LSU Health
NEW ORLEANS
School of Allied Health Professions

STUDENT HANDBOOK

Table of Contents

Accreditation

Introduction
- Educational Philosophy and Objectives
- History of the School

Administration Departments and Programs

Campus
- Residence Halls
- Resource Center
- Dining Services
  - Tiger Den Cafe'
  - Atrium Coffee Kiosk
- Library
- Parking
- Police and Campus Security
- Bookstore
- Student Health
- Wellness Center
- Campus Assistance Program
- Academic Performance Resources (APRIL)
- Office of the Registrar
- Financial Aid
- Bursar's Office

Student Policies and Procedures
- Grading
  - Grading System
  - Grading and Evaluation of Performance
  - Student Grade Appeals
- Student Conduct and Behavior
  - Policies and Procedures
- Student Rights and Responsibilities (CM-56)
- Compliance Program
- FERPA
- HIPAA
- Freedom of Speech

Media Release

Office of Academic Affairs
- Academic Standards
  - Undergraduate Scholastic Requirements
  - Provisions for Academic Progression
  - Graduate Professional Scholastic Requirements
  - Provisions for Academic Progression
- Americans with Disabilities Act/Accommodations
- Technical Standards
  - Procedures
  - Requirement for Documentation

Quality Assurance
- Emergency Procedures
  - Website Information
  - E-Mail Notifications
  - Text Alert System
  - Digital Signage
- Alcohol Policy
- Substance Abuse Policy
- Violence-Free Workplace
- Attendance
- Dress Code

Student Clinical Rotations
- Health Insurance
- Liability Insurance
- Needlestick Coverage
- Immunization Records
- Background Check and Drug Screen Procedures

Student Information
- Title IX
- Student Self-Service
- Degree Verification
- Enrollment Verification
- Tuition and Fees
- Medical/Sick Leave
  - Leave of Absence
  - Withdrawal
  - Procedure
- Information Technology
  - Computer Applications
  - Computer Access

Identification and Badges
Academic Calendar
E-Mail Messages
Computer Support
    CoursEval
    Moodle
    Zoom
    Secure Testing
    TurnItIn
Graduation
Professional Student Organizations
Student Government Association
Student Ambassador Program
Office of Student Affairs
    Admissions
    General Admission Policies
    Method of Application
    Acceptance Deposit
    Orientation
    Registration
    Social Media
    Photocopying
    Pay Paw
    Awards/Scholarships
SAHP Clinics
Clinic Handbooks
    Audiology Clinic Handbook
    Counseling Handbook
    Occupational Therapy Clinic Handbook
    Physical Therapy Clinic Handbook
    Speech-Language Pathology Clinic Handbook



Accreditation

Louisiana State University Health Sciences Center - New Orleans (LSUHSC-NO) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, and doctoral degrees. LSUHSCNO also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of LSUHSC-NO may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Introduction

Welcome to the LSUHSC-NO School of Allied Health Professions (SAHP). We hope that the time you spend here will not only be intellectually stimulating and challenging but also a time of overall growth and development. The Office of Student Affairs is here to assist you during your educational career. This handbook is intended to provide important information that will be helpful to you while enrolled in the SAHP. While this handbook provides much information, it is not a substitute for the LSUHSC-NO 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 LSUHSCNO Academic Catalog/Bulletin, hereinafter referred to as the catalog. The current catalog is available at
http://catalog.lsuhsc.edu/

Educational Philosophy and Objectives

The School of Allied Health Professions subscribes to the philosophy of the LSU System, which has a three-fold purpose: Developing to the highest level the intellectual and professional capacities of citizens through resident instruction; enriching instruction and establishing new frontiers through research and scholarship; and providing all Louisianans with information useful to advancing the state's economy and culture. The SAHP recognizes that total health care of the community, state, and the nation must increasingly draw upon personnel, talents, and techniques of a broad range of disciplines. Therefore, programs for the education of allied health professionals must not only incorporate an understanding of, and appreciation for their own field but also, the fields

of medicine, dentistry, public health, and nursing. A comprehensive acquaintance with the cultural and physical heritage and bodies of knowledge, which will assist the student in living a productive, humanitarian, and successful life in society, is deemed important. The School recognizes its obligation to develop educational programs in the allied health professions compatible with this philosophy and striving for the highest level recognized as being justifiable in terms of the roles and responsibilities its graduates will assume.

The primary objective of the School is to increase the supply, at the undergraduate and graduate levels, of a variety of patient-oriented health professionals in the State of Louisiana and to meet the need for health services and future teachers in healtheducational programs. The training for any health profession can best be accomplished in a health-oriented environment such as the Health Sciences Center. This environment permits the physician, dentist, nurse, allied health professional, and student to see the patient as a team, thus developing sound working relationships requisite to educating the student for a role of leadership. Because of the close relationship developed with other undergraduate campuses in Louisiana, a strong core curriculum is available from which students may obtain a foundation and general understanding of various fields of allied health. This permits students to sample a broad spectrum before final selection of a specific field and admission to the School of Allied Health Professions. The School provides vital public health and human services through direct patient/client care, and support for families. Health care services are provided through the allied health clinics, and in association with the state public hospital system. Human services for clients with developmental disabilities and their families are provided by the Human Development Center in New Orleans. A further objective of the School is to develop and maintain programs of investigative studies and research within the allied health disciplines. The School will also assume a position of leadership in providing a mechanism to promote development of programs to meet the continuing educational needs of allied health professionals in Louisiana.

History of the School

The School of Allied Health Professions was established by the Board of Supervisors on April 2, 1970 and became operational July 1, 1970. Programs were offered on the New Orleans and Shreveport campuses until March 25, 2004, when the Board of Regents approved a plan to separate the campuses administratively. The LSUHSC-NO SAHP currently comprises the following departments: Cardiopulmonary Science, Medical Laboratory Science, Communication Disorders, Interdisciplinary Human Studies, Occupational Therapy, Physical Therapy, Counseling, and Physician Assistant Studies. Baccalaureate degrees (Bachelor of Science) are offered in Cardiopulmonary Science and Medical Technology. The Department of Communication Disorders offers a Master of Communication Disorders degree in speech-language pathology and a Doctor of Audiology (AuD) degree. The Department of Occupational Therapy offers the Master of Occupational Therapy degree, the Department of Physical Therapy offers a Doctor of

Physical Therapy degree, and the Department of Counseling offers the Master of Health Sciences degree in Counseling. The Department of Physician Assistant Studies offers a Master of Physician Assistant Studies degree. A full accounting of the history of the School can be found here.

All educational programs of the School are approved by the appropriate state agencies, and are accredited by the appropriate credentialing body.

Administration

411 South Prieur Street
New Orleans, LA
Room 424
(504) 556-3400
(504) 556-3401 (FAX)

Dr. Erin Dugan, Dean emart3@lsuhsc.edu
504-556-3403

Ms. Pamela Galindo, Executive Assistant to the Dean pgalin@lsuhsc.edu
504-556-3400

Ms. Yudi Cazanas, Director of Student Affairs ydelga@lsuhsc.edu
504-568-4253

Ms. Yahaira Amaya, Assistant Dean of Administration and Finance
yamaya@lsuhsc.edu
504-556-3406

Dr. Andy Pellett, Associate Dean of Academic Affairs apelle@lsuhsc.edu
504-556-3414

Dr. Noelle Moreau, Associate Dean of Research
nmorea@lsuhsc.edu
504-556-3413

Dr. Kevin Lord, Assistant Dean of Student Affairs klord@lsuhsc.edu
504-556-3470

Dr. Alanna Glapion, Assistant Dean of Alumni and Community Affairs
aglap1@lsuhsc.edu
504-556-3415

Mr. Quang Tran, IT Client Support Analyst Sr qtran3@lsuhsc.edu
504-568-5514

Mr. Ryan Ramsey, IT Client Support Analyst	504-556-3410
Ms. Marilyn Viverito, IT Client Support Analyst	504-556-3498

Departments and Programs

Cardiopulmonary Science
6th Floor
Dr. Andy Pellett, Department Head
Ms. Charlaine Ritter, Departmnent Coordinator **Program Handbook Link:** 504-568-4227
http://alliedhealth.lsuhsc.edu/cp/docs/StudentHandbookRespiratoryTherapyProgram.pdf?version1.52517

Physician Assistant Studies 2nd Floor HDC Bldg.
Dr. Brittany Booth, Department Head
Ms. Mykell Venable, Department Coordinator **Program Handbook Link:** 504-556-3420

https://alliedhealth.lsuhsc.edu/pa/docs/PAhandbook2021.pdf

Physical Therapy
7th Floor
Dr. Howe Liu, Department Head
Ms. Aaronlyn Breaux, Department Coordinator 504-568-4288

Program Handbook Link:
https://alliedhealth.lsuhsc.edu/pt/docs/PTSTUDENTMANUAL.pdf?52019

Occupational Therapy
8th Floor
Dr. Ingrid Franc, Interim Department Head
Lauren Cheramie, Department Coordinator 504-568-4302
Program Handbook Link:
https://alliedhealth.lsuhsc.edu/ot/docs/OTHANDBOOK.pdf?Fall2019

Counseling
3rd Floor HDC Bldg.
Dr. George Hebert, Interim Department Head
Ms. Jeri Brumfield, Academic Coordinator 504-556-3453 **Program Handbook Link:**
https://alliedhealth.lsuhsc.edu/crc/docs/CRCHandbook_January2022.pdf

Communication Disorders
9th Floor
Dr. Annette Hurley, Department Head, Audiology Program Director Ms. Deanna Livers, Clinic Speech and Hearing Manager

504-568-4338 **Program Handbook Link:**
https://alliedhealth.lsuhsc.edu/cd/docs/AudiologyHandbook.pdf?2019
https://alliedhealth.lsuhsc.edu/cd/docs/SLPHandbook.pdf?51418 **Medical Laboratory Science**
10th Floor
Dr. Joanie Brocato, Department Head
Ms. Susan Reuter, Department Coordinator 504-568-4276 **Program Handbook Link:**
https://alliedhealth.lsuhsc.edu/cl/docs/policiesandprocedures.pdf?20192020

Human Development Center 4th Floor HDC Bldg.
Dr. Philip Wilson, Director
Mitze Jones, Business Manager 504-556-7569

Campus

Residence Halls

Students of the LSU Health Sciences Center in New Orleans are eligible to reside in LSUHSC-NO housing facilities. In addition, post-doctoral students and affiliates (e.g., visiting faculty, researchers, house officers and students) will be allowed on-campus housing at the Residence Hall, and The Residences at LSU Health provided that capacity exists after fulfilling student demand and that they are here for training or educational purposes.

The LSUHSC-NO student housing website is located online at

http://www.lsuhsc.edu/administration/ae/housing.aspx?submenuheader=2

Students may contact the Assistant Dean of Student Affairs for emergency housing if they are experiencing housing insecurity.

Resource Center

The library, as well as the registrar and Bursar's Office, are located in the Resource Center at 433 Bolivar Street across from the covered parking garage. The building can be accessed through the 1st floor entrance or the 2nd floor covered walkway. Access afterhours requires a valid LSUHSC-NO identification badge.

Dining Services

Tiger Den Café

The Tiger Den Café, located on the 3rd floor of the Medical Education Building, offers breakfast and lunch menu items as well as snacks, and bottled and can drinks. The Café serves breakfast from 7:00 am to 10:00 am and lunch from 11:00 am to 1:30 pm, Monday through Friday. For detailed information please refer to the dining services website.

Atrium Coffee Kiosk

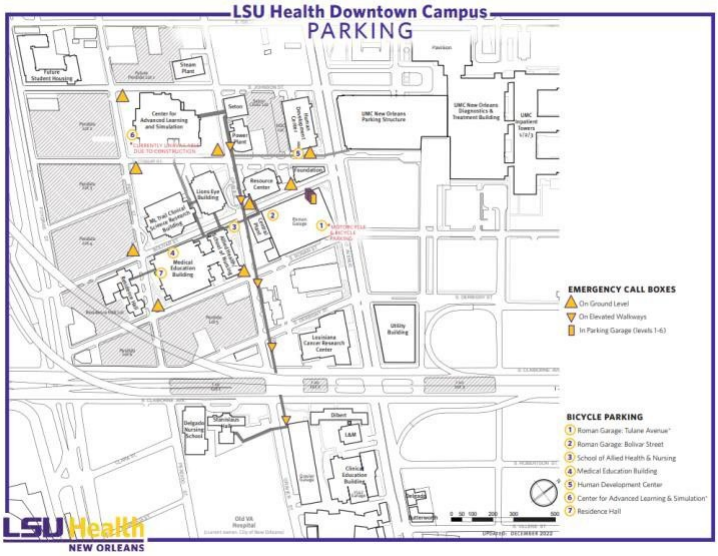
The kiosk is located in the atrium between the 3rd floors of the Medical Education and Nursing/Allied Health buildings, and offers coffee, tea, other beverages, and pastries from 7-10 a.m., and 11 a.m. to 2 p.m., Monday through Friday.

Library

The main library for LSUHSC-NO, the John P. Isché Library, is located on the 3rd, 4th and 5th floors of the Resource Center at 433 Bolivar Street. Entrance to the library is located on the 3rd floor. For detailed information please refer to the libraries website.

Parking

Student lots 3, 4, 5, and 6 on Perdido Street as well as parking on the 6th and 7th (only) floors of the Roman Street garage are available for student parking. Student housing residents will utilize parking in the Residence Hall lot or Gravier St. Garage (Stanislaus Hall). The annual (fall to summer) parking fee is $125 for general student parking and $155 for student housing parking. A $25.00 refundable gate card purchase is necessary for the access tag. Registering your car can be accomplished on registration day through Parking Services located on the 1st floor of the Resource Center, Room 158. Details regarding student parking can be found at this link.



Police and Campus Security

LSUHSC-NO police are available to escort students between the LSUHSC-NO buildings and student parking lots. However, students are asked to make arrangements ahead of time. For example, if you are studying late in the library and anticipate leaving at 10:00 p.m., call the escort number one half hour prior to the anticipated departure. An LSU Health Sciences Center police officer will escort you to and from your car upon request by calling the following number: (504) 568-8999.

Bookstore

The LSUHSC-NO bookstore is a state-of-the-art operation. They are continually expanding their services and updating their stock of textbooks and leisure books. In addition, they carry a multitude of practical and unique items including greeting cards, tee shirts, and sweatshirts. The bookstore is also responsible for assisting students with the ordering of graduation caps/gowns and announcements.

Student Health

Student Health Services is located close to the Nursing/Allied Health building, in the Seton Building at 478 S. Johnson Street, Room 307, accessible via the Walk to Wellness. Student Health provides primary health care, mental health assistance, immunizations, women's health exams, and exams for away clinical rotations.

Wellness Center

The Wellness Center, located within the Center for Advanced Learning and Simulation at 2021 Perdido Street, is available to all LSUHSC students and employees and their families, free of charge. The Center offers numerous exercise modalities and classes designed to promote fitness and wellness.

Campus Assistance Program

Scott M. Embley, LCSW, CEAP, Director
Human Development Center: 411 S. Prieur St., 2nd floor – Suite #233
Phone # 504-568-8888

The LSUHSC-NO Campus Assistance Program (CAP) is a free service provided by LSUHSC-NO to assist faculty, staff, residents, and students in the resolution of personal problems. CAP can assist you with problems in the following areas:

- Family and marital
- Mental health
- Alcohol and drugs
- Legal referrals
- Financial referrals

Other CAP services available include:

1. **24 hour crisis line** (504-568-8888) - a counselor is on call 24 hours a day to assist in time of crisis
2. **Problem assessment** - a counselor will help you clarify the nature of your problem and develop a plan to help you resolve your problem
3. **Short-term counseling** - brief short term counseling for problem clarification and patient advocacy
4. **Referral -** based on your conversation with the counselor, a referral (when needed) will be made to a specialist within the community for the best cost effective assistance or treatment of your problem. A **CAP** counselor will discuss your problem over the telephone or set a time to meet with you personally.

Academic Performance Resources (APRIL)

APRIL provides an umbrella of academic support services for all students at LSU Health

Sciences Center in New Orleans. The APRIL Committee publishes a brochure -titled "APRIL Can Help You" that outlines the academic support services available, the service providers and their contact numbers. The brochure is distributed during student orientation and is available online. More information regarding APRIL can be accessed at the website:

https://www.lsuhsc.edu/administration/academic/docs/APRIL_Brochure.pdf

Office of the Registrar

The registrar's office is located on the 1st floor of the Resource Center. This office provides a multitude of student services, which include verification of enrollment letters, degree verification, copies of official and unofficial transcript (fee applies), legal name and address change, assistance with Louisiana resident applications, and student picture I.D.'s. Phone: 504-568-4829; Fax: 504-568-5545.

Financial Aid

The LSUHSC-NO Office of Financial Aid handles all financial aid application requests including grants, loans, and scholarships. Due to the enormous work load handled by this office, it is recommended that students call in advance to schedule an appointment with a loan officer. Initial financial aid forms should be submitted as soon as possible. Be sure to follow all instructions carefully. Failure to follow instructions correctly, resulting in incomplete or inaccurate forms, could result in denial or delay in receipt of financial aid.

Once you have submitted your forms to the financial aid office, your request for funds will be reviewed by a loan officer. They will send you additional forms and information. Any questions you may have or follow-up regarding forms, should be directed to the Office of Financial Aid.

Student Responsibility for Financial Aid

1. Review and consider all information about a school's program before you enroll.
2. Pay special attention to your application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent you from receiving aid.
3. Know and comply with all deadlines for applying or reapplying for aid.
4. Provide all documentation, corrections, and/or new information requested by either the Financial Aid office or the agency to which you are submitting your application.
5. Notify your school of any information that has changed since you applied.
6. Read, understand, and keep copies of all forms you sign.
7. Repay any student loans you have. When you sign a promissory, you are agreeing to repay your loan.

8. Attend an exit interview at your school if you have a Perkins, GSL, PLUS/SLS loan.
9. Notify your school of a change in your name, address, or attendance status (fulltime/three-quarter time/half time). If you have a loan you must notify your lender of these changes.
10. Understand your school's refund policy (stated in the LSUHSC catalog).

*Note: All students are urged to discuss with their borrowing representative the estimate of **loan repayment**. This should be done as part of the initial discussion with your lending institution. For example, if you have accrued $30,000 in loans, your repayment including interest would be approximately $370.00 a month for 10 years.*

PLEASE KEEP IN MIND THAT IF YOUR FINANCIAL AID PAPERWORK IS NOT COMPLETE PRIOR TO REGISTRATION DAY, YOU WILL BE EXPECTED TO PAY YOUR TUITION IN FULL AT THAT TIME.

Ms. Anna Daigle, Director of the Student Financial Aid Office and
Ms. Stephanie Battaglia, Financial Aid liaison for SAHP
LSUHSC Office of Student Financial Aid
Resource Center Building, Room 215
433 Bolivar Street
Phone: 504-568-4820; Fax: 504-599-1390

Bursar's Office

The LSUHSC-NO Bursar's Office disburses student financial aid checks, collects and records tuition during registration, and handles a variety of loan transactions.

LSUHSC-NO Bursar's Office
Resource Center
433 Bolivar St., RM 144
Phone: 504-568-4694; Fax: 504-568-2116
Hours: 8:00 a.m. to 4:00 p.m. Monday through Friday

Student Policies and Procedures

Grading

Grading System

The School of Allied Health Professions employs a letter grading system (A, B, C, D, F, I, P, S, and U). The grades of A, B, and C indicate satisfactory undergraduate work, with A being the highest grade given. D indicates work that is passing, but below the minimum quality expected. Grades of A and B indicate satisfactory graduate work.

- The F grade indicates failure of a course.

- The I grade is recorded for a student whose work is satisfactory but, for reasons beyond the student's control, is incomplete at the time grades for the course are reported.
- The P grade indicates passing of a course.
- The S grade indicates satisfactory performance.
- The U grade indicates unsatisfactory performance

All students will be notified of their academic standing at the end of each academic semester by the Office of the Registrar. The grade point average is derived by dividing the total number of quality points by the total number of hours attempted.

An A has the value of 4 quality points, B=3 quality points, C=2 quality points, D=1 quality point, and F=no quality points. Thus, a 2.0 ratio is equivalent to a C average.

An I grade will be converted to F unless it is removed during the next regular semester in which the student is in residence in the LSU System prior to the deadline for adding courses for credit as noted in the "Calendar."

Grading and Evaluation of Performance

In determining the final grade to be assigned for a student at the end of a course, all important attributes of each student's performance in the course are considered. This includes not only cognitive attributes, but also non-cognitive attributes such as deportment, interpersonal relationships, attitude toward course work, and other factors, which, in the opinion of the faculty, are important to the student's future role as an allied health professional.

Student Grade Appeals

Appeals of final grades must be initiated by the student within ten working days of the end of the semester in which the grade was given. The following procedure is to be followed.

The student should initially submit a detailed written description of the disputed grade(s) to the course director, describing the rationale for a potential change of grade(s). The student should then meet with the course director to discuss the disputed grade(s) and attempt to arrive at a solution. Although both parties may have an advisor present, under most circumstances the meeting will be more productive if only the student and the faculty member are present. If an administrative officer (department head or dean) is the faculty member who assigned the grade that is appealed, that person should be excused from the appellate process; if applicable the administrative officer will be replaced in the procedure by a faculty member appointed ad hoc by the associate dean of academic affairs (ADAA). If the decision reached requires a change in an official LSU System record, the faculty member must comply with all University System regulations and procedures necessary to accomplish the change.

If the matter is not resolved between the student and the faculty member, and the student wishes to pursue the appeal, the student shall make a written request to the head of the department in which the course was taught asking for a meeting with the department head and faculty member. The written request should clearly state the purpose of the meeting and should indicate the faculty member's name. The department head shall arrange a meeting within two weeks from the date of receipt of the request. At this meeting, both the student and the faculty member may be accompanied by an advisor. At the close of the meeting, or within 5 working days thereafter, the department head shall make a decision. If a decision is made at the close of the meeting, it is to be given verbally, and subsequently in writing, to all present. If the matter is taken under advisement, the department head shall inform all parties of the decision in writing. If the decision reached requires a change in an official record, the faculty member must comply with all regulations and procedures necessary to accomplish the change. If the person who assigned the appealed grade is the department head, then this step in the appeal process is bypassed and the student may appeal directly to the ADAA of the School (see below).

If the student is not satisfied with the decision reached, the student may appeal to the ADAA of the School. The student's appeal must be in writing and must contain the following information: 1) An explanation of the complaint; 2) the resolution requested; 3) and a specific statement of the reasons supporting the resolution sought. Upon receipt of the request, the ADAA will forward copies to the department head and faculty member concerned, who must reply within 5 working days with an individual written statement supporting their previous actions. When the department head's and faculty member's replies have been received, the ADAA may take one of the following actions.

1. Decide the question based on the written appeal and the faculty member's and department head's written replies;
2. Meet with all parties concerned, who may be accompanied by advisors if desired, and, after discussion, reach a decision; or
3. Refer the appeal to a hearing panel for its recommendation.

The following procedure will be followed if the ADAA refers the matter to a hearing panel. Hearing panels to consider grade appeals shall comprise 5 individuals: Three faculty members appointed by the ADAA (including the chair), with at least one faculty member being from a department other than the one in which the appeal has been initiated, and two students appointed by the student government association president of the School. The panel will conduct a hearing to elicit facts from the concerned parties. After deliberation, the panel will make its recommendation in writing to the ADAA. Copies of the recommendation and the ADAA's final decision must be given to all parties. Regardless of the method used, the ADAA must make a decision within thirty calendar days from the date of receipt of the student's appeal. The decision must be written, listing the reasons supporting the decision; copies must be given to all parties. If the decision requires a change in an official record, the faculty member must comply with all regulations and procedures necessary to accomplish the change.

Student Conduct and Behavior

Policies and Procedures

Introduction

Universities have a responsibility to protect their educational purposes, the academic environment of the campus, and all members of the university community. To meet these responsibilities, a university must establish and enforce standards of conduct for its students. A university is obliged to establish reasonable standards for student conduct, for membership and continued membership in the university community, to deny membership to those applicants who do not meet these standards, and to impose reasonable disciplinary sanctions on students who are found guilty of violating these standards.

Policy

It is the prerogative of the School of Allied Health Professions (SAHP), through the faculty, administrators, and other employees, to make decisions on the correct application of general policy statements and procedures to specific students under specific sets of circumstances. In making these decisions, both the rights of the student and the needs of the School in accomplishing its mission and educational goals must be considered. To this end, acts of academic or other misconduct, e.g., cheating, plagiarism, code of professional conduct violations, commission of a crime, etc., may subject the offending student to disciplinary action. To ensure the consistent observance of due process, the following policy and procedures apply.

Definitions

1. “University” refers to the Louisiana State University (LSU) system.
2. “Health Sciences Center” refers to the Louisiana State University Health Sciences Center-New Orleans.
3. “School” refers to the School of Allied Health Professions, New Orleans.
4. “Department” refers to the specific department within the School of Allied Health Professions in which a given student is enrolled.
5. “Days” refers to official LSU Health Sciences Center working days.
6. Any reference herein to the singular shall also include the plural.

General Provisions

1. Equal treatment guaranteed to students by the 14th Amendment to the Constitution of the United States of America requires that the same policies, procedures, and practices be used to consider all allegations of misconduct and also requires the imposing of "like sanctions for like violations" on all students found guilty of misconduct. This obligation of the School can be fulfilled only if each instructor reports suspected misconduct to the designated office in accordance with the

provisions of this document. Consistent with this obligation, no disciplinary sanction shall be imposed upon a student except in accordance with the provisions of this document. Thus, it is contrary to School policy for an instructor to assign a disciplinary grade, such as an "F" or zero on an assignment, test, examination, or course as a sanction for admitted or suspected academic dishonesty, in lieu of formally charging the student with academic misconduct under the provisions described herein.

2. Any time limit set forth in this procedure may be extended by mutual written agreement of the dean and the student.
3. Infractions shall be reported to the associate dean for academic affairs (ADAA).
4. The dean may appoint someone other than the ADAA to serve in their place.

Academic and Professional Conduct

Students are expected to:

- Exhibit the highest standard of personal, academic, professional, and ethical behavior.
- Treat faculty, staff, peers, clients, patients, and others with dignity and respect.
- Abide by the Code of Conduct that applies to their specific Allied Health discipline.
- Comply with rules, codes, policies, and technical standards set by the department, School, campus, and University.

Students who violate any of the above when involved in any School or School-related activity/function whether on or off campus will be subject to disciplinary action as prescribed in this document.

Academic Misconduct

Academic misconduct, includes, but is not limited to, the following:

1. Copying from another student's test paper.
2. Using the course textbook or other materials such as a notebook normally brought to a class meeting but not authorized for use during a test by the person giving the test. Having such forbidden material open and in sight of the student will be considered prima facie evidence of use.
3. Attempting to commit, or to be an accessory to the commission of, an offense listed above.
4. Collaborating during a test with any other person by giving or receiving information without authority.
5. Using specially prepared materials, e.g., notes, formula lists, notes written on the student's clothing or body, during a test. Bringing such forbidden material to a test will be considered prima facie evidence of use or attempted use.
6. Stealing, buying, or otherwise obtaining all or part of an unadministered test, including answers to an unadministered test.
7. Possession/distribution of all or part of an unadministered test.
8. Bribing any other person to obtain an unadministered test or information about a test.

9. Substituting for another student, or permitting any other person to substitute for oneself, to take a test.
10. Submitting as one's own, in fulfillment of academic requirements, any theme, report, term paper, essay, other written work, drawing, or other scholastic work prepared totally or in part by another.
11. Selling, giving, or otherwise supplying to another student for use in fulfilling academic requirements any theme, report, term paper, or other work.
12. Changing, altering or being an accessory to the changing and/or altering a grade in a grade book, on a test, on other work for which a grade is given, on a "drop slip" or other official academic records.
13. Proposing and/or entering into an arrangement with an instructor to receive a grade of "F" or any other reduced grade in a course, on a test or any other assigned work in lieu of being charged with academic misconduct under the provisions of this policy.
14. Plagiarizing is the unacknowledged inclusion, in work submitted for credit, of someone else's words, ideas, or data. When a student submits work for credit that includes the words, ideas, or data of others, the source of this information must be acknowledged through complete, accurate and specific references, and, if verbatim statements are included, through quotation marks. Failure to identify any source, published or unpublished, copyrighted or uncopyrighted, from which information, terms, phrases, or concepts have been taken, constitutes plagiarism. By placing their name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments through appropriate referencing.
15. Falsification, fabrication, or dishonesty in reporting clinical, laboratory, and research reports and academic coursework.
16. Submitting substantially the same work for credit in more than one course.
17. Violation of course rules as established by the School, department, or course instructor.
18. Attempting to commit, or to be an accessory to, the commission of an offense listed above.
19. When taking online exams, students must not access other apps, websites, devices, or unauthorized materials, and any attempt to cheat (e.g., using external help, impersonation, or bypassing security features) will result in disciplinary action.
20. Violation of any other LSU Health Sciences Center academic rules or regulations. Students who violate any of the above when involved in any School or School-related activity/function whether on or off campus will be subject to disciplinary action as prescribed in this document.

Professional Misconduct

To protect the University's educational purposes and the University community, a student may be formally charged with a violation of this policy and be subject to the sanctions herein when:

1. Strong and convincing evidence that the student's continued presence at the University is potentially dangerous to the health and safety of the University community.
2. The student is convicted of a felony.
3. The student is formally charged by civil authorities with the commission of a felony of such nature that the student's continued presence at the University is potentially dangerous to the health and safety of the University community.
4. The student is in possession of dangerous weapons/devices including but not limited to firearms, explosives, toxic substances, etc. on school property or other affiliated site property, e.g., a clinical site where a school activity/function is conducted.
5. The student engages in acts of sexual misconduct including but not limited to sexual harassment, lewd, indecent, and/or obscene behavior.
6. The student engages in behavior that disrupts the learning environment including but not limited to, refusing to comply with instructions, course requirements, behaving in a physically threatening manner, making oral/written threats, etc.
7. The student violates any other LSU Health Sciences Center rules or regulations pertaining to professional conduct.

Procedure

Reporting Student Misconduct

1. Anyone with knowledge/evidence sufficient to justify a charge of misconduct shall report the alleged misconduct to the ADAA within 5 days of having knowledge of the alleged misconduct via LSUHSC Cares.
2. An allegation of misconduct must be in writing and signed by the individual making the allegation to proceed to the next step.
3. The associate dean or dean or their designee will discuss the circumstances and evidence surrounding the alleged violation with the person reporting the misconduct.

Charging a Student with Misconduct

1. After reviewing the evidence pertaining to the alleged misconduct, the ADAA will then discuss the allegation with the accused student. If the evidence is sufficient to justify such action, the student will be informed that the School of Allied Health Professions will bring formal charges against them.
2. The student will be provided with a written statement of the formal charge against them.

Referral to a Hearing Panel

After being informed of the formal charge, if the student does not request that the charge be resolved administratively, or the dean does not accept jurisdiction, the ADAA will refer the charge to a hearing panel within 5 days. The student will be referred to the Assistant Dean of Student Affairs to discuss student-based responsibilities during this process.

Interim Grade

A grade of “I” (incomplete) will be assigned, if necessary, until the dean has rendered their final decision.

Hearing Panel

1. An ad hoc hearing panel, which shall be advisory to the dean and consist of three faculty members and two students, shall meet to consider the case within 10 days of referral to the hearing panel.
2. Faculty members of the hearing panel shall be selected by the ADAA from the pool of full-time faculty members within the SAHP. The chair of the panel will be determined by the ADAA. No more than one faculty member of the panel may be a member of the accused student’s department.
3. Student members shall be appointed by an officer of the Student Government Association of the SAHP. Students serving on the hearing panel may not be from the accused student's department. Graduate students will review allegations of misconduct against graduate students and undergraduate students will review allegations of misconduct against undergraduates.
4. The ADAA will be responsible for setting up the hearing, informing concerned parties and the panel members of the time and place of the hearing.
5. The accused student may be accompanied by an advisor at the hearing. The advisor may speak to their advisee during the hearing but may not speak for the accused student or question hearing panel members or those offering evidence.
6. At the hearing, evidence of alleged misconduct will be presented. The accused student may present evidence in their defense; question those who present evidence against them; and refute evidence against themself. The panel may question all those who offer evidence. The chair will ensure that the scope of the hearing and evidence presented relate to the charge of misconduct.
7. After all evidence has been presented the hearing panel will meet in executive session to deliberate and formulate its recommendation to the dean. If the hearing panel determines that misconduct has been committed, the panel may choose one or more sanctions listed in this document as its recommendation.
8. The panel chair shall submit a written report to the dean including: the panel's finding; recommendation; summary of the evidence presented; and dissenting opinions within five days of the hearing.

The Administrative Hearing

1. As noted earlier under the section titled "Charging a Student with Misconduct", after the student is formally charged with academic and/or professional misconduct, a request for an administrative hearing before the dean can be made. This request must be made within two days of receipt of the formal charge.
2. The following specific conditions must be met before the dean can accept jurisdiction.
3. The student must:

a. Request in writing that the dean take jurisdiction; and the dean must be willing to accept the case as being appropriate for administrative resolution.
b. Officially plead guilty in writing to the specific charge as prepared by the ADAA.
c. Waive their right in writing to have the charge considered by a hearing panel.

Action by the Dean

1. Independent of the method used, i.e., hearing panel or administrative hearing, the dean will render a final decision consistent with the following schedule: 1) within five days of receipt of the hearing panel's report, or 2) within 10 days of accepting administrative jurisdiction.
2. The dean has the authority to impose sanctions other than those recommended by the hearing panel, and determine when sanctions will be imposed, e.g., immediately, at the end of the semester, etc.
3. The dean's final decision, including, if applicable, a copy of the panel's report, shall be distributed to the student involved, the associate dean for academic affairs, and other appropriate administrators.

Appeal

As a matter of right a student may appeal the decision of the dean. An appeal must be made to the vice chancellor for academic affairs (VCAA) of the LSU Health Sciences Center at New Orleans within 15 days of the decision of the dean. The written appeal must include:

1. A justification for the appeal, e.g., evidence of abuse of process, evidence of procedural error, etc.
2. The dean's final decision plus a copy of the committee's report.

The VCAA shall decide within two weeks after receipt of appeal whether further action should be taken. In reaching this decision, this official may ask other parties to the appeal to make written reply to the request for a review or these parties, on their own, may make a written reply. If the decision is reached that a review is not justified, the student and all other parties will be so notified. If the VCAA decides to respond favorably to the petition for review, this official will hold a formal meeting with all parties and their advisors, if desired, and reach a decision based on discussions at this meeting, as well as on all written materials furnished. Once a decision is reached, the VCAA will notify all parties, plus the dean, of the decision. The decision of the VCAA shall conclude the matter, subject to the right of the chancellor to review the case. The chancellor will consider the case only based on a petition for review following the procedure outlined above.

Sanctions for Academic Misconduct

Sanctions imposed on the student may include one or more of the following disciplinary actions:

1. Be required to show active participation in the work of counseling.
2. Retake test or repeat work in question.
3. Lower letter grade by one letter, e.g., A to B.
4. Lower letter grade by two letters, e.g., A to C.
5. Complete given activities/assignments consistent with the dean's decision.
6. Receive a failing grade for the course in which the infraction occurred. If this sanction is imposed and the policy of the Department stipulates that when "a student receives a less than satisfactory grade in a course he or she may not continue in the program sequence", then the Department policy shall also apply.
7. Suspension from the SAHP. Period of suspension to be determined by the dean.
8. Dismissal from the SAHP.

Sanctions for Professional Misconduct

Sanctions imposed on the student may include one or more of the following disciplinary actions:

1. Be required to show active participation in the work of counseling.
2. Disciplinary warning*:* verbal or written notification that the student has not met the School's standards of conduct, and that a repeat offense will result in more serious disciplinary action. It is not the case that first offenses automatically receive a warning; most first offenses receive a stricter response, with warnings reserved for cases with unusual mitigating circumstances.
3. Reprimand*:* a written statement censuring a student for violating School regulations and stating that another offense will result in more serious action. This is normally considered a lenient response, even for first offenses.
4. Restitution: requirement that the student compensate the School or other persons for damages, injuries, or losses. Failure to comply results in canceled registration and a hold on future registration.
5. Disciplinary probation*:* an action that places conditions on the student's continued enrollment in the School, including the statement that further violation of School policies will likely result in dismissal. The hearing panel fixes the term and conditions of academic probation. First offenses often result in probation.
6. Suspension from the SAHP. Period of suspension to be determined by the dean.
7. Dismissal from the SAHP.

Students should remained enrolled in all clinic and academic coursework until a final decision is rendered unless the student has been deemed dangerous to others.

Student Rights and Responsibilities (CM-56)

Students are responsible for adhering to all policies/procedures, rules, regulations and other information listed in the General Section of the Catalog/Bulletin as well as the School of Allied Health Professions section of the Catalog/Bulletin. Please note that Student Responsibility is detailed under the Chancellor's Memorandum #56.

Compliance Program

LSUHSC-NO's Office of Compliance Programs was established in March 2002 to provide consistency in compliance with federal and state laws and regulations and the University's policies and procedures across all the University's schools and administrative areas.

Compliance with such requirements is vital to the organization's operations to avoid administrative sanctions ranging from stringent program oversight to the suspension of federal program funding and criminal /civil prosecution. Federal sentencing guidelines provide for the mitigation of penalties to organizations that have an effective program in place for detecting and preventing violations of law and regulations.

Our mission is to contribute to the institution's overall excellence by increasing faculty, staff and student awareness of, and compliance with, applicable statutory, regulatory, and policy requirements. This is necessary to minimize the institution's exposure to fraud, waste, and liability, through education, reporting, and monitoring.

FERPA

According to The Family Educational Rights and Privacy Act **(FERPA),** students have the right to review information from their academic record. Any student who wishes to review information from his/her educational file shall submit a written request to the custodian of student records in the appropriate office. The custodian shall, within 45 days, grant the request in writing by notifying the student of the time and place at which the record may be reviewed.

In the LSU School of Allied Health Professions, the custodian of student records is the Assistant Dean of Student Affairs. For review of student departmental records, the department head is to be contacted. He/she will advise the student of the official custodian. The Registrar is to be contacted directly for educational records maintained in that office.

HIPAA

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) (P. L. 104191) is an amendment to the Social Security Act. Its primary purpose is to place restrictions on what can be categorized as pre-existing conditions when an employee moves from one job to another. However, Title II of the Act, entitled Administrative Simplification, sets new requirements for healthcare providers, payers, and clearinghouses in the areas of privacy, information security, and electronic data interchange. More information regarding HIPAA can be found at

http://www.lsuhsc.edu/administration/ocp/hipaa.aspx

Freedom of Speech

LSU Health Sciences Center - New Orleans is fully committed to the principle that the free expression of ideas among students, faculty, staff, and visitors is fundamental to education, discovery, and dissemination of knowledge. Supporting this culture of freedom of speech includes a responsibility to allow expression of all ideas and opinions, including, without limitation, those which some may find unwelcome, disagreeable, or even deeply offensive, and to welcome all people into the discussion.

https://www.lsuhsc.edu/administration/pm/PM-79.pdf
https://www.lsuhsc.edu/administration/cm/CM-66.pdf

Media Release

The School, Health Sciences Center, or respective student's department may wish to use an image or recording (video and/or audio) of a student at some point, such as for recruitment purposes. This form should be signed to permit the use of a student's image.

Office of Academic Affairs

Academic Standards

Undergraduate Scholastic Requirements

1. The minimum scholastic requirement for course work is a grade of C. In courses designated Pass/Fail or Satisfactory/Unsatisfactory a grade of Pass or Satisfactory is required to be in good academic standing.
2. A minimum semester and cumulative professional GPA (for course work taken at LSUHSC) of 2.0 must be maintained.
3. Departmental scholastic requirements may differ from those of the School and should be noted by students.

Provisions for Academic Progression

1. If an unacceptable grade is recorded in a required course the student will be placed on scholastic probation and must satisfactorily complete the required course before continuing the program sequence.
2. Students may not participate in clinical, fieldwork, or preceptorship courses until all prerequisite course work has been completed successfully.
3. Students who receive a grade of D or F in more than one required course will be dismissed from the School.

4. Students placed on scholastic probation must repeat those courses in which an unacceptable grade was earned when next regularly offered and earn a satisfactory grade. Students will remain on scholastic probation until this requirement is met and the minimum scholastic requirement for cumulative professional GPA is achieved. Students who do not meet this requirement will be dismissed from the School.
5. A course, including those designated clinical, fieldwork, and preceptorship, may be repeated one time only. Students who repeat a course but earn an unacceptable grade will be dismissed from the School.
6. Students who fail to attain a minimum 2.0 cumulative and/or semester professional GPA in two consecutive semesters will be dismissed from the School.
7. Students on scholastic probation are not eligible for graduation.
8. Students must complete the professional program in a specified period of time. (Time frame is determined by each department).
9. Grades recorded in repeated course work do not replace the original grade. Both the original grade and repeated grade will appear on the academic transcript and both grades will be used in the computation of the academic grade point average.
10. Students dismissed from the School for academic reasons must reapply to the program to be considered for readmission.

11. Please refer to AA-17 for information regarding Incomplete Grades

Graduate Professional Scholastic Requirements

1. A minimum cumulative GPA of 3.0 is required for graduation.
2. The minimum scholastic requirement for course work is a grade of C. However, no more than 6 credit hours of C grades may be counted toward a degree unless otherwise established by the department. In courses designated Pass/Fail or Satisfactory/Unsatisfactory, a grade of Pass or Satisfactory is required.
3. Departmental scholastic requirements may differ from those of the School and should be noted by students.

Provisions for Academic Progression

1. If an unacceptable grade is recorded in a required course the student will, depending on the program, either be dismissed from the School or be placed on scholastic probation with a requirement to satisfactorily complete the required course before continuing the program sequence.
2. Students may not participate in clinical, fieldwork or preceptorship courses until all prerequisite course work has been completed successfully.
3. Students who fall below a 3.0 cumulative GPA will be placed on scholastic probation.
4. Students placed on scholastic probation must repeat those courses in which an unacceptable grade was earned when next regularly offered and earn a satisfactory grade. Students will remain on scholastic probation until this

requirement is met and the minimum scholastic requirement for cumulative GPA is achieved. Failure to meet this requirement will result in dismissal from the School.

5. A course, including those designated clinical, fieldwork, and preceptorship, may be repeated one time only. Students who repeat a course but earn an unacceptable grade will be dismissed from the School.
6. Students who fail to attain a minimum 3.0 cumulative and/or semester professional GPA in two consecutive semesters can be dismissed from the School.
7. Students on scholastic probation are not eligible for graduation.
8. Students must complete the program in a specified period of time. (Time frame to be completed by each department)
9. Grades recorded in repeated course work do not replace the original grade. Both the original grade and repeated grade will appear on the academic transcript and both grades will be used in the computation of the academic grade point average.
10. Students dismissed from the School for academic reasons must reapply to the program to be considered for readmission.

Americans with Disabilities Act/Accommodations

Guidelines for Students with Disabilities (Revised February 2008)

The LSUHSC-NO School of Allied Health Professions commits to provide for the needs of admitted and enrolled students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) by providing reasonable accommodations to such students. Reasonable accommodations will be made to students with disabilities on an individual and flexible basis. It is the responsibility of students, however, to review the technical standards for a given program and make their needs known.

Technical Standards

The School of Allied Health Professions has established technical standards for each program of study. Technical standards are the minimum physical, cognitive, and emotional requirements necessary to participate fully in all aspects of training and be able to complete the specified program of study. Ability to meet the technical standards is a prerequisite for admission and continuation in a program of study. Applicants and students must be able to meet all technical standards with or without reasonable accommodations. Information regarding one's disability will be treated as confidential and shared only on a professional need-to-know basis. Please refer to the links below for information on a specific program's technical standards:

Audiology:
https://alliedhealth.lsuhsc.edu/cd/docs/Technical_Standards_Policyupdated2022CDHurley-BanajeeUpdates.pdf

Cardiopulmonary Science: https://alliedhealth.lsuhsc.edu/cp/technicalstandards.aspx

Counseling:
https://alliedhealth.lsuhsc.edu/crc/docs/TECHNICALSTANDARDSCounseling.pdf

Medical Laboratory Science:
https://alliedhealth.lsuhsc.edu/cl/docs/MLSTechnicalStandards.pdf?111622

Occupational Therapy: https://alliedhealth.lsuhsc.edu/ot/docs/TechnicalStandardsOT.pdf

Physical Therapy: https://alliedhealth.lsuhsc.edu/pt/docs/PT-TECHNICALSTANDARDS.pdf

Physician Assistant Studies:
https://alliedhealth.lsuhsc.edu/PA/docs/EssentialFunctionsandTechnicalStandardsPA.pdf

Speech-Language Pathology:
https://alliedhealth.lsuhsc.edu/cd/docs/Technical_Standards_Policyupdated2022CDHurley-BanajeeUpdates.pdf

Procedures

1.Students are required to determine if they can meet all the technical standards with or without reasonable accommodations.
2.Upon acceptance to a program of study, all students will be required to sign a statement indicating that they are able to meet all technical standards.
3.Newly enrolling LSUHSC-NO students with disabilities who are requesting reasonable accommodations are required to register with the Office of Disability Services. (Students with disabilities who are not requesting reasonable accommodations are not required to register.) This action should take place as soon as possible after notification of acceptance. 4. **Currently enrolled** students are required to register their need for accommodations as soon as their need is identified. Students requesting accommodations are responsible for providing necessary documentation. Costs associated with documentation are the responsibility of students. Information regarding one's disability is confidential and shared only on a professional need-to-know basis.

Requirement for Documentation

Determination and documentation of disability must be made by a licensed professional qualified to assess the functional implications of the particular disability. Documentation must include, but may not be limited to, the following:

1. Statement and description of the diagnosis and functional limitation as they relate to the student's course of study and academic environment.
2. Description and conclusion of relevant testing including the nature and severity of disability-related learning problems.
3. The student's historical use of the learning accommodations and their specific benefits (if appropriate).
4. List of specific recommended accommodations.
5. Accommodations may be further refined for application within a particular course and/or clinical placement by the faculty.

Examples of disabilities that may be associated with a need for learning accommodation include, but are not limited to: learning disabilities, psychological disabilities, attention deficit disorder/attention deficit hyperactivity, chronic health impairment, hearing impairments, visual impairments, and physical impairments.

The Request for Academic Accommodations form is available here.

Quality Assurance

Emergency Procedures

In the event of an emergency, LSUHSC-NO administration has the capability to transmit pertinent information through the mediums of websites, phone trees, e-mail, text messaging, and digital signage to the entire spectrum of students, faculty and staff.

Website Information

Emergency preparedness links are located in the right-hand menu on this page. It is here that you can learn more about how the LSUHSC-NO Emergency Alert System works, why it was created, and a host of other detailed information to help you understand and make yourself available to this vital service. Proper procedures for all SAHP students in the event of a weather-related emergency can be found here.

E-Mail Notifications

Mass emails are sent to LSUHSC-NO faculty, staff and student email addresses as another method of informing our users.

Text Alert System

To stay informed on-the-go, you may also opt-in to receive text messaging and/or email alerts through our e2Campus subscription. If you would like to sign up to receive emergency alerts from LSUHSC-NO, please follow the Text/Email Alerts link in the menu on the left.

Digital Signage

LSUHSC-NO has also implemented digital signage on campus which will also be used to distribute emergency messages.

Alcohol Policy

http://www.lsuhsc.edu/administration/cm/cm-36.pdf

Substance Abuse Policy

http://www.lsuhsc.edu/administration/cm/cm-38.pdf

Violence-Free Workplace

http://www.lsuhsc.edu/administration/cm/cm-44.pdf

Attendance

Students are expected to attend all scheduled appointments in each course. Excessive absences, regardless of the cause thereof, may be construed as sufficient reason for considering a student as academically deficient. Determination of the number of absences that may be interpreted as excessive rests with the department.

Dress Code

Each program has established a dress code specific to the program that outlines the appropriate attire for the different academic settings. Please refer to the program student handbook for the dress code.

Student Clinical Rotations

Health Insurance

EVERY STUDENT MUST BE COVERED BY HEALTH INSURANCE.

The University shall provide to its students health insurance coverage for testing and prophylactic treatment of blood-borne diseases following at-risk contact with blood or other body fluids from human or animal sources. This contact may include but is not limited to needle sticks. University students shall be responsible for the costs.

In addition, University students shall be required to purchase or provide proof of health insurance for exposure to infectious and environmental hazards, or other occupational injuries.

Liability Insurance

Each student must purchase their own professional liability insurance prior to their first clinical rotation with limits of no less than $1,000,000 per occurrence and $3,000,000 aggregate. The clinical coordinator within each program should review each affiliation agreement for variation in the liability limit requirements and/or specific obligations.

Needle Stick Coverage

Please refer to the Student Health policy regarding needlestick coverage
https://www.lsuhsc.edu/orgs/studenthealth/insurance/needlestick.aspx

Immunization Records

Students must maintain an up-to-date immunization record at all times. It is frequently necessary to provide the immunization record to a clinical coordinator or directly to a clinical site. Students may download their LSUHSC-NO immunization record by following the procedures on the student health website under "How to Access Your Student Health Record": http://www.lsuhsc.edu/orgs/studenthealth/

Inability to comply with immunization and/or immunization waiver requirements per a clinical site may impact the student's ability to obtain clinical hours for progression within the program.

Background Check and Drug Screen Procedures

- All students must complete a criminal background check prior to matriculation into their respective SAHP program. In the event of any criminal findings, the dean of the SAHP in consultation with the department chair will make the final decision on matriculation.
- All students must complete a criminal background check and drug screen 5 days after being notified by Certiphi.
- Criminal findings and/or a positive drug screen may result in denial of clinical placement and/or dismissal from the program.
- In the event of criminal charges occurring during the time of clinical rotations, students must report any charges within 48 hours of occurrence to their program director and assistant dean of student affairs.
- Background check results are confidential but may be shared with clinical sites as required for placement. Some sites may require additional background screening at student expense.

Student Information

Title IX

Students who feel that they are a victim of power-based violence or Title IX misconduct may report directly to any responsbile LSUHSC-NO employee or directly to the Title IX Coordinator at https://www.lsuhsc.edu/titleix/.

Student Self-Service

Student Self-Service allows currently enrolled students to print enrollment verification certificates, order transcripts, view enrollment history and enrollment verification provided at their request, check 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-NO user ID and password.

Degree Verification

LSUHSC-NO 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 by phone at (703) 742-4200 or http://www.degreeverify.com

Enrollment Verification

Enrollment verification certificates are available to currently enrolled students. Students may print their own verification certificate by using our secure Student Self-Service Portal provided by the National Student Clearinghouse. Outside agencies requiring a verification of enrollment should contact the Clearinghouse by phone at (703) 742-4200 online at www.studentclearinghouse.org

Tuition and Fees

The LSU Health Sciences Center does not accept credit card payment. If a student is **not** expecting to receive financial aid, tuition must be paid in full by check, cashier's check or cash on registration day. Specific information about program tuition, fees, refunds and related deadlines can be found at:

http://www.lsuhsc.edu/tuition/

Medical/Sick Leave

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. The University policy governing the processing of leave of absence are applicable and is described in the general information section of this publication.

Withdrawal

Students are permitted to withdraw from the SAHP 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 be evaluated by the promotions committee of the year in the curriculum from which the student withdrew.

Procedure

Student must:

1. Notify the program director for his/her academic program regarding his/her plans to take a leave of absence or withdraw from the program.
2. Contact the Office of Student Affairs regarding his/her changes of status.
3. The Office of Student Affairs will complete the Change of Academic Status/Withdrawal/Leave of Absence form online.
4. Information provided on the change of status form is submitted electronically to the Registrar's Office. The Director of Student Affairs will forward a copy of the form to the Program Director.

Information Technology

The Department of Information Technology at LSUHSC-NO is a combination of centralized and decentralized services offered through partnerships between the Department of Information Technology and the major schools/divisions within the Health Sciences Center. The School of Allied Health Professions Information Technology offices are located on the 6th floor of the 1900 Gravier Street Building and the 2nd floor of the HDC Building. The Department of Information Technology homepage with helpful information on password reset, security and e-mail support is: http://www.lsuhsc.edu/administration/cs/Default.aspx?submenuheader=0

Computer Applications

All new students will receive a user I.D. and password prior to the beginning of the semester. New student e-mail account instructions will be distributed by the SAHP IT staff prior to new student orientation. Official messages and announcements from the Health Sciences Center and the School will be sent to students via LSUHSC email. Additional information will be provided at orientation regarding internet email access, wireless connectivity and other resources and also be accessed at

http://alliedhealth.lsuhsc.edu/Admin/computersupport.aspx.

Computer Access

Each department within the SAHP houses individual PC's for the express use of their students. The John P. Ische Library (3rd floor, Resource Center) manages a lab for the use of all Health Sciences Center students. A fully equipped, state-of-the-art electronic classroom is available for bibliographic instruction, and state-of-the-art computer labs with multimedia programs, internet access, and assorted software programs. There is a 10 cents per copy charge for printed material. The computer lab is available during regular library hours.

Identification and Badges

New students will have a picture identification badge (ID) made on registration day or prior. Identification badges are to be prominently displayed at all times while on campus. On weekends, the Health Sciences Center buildings can only be accessed by means of the magnetic coding on the back of your ID badge. This badge is for your safety while a student on the LSUHSC-NO campus. Inability to produce your badge may cause you to be denied access to the HSC buildings and campus area.

Academic Calendar

The School of Allied Health Professions academic calendar is posted online at:

http://alliedhealth.lsuhsc.edu/admin/academiccalendar.aspx

E-Mail Messages

The Office of Student Affairs, located in room 417 of the Human Development Center, will advise students of registration procedures, course offerings, graduation requirements, special SGA events (football ticket distribution, activities, etc.) and any other pertinent information that will impact your academic studies and campus life.

- Students will be responsible for logging on several times a week to view any messages relative to the Office of Student Affairs. Failure to view and respond to messages (when applicable) may cause consequences resulting in **blocks** being placed on student records.
- E-mail addresses are confidential and anyone abusing these lists will be held accountable.

Computer Support

CoursEval

Each semester students have an opportunity to provide feedback on each course in which they are enrolled and the instructors that participated in the course. Invitation and reminder messages are sent to the students during the evaluation period, typically the 3 weeks preceding the date when course grades are submitted to the Registrar's Office.

Moodle

Moodle is a course management system that allows for the creation of online courses. Moodle allows for the delivery of course content and for teachers and students to interact in an online learning environment.

Zoom

Some classes and/or meetings may be held online via Zoom videoconferencing. Zoom software can be downloaded at this link.

Secure Testing

Computer-based testing is now utilized by most programs in the School of Allied Health Professions. Students in some programs are required to bring their personal laptops on exam day to use for testing. Students enrolled in these programs must be sure their computer is working properly before the test. Students are encouraged to bring a spare internet cable, and run frequent laptop checks the week before the test.

TurnItIn

The School of Allied Health Professions utilizes a software application to assess the originality of documents submitted by students. The software application identifies words and phrases that are similar to existing source material and the results are used to help students avoid plagiarism and strengthen their writing skills.

Graduation

LSUHSC-NO holds two graduation ceremonies, one in May and one in December of each year. Attendance at graduation is mandatory. If extenuating circumstances occur that will prevent the student from attending the ceremony, the student must submit to the dean a written request to be excused from the ceremony. Only the dean can grant permission to be excused from the ceremony.

Professional Student Organizations

Each health-related profession has professional organizations that encourage student affiliations. Check the department website or speak with a department representative to find out more about professional organizations related to your health care profession.

Student Government Association

The **Student Government Association** (SGA) consists of one or two departmental representatives elected by the student body in each program and five officer positions including: President, Vice President, Secretary, Social Chair, and Treasurer.

The SGA is encouraged to be vocal in every aspect of the School's operation in addition to serving on various medical center committees – PALS (Peer Advocacy, the Parking Committee), and the Student Health Promotion Committee.
It is the responsibility of the departmental representatives to advise other students of the decisions made by the SGA and see that these decisions are carried through.

The President of the SGA also sits on the Medical Center Executive Council, which is composed of presidents from the SGA of each school - Allied Health, Dentistry, Graduate Studies, Medicine, Nursing, and Public Health.

Class officers affiliated with a program, but not part of a chapter of a national organization, will fall under the authority of the Student Government Association (SGA).

Student Ambassador Program

Purpose

The purpose of the Louisiana State University Health New Orleans, School of Allied Health Professions Ambassador Program is to encourage student representation, involvement, and leadership in the interdisciplinary efforts of the School of Allied Health. The ambassadors program is composed of exceptional student representatives who work with faculty and administration by positively promoting the mission and vision of the SAHP. SAHP student ambassadors serve as Allied Health representatives through participation in recruitment initiatives, student engagement activities, community service and alumni involvement. SAHP ambassadors are role models who demonstrate excellent interpersonal communication, a positive attitude, strong leadership qualities and good academic standing.

Duties and Responsibilities

- Participate in SAHP recruitment initiatives of prospective students to include high school and/or college events both on and off campus.
- Organize and plan events that promote SAH faculty and student engagement.

- Communicate information regarding ambassador program to peers and classmates throughout the SAHP. To volunteer and participate in community service events sponsored by the SAHP.
- Foster and promote efforts to engage and participate in SAHP alumni events as guided by the alumni affairs committee.
- Promote ambassador events both on and off campus .
- Participate and provide support to academic affairs for SAHP student orientation and commencement events.
- Maintain good academic standing in the SAHP.

Expected Outcomes

- Portray a positive image of the SAHP.
- Increased student engagement and interaction with the administrative team.
- Increase SAHP and partner community-related events.

Functions of the Student Ambassadors

- Organize and plan events that promote SAHP faculty and student engagement.
- Communicate information regarding ambassador program to peers and classmates throughout the SAHP.
- Foster and promote efforts to engage and participate in SAH alumni events as guided by the alumni affairs committee.
- Promote student ambassador events both on and off campus.

Office of Student Affairs

The Office of Student Affairs is located in room 434A of the Human Development Center at 411 South Prieur Street. The primary goal of the Office of Student Affairs is to maintain the academic student records beginning with the review of the application, including supporting documents, and concluding with the graduation process. The Office is also responsible for working in collaboration with each of the 9 programs to recruit the best-qualified students for professional education.

Admissions

General Admission Policies

1. Admission to the various departments of the School is by competitive application.
2. Attainment of an acceptable grade point average will be stressed. Please refer to the appropriate department for the required entering grade point average. Grade point averages are calculated based on all courses taken, including those repeated.

3. Applicants must also meet requirements and technical standards established by the faculties of the respective departments. See departmental sections for these special requirements.
4. Accepted applicants must furnish a completed Student Health Service Medical History Form not more than 90 days prior to, but before registration. Blank forms are available from the Office of Student Affairs.
5. If an applicant is not accepted for a particular program, the applicant must submit a new application and related fees and materials each year in which the applicant desires to be reconsidered for admission.
6. Should transcripts/records be in a language other than English, an official English translation must also be included. Hand-written documents are NOT ACCEPTABLE. No one other than a school official can verify/certify an academic record and/or a translation from the same institution.
7. International students who qualify as residents of Louisiana should send all credentials to the department to which they are applying several months prior to the date they intend to apply.
8. All applicants who are non-native speakers of English, regardless of previous language of instruction, are required to take the Test of English as a Foreign Language (TOEFL). A minimum score of 90 must be attained on the TOEFL. TOEFL is not offered at this institution, thus arrangements should be made to take the test at another college or university. Results of the TOEFL should be sent directly to the SAHP by the testing officials prior to the application deadline.
9. A resident alien or international student (F-1) must take a minimum of 6 hours in the basic sciences (at least one course must include a related laboratory experience) and 6 hours in English composition in an accredited United States college or university.

Method of Application

Each program requires students to apply through the respective Centralized Application Service (CAS), a link for which can be found on the website of each department.

One official transcript shall be included in the self-managed application in the CAS. If accepted, a verified, completed transcript with degree must be submitted to sahpsa@lsuhsc.edu.
The nature of the various educational programs in the School requires that certain admission policies and regulations differ for each department. Specific application procedures are given in the sections devoted to each of the departments of the School.

Acceptance Deposit

Upon notification of acceptance, a non-refundable acceptance deposit is required. This acceptance fee will be credited toward the first semester's tuition.

Orientation

Orientation provided by the Office of Student Affairs is for new students. The purpose of orientation is to familiarize the student with their new surroundings through presentations from guest speakers. In addition to welcoming remarks by the Dean,
School of Allied Health Professions and his administrative staff, guest speakers from various student services (Office of Financial Aid, University Police, Student Health Services, Campus Assistance Program, etc.) will be on hand to briefly describe their area of student service.

Registration

The Office of Student Affairs, in conjunction with the registrar's office, student financial aid office, and the business office, organizes three scheduled registrations annually. Students are required to download the supporting documents and return them to Student Affairs within the prescribed period. Failure to do will result in delayed registration and a possible late fee assessment of either $50.00 or $75.00 depending on the tardiness of registration.

Social Media

LSUHSC-NO School of Allied Health Professions maintains a presence on social media, such as Facebook and/or Instagram.

Content of Posts

1. LSUHSC-NO School of Allied Health Professions posts resources and information that we think will be of use to our audiences on our social media sites. These may include blogs, news stories, videos, downloadable resources, and links to publications from other organizations that are part of public domain (available for free to the public). Because the messages we post to social media are part of LSUHSC-NO School of Allied Health Professions' public presence, our team carefully considers the content of each potential post. All posts by LSUHSC-NO School of Allied Health Professions will adhere to policies and rights and responsibilities set forth by individual social media sites.
2. Items posted on LSUHSC-NO SAHP social media sites will meet the following criteria:

    a. The item will not include personal or private information about any individual.
    b. The item will not promote commercial products.
    c. Appropriate language will be used throughout all posts. Inappropriate language

i) Includes but is not limited to, obscene or threatening language or defamation (hate speech)
ii) Is based on race, sex, gender, religion, national origin, age, or disability.

3. Information posted will be supported by a referenced evidence-base and/or cited state or a federal policy.
4. Readers will be "linked" to the prime source when the item mentions or discusses work
    a. that may have commercial value related to intellectual property rights or copy right law.

Disclaimer

References on our social media to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply endorsement or recommendation by LSUHSC-NO School of Allied Health Professions. The views and opinions of items posted by LSUHSC-NO School of Allied Health Professions on social media do not necessarily state or reflect those of LSUHSCNO or its funders, and shall not be used for advertising or product endorsement purposes. LSUHSC-NO School of Allied Health Professions assumes no legal responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process mentioned on its social media outlets.

General Parameters

When creating or selecting content, the LSUHSC-NO School of Allied Health Professions administrators comply with the following:

1. LSUHSC-NO Code of Conduct
2. LSUHSC-NO Chancellor's Memorandum (CM-42)
    a. Intellectual Property and Copyright
3. Digital Millennium Copyright Act

    All LSUHSC-NO School of Allied Health Professions social media administrators should adhere to federal legislation regarding the fair use of digital content. The Digital Millennium Copyright Act (DMCA) of 1998 (http://copyright.gov/onslinesp/) creates two new prohibitions in Title 17 of the U.S. Code – one on circumvention of technological measures used by copyright owners to protect their works and one on tampering with copyright management information – and adds civil remedies and criminal penalties for violating the prohibitions.

    To avoid violating the DMCA, LSUHSC-NO School of Allied Health Professions social media administrators should not use content obtained from the Internet unless the copyright holder gives permission or if the application of the content falls under Fair Use exceptions.

4. Fair Use

   One of the more important limitations of copyright law is the doctrine of "fair use" (http://www.copyright.gov/fls/fl103.html). The use of content may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Federal law defines factors to be considered in determining whether or not a particular use is fair. The following are factors that are relevant to LSUHSC School of Allied Health Professions social media administrators utilizing social media:

   a. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
   b. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
   c. The effect of the use upon the potential market for, or value of, the copyrighted work

Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

LSUHSC-NO School of Allied Health Professions social media administrators should strive to obtain permission when using copyrighted content. If permissions are not obtainable or cannot be obtained in a timely fashion, proper consideration should be given to the Fair Use doctrine. If any uses defined by the doctrine cannot be clearly identified, the content should not be used.

Photocopying

For your convenience, copy machines are located on the 4th, 6th and 9th floors of the Allied Health/Nursing Building and the Library (3rd floor Resource Center). Copies are 10 cents each and you may use either cash or the Pay Paw card. You may establish your account through the LSUHSC-NO Bookstore located on the 2nd floor of the Resource Center.

Pay Paw

The *Pay Paw* Card is:

The LSUHSC-NO declining balance transaction system that allows faculty, staff, and students to access, without cash, a variety of goods and service throughout the campus:

- Health Sciences and Dental Bookstores
- Copy and Printing Resources at many key locations

- Tiger Den Cafe

The *Pay Paw* Card is the result of a cooperative endeavor between LSU Baton Rouge (the
Tiger Card) and LSUHSC New Orleans to provide enhanced levels of service while dynamically sharing costs for the Blackboard and Pharos Printing solutions to our campuses.

How to activate your *Pay Paw* account:

All ID cards that have been issued in recent years have the *Pay Paw* number encoded on the magnetic stripe and printed on the back. Look for a number beginning with 444 (New Orleans campus), then seven additional digits (your personal ID). That is your *Pay Paw* account number. If you are a new student or employee and have not activated your account previously, please come to the Health Sciences Bookstore, Room 210 of the Resource Center Building or the Dental School Bookstore, Room 3101A of the Dental Administration Building. If you do not have this 444 number on the back of your card, please see the Registrar's Office or Human Resource Management for faculty and staff, and then have your new card activated.

How to deposit funds to your account:

1. Visit the Health Sciences Bookstore, Room 210 of the Resource Center Building or the Dental School Bookstore, Room 3101A of the Dental Administration Building. Credit cards, checks and cash accepted.
2. You or relatives can deposit money using a credit card via our secure website by clicking on the following link: Pay Paw Online Card Office. This is the preferred method with most Blackboard capable organizations and can be done from anywhere with a web browser.

Awards/Scholarships

LSU Health New Orleans Academic and Leadership Excellent Award – A monetary award is presented to a graduating SAHP student who has demonstrated the highest level of academic and scholarly excellence. Selection is made by a committee of the faculty appointed by the dean.

Dean's Award – A monetary award is presented to a graduating SAHP student who has made significant and demonstrable contributions to the School of Allied Health Professions through service to their department, School, University, and/or the community, and who, in the opinion of a committee of the faculty, shows excellent potential for future leadership in one of the allied health professions.

David S. Lindberg Memorial Scholarship - This is a rotating scholarship through the undergraduate departments. Contributions from the family and friends of Dr. Lindberg have provided the opportunity for the presentation of a $2,000 scholarship since 1988.

SAHP Clinics

The mission of the LSUHSC-NO School of Allied Health Professions is to provide students with a multidisciplinary patient care experience to include diagnostic, therapeutic, and restorative services that enable patients to achieve as much functional, social, and occupational independence as is reasonably possible. Students receive training through direct patient care, including care of indigent and uninsured patients. Health care services are provided through SAHP clinics, affiliated clinics, community organizations, as well as inpatient and outpatient facilities throughout Louisiana and the United States.

Clinic Handbooks

The policy and procedure manual for the SAHP patient clinics is available at

http://alliedhealth.lsuhsc.edu/clinics/secure/Clinical_Practice_P%20_P_Manual_120414_WebVersion.pdf

Some academic programs have created student clinic or fieldwork handbooks that contain information specific to the clinical training experience. These handbooks are available at the links shown below.

Audiology Clinic Handbook

http://alliedhealth.lsuhsc.edu/cd/docs/ClinicHandbookAud.pdf?2017

Occupational Therapy Clinic Handbook

Fieldwork I: https://alliedhealth.lsuhsc.edu/ot/docs/Level_I_Student_Manual.pdf?Fall2019 Fieldwork II: https://alliedhealth.lsuhsc.edu/ot/docs/Level_II_Student_Manual.pdf?Fall2019

Physical Therapy Clinic Handbook

http://alliedhealth.lsuhsc.edu/pt/docs/LSUHSCClinicalEducationMANUAL.pdf

Speech-Language Pathology Clinic Handbook

Onsite Handbook: http://alliedhealth.lsuhsc.edu/cd/docs/SLPClinicHandbook.pdf?version1.9112017 External Site Handbook: http://alliedhealth.lsuhsc.edu/cd/docs/SLPExternalPracticumClinicalManual.pdf?version1.0