



**2025-2026**  
**Student Handbook**

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## **INTRODUCTION**

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 information useful 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.

Other information in this handbook is intended to acquaint you with services and resources available to you as a student. We hope it will be helpful to you. Specific information regarding degree program regulations and available services should be requested directly from the Program Director.

## **OVERVIEW OF THE SCHOOL OF GRADUATE STUDIES**

The School of Graduate Studies offers a PhD and a MS in Biomedical Sciences, supported by the research programs of graduate faculty in the six basic sciences departments in the LSUHSC School of Medicine: Biochemistry & Molecular Biology; Cell Biology & Anatomy; Human Genetics; Microbiology, Immunology, & Parasitology; Pharmacology & Experimental Therapeutics; and Physiology, as well as four Centers of Excellence at LSUHSC: [Alcohol and Drug Abuse Center](#), [Cardiovascular Center](#), [Neurosciences Center](#) and [Stanley S. Scott Cancer Center](#). The doctoral program in Biomedical Sciences supports areas of research concentration in each of these areas of research, through the selection of advanced topic electives and focused research work in the area.

The School of Graduate Studies 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. The master's degree in Biomedical Sciences contains two tracks: Basic Science and Bioinformatics. The Graduate School also oversees a specialized MD/PhD Program that is a joint degree program in Medicine and Graduate Studies for highly focused students interested in academic medicine.

Faculty in the School of Graduate Studies are nominated by faculty and Department Heads or Center Directors from each of the professional schools at LSUHSC. Membership is reviewed by the Graduate Faculty Membership Committee and approved by the Graduate Advisory Council (GAC). More information can be found here: [https://graduatestudies.lsuhschool.edu/graduate\\_faculty\\_membership.aspx](https://graduatestudies.lsuhschool.edu/graduate_faculty_membership.aspx).

### **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, masters, and doctorate degrees. LSUHSC-NO also may offer credentials such as certificates and diplomas at approved degree levels. 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 ([www.sacscoc.org](http://www.sacscoc.org)).

### **Campus Map**

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

## **ORIENTATION**

Orientation takes place over several days during 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.

## **SGS ADMINISTRATION**

<b>SGS Positions</b>	<b>Year 1 Program Director</b>
<b>Dean</b>	<b>Angela M. Amedee, PhD</b>
<b>Associate Dean</b>	<b>Diptasri Mandal, PhD</b>
<b>Graduate Studies Administrator/ Student Affairs</b>	<b>Cody Palazzolo, M.Ed</b>
<b>Curriculum Directors</b>	<b>Stefany Primeaux, PhD Douglas Johnston, PhD</b>

<b>Degree Program Directors</b>	<b>Year 1 Program Director</b>
Biomedical Sciences – PhD Program – Year 1	Dr. Tiffany Wills
Biomedical Sciences –PhD Program – Year 2+	Dr. Diptasri Mandal
Biomedical Sciences – MS- Basic Science	Dr. Doug Johnston
Biomedical Sciences – MS-Bioinformatics	Dr. Chindo Hicks
MD/PhD	Dr. Jessica Rivera

### **Graduate Coordinators and Department Heads/Directors for Areas of Specialization**

<b>Areas of Research/Programs</b>	<b>Graduate Coordinators</b>	<b>Department Head/Director</b>
Cell Biology & Anatomy	Dr. Matthew Whim	Dr. Carmen Canavier
Biochemistry & Molecular Biology	Dr. Shyamal Desai	Dr. Peter Winsauer
Cardiovascular Center	Dr. Xinping Yue	Dr. Eric Lazartigues
Human Genetics	Dr. Diptasri Mandal	Dr. Fern Tsien
Interdisciplinary Oncology	Dr. John West	Dr. Augusto Ochoa
Microbiology, Immunology, & Parasitology	Dr. Jennifer Cameron	Dr. Alistair Ramsay
Neuroscience	Dr. Hamilton Farris	Dr. Nicolas Bazan
Pharmacology & Experimental Therapeutics	Dr. Andy Catling	Dr. Dan Kapusta
Physiology & ADACE	Dr. Scott Edwards	Dr. Patricia Molina

### Student Advisors:

In most instances, student problems of an administrative nature are handled by the Graduate Studies Administrator and/or the designated Program Coordinator. Once a major professor is selected, this mentor becomes the primary advisor. The Graduate Coordinator and Department Head/Director in the area of concentrated study, in conjunction with the Program Director, oversee student progress and approve the selection of a committee for examinations. Don't wait if a problem arises. **Seek help and develop an academic plan!** See section on ***Procedures for Student Conflicts, Complaints, and Grievances***

## **REGISTRATION/ENROLLMENT**

### **Registration**

Log in to [Student Self Service](#) and see if there are any holds on your account. All holds must be cleared before you are able to register. This includes the validation task that is automatically lifted once you verify that your information is correct. If information such as expected graduation date or legal address needs to be updated, contact Student Affairs.

Meet with your mentor/advisor/departmental graduate coordinator to determine your course schedule and plan towards graduation before you enroll in classes. Advisor hold is lifted by the departmental graduate coordinator once you finalize the coursework for the semester.

Instructions regarding all activities within Student Self Service can be found at [Student Self Service Job Aids](#).

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](#).

Students that 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 requires approval from the Program Director.

### **Exam Only**

Graduate students may register for 'Exam Only' when they have completed all course requirements for the degree, met all requirements to request the final defense, and have their mentor and research committee certify that their defense will take place in the current semester. Registration for Exam Only will not provide full-time status. The eligibility for financial aid may be affected by this status. **Doctoral students receiving a Graduate Assistantship are not eligible to register for exam only, as full-time student status is required.** Registration for Exam Only may be used a maximum of 3 times for PhD students, and twice for MS students

### **Transfer Credit**

**Candidates for the M.S. degree** may receive up to 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 PhD degree** may receive up to 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 MD/Ph.D. program** may transfer up to 26 hours from the School of Medicine to the graduate transcript. **The exact number of eligible transfer credits will depend on the requirements of the specific Ph.D. program.** No grade less than 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.

## **TUITION/FEES/STIPENDS**

<b>Graduate (Full-Time)</b> (9 or more hours in the Fall and Spring; 6 or more hours in the Summer)	FALL 2025	SPRING '26	SUMMER '26	<u>TOTAL</u>
Tuition (Unrestricted)	\$4,667.50	\$4,667.50	\$2,500.27	\$11,835.27
Operational Fee (Unrestricted)	\$83.00	\$83.00	\$45.00	\$211.00
Academic Excellence Fee (Unrestricted)	\$90.00	\$90.00	\$60.00	\$240.00
Safety and Security Fee (Unrestricted)	\$100.00	\$100.00	\$50.00	\$250.00
Building Use Fee (Unrestricted)	\$48.00	\$48.00	\$24.00	\$120.00
Technology Fee (Restricted)	\$45.00	\$45.00	\$30.00	\$120.00
Student Housing Fee (Restricted)	\$51.50	\$51.50	\$35.00	\$138.00
Student Health Services Fee (Restricted)	\$60.00	\$60.00	\$17.50	\$137.50
General Activity Fee (Restricted)	\$18.50	\$18.50	\$0.00	\$37.00
<b>Total Student Fees</b>				
RESIDENTS (Unrest. & Restricted)	<b>\$5,163.50</b>	<b>\$5,163.50</b>	<b>\$2,761.77</b>	<b>\$13,088.77</b>
Non-Resident Fee (Unrestricted)	\$5,045.73	\$5,045.73	\$2,181.12	\$12,272.58
<b>Total Student Fees</b>				
NON-RESIDENTS	<b>\$10,209.23</b>	<b>\$10,209.23</b>	<b>\$4,942.89</b>	<b>\$25,361.35</b>

<b>Graduate (Part-Time)</b> (Less than 9 hours in the Fall and Spring and Less than 6 hours in the Summer)	FALL 2023	SPRING 2024	SUMMER 2024
<b>COST PER HOUR:</b>			
Tuition (Unrestricted)	\$518.00	\$518.00	\$416.00
Operational Fee (Unrestricted)	\$9.00	\$9.00	\$8.00
Academic Excellence Fee (Unrestricted)	\$10.00	\$10.00	\$10.00
Safety and Security Fee (Unrestricted)	\$11.00	\$11.00	\$8.00
Building Use Fee (Unrestricted)	\$5.00	\$5.00	\$4.00
Technology Fee (Restricted)	\$5.00	\$5.00	\$5.00
Student Housing Fee (Restricted)	\$6.00	\$6.00	\$6.00
Student Health Services Fee (Restricted)	\$7.00	\$7.00	\$3.00
General Activity Fee (Restricted)	\$2.00	\$2.00	\$0.00
<b>Total Student Fees</b>			
RESIDENTS (Unrest. & Restricted)	<b>\$573.00</b>	<b>\$573.00</b>	<b>\$460.00</b>
Non-Resident Fee (Unrestricted)	\$561.00	\$561.00	\$364.00

**Total Student Fees**

NON-RESIDENTS

**\$1,134.00****\$1,134.00****\$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 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 packages to all students admitted into a Ph.D. program in good standing. Minimum stipend levels are established by the Graduate School, but additional increases are at the discretion of the individual Programs. 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 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 advisor/supervisor and approved by the student's unit head (department head or center director) and Program Director.

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.

## ***LEAVE POLICIES***

### ***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 to the Graduate Advisor and Program Director as soon as possible.

### **Holidays**

Regular LSUHSC holidays are set by LSU in accordance with the provisions of L. 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 in order to staff ongoing activities or projects. Graduate students are expected to coordinate their leave plans with their research advisers sufficiently far ahead of time 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 break runs through January 2<sup>nd</sup>, and the academic semester begins on January 15<sup>th</sup>. Students should report to campus to resume research work on January 3<sup>rd</sup>.*

### **Vacation**

Students may arrange to take vacation/personal leave with the approval of their primary advisor/supervisor. Graduate Assistants are entitled to two weeks (10 days) of vacation if their appointments are for the full fiscal year (July 1-June 30th). Advisors must be notified and approve of all absences in advance. Students should complete a leave form and submit to the Graduate Advisor and Program Director. 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. Mentors/Advisors must be notified as soon as possible of the trainee's need for sick leave. Students should complete a leave form and submit to the Graduate Advisor and Program Director 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.

### **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 mentor and submit the leave request to the Graduate Advisor and Program Director 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. 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. Request for extended absences will be considered in consultation with the Office of Student Advocacy and Title IX.

### ***Special Leave***

**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 their 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 a 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 primary advisor/supervisor and department head/program director of their obligation to report for jury service and make appropriate arrangements for leave.

Special leave 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.

## **GRADING/ACADEMIC CONDUCT**

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; I (incomplete) = 0.

No letter grades are given for research or seminar courses. For these courses students receive either S for satisfactory or U for unsatisfactory. Letter grades are allowed for special topics and methods courses, but these courses must be approved in advance by the Curriculum Committee and by the Dean.

Graduate Programs (inclusive of tracks and areas of specialization) may set higher standards and may not accept a grade of C or lower for credit. In addition, they may consider consistent grades below A in the major field as evidence of unsatisfactory performance. It is the graduate students' responsibility to know the specific requirements of the program and specialization in which they are enrolled.

### **Grading Requirements**

Students must maintain a cumulative 3.0 average on all work taken as a graduate student. A student will be dropped from the rolls of the School of Graduate Studies if the student's cumulative average is below a 3.0 for three consecutive semesters. Credits received in thesis or dissertation research are not used in computing the GPA. A Summer term is counted as a semester. Students in serious academic difficulties may be dropped from the rolls at the end of any semester if the program and Dean feel that the student is not qualified to continue.

### **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.

#### Satisfactory – Unsatisfactory Grades

At the discretion of the student's Departmental Program, up to two courses taken outside the major field (normally evaluated with letter grades A-F) may receive grades of S (satisfactory) or U (unsatisfactory). An S grade (equivalent to A-C) results in credit hours for the course value. A U grade (equivalent to D-F) yields no credit hours. Neither S nor U grades affect the student's GPA.

Students must indicate their intention to opt for S-U grading at the time of registration. On the registration form, they should complete all sections as usual but add 'S-U' after the course number.

#### Withdrawal Grades

A withdrawal grade (W) is assigned when a student drops a full semester course after the second week, or a block course after the first week. If a student withdraws from a full semester course within the last two weeks, or from a block course within the last week, an F grade will be issued.

Students that withdraw from a required course in a degree-granting program may be dismissed from the program. Continuation in the program requires approval from the Program Director, and a remediation plan must be documented. All course withdrawals should be discussed with the Program Director and an updated academic plan should be documented.

#### 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 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.

### **Statement of Satisfactory Academic Progress**

Individual Program directors and the Dean of the School of Graduate Studies periodically review the academic progress of each student. These evaluations include qualitative and quantitative review of progress in all areas of graduate education, including course work, research, academic enrichment, professionalism, and other scholarly activity as outlined by each Program. A student may be dropped from a Program at any time when academic performance and progress fails to meet the established criteria.

## **ACADEMIC AND 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.

**<http://www.lsuhsu.edu/administration/academic/policies.aspx>**

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 to emails, attend all classes and research activities, meet regularly with their 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***

The graduate program, upon review by their faculty, may recommend that students be academically dismissed for poor academic performance, lack of progress toward degree, failure to meet graduate policy or program requirements, or violations of professional conduct or ethical standards. The Associate Dean, in consultation with the graduate program director, may also initiate a dismissal for these reasons.

### **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.

### **Research Misconduct**

Allegations of research misconduct by any student in the School of Graduate Studies will be subject to the process outlined in section 10.7 of the Faculty Handbook. The full policy is included in the Appendix.

### **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 CM 56. These violations of conduct are investigated and reviewed by LSUHSC-NO Student Discipline Committee (SDA). 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.

## **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 Program Advisors 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 of a Mentor, Graduate Program Advisor, 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 attempting 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 conflict and ad-hoc members as needed will 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.**

## **GRADUATION REQUIREMENTS**

### ***Requirements for the Doctor of Philosophy Degree***

**Residence:** Three calendar years of full-time residence are required as a minimum. 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 approved by the Major professor and Department Head. Written notification clearly listing the courses to be transferred must be sent to the Dean who will notify the Registrar.

### **Selection of Mentor/Major Professor and Area of Concentration**

Doctoral students select a mentor at the completion of the one-year Interdisciplinary Studies curriculum, and the completion of 3-4 laboratory rotations. MD/Ph.D. students select a mentor during the second year of the medical curriculum, after the completion of a summer laboratory rotation. The specific mentor selected, and research focus of the dissertation project will direct the specific course requirements necessary for meeting the doctoral requirements. Prior to the start of year 2 of training for doctoral students and prior to enrollment in year 1 of Graduate Studies for MD/PhD students, students will meet with their mentor and program advisor to outline the specific courses and requirements for the degree program and area of concentration.

**Minimum Course Requirements:** (Specific course requirements are dependent upon individual Program policy and areas of specialization.)

In the School of Graduate Studies, a minimum of 60 credit hours is required for graduation. At least 30 credit hours must be taken in courses which require a letter grade.

At least 15 credit hours must be in courses outside of the medical or dental curriculum.

Only 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 is a required course for all students registered in Graduate Studies and Inter 280 is a required course for all doctoral students registered in Graduate Studies

### ***Examinations and Milestones for PhD Students:***

Qualifying Exam:

The format of the Qualifying or Comprehensive exam is program specific, and the students are responsible for familiarizing themselves with the departmental program expectations and procedures. Students intending to earn a Ph.D. must pass the qualifying exam. In the occasion of unfavorable circumstances, it is at the discretion of the program to offer and detail pathways for re-taking the exam or changing the track of study to the M.S. program. Students must turn in a completed and signed Report of Qualifying Exam form to Student Affairs.

### **Establishing a Graduate Committee:**

The Doctoral student and the major professor, with the approval of the Program Head and the Dean, will recommend a graduate committee to guide and monitor student progress through the Ph.D. program. The Graduate Committee is typically formally established after the completion of the qualifying exam according to program guidelines. In the School of Graduate Studies, graduate committee members are formally approved by the Dean as specified by the program, or when the "Request for Preliminary Examination" form is submitted.

### **Selection of Committee Members:**

The Graduate 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 concentration of the student's research (this may also be the Administrator). One member may be from outside LSUHSC-NO, who is knowledgeable in the specific research area, and who can broaden the research perspective; 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.



Co-mentorship of a student may be permitted in special circumstances, with approval from the Dean of Graduate Studies, but only one faculty will be recorded as the major professor. To provide the student with independent and unbiased guidance and evaluation, committee members should be selected to avoid conflict of interest among committee members, actual and perceived, including nepotism (CM 12) and other forms of undue influence (CM 35).

### **Preliminary Examination:**

The applicant becomes eligible for the Preliminary Examination at a time chosen by the faculty (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 will formally recommend a research committee and petition the Dean to confirm the committee and allow the student to schedule the examination. Some Programs/areas of concentration may have stricter deadlines for preliminary examination. It is the students' responsibility to follow the program guidelines provided by their advisor. As detailed above, the research 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 is the most thorough in the doctorate program. It should require the candidate to demonstrate competence in a broad segment of their area of research concentration.

Although the examination may be either oral or written or both, a written section is strongly recommended. 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. Remediation should be noted, and follow-up criteria should be documented on the examination report.

### **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. 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. Voting is by secret ballot, and to pass the examination there may be no more than one negative vote.

### **Submission of Dissertation and Exam Report Forms:**

The Final Examination Report form, signed by all committee members and Program Head, along with the submission of the final copy of the dissertation (pdf format) in Digital Scholar are due one month prior to the degree conferral date (dates published in academic calendar).

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 dissertation to ProQuest for electronic publication.

Printed bound copies of the dissertation may be ordered through ProQuest.

Doctoral students will also need to complete the Survey of Earned Doctorates to complete degree

## requirements for the diploma.

In the event that 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 deadlines stated above 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.

**Certification:** If not more than one member of the examining committee dissents and if the dissertation is accepted and submitted as detailed above, the candidate will be certified to the Graduate Faculty and Chancellor as having met all requirements for the degree of Doctor of Philosophy.

**Time Limit:** The School of Graduate Studies requires that all work towards the PhD degree be completed in not more than eight calendar years.

### ***Requirements for the Master of Science Degree***

#### **Course Requirements:**

In general, a minimum of 30 credit hours is required, including 15 hours of graded credit.

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.

#### **Thesis:**

The format of the thesis should follow the guidelines provided on the Graduate School website.

#### **Thesis Committee:**

Final approval of the thesis rests with a committee of not less than three graduate faculty members, inclusive of the mentor. The student and the major professor, with the approval of the Program Head and the Dean, will recommend a research committee for the final defense exam. 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. This committee is typically established at the beginning of year 2 in the program. To provide the student with independent and unbiased guidance and evaluation, committee members should be selected to avoid conflict of interest among committee members, actual and perceived, including nepotism (CM 12) and other forms of undue influence (CM 35).

#### **Scheduling a Thesis Defense:**

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. 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. Voting is by secret ballot, and to pass the examination there may be no more than one negative vote.

**Submission of Dissertation and Exam Report Forms:**

The Final Examination Report form, signed by all committee members and Program Head, along with the submission of the final copy of the thesis (pdf format) in Digital Scholar are due one month prior to the degree conferral date (dates published in academic calendar).

The final thesis will be archived and indexed in the Digital Scholars Database maintained by the LSUHSC- NO library. It is also recommended that you submit your dissertation to [ProQuest](#) for electronic publication.

Printed bound copies of the dissertation may be ordered through ProQuest.

**CHANCELLOR'S AWARD**

The School of Graduate Studies announces the Chancellor's Award during the commencement brunch celebrating the graduates each year. The Chancellor's Award is given to a graduating student who exemplifies academic excellence and related research accomplishments and service while in the School of Graduate Studies.

**GRADUATE RESEARCH DAY**

Graduate students are given the opportunity to present their research by poster and oral presentations during Graduate Research Day that occurs annually in November.

The School of Graduate Studies also announces the Jack Hines Memorial Award during Graduate Research Day each year. The Jack Hines Award is given to a faculty or staff member who has demonstrated outstanding commitment to the School of Graduate Studies in honor of the beloved Jack D. Hines, III, former Director of the School of Graduate Studies.

**COMPLIANCE TRAINING**

As part of your employment and/or enrollment at LSUHSC-NO, you are required to complete training in accordance with federal and state laws and regulations. Detailed information can be found here: [LSUHSC Compliance Training](#)

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 can be found here: [CATS instructions PDF](#).

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

**STUDENT SERVICES*****Office of the Registrar:***

Ryan Garrity - Registrar  
433 Bolivar Street, RCB 1st Floor New Orleans, LA 70112  
Office (504) 568-4829 [registrar@lsuhsc.edu](mailto: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.

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

### ***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](mailto: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 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](mailto: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.

### ***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](mailto: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

### **Note on 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 or without 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.lsuhs.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 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 are able to 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.lsuohsc.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 3<sup>rd</sup> floor.

Library hours can be found at this link: <https://www.lsuohsc.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.lsuohsc.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. If you need to park close to the MEB, you 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](mailto: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/lshshield.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.lsuhschool.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](mailto: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.lsuhschool.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. Spinning, yoga, tai chi, the latest in weight equipment and group aerobics are all free offerings of the activity program. Massage therapy and personal training sessions are available at reasonable rate agreements.

### ***Title IX***

<https://www.lsuhschool.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**  
**SCIENTIFIC MISCONDUCT POLICY**

***Excerpt from LSU HSCNO Faculty Handbook 2025***

**10.7 SCIENTIFIC AND RESEARCH INTEGRITY: REPORTING AND MANAGING ALLEGATIONS OF MISCONDUCT**

**10.7.1 Overview**

1. In the conduct of scientific research, LSUHSC-NO expects that all its faculty, staff, and students adhere to the highest standards of ethics and integrity in the conduct of academic matters, embody the institutional code of conduct, and abide by their applicable handbooks, professional codes, standards, and practices. Scientific or research behavior that violates any of these standards may lead to allegations of scientific misconduct. Confirmed findings of scientific misconduct, following the due process procedures outlined in this section, may lead to corrective or disciplinary action up to and including termination. The policies and procedures defined in this section 10.7 shall apply to the handling of any allegations of scientific or research misconduct alleged to have been made by faculty, staff, and students of LSUHSC-NO, and this policy shall be incorporated into the student handbook of each school.
  2. LSUHSC-NO, along with all its faculty, staff, and students, also must comply with federal obligations regarding research misconduct, a narrower subset of scientific misconduct that is defined in the Code of Federal Regulations (CFR) that calls into question the scientific integrity of a body of work. The Office of Research Integrity (ORI) is the federal entity responsible for overseeing and managing compliance with federal obligations in the conduct of biomedical research.
  3. According to [42 C.F.R. Part 93.103](#), research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
    - (a) Fabrication is making up data or results and recording or reporting them.
    - (b) Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
    - (c) Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
    - (d) Research misconduct does not include honest error or differences of opinion.
  4. Under both [42 C.F.R. Part 93.104](#) and LSUHSC-NO's ethical standards, policies, and procedures, a finding of research misconduct requires that:
    - (a) There be a significant departure from accepted practices of the relevant research community; and
    - (b) The misconduct be committed intentionally, knowingly, or recklessly; and
    - (c) The allegation be proven by a preponderance of the evidence.
  5. LSUHSC-NO hereby defines scientific misconduct to incorporate not only the federal definition of research misconduct but also other actions that may call into question the integrity of an academic or research activity, including but not limited to:
    - (a) Insufficient maintenance of scientific records and documents, including copies of primary data; or
    - (b) Inclusion of retracted or suspect data within grant applications; or
    - (c) Untimely correction of the published research record; or
    - (d) Insufficient training, oversight, or supervision of graduate students and fellows; or
-

- (e) Other behavior that may be deemed to violate the integrity of the research enterprise.
- 6. This section defines the LSUHSC-NO administrative process for reviewing allegations of scientific or research misconduct; ensuring due process for all parties while protecting the health and safety of the public; ensuring proper use of federal, state, private, and institutional funds; and promoting the integrity of the academic scientific research enterprise.
- 7. Throughout the conduct of any inquiry or investigation into allegations of scientific or research misconduct, LSUHSC-NO will protect the rights and reputations of all parties including the individual(s) who in good faith report the alleged misconduct (the “complainant”), the individual(s) about whose actions the allegations are made (the “respondent”), and the members of any inquiry or investigation committees.

#### **10.7.2 Initial Inquiry into Allegations of Scientific or Research Misconduct**

- 1. Any LSUHSC-NO faculty, staff, or student who becomes aware of alleged scientific or research misconduct shall make a good-faith written report of those allegations to the Dean of the school, if applicable, and/or directly to VCAA.
- 2. Within two calendar days of receipt of the initial written report of allegations, the Dean will refer the matter to the VCAA.
- 3. The VCAA will notify the respondent in writing within two calendar days of their receipt of the written report of alleged misconduct and will provide the respondent with this section 10.7 of applicable LSUHSC-NO policies and procedures for investigations of scientific or research misconduct.
- 4. In the event the allegations are judged, by joint agreement of the Dean and the VCAA, to warrant an inquiry, then within seven calendar days of initial receipt, the matter will be referred to a standing Scientific Integrity Inquiry Committee and the respondent will be notified of this decision in writing at the time of referral.
- 5. LSUHSC-NO will, on or before the date that the respondent is notified or the inquiry begins, whichever is earlier, promptly take reasonable and practical steps to obtain custody of all research records and evidence needed to conduct the inquiry, inventory the records and evidence, and securely sequester those materials, with accommodations provided for records or evidence involving shared instrumentation.
- 6. The Scientific Integrity Inquiry Committee will consist of six senior tenured LSUHSC-NO faculty members experienced in research, one from each school selected by their respective deans, and other senior administrative staff as may be appointed by the VCAA.
- 7. The sole purpose of the Scientific Integrity Inquiry Committee will be to conduct and complete an initial review of the evidence, in no more than 30 calendar days from initial referral of the report of alleged misconduct, make a written Inquiry Report on its findings, and recommend to the VCAA if the allegations warrant an investigation.

8. Upon receipt of the Inquiry Report, the VCAA will decide whether (a) to terminate any further review of the alleged scientific or research misconduct or (b) to proceed with a formal investigation of the matter.
9. If the VCAA determines, based upon the Inquiry Report, that there is insufficient basis for pursuing the allegations of scientific or research misconduct, the matter will be considered closed and the respondent will be notified in writing. The findings and recommendation from the Scientific Integrity Inquiry Committee will be documented, along with the VCAA's reasons to decline a formal investigation, and maintained in the case file.
10. If the VCAA determines, based upon the Inquiry Report, that a more thorough investigation into the alleged misconduct is warranted, the respondent first will be notified in writing in advance of the start of any investigation and will be provided a copy of both the Inquiry Report and the applicable LSUHSC-NO policies and procedures on investigations of scientific or research misconduct. The respondent will have 15 calendar days from transmittal to provide written comments on the Inquiry Report to the VCAA.
11. The VCAA will complete their determination on the Inquiry Report within 15 calendar days of receipt of the respondent's comments and will finalize the entire LSUHSC-NO scientific or research misconduct inquiry process within no more than 60 calendar days of initiation, unless documented circumstances warrant a longer inquiry period.
12. If the VCAA determines, based upon the Inquiry Report, that a more thorough investigation into the alleged misconduct should be undertaken *and* if the alleged research misconduct has been conducted with the use of federal Public Health Service (PHS) funds, then within 30 calendar days of that determination, the VCAA will notify ORI, providing written findings, a copy of the inquiry report, and other relevant materials as may be requested or required by ORI. The VCAA also will notify PHS funding agencies as may be necessary at the conclusion of the inquiry.
13. If necessary to protect public health and safety, conserve public funds, and ensure that the purposes of the federal funding award are being carried out, LSUHSC-NO may, pursuant to [42 C.F.R. Part 93.318](#), at any time during an inquiry prior to the initiation of the investigation, take appropriate interim administrative actions and notify ORI and the PHS funding agency, if any of the following conditions exist:
  - (a) Health or safety of the public is at risk.
  - (b) HHS resources or interests are threatened.
  - (c) Research activities should be suspended.
  - (d) There is reasonable indication of possible violations of civil or criminal law.
  - (e) Federal action is required to protect the interests of those involved in the misconduct proceedings, including from premature public disclosure; or
  - (f) The university, scientific community and/or public should be informed.
14. Within 30 calendar days of determining that an investigation into allegations of scientific or research misconduct is warranted, the VCAA will appoint an *ad hoc* Scientific Integrity Investigation Committee comprised of at least six impartial tenured faculty members, along with other objective parties as may be selected by the VCAA, and which may be comprised entirely or partially of the same members as the Scientific Integrity Inquiry Committee.

15. All materials gathered by the Scientific Integrity Inquiry Committee, as well as its findings and recommendations, will be made available by the VCAA to the Scientific Integrity Investigation Committee.
16. The VCAA will be responsible for maintenance of an appropriately constituted file for each Scientific Integrity Inquiry Committee matter for at least seven years. Documented inquiry results and the VCAA's subsequent decisions on how to proceed with the matter will be made available to the respondent; relevant sections of the inquiry report also may be made available to the complainant, at the discretion of the VCAA, as deemed appropriate.

### **10.7.3 Investigation into Allegations of Scientific or Research Misconduct**

1. In undertaking an investigation into alleged scientific or research misconduct, LSUHSC-NO will act promptly, fairly, thoroughly, and objectively; secure necessary and appropriate expertise to evaluate relevant evidence; and take precautions against any actual or perceived conflicts of interest. Throughout any such investigation, LSUHSC-NO will, to the extent possible, afford confidential treatment to the respondent(s), complainant(s), and any research subjects identifiable from research records or evidence.
2. If, after inquiry into the matter, the VCAA deems a more thorough investigation into the alleged scientific or research misconduct is warranted, the respondent will be afforded an opportunity to provide evidence and/or documentation relative to the allegations and any potential findings of the Scientific Integrity Investigative Committee.
3. Should it become necessary during the course of the investigation, the VCAA will give the respondent timely written notice of any new allegations of scientific or research misconduct that may arise.
4. The VCAA will provide full and continuing cooperation with ORI, if applicable, during the investigation process, including sharing available records, evidence, access to people, etc., that would enable ORI to develop a complete record of relevant evidence in the alleged matter.
5. During the course of the investigation, the VCAA will keep any applicable PHS funding agency apprised of any significant developments including disclosure of facts that may affect the current or potential funding for the respondent, if the awarding component needs to know to ensure appropriate use of its funds, or to protect the public interest.
6. LSUHSC-NO will take no more than 120 working days to complete an investigation, prepare the report of findings, obtain the comments of the subject(s) of the investigation, decide on the disposition of the case, and send the final report to ORI. If LSUHSC-NO is unable to complete all these steps within 120 days, the VCAA must request an extension from ORI and, if the extension is approved, provide periodic progress reports to ORI.
7. The Scientific Integrity Investigation Committee will, within 10 working days of its appointment, initiate a thorough investigation of the alleged misconduct that will include at a minimum, throughout its course:
  - (a) gathering and reviewing all relevant documentation, research records and evidence,

- (b) interviewing each respondent, complainant, and others with information regarding any relevant aspects of the investigation,
  - (c) recording or transcribing those interviews, and
  - (d) diligently pursuing all significant issues and leads relevant to the investigation
- 8. The Scientific Integrity Investigation Committee will complete its investigation and submit a written draft Investigation Report of its findings regarding the validity of the alleged scientific or research misconduct to the VCAA no more than 80 working days from initiation, unless an extension is approved in writing by the VCAA with concurrent notice to the respondent.
- 9. The VCAA will transmit this draft Investigation Report to the respondent, who will have 20 working days from transmittal to provide the VCAA with any written comments. The VCAA will transmit any written comments by the respondent on the draft to the Scientific Integrity Investigation Committee, which will have an additional 10 working days to consider and address those respondent comments and issue the final Investigation Report to the VCAA, which may but is not required to include recommended administrative action if scientific or research misconduct has been confirmed.
- 10. The VCAA will, within 10 days of receipt of the final Investigation Report, render a final written decision, make recommendations to the respective Dean regarding any potential penalties or other corrective administrative actions warranted by the findings, notify the respondent in writing of their final decision, and submit the final report to ORI consistent with the requirements of [42 C.F.R. Part 93.313](#).
- 11. The VCAA will be responsible for maintenance of an appropriately constituted file for each Scientific Integrity Investigation Committee matter for at least seven years. All written documentation, reports, and administrative decisions on the matter will be made available to the respondent; relevant sections of the final investigation report also may be made available to the complainant, at the discretion of the VCAA, as deemed appropriate.
- 12. The respective Dean is responsible for assessing and enforcing any appropriate penalties or corrective actions once the VCAA has confirmed a finding of scientific or research misconduct by the respondent.
- 13. Prior to the implementation of any such penalties or other corrective actions determined by the Dean, the respondent may appeal pursuant to Handbook [Section 10.10](#).

#### **10.7.4 Institutional Actions Subsequent to an Investigation Report Finding Of Misconduct**

- 1. If the alleged scientific or research misconduct is substantiated after a thorough investigation, the VCAA will notify ORI and transmit to ORI all the final institutional Investigation Report materials within 120 days of initiation of the investigation, unless extended by ORI.
- 2. Concurrently, the VCAA will notify the appropriate sponsoring agency of the investigation findings of scientific or research misconduct.
- 3. The VCAA will require that the respondent withdraw or correct, as appropriate, all pending abstracts and papers emanating from or dependent upon the confirmed scientific or research misconduct and notify editors of journals in which previous related abstracts and papers appeared.



4. The VCAA will notify other institutions and sponsoring agencies with which the respondent has been affiliated if there is reason to believe that the validity of previous research might be questionable.
5. The VCAA will, in conjunction with the Dean, ensure appropriate action is taken to discipline, reprimand, terminate, or otherwise alter the status of a faculty member whose scientific or research misconduct has been substantiated through this investigative process.
6. The VCAA will consider, in consultation with chief counsel and other senior administrators, release of information about the incident to the public, particularly if public funds were used in supporting research confirmed to be falsified, fabricated, or plagiarized.

#### **10.7.5 Institutional Actions Subsequent to an Investigation Report Finding of No Misconduct**

1. If the alleged scientific or research misconduct is not substantiated by a thorough investigation, the VCAA will undertake formal efforts to restore fully the reputation of the respondent.
2. LSUHSC-NO will protect, to the maximum extent possible, the positions and reputations of those persons who, in good faith, make allegations of scientific misconduct. However, if the investigation determines that complainant(s) made allegations of scientific or research misconduct against the respondent(s) in bad faith, with malicious intent, or intellectual dishonesty, the VCAA will, in conjunction with the Dean, institute appropriate disciplinary action.
3. Subsequent to the completion of an investigation, faculty practices and institutional policies and procedures for promoting the ethical conduct of research and investigating allegations of misconduct will be scrutinized and modified in light of the experience gained.

**APPENDIX-B**  
**EDUCATIONAL PRIVILEGES & TUITION EXEMPTIONS**

***Excerpt from LSUHSC Catalog/Bulletin 2025-26***

**Graduate Studies/Registration**

**Full-Time Employees**

LSUHSC employees may not register for more than six hours of credit per semester. No full-time employee will be permitted to register without written approval of the employee's immediate supervisor, Department Head and the Dean of the School of Graduate Studies. The employee must deliver the letter to the Dean's Office of the School of Graduate Studies at least two weeks before registration. At registration, the employee will pay for the course according to the Health Sciences Center Fee Schedule. Employees may qualify for a Tuition and Fee exemption. Criteria and eligibility information may be obtained from the Assistant Vice Chancellor for Administration and Finance on the eighth floor of the Resource Center.

Employees are limited to a total of 12 graduate course hours. Only under extraordinary circumstances can this total be exceeded and only upon the recommendation of the Graduate Advisory Council and the approval of the Dean of the School of Graduate Studies.

***Excerpt from LSU HSCNO Faculty Handbook 2025***

**4.3 EDUCATIONAL PRIVILEGES & TUITION EXEMPTIONS**

1. Full-time faculty and other academic employees who have been employed for at least one year in a permanent position and with prior approval from their department head or supervisor may register for job-related undergraduate or graduate courses at any LSU System campus for up to six hours per semester and receive full tuition exemption. Continued participation in this tuition exemption program will be based on making satisfactory progress as determined by the employee's supervisor. Satisfactory progress shall generally be interpreted to include completion of the course with a passing grade.
2. Full-time faculty and academic employees during their first year of employment and with approval from their supervisors may register, at their own expense, for job-related coursework and be allowed to take the coursework during work time for no more than three clock hours per week. Eligible employees should coordinate their plans with their department chair or direct supervisor to ensure there is no conflict with teaching assignments or other assigned responsibilities in any given academic term.
3. Due to the short summer term, it is recommended that this exemption be limited to three hours during the summer. Additionally, this exemption should not be awarded to shorter more intense academic terms, such as intersessions.
4. The provisions of this policy do not apply to specialized, self-supported educational programs such as the Executive MBA Program. Employees should consult with the Chief Academic Officer of the campus on which they wish to take the course to determine eligibility

Revised July, 2025