between Years 1 and 2 of medical school (in most cases). With approval from the Program Director, additional laboratory rotations may be arranged for students on a case-by-case basis.

Prior to the start of the Fall semester in Year 2 of training for doctoral students and coincident with enrollment in Year 1 of Graduate Studies for M.D./Ph.D. trainees, students will meet with their mentor, Program Director, and Graduate Coordinator to discuss requirements for the degree program and area of

specialization, and choose specific courses. Curriculum plans must be documented by the start of the Fall semester (in Year 2 for Ph.D. students and Year 1 for M.D./Ph.D. students).

Curriculum Plan

The Catalog description for the Ph.D. in Biomedical Sciences identifies multiple advanced-level elective courses that may be used to satisfy degree requirements when appropriately approved. Accordingly, an approved curriculum plan for each student is required to detail the requirements after Year 1.

Coursework may not be selected independently, and a curriculum plan will be developed in consultation with the student's Mentor, Graduate Coordinator and supervising Department Head. Areas of specialization and probationary terms may require specific grades and completion timelines. Overall, only grades of A or B will be counted toward coursework degree requirements.

To ensure formal documentation of the curriculum plan, a signed curriculum form, outlining the required course work must be submitted by each student and approved by the Graduate Advisor/Mentor, Graduate Coordinator and Basic Science Department Head overseeing the training at the start of year 2 in the program. Final review and approval by the Biomedical Sciences Ph.D. Program Director will establish the student's curriculum plan to fulfill degree requirements in the School of Graduate Studies. Modifications to the curriculum plan should be requested using the curriculum amendment form. Changes to a Curriculum plan must be justified and approved by the Dean of the School of Graduate Studies.

Program Specialization under Biomedical Sciences Ph.D.

When an area of specialization under the Biomedical Sciences Program is to be reflected on a student's transcript, a curriculum plan is required to be submitted by the corresponding department or area. This plan must specify the course requirements and available options for the 11 credit hours of advanced-level coursework to be completed in Years 2 and beyond, as specifically outlined in the academic catalog. Of these 11 credit hours, a minimum of 9 graded credit hours must be completed within the designated area of concentration.

Ph.D. Students training in previous degree-granting programs at LSUHSC

Students who are completing degrees under previously offered Ph.D. programs are expected to follow the corresponding curricular guidelines in effect in the academic catalog at the time of their matriculation.

Residence

A minimum of three calendar years of full-time registration is required. Exceptions may be made by petition to the Dean. One calendar year must be taken in residence at the Health Sciences Center after the preliminary exam. Credit may be transferred from other institutions if the content is equivalent and with approval of the Major professor, Department Head, and Program Director. Written notification clearly listing the courses to be transferred must be sent to the Dean who will notify the Registrar.

Course Requirements (Minimum standards)

- A minimum of 60 credit hours is required for graduation. At least 30 credit hours must be taken in courses that require a letter grade.

- At least 15 credit hours must be in courses outside of the medical or dental curriculum.
- A maximum of 15 credit hours of dissertation research, 4 credit hours of seminar, and 2 credit hours of journal club are counted toward the required 60 total credit hours.
- INTER 260 and INTER 280 are required courses for all doctoral students in the Biomedical Sciences Ph.D. program.
- **In the Biomedical Sciences Ph.D. program, specific course requirements are dependent upon the selected area of specialization (curriculum plan). These are specified in a curriculum plan submitted prior to the start of Year 2 (or Fall semester of Year 1 for M.D./Ph.D. students).**

Grade Requirements

An overall minimum GPA of 3.0 must be maintained, and grades of C and below are not accepted for graduate work. Specific grade requirements are further detailed in sections below.

Presentation Requirements

Doctoral students are required to present their research at the Graduate Studies Annual Research Day. Students in their second year of study and beyond are required to submit an abstract at these events for selection of an oral and/or poster presentation each year.

It is also expected that doctoral students will present their work at a national or regional scientific conference, as advised by their mentor and graduate committee. Presentation at a scientific meeting is encouraged on an annual basis after completion of the Qualifying Exam, but a minimum should occur at least once during their training.

Publication Requirements

Students in the doctoral program are required to have a first-author peer-reviewed manuscript based on their dissertation research accepted for publication, prior to their final defense. This requirement is enforced at the level of the graduate committee. At the discretion of the graduate committee, manuscripts under review and under revision may be accepted as satisfying this requirement. Other special circumstances that necessitate an exemption must be recommended by the committee and approved by the Department Head and Program Director. Manuscript preparation and submission milestones should be assessed at regular committee meetings, and formal documentation of fulfillment, or any approved exceptions should be noted in the Dissertation Committee meeting report.

Examinations and Milestones for the Ph.D.

Qualifying Examination:

A separate document, *Policies and Procedures for the Qualifying Examination* (included in the appendix), outlines the complete set of policies and detailed procedures for the Qualifying Examination.

Students intending to earn a Ph.D. must schedule and pass the Qualifying Examination at the end of their second academic year in the Graduate School. Students enrolled in the M.D./Ph.D. program must schedule and pass the Qualifying Examination at the end of their first academic year in the Graduate School. Students who fail the Qualifying Exam cannot continue in the PhD program, and dismissal occurs at the end of the

semester in which the exam takes place. Graduate Assistantships end within 30 days of the failure, or at the end of the semester (whichever comes first).

In the occasion of unfavorable circumstances, it is at the discretion of the Qualifying Exam Committee to offer additional pathways for continued study. As fully detailed in the guidelines, these may include pathways for re-taking the exam (inclusive of probationary status), or changing the track of study to the M.S. program. If an option to retake the exam is provided, students will be placed on a probationary status in the Ph.D. Program, and subject to those conditions. Failure to successfully complete the Qualifying Exam by the end of Year 3 in the program, or Year 2 for M.D./Ph.D. students, will result in dismissal from the Biomedical Sciences Ph.D. program.

Establishing a Graduate (Dissertation) Committee:

The Doctoral student and the mentor (major professor), with the approval of the Department Head, Program Director, and the Dean, will recommend a Graduate Committee to guide and monitor student progress through the Ph.D. program. The Graduate Committee is typically established after the completion of the Qualifying Examination, and individual areas of specialization may set specific guidelines for committee formation. Committee members are formally approved by the Dean of Graduate Studies using the Graduate Committee approval form.

The Graduate Dissertation Committee is responsible for overseeing the process of dissertation planning and completion. The committee serves as the examining body for the preliminary exam as well as the final defense. The Graduate Dissertation Committee is comprised of no less than five graduate faculty members, including the mentor/major professor. One committee member will serve as the Administrator/Administrative Chair for the committee; they must be a full member of the Graduate Faculty and will serve to oversee adherence to program and Graduate School criteria. One member of the committee should be from outside the area of research concentration of the student's project (this member may also serve as the Administrator). One member who is knowledgeable in the specific research area and who can broaden the research perspective, may be from outside LSUHSC-NO; they must be able to document Graduate Faculty membership at their Institution. Substitution or addition of committee members over the course of student training may be approved by the Dean of Graduate Studies after consultation with the major professor and Program Director, but continuity of membership is sought to provide consistent guidance and oversight of the student through the program.

A single faculty member will be recorded as the student's major professor, and co-mentorship is not documented on the examination form. However, in practice, committees may be structured to include co-mentors with diverse areas of expertise; credit for this mentorship should be documented through authorship on publications and acknowledgements in the dissertation. To provide the student with independent and unbiased guidance and evaluation, committee members should be selected to avoid conflicts of interest among committee members, actual and perceived, including nepotism (CM 12) and other forms of undue influence (CM 35).

Annual Dissertation Committee Meetings:

Upon successful completion of the Qualifying Examination, students must schedule committee meetings at a minimum interval of every six months to report progress and obtain feedback. Prior to the start of each

Dissertation Committee meeting, the Graduate Advisor will meet with committee members to provide a candid assessment of the student's progress to the Committee, after which the student will join the research meeting. These meetings include a formal evaluation of the student's research progress and plans and should be documented in a meeting report.

Preliminary Examination:

The Doctoral student becomes eligible for the Preliminary Examination at a time chosen by the Graduate Advisor and Graduate Committee, generally 1 – 2 years after the Qualifying Exam, but not less than one academic year (three consecutive semesters) before graduation. The student and their major professor, with the approval of the Program Director and the Graduate Committee will petition the Dean to allow the student to schedule the examination.

As detailed above, the Graduate Committee is made up of no less than five graduate faculty members. The Dean may serve as a member of a committee or may appoint additional members to the Committee. This examination requires that the candidate demonstrate competence in a broad segment of their area of research concentration.

The examination format will contain both written and oral components. If there is no more than one negative ballot out of a minimum of five, the student becomes a "candidate" after the Dean has been notified by the student's major professor and Program Head of successful completion of the preliminary examination. The completed request for Preliminary Exam form must be received by the Dean, at least 2 weeks prior to the exam. The report form must be turned in to Student Affairs immediately after the exam when all signatures have been obtained to receive final approval from the Dean. Remediation should be noted, and follow-up criteria should be documented on the examination report.

Failure to successfully complete the preliminary exam within 6-years of appointment to the Graduate Assistantship will result in the loss of the Graduate Assistantship. Exceptions to this requirement must have approval of the Program Director and the Dean and will only be considered with exceptional circumstances.

Dissertation:

The dissertation must be a significant contribution to the field, suitable for publication in a peer reviewed journal of international repute. The format of the dissertation should follow the guidelines provided in the link: <https://graduatestudies.lsuhsu.edu/docs/Dissertation%20Guidelines%20Manual.pdf>.

Scheduling a Dissertation Defense: Students are eligible to take the final examination one calendar year following the preliminary examination; permission to schedule the final defense is granted by the dissertation research committee. The completed Request for Dissertation Defense and Final Examination form must be submitted to the Dean at least three weeks before the scheduled defense. A copy of the dissertation must be submitted to the committee at least 2 weeks prior to the oral defense.

Dissertation Defense:

The Defense is preceded by an open seminar of the student's dissertation research. The research committee and the student hold a private oral defense for the final examination. Traditionally, this examination is a test of the student's intimate knowledge of the area of the field in which the student is working. However, at the discretion of the Committee or the Dean, the examination may include questions from the major or minor

fields in general. At the conclusion of the Dissertation Defense meeting, the student shall be briefly excused while the Dissertation Committee deliberates and evaluates the student's performance. Voting is by secret ballot, and to pass the examination there may be no more than one negative vote. After the private committee discussion, the student shall then be readmitted to receive the Committee's final decision regarding the outcome of the examination. If the student passes, the Dissertation Committee shall complete the Final Examination of Report Form. This form is signed only when the committee member approves and accepts the final version of the dissertation.

Certification: If not more than one member of the examining committee dissents and if the dissertation is accepted and submitted as detailed below in Graduation Requirements, and all additional curricular requirements have been fulfilled, the candidate will be certified to the Graduate Faculty and Senior Vice Chancellor as having met all requirements for the degree of Doctor of Philosophy.

Time Limit:

The School of Graduate Studies requires that all work toward the Ph.D. degree be completed within no more than eight calendar years. Graduate Assistantships are provided for a maximum of six calendar years.

Curriculum and Degree Requirements for M.S. Biomedical Sciences

Course Requirements and Curriculum Plan

Each of the degree tracks within the Biomedical Sciences M.S. specify curriculum requirements. Students should meet with the Program Director to outline their initial course selections and develop a curriculum plan in a specific track. Students will select a Fall Curriculum, approved by the Program Director during Orientation week. Upon selection of a research mentor, a formal Curriculum Plan will be submitted in the Spring of year 1.

Overall Minimum M.S. Degree Requirements

- A minimum of 30 semester hours of graduate work is required, including at least 15 hours of credit in courses that receive a letter grade. Program requirements will generally exceed these minimal requirements
- At least 15 hours must be in courses outside of the medical or dental curriculum.
- Only 6 credit hours of thesis research, 2 credit hours of seminar, and 1 credit hour of journal club are counted toward the required 30 total credit hours.
- INTER 260 is a required course for all M.S. students registered in Graduate Studies.
- Core requirements are specified in the academic catalog, and elective course work will be customized to fit the needs of each student. A full curriculum plan will be determined and approved by the student's Graduate Advisor, Academic Department Head, and Program Director, in the Spring semester of Year 1.
- An overall minimum GPA of 3.0 must be maintained. Specific grade requirements and additional academic requirements are further detailed in the sections below.

Residence

A minimum of 1 academic year of full-time registration is required, or 2 semesters, or 4 summer terms. Typically, 2 years of residency is required to complete requirements.

Transfer from M.S. to Ph.D. programs

Applications for transferring from the Biomedical Sciences M.S. program to the Ph.D. program will be formally considered for acceptance, only after completion of Year 1 of study in the M.S. program. Applications may be submitted at the completion of the 1st semester of study or later for consideration.

Applications are evaluated by the Mentoring Committee, and they will make recommendations to the Program Director and the Dean for consideration. The Mentoring Committee will consider the student's performance in both the first-year coursework and laboratory rotations when forming their recommendation. It is strongly recommended that students seek guidance from the Program Director as early as possible in their training to plan course work, ensure requirements are met, and discern options best suited for their career plans.

Establishing a Graduate (Thesis) Committee:

The M.S. student and the mentor (major professor), with the approval of the Department Head, Program Director, and the Dean, will recommend a graduate committee to guide and monitor student progress through the M.S. program and guide the planning and completion of the thesis. The Graduate Committee is typically established at the beginning of Year 2 in the program. The committee also serves as the examining body for the final defense.

The committee is comprised of not less than three graduate faculty members, inclusive of the mentor. One member will serve as the Administrator/Administrative Chair for the committee; they must be a full member of the Graduate Faculty and will serve to oversee adherence to program and Graduate School criteria.

A single faculty member will be recorded as the student's major professor, and co-mentorship is not documented on the examination form. However, in practice, committees may be structured to include co-mentors with diverse areas of expertise; credit for this mentorship should be documented through authorship on publications and acknowledgements in the dissertation. To provide the student with independent and unbiased guidance and evaluation, committee members should be selected to avoid conflicts of interest among committee members, actual and perceived, including nepotism (CM 12) and other forms of undue influence (CM 35). The Dean may serve as a member of a committee or may appoint additional members to the Committee.

Thesis Instruction & Scheduling a Defense

Instructions on the preparation of the thesis may be obtained from the School of Graduate Studies website. For the planned graduation date, the student should check the school calendar for the final date for the submission of the thesis to the School of Graduate Studies. Students are eligible to take the final examination as determined by the thesis research committee. The completed Request for Thesis Defense and Final Examination form must be submitted to the Dean at least three weeks before the scheduled defense. A copy of the thesis must be submitted to the committee at least 2 weeks prior to the oral defense.

Final Defense:

The Defense is preceded by an open seminar on the student's thesis research. The Graduate Thesis Committee and the student will hold a private oral defense for the final examination. At the conclusion of the Thesis Defense meeting, the student shall be briefly excused while the Thesis Committee deliberates and evaluates the student's performance. The student shall then be readmitted to receive the Committee's final decision regarding the outcome of the examination. If the student passes, the Thesis Committee shall complete and sign the Final Examination of Report Form. This form is signed only when the committee member approves and accepts the final version of the thesis.

Traditionally, this examination is a test of the student's intimate knowledge of the area of the field in which the student is working. Voting is by secret ballot, and to pass the examination there may be no more than one negative vote.

Certification: If not more than one member of the examining committee dissents and if the thesis is accepted and submitted as detailed below in Graduation Requirements, and all additional curricular requirements have been fulfilled, the candidate will be certified to the Graduate Faculty and Senior Vice Chancellor as having met all requirements for the degree of Master of Science.

Graduation Processes and Documentation for Ph.D. and M.S. Degree Students

Submission of Thesis/Dissertation and Examination Report Forms

- The Final Examination Report form, signed by all committee members and the Program Head, along with the submission of the final copy of the thesis/dissertation (pdf format) in Digital Scholar are due one month prior to the degree conferral date (dates published in the academic calendar).
- Thesis/Dissertations will be archived and indexed in the Digital Scholars Database maintained by the LSUHSC- NO library. It is also recommended that you submit your thesis/dissertation to ProQuest for electronic publication.
- Printed bound copies of the thesis/dissertation may be ordered through ProQuest and purchased by the student.
- Doctoral students will also need to complete the Survey of Earned Doctorates to complete degree requirements for the diploma.
- If the 30-day submission deadline for the documents cannot be met, but documents can be submitted before the start of the next term, students may register for diploma only. Failure to meet the deadline for diploma only after a defense exam will require the submission of a new final exam request and signed report form.
- Exam request and report forms can be found on the Graduate School Website.

Final Examination Only "Exam Only" Status

Graduate students may register for "Exam Only" status only after all course requirements for the degree have been completed, and the mentor and research committee have certified that the thesis/dissertation defense and final examination will occur within the current semester. Registration under Exam Only does not constitute full-time enrollment status and may affect eligibility for financial aid or insurance coverage.

Accordingly, Doctoral students receiving a Graduate Assistantship are not eligible to register for Exam Only, as full-time student status is required.

Diploma Only Status

Graduate students may register for 'Diploma Only' status only after all course requirements for the degree have been completed, all requirements to request the final defense have been met, and the mentor and research committee have certified that the final examination will occur and final documents will be submitted before the start of the next academic semester. Students registered for 'Diploma Only' will not be eligible to receive Graduate Assistantship support.

TUITION AND FINANCIAL POLICIES

Tuition and Fees

Graduate (Full-Time) Fees 2026-27

(9 or more hours in the Fall and Spring, 6 or more hours in the Summer)

	FALL	SPRING	SUMMER	TOTAL
Tuition	\$4,667.50	\$4,667.50	\$2,500.27	\$11,835.27
Operational Fee	\$83.00	\$83.00	\$45.00	\$211.00
Academic Excellence Fee	\$90.00	\$90.00	\$60.00	\$240.00
Safety and Security Fee	\$100.00	\$100.00	\$50.00	\$250.00
Building Use Fee	\$48.00	\$48.00	\$24.00	\$120.00
Technology Fee	\$45.00	\$45.00	\$30.00	\$120.00
Student Housing Fee	\$45.50	\$45.50	\$35.00	\$126.00
Student Health Services Fee	\$60.00	\$60.00	\$17.50	\$137.50
General Activity Fee	\$24.50	\$24.50	\$0.00	\$49.00
Total Student Fees				
RESIDENTS	\$5,163.50	\$5,163.50	\$2,761.77	\$13,088.77
Non-Resident Fee	\$5,045.73	\$5,045.73	\$2,181.12	\$12,272.58
Total Student Fees				
NON-RESIDENTS	\$10,209.23	\$10,209.23	\$4,942.89	\$25,361.35

Graduate (Part-Time) Fees 2026-27

(Less than 9 hours in the Fall and Spring and Less than 6 hours in the Summer)

COST PER HOUR:	FALL -	SPRING	SUMMER
Tuition	\$518.50	\$518.50	\$416.00
Operational Fee	\$9.00	\$9.00	\$8.00
Academic Excellence Fee	\$10.00	\$10.00	\$10.00
Safety and Security Fee	\$11.00	\$11.00	\$8.00
Building Use Fee	\$5.00	\$5.00	\$4.00
Technology Fee	\$5.00	\$5.00	\$5.00
Student Housing Fee	\$5.00	\$5.00	\$6.00
Student Health Services Fee	\$7.00	\$7.00	\$3.00
General Activity Fee	\$3.00	\$3.00	\$0.00
Total Student Fees			
RESIDENTS	\$573.50	\$573.50	\$460.00
Non-Resident Fee	\$561.00	\$561.00	\$364.00
Total Student Fees			
NON-RESIDENTS	\$1,134.50	\$1,134.50	\$824.00

*The fees above do not include the required needle stick fee or the optional fees of parking or the LSUHSC-NO sponsored health insurance plan.

Graduation Fees

In the semester in which the student intends to graduate, graduation fees are assessed at registration as follows:

\$50	Master's degree
\$100	Doctorate or professional degree
\$30	Diploma Fee for a duplicate or replacement diploma.
\$20	Binding Fee to cover the cost of thesis or dissertation binding for two required copies.

Payment of Tuition and Fees

All fees, tuition, and other charges are to be paid by the student **prior to the beginning of classes each semester.**

Students with financial assistance pending who have completed the appropriate forms and provided the appropriate documentation to process their application for assistance will be granted a deferment until their financial aid funds are received. In extenuating and very limited circumstances, deferments may be granted to students on a case-by-case basis.

Students shall be dropped from the rolls of The LSU Health Sciences Center within fourteen (14) days after the student's account becomes delinquent as a result of the student's failure to make arrangements for a deferment and/or to pay deferred payments and/or other charges when due and payable or when the check offered by the student in satisfaction of the obligation for registration fees and/or other charges is not honored by the bank on which it was drawn. If within fourteen (14) days the student, the student's parents or legal guardian makes payment in full or take other appropriate steps, acceptable to The LSU Health Sciences Center, to satisfy and fulfill the student's financial obligation to The LSU Health Sciences Center, the drop process outlined above will be halted. The date under which a student is officially dropped from the rolls of The LSU Health Sciences Center shall determine the effective date under which refunds shall be made and under which appropriate scholastic regulations of The LSU Health Sciences Center shall be applied.

All financial indebtedness to the Health Sciences Center must be cleared prior to the issuance of grade reports, scholastic and financial aid transcripts, re-enrollment for students who were either previously dropped from school, withdrew from school, or took a leave of absence from school, and prior to graduation.

The LSU Board of Supervisors reserves the right to change fees without prior notice.

Delinquent Accounts

Failure to pay any balance in full by the prescribed deadline may result in the account being placed with the State of Louisiana Attorney General's Office or another outside agency for collection. Students will be responsible for all collection and/or legal fees associated with accounts placed for collection.

Refund of Fees and Tuition

Upon Termination of Enrollment – Students who withdraw during the first 60% of an enrollment period (semester, term, or billing period) receive a proportional refund of applicable fees based on the percentage of days remaining in the enrollment period as of the withdrawal date. For example, a student who withdraws on the 36th day of a 118- day enrollment period would receive a 70.34% refund of applicable fees. Students who withdraw after the first 60% of the enrollment period do not receive a refund. For student financial aid recipients, the refund is generally returned to the Financial Aid Programs.

Withdrawal date is the day the student begins the official Termination of Enrollment process or otherwise officially notifies the Student Affairs Office of their intent to withdraw. For unofficial withdrawals, the latter of the 50% point in the enrollment period or the last documented date of a student's educational activity (such as an exam, lab assignment, or academic advisement appointment) is used. The first day of a leave of absence is considered the withdrawal date, unless the student is granted a special exemption based on the nature and length of the leave and their ability to return during the same academic period and resume studies without incurring any additional financial liability.

Upon Dropping Courses - The refund of fees will be made on the following basis: Before classes begin, 90 per cent; during the first two full weeks of classes, 75 per cent; during the third and fourth full weeks of classes, 50 per cent; thereafter, none. In making refunds during the summer term, time lapses are reduced to one-half of the above. Fees for auditing courses will not be refunded. Refunds or fee adjustments and the assignment of appropriate grades, which may be necessitated by course changes, board examinations, or terminations of enrollment, will be determined by the date on which such notices are received in the Registrar's Office.

Graduate Assistantships/Stipends

The School of Graduate Studies awards Graduate Assistantships, which provide monthly stipends and full tuition/mandatory fee credit and a 75% subsidy for the student insurance to students admitted into the Biomedical Sciences Ph.D. Graduate Assistants must be registered as full-time students and in good-academic standing in a graduate Ph.D. training program. Ph.D. students receive a stipend through their part-time employment as Graduate Assistant-Researchers. Since Ph.D. students are hired as part-time employees at 50% effort, they are not eligible for any employee benefits.

The complete policy governing the receipt of a Graduate Research Assistantship is in the Appendix section.

Acceptance of Graduate Assistantship/stipend support obligates the student to 20 hours per week of research work (50% employment status). Acceptance of the tuition remission and fees package obligates the

student to a *minimum* of an additional 20 hours per week of research-related study (minimum total, 40 hours per week). The student is expected to report to campus in-person unless other arrangements have been made with the primary Graduate Advisor and approved by the student's Department Head or Center Director and Graduate Coordinator.

Graduate Assistants must receive satisfactory evaluations for their research work each semester. In the Biomedical Sciences Program, these evaluations are done in conjunction with research evaluations as part of their enrollment in BIOMED 400. Students must receive a grade of "S" for BIOMED 400 research hours to remain in good academic standing.

Assistantships may be suspended during probation and reinstated upon improvement. Specific academic and grading criteria are detailed below. **Assistantships are not guaranteed while on academic probation**, but if allowed, they may continue for a maximum of 2 semesters, under the conditions stipulated in the criteria for removal of probation.

M.S. students are not eligible for Graduate Assistantships. M.S. students are eligible for employment as a student worker, but this is not formally arranged as part of the program.

ACADEMIC POLICIES AND PROFESSIONAL EXPECTATIONS

Good Academic Standing

The School of Graduate Studies defines Good Academic Standing as a student that has:

- A cumulative grade point average at LSUHSC-NO of 3.0
- Earned grades no lower than "B", "S" or "P" (for the Ph.D.)
- Satisfactory progress toward degree and research requirements
- Compliance with all LSUHSC academic policies and professional standards

When a student fails to meet these criteria, they are placed on **Probation**. Students on probation are barred from graduating and are subject to dismissal unless criteria for remediation of the deficiency are met and good standing is restored. Students placed on probation will be provided with specific criteria for returning to Good Academic Standing.

General Grading Policies

The School of Graduate Studies uses a letter-grading system. Letter grades are assigned numerical values called Quality Points based on a semester hour. These Quality Points are used to compute the grade point average (GPA). A = 4; B = 3; C = 2; D = 1; F = 0.

No letter grades are given for research or seminar courses. For these courses students receive either "S" for satisfactory or "U" for unsatisfactory or "P" for pass or "F" for fail. Credits received in thesis or dissertation research are not used in computing the GPA.

Students must maintain a cumulative GPA of at least 3.0 in graduate coursework. In accordance with the specific grading policies detailed below, a student whose cumulative GPA falls below 3.0 may be allowed to continue in the program in a probationary status. If a student's cumulative GPA is below 3.0 for three

consecutive semesters, they will be dismissed from the program at the end of the third semester. A Summer term is considered a regular semester.

Grading Policies - Biomedical Sciences Ph.D. program

YEAR 1 grading policies

Year 1 consists of the foundational curriculum outlined in the course catalog, and all foundational courses are required. A student who earns a grade of “C” or below in any foundational course will not have that course count toward the degree program. Under the advisement of the Mentoring Committee, students that are on Probation will receive, as applicable, specific criteria for remediating grades of “C”. This may include repeat of the course or completion of additional advanced level course work as the remediation. In addition, no more than one grade of “C” in the foundational course work of Year 1 is allowed.

- A grade of “C” in any course in Year 1 is not considered a passing grade. The receipt of a grade of “C” (≥2 credit hours) in any course will result in probationary status in the Biomedical Sciences Ph.D. program. The Program Director will provide each student with written documentation of the criteria for removal of the probationary status. Minimally, this will include no additional grades of “C” and a return to minimum GPA of 3.0 by the end of the Year 1 Spring semester.
- A student **will** be dismissed from the Biomedical Sciences Ph.D. program if the GPA falls below 3.0 after completion of the Fall and Spring semesters in Year 1.
- Receipt of two “C” grades in the foundational course work in Year 1 will result in dismissal from the Biomedical Sciences Ph.D. program at the conclusion of the semester earned.
- Receipt of a grade of “D” or “F” in **required coursework** will result in immediate dismissal from the Biomedical Sciences Ph.D. program.
- Students who withdraw (receive a grade of “W”) from a **required course** in Year 1 will be placed on probation immediately. Terms and conditions of the probationary status will be determined and documented on an individual case-by-case basis. Because academic progress is impeded if series course work (e.g. BIOMED 110/120 and 111/121) cannot be completed in Year 1, the probationary status typically includes the loss of a Graduate Assistantship. Withdrawal may also result in dismissal from the Ph.D. program if failing grades (average of C and below) were documented in the course at the time of withdrawal. Continuation in the program after a grade of “W” is recorded, requires approval from the Mentoring Committee and the 1st Year and Year 2+ Program Directors; a remediation plan must be documented. All course withdrawals should be discussed with the Program Directors in advance to consider the implications and changes to status and academic course.
- Students participating in rotations will be evaluated by each rotation mentor. Receipt of unsatisfactory evaluations from more than two mentors may result in dismissal from the Biomedical Sciences Ph.D. program.

YEAR 2 through graduation grading policies

- Grades of “C” will not be accepted for degree requirements, and students are immediately placed on probation. Criteria for removal of the probationary status and possible continuation of the assistantship will be provided to each student.

- If the cumulative GPA falls below 3.0, students have two semesters to remediate and raise the GPA. Graduate Assistantships are not guaranteed while on probation, but probationary criteria may allow for their continuation for a maximum of two semesters.
- A student will be dismissed from the School of Graduate Studies if the student's cumulative GPA is below a 3.0 for three consecutive semesters. Dismissal occurs at the conclusion of the third semester.
- Students will be dismissed from the Biomedical Sciences Ph.D. Program if the conditions of the probationary status are not met by the timeline established.
- Receipt of two grades of "C" (or ≥ 5 credit hours for a single course) or withdrawal from a course with failing grades recorded, or a combination of "C" grades and withdrawals over the entire course of study will result in dismissal from the Biomedical Sciences Ph.D. program, irrespective of GPA. Dismissal occurs at the conclusion of the semester.
- Receipt of grades of "D" or "F" in any course results in the dismissal from the Biomedical Sciences Ph.D. program, at the conclusion of the semester.
- Students are evaluated by their mentors, with advisement and consensus of their research committee, at the conclusion of each academic semester. Students are graded as Satisfactory or Unsatisfactory through enrollment in BIOMED 400. Receipt of an **"Unsatisfactory"** grade will result in probationary status. An academic improvement plan and criteria for removal of the probationary status will be provided by the mentor and the graduate committee. Students are encouraged to engage with their Graduate Coordinator and Program Director to discuss concerns and identify strategies for remediation when an unsatisfactory evaluation is received. Receipt of an **"Unsatisfactory"** grade in a second semester (at any time in the program) will result in the loss of the Graduate Assistantship, and students may be dismissed from the program.
- Students who withdraw (receive a "W" on their transcript) from a required course in their area of specialization will be placed on probation immediately. This typically results in the loss of the Graduate Assistantship. Students that have previous grades of "C", "F" or "U" or other actions that have warranted probationary status may be dismissed from the Ph.D. program at the conclusion of the semester. Terms and conditions of the probationary status will be determined and documented on an individual case-by-case basis.
- Students who are not eligible to continue in the Ph.D. program, or choose to leave the program, may be considered for transfer to the Biomedical Sciences M.S. program. Transfer is not automatic. The transfer from Ph.D. to M.S. program is subject to minimum standards for the M.S. program, and requires review and recommendation by student's Graduate Committee (or the Mentoring Committee if appropriate) and the Graduate Advisor/Mentor, followed by approval of the Program Director and Dean. Acceptance of transfers from the Ph.D. to a Biomedical M.S. program is typically subject to an overall 3.0 GPA, no more than one grade of "C", and satisfactory research work evaluations.

Grading Policies - Biomedical Sciences M.S. program

- In the Biomedical Sciences M.S. program, a student who earns a grade of 'C' in a foundational course (BIOMED 110 or 120) during the Fall semester of Year One may not be permitted to enroll in the subsequent foundational course (BIOMED 111 or 121) in the Spring semester. Petition to

continue in serial courses will be considered on a case-by-case basis, with evaluation of specific exam grades and overall student performance.

- Receipt of 2 “C” grades in a single semester will result in immediate dismissal from the M.S. program, irrespective of overall GPA.
- Receipt of grades of “D” or “F” in any course results in the immediate dismissal from the Biomedical Sciences M.S. program.
- If the cumulative GPA falls below 3.0, students will be placed on probation and will have two semesters to remediate and raise the GPA. A student will be dismissed from the School of Graduate Studies if the student’s cumulative average is below a 3.0 GPA for three consecutive semesters.
- No more than 3 credit hours of courses with a grade of “C” will be counted toward the M.S. degree requirements. Degree conferral is not allowed with a GPA below 3.0

Incomplete Grades

An incomplete grade (I) may be assigned to a student who has completed satisfactory work but, due to circumstances beyond their control, could not fulfill all course requirements. The student must petition the concerned faculty with an appropriate excuse before an “I” grade is issued. Failure to do so will result in an “F” grade. Additionally, an “F” will be assigned if the “I” grade is not resolved before the deadline for adding courses for credit, as stated in the Catalog/Bulletin. In extraordinary circumstances, such as being called up for military service, the Dean may authorize an “I” grade to be made permanent or extend the deadline for its resolution.

Withdrawal Grades

A withdrawal grade (W) is assigned when a student drops a full semester course. Students are responsible for consulting the Graduate School academic calendar to determine withdrawal deadlines. Withdrawal from a course after the official drop deadline will result in the assignment of an “F” grade.

All course withdrawals should be discussed with the Program Director. Students who withdraw from a required course in the Ph.D. program may be dismissed from the program (see grade guidelines above). Continuation in the program requires approval from the Program Director and will be on probationary status. A remediation and updated academic plan must be documented after a withdrawal.

Student Appeals of Grades

A student who is of the opinion that their final course grade or evaluation is unjust or inaccurate may appeal that decision to the course director **informally** by meeting with the course director and discussing the basis of the appeal.

If the student is dissatisfied with the outcome of this informal appeal, they may appeal the final grade or evaluation formally in writing within ten working days of receiving the grade or evaluation. Failure of the student to formally appeal within the ten working days indicates acceptance of the grade or evaluation.

There are two levels of the **formal appeal**:

1. Appeal to the course director and teaching unit head.

At the first level, after receiving a written appeal stating the basis for the dissatisfaction, the course director, in consultation with the department head or administrative head of the teaching unit, shall, within a period of five working days, review the appeal, meet with the student, and formulate a written response which shall be given to the student.

2. Appeal to the Graduate School administration

If the student remains dissatisfied with the grade or evaluation after the initial appeal is completed by the course director, a final appeal may be made in writing, to the Dean, within five working days of the department's or teaching unit's decision. The written appeal must include the basis for dissatisfaction. The Dean may establish an impartial *ad hoc* committee of five, including three faculty and two students. The task of the committee will be to advise the Dean about (1) whether the evaluation or grading procedure used in that case was essentially the same as used for other students in that course and (2) whether evidence of an unjust or erroneous evaluation is sufficient to warrant referral of the case back to the department for reassessing the student's competence. The committee must make a recommendation within five working days of the appeal. Acting on the committee's advice or independently, the Dean will either accept the original grade or evaluation as valid or refer the case back to the department or teaching unit for reevaluation and/or grading of the student. If the decision reached requires changes in an official university record, the faculty of the department or teaching unit must comply with all university regulations and procedures necessary to accomplish the change. The decision of the appeal reached by the Dean represents the final level of due process in the School of Graduate Studies.

Professional Expectations

Graduate students are expected to take primary responsibility to inform themselves about specific regulations and policies governing their graduate studies at the program and Graduate School levels.

Graduate students are expected to conduct themselves in a mature, professional, courteous manner toward other students, staff, and faculty. Students are expected to meet honorable and ethical standards. Graduate students are expected to manage their time effectively for maximum professional development as well as personal health and well-being, and to balance competing demands such as being a student, graduate assistant, parent, spouse, etc.

Graduate students are expected to reply promptly and professionally to emails, attend all classes and research activities, meet regularly with their Graduate Advisors/Mentors, adhere to all institutional policies and procedures, and to represent the institution to the best of their abilities.

Course syllabi will detail specific criteria for professional conduct related to graduate course grading.

Graduate Programs may recommend sanctions including dismissal for violations of professional conduct or ethical standards.

Academic Dismissal

In accordance with the criteria outlined in "Curriculum and Degree Requirements" and the "General Grading Policies", students will be recommended for academic dismissal by the Program Director upon review by relevant faculty. In Year 1 of study, the First-Year Program Director will recommend to the Program Director

that students be academically dismissed. In Year 2+ of study, the Academic Department Head will recommend to the Program Director that students be academically dismissed.

Student Appeals of Academic Dismissal

A student dismissed from Graduate Studies has the right to appeal the decision to the Dean, providing such appeals occur within 15 calendar days of the notification of dismissal. The student may appeal the decision for dismissal directly to the Dean. The Dean may refer the appeal to the Student Affairs Committee or other special committee appointed by the Dean. The chosen committee will conduct an investigation and make a recommendation to the Dean. In all cases, the Dean of the Graduate School makes the final decision regarding academic dismissal.

Non-Academic Dismissal

This may result from unlawful or inappropriate conduct. Any action, omission, or failure to act that does not relate to an academic task or a professional conduct standard and also is unlawful or inappropriate, including but not limited to violations of federal, state and local law, improper use of social media or disrespectful treatment of individuals or property will follow the LSUHSC policy for review and appeals, as outlined in the Chancellor's Memorandum -[CM-56 – Student Rights, Roles, and Responsibilities](#).

These violations of conduct are investigated and reviewed by the LSUHSC-NO university-wide Student Discipline Committee (SDC), which shall have exclusive jurisdiction over all LSUHSC-NO students and student organizations in the investigation of all allegations of non-academic infractions. The SDC will transmit the final determination and sanctions in writing to the Vice Chancellor of Academic Affairs, the student and the Dean. The Dean shall be responsible for enforcing the final sanctions.

AI policy

This policy provides guidance on the appropriate use of generative artificial intelligence (AI) tools in academic activities within the School of Graduate Studies, including coursework, examinations, proposals, dissertations, and related curricular work. **Students are fully responsible for all content they produce**, including work created with the assistance of AI, and must ensure its accuracy, originality, scholarly integrity, and reproducibility. AI may be used in ways comparable to permissible assistance from another person—such as for grammar checking, editing, brainstorming, or feedback—but may not be used to substantively complete assignments or assessments unless explicitly permitted. All use of AI must be clearly acknowledged, and failure to disclose such use constitutes plagiarism. Content submitted for assessment must reflect the student's own work at the level being evaluated, and some assignments and examinations may expressly restrict the use of generative AI. Students must also be mindful of privacy and intellectual property concerns when using AI tools and obtain appropriate permissions before uploading unpublished material. **Misuse of AI is subject to the Academic Misconduct policy**, and students are responsible for staying informed about updates to AI-related guidelines.

Research Misconduct

Allegations of research misconduct by any student (respondent) in the School of Graduate Studies will be subject to the process outlined in Chancellor's Memorandum- [CM-75 – Scientific Integrity & Research](#)

[Misconduct](#). Any LSUHSC-NO faculty, staff, or student who becomes aware of alleged scientific or research misconduct shall, as a complainant, make a good-faith report of those allegations to the VCAA, Research Integrity Officer, or Dean of the applicable school. Reports of scientific misconduct may also be submitted through the [LSU Cares site](#).

Leave Policies

As professional students, all graduate students should be mindful of class and laboratory absences to minimize any negative impact on their educational progress, as well as on their commitments to research and laboratory colleagues. As employees, Graduate Assistants should be particularly attentive to policies regarding holidays, vacation, and sick leave. When applicable, requests for leave should be discussed in advance and submitted with sufficient time for approval.

Class Attendance and Excused Absences

Attendance for class sessions for which the student is registered is mandatory. Attendance is also compulsory for other educational and career development activities, such as departmental seminars and journal clubs as directed by their program and area of research concentration, regardless of the student's registration status for the activity.

Students may petition the School of Graduate Studies for an excused absence from class. Students may be excused for medical, personal, or professional reasons. Students will be responsible for arranging to make up any missed class periods with the course director. Consult the course syllabus for the absence policy and procedures for requesting an excused absence from class. Students should complete a Student Absence Request Form (found on the SGS website) and submit as directed on the form to the Associate Dean or Dean for approval.

Holidays

Regular LSUHSC holidays are set by LSU in accordance with the provisions of La. R. S. 1 :55(F), which authorizes fourteen (14) paid holidays per year (Independence Day, Labor Day, Thanksgiving, Christmas and New Year's, Martin Luther King, Jr. Day, Mardi Gras, and Easter (Good Friday)). These days do not accrue from year to year. Some students may need to work on LSUHSC holidays to support ongoing activities or projects. Graduate students are expected to coordinate their leave plans with their Graduate Advisors with sufficient time **in advance** to avoid conflicts at the last minute. Full-time graduate students who defer time off for LSUHSC holidays will be able to use those days at another time within the same fiscal year, following the approval process described for vacations.

Students should be aware that the academic calendar denotes the start and end of academic semesters; it does not imply that dates outside of the semester block are holidays. **Graduate Assistants** should report to work on any day that is not considered an official LSUHSC-NO holiday. For example, the LSUHSC-NO winter "holiday" break may run through January 2nd, but the academic semester begins on January 15th. Students must report to campus to resume research work on January 3rd, for this example.

Vacation

Students may arrange to take vacation/personal leave with the approval of their Graduate Advisor. All students should consult their Advisors in advance to plan time off and obtain approval. When employed as a Graduate Assistant, students are entitled to two weeks (10 days) of vacation if their appointments are for the full fiscal year (July 1-June 30). Graduate Assistants should complete a leave form, signed by their Graduate Advisor (mentor) and their Graduate Coordinator to document this time within their academic department. Unused leave does not accrue and does not roll to the next fiscal year. In special circumstances a student may petition the Dean to roll vacation time to another year

Sick Leave

Graduate Assistants are entitled to up to 8 days of sick leave per fiscal year. Graduate Advisors/Mentors must be notified as soon as possible of the trainee's need for sick leave. Students should complete a leave form and submit it to the Graduate Advisor and Graduate Coordinator as soon as possible. Students are encouraged to seek medical care if an absence due to illness extends beyond 3 days. A doctor's note will be required for an extended illness-related absence exceeding 4 days. Absence from class should follow the policies above and in the course syllabus.

Parental Leave

Graduate Assistants may receive stipends for up to 60 calendar days (equivalent to 8 work weeks) of parental leave for the adoption or the birth of each child. Students must provide advanced notification to their Graduate Advisor/Mentor and submit the leave request to the Graduate Advisor and Graduate Coordinator for approval to take parental leave. A plan for fulfilling academic requirements over the time of parental leave should be arranged in advance.

Extended Leave of Absence

A student may petition the School of Graduate Studies for an extended leave of absence, including the need for more than 8 days of sick leave per year. For all students, enrollment status and continuation of a Graduate Assistantship with an extended leave of absence will be considered on a case-by-case basis, in accordance with applicable laws and regulations. Requests for extended absences will be considered in consultation with the Office of Student Advocacy and Title IX.

Special Leave

Special leave, for the categories listed below, is considered excused leave in accordance with applicable laws and regulations. Students should arrange to make up any missed course work with the course director.

Active duty military assignment:

Federal law protects students from program dismissal when their education is interrupted by military service, including active duty, national guard and reserve members. Students should discuss with the Program Director the best course of action, which may include suspension of classes in progress with assignment of an incomplete (I) grade, or withdrawal. The student should arrange an extended leave of absence with the School of Graduate Studies. The student will have 6 months following discharge from the

military service to re-enroll in their program and resume their studies. Graduate Assistantship (stipend) support will be suspended during the leave of absence.

Jury duty summons:

Students receiving jury duty summons should comply with the laws of the jurisdiction in which they are summoned. Many states permit students to postpone jury service until a break in the academic schedule, or they may excuse a student from service if they are enrolled in school out-of-state. If the student is unable to secure deferral or excuse from jury service, they should notify their Graduate Advisor/supervisor and Department Head/Graduate Coordinator of their obligation to report for jury service and make appropriate arrangements for leave.

PROCEDURE FOR STUDENT CONFLICTS, COMPLAINTS AND GRIEVANCES

Overall LSUHSC policy: <https://www.lsuhs.edu/administration/cm/cm-56.pdf>.

Seeking Advice/Counseling for Student Problems/Grievances

Students can seek counseling (confidentially) from Graduate Coordinators or any Graduate Faculty member for complaints or concerns that affect the student's educational environment. The Student Affairs Coordinator, the Associate Dean, or the Dean may also be consulted confidentially to discuss grievances and seek guidance regarding policies and/or resources for resolving complaints/concerns. The Ombudsman or Campus Assistance Program may also be a resource to provide guidance for resolution of student concerns (*see **Student Services** section for more information on these*).

Informal Complaints

Some complaints may be resolved through consultation with the Graduate Advisor/Mentor, Graduate Coordinator, Department/Program Chair, Student Affairs Coordinator, the Associate Dean, or the Dean. These conversations may be confidential but may be officially documented as directed by the student. The Associate Dean and the Graduate Advisory Council's Student Affairs Committee (or other appointed faculty) may be consulted and utilized for informal conflict resolution. When requested by a student, informal complaints may progress into a formal complaint and receive additional oversight utilizing applicable parts of the process outlined in the formal complaint section below.

Formal Complaints/Grievances

A single incident reporting form can be found at the **LSUHSC Cares website**. Complaints will be routed to appropriate offices following defined protocols. These include the following:

- **Academic Misconduct & Complaint:** behavior such as cheating, plagiarism, falsification, unprofessionalism for not following class rules, poor communication, etc. This form is for student behavior only, and will be directed to the School of Graduate Studies

- **Nonacademic Misconduct:** behavior that goes beyond unprofessionalism where an individual could also be violating a state/city law, statute, ordinance, etc. This would be behavior like theft, assault, illicit drugs, etc. This form is for student behavior only.
- **Bias & Discrimination:** behavior that discriminates or harasses individuals based on civil rights such as race, color, ethnicity, religion, political affiliation, etc. This would include microaggressions. This form is for student, faculty, and staff behavior.
- **Title IX & Power-Based Violence:** sex-based discrimination, sex-based harassment, sexual misconduct, and power-based violence or mistreatment. Bias and discrimination based on sex, gender, sexual orientation, gender identity, or pregnant/parenting status would be reported here as well. This form can be used by any faculty, staff, student, applicant, and anyone who is participating or attempting to participate in any program or activity with LSUHSC.
- **Individual of Concern:** disruptive or concerning behaviors; difficulty accessing resources; academic distress; personal, emotional, and/or psychological difficulties; or potential harm to self or others. This form is for faculty, staff, and student behavior.
- **General Concern:** general concerns or complaints about offices, departments, etc. or the general campus climate. It may also be used if any of the other forms do not appear applicable to a concern. This form can be used by faculty, staff, and students.

Formal Investigation and Resolution of Complaints in the School of Graduate Studies

Investigation:

Student academic misconduct complaints or other professional conduct complaints that are referred to the School of Graduate Studies will be received by the Associate Dean of Graduate Studies and the Graduate Administrator. The Graduate School Administration has 10 working days to resolve the matter, refer it to the Graduate Advisory Council's Student Affairs Committee for investigation, or determine if the investigation should be referred to a different committee (such as the Scientific Inquiry Committee or other LSUHSC committee). Once a complaint is referred to the Student Affairs Committee, the members without a conflict of interest and ad-hoc members, as needed, will review and address the complaint. A minimum committee of 3 faculty members and 2 students has 10 working days to meet to discuss the matter and determine the procedures for investigation and resolution of the complaint. Following investigation, the committee's written recommendation must be submitted to the Associate Dean.

Decision:

Upon review of the recommendation of the investigative committee, the Associate Dean must act upon the recommendation within five working days of receiving the recommendation. The Associate Dean may accept or modify the recommendation in whole or in part, or may remand the matter for further fact finding. The decision of the Associate Dean must be communicated promptly to the accused and the members of investigatory committees.

Appeal Process:

The accused has the right to appeal the decision of the Associate Dean. To initiate an appeal, the accused must submit a written notification to the Dean of the School of Graduate Studies within five working days of receiving the decision. An Appeals Committee, consisting of two appointed faculty members and one

student, will be assembled by the Dean to review the appeal. This committee will deliberate in private and submit their recommendation to the Dean within five working days.

The Dean must render a decision within ten working days of receiving the recommendation of the Appeals Committee. This decision must be communicated promptly to the accused, the Chair of the Appeals Committee. The disposition of the case by the Dean of the School of Graduate Studies after appeal is final.

Students who report, seek counseling for any concern or complaints, and/or file grievances will be protected and free of reprisals. Retaliation is strictly prohibited.

COMPLIANCE TRAINING

As part of your employment and/or enrollment at LSUHSC-NO, students are required to complete training in accordance with federal and state laws and regulations. The online training lessons are available through CATS (Compliance and Training Program). Instructions for accessing CATS via LSUHSC single-sign on or the Bridge iOS app. Detailed information can be found here: LSUHSC Compliance Training (<https://www.lsuhs.edu/administration/ocp/default.aspx>)

Compliance training assignments are issued monthly via email notice. Timely completion of these assignments is paramount to remaining in good standing.

Student Engagement and Recognition

Graduate Research Day

Graduate students are given the opportunity to present their research by poster and oral presentations during the annual Graduate Research Day which occurs in November. Travel Awards are given to top presenters in each category, and these may be used to attend national scientific conferences as appropriate.

LSU Health New Orleans Academic & Leadership Excellence Award

This award of \$1000 is given to a graduating student who exemplifies academic excellence and related research accomplishments and service while in the School of Graduate Studies. The Excellence Award is announced each year during the pre-commencement brunch celebrating the graduates. Please note that prior to 2026, the award was named the “Chancellor’s Award”.

STUDENT SERVICES

Office of the Registrar:

Rashantis Gray –Registrar
433 Bolivar Street, RCB 1st Floor New Orleans, LA 70112
Office (504) 568-4829 registrar@lsuhsc.edu

It is the responsibility of each student to read, understand and apprise themselves of all the terms, conditions, and regulations set forth in the current LSU Health Sciences Center New Orleans Academic Catalog /Bulletin. The current catalog is available at <http://catalog.lsuhscc.edu/> .

Student Self-Service Student Self-Service allows currently enrolled students to print unofficial transcripts, update mailing address, view enrollment history at their request, loan deferments sent to lenders, and link to real-time information on their student loans. Students can access Student Self-Service by logging onto our Student Self-Service Portal using their LSUHSC user id and password.

Financial Aid

Anna Daigle – Director
433 Bolivar Street, Room 215
New Orleans, LA 70112-2223
Office (504) 568-4820 Fax (504) 599-1390; finaid@lsuhsc.edu

The Student Financial Aid Office administers grants, loans, scholarships, and part-time employment. Students interested in receiving financial aid should contact this Office well in advance of their expected enrollment. Each student's need for aid will be evaluated on information supplied and in accordance with the Financial Aid Policy of the Health Sciences Center. Representatives of the Office are available for consultation with all candidates for admission and with students.

Bursars Office

Jose Cuevas, Assistant Director for Student Accounts and Bursar Operations
433 Bolivar Street,
New Orleans, LA 70112-2223
nobursar@lsuhsc.edu

The Bursar's Office is responsible for assessing tuition and fees, collecting payments, and processing student refunds. In addition, they assist our students with enrollment and cancellation of student health insurance provided by Blue Cross Blue Shield of Louisiana.

Campus Assistance Program (CAP)

CAP is a free service provided by LSU Health Sciences Center New Orleans to assist employees, faculty, staff, residents, and students in resolving personal or work-related problems. A counselor is on call 24 hours a day to assist in time of crisis. If you feel you have an emergency or need immediate assistance at any time, contact the counselor on call. You can reach a counselor by calling (504)568-8888. The program is located at

411 S. Prieur St., Suite 233 in the Human Development Center.
<https://www.lsuhs.edu/orgs/campushealth/cap.aspx>.

Student Ombudsman

The LSU University Ombuds Office is a confidential, impartial, independent, and informal process for faculty, staff, medical residents, and graduate and undergraduate students to seek assistance and guidance to resolve barriers to productivity and to increase the quality of their experience at LSU. The Ombuds encourages fairness and equity through issue resolution, communication and outreach, and systemic change and issue prevention identification. Through its mission, the University Ombuds Office helps to further LSU's commitment to pursuing educational excellence.

LSU Health New Orleans Ombuds Office
Catherine Briley, JD
225-578-2483
catherinebriley@lsu.edu

Disability Services

<https://www.lsuhs.edu/administration/academic/ods/>

The Office of Disability Services facilitates the process of academic accommodations for students with disabilities and works in collaboration with the professional schools of the Health Sciences Center to ensure full participation in all activities, Programs, and services of the institution.

The office operates in accordance with the ADA, ADAA, and Section 504 of the Rehabilitation Act of 1973.

Accommodation Procedures

Self-disclose to the Office of Disability Services

Submit appropriate documentation from a licensed professional evaluator or medical professional.
Documentation must include the following:

- Specific diagnosis
- Detailed testing results
- Current functional limitations
- Evidence of any past accommodations or medications
- Recommendations for academic accommodations
- Credentials of the professional

Set up an intake meeting with the Office of Disability Services to discuss appropriate and reasonable accommodations.

Accommodation Guidelines

Accommodations are not official unless they have been created through the Office of Disability Services.

- Accommodations are not retroactive; they are active once a plan has been created through this office and disclosed to faculty.
- Documentation and diagnosis information will remain completely confidential.

The Office of Disability Services reserves the right to request additional documentation if documentation submitted is deemed outdated or insufficient; documentation needs to be current within the last three (3) years.

Technical Standards

Some research programs require students to meet certain technical standards encompassing the following skills: observation; communication; motor function and coordination; intellectual abilities: conceptual, integrative, and quantitative; and behavioral and social attributes. Students are expected to be able to perform these skills with reasonable accommodations. An otherwise qualified student may not be excluded solely because of a disability if a reasonable modification or accommodation can be made by the institution.

Reasonable accommodations must not fundamentally alter a program, service, or activity or create an undue burden on the institution.

International Students

<https://www.lsuhscc.edu/administration/academic/ois/>

Students who are not U.S. Citizens or Permanent Residents (or currently in another status permitting study) who wish to come to the United States to pursue a full course of study leading to a degree may do so in F-1 status. F-1 status is a non-immigrant status.

To obtain documents for F-1 status sponsored by LSU Health Sciences Center New Orleans, a prospective student must:

- Be unconditionally admitted to the School providing their program of study/degree; (International Services is not involved in the admissions process!).
- Document that they can pay all tuition and fees associated with their degree program and the living expenses for themselves and their dependents.
- Provide copies of valid passport/travel documents for themselves and their dependents.
- Provide copies of current immigration documents, if present in the United States.

Foreign national students who have been unconditionally admitted to a degree program and will apply for F-1 status through LSU Health Sciences Center New Orleans should complete an International Student Application Kit. A completed application kit and all required supporting documentation should be returned to the admitting School's Program Coordinator so a request can be made for International Services to issue a Form I-20. A Form I-20 will allow a prospective student (and any dependents) to apply for an entry visa at a United States Consulate abroad or, if visa exempt, admission at a Port of Entry or to request a Change of Status from USCIS.

Transfers: Students who are already in the U.S. in F-1 student status at another SEVP institution will also need a completed F-1 Student Transfer In form submitted with their International Student Application Kit.

If all requirements are met, and an I-20 form is issued for a student, International Services will provide additional instructions for navigating the visa and entry process, if applicable. Those instructions and detail are also available [here](#).

Initial entry: F-1 students are permitted to enter the United States up to thirty (30) days prior to the report date or program start date indicated on their Form I-20. (See 8CFR 214.2(f)(5)(i)).

Library

<https://www.lsuhs.edu/library/>

The LSU Health Sciences Center Library comprises two library collections that support the schools within the Health Sciences Center. The John P. Isché Library's entrance is located on the third floor of LSUHSC's Resource Center, 433 Bolivar Street, (phone: 504-568-6100). The Dental Library is located at 1100 Florida Avenue on the 3rd floor.

Library hours can be found at this link: <https://www.lsuhs.edu/library/information/hours.aspx>

Tulane Medical Center Library, 1430 Tulane Avenue, second floor, (phone: 504-588-5155) offers circulation privileges to LSUHSC graduate, medical, and dental students with a current LSUHSC ID. Sources of non-medical collections include the Main Branch of the New Orleans Public Library located at the intersection of Tulane and Loyola Avenues (card is free with proof of residence) and the Supreme Court Law Library at 400 Royal Street. For access to other university libraries within the city and state, a LaLINC card can be obtained at the Circulation Desk of either Isché Library or the Dental Library.

Parking

<http://www.lsuhs.edu/administration/ae/parking.aspx>

Students living in the Residence Hall can park in the Residence Hall Lot. Students who live off-campus can park in Student Lots 1, 2, and 3 located near the Medical Education Building (MEB) on Perdido Street. Students may also be permitted to park in the Roman Street Garage on floors 6 or 7. After hours (4:30 pm to 7:30 am), students are allowed to park on other floors of the garage in unreserved spots.

Classes at the various schools begin at different times, and when several of the larger classes begin at 8:00 am, there is very little room left in most of the parking areas. Students that desire parking close to campus buildings, should plan to arrive about 7:00 am. Parking is also available adjacent to campus buildings, in the form of on- street parking and private pay lots.

When students register for parking, they are given gate cards, which cost \$20.00 (refundable) and a decal to identify the car permitted to use the parking facilities. Parking fees are paid to the Bursar during registration. Replacement gate cards and parking/traffic fines are paid at the Office of Parking Services, which is located on the first floor of the Resource Building.

Students may register two cars, but only one car may be parked at a time. There are other parking lots not affiliated with LSUHSC that are available for a daily charge. If you must park a car that is not registered for parking (because your car is being repaired, for example), you should obtain a temporary parking pass.

The parking information is given to students at registration. If you have any questions or need assistance of any kind, please feel free to contact Parking Services at park@lsuhsc.edu or call 504-568-4884.

Peer Advocate Liaison (PAL) Program

<http://www.lsuhs.edu/orgs/campushealth/pal.aspx>

In the Peer Advocate Liaison Program, LSUHSC student volunteers (PALs) are available to help guide students to the appropriate resources for any of the following problems:

- Relationship or family issues
- Academic problems
- Concerns with alcohol or drugs
- Depression
- Adjustment to new environments
- Stress or anxiety

PALs act as temporary liaisons between students and the campus resources that assist them. PALs are not trained for counseling or crisis intervention. To find a PAL volunteer, students can call their Office of Student Affairs or look for nametag holders that say, "Ask me about PALs."

Safety and Security

<https://www.lsuhs.edu/administration/vcaca/emergency.aspx>

On weekends, holidays, and between 6 p.m. and 6 a.m. weekdays everyone will have to use their ID for entry into the buildings. If you are working on campus after hours, parking in the Roman Street Garage is encouraged for student safety. After dark, students may request that a University Police Officer escort them to their car. LSUShield provides a mobile app for emergency and non-emergency situations (<https://911.lsuhs.edu/report/lsushield.aspx>) for your continued safety and security. It is not advisable to leave valuable items unattended in the halls, classrooms, library, or visible in your car. Always lock your vehicle.

Campus Police Locations

Resource Center 433 Bolivar Street
(504) 568-2156

Florida Avenue 1100 Florida Avenue
(504) 941-8100

Residence Hall 1901 Perdido Street, Room A19
(504) 568-6190

Emergency Command Post Downtown; 425 South Roman Street, Room 301
(504) 568-8999 (Emergency) 504-568-8270 (Non-Emergency)

Student Health Services

<http://www.lsuhs.edu/orgs/studenthealth/>

In the interest of protecting, maintaining, and promoting the good health of its students, the Health Sciences Center has established the Student Health Services office for all enrolled students. This clinic will attend to students' health needs including prevention of illness, treatment of acute or chronic disease, or treatment of injury.

All students are eligible for primary health services from Student Health Services. Primary care in the Student Health Clinic is covered by the student health fee. Other services will be billed to the student's insurance carrier. The student health fee currently covers the cost of a primary care visit. Thus, there is no charge for the student to be seen by a Student Health provider in the Student Health Clinic.

Specialty visits to clinics such as gynecology, orthopedics, pulmonary, etc. are billed at the usual and customary rate. Care for students' spouses, even those who are carried on the student's health insurance policy, are not included as a part of the Student Health Service fee. Health Sciences Center physicians are available to see spouses or other dependents on a private care basis with charges billed to the insurance carrier. Contact Student Health Services at 504-525-4839 for further information regarding current services provided. Contact your insurance company at the number provided with your policy.

Student Health is located at 478 South Johnson Street, room 307. Appointments can be made **online** or by phone at (504) 568- 1800.

Prior to registration in the graduate program, students must have submitted the completed Student Health Service Medical History and Physical Examination form including immunization history to Student Health Services. This information must be received prior to initial school registration and will be used to determine the student's health status. In some instances, follow-up tests may be required, and yearly retesting may be necessary. This form is mailed to incoming students along with their acceptance letters from the Dean of the School of Graduate Studies.

It is the student's responsibility to check with Student Health prior to each registration to make certain that health records are current. Students will be blocked from enrolling if health records are not current.

Student Health Insurance

<http://www.lsuhs.edu/orgs/studenthealth/insurance/>

It is mandatory for all graduate students to have health insurance. They have the option of purchasing student health insurance through the institution.

In addition to providing ambulatory care, the Health Sciences Center has negotiated a group health insurance plan for students, spouses and/or dependents. If the student has an equivalent health insurance policy from another source, coverage under the Health Sciences Center insurance plan may be waived. However, every student must purchase the LSUHSC-NO policy covering blood borne disease (the needle-stick policy.)

All students must show proof of medical/hospitalization insurance coverage. Students not already covered by policies of a parent, spouse, or other person may purchase the group insurance available through LSUHSC. This policy is usually purchased at the fall registration. Students entering graduate school at other times may purchase the policy on a prorated basis. All LSUHSC students are required to purchase the Needle Stick/Splatter preventive care benefit.

Information regarding obtaining your own coverage through the Affordable Care Act can be found here:

<https://www.healthcare.gov/>.

Student Housing

<http://www.lsuhs.edu/administration/ae/housing.aspx>

The Residence Hall provides economical and convenient housing for students attending LSUHSC. Accommodations range from apartments to dormitory rooms. All full-time LSUHSC students are eligible to apply for housing.

An application form can be obtained from the website or from:

Harold Rihner, Director of Student Housing
1900 Perdido Street,
New Orleans, LA 70112
Email: hrihne@lsuhsc.edu Phone: (504) 568-6260

Student Organizations

The Student Government Association (SGA) in the LSUHSC School of Graduate Studies encourages interactions among students of the various departmental Programs, seeks to inform students of services available to them, and functions as a liaison between faculty and students. Two representatives from each program are selected at the end of the spring semester. Officers are elected at the first meeting of the new group of representatives. A limited number of free tickets to LSU games played in Baton Rouge (about 80 miles away) are distributed by the SGA.

Student Wellness/Fitness

<https://www.lsuhs.edu/administration/wellness/>

The LSUHSC-NO Fitness/Wellness Center is located on the third floor of the CALS Building and staffed with dedicated professionals. The Wellness Center is available free to all students. Organized group exercise classes and the latest in weight equipment are all free offerings of the activity program.

Title IX

<https://www.lsuohsc.edu/titleix/default.aspx>

LSUHSC-NO is committed to providing a learning, working, and living environment that promotes integrity, civility, and mutual respect in an environment free from discrimination on the basis of sex and sexual misconduct which includes sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking and retaliation. (*PM-73 - Title IX and Sexual Misconduct Policy*)

Hazing

The "Louisiana Board of Regents Uniform Policy on Hazing Prevention" mandates that all Louisiana postsecondary institutions adopt policies prohibiting hazing and take measures to address it. The policy defines hazing, outlines mandatory provisions for institutional policies, and emphasizes compliance with state laws. It requires educational programs on hazing prevention for new students and organization members, enforcement of anti-hazing laws, and a duty to assist those injured by hazing. Institutions are encouraged to implement best practices, such as ongoing prevention campaigns, data collection, and effective intervention strategies.

The "Permanent Memorandum 80" outlines Louisiana State University's (LSU) strict prohibition of hazing. It defines hazing as any intentional, knowing, or reckless act that endangers the physical health or safety of an individual or causes severe emotional distress, particularly in connection with joining or participating in an organization. The policy details various forms of hazing, enforcement measures, reporting requirements, and the duty to assist those injured. It also mandates educational programs on hazing prevention for all new students and organization members. Violations can result in severe penalties, including fines, imprisonment, and expulsion from the university.

POLICIES OF PARTICULAR INTEREST TO STUDENTS

CM-26: Americans with Disabilities Act of 1990

CM-28: Educational Privileges of Health Sciences Center Employees

CM-32: Statement of The Student Role and Participation in Institutional Decision Making

CM-33: Policies and Procedures Governing the Supervisory Role of the Institution Over Student Activities Including Student Publications

CM-36: Guidelines for the responsible use of Alcohol at the LSU Health Sciences Center

CM-37: LSUHSC-New Orleans Campus Fitness for Duty

CM-38: Substance Abuse Policy and Drug Free Workplace Policy

CM: 42: Information Technology (IT) Infrastructure

CM-44: Campus Security Policy

CM-49: Sexual Harassment/Gender Discrimination

CM-51: Policy on Hurricane Emergency Procedures for LSUHSC-New Orleans

CM-56: Student Responsibilities & Rights

CM-58: Tobacco Use Policy

CM-64: Tornado Policy

CM-66: Freedom of Speech & Expression

PM-80: Prohibition of Hazing

NEW ORLEANS RESOURCES

The Louisiana Superdome and the Smoothie King Center are within walking distance. The New Orleans Saints professional football team and the New Orleans Pelicans professional basketball team are the major attractions; however, many special events are held in both locations.

- City of New Orleans Government: <https://nola.gov/>
- Official New Orleans Tourism: <https://www.neworleans.com/>
- New Orleans Tourism Marketing Corporation: <https://gonola.com/>
- Louisiana Travel: <https://www.louisianatravel.com/cities/new-orleans>
- Downtown Development District: <https://downtownnola.com/>
- National Weather Service- New Orleans/Baton Rouge: <https://www.weather.gov/lix/>

APPENDIX A

Policies and Procedures for the Qualifying Examination (Comprehensive Exam) in the Biomedical Sciences PhD Program

Policies and Procedures for the Qualifying Examination (Comprehensive Exam) in the Biomedical Sciences PhD Program

I. Purpose:

The purpose of the Qualifying Examination is to determine whether the student has mastered essential foundational concepts and has sufficient depth of knowledge in their chosen area of research. The exam also assesses critical thinking, problem-solving abilities, and both written and oral scientific communication skills. Successful completion demonstrates the student's readiness to continue as a student in the Biomedical Sciences PhD program.

II. Scope:

The Qualifying Exam as outlined in these policies is undertaken as part of the PhD training program in the Biomedical Sciences. Each student in the Biomedical Sciences program submits a curriculum and training plan at the time of lab selection (prior to the start of Year 2 in the program). The curriculum plan will identify the foundational knowledge that should be mastered and demonstrated through the Qualifying Exam.

III. Definitions:

- **Exam Coordinator:** The graduate faculty member, appointed by the Biomedical Sciences Program Director to arrange and administer the Qualifying Exam to eligible students.
- **Graduate Advisor:** (or *Major Professor* or *Mentor*) - The graduate faculty member that provides primary academic and research mentorship for a graduate student. They guide the student in selecting courses, developing and carrying out a research project, navigating program requirements, progressing toward degree completion and professional development.
- **Biomedical Sciences Program Coordinator:** (or *Graduate Coordinator*) The graduate faculty member appointed to oversee and manage the academic and administrative functions of a specific research specialization area in the Biomedical Sciences program. These faculty serve as members of the Biomedical Sciences Advisory Council.
- **Biomedical Sciences Specialization Program Director:** The academic and administrative leader responsible for overseeing the quality, integrity and effective operation of graduate training in a specific specialization selection. These faculty are Department Heads or Center Directors that oversee the training plans for students working within their department and/or research concentration.
- **Biomedical Sciences Program Director:** The administrative leader responsible for overseeing all aspects of the Biomedical Sciences program. The Director ensures compliance with university policies and Graduate School standards across all areas of specialization.

IV. Policy Guidelines:

A. Eligibility

- Students become eligible for the Qualifying Examination upon completion of the Spring Semester of Year 2 in the Biomedical Sciences PhD program, or sooner if transfer credits were applied.
- Students in the MD/PhD combined program are eligible after the Spring Semester of Year 1.

- Students must be in good academic standing and have completed at least 6 advanced topic graded credits for their degree plan. (Note – degree plans are submitted and approved at the time of Graduate Advisor selection)

B. Scheduling and Completion Dates:

- Ordinarily, the Qualifying Exam will occur during the Summer Semester of Year 2 for eligible students (Year 1 for MD/PhD students). In unique circumstances, with degree plan modifications approved by the Program Director and SGS Dean, the Qualifying Exam may be delayed an additional semester (Fall of year 3 or Fall of year 2 for MD/PhD).
- Students will meet with their assigned Exam Coordinator by March 15th in their year of eligibility to review progress within their degree plan and schedule the exam. It is the student's responsibility to schedule the meeting and submit degree plan progress to the Exam Coordinator. Examinees and Graduate Advisors will be notified of the exact exam date at least 30 days before the Qualifying Examination.
- Failure to successfully complete and pass the exam without conditions, by the end of the Spring Semester in the 3rd year of study or 2nd year of study for MD/PhD students will result in dismissal from the Biomedical Sciences PhD Program.

V. Procedures:**A. Assignment of Qualifying Exam Coordinators**

- Exam Coordinators are assigned to each student based on the Department/Research Area of the student's advisor when the curriculum training plan is approved.
- One Exam Coordinator arranges exams for students with Graduate Advisors in Physiology, Pharmacology, Neuroscience, and Cardiovascular Center.
- One Exam Coordinator arranges exams for students with Graduate Advisors in Microbiology, Genetics, Interdisciplinary Oncology, and Biochemistry.
- Due to the interdisciplinary nature of some research projects and Graduate Advisor affiliations, these divisions are not absolute; Exam Coordinators and committee members will be approved by the Biomedical Sciences Program Director.

B. Composition of the Qualifying Exam Committee

- The Exam Coordinator, in consultation with the student and the Graduate Advisor, will select an examination committee of five Graduate Faculty members from a pool of trained faculty recommended/approved by Specialization Program Directors and approved by the Program Director and the Dean:
 - Three committee members will be selected from the student's research specialization aligned with the mentor's program affiliation and specialization.
 - Two committee members will be selected from instructors in the first-year curriculum.
- Responsibilities of the Committee:

- Develop and approve exam questions.
 - Review and provide feedback on written responses.
 - Attend and administer the oral examination.
 - Assign a Pass/Fail grade.
 - Make recommendations regarding the student's continuation in the program.
- The Graduate Advisor:
 - Does not submit or ask questions and does not receive advance knowledge of exam questions.
 - Attends the oral exam but does not participate in the examination.
 - Attends the final committee discussion and performance evaluation and may participate in the discussion.
 - Does not vote on the exam outcome.
- The Exam Coordinator:
 - Does not submit questions for the written or oral exam.
 - Reviews and confirms uniformity between exams; both Exam Coordinators review and approve questions across disciplines.
 - Attends the oral exam and moderates exam time and discussion.
 - Does not vote on the exam outcome but summarizes and records votes.
 - Provides a written report to the student summarizing their performance on both the written and oral components of the exam. The report will document the student's strengths, weaknesses, and areas needed for improvement.

C. Exam Format

The Qualifying Exam consists of written and oral components:

A. Qualifying Exam Written Component

- Administered in two half-day sessions, approximately one week apart, held in person on campus.
- Students are encouraged to meet with faculty committee members beforehand for general guidance on exam content.
- Students receive feedback on their written responses one week prior to the oral component. Students are encouraged to communicate with committee members for clarification and in preparation for the oral examination.

Day 1: Closed Book Written Exam

- Assesses ability to apply foundational knowledge within defined parameters.
- Questions are based on the content of courses taken in Years 1 and 2, focused within the student's research area of specialization.

- Students have 4 hours to complete answers without online or printed resources.
- Students will select 2 exam questions to answer from a pool of 4-5.

Day 2: Open Book Written Exam

- Assesses ability to synthesize information, think critically, and demonstrate creativity.
- Students will be given a journal article, written material or other resources one week prior to the exam for focused preparation.
- Exam will be comprised of one or two integrative questions. Students may use online and printed resources during the 4 hour exam period to complete their answers.
- Students may not use generative AI tools or large language models (LLMs), including ChatGPT, Claude, Gemini, Copilot or any similar platform that creates, summarizes, rewrites, analyzes or generates content on their behalf.

B. Qualifying Exam Oral Component

- Assesses the student's ability to effectively present ideas and explain complex topics. Students will be evaluated for: *Depth of Knowledge, Critical Thinking, Integration and Synthesis, Communication Skills, Professionalism, and Responsiveness to Feedback from Written Exam.*
- Administered in person by the examination committee approximately two weeks after the second written session. Questions will be posed by each committee member over a period not to exceed 2 hours.
- The Questions presented in the oral component will follow-up/extend/build upon on the concepts tested in the written exam and the feedback provided to the student to further assess scholarly competence.
- Students may not bring notes or other resources into the oral examination. Copies of answers submitted in the written portion and the information/resources provided for the open book written exam will be available.

D. Qualifying Exam Performance Evaluation

- Committee members use the Qualifying Exam Grading Rubric to assign grades of **Pass** or **Fail**. Additionally, the committee may offer a “**Conditional Pass**” or “**Fail with Option to Retake**” as detailed below
- A collective evaluation is provided from both the written and the oral components to determine passage of the exam. This grade is discussed and determined by the committee following the completion of the oral component.
- A minimum of 4 passing votes is required for the student to pass the Qualifying Examination
- Poor performance/failure in the written component of the test is re-assessed in the oral examination portion. However, in some instances, the Exam Committee may decide to require a retake of the written portion before allowing the student to proceed to the oral component. Following committee discussion, a consensus decision may result in a grade

of “Fail with Option to Retake” before advancement to the oral component.

- In cases where specific, limited weaknesses are noted, or cases with no more than one Fail vote, a Conditional Pass may be awarded, based on committee consensus.
- The Exam Coordinator files a Qualifying Exam Report detailing the grade and summary of performance, including areas for improvement. In some cases, this may also include the modification of the student’s degree plan to include additional coursework or training.

E. Qualifying Exam Conditional Pass

- A Conditional Pass may be awarded, based on committee consensus, if no more than one failing vote is received.
- A Conditional Pass will outline specific criteria for remediation and a timeline for completion. Successful completion results in documentation of a “Pass” grade.
- The Conditional Pass may require a specific assignment and/or require additional coursework to be completed with a grade of B or higher. It may also result in probationary status in the PhD program, as determined by the Exam Committee, and the specific criteria for returning to good standing will be specified in the report.
- The Conditional Pass must be remediated by the stipulated deadline, but no later than the end of the Spring semester in the 3rd year of study or 2nd year of study for MD/PhD students.

F. Qualifying Exam Retake Policy

- Retake of any portion of the Qualifying Exam is not guaranteed. In situations with split votes and consensus of the Exam Committee, a retake may be offered, which will include a move to probationary status in the PhD program.
- Students who fail the exam but demonstrate strengths in several areas may be allowed to retake the entire exam, or a portion of the exam as recommended by the committee.
- Retakes may also be allowed for students who fail, provided they have demonstrated strong prior academic and research progress.
- Details and timeframe of the retake are determined by committee consensus; however, this typically occurs within 6 months. The specific criteria for the retake exam will be documented in the exam report. Students must successfully Pass the Qualifying Exam no later than the end of the Spring semester in the 3rd year of study or 2nd year of study for MD/PhD students.
- Failure to pass the retake qualifying exam results in program dismissal. Only one retake is permitted.

G. Failure of the Qualifying Exam

- Students who fail the Qualifying Exam cannot continue in the PhD program.
- Dismissal occurs at the end of the semester in which the exam takes place.
- Graduate Assistantships end within 30 days of the failure, or at the end of the

semester (whichever comes first).

- At the committee's discretion, and with the Graduate Advisor's support, a student may be recommended for transfer to the Master of Science program. This recommendation is contingent on the completion within one additional semester of all remaining course work and research requirements for the MS degree and requires approval from the Program Director and Dean of Graduate Studies.

Qualifying Exam Written Examination Evaluation Rubric

Section 1: Closed-Book Qualifying Written Exam

Criteria	Excellent (4)	Proficient (3)	Developing (2)	Needs Improvement (1)
Accuracy of Content	Responses are factually correct and demonstrate mastery of foundational knowledge	Mostly accurate with minor errors; shows solid understanding	Several inaccuracies; partial grasp of concepts	Frequent errors; lacks basic understanding
Application of Knowledge	Applies concepts effectively to solve problems; demonstrates clear reasoning	Applies concepts with minor gaps; reasoning generally sound	Limited application; reasoning unclear or flawed	Unable to apply concepts; reasoning absent or incorrect
Organization & Clarity	Answers are well-structured, logical, and easy to follow	Generally organized; minor lapses in clarity	Organization inconsistent; ideas somewhat unclear.	Disorganized; ideas difficult to follow
Completeness	Fully addresses all parts of the question with depth and detail	Addresses most parts; some lack of detail	Addresses few parts; lacks depth	Incomplete; fails to address key components

Section 2: Open-Book Qualifying Written Exam

Criteria	Excellent (4)	Proficient (3)	Developing (2)	Needs Improvement (1)
Integration & Synthesis	Combines multiple resources and concepts seamlessly; demonstrates originality	Integrates sources adequately; some synthesis evident	Limited integration; ideas presented in isolation	No synthesis; ideas fragmented or copied
Critical Thinking	Provides insightful analysis; evaluates evidence and implications thoroughly	Analysis is reasonable; some evaluation of evidence	Analysis is superficial; minimal evaluation	No analysis; descriptive only
Creativity & Innovation	Offers novel perspectives or solutions; demonstrates intellectual curiosity	Some originality; ideas moderately creative	Limited creativity; ideas predictable	No creativity; ideas rote or copied
Use of Resources	Uses resources effectively and ethically; citations are accurate and complete	Uses resources appropriately; minor citation issues	Resources used minimally or incorrectly; citation errors	Poor or unethical use of resources; lack of citations

Section 3: Comprehensive Evaluation of Qualifying Written *and* Oral Exams

Criteria	Excellent (4)	Proficient (3)	Developing (2)	Needs Improvement (1)
Depth of Knowledge	Demonstrates thorough understanding of core and specialized concepts; provides accurate, detailed explanations	Shows solid understanding with minor gaps; explanations generally accurate	Displays partial understanding; explanations lack depth or contain notable errors	Limited understanding; frequent inaccuracies or inability to explain concepts
Critical Thinking	Analyzes complex problems effectively; offers innovative, well-supported solutions	Provides reasonable analysis and solutions; some creativity evident.	Analysis is superficial; solutions lack depth or rationale	Unable to analyze problems or propose viable solutions
Integration & Synthesis	Seamlessly connects ideas across disciplines; articulates broader implications clearly	Makes connections between concepts with some clarity; implications somewhat addressed	Connections are weak or unclear; implications minimally discussed	Fails to integrate concepts; implications not addressed
Communication Skills	Communicates clearly, logically, and confidently; uses appropriate terminology; demonstrates professionalism, respect, and a scholarly demeanor	Generally clear and logical; minor issues with terminology or flow; generally confident and appropriate demeanor	Communication is uneven; lacks clarity or precision; shows signs of discomfort or defensiveness	Poor communication; ideas disorganized or difficult to follow; unable to maintain composure
Responsiveness to Feedback	Incorporates feedback from committee thoughtfully; demonstrates growth and reflection	Acknowledges feedback; some evidence of improvement	Limited engagement with feedback; minimal improvement	Ignores feedback; lack of evidence of reflection or growth