

Student Handbook

2026 - 2027



2020 Gravier Street, 5th Floor
New Orleans, Louisiana 70112
504-568-4007

Student Handbook Disclaimer

The School of Medicine Student Handbook is a reference for medical students and others regarding the administrative policies, rules and regulations of Louisiana State University Health Sciences Center - School of Medicine in New Orleans. In addition, this Student Handbook contains policies and procedures for areas such as admissions, academic and professional standards, progress and promotion, financial aid, student government, disability services, academic and personal counseling, and student health.

The policies and procedures noted in the Student Handbook reflect the most current policies and procedures of the University and School of Medicine but are subject to amendment and change without prior notice. Louisiana State University Health Sciences Center and the School of Medicine reserves the right to make changes in course offerings, curricula, academic policies, tuition and fee schedules and other rules and regulations affecting students in order to correct errors, omissions, inconsistencies or changes required by regulatory, accrediting and/or other governing bodies as necessary.

Students will be notified of such changes and dates of implementation by an LSUHSC e-mail account or through other appropriate means.

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Introduction

Welcome to LSUHSC School of Medicine in New Orleans! We are all excited to have you here and hope to make your four-year journey a tremendous success. The material found in this Handbook was prepared to assist you in your first year in medical school as well as provide useful information for the years ahead. Please read it carefully and refer to it often.

Accreditation

LSUHSC New Orleans School of Medicine is fully accredited by the Liaison Committee on Medical Education (LCME) until 2033-2034. The LCME is the accrediting body charged by the U.S. Department of Education to ensure that medical schools meet consistent and rigorous national standards for professional education leading to the M.D. degree. Graduates of our School of Medicine are eligible for medical licensure in every state in the U.S. and the District of Columbia. Accreditation status may be verified by contacting the LCME (www.lcme.org) or the LCME secretariat (lcme@aamc.org).

LSUHSC New Orleans School of Medicine is fully accredited by the Accreditation Council on Graduate Medical Education (ACGME). Additionally, all individual residency programs are fully accredited with none on a probationary status. All graduates of our residency programs are eligible for board certification in their specialty. Specialty board certification is recognized in every state in the U.S. and the District of Columbia.

Louisiana State University Health Sciences Center at New Orleans (LSUHSC-NO) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctoral degrees. Degree-granting institutions 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).

Academic Calendar

LSU School of Medicine Academic Year 2026/2027 Calendar

June 2026

		Junior classes end
Friday	19	Optional Thirteenth Senior block ends Residency Planning Day Pt. 3 (Virtual)
Monday	29	Junior Clerkship Preparation begins

July 2026

Thursday	2	Junior Clerkship Preparation Ends
Friday	3	July 4th Holiday
Monday	6	First Senior block begin First Junior block begins
Monday	27	Sophomore classes begin
Friday	31	First Senior block ends 5 PM

August 2026

Monday	3	Freshman classes begin Second Senior block begins
Friday	28	Second Senior block ends
Monday	31	Third Senior block begins

September 2026

Monday	7	Labor Day Holiday
Tuesday	8	Classes Resume
Friday	25	Third Senior block ends, 5 PM First Junior block ends
Monday	28	Fourth Senior block begin Second Junior block begins

October 2026

Friday	23	Fourth Senior block ends, 5PM
Monday	26	Fifth Senior block begins

November 2026

Friday	20	Fifth Senior block ends, 5 PM
Monday	23	Sixth Senior block begins
Thursday to Sunday	26 to 29	Thanksgiving Holidays
Monday	30	Classes Resume

December 2026

Friday	18	Sixth Senior block ends, 5PM Second Junior block ends Sophomore Classes end Freshman Classes end
Monday	21	Optional Seventh Senior block begins (limited rotations)

Fall Semester 2026: Family Day and White Coat Ceremony final dates to be determined

January 2027

Monday	4	Freshmen start 1 week preceptorship Sophomore Classes begin Third Junior block begins
Monday	11	Residency Planning Day Pt. 1 (Virtual)
Friday	15	Optional Seventh Senior block ends
Monday	18	Martin Luther King Holiday
Tuesday	19	Classes resume Eighth Senior block begins

February 2027

Mon - Tues	8 to 9	Mardi Gras Holiday
Wednesday	10	Classes Resume
Friday	12	Eighth Senior block ends, 5 PM
Monday	15	Ninth Senior block begins

March 2027

Friday	12	Ninth Senior block ends, 5 PM
Monday	15	Tenth Senior block begins
Friday	19	Senior Match Day
Thursday	25	Third Junior block ends
Fri - Sun	26 to 28	Spring Holidays
Monday	29	Classes resume Fourth Junior block begins Residency Planning Day Pt. 2 (Virtual)

April 2027

Friday	9	Tenth Senior block ends, 5 PM
Monday	12	Optional Eleventh Senior block begins (MUST have permission)

May 2027

Monday	3	Senior Special Topics begins
Friday	7	Eleventh Senior block ends, 5 PM Senior Special Topics ends
Wednesday	12	Pre-Commencement
Thursday	13	Commencement
Friday	14	Freshman Classes end Sophomore Classes end
Monday	24	Optional Thirteenth Senior block begins (MUST have permission)
Monday	31	Memorial Day Holiday

June 2027

Tuesday	1	Classes resume
Friday	18	Junior classes end Optional Thirteenth Senior block ends Residency Planning Day Pt. 3 (Virtual)
Monday	28	Junior Clerkship Preparation begins

History

Although the School of Medicine began operation in 1931, it almost came into being much earlier. In 1865 the La State Seminary and Military Academy, located in Alexandria, LA and the predecessor of LSU in Baton Rouge considered establishing a School of Medicine. The Board of Directors also decided to combine it with a School of Engineering planning to grant the dual degree of physician and engineer. They went so far as to advertise for faculty who could teach medicine, surgery, geology, chemistry and mineralogy.

In 1866 they actually hired a faculty member but never enrolled a student. The combined degree program disappeared from the catalog in 1867 never to be seen again.

In 1877 the Louisiana Legislature granted a Charter to the LSU System to create a School of Medicine. Serious work to create the School did not begin until 1930.

The LSU School of Medicine had an unusual beginning—a two-hour meeting of the LSU Board of Supervisors on Saturday, January 3, 1931, in Gov. Huey Long's suite at the Roosevelt Hotel in downtown New Orleans. Long is said to have attended in his pajamas. The meeting was dominated by the Governor, who was the driving force in establishing a medical school within the LSU system. With little discussion, the Board passed a resolution establishing a school, and selected Dr. Arthur Vidrine to be its first dean.

Dr. Vidrine, superintendent of Charity Hospital, was Long's nominee. A surgeon who had graduated from Tulane School of Medicine, Dr. Vidrine had also been a Rhodes Scholar. He was later given approval by the Charity Hospital Board of Supervisors to retain his position as superintendent while serving as dean. In 1935 Vidrine would make an unsuccessful attempt to save Long's life after Long was shot in Baton Rouge. He served as Dean until 1937.

Gov. Long's motivation in establishing a state school of medicine was not based on personal antagonism toward Tulane University, although this story still flourishes. According to his chief biographer, T. Harry Williams, Gov. Long had been concerned about the lack of medical care for poor and middle-income people from the time he became governor. After studying the state's medical education facilities, he concluded that inadequate medical care resulted from a statewide shortage of doctors. Tulane could not provide enough doctors in Long's view, and its high tuition prevented many students from considering it.

Once Gov. Long achieved the important preliminaries of legally establishing the School and selecting its dean, he allowed Dr. Vidrine and his aides to assume the responsibility for the practical organization of the school, including choosing faculty and ensuring that the new medical center science building would be ready for the students in the fall of 1931.

On Thursday, October 1, 1931, the LSU School of Medicine received its first students, a small transfer class of juniors and a larger class of freshmen. Only one floor of the LSU Medical Center building was opened when classes started. The eight-story structure, built in the midst of the

old Charity Hospital complex, had many art deco features. The most dramatic was over the foyer—a large silver-colored plaster bas-relief, “the Conquest of Yellow Fever,” celebrating the U.S. Army Yellow Fever Commission led by Dr. Walter Reed in Cuba in 1900. One of the Commission’s four members, Dr. Aristides Agramonte, was appointed LSU’s first head of tropical medicine.

Unfortunately, Dr. Agramonte died the summer before the school opened. The school purchased his personal library, which formed the nucleus of the school’s library.

[Campus Map](#)



LSUHSC DOWNTOWN CAMPUS MAP NEW ORLEANS, LOUISIANA



- BUILDING LIST**
- 1 CLINICAL EDUCATION BUILDING
 - 2 STUDENT RESIDENCE HALL
 - 3 MEDICAL EDUCATION BUILDING
 - 4 ALLIED HEALTH SCHOOL OF NURSING
 - 5 HUMAN DEVELOPMENT CENTER
 - 6 CENTRAL UTILITY PLANT
 - 7 LIBRARY, ADMIN. & RESOURCE CENTER
 - 8 LIO N'S EYE CENTER
 - 9 MLT CLINICAL SCIENCES & RESEARCH BUILDING
 - 10 SISTER STANISLAUS RESIDENCE HALL
 - 11 LSUHSC FOUNDATION BUILDING
 - 12 CENTER FOR ADVANCED LEARNING AND SIMULATION
 - 13 LOUISIANA CANCER RESEARCH CENTER
 - 14 DELGADO BUILDING
 - 15 BUTTERWORTH BUILDING
 - 16 LAM BUILDING
 - 17 DIBERT BUILDING
 - 18 SETON BUILDING
 - 19 POWER PLANT
 - 20 UMC DIAGNOSTICS & TREATMENT BUILDING
 - 21 UMC INPATIENT BED TOWER NO. 1
 - 22 UMC INPATIENT BED TOWER NO. 2
 - 23 UMC INPATIENT BED TOWER NO. 3
 - 24 UMC AMBULATORY CARE BUILDING
 - 25 UMC CENTRAL PLANT
 - 26 LSU HEALTH PERIDIDO CLINIC
 - 27 STEAM PLANT
 - 28 CHARITY HOSPITAL
- PARKING FACILITIES**
- 29 GRAVIER PARKING GARAGE
 - 30 ROMAN PARKING GARAGE
 - 31 STUDENT LOT NO. 1
 - 32 STUDENT LOT NO. 2
 - 33 STUDENT LOT NO. 3
 - 34 RESIDENCE HALL LOT
 - 35 T LOT
 - 36 UMC PARKING GARAGE
 - 37 S. JOHNSON ORANGE LOT
 - 38 PERIDIDO LOT
 - 39 BROWN LOT
 - 40 PURPLE LOT
 - 41 SETON PATIENT LOT
 - 42 CLAIBORNE LOT 3
 - 43 CLAIBORNE LOT 2
 - 44 CLAIBORNE LOT 1
 - 45 PERIDIDO PATIENT LOT
 - 46 1542 GARAGE
- LEGEND**
- LSUHSC
 - UNIVERSITY MEDICAL CENTER
 - PARKING

Tuition and Fee Payments

All fees, tuition, and other charges are to be paid prior to the beginning of classes by the student for the academic coursework for which the student is registering.

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.

A statement of this policy shall be included in all issues of catalog-bulletins and shall be made a part of all deferred agreements.

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.

School of Medicine Tuition and Fee Schedule

Students (Full-Time)	<u>FALL 2026</u>	<u>SPRING 2027</u>	<u>TOTAL</u>
Tuition	\$17,334.25	\$17,334.25	\$34,668.50
Student Fees	\$780.75	\$780.75	\$1,561.50
Operational Fee	\$232.00	\$232.00	\$464.00
Academic Excellence Fee	\$150.00	\$150.00	\$300.00
Safety and Security Fee	\$125.00	\$125.00	\$250.00
Building Use Fee	\$60.00	\$60.00	\$120.00
Technology Fee	\$75.00	\$75.00	\$150.00
Student Housing Fee	\$45.50	\$45.50	\$91.00
Student Health Services Fee	\$68.75	\$68.75	\$137.50
General Activity Fee	\$24.50	\$24.50	\$49.00
Total Student Fees			
RESIDENTS	\$18,115.00	\$18,115.00	\$36,230.00
Non-Resident Fee	\$15,497.00	\$15,497.00	\$30,994.00
Total Student Fees			
NON-RESIDENTS	\$33,612.00	\$33,612.00	\$67,224.00

Refund of Fees and Tuition

Upon Termination of Enrollment – **Students can only receive a percentage tuition refund if they have not received any grade during the term.** Then, 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 their school's 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.

Net Price Calculator

Louisiana State University Health Sciences Center at New Orleans does not provide a Net Price Calculator, as the requirement to do so is applicable only to schools with freshman level undergraduate students. This institution does not enroll any students below the sophomore level.

Student Financial Aid Office

The Student Financial Aid Office administers grants, loans, scholarships, and part-time employment opportunities. Students interested in receiving financial aid should contact the office well in advance of their expected enrollment. Each student's eligibility for aid is evaluated based on the information provided and in accordance with the Financial Aid Policy of the Health Sciences Center. Representatives from the office are available to consult with prospective students and current students.

While the primary responsibility for financing an education rest with the students and their immediate family, it is recognized that many students require additional assistance to meet educational costs.

Students must complete the [FAFSA](#) annually to be considered for federal, state, and institutional aid. Awards from federal and state-funded aid programs are administered in accordance with the laws and regulations governing those programs. Priority is given to students with the greatest documented financial need whose completed applications are received by the appropriate deadline.

Student Award Processing

Financial Aid Notifications (FAN) for the upcoming academic year are sent via email, typically beginning in late spring. Applications are reviewed and awards are processed in FAFSA process date order (based on the date the federal processor generated your FAFSA results). If you received an email confirming that your application is complete and ready for award processing, it is in our queue for review. You can also check student self-service for any missing documents or to view your awards.

Financial Aid Budgets

Current student financial aid budgets for the upcoming academic year include estimated tuition and fees. If finalized tuition and fee amounts differ significantly from our projections, student budgets will be adjusted accordingly. Please go to our [website](#) for a breakdown of the estimated expenses that may be incurred while attending.

433 Bolivar Street, Room 215
New Orleans, LA 70112-2223
Office (504) 568-4820
finaid@lsuhsc.edu

Office Hours: Monday-Friday, 8:00 AM - 4:00 PM
[Appointments](#) can be made online for phone, in-person, or virtual visits

Student Services

Office of the Registrar

The Office of the Registrar is committed to providing faculty, staff, and students an array of exceptional academic services. The staff of the office works constantly to improve and enhance the quality of these services to benefit the LSU Health Sciences Center New Orleans community. The office welcomes your comments and suggestions to help us better understand and serve your needs.

Catalog/Bulletin

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.

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

Libraries

The John P. Isché Library serves the downtown campus of LSUHSC in New Orleans. It also houses the technical services staff that serves both the downtown and Dental campuses. It is housed on the 3rd - 5th floors of the Resource Center Building.

433 Bolivar St., Box B3-1
New Orleans, LA 70112-2223
Office 504-568-6100
icirc@lsuhsc.edu

Campus Assistance Program (CAP)

The mission of the LSUHSC Campus Assistance Program (CAP) is to support the mental, emotional, and physical well-being of students, faculty, staff, and immediate family members in order to promote the overall health and effectiveness of the LSUHSC-NO community.

The Campus Assistance Program is a free service provided by LSU Health Sciences Center at New Orleans to assist faculty, staff, residents, students and their immediate family members in resolving personal, academic or work related problems. Faculty, staff or residents who are enrolled or employed with LSUHSC-NO programs in other cities are also eligible for CAP services.

LSUHSC-NO recognizes that everyone, at sometime, needs a “helping hand” or assistance. Whether you have a simple or a complex problem, the Campus Assistance Program can help.

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 by following the instructions on the main line (504) 568-8888.

Human Development Center
411 S. Prieur St., Suite 233
New Orleans, LA 70112
Office (504) 568-8888
cap@lsuhsc.edu

LSUHSC Cares

LSUHSC aims to create a safe, respectful, and supportive environment for all faculty, staff, students, and guests. We value your voice and encourage you to report any concerns you may have so we can respond appropriately and connect you to resources.

Anonymous reporting can be done at the following website: [LSU Ethics, Integrity, and Misconduct Helpline](#)

Campus Police

The primary mission of the LSUHSC University Police Department is to secure, defend, and protect, our Faculty, Staff, Students, Patients, Guests, and the physical properties of the LSUHSC to the very best of our individual and collective abilities.

University Police personnel respect the community that we serve and protect all people’s rights through fair and impartial enforcement of University policies, Federal laws, and State Statutes.

The Department serves with integrity, discretion, and expediency. We are accountable to each other and to the community we serve.

We believe that cooperation among ourselves, members of the community, and other law enforcement agencies will enable us to combine our backgrounds, skills, and services to achieve common goals and create a campus environment that is socially rich and diverse.

University Police Locations
(504) 568-8999 (**Emergency**)

Emergency Command Post Downtown 425 South Roman Street, Room 301 (504) 568-8270	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
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Student Health Services

The Louisiana State University Student Health Clinic offers a variety of health services. Physicians in the Student Health Clinic are board certified. Please select the following link for more information on [student health insurance](#).

BlueCross BlueShield Insurance (See bcbsla.com)

LSUHSC-New Orleans is again offering our students the option of purchasing student health insurance through BlueCross BlueShield of Louisiana. If students have coverage through their own plans or as a dependent of someone else, they will continue to have to provide proof of this coverage.

Health Care Services

The Louisiana State University Student Health Clinic offers a variety of health services. Physicians and Nurse Practitioners in the Student Health Clinic are board certified. We provide primary health care, mental health assistance, immunizations, lab tests and x-rays, women's health exams, and exams for away rotations/residency.

Faculty who provide health or psychiatric care of students are not involved in the grading, evaluation, or promotion of students.

Appointments may be scheduled for required immunizations and tests. For additional information, see the Student Health website.

478 S. Johnson St., 3rd floor, room 307
New Orleans, LA 70112
Office (504) 568-1800

Office of Disability Services

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 by completing and submitting the Student Intake Form(completed by student).
- Submit appropriate documentation from a licensed professional evaluator or medical professional. Documentation should adhere to the guidelines listed on the website.
- Participate in an Intake Meeting with Disability Services to set up an accommodation plan.
- Provide your accommodation letter and set up accommodation arrangements with faculty members and school.
- Request a new accommodation letter every term/semester.

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 members.
- Documentation and diagnosis information will remain completely confidential.
- The Office of Disability Services reserves the right to request more documentation if documentation submitted is deemed insufficient.

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.

Leigh Smith-Vaniz, Director
ods@lsuhsc.edu
504-568-2211

Office of Student Affairs and Records

The Office of Student Affairs and Records, in an atmosphere of friendliness, professionalism and concern, provides medical students of the School of Medicine with a means for solving academic and nonacademic problems, associated with life in medical school.

Our goal is to provide the atmosphere, support and resources that will enable each student to successfully complete the requirements for the MD degree, functioning at his/her potential and become the best possible physician that they have the capacity to become.

The office, an administrative section of the School of Medicine, is responsible for administering all student programs and academic records and graduate records. In addition, the office acts as a liaison between faculty and students. Responsibilities begin with the matriculation of the freshman student and continue beyond graduation.

2020 Gravier Street, 7th Floor
New Orleans, LA 70112
Office (504) 568-4874
Fax (504) 568-8534
somstudentaffairs@lsuhsc.edu

LSU Health New Orleans Ombuds Office

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.

Catherine Briley, JD
225-578-2483
catherinebriley@lsu.edu

[Student Government Association](#)

The Student Government Association serves as the elected governing body representing all LSU-NO School of Medicine students. We serve as a liaison between the student body and the LSU-NO administration, faculty, and staff. We are dedicated to addressing any and all student concerns, and work with the faculty, deans, and administration in making strides towards further improvement and innovation on campus. Our goal is to act on the will, and in the best interest of the school's students to oversee all student-run organizations, and to plan extracurricular events that foster teamwork and camaraderie. Freshmen peer groups, annual Family Days, and intramural athletics are just a few of the ways we attempt to make life on campus more manageable and enjoyable for our medical students. In addition to our efforts on campus, SGA is rooted in service with a major emphasis on bettering our beloved local community. Our mission goes hand-in-hand with the development and promotion of New Orleans and its residents, and this ideal is embodied with activities like Tiger Run, as well as the local charities that benefit from our many school-sponsored events.

Representatives from each of the interest groups, as well as the elected executive officers, the four class presidents, and administration from the Office of Student Affairs meet regularly to discuss the status of ongoing projects and new developments. These meetings are open to the entire student body and provide a relaxed forum for the discussion of diverse opinions and ideas. For students who are unable to attend, there are official minutes available so that every student may stay in the know.

[SGA Constitution Articles](#)

[Honor Code](#)

On my honor, I will uphold the ideals of the medical profession and protect the name of the LSU School of Medicine for the duration of my career. Continuing its tradition of excellence, I vow to leave the school better than it was left to me and expect others to do the same.

[Mission Statement](#)

Through an Honor Code, the students of the LSU School of Medicine affirm their adherence to several basic principles. As students at an institution of professional education and members of the medical community, we seek to promote a mutual trust and honor between faculty, students, and staff. As future physicians, we must maintain our educational pursuit at a level consistent with the integrity of our chosen profession. We believe that ethics, social responsibility, and academic integrity are an essential part of our experience as medical students in a diverse community that encompasses a wealth of people and their experiences. Violation of these basic principles will be considered an Honor Offense. An Honor Offense is not

limited to, but includes:

1. Dishonesty on an examination or assignment through the use of outside materials; receiving or giving unauthorized aid on an examination or assignment
2. Plagiarism
3. Theft of property, either intellectual or physical
4. Conduct deliberately hindering the education of other students
5. Illegal, unprofessional, or inappropriate behavior when representing the LSU School of Medicine at outlying facilities or on the campus of LSUHSC

Any offense of the Honor Code can be reported to the Council on Student Professional Conduct by faculty, students, or staff. The Council on Student Professional Conduct is composed of students and faculty members of the School of Medicine. Failure to report a potential offense, while in itself not an Honor Offense, violates the spirit of the system. Report of such offenses will be reviewed by the Council on Student Professional Conduct according to the "Rules on Procedure" set forth in the Code of Professional Conduct. Recommendations made by the Council on Student Professional Conduct range from a formal apology to dismissal from the School of Medicine. Each student will be required to read and sign a copy of the Honor Code at the beginning of the academic year prior to the completion of registration.

The Pledge

The pledge, to be signed by students on all examinations and assignments, is as follows:

I pledge, on my honor, as a member of the medical community, to uphold the Honor Code of the LSU School of Medicine.

Confidentiality

Every effort will be made to maintain the confidentiality of all parties involved in an investigation and/or trial of an Honor Code offense. Anyone found to be in violation of confidentiality shall themselves be brought before the Committee and tried accordingly.

Amendments

The Honor Code can be amended by a two-thirds vote of the Student Government Association and a majority vote of the Student Body.

[Council on Student Professional Conduct](#)

The academic community of the School of Medicine is committed to maintaining an environment of open and honest intellectual inquiry. Both faculty, residents, and students have the right to enjoy an educational environment characterized by the highest standards of ethical professional conduct. The individuals who comprise the LSUHSC campus come from many different cultural backgrounds. Discriminatory comments or actions relative to gender, sexual orientation, racial origin, creed, age, physical or mental status can interfere with an individual's

performance and create an intimidating, hostile, and offensive educational and work environment. Individuals who manifest such unprofessional behavior in any of these areas are disruptive and in violation of the School of Medicine's Code of Professional Conduct and of LSU Medical Center Policy. Report of such conduct will be reviewed by the Council on Professional Conduct according to the "Rules of Procedure" set forth in the Code.

The students, residents, and faculty share the responsibility, to themselves and to their colleagues, to protect their individual rights and those of the academic community as a whole. To this end, and to ensure the rights of due process to members of the academic community, the students, residents, and faculty of the School of Medicine have adopted this Code of Professional Conduct. This Code governs questions of professional conduct, including but not limited to, dishonest, disruptive, discriminatory, and illegal activities. Penalty for such misconduct could lead to dismissal from the LSU School of Medicine.

Questions of academic grievances are addressed through procedures established specifically for that purpose.

RULES OF PROCEDURE

1. Composition of the Council on Student Professional Conduct:

Initial review of an allegation of unethical professional conduct is the responsibility of the Council on Student Professional Conduct (CSPC). This Council consists of thirty-four Representatives. The Student Body is represented by sixteen Council Representatives; each class elects four Representatives from its general membership. The faculty is represented by sixteen Basic Science and Clinical Faculty Representatives and an ex officio member from the Chancellor's Office. Chairmanship of the Council is shared by one elected student and one faculty. The student co-chair is elected for a 1-year term, usually in senior year, but may be re-elected for subsequent terms. The faculty Co-chair is appointed for a term of 3 years. If a Co-Chair is unable to serve, the vacancy will be filled by a member of the CSPC appointed by the student or faculty co-chair depending on which co-chair is unable to serve. The student vice-co-chair may fill in for the student co-chair should the co-chair be unavailable.

Student Representatives are elected from the L1 class any time after their regular class officer elections. Faculty Representatives are appointed on an annual basis. Student elections shall be facilitated by the student co-chair.

2. Scope of Responsibility

The CSPC is responsible for investigating and hearing complaints of Academic Misconduct defined as any action, omission, or failure to act by a student that relates to the academic task for which a student will be evaluated by the LSUSOM-NO faculty and/or an affiliate, or relates to the professional conduct standards of the school, department, profession, and or field in

which the student is studying, including but not limited to improper or inappropriate use of social media in a professional setting.

Concerns of possible Title XI violations, power-based violence, non-academic misconduct, or discrimination, bias or legal infractions are to be referred to the appropriate health sciences center official or committee and are not the purview of the CSPC.

3. Filing a Complaint:

a. Initiation of Complaint

A student, resident, faculty or staff member may initiate a complaint of unethical professional conduct against a student, by submitting an allegation in writing to the faculty or student Co-Chair within seven working days of the discovery of the alleged unethical academic or professional conduct

The faculty and student Co-Chair can be contacted at conduct@lsuhsc.edu

The written statement must include a description of the circumstances that gave rise to the charges and must be signed by the author(s). The Co-Chairs of the Council arrange for investigation of the facts and circumstances of the cases within 5 working days of receiving the complaint

b. Confidentiality of Person Initiating Complaint

Because of the gravity of any allegation of unethical professional conduct, the identity of the author of a complaint shall be held in confidence throughout the investigation; however, the identity of the author of the complaint and the witnesses will become known during the formal CSPC hearing following completion of the investigation.

c. Interim Grade

If the complaint involves academic dishonesty or cheating, further exposure to course material or subsequent examinations during the period of investigation will be left to the discretion of the affiliated Course Director in consultation with the Office of Student Affairs and of Undergraduate Medical Education. That student will be assigned a grade of "incomplete" for the work in question during the investigation of the complaint. A student subsequently found innocent of the complaint will be evaluated for a final grade on the basis of his/her performance.

4. Investigation of Complaint:

A written allegation of unethical professional conduct is submitted to a Council member, or to one of the Co-Chairs. The faculty Co-Chair will inform the student of the allegation of unprofessional conduct. The Co-Chairs shall arrange for a preliminary investigation. One Representative to the Council is selected by the Co-Chairs of the Council as a Faculty Fact Finder and one as Student Fact Finder within 5 days of receiving the complaint.

Investigation of an allegation of unethical professional conduct is conducted in confidence. Any individual interviewed by the fact finders will state their preference to remain completely anonymous, discoverable, or named. The purpose of the investigation is to determine all possible evidence, both tangible and testimonial, that bears on the allegation of unethical professional conduct. Inquiries by the Fact Finders will be subject to the utmost discretion and confidentiality; however, strict confidentiality cannot be guaranteed as the identity of involved parties may be revealed during the hearing due to the testimony of other involved parties.

The period of investigation is limited to ten working days beginning the day the fact finders are designated by the co-chairs. During the period allotted for the investigation, the Co-Chairs of the Council will select four faculty members and four student members of the CSPC to convene a formal hearing within 15 working days (i.e. excluding school holidays), beginning the day after the complaint is received by the Council. All student and faculty participants will be asked to verify that there are no conflicts of interest that prevent impartial participation in a hearing with the accused student and issue. In some cases, a request for extension for up to five more days may be necessary and requested by the accused, the Fact Finders or the CSPC. The request can be made in writing to the Co-Chairs of the CSPC and the accused and the Fact Finders will be notified of the extension decision. If either Co-Chair approves the extension, then it shall be granted.

5. Formal Hearing: Council on Professional Conduct:

a. Notification to Council and Parties

The Co-Chairs of the Council shall give written notification to the Council members who will hear the case, the accused, the Fact Finders, and the witness(es) of the designated date, time and location of the formal hearing. The Fact Finders will notify the Co-Chairs of the number, identity and contact information of the witness(es). Depending upon the number of witnesses, a schedule of timed appearances will be given to the witnesses. The author of the complaint must appear in person, but witnesses may be allowed to call into the formal hearing if unable to attend in person.

b. Hearing Procedure

The Fact Finders will present the case before the formal Council hearing. Presentation of the case includes introducing tangible evidence and calling witnesses against or for the accused.

Persons who must be present for the formal Council hearing include: the accused, eight participating members of the Council (four faculty members and four student members of the CSPC, excluding student members from the same class as the accused), the designated witnesses against the accused, Associate Dean of Student Affairs or designee (as non-voting advisor), the student co-chair or an appointed designee, the faculty co-chair or appointed designee, and the Fact Finders. The Associate Dean or designee is allowed to answer questions from the council regarding the student's academic record/performance, but otherwise is not to participate in the hearing or the deliberations following the hearing.

The accused may present additional witnesses or other evidence in his or her behalf. The Accused may be accompanied by an advisor, at his/her own expense. The advisor must be a member of the School of Medicine community and may not be an attorney. The advisor is not permitted to speak or to participate directly in any matter before the CSPC. Legal counsel of any form is not permitted. Each witness will be present only during the time devoted to his or her own testimony. Delays or continuances will generally not be granted due to the scheduling conflicts of an advisor. Thereafter, the accused presents his or her own defense and may offer written testimony of persons who support his or her defense.

During the presentation of evidence and personal testimony, members of the Council and the accused may ask questions at any time. Following the presentation of evidence and personal testimony, the accused will present a personal statement to the CSPC and answer questions from the CSPC.

The Co-Chairs shall supervise the proceedings and are charged with conducting a hearing that is both thorough and fair for all parties. The Co-Chairs may limit duplicative testimony. Pertinent records, exhibits, and written statements may be considered as irrelevant, and unduly repetitious testimony may be excluded. The hearing is intended to allow a complete presentation of all relevant information.

The proceedings of the Council are confidential. The student Co-Chair or an appointed secretary shall take general written notes of the proceedings, which are maintained in confidence by the Co-Chairs. These are not transcripts of the hearing. No tape recorders are permitted at any hearing of the Council.

c. Decision of the Council

Following the presentation of all the evidence and testimony, the Council will deliberate privately and determine, within four working days, whether the case should be dismissed for insufficient evidence, or if action should be taken. The Co-Chairs are tasked with briefing the council prior to deliberations on the scope of actions that can be taken which may include:

- I. a recommendation for a statement in the MSPE, or a referral to the Campus Assistance Program, or other non-academic disciplinary action which will be referred to the Associate Dean for Student Affairs and Records for further action.
- II. a recommendation for dismissal or repeating academic coursework which will be referred to the relevant Student Promotions Committee for further action.

The Co-Chairs of the Council shall submit the written recommendation of the Council to the student within two working days of the Council's decision.

6. Appeal: Appeals Committee

a. Notification of Appeal

The accused may appeal the decision to the faculty co-chair. If the accused wishes to appeal, he or she must notify the faculty co-chair of his or her request for appellate review within five

working days of receiving the decision of the Council on Student Professional Conduct. The notification of appeal must be in writing and include a copy of the complaint, a copy of the decision, and a statement of the grounds on which the appeal is based.

The co-chairs have 3 working days to gather members of the appeals committee. The appeals committee shall meet within 10 working days from the time all members are identified.

b. Composition of Appeals Committee

Appellate review of the CSPC initial decision is the responsibility of the Appeals Committee. The appeals committee will be composed of three faculty and three students. The faculty is represented by one representative chosen by the party requesting the appeal, one representative chosen by the Senior Associate Dean for Faculty and Institutional Affairs, and one representative chosen by the co-chairs from the faculty CSPC members not present at the initial hearing, who will Chair the Appeals Committee

The student members may be chosen by the faculty co-chair from the student members from the CSPC not present as a member or alternate at the initial hearing and excluding any members from the accused's class. If additional students are needed, the presidents of the freshman, sophomore, junior, and senior classes, with the president of the accused's class being excluded, may participate or may designate a representative from within their class officers.

c. Appeal Procedure

The task of the Appeals Committee is to review the decision based upon the proceedings of the CSPC. The Appeals Committee will hear the Fact Finders' report, review the notes and evidence from the Council proceedings, hear further arguments by the parties if requested, or make a request for certain witnesses to appear before the Appeals Committee. The Appeals Committee is prohibited from soliciting or considering any new evidence. Any new evidence would be referred back to the Council on Student Professional Conduct for reconsideration. At least one co-chair must be present and is responsible for ensuring the same information is presented and may reference notes from the original CSPC hearing to ensure evidence is presented in its entirety. The co-chair may also identify and denote any testimonial that represents "new evidence" or diverges from evidence presented at the original hearing.

The proceedings of the appeals Committee are confidential. Written notes of the proceedings are taken by the student Co-Chair or by an appointed secretary and are maintained in confidence by the Chairs. The co-chairs will not be present during Appeals Committee deliberations. No tape recorders are permitted at any hearing of the Appeals Committee.

d. Recommendation of the Appeals Committee

After reviewing the information, the Appeals Committee deliberates privately and determines, within four working days, the recommendation to be submitted to the faculty co-chair. The Chair of the Appeals Committee shall submit the written recommendation of the Committee,

the basis for its recommendation and notes of the proceedings. This decision must be communicated promptly to the accused.

conduct@lsuhsc.edu

Appropriate Treatment of Medical Students

Introduction

The Louisiana State University School of Medicine in New Orleans is dedicated to providing its students, residents, faculty, staff, and patients with an environment of respect, dignity, and support. The diverse backgrounds, personalities, and learning needs of individual students must be considered at all times in order to foster appropriate and effective teacher-learner relationships. Honesty, fairness, evenhanded treatment, and respect for students' feelings are the foundation of establishing an effective learning environment.

Students have the right to be treated with respect and integrity. Mistreatment and abuse of students by faculty, residents, staff, or fellow students is contrary to the educational objectives of LSUHSC-NO and will not be tolerated. Mistreatment and abuse include, but are not limited to, berating, belittling, or humiliation; physical punishment or threats; intimidation; sexual harassment; harassment or discrimination based on race, gender, gender identity, sex, sexual orientation, age, religion, or disability; assigning a grade for reasons other than the student's performance; assigning tasks for punishment or non-educational purposes; requiring the performance of personal services; or failing to give students credit for work they have done.

Promulgation of Policies to Prevent Mistreatment of Medical Students:

The importance of professionalism, role modeling, and appropriate instructional techniques will be promulgated by faculty development activities for new faculty, and discussions at Administrative Council, Faculty Assembly Delegates Meetings, Faculty Assembly/ General Faculty Meetings, and meetings of Course Directors.

Residents and Staff will receive instruction at their orientation and in their departments on avoidance of mistreatment and abuse of others and how to proceed if they themselves feel that they have been treated unprofessionally.

Students will be informed about how to deal with incidents that they feel are or may be abusive at their orientations, in the Student Handbook, on the [School of Medicine Student Affairs](#) website, and on the [LSUHSC CARES](#) webpage.

Procedures for Handling Complaints:

Complaints covered by this policy include students' complaints about fellow students, residents and fellows, and faculty.

Stage 1: Informal Discussion

Students are encouraged to bring issues of concern to the ombuds person, faculty, course directors, site directors, clerkship directors, and the Office of Student Affairs depending on the location, type, and involved parties in the issue (for example, if it is a basic science course or a clinical science clerkship or site issue). All attempts will be made to investigate and resolve the issue if possible. If the behavior is egregious, or the student is not satisfied with informal discussion, the issue will move to formal procedures.

Stage 2: Formal Procedures

If informal discussion is unable to arbitrate a resolution between the accuser and the accused, and the issue involves concerns of academic or nonacademic misconduct, or potential mistreatment, including power based violence, possible Title IX violations, bias or discrimination, the allegations will be reported through LSU CARES. Further action will be determined by the nature of the complaint as noted on the LSU CARES website. If the issue involves the learning environment, it should be reported using the Learning Environment form on the Student Affairs website.

Responsible Conduct of Research

Faculty Handbook – 10.7 – Page 56

[Policy on Scientific and Research Integrity](#)

Student Rights and Responsibilities

Chancellor's Memorandum

[CM-56 – Student Responsibilities and Rights](#)

Evaluation and Promotion Guidelines

The faculty of the academic departments or teaching units of the School of Medicine have the responsibility of evaluating the medical students. Each department or teaching unit has an obligation to the student, the school, the medical profession, and the public to award passing grades only to those students who have demonstrated mastery of at least a minimum of the knowledge deemed essential in a particular course, clerkship, or elective. In addition to evaluating a student's knowledge and skills, the faculty have the responsibility to determine whether a student's behavior and professional attributes are suitable for the practice of medicine. This responsibility exists throughout the entire medical curriculum. A passing grade may not be given to a student when unacceptable behavior in the classroom setting or in the

treatment and care of patients has been observed, even if grades on examinations and other evaluations are acceptable.

I. ATTENDANCE:

Students are expected to abide by the attendance policies of the LSU School of Medicine – New Orleans, which are provided by the office of Undergraduate Medical Education (UME).

II. PROFESSIONAL BEHAVIOR:

In addition to the requirements of adequate knowledge, skills, and judgment, a medical student must demonstrate the personal qualities which are essential components of the profession. Students are expected to adhere to all school and institutional policies, including student responsibilities as outlined in CM-56. Students are also expected to communicate appropriately with patients, peers, faculty, and staff and to exhibit honesty and integrity at all times. Promotions Committees may evaluate a student's professional behavior as it relates to the student's achievement of professionalism standards that are part of the course or clerkship requirements.

Students who demonstrate lapses in professional behavior may also be referred to the Council on Student Professional Conduct for additional investigation.

Students may be placed on probation or dismissed for unprofessional behavior.

III. STATEMENT OF REQUIREMENTS:

The standard of performance will be provided in course syllabi and include an explanation of how grades are derived and a description of the student's responsibilities in the course, including attendance at all course activities and requirements of the course that must be met.

IV. GRADING AND EVALUATION OF PERFORMANCE:

The department or teaching unit determines the type and form of examinations to be used. They may be written, oral, practical, or a combination of these forms. A single final grade is assigned to a student upon completion of the course work. The single final grade includes meeting an acceptable standard of professionalism.

V. GRADING SCALE:

Official permanent final grades to be recorded for each student upon completion of a course are: Honors, High-Pass, Pass, Fail and Withdrew.

H (Honors) is given to students whose quality of performance is considered to be excellent and who have demonstrated a degree of understanding and ability that is considerably above the level of adequacy required for passing status.

HP (High Pass) signifies that all work in a given course has been completed satisfactorily, but below that of honors.

P (Pass) is indicative that all the requirements of a course have been completed satisfactorily and that the minimum requirements for promotion have been met.

F (Fail) is the grade assigned to students whose performance does not meet the minimum course requirements. The grade signifies a degree of deficiency that makes them ineligible to be promoted or, in some instances, to continue in school without appropriate remedial action. A grade of F will remain on the transcript (even after remediation).

W (Withdrew) will be issued to those students enrolled in a course and who are unable to complete their coursework prior to the final examination.

A grade of temporary significance that may be issued by a department, but which is not recorded on the student's permanent record is **I (Incomplete)**.

A grade of *Incomplete* is assigned when the student has been unable to complete the course requirements in the usual time or manner. On completion of the required course work, the grade of *Incomplete* will be changed to the appropriate final grade.

Students with a grade of *Incomplete* in a course must finish all required work in a manner specified by the department involved. In general, this should be done in a reasonably short period after the regular termination date of the course. The department may allow a longer period for reasons that are considered appropriate. A student cannot be promoted until all *Incomplete* grades have been removed. Unless there is an acceptable reason for further delay, an *Incomplete* grade that is not removed by the date for registration for the next school year will be recorded as *Fail*.

VI. GENERAL GUIDELINES FOR DECISIONS REGARDING PROMOTIONS AND GRADUATION:

Consideration of academic performance and decisions regarding promotions are undertaken by the Pre-clerkship Student Promotions Committee (for first- and second-year students) and the Clerkship Student Promotions Committee (for third- and fourth-year students), described herewith as the appropriate Promotions Committee.

A. Satisfactory Academic Performance:

1. Requirements for Advancement with Class:

A student must pass all courses in the curriculum in a given academic year, as defined by the faculty. Passing all courses will result in the student's automatic promotion to

the next year, providing the student's attitude and behavior are deemed professional and appropriate.

2. Promotion to the senior (fourth) year:

In order to be promoted to the senior year, a student must successfully complete all first, second- and third-year course requirements and achieve a minimum passing score on the USMLE Step 1 examination as defined by the NBME (see below).

3. Requirements for Graduation:

The degree Doctor of Medicine will be conferred upon all students who have:

- a. Filed satisfactory evidence of having complied with the admissions requirements.
- b. Completed four years of medical school instruction, the last two (or equivalent) of which must have been spent at the Louisiana State University School of Medicine.
- c. Attended the instruction in all departments or teaching units and satisfactorily completed all course work and examinations (including passing Steps 1 and 2 (CK) of the United States Medical Licensing Examination, as required by the faculty).
- d. Completed a standardized patient examination at the end of the third year.
- e. Met all financial requirements of the School of Medicine.

B. Unsatisfactory Academic Performance:

In the instance of unsatisfactory academic performance, students will be considered for remediation or dismissal. The decision for such resides with the appropriate Promotions Committee.

1. Probation Definition: Probationary status will be assigned by the appropriate Promotions Committee when a student is repeating a course, clerkship, or entire academic year. Probation may be assigned for a semester or academic year. A student on probation who fails a course, repeated course, clerkship, or any course in the repeat of an academic year will be considered for dismissal.
2. Remediation of Deficiency: A grade of *Fail* in any course is indicative of an academic deficiency. All academic deficiencies must be remediated before a student is eligible for promotion. This requires additional work or some corrective action on the part of the student. Permission to remediate a deficiency on probation is granted to the student by the appropriate Promotions Committee. The manner in which a deficiency may be remediated and the length of time to be allowed for the remediation of a deficiency is to be specified by the department or faculty of the course in which the deficiency has occurred and/or the appropriate Promotions Committee. The completed work is indicated on the student's record as REM (remedial). Remediation of individual pre-clinical courses, not part of a repeated year, are graded as *Pass / Fail*. Remediation of

individual clinical clerkships are graded as *Honors / High Pass / Pass / Fail*.

3. Reexamination or Repeating a Course/Clerkship/Elective:

YEAR ONE

a. One Failing Grade:

In year one a student who receives one failing grade in an academic year will be given consideration to either repeat the course or take a reexamination in the course. Repetition of the course will be required if one is available in a summer school program offered by a LCME-accredited US medical school, and/or approved by the department or teaching unit involved. If a course is not available, the student may take a reexamination in the subject after a period of self-study of the course material.

b. Two Failing Grades (year one only):

A student who fails two courses in a single year will be considered for repeating the academic year on probation. The option to resolve the two deficiencies by doing remedial summer work will be considered if one of the courses is less than 50 hours of credit. However, a careful review of the academic performance in all coursework completed during the academic year will be made before deciding whether the student can remediate the deficient courses, repeat the entire academic year on probation, or be considered for dismissal.

YEAR TWO

c. In the second year, a student can receive a grade of *Fail* in a course in one of two ways:

- i) A student whose final average, including all graded components, is less than 69.5 will receive a grade of *Fail*.
- ii) A student who receives a grade of *Fail* on all of the quizzes and examinations (Questionmark and NBME) will receive a grade of *Fail* for the course regardless of the student's final average.

d. If a student fails the NBME final subject exam but passes all other requirements in one of the second-year courses, the student will receive a grade of *Incomplete* in that course, regardless of their final course average. In this case, the student has one opportunity to re-take the final NBME subject exam on a scheduled date, without the need for action by the Pre-clerkship Promotions Committee. If the student passes the exam, they will receive a final grade of *Pass* for the course at the end of the academic year.

e. If a student fails the final customized NBME subject exam in two or more classes resulting in *Incomplete* grades, the Pre-clerkship Promotions Committee will review their entire academic performance regardless of the status of the *Incomplete* grades. The committee may recommend repeating the entire academic year on probation. Any *Incomplete* that has not been remediated will be converted to *Fail*.

f. If a student receives a grade of *Fail* in one second year course, they will be referred to the Pre-clerkship Promotions Committee for discussion regarding remediation. The student *may* be allowed to remediate the course. If the student is allowed to remediate, they must pass the NBME subject exam in addition to the other requirements determined by the course directors in order to pass the remediation. If the student fails remediation, they *may* be required to repeat the second year on probation.

g. If a student receives a grade of *Fail* in two or more second year courses, or if a student receives a grade of *Fail* in one course and a grade of *Incomplete* in another course, they will be referred to the Pre-clerkship Promotions Committee for discussion regarding remediation. The student *may* be required to repeat the second year on probation, or the student *may* be allowed to remediate both deficiencies prior to starting the junior year. If the student is allowed to remediate the courses, they must pass the NBME subject exams in addition to the other requirements determined by the course directors.

YEARS THREE AND FOUR

h. One Failing Grade:

In the third year, a student who is not on probation and who fails a single clerkship will be allowed to repeat the clerkship. In the fourth year, a student who is not on probation and who fails a single course will be allowed to remediate as determined by the course director and by the department.

i. If a student fails the NBME final subject exam but passes all other requirements in one of the third-year clerkships, the student will receive a grade of *Incomplete* in that clerkship. In this case, the student has one opportunity to re-take the final NBME subject exam on a scheduled date. If the student passes the exam, they will receive a final grade of *Pass* for the clerkship. If they fail the exam, they will receive a final grade of *Fail* for the clerkship.

j. Two Failing Grades:

Students incurring deficiencies in two clerkships/ electives in either the third or fourth year will be given consideration for repeating the entire academic year on probation

4. Repetition of the Academic Year:

- a. Permission to repeat a year in the curriculum will be considered for those whom the appropriate Promotions Committee believes have sufficient ability but may have been slow to adapt to the schoolwork, may have been inadequately prepared, may have had health problems that interfered with performance, or may have had other problems that the committee considers relevant.

VII. UNITED STATES MEDICAL LICENSING EXAMINATION - STEP 1 and Step 2:

In order to begin any senior rotations (excluding Flex blocks), a student must successfully complete all first-, second-, and third-year course requirements and achieve a minimum passing score on the USMLE Step 1 examination as defined by the NBME.

A. Students must pass USMLE Step 1 within one calendar year of the first attempt (exclusive of leaves of absence). Students who fail to meet this deadline will be considered for dismissal.

B. Students who fail USMLE Step 1 for the first or second time may be allowed to complete their third year clinical rotations. These students must retake and pass the exam before starting senior rotations (excluding Flex blocks).

C. Students who fail USMLE Step 1 for a third time will be dismissed.

D. If a student desires to take USMLE Step 1 for a fourth time they must apply to the Pre-clerkship Promotions Committee for reinstatement to be allowed to retake the examination. Application for reinstatement must occur within one calendar year of dismissal. Per USMLE guidelines, the student must wait at least six months after their most recent attempt to retake the Step 1 examination. To be considered for reinstatement, the student must demonstrate readiness to take the examination, including producing minimum passing scores on two consecutive USMLE practice tests. If a student successfully passes the examination on the fourth attempt, the student may return to clinical rotations with a schedule that is considered based on their previous clerkship performance and the time elapsed while on leave. When the student re-enters their clinical rotations, they will be placed on academic probation. If the student fails their fourth attempt at USMLE Step 1, they will be dismissed.

E. Students must pass USMLE Step 2 CK for completion of the fourth year and graduation. Per USMLE guidelines, students may not take this examination more than three times within a 12-month period. If a student fails the examination three times, they will be dismissed.

F. If a student desires to take USMLE Step 2 CK for a fourth time they must apply to the Clerkship Promotions Committee for reinstatement to be allowed to retake the

examination. Application for reinstatement must occur within one calendar year of dismissal. Per USMLE guidelines, the student must wait at least six months after their most recent attempt to retake the examination. To be considered for reinstatement, the student must demonstrate readiness to take the examination, including producing minimum passing scores on two consecutive USMLE practice tests. If a student successfully passes the examination on the fourth attempt, the student may return to clinical rotations to complete their requirements. When the student re-enters their clinical rotations, they will be placed on academic probation. If the student fails their fourth attempt at USMLE Step 2 CK, they will be dismissed, and no degree will be awarded.

VIII. APPEAL OF FINAL 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, one to the course director and teaching unit head and the second to the school's administration.

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.

If the student remains dissatisfied with the grade or evaluation after the appeal is completed by the course director, a final appeal may be made in writing to the Associate Dean for Undergraduate Medical Education (UME) within five working days of the department's or teaching unit's decision. The written appeal must include the basis for the dissatisfaction. The Associate Dean may establish an ad hoc committee of three faculty members; none of the ad hoc committee members will be from the department in which the appeal has been registered. The task of the committee will be to decide (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 sufficient bias or error warrants referral of the case back to the department for reassessing the student's competence. The committee must make a decision within five working days of the appeal. If the result of the appeal 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 ad hoc committee appointed by the Associate Dean for UME represents the final grading decision.

IX. ACADEMIC DISMISSAL:

- A. Students who fail two or more courses in an academic year (years one or two) will be considered for dismissal.
- B. Students who fail two clerkships/electives in the third or fourth years of the curriculum will be considered for dismissal.
- C. Students who fail a reexamination or a repeated course/clerkship/elective will be considered for dismissal.
- D. Students who fail a remediation course while on probation will be considered for dismissal.
- E. Students who fail a course during the repeat of an academic year on probation will be considered for dismissal.
- F. Students who demonstrate unprofessional behavior, a poor attitude, or significant difficulties in interpersonal relations, integrity and other personal qualities will be considered for dismissal.
- G. Students must complete the preclinical years of study in no more than three calendar years. Students must complete the clinical years of study in no more than three calendar years. Leaves of absence will not be included in this time period. Students unable to complete these requirements will be dismissed.
- H. Students who fail USMLE Step 1 for the third time will be dismissed.
- I. Students who fail USMLE Step 2 CK for the third time will be dismissed.

Appeal: Student appeal of an adverse decision (dismissal or repeating a year)

1. A student has the right to appeal an adverse decision of the Promotions Committee, provided such appeal occurs within 15 calendar days of notification of the decision. The appeal must be directed in writing to the Senior Associate Dean for Faculty and Institutional Affairs who will convene an ad hoc faculty committee of 3 members who are not members of the relevant promotions committee.
2. The ad hoc committee reviews relevant information, including any additional information provided by the student, and relays a decision on the appeal to the Senior Associate Dean.
3. If a student wishes to appeal the decision of the ad hoc committee, they may direct the appeal to the Dean of the School of Medicine. The decision reached by the Dean represents the highest level of due process available in the School of Medicine.

X. DISCIPLINARY ACTION:

For a student who has engaged in cheating, unprofessional conduct, or other improper behavior, occurring within or outside the confines of the teaching programs, dismissal or other specified disciplinary action may be recommended after a review by the appropriate committee and school official.

Accusations against students are to be submitted in writing to any member of the Council on Student Professional Conduct (CSPC). Further processes are specified as per the CSPC guidelines.

(http://www.medschool.lsuhsu.edu/student_affairs/conduct_rules.aspx).

XI. LEAVE OF ABSENCE:

A leave of absence, often for a short period of several weeks and up to one year, may be granted to a student in good standing, subject to the discretion of the Associate Dean of Student Affairs and Records, because of illness or other appropriate reasons. Students taking short-term leaves of absence of less than one week must make acceptable arrangements with the faculty involved for completion of course work and other assignments which will be missed. A leave of absence of a longer duration may be granted students in good standing for reasons of a personal nature or to participate in a special program of research or other activity designed to augment the student's academic training. Specific arrangements must be made on an individual basis with the Associate Dean for Student Affairs before beginning a leave of absence. The University policies governing the processing of leave of absence are applicable.

XII. WITHDRAWAL:

Students are permitted to withdraw from the School of Medicine at any time. If they wish to be considered for reinstatement, they must file a request for reinstatement. .

XIII. REINSTATEMENT PROCESS:

Students who have voluntarily withdrawn from the School of Medicine or who have been dismissed may elect to apply for reinstatement one time within three years of dismissal or withdrawal. The appropriate Promotions Committee (representing the phase from which the student withdrew or was dismissed) will review the request and make a decision whether or not to reinstate the applicant. To enable the Promotions Committee to accurately appraise the applicant for reinstatement the applicant is requested to:

- A. Write a letter to the Associate Dean for Student Affairs and Records summarizing reasons for withdrawal or dismissal from the School of Medicine and the steps undertaken to resolve these reasons.

- B. Provide evidence supporting the summary letter above, including transcripts of all academic programs, letters of recommendation from faculty or other individuals with whom the student has worked, and documentation of any other specific experiences which are relevant to the situation. This supporting evidence should be sent directly to the Office of Student Affairs and Records under separate cover by the responsible individual.
- C. Review the basis for reinstatement with the Associate Dean for Student Affairs and Records at a time two to four weeks preceding the upcoming meeting of the Promotions Committee.
- D. Be available to make a personal appearance before the Promotions Committee to answer any additional questions which may be considered.

Application for reinstatement should occur no later than March 1 of the year during which reinstatement is requested. Under no circumstances will a student who has been dismissed for disciplinary action be permitted to apply for reinstatement.

If a student's request for reinstatement is denied by the Promotions Committee, the student may appeal the decision to the Senior Associate Dean for Faculty and Institutional Affairs, as outlined in section IX. If the decision is upheld through the appeals process, the student has the option to reapply for admission to the medical school through the Admissions Office.

[Evaluation and Promotions Complete Document](#)

Admission Policy and Selection

Admission Standards

Minimum academic requirements for admission are satisfactory completion of the required subjects as specified below along with a total of ninety hours of acceptable credit hours at the time of matriculation into medical school. All coursework must be completed in a satisfactory manner, at a grade-level of C or better, in an educational institution within the United States or Canada that has been approved by an appropriate accrediting agency. If your school accepts an online course as credit toward a degree, then we will accept that course also. This applies ONLY to lecture-based courses. Any lab work should be done in person. This applies to both prerequisite and upper level science courses. The school which offers the online course must be an ACCREDITED American or Canadian university, college, or community college.

Acceptance of advanced placement for credit toward fulfilling specific requirements in the sciences (biology, chemistry, and physics) may be approved on a case-by-case basis. Transfer credit from medical schools outside of the United States is generally not permissible.

Required Subjects:*Chemistry*

Eight semester hours of general/inorganic chemistry with laboratory
And Eight semester hours of organic chemistry with laboratory

Physics

Eight semester hours of general physics with laboratory.

Biochemistry

Three semester hours (laboratory not required)

Biology

Eight semester hours of general biology with laboratory.

English

Six semester hours of English.

Statistics

Three hours of statistics

Other Recommended Courses:

Enrollment in any of the following science courses may be beneficial to applicants: cell biology, comparative vertebrate anatomy, computer sciences, embryology (developmental biology), histology, mathematics, microbiology, molecular genetics, physiology, statistics (epidemiology). Selection from the following arts and humanities courses is recommended: economics, ethics, foreign languages, history, philosophy, psychology, public speaking, sociology.

The 30-Hour Policy:

As part of the medical school application process, an applicant may be encouraged or required to take additional coursework after completion of their undergraduate studies. The reasons for additional coursework may include a non-competitive undergraduate grade point average (GPA), a need for continued expansion of an applicant's basic science knowledge base, or an excessive time lapse between previous science coursework and medical school application. For those applicants who may need significant improvement in their science GPA, the LSU-New Orleans Medical School Admissions Committee has what is commonly referred to as the 30-Hour Policy.

The 30-Hour Policy was a policy adopted by the LSU-New Orleans Admissions Committee many years ago. This policy allows for an applicant to obtain 30 or more post-baccalaureate hours of coursework in biology, chemistry, physics or mathematics. The admissions committee would then consider the GPA for those 30 or more hours to be that applicant's GPA for the medical school application process. This policy allows for those applicants to distance themselves from a

weaker undergraduate GPA which may otherwise hinder them from gaining acceptance into our medical school.

Post-baccalaureate studies in a degree program (Master's, Ph.D, etc.) in biology, chemistry, physics or mathematics would satisfy the 30 Hour Policy "if" such programs allowed the applicant to attain the required 30 hours of coursework.

Medical College Admission Test (MCAT):

LSUHSC School of Medicine in New Orleans requires every applicant to take the MCAT. The test is administered multiple times during the year at testing centers throughout the nation. This examination must be taken at an appropriate time by all applicants. To apply for the MCAT examination or for additional information, sign onto the MCAT web page: www.aamc.org/mcat

The MCAT must be taken no later than September 2025, which enables scores to be received by the Admissions Office by the November 1, 2025 AMCAS application deadline.

American Medical College Application Service (AMCAS):

All applicants must apply through the American Medical College Application Service (AMCAS). A web application is available from the AAMC's website: <http://www.aamc.org/>

It is strongly recommended that applicants carefully consider the contact information on their AMCAS application. The "Preferred" address listed on the AMCAS application will be used by LSU for any mail sent by US Mail. E-mails are most often sent via the AMCAS server to the e-mail listed on the AMCAS application. As many campus e-mails may expire during the year of the application process, it is suggested that applicants subscribe to a generic e-mail provider for application purposes. It is also important that any changes in mailing or e-mail address always be updated through AMCAS. Those updates are forwarded to the Admissions office by AMCAS.

For informational purposes, the address and telephone number for AMCAS is indicated below:

American Medical College Application Service
Association of American Medical Colleges
Section for Student Services
655 K Street, NW, Suite 100
Washington, DC 20001
(202) 828-0600

The Association of American Medical Colleges also has a one-stop medical education shop on the Web, connecting all aspiring and new physicians to the services and information they need. It's home base for everyone with medicine in their future: <http://www.tomorrowsdoctors.org>

Secondary Application:

All applicants must submit the LSU Secondary Application to the School of Medicine. All applicants must be in compliance with the Technical Standards in order to be considered for admission.

Once the Office of Admissions has received the AMCAS application, the applicants will be notified by e-mail with the web address to download the Secondary Application. All Louisiana residents will be sent the electronic link to download the Secondary Application. The Secondary Application will be sent to pre-screened non-resident applicants. The deadline for our office to receive the Secondary Application is December 1, 2025.

Letters of Recommendation:

It is strongly advised that applicants obtain their letters of recommendation from their school's pre-professional/pre-med advisory committee. In this case, applicants should follow the pre-professional/pre-med advisory committee's individual rules and deadlines for obtaining their letters. If an applicant chooses NOT to use their pre-professional committee or is no longer eligible to use their committee, the applicant must then submit THREE letters of recommendation from professors/teachers who have taught them in DIDACTIC classes in science and math. Letters from teachers/instructors of one (1)-hour lab courses or from research instructors WILL NOT fulfill the required letters of recommendation.

LSU School of Medicine will participate in the AMCAS Letter Service for the 2026 application cycle. Be sure that you designate LSU SOM-New Orleans on your AMCAS application to have access to your letters under the AMCAS Letter ID you provided to your advisor. Additional letters, while not required, may be submitted for consideration by the Admissions Committee. Letters may also be mailed to the Admissions Office by the letter writer to the Admissions Office, LSU School of Medicine, 1901 Perdido St., Box P3-4, New Orleans, LA, 70112.

If you have been out of school for a short period of time (less than two (2) full academic years), and are unable to obtain a committee evaluation, you should make every attempt to get evaluations from at least three (3) faculty members IN THE SCIENCES in didactic courses from schools previously attended.

It should be noted that it is highly desirable that an applicant not have more than a two (2) year lapse between their most recent coursework and the application year. If you have been out of school for an extended period of time (more than two full academic years), you should still attempt to obtain faculty evaluations. If you are unable to do this, you should get letters from individuals with whom you work. It is strongly recommended that one of these letters be from your immediate supervisor or employer. In addition, you may have letters of evaluation sent from individuals who know you well; however, these should be limited to two (2) letters of reference.

In order for an application to be considered complete, an applicant's file must contain the AMCAS application, the LSU School of Medicine-New Orleans Secondary Application and the required letters of recommendation or the Pre-Med composite recommendation. The deadline for applications to be completed in this office is December 1, 2025. Incomplete files WILL NOT be reviewed.

Technical Standards for Medical School Admission, Academic Progression, and Graduation

Medical education requires that the accumulation of knowledge be accompanied by the acquisition of skills and professional attitudes and behavior. Medical school faculties have a responsibility to society to matriculate and graduate the best possible physicians, and thus admission to medical school is offered to those who present the highest qualifications for the study and practice of medicine. Technical standards presented in this document are prerequisite for admission, progression, and graduation from Louisiana State University Health Science Center-School of Medicine in New Orleans. To accomplish its mission LSUHSC SOM-New Orleans has developed a curriculum consisting of core courses and clerkships, required rotations, and elective rotations. The faculty and administration of the school have developed essential functions with which all students must comply in order to satisfy medical school curriculum demands. All core courses in the curriculum are required so that students can develop the essential knowledge and skills necessary to function in a broad variety of clinical situations and to render a wide spectrum of patient care.

The LSUHSC School of Medicine in New Orleans maintains a strong institutional commitment to equal education opportunities for qualified students with disabilities who apply for admissions to the School of Medicine or who are already enrolled. The technical standards are not intended to deter any candidate for whom reasonable accommodations will allow the fulfillment of the complete curriculum. In compliance with the Americans with Disabilities Act LSUHSC SOM has determined that certain technical standards must be met by prospective candidates and students. A candidate for the M.D. degree must possess aptitude, abilities, and skills in the five areas discussed below as advised by the Special Advisory Panel on Technical Standards for Medical School Admissions convened by the AAMC.

Observation:

The individual must be able to observe demonstrations and participate in experiments of science. Medical students must be capable of interpreting diagnostic modalities and be capable of performing physical examinations and to detect and interpret non-verbal communication from patients.

Communication:

Students must be able to communicate with patients in order to elicit information, detect changes in mood, activity and to establish therapeutic relationships. Students must be able to communicate effectively and sensitively with patients and all members of the health care team in person, in writing, and through digital platforms.

Motor Function and Coordination:

Individuals must possess the capacity to perform physical examinations and diagnostic maneuvers. Individuals must be able to perform activities required in providing general and emergency treatment to patients.

Thinking and Reasoning: Conceptual, Integrative and Quantitative:

Individuals must have sufficient cognitive abilities and effective learning techniques to assimilate detailed and complex information presented in the medical school curriculum. Individuals must be able to learn through a variety of modalities including classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports and use of computer and information technology. Individuals must be able to memorize, measure, calculate, reason, analyze, synthesize, and transmit information by multiple mechanisms. Problem solving, a critical skill demanded of physicians, may require all of these intellectual abilities. Individuals must meet applicable safety standards for the environment and follow universal precaution procedures.

Behavioral and Social Attributes:

Individuals must possess the emotional health required for the appropriate use of their intellectual and mental abilities, including logical thinking, good judgment, impulse control, empathy, interest, and motivation. These abilities must be sufficient to assure the development and maintenance of therapeutic relationships with patients and those who care for them. Individuals must be able to maintain emotional health despite stress, uncertainty, and taxing workloads and to adapt to changing situations while handling the responsibilities associated with medical education and patient care. Individuals must accept responsibility for learning, exercising good judgment and promptly completing all responsibilities attendant to the diagnosis and care of patients.

Professionalism Standards

Candidates must be able to contribute to collaborative, constructive learning environments, accept formative feedback from others, and take personal responsibility for making appropriate positive changes. Students must maintain and display ethical behaviors that are commensurate with the role of a physician in all interactions with patients, faculty, staff, students, and the public.

The technical standards outlined above must be met with or without accommodation. Students who, after review of these technical standards, determine that they require reasonable accommodation to fully engage in the program should contact the Office of Disability Services at (504) 568-2211 or ods@lsuhsc.edu to confidentially discuss their accommodation needs. Given the clinical nature of our programs, time may be needed to create and implement the accommodations. Accommodations are never retroactive; therefore, timely requests are encouraged.

Louisiana State University Health Science Center School of Medicine - New Orleans will consider for admission, progression, and graduation individuals who demonstrate the knowledge and the ability to perform or learn to perform the skills described in this document. Individuals will be assessed not only on their scholastic accomplishments, but also on their physical and emotional capacities to meet the requirements of the school's curriculum and to graduate as skilled and effective practitioners of medicine.

[Technical Standards Complete Document](#)

Doctor of Medicine Curriculum

[Curriculum Goals & Objectives](#)

The curriculum goals and the educational program objectives required for all students align with core competency areas determined by the Accreditation Council for Graduate Medical Education (ACGME) and American Association of Medical Colleges (AAMC). Our curriculum is designed to train physicians who are capable of success in any graduate medical education program. It instills the knowledge, skills, behavior, and professional attitudes commensurate with best medical practice. Our graduates become critical thinkers who are committed to life-long learning in order to adapt to the changing landscape of clinical care. Our graduates can effectively work in health care teams to serve their communities and deliver excellent care to their patients.

The pre-clerkship phase occurs on the New Orleans campus for all students. Year One courses are primarily discipline-based with a few centralized, longitudinal courses aimed at the development of clinical and communication skills. Year One courses are:

- Gross Anatomy
- Biochemistry
- Human Behavior and Development
- Human Physiology
- Introduction to Medical Genetics
- Cell Biology and Microanatomy
- Introduction to Medical Immunology
- Clinical Skills Integration
- Health Equity Leadership for Physicians
- Foundations of Population Medicine and Health Systems

Year Two courses are organ system-based courses and continuation of two centralized, longitudinal courses from the first year. Students have opportunities to participate in electives this year in order to assist with career planning. Year Two courses are:

- Foundations of Disease and Therapy
- Neuroscience and Diseases and Therapy of the Neuro-psychiatric Systems
- Diseases and Therapy of the Renal System
- Diseases and Therapy of the Cardiovascular System
- Diseases and Therapy of the Pulmonary System
- Diseases and Therapy of the Reproductive and Endocrine Systems
- Diseases and Therapy of the Hematology System
- Diseases and Therapy of the Gastrointestinal System
- Diseases and Therapy of the Musculoskeletal and Dermatologic Systems
- Clinical Skills Integration
- Health Equity Leadership for Physicians

Year Three begins with a one-week Clerkship Preparation Course, followed by required core clinical clerkships and an elective that students choose to assist with career planning. Clerkships include inpatient and outpatient experiences and specialty-specific didactics, as well as teaching sessions that continue longitudinal curriculum threads. Students participate in rotations that include both general and subspecialty care. Students at the regional campuses in Baton Rouge and Lafayette complete all of their third year rotations at those sites. Students who are based at the primary campus in New Orleans may complete all of their rotations in New Orleans or may complete some of them at regional sites. Year Three courses are:

- Pediatrics Clerkship
- Family Medicine Clerkship
- Internal Medicine Clerkship
- Surgery Clerkship
- Neurology Clerkship
- Obstetrics and Gynecology Clerkship
- Psychiatry Clerkship
- Career Planning Elective

Year Four is very flexible, allowing students to tailor their experiences to their chosen field of specialty. Students are allowed to take four electives and three months of “flex” time to pursue interests and interview for residency programs. Four courses are required for all students. These required Year Four courses are:

- Critical Concepts
- Primary Acting Internship
- Secondary Acting Internship
- Special Topics

**Seniors are encouraged to plan a curriculum that positions them well for the residency match, but that is also balanced enough to prepare them for internship. Students may take up to 4 rotations in a single discipline (e.g. AI plus 3 electives in the same field), but they must choose a different field for their last elective.*

Out-of-State Rotations

Liability Insurance

The University does not extend professional or commercial liability insurance coverage to students participating in out-of-state rotations, defined as any clinical rotation occurring outside the state of Louisiana. For all out-of-state rotations, if the host institution mandates professional and/or commercial liability coverage, the student must independently purchase and maintain the requisite insurance. Because standard required coverage amounts and types vary by school and host institution, students are required to consult their respective program coordinators to verify the exact coverage limits mandated for their specific rotation.

Affiliation Agreements

The School of Medicine must have a fully executed Affiliation Agreement in place with every Host Institution prior to the commencement of any student rotation. It remains the responsibility of the student to ensure that an active agreement is established. To initiate this process, students must retrieve the *Affiliation Agreement Request Form* via the Class Moodle portal and submit the completed form no less than two (2) months prior to the scheduled start date of the rotation. Failure to submit the request form at least two months in advance voids any guarantee that the agreement will be finalized in time. Students may not participate in a rotation without a fully executed agreement. Please note that even if the request form is submitted within the required two-month timeframe, the School of Medicine cannot guarantee that a mutually acceptable agreement can be reached with the host institution, in which case the student will not be permitted to rotate at that site.

Baton Rouge Branch Campus

LSU medical students have done clinical clerkship rotations in Baton Rouge for over 25 years. Rotations in internal medicine, surgery, and obstetrics/gynecology were originally located at Earl K. Long Medical Center, the state-owned public hospital in Baton Rouge. Earl K. Long hospital closed in 2012 and our programs moved to Our Lady of the Lake Regional Medical Center (the largest hospital in the state), and Woman's Hospital (the obstetrics and gynecology program). This has resulted in a tremendous opportunity for growth in medical education. A state of the art medical education building was completed in 2014 (the Medical Education and Innovation Center <https://residents.lsuhsu.edu/br/im/website/lsuolol.aspx>). In 2014-15, the medical school initiated junior and senior clerkships in pediatrics, psychiatry, and neurology. All clerkships are in place, so up to 24 students per year can choose to move to Baton Rouge and take all rotations at the branch campus. Additional students from New Orleans will continue to rotate in Baton Rouge on the internal medicine, surgery, and obstetrics/gynecology clerkships.

Lafayette Branch Campus

LSU medical students have done clinical clerkship rotations in Lafayette for over 25 years. Rotations in internal medicine, surgery, obstetrics/gynecology, pediatrics, and family medicine were originally located at University Medical Center (UMC), the state-owned public hospital in Lafayette. Management of the hospital was transferred to Lafayette General Hospital in 2014. UMC was renamed University Hospital and Clinics. Our programs remained in place, but we now have additional clinical learning opportunities at Lafayette General Hospital and at Women and Children's Hospital in Lafayette. Since 2003, students in the Rural Scholars Track (RST) program have moved to Lafayette for all of their clerkships. In addition to the required clerkships, these have a weekly longitudinal rural preceptorship experience with a primary physician in the surrounding area. This program has been one of the most successful programs in the country in preparing students for practice in rural primary care. (More information about the RST can be found on the LSU School of Medicine Office of Admission webpage). While the RST students spend the entire year in Lafayette, additional students from New Orleans will continue to rotate there on the internal medicine, surgery, family medicine, and obstetrics/gynecology clerkships.

Policies

[Student Policies](#)

Student policies regarding Professionalism, Hospital Appearance/Dress Code, Expectations for Attendance in Pre-Clerkship Courses, Expectations for Attendance in Clerkships and Clinical Rotations, Promotion and Grading in Clerkships and Clinical Rotations, and Other Policies related to Undergraduate Medical Education and Curriculum can be found at the following link.

[Academic Affairs Policies](#)

Academic Affairs policies regarding Substantive Change, Academic Program Review, Student Misconduct, Admissions, Academic Public Information, Credit Hours, Course and Curriculum Changes, Academic Program Development, Syllabus Requirements, Degree Audit & Completion, and Transfer Credit can be found at the following link.