

Student Handbook

2021 - 2022



School of Medicine

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 2025-26. 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.

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.

Academic Calendar

June 2021

Friday	18	Class of 2022 Senior registration, 12 PM Senior Classes Begin
Monday	28	Junior Clerkship Preparation begins Class of 2023 Junior registration

July 2021

Friday	2	Junior Clerkship Prep ends
Monday	5	July 4th Holiday
Tuesday	6	First Senior block begin First Junior block begins
Monday	26	Sophomore classes begin
Friday	30	First Senior block ends 5 PM

August 2021

Monday	2	Freshman classes begin Second Senior block begins
Friday	27	Second Senior block ends
Monday	30	Third Senior block begins

September 2021

Monday	6	Labor Day Holiday
Tuesday	7	Classes resume
Friday	24	Third Senior block ends, 5 PM First Junior block ends
Monday	27	Fourth Senior block begin Second Junior block begins

October 2021

Friday	22	Fourth Senior block ends, 5PM
Monday	25	Fifth Senior block begins

November 2021

Friday	19	Fifth Senior block ends, 5 PM
Monday	22	Sixth Senior block begins
Thursday to Sunday	25 to 28	Thanksgiving Holidays
Monday	29	Classes Resume

December 2021

Friday	17	Sixth Senior block ends, 5PM Second Junior block ends Sophomore Classes end Freshman Classes end
Monday	20	Optional Seventh Senior block begins (must have permission)

Fall Semester 2021: Family Day and White Coat Ceremony final dates to be determined

January 2022

Monday	3	Freshmen start 1 week preceptorship Sophomore Classes begin Jr. Residency Planning Day - Mandatory
Tuesday	4	Junior Third block begins
Friday	14	Optional Seventh Senior block ends
Monday	17	Martin Luther King Holiday
Tuesday	18	Classes resume Eighth Senior block begins

February 2022

Friday	11	Eighth Senior block ends, 5 PM
Wednesday	14	Ninth Senior block begins
Monday to Tuesday	02/28 to 03/01	Mardi Gras Holiday

March 2022

Wednesday	2	Classes Resume
Friday	11	Ninth Senior block ends, 5 PM
Monday	14	Tenth Senior block begins
Friday	18	Senior Match Day (Tentative)
Friday	25	Third Junior block ends
Monday	28	Fourth Junior block begins

April 2022

Friday	8	Tenth Senior block ends
Monday	11	Eleventh Senior block begins
Friday to Sunday	15 to 17	Spring Holidays
Monday	18	Classes Resume

May 2022

Friday	6	Eleventh Senior block ends
Monday	9	Senior Special Topics begins Sophomore classes end, 5 PM
Friday	13	Freshman Classes end, 5 PM Senior Special Topics ends
Wednesday	18	Pre-Commencement
Thursday	19	Commencement
Monday	30	Memorial Day Holiday
Tuesday	31	Classes resume

June 2022

Friday	17	Junior classes end Class of 2023 Senior registration, 12 PM
Monday	27	Junior Clerkship Preparation begins Class of 2023 Junior registration

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 (now the Fairmont) 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 LION'S EYE CENTER
 - 9 M.T. 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 L&M 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 PERDIDO 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 PERDIDO LOT
 - 39 BROWN LOT
 - 40 PURPLE LOT
 - 41 SEYON PATIENT LOT
 - 43 CLAIBORNE LOT 3
 - 43 CLAIBORNE LOT 2
 - 44 CLAIBORNE LOT 1
 - 45 PERDIDO 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.

School of Medicine Tuition and Fee Schedule

Students (Full-Time)

	<u>FALL 2020</u>	<u>SPRING 2021</u>	<u>TOTAL</u>
Tuition	\$15,687.73	\$15,687.72	31,375.45
Operational Fee	\$232.00	\$232.00	464
Academic Excellence Fee	\$150.00	\$150.00	300
Safety and Security Fee	\$125.00	\$125.00	250
Building Use Fee	\$60.00	\$60.00	120
Technology Fee	\$75.00	\$75.00	150
Student Housing Fee	\$45.50	\$45.50	91
Student Health Services Fee	\$68.75	\$68.75	137.5
General Activity Fee	\$24.50	\$24.50	49
Total Student Fees			
RESIDENTS	\$16,468.48	\$16,468.47	\$32,936.95
Non-Resident Fee	\$14,088.67	\$14,088.67	\$28,177.34
Total Student Fees			
NON-RESIDENTS	\$30,557.15	\$30,557.14	\$61,114.29

Delinquent Accounts

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

Refund of Fees and Tuition

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

Withdrawal date is the day the student begins the official Termination of Enrollment process or otherwise officially notifies 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.

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

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.

Financial Aid

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

Although the primary responsibility for financing an education rests with the student and the student's immediate family, it is recognized that many students require additional assistance in order to meet their educational costs.

Awards from aid programs funded by the Federal or State government are administered according to laws and regulations governing those programs. Priority is given to students with the greatest documented need whose completed applications are received by the appropriate deadline.

Student Award Processing

Financial Aid Notifications (FAN) for the upcoming academic year roll out via email, generally beginning in late Spring. We review applications and process awards in FAFSA process date order (the date the federal processor generated your FAFSA result). If you received an email notification informing you your application is complete, (ready for award processing) it is in our queue for review.

Financial Aid Budgets

Current student financial aid budgets for the upcoming academic year include estimates of tuition and fees. If finalized tuition and fees vary significantly from our projected figures we will adjust student budgets accordingly.

[Student Financial Aid Office](#)
433 Bolivar Street, Room 215
New Orleans, LA 70112-2223
Office (504) 568-4820
Fax (504) 599-1390
finaid@lsuhsc.edu

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/>.

Degree Verification

LSUHSC New Orleans has authorized the National Student Clearinghouse to act as our agent for verification of student degrees. Outside agencies requiring a verification of a degree should be directed to contact the Clearinghouse online at <http://www.degreeverify.com> or by phone at (703) 742-4200.

Enrollment Verification

Enrollment Verification Certificates are available to currently enrolled students. Students may print their own verification certificate, after the 14th day of class, by using National Student Clearinghouse. Outside agencies requiring a verification of enrollment should contact the Clearinghouse online at www.studentclearinghouse.org or by phone at (703) 742-4200.

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.

[Office of the Registrar](#)
433 Bolivar Street, RCB 1st Floor
New Orleans, LA 70112
Office (504) 568-4829
registrar@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.

[Campus Assistance Program \(CAP\)](#)

Human Development Center
411 S. Prieur St., Suite 233
New Orleans, LA 70112

*Appointments also available at the Dental School location -
Office (504) 568-8888

cap@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.

The LSUHSC Dental Library, a branch of the LSU Health Sciences Center Libraries, has over 8,000 books and subscribes to over 200 current journal titles. Most journals are electronic. The Library serves students, faculty, and staff of the dental school and health sciences center and also provides service to LSUSD alumni and dental health professionals in Louisiana. Located on the third floor of the Dental School Administration Building, library facilities include photocopiers, computers, popular magazines, small group study rooms, and a display of historical dental equipment. When the Dental School opened in 1968, it purchased the collection of the Loyola School of Dentistry Library, and thus the Dental Library includes historical dental publications as well as the current dental literature.

[John P. Isché Library](#)

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

[Dental Library](#)

1100 Florida Ave.
New Orleans, LA 70119
Office 504-941-8158
dentlib@lsuhsc.edu

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.

Resource Center	Florida Avenue	Residence Hall
433 Bolivar Street	1100 Florida Avenue	1901 Perdido Street, Room A19
(504) 568-2156	(504) 941-8100	(504) 568-6190

Campus Police

University Police Locations

Emergency Command Post

Downtown

425 South Roman Street, Room 301

(504) 568-8999 (**Emergency**)

504-568-8270 (Non-Emergency)

Student Health

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

We provide primary health care, mental health assistance, immunizations, 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.

Immunization/Prevention (unless exempted for health/medical or religious reasons)

You will need to have an annual TB screening and a tetanus shot every 10 years. Nurse only appointments may be scheduled for immunizations by calling (504) 412-1366. For additional information, see the Student Health Handbook.

[Student Health Services](#)

2020 Gravier Street, Room 789

New Orleans, LA 70112

Office (504) 525-4839

Fax (504) 777-2922

studenthealthstaff@lsuhsc.edu

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
- Submit appropriate documentation from a licensed professional evaluator or medical professional. Documentation must include the following:
 - Specific diagnosis
 - Detailed testing results
 - Current functional limitations
 - Evidence of any past accommodations or medications
 - Recommendations for academic accommodations
 - Credentials of the professional

Accommodation Guidelines

- Accommodations are not official unless they have been created through the Office of Disability Services
- Accommodations are not retroactive; they are active once a plan has been created through this office and disclosed to faculty
- Documentation and diagnosis information will remain completely confidential
- The Office of Disability Services reserves the right to request more documentation if documentation submitted is deemed dated or insufficient; documentation needs to be current within the last three (3) years.

Note on Technical Standards

Some programs require students to meet certain technical standards encompassing the following skills: observation; communication; motor function and coordination; intellectual abilities: conceptual, integrative, and quantitative; and behavioral and social attributes. Students are expected to be able to perform these skills with or without reasonable accommodations. An otherwise qualified student may not be excluded solely because of a disability if a reasonable modification or accommodation can be made by the institution. Reasonable accommodations must not fundamentally alter a program, service, or activity or create an undue burden on the institution.

[Office of Disability Services](#)

Director, Leigh Smith-Vaniz

504-568-2211

ods@lsuhsc.edu

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 administrating 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.

[Office of Student Affairs and Records](#)

2020 Gravier Street, 7th Floor

New Orleans, LA 70112

Office (504) 568-4874

Fax (504) 568-8534

somstudentaffairs@lsuhsc.edu

Student Ombudsman

Throughout your academic journey, there may come a time when you encounter an unresolved dispute or an unsettling discussion and feel uncertain as to how to reach a resolution. During these times, students need someone to whom they can turn. That is why the Office of Students Affairs in the School of Medicine is pleased to provide a Student Ombudsman to serve as an alternate and informal pathway to conflict resolution. The Ombudsman, also commonly known as the Ombudsperson or Ombuds, is guided by an unyielding code of ethics. The fundamental responsibility of the Student Ombudsman is to offer a safe, confidential, and neutral environment to discuss individual, group, and systemic problems and to evaluate options for resolution without fear of retribution.

As an alternate and informal pathway to conflict resolution, the ombudsman is committed to adhering to the International Ombudsman Association Standards of Practice:

Confidentiality: The Ombudsman holds all communications with those seeking assistance in strict confidence, and does not disclose confidential communications unless given permission to do so. The only exception to this privilege of confidentiality is where there appears to be imminent risk of serious harm to self or others.

Informality: The Ombudsman, as an informal resource, does not participate in any formal adjudicative or administrative procedure related to concerns brought to his/her attention but can advise students on the process of lodging a formal complaint.

Neutrality and Impartiality: The Ombudsman, as a designated neutral, remains unaligned and impartial. The Ombudsman does not engage in any situation, which could create a conflict of interest. Existing outside of formal channels, the Ombudsman does not advocate for a particular office or for any specific individual, rather the ombudsman advocates for a fair process and a fair outcome.

Independence: The Ombudsman is independent in structure, function, and appearance to the highest degree. The Ombudsman holds no other position within the organization, which might compromise independence. The Ombudsman has no influence over the student's academic endeavors, including but not limited to writing official LSUHSC recommendation letters, formal academic evaluations, and grades.

[Student Ombudsman](#)
Kourtne Robin, Ed.D.
2020 Gravier Street
New Orleans, LA 70112
Office (504) 568-4876
Krobi2@lsuhsc.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 almost thirty interest groups, as well as the nine elected executive officers, the four class presidents, and administration from the Office of Student Affairs meet monthly 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. Meeting dates and times can be found on our SGA calendar. For students who are unable to attend, there are official minutes available so that every student may stay in the know.

[SGA Constitution Articles](#)

[Student Government Association](#)

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.

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

The Mission of the Council on Professional Conduct (The Council) is to uphold the LSUHSC School of Medicine Honor Code. The Honor Code outlines the highest standards of ethical professional conduct adopted by the faculty, residents and students. A report of unprofessional conduct such as dishonest, disruptive, or illegal activity will be reviewed according to the "Rules of Procedure". The Council is committed to protecting the right to due process of all members of the LSUHSC community.

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

This document can be amended by a two-thirds vote of the Student Government Association and a majority vote of the Student Body.

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 there is a Faculty Assembly Designee 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 but may be re-elected for subsequent terms. The faculty Co-chair is appointed for a term of 3 years. In the event that 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.

Student Representatives are elected during regular class elections in October of their Freshman year. Faculty Representatives are appointed on an annual basis.

2. 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 twenty working days of the alleged unethical 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 may become known during the formal CSPC hearing following completion of the investigation.

c. Interim Grade

If a complaint of cheating is filed against a student, 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.

3. 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.

Investigation of an allegation of unethical professional conduct is conducted in confidence. 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 are strictly confidential, as is the information amassed during the course of the investigation and the identity of the person who submitted the complaint.

The period of investigation is limited to ten working days beginning the day after the complaint is received by the Council. 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. 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 done so in writing to the Co-Chairs of the CSPC and the accused and the Fact Finders will be notified of the extension decision.

4. 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 (ex officio, non voting) and the Fact Finders. The accused may present additional witnesses or other evidence in his or her behalf. Furthermore, since the results of these proceedings only result in

recommendations to the Dean and are not legally binding, legal counsel of any form is not permitted. 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. 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 offers 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 control 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 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. Recommendation of the Council

Following the presentation of all 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 recommendations to the Dean should be made.

The Co-Chairs of the Council shall submit the written recommendation of the Council, the basis for its recommendation (ex. Fact Finding report, tangible evidence, etc.), and minutes of the proceedings, to the Dean of the School of Medicine within two working days of the Council's decision. The accused will only receive the Dean's decision, not the initial CSPC recommendations to the Dean.

Any member of the Council who dissents from the recommendation of the Council may submit the reasons for his or her dissent in writing at the time that the recommendation of the Council is submitted to the Dean.

5. Initial Decision: Dean, School of Medicine

The Dean must act upon the recommendation of the Council within five working days of receiving the recommendation. The Dean may accept, reject or modify the recommendation of the Council, in whole or in part, or may remand the matter to the Council for further Fact Finding, including additional testimony if appropriate. If additional Fact Finding is requested by the Dean, such Fact Finding, including additional testimony, shall be taken and a recommendation issued in accordance with procedures and time limits previously set forth.

The decision of the Dean must be communicated promptly to the accused and the Co-Chairs of the Council.

6. Appeal: Appeals Committee

a. Notification of Appeal

The accused may appeal the decision of the Dean of the School of Medicine as a matter of right. If the accused wishes to appeal, he or she must notify the Dean of his or her request for appellate review within five working days of receiving the decision of the Dean of the School of Medicine. 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 Dean must convene the Appeals Committee within five working days of receiving the request for appellate review.

b. Composition of Appeals Committee

Appellate review of the Dean's initial decision is the responsibility of the Appeals Committee. This Committee consists of six members. The student representation will consist of the presidents of the freshman, sophomore, junior, and senior classes, with the president of the accused's class being excluded.

The Faculty is represented by one Representative chosen by the party requesting the appeal, one Representative chosen by the Dean of the School of Medicine, and one Representative chosen by the five members designated above. This sixth member is the Chair of the Appeals Committee.

c. Appeal Procedure

The task of the Appeals Committee is to review the decision of the Dean based upon the proceedings and recommendations 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 to the Council on Student Professional Conduct.

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. No tape recorders are permitted at any hearing of the Appeals Committee.

d. Recommendation of the Appeals Committee

After reviewing the information, Appeals Committee deliberates privately and determines, within four working days, the recommendation to be submitted to the Dean of the School of Medicine. The Chair of the Committee shall submit the written recommendation of the Committee, the basis for its recommendation and notes of the proceedings, to the Dean within four working days of the Committee's decision.

A member of the Appeals Committee who dissents from the recommendation of the Committee may submit the reasons for his or her dissent in writing at the time the recommendation of the Committee is submitted to the Dean.

7. Final Disposition: Dean, School of Medicine

The Dean must render a decision within ten working days of receiving the recommendation of the Appeals Committee. This decision must be communicated promptly to the accused, the Chair of the Appeals Committee, and the Co-Chairs of the Council on Student Professional Conduct.

The disposition of the case by the Dean of the School of Medicine after appeal is final.

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.

Mistreatment and abuse of medical students by faculty, residents, staff, or fellow students are antithetical to the educational objectives of the LSU School of Medicine in New Orleans 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, sexual preference, age, religion, physical or learning

disabilities; 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.

Complaints based wholly or in part on allegations of sexual harassment, or racial, ethnic, gender, sexual preference, age, disability, or religious discrimination, will be investigated by Human Resource Management, as well as by the Council on Student Professional Conduct (CSPC), as mandated by Federal laws.

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, at the Council on Student Professional Conduct web site, in the catalogue, and on Student Affairs Office Website.

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, the allegations will continue to the Council on Student Professional Conduct as a formal complaint and will proceed in accordance with standard CSPC procedure. If sufficient cause exists to proceed to a formal hearing and the accused is:

A student, then the CSPC Formal Hearing Panel will determine if mistreatment has occurred and recommend a course of action to the Dean of the School of Medicine.

A resident, the Co-chairs of the CSPC will proceed according to the House Officer Manual.

A faculty member, the Co-chairs of the CSPC will proceed according to the Faculty Handbook of the LSUHSC.

A staff member, the Co-chairs of the CSPC will proceed according to Human Resource Management.

In any case, it shall be the responsibility of the Co-chairs of the CSPC to ensure that the decision of the Panel is conveyed to the appropriate authority as dictated by the Rules of Procedure of the CSPC, the House Officer's Code, the Faculty Handbook and Human Resource Management.

Stage 3: Appeal Procedures

If the person accused of mistreatment or unprofessional conduct finds the outcome of the formal procedures or the Dean's decision to be unacceptable, he or she can appeal as follows:

If the accused person is a member of the faculty, he or she can appeal via the Health Sciences Center Faculty Appeals Procedure

If the accused person is a resident, he or she can appeal via the House Officer Manual Appeals Procedure.

If the accused person is a fellow student, he or she can appeal via the CSPC Appeals Procedure.

If the accused person is a staff member, he or she can appeal via Human Resource Management Appeals Procedure.

[Council on Student Professional Conduct
conduct@lsuhsc.edu](mailto:conduct@lsuhsc.edu)

Student Responsibilities and Rights

Chancellor's Memorandum

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

Evaluation and Promotion Guidelines

Statement of Satisfactory Academic Progress

A student allowed continued enrollment in the School of Medicine is considered making satisfactory academic progress. Student promotions committees meet at least at the end of each academic year and review the qualitative and quantitative academic progress of each student. A student not satisfactorily completing all course requirements may be permitted to remediate and may be required to repeat an entire academic year of study. Each student must complete the four year curriculum in no more than six years after initial enrollment. The time granted a student for a leave of absence will not be included in the maximum time period for completion of the program.

Promotions Committees

There is a Preclinical Sciences Promotions Committee which considers academic problems of students enrolled in years one and two of the curriculum. The Clinical Promotions Committee considers academic problems of students enrolled in years three and four. Each committee consists of course directors and representative faculty. The Preclinical Sciences Promotions Committee and the Clinical Sciences Promotions Committee will be chaired by a respective committee member for a one-year term on a rotating basis. The Associate Dean for Student Affairs and Records will provide logistical support, the list of students under consideration, and the records of each student to be discussed for all promotions committee meetings.

Promotions committees have the responsibility to make recommendations to the Dean for final action relating to student promotions. They also have an obligation to conduct a comprehensive review of the records of students who have acquired deficiencies, using all pertinent data available from any appropriate source, such as student files, and associated information from the Office of Student Affairs and Records.

In reaching a decision on action to be taken in connection with a student who has incurred deficiencies, the committee shall give due consideration to the nature, extent, and significance of the deficiencies manifested. It shall take into account the relationship of the activity and time required for completion of the measures for removal of deficiency specified by the departments involved. It shall also evaluate the influence of other factors, which relate to the best interest of the student and the School.

The committee may designate an appropriate course of action as described below:

- Promotion after removal of all deficiencies as specified.
- Permission to repeat the year taking only those courses in which deficiency occurred.
- Permission to repeat the year taking the entire course work of that year.
- Dismissal for failure to meet the requirements in a satisfactory manner.
- Special procedure which may be indicated in exceptional cases.
- In the event that a student fails to remove a deficiency, the committee shall decide which of the remaining alternatives stated above is to be followed. When a student is given permission to repeat a year, grades are recorded but no hours are earned and no credit is given for honors hours for the failing year. Full credit is given when repeating and honors hours may be earned.

Academic Dismissal

If the promotions committee concludes that a student be dismissed because the student has failed to meet academic requirements satisfactorily, a recommendation for dismissal will be sent to the Dean of the School of Medicine. After review, the Dean must choose either (1) to uphold the dismissal as recommended, or (2), if extenuating circumstances warrant, to reconvene the committee and investigate the student's record further.

A student dismissed from the rolls of the School of Medicine has the right to appeal the decision of the Dean, providing such appeals occur within 15 calendar days of notification of dismissal. The student may appeal the decision for dismissal directly to the Dean. The Dean may reconvene the appropriate promotions committee if new information, not previously considered by the committee which has bearing on the case, is revealed. At that meeting the student may call upon a faculty advocate to support his or her case. At the conclusion of that meeting the appropriate promotions committee refers its recommendation to the Dean for final decision. In other cases the Dean may seek counsel from a faculty committee. The student is given the opportunity to appear before a committee of three faculty members, one chosen by the Dean, one chosen by the student, and a third chosen by the first two. This committee gathers and evaluates the facts of the case, which are the substance of the appeal, and recommends an action to the Dean, whose decision is then final. The decision of appeal reached by the Dean represents the highest level of due process available in the School of Medicine.

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, consisting of eight active representatives: one student from each of the four classes, two faculty from the Basic Sciences and two faculty from the Clinical Sciences. An equivalent group of four students and four faculty will serve as alternates. Chairmanship of the Council is shared by one student and one faculty representative. The faculty Co-Chair will inform the student of the written allegation of unprofessional conduct. The Co-Chairs will arrange for a confidential fact finding investigation by a Faculty and a Student Fact Finder, chosen from amongst the committee members. The purpose of the investigation is to determine all possible evidence, both tangible and testimonial, that bears on the allegation of unprofessional conduct. Following the Fact Finding Investigation, a formal hearing of the Council on Student Professional Conduct will be convened. If the Council finds the accused guilty, the Dean, on review of the case, specifies the action to be taken.

The student has the right to appeal a decision of the Dean, providing that the appeal occurs within five days of receiving notification of the disciplinary action. In cases of appeal, the student is given the opportunity to appear before a Student Faculty Appeals Committee of six,

including: the class presidents of the Freshman, Sophomore, Juniors, and Senior year (the Class President of the accused student's class is recused), a faculty member chosen by the student initiating the appeal, a faculty member chosen by the Dean, and a faculty member chosen by the five other members of the committee who serves as Chairman. The Appeals Committee reviews the transcripts of the Council on Student Professional Conduct and may hear further arguments by the parties involved. Recommendation of the action of the committee is submitted to the Dean. The decision of the appeal reached by the Dean represents the highest level of due process available in the School of Medicine.

Leave of Absence

A leave of absence for a short period of several weeks up to one year may be granted to a student in good standing, subject to the discretion of the Dean, 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. 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 Dean before beginning a leave of absence.

Withdrawal

Students are permitted to withdraw from the School of Medicine at any time. If they wish to be considered for readmission, they must file an application for readmission with the Office of Student Affairs and Records and be evaluated by the promotions committee of the year in the curriculum from which the student withdrew.

Re-admission Process

Students who have voluntarily withdrawn from the School of Medicine or who have been dismissed may elect to apply for re-admission. The promotions committee of the year within the curriculum in which the student either withdrew from, or was dismissed, will review the application and recommend to the Dean the appropriate action to be taken. To enable the promotions committee to accurately appraise the applicant for re-admission the applicant is requested to:

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.

Provide evidence supporting the summary statement above, including transcripts of all academic programs, letters of recommendation from faculty or other individuals whom the applicant has attended classes under, or has worked with, 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.

Review the basis for readmission with the Associate Dean for Student Affairs and Records at a time two to four weeks preceding the meeting of the promotions committee.

Arrange to make a personal appearance before the promotions committee to answer any additional questions which may be considered.

Application for re-admission should occur no later than March 1 of the year during which re-admission is requested. Because of the large number of well-qualified applicants for admission to medical school, and the few vacancies in other years of the curriculum, the re-admissions route is limited.

[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. On-line or correspondence coursework is not accepted.

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 spoken and written English.

Statistics

Three hours of statistics

OTHER RECOMMENDED COURSES

Enrollment in any of the following science courses may be beneficial to applicants: biochemistry (strongly recommended), 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, English, ethics, foreign languages, history, philosophy, psychology, public speaking, sociology.

The 32-Hour Policy

As part of the medical school application process, an applicant may be encouraged or required to take additional coursework after completion of his/her 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 *32-Hour Policy*.

The 32-Hour Policy was a policy adopted by the LSU-New Orleans Admissions Committee many years ago. This policy allows for an applicant to obtain 32 or more post-baccalaureate hours of coursework in biology, chemistry, physics or mathematics. The admissions committee would then consider the GPA for those 32 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 32 Hour Policy "if" such programs allowed the applicant to attain the required 32 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 2020, which enables scores to be received by the Admissions Office by the November 30, 2020, 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.

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 2020 application cycle. Be sure that you designate LSU-NO SOM 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.

Technical Standards for 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 School of Medicine in New Orleans. All 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 LSU School of Medicine in New Orleans is in compliance with the Americans with Disabilities Act and 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. Reasonable accommodation will be made for otherwise qualified persons with disabilities. All individuals must be able to perform independently; therefore, third parties cannot be used to assist students in accomplishing curricular requirements in the five skill areas specified below.

Observation:

Observation necessitates the use of the sense of vision and other sensory modalities. The individual must have visual acuity to make accurate observations, both close at hand and at a distance. The individual must be able to observe physiologic and pharmacologic

demonstrations, microbiologic cultures, and microscopic studies of microorganisms and tissues. The individual must have the visual acuity necessary to be able to read electrocardiograms, radiographs, and other diagnostic tests.

Communication:

Communication includes not only speech, but reading and writing. The individual must be able to communicate effectively and efficiently in oral and written form with patients and with members of the health care team. The individual must be able to speak, to hear, and to observe patients in order to elicit information, describe changes in mood, activity and posture, and to perceive nonverbal communications.

Motor Function and Coordination:

Individuals must have sufficient motor function to obtain information from patients by palpation, auscultation, percussion, and other diagnostic maneuvers. The individual must have sufficient motor function to do basic laboratory tests (urinalysis, CBC, etc.) and carry out diagnostic procedures (proctoscopy, paracentesis, etc.). An individual must be able to perform motor activities required in providing general and emergency treatment to patients, such as cardiopulmonary resuscitation, administering intravenous medication, applying pressure to stop bleeding, opening obstructed airways, suturing simple wounds, and performing routine obstetrical maneuvers. Such actions require both gross and fine muscular movements, equilibrium, and coordinated use of the senses of touch and vision.

Intellectual Abilities: Conceptual, Integrative and Quantitative:

Intellectual abilities include measuring, calculating, reasoning, analyzing, and synthesizing information. Problem solving, a critical skill demanded of physicians, may require all of these intellectual abilities. In addition, individuals must be able to comprehend three-dimensional relationships in order to understand the spatial relationships of anatomic structures.

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 should 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 physically taxing workloads and to adapt to changing situations while handling the responsibilities associated with medical education and patient care.

Louisiana State University 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.

Therefore, the following technical requirements apply:

1. The ability to observe and participate in experiments in the basic sciences.
2. The ability to analyze, synthesize, extrapolate, solve problems, and reach diagnostic and therapeutic judgements in a timely manner.
3. The sufficient use of the senses of vision, hearing, and the somatic sensation necessary to perform a physical examination.
4. The ability to establish and maintain professional relationships with patients, faculty, and peers.
5. The ability to communicate effectively, both orally and in writing, with patients and colleagues.
6. The ability to perform routine laboratory tests and diagnostic procedures.
7. The ability to perform appropriately in emergency situations.
8. The ability to display good judgment in the assessment and treatment of patients.

[Technical Standards Complete Document](#)

Doctor of Medicine Curriculum

Curriculum Goals & Objectives

In 2008, LSUHSC-NO School of Medicine formally drafted new curriculum goals, and adopted educational program objectives that were aligned with ACGME/AAMC core competency areas. Our overall goals were revised in 2013, in conjunction with a comprehensive curriculum review and renewal. Educational program objectives were revised and adopted by the Curriculum Steering Committee in 2014-15. Our curriculum is based upon principles of learning, and is designed to train physicians who are capable of success in any graduate medical education program. Our curriculum instills the knowledge, skills, behaviors, 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.

New curriculum initiatives are developed and implemented by the Curriculum Renewal Committee. Curriculum changes are monitored by the Curriculum Steering Committee and the Course Evaluation Committee. The steering committee aims to ensure that our overall goals and objectives are achieved by monitoring student performance on USMLE exams, outcomes of the residency matching program, student feedback from the AAMC Graduation Questionnaire, the teaching of core competencies, and the evaluation of our graduates by their residency program directors. The Course Evaluation Committee is responsible for evaluation of the content and success of individual courses and clerkships. This committee utilizes comprehensive evaluations completed by students (Aesculapian Society Evaluations), as well as its own internal evaluations conducted by faculty.

[Curriculum Goals & Objectives](#)

Curriculum for the Doctor of Medicine Program

Year 1

Semester 1
Gross and Developmental Anatomy
Biochemistry
Clinical Skills Integration 101
Semester 1
Human Physiology
Cell Biology and Microanatomy
Medical Genetics
Introduction to Medical Immunology
Clinical Skills Integration 102
Foundations of Population Medicine and Health Systems
Introduction to Human Behavior and Development
Year 1 Electives
Primary Care Elective (summer)

Year 3

Required Courses
Clerkship Preparation
Required Clerkships
Medicine 300
Surgery 300
Pediatrics 300
Neurology 300
Obstetrics and Gynecology 300
Family Medicine 300
Psychiatry 300
Clinical Elective for Career Planning 300

Year 2

Semester 1
Foundations of Disease and Therapy
Disease and Therapy of the Hematologic System
Neuroscience and Disease of the Neurological-Psychiatric Systems
Disease and Therapy of the Musculoskeletal and Dermatologic Systems
Disease and Therapy of the Cardiovascular System
Clinical Skills Integration 201
Semester 2
Disease and Therapy of the Pulmonary System
Disease and Therapy of the Renal System
Disease and Therapy of the Gastrointestinal System
Disease and Therapy of the Endocrine and Reproductive Systems
Clinical Skills Integration 202
Synthesis of Multisystem Disease and Therapy
Year 2 Electives
End of Life Care (offered fall and spring)
Nutrition and Health (fall)
Interprofessional Care Management (begins in fall)

Year 4

Required Courses
Critical Concepts
Primary Acting Internship
Secondary Acting Internship
4 Electives
Senior Special Topics (1 week in May)

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. 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.

Clinical Third and Fourth Year

Clerkship Duty Hours

Students on clinical clerkships should not spend more than 80 hours per week (on average over the duration of the clerkship) in clinical and didactic learning activities. Students who are assigned to overnight call in the hospital should not have patient care responsibilities after 1:00 PM on the following day. Students will still be expected to attend mandatory didactic activities even after overnight call. In-house call must occur no more frequently than every third night, averaged over a four-week period. Students should have at least 24 consecutive hours off/week averaged over the duration of the clerkship and including school holidays. This policy holds true for all required clerkships.

If a student has concerns that their duty hours have been exceeded, they should contact the clerkship director as soon as possible. If students are not comfortable contacting the clerkship director, they should contact the Director of the Clinical Sciences Curriculum (Dr. Catherine Hebert), the Assistant Dean for Undergraduate Medical Education (Dr. Robin English), the Director of Student Affairs (Dr. Kourtne Robin), the Assistant Dean for Student Affairs (Dr. Fred Lopez or Dr. Hamilton Farris), or the Associate Dean for Student Affairs (Dr. Cathy Lazarus).

Hospital Appearance/Dress Code

Students are expected to maintain a professional appearance in patient care areas. University Medical Center has adopted UMC Appearance Policy for employees and staff. Students are also expected to comply. Expectations will be similar at other hospitals, so you should use these as guidelines for your appearance on all clinical rotations. Students should also read these guidelines about attire in the operating room and preoperative/postoperative areas.

Junior Clerkship Absence

We understand that situations may arise when a student will need to request absence from daily responsibilities on a required clerkship in the junior year for a brief period of time. The school has adopted the guidelines listed below to give you insight as to what might be considered an acceptable request. Note that these are institutional guidelines and some of the clerkships may have more specific policies.

All requests for leave must be presented to the clerkship director; it is your responsibility to make certain that they are approved. **Recognize, that some clerkships are shorter than others making absences for non-emergencies unacceptable.**

1) Emergent Absence: The clerkship director should be notified as soon as possible.

Illness: Your illness will be excused. An excuse from your physician must be provided if you are out for 2 days or more. Serious illness of a family member may be an acceptable reason for leave depending on the circumstances. Leaves of more than two days will require remediation prior to completion of the clerkship.

Funeral Leave: The death of immediate family members which include spouse, child, parents, grandparents or siblings will be excused. Other funeral leave may be acceptable depending on the circumstances. Leave of more than two days will require remediation prior to completion of the clerkship.

2) Non-emergent Absence: Clerkship directors must be asked about these absences prior to the start of the clerkship.

Wedding: Requests for leave may be considered if the student is part of the wedding ceremony. *Requests of this type must be made in writing or via e-mail prior to the start of the*

clerkship. Some of the required clerkships may not approve these requests. Leave of more than two days will require remediation prior to completion of the clerkship.

Educational leave or School Business: Students may be asked to participate in conferences to present research findings or to represent the school at local or national meetings. *Requests of this type must be made in writing or via e-mail prior to the start of the clerkship.* Some of the required clerkships may not approve these requests if others can represent you or the school. Leave of more than two days will require remediation prior to completion of the clerkship.

Extenuating circumstances may arise which do not fall in the categories as listed above. As stated above, all requests should be made to the clerkship director. Over the course of the clerkship, leave totaling more than two days may require remediation prior to completion of the clerkship. Remediation may involve additional call nights, additional weekend responsibilities or clinical work on days normally set aside for shelf exam preparation. Sufficient remediation will be established at the discretion of the clerkship director. Additionally, absences for non-emergencies may be reflected in the evaluation of your work habits or professionalism.

Guidelines for Students on Clinical Rotations during an Emergency

In the event of an emergency closure of the LSU School of Medicine in New Orleans:

- 1) Students on clinical rotations in New Orleans will be officially excused from school and their clinical responsibilities pending further notice through the emergency website.
- 2) Students on clinical rotations in Baton Rouge, Lafayette and other sites not listed should be excused from school and their clinical responsibilities for up to 48 hours (to care for their families or personal property in New Orleans). Students on these rotations may choose to continue their clinical work uninterrupted. Students needing more than 48 hours to care for their personal property and family should contact both the school administration and their clerkship director to request additional time off.
- 3) All students should be familiar with the Chancellor's Memorandum-51 on weather-related emergency procedures. In particular, note the following:

"All employees and students are required to update their personal contact information on the LSUHSC-NO registry. The registry will become available on-line via the LSUHSC-NO website once a state of emergency has been declared by the Chancellor. Faculty staff and students failing to update their contact information on the registry will be subjected to disciplinary action up to and including being charged with an unauthorized absence."

Senior Clerkship Absence

Situations may arise when a student will need to request a brief absence from daily responsibilities on a required or elective clerkship in the senior year. Guidelines for emergent

and non-emergent absence during the junior clerkships also apply to the senior clerkships. In addition, seniors may be excused from daily responsibilities for the purpose of their residency interviews. These requests are considered non-emergent and must be presented to the clerkship director for approval in advance. Note that these are institutional guidelines and some of the clerkships may have more specific policies.

Residency Interviews: Senior clerkships are shorter than those in the junior year, so absences for non-emergencies should be minimized. Students should make every attempt to schedule residency interviews during block 7 or at other times when they are not on a clerkship rotation. We recognize that this is not always possible. However, we consider your adherence to these policy guidelines a matter of professionalism. Clerkship directors should receive requests for absence due to a residency interview prior to the start of the rotation or as soon as the interview is scheduled. Your team (residents, interns, and attending) should be notified at the start of the rotation or as early in the rotation as possible. Time off for interviews should be counted as your allotted days off during the rotation. Absence for interviews that exceeds the allotted days off during the rotation may require remediation. Remediation may involve additional call nights, additional weekend responsibilities or clinical work on days normally set aside for vacation. Sufficient remediation will be established at the discretion of the clerkship director. Additionally, excessive absences from clinical duties may be reflected in the evaluation of your work habits or professionalism.

Fourth Year Clerkships and Electives

Senior Course Requirements

Seniors are expected to complete 8 course requirements:

Critical Concepts (MCLIN 400)

The Critical Concepts rotation provides exposure to critical topics in patient care, procedural skills, medical knowledge, and disease management using a variety of teaching modalities: traditional didactics, patient simulations, on-line interactive modules, quizzes, and direct clinical experience in emergency and ICU settings. This rotation provides every senior medical student, regardless of career choice, with a broad and solid foundation in the principles and skills needed to care for acute and emergency patients. Having completed their core junior rotations, senior students will be challenged to apply their skills and knowledge to more complicated and critical patient care situations. This rotation will also provide senior students with the opportunity to refine and expand their skills in commonly performed procedures and medical interventions. Furthermore, senior students will develop a more sophisticated understanding of their upcoming roles as resident physicians with increased responsibility to individual patients, to health care team, and to the health care system.

Primary Acting Internship (419)

Secondary Acting Internship (417 or 418)

The Primary and Secondary Acting Internship provides senior students with the opportunity to begin functioning as interns. Students will develop additional skills in all areas of core competence. Particular emphasis is given to improving skills of clinical judgment and decision making by giving students more responsibility for patient care than they had in the third year. Students are encouraged to take increasing amounts of responsibility while under the close supervision of staff and faculty. In addition to patient care skills, students will also enhance their communication skills, and develop a better appreciation of systems based practice due to their involvement as a more prominent member of the health care team. Students will continue to increase their medical knowledge and skills of practice-based learning through reading, faculty feedback, and attendance at conferences and didactic sessions.

Elective (410, 420 - 499)

There are a broad number of electives offered to support every students' learning experience. Students must complete 4 elective rotations.

Special Topics (SPTP 400)

This one-week course contains very practical information for seniors as they make final preparations for residency: financial management and loan repayment, malpractice insurance, practice management, legal advice for physicians, end of life care, substance abuse among physicians, etc.

**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. If a student wishes to do 5 rotations in a single discipline, he or she must use one of their independent study months.*

**Students have 4 independent study/interview/off rotations to study for USMLE exams, prepare residency applications, interview for residency programs, and to take some vacation time.*