



# **2022-2023 Student Handbook**

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## **INTRODUCTION**

The School of Graduate Studies 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 departmental regulations and available services should be requested directly from the department.

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

The School of Graduate Studies consists of 7 basic sciences programs: Biochemistry & Molecular Biology; Cell Biology & Anatomy; Human Genetics; Microbiology, Immunology, & Parasitology; Neuroscience; Pharmacology & Experimental Therapeutics; and Physiology. Each program awards doctoral degrees and provides thesis concentrations for the master's degree. The master's degree in Biomedical Sciences contains two tracks: Basic Science and Bioinformatics. We also jointly award PhD degrees in Biostatistics, Community & Health Sciences, & Epidemiology with the School of Public Health and in Nursing with the School of Nursing.

The School also oversees two specialized programs: the Interdisciplinary (IDP) program and the MD/PhD program. The IDP program is a one-year integrated curriculum that allows students to narrow their focus prior to choosing their doctoral program. The MD/PhD program 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 a basic sciences department from one of the other professional schools at LSUHSC and approved by the Graduate Advisory Council (GAC). More information can be found here: [https://graduatestudies.lsuhscc.edu/graduate\\_faculty\\_membership.aspx](https://graduatestudies.lsuhscc.edu/graduate_faculty_membership.aspx).

## **ORIENTATION**

Orientation takes place over several days in the first week in August prior to the beginning of the first semester in the Graduate School. It will include the following components: departmental presentations, which familiarizes students with faculty research and aids in the selection of laboratories for rotations, campus tours, campus resource presentations, and various trainings.

## **ADMINISTRATION**

[Interim Chancellor](#)

Dr. Steve Nelson

[Interim Vice Chancellor of Academic Affairs](#)

Dr. Demetrius Porche

[Interim Dean, Graduate Studies](#)

Dr. Angela Amedee

[Student Affairs, Graduate Studies](#)

Leigh Smith-Vaniz

In most instances, students' problems of an administrative nature are handled by Graduate Coordinators. Graduate Coordinators usually act as advisors for incoming students and may continue in this capacity until a decision is made regarding the major professor. Don't wait if a problem arises. **Seek help!**

## **GRADUATE COORDINATORS**

<a href="#">Cell Biology &amp; Anatomy</a>	Drs. Tiffany Wills (DCN), John Cork (Clinical Anatomy), & Sonya Van Nuland (Clinical Anatomy)
<a href="#">Biochemistry &amp; Molecular Biology</a>	Dr. Shyamal Desai
<a href="#">Biomedical Sciences</a> & <a href="#">IDP</a>	Dr. Tiffany Wills
<a href="#">Human Genetics</a>	Dr. Diptasri Mandal
<a href="#">MD/PhD</a>	Dr. Angela Amedee
<a href="#">Microbiology, Immunology, &amp; Parasitology</a>	Drs. Doug Johnston
<a href="#">Neuroscience</a>	Dr. Ham Farris
<a href="#">Pharmacology &amp; Experimental Therapeutics</a>	Dr. Andy Catling
<a href="#">Physiology</a>	Dr. Scott Edwards

## **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](#).

### ***Exam Only***

Doctoral students may register for "Exam Only" when they have completed their Preliminary Exam, completed all course work, and have their dissertation committee and mentor certify that their dissertation defense will take place within two semesters. Students in the MS program may register for "Exam Only" when they have completed all course requirements and expect to graduate within 1 semester. With proper justification, doctoral students may petition to register for Exam Only one additional semester (for a maximum of 3); MS students may petition to register for Exam Only one additional semester (for a maximum of 2). Exam Only status has 0 credits assigned to it, but it does provide full-time status for financial aid purposes.

### ***Transfer Credit***

***Candidates for the M.S. degree*** may receive up to 13 hours of transfer credit at the discretion of the Departmental Program involved, providing they have completed the courses, that these courses are comparable to School of Graduate Studies courses at another graduate level institution, and that these courses satisfy the subject matter requirements. No transfer credit is permitted for course work receiving a grade below B.

***Candidates for the Ph.D. degree*** may receive up to twenty-six hours of transfer credit at the discretion of the Program involved, providing they have completed courses, that these courses are comparable to School of Graduate Studies' courses at another graduate level institution, and that these courses satisfy the subject

matter requirements. No transfer credit is permitted for course work receiving a grade below B.

**Candidates in the MD/PhD program** can transfer up to twenty-six hours from the School of Medicine. The exact number of eligible transfer credits will depend on the requirements for the specific PhD program. No grade less than 80% can be transferred. Honors grades transfer as “A”; HP transfers as “B” unless you can verify that your HP was a grade of 90 or above; P can transfer as a “B” if you can verify that your grade was 80 or above.

**TUITION/FEES/STIPENDS**

**Graduate (Full-Time) (9 or more hours in the Fall and Spring, 6 or more hours in the Summer)**

	<u>FALL 2022</u>	<u>SPRING '23</u>	<u>SUMMER '23</u>	<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>

**Graduate (Part-Time) (Less than 9 hours in the Fall and Spring and Less than 6 hours in the Summer)**

<b>COST PER HOUR:</b>	<u>FALL 2022</u>	<u>SPRING 2023</u>	<u>SUMMER 2023</u>
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
<b>Total Student Fees</b>			
NON-RESIDENTS	<b>\$1,134.00</b>	<b>\$1,134.00</b>	<b>\$824.00</b>

\*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.**

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.

### **Stipends**

The School of Graduate Studies gives stipends and full tuition credit packages to all students admitted into a PhD program. Stipend amounts are at the discretion of the individual department. PhD Students receive a stipend by their part-time employment as Graduate Assistant-Researchers. Since PhD students are hired as part-time employees at 50% effort, they are not eligible for any employee benefits. Graduate Students/Assistants do not accrue vacation or sick leave.

MS students are not eligible for stipends or tuition credit packages.

Any students wishing to take off from laboratory work or other school duties must get prior approval from their advisor. The graduate coordinator and business manager should also be notified. It is essential for students to discuss any planned absence with their supervisor well in advance, so that the timing of leave can be coordinated with the work requirements of their area. It is the graduate students' responsibility to know the specific requirements on the leave guidelines of the program in which they are enrolled. Leave is not guaranteed.

### **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.

Individual Departmental Programs 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 Departmental Program 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 given for satisfactory work that has been done by a student, who for reasons beyond the student's control could not complete all requirements of the course. The student is responsible for



petitioning the concerned Faculty with an appropriate excuse before an I grade can be issued. Failure by the student to do this will result in a grade of F. An F will also be given if the I grade is not converted prior to the deadline for adding courses for credit as published in the Catalog/Bulletin. In extraordinary cases, such as a student called up for military service, the Dean may authorize making an I grade permanent or extending the time for its removal.

### **Satisfactory – Unsatisfactory Grades**

At the discretion of the student's Departmental Program, up to two courses taken outside of the major field (which are normally evaluated by letter grades A-F) may be issued the grades S (satisfactory), or U (unsatisfactory). If an S grade (A-C) is earned, credit hours will be given for the value of the course. If a U grade (D-F) is incurred, no credit hours will be given. The GPA of the student will not be affected by either an S or U grade.

Students must declare at the time of registration their intention to base a course on a S-U grade. The registration form is completed in the usual manner except the letters, "S-U," are put after the number of the course.

### **Withdrawal Grades**

A withdrawal grade (W) is given when a student drops a course after the second week. If a student drops a course within the last two weeks of the course, an F grade is issued.

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

Individual Departmental 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 progress is judged inadequate.

### **Dismissals**

The graduate program may recommend that students be academically dismissed for poor academic performance, lack of progress toward degree, or failure to meet graduate policy or program requirements. Plagiarism or academic misconduct may result in dismissal from the program.

The Graduate School, in consultation with the graduate program, may also initiate a dismissal for these reasons. The student may request an appeal to the Student Affairs Committee.

In all cases, the Dean of the Graduate School makes the final decision regarding dismissal.

## **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.

**Course Requirements:** (Specific course requirements are dependent upon individual Departmental Program policy.)

- In general, 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 12 credit hours must be taken in courses outside of your department/discipline.
- 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 200, 220, 240, 260, and 280 are required courses for all new students effective Fall 2020.

**Qualifying Exam:** The format of the qualifying exam is departmental program specific and the students are responsible for familiarizing themselves with the departmental program expectations and procedures. Students intending to earn a PhD must pass the qualifying exam. In the occasion of unfavorable circumstances, it is at the discretion of the department and/or the mentor to offer changing the track of the students to MS. Students must turn in a complete and signed [Report of Qualifying Exam form](#) to Student Affairs.

**Preliminary Examination:** The applicant becomes eligible for the Preliminary Examination at a time chosen by the faculty but not less than one academic year (three consecutive semesters) before graduation. The student and his/her major professor, with the approval of the Department Head and the Dean, will recommend a research committee and petition the Dean to appoint the committee and allow the student to schedule the examination. Some departments may have stricter deadlines for preliminary examination. It would be the students' responsibility to follow the departmental guidelines.

The preliminary examination committee is made up of no less than five graduate faculty members, one of whom must be from a Department other than the student's Department, nominated by the major professor, Head of the Department and appointed by the Dean. Members of the graduate faculty must have an appointment through one of the basic science departments and be approved by the Graduate Advisory Council (GAC). Additional members of the committee may be from outside the Health Sciences Center, who are knowledgeable in the specific research area and who can broaden the research perspective. The Dean may serve as a member or may appoint members to the Committee. Substitution or addition of committee members may be made by the Dean of the School of Graduate Studies after consultation with the major professor and Department Head, but continuity of membership is sought to provide consistent guidance of the student through the program. This examination is the most thorough in the doctorate program. It should require the candidate to demonstrate competence in a broad segment of the major and minor fields. 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 Department Head of successful completion of the preliminary examination. The request for Preliminary Exam [form](#) must be turned in to Student Affairs prior to the exam. The report [form](#) must be turned in to Student Affairs immediately after the exam when all signatures have been obtained.

**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.lsuhscc.edu/docs/Dissertation%20Guidelines%20Manual.pdf>.

**Dissertation Defense:** One calendar year following the preliminary examination, the student is eligible to take this final examination if the dissertation is complete to the satisfaction of the Committee. The Defense may be preceded by an open seminar of the student's dissertation research. The student must petition the Dean for permission to take the 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.

**Dissertation Committee:** The examining committee is made up of no less than five graduate faculty members, one of whom must be from a Department other than the student's Department, nominated by the major professor, Head of the Department and appointed by the Dean. Graduate faculty members must have an appointment through one of the basic science departments and be approved by the GAC. Additional members of the committee may be from outside the Health Sciences Center, who are knowledgeable in the specific research area and who can broaden the research perspective. The Dean may serve as a member or may appoint members to the Committee. At least five of the committee members must have an approved appointment at the Graduate School at LSUHSC.

**Dissertation Forms:** The dissertation request form must be submitted at least two weeks before the scheduled defense. Copies of the dissertation must also be circulated to the committee members at this time. The report form, signed by all committee members and Department Head, along with the final printed copies of the dissertation are due one month prior to the degree conferral date (dates published in academic calendar). In the event that the 30-day submission deadline cannot be met, but documents can be submitted before the start of the next term, you may register for diploma only. Failure to meet the stated deadlines after a defense exam will require the submission of a new final exam request, signed report form, and full-time registration in the next term.

The forms can be found [here](#).

**Binding & Electronic Submission:** After your defense, you must submit at least two final copies of your printed dissertation for binding. The two copies are for the library and for the Dean. These two copies are paid for in your graduation fees that appear in your fee bill. Some departments require more than the minimum. You may order additional copies and there is no limit on how many you can order. Each additional copy costs \$15 and can be paid by check or money order made out to LSUHSC.

You must also submit your dissertation to ProQuest for electronic publication [here](#). Doctoral students will also need to complete the [Survey of Earned Doctorates](#).

**Certification:** If not more than one member of the examining committee dissents and if the dissertation is accepted, 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 a Ph.D. 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.
- Although concentration is required in the major field of interest, every program should include at least 6 credit hours in 1 or more related fields.

- 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 200, 220, 240, 260, and 280 are required courses for all new students effective Fall 2020.

**Thesis:** The format of the thesis should follow the guidelines provided in the link:

<https://graduatestudies.lsuhs.edu/docs/Dissertation%20Guidelines%20Manual.pdf>.

**Thesis Committee:** Final approval of the thesis rests with a committee of not less than three graduate faculty members, one of whom must be from a department different than the student's department, nominated by the head of the department, and appointed by the dean.

**Thesis Forms:** The thesis request form must be submitted at least two weeks before the scheduled defense. Copies of the thesis must also be circulated to the committee members at this time. The report form, signed by all committee members and Department Head, along with the final printed copies of the thesis are due one month prior to the degree conferral date (dates published in academic calendar). In the event that the 30-day submission deadline cannot be met, but documents can be submitted before the start of the next term, you may register for diploma only. Failure to meet the stated deadlines after a defense exam will require the submission of a new final exam request, signed report form, and full-time registration in the next term. The forms can be found [here](#).

**Binding & Electronic Submission:** After your defense, you must submit at least two final copies of your printed thesis for binding. The two copies are for the library and for the Dean. These two copies are paid for in your graduation fees that appear in your fee bill. Some departments require more than the minimum. You may order additional copies and there is no limit on how many you can order. Each additional copy costs \$8 and can be paid by check or money order made out to LSUHSC.

You must also submit your thesis to ProQuest for electronic publication [here](#).

### **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 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.

### **PROFESSIONAL EXPECTATIONS**

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

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

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

Graduate students are expected to reply promptly 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 within a particular course.

Any 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](#).

### ***Dismissals***

The Graduate School may initiate a dismissal for violating professional and ethical standards. The student may request an appeal to the Student Affairs Committee.

In all cases, the Dean of the Graduate School makes the final decision regarding dismissal.

### ***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: [https://intranet.lsuhs.edu/admin/ocp/training\\_requirements.aspx](https://intranet.lsuhs.edu/admin/ocp/training_requirements.aspx).

The online training lessons are available through KDS (Knowledge Delivery System). Included below are the instructions to access KDS:

If you are **ON Campus**, click on the link below and enter your Username and Password. <https://intranet.lsuhs.edu/ctms/kds/home/>

If you are **OFF Campus**, go to LSU's Remote Access Portal at <https://remote.lsuhs.edu/> > Enter your logon credentials and select '**Web Connect**' from the dropdown menu and Click '**Sign on**'> Select the '**Knowledge Delivery System (KDS)**' link listed under your '**Web Bookmarks**'.

## **PROCEDURE FOR STUDENT CONFLICTS AND GRIEVANCES**

<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. Students can submit an inquiry by completing the [Graduate Student Inquiry Form](#). The Campus Assistance Program may also be a resource to provide guidance for resolution of student concerns.

### **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. When requested by a student, informal complaints may progress into a formal complaint and receive additional oversight utilizing all or part of the process outlined in the formal complaint section below. The Associate Dean and the Graduate Advisory Council's Student Affairs Committee (or other appointed faculty) may be consulted and utilized for conflict resolution.

### **Formal Complaints/Grievances**

Complaints that cannot be remedied informally must be directed to the School of Graduate Studies administration. Students must complete the [Student Formal Complaint Form](#) in order for it to be investigated. If the administration is unable to resolve the grievance within 10 working days, the issue is referred to the Graduate Advisory Council Student Affairs Committee. The committee has 10 working days to meet to discuss the matter. The committee's written recommendation must be submitted to the Dean of Graduate Studies within 5 working days after its meeting. The decision of the Dean may be appealed to the Vice Chancellor of Academic Affairs (VCAA). The decision of the VCAA is final and cannot be appealed.

**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.**

## **STUDENT SERVICES**

[Registrar](#)

Alicia Edwards

[Assistant Director, Student Accounts & Bursar Operations](#)

Jose Cuevas

[Director of Financial Aid](#)

Patrick Gorman

### ***Campus Assistance Program (CAP)***

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

The Campus Assistance Program 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.

### ***Campus Map***

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

### ***Disability Services***

<https://www.lsuhscc.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 in an attempt 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 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 to the United States to pursue a full course of study leading to a degree may do so in F-1 status. F-1 status is a non-immigrant status.

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

- Be unconditionally admitted to the School providing their program of study/degree; (International Services is not involved in the admissions process!)
- Document that they 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.

The regular library hours are listed below. Holiday hours differ and can be checked online.

#### **Isché Library Hours**

Monday - Thursday	8:00 am to 10:00 pm
Friday	8:00 am to 6:00 pm
Saturday	9:30 am to 6:00 pm
Sunday	1:30 pm to 10:00 pm

#### **Dental Library Hours**

Monday – Thursday	8:00 am to 8:00 pm
Friday	8:00 am to 5:00 pm
Saturday	Closed
Sunday	11:30 am to 8:00 pm

[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 living in Stanislaus Hall park



in the Gravier Street Garage. Students who live off-campus can park in Student Lots 1, 2, and 3 located near the Medical Education Building (MEB) on Perdido Street.

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. Whenever possible, park in the student lot and lock your car. After dark, students may request that a University Police Officer escort them to their car. LSUShield provides a mobile app for emergency and non-emergency situations (<https://911.lsuhs.edu/report/lsushield.aspx>) for your continued safety and security. In some departments, students are assigned lockers or other secure space for their coats, books, and other valuables. It is not advisable to leave these items unattended in the halls, classrooms, library, or visible in your car.

### ***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 on the seventh floor of the Lions–LSU Clinics Building. Appointments are now being taken at the following locations from 8am-4:30pm weekdays: 3700 St. Charles Ave., call 504-412-1366; 200 West Esplanade Suite 205, Kenner, call 504-412-1705 (By appointment only)

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. A TB skin test is required annually. Students will be blocked from enrolling if health records are not current.*

### **Student Health Insurance**

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

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

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

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

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

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

### **Student Housing**

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

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

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

Harold Rihner, Director of Student Housing

1900 Perdido Street, New Orleans, LA 70112

Email: [hrihne@lsuhsc.edu](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.lsuhs.edu/administration/wellness/>

The LSUHSC-NO Fitness/Wellness Center is located on two floors of Stanislaus Hall 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.lsuhs.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*)

## **POLICIES OF PARTICULAR INTEREST TO STUDENTS**

**CM-26:** [Americans with Disabilities Act of 1990](#)

**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](#)

### **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/>