



**SCHOOL OF
ALLIED HEALTH
PROFESSIONS**

STUDENT HANDBOOK

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WELCOME

Welcome to the Louisiana State University Health Sciences Center, School of Allied Health Professions. 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 School of Allied Health Professions. While this handbook provides much information, it is not a substitute for the Louisiana State University Health Center (LSUHSC) Catalog/Bulletin. The LSUHSC Catalog/Bulletin, herein after referred to as the Catalog, is available online at the following internet address:

<http://www.lsuhs.edu/no/catalog/LSUHSCNO-Catalog2010.pdf>

STUDENT RESPONSIBILITY

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. Please note the link below.

<http://www.lsuhs.edu/no/administration/cm/cm-56.aspx>

While reading through this handbook you will notice that many of the items are linked to the current LSU Health Sciences Center Catalog/Bulletin.

LSUHSC ADMINISTRATION

Office of the Chancellor
Dr. Larry Hollier, Chancellor

Vice Chancellor for Administration and Finance

Mr. John Pegues

Vice Chancellor for Academic Affairs

Dr. Joseph Moerschbaeher

Vice Chancellor for Administrative, Community, and Security Affairs

Mr. Ronald Gardner

Vice Chancellor for Clinical Affairs

Vacant

**SCHOOL OF ALLIED HEALTH PROFESSIONS
ADMINISTRATION
1900 Gravier Street, 6th Floor
New Orleans, Louisiana 70112
(504) 568-4248
(504) 568-4249 (FAX)**

Dr. J.M. Cairo, Dean

Ms. Martha Baul, Administrative Assistant
jcairo@lsuhsc.edu
504-556-3400

Dr. Erin Dugan, Associate Dean for Academic Affairs

emart3@lsuhsc.edu
504-556-3403

Ms. Yudi Cazan, Director for Student Affairs

ydelga@lsuhsc.edu
504-568-4253

Mr. Joseph Lassalle, Assistant Dean for Fiscal Affairs

alhpjel@lsuhsc.edu
504-556-3404

Mr. Steve Hubbard, Computer Systems Analyst

shubba@lsuhsc.edu
504-568-4422

Ms. Elizabeth Levitzky, Assistant to the Dean, Clinical Affairs

elevit@lsuhsc.edu
504-556-3405

**SCHOOL OF ALLIED HEALTH PROFESSIONS
DEPARTMENTS**

Cardiopulmonary Science

6th Floor

Dr. Andrew Pellett, Department Head

Ms. Amber Harrell, Administrative Assistant 504-568-4227

Physician Assistant

2nd Floor HDC Bldg.

Dr. Debra Munsell, Program Director

Ms. Jonnie Johnson, Administrative Assistant 504-556-3420

Physical Therapy

7th Floor

Dr. Jane Eason, Department Head

Ms. Cherry Undag, Administrative Assistant 504-568-4288

Occupational Therapy

8th Floor

Dr. Rennie Jacobs, Acting Department Head

Ms. Patricia Thomas-Ray, Administrative Assistant 504-568-4302

Rehabilitation Counseling

8th Floor

Dr. Erin Dugan, Acting Department Head

Ms. Bernice Thomas, Administrative Assistant 504-568-4318

Communication Disorders

9th Floor

Dr. Sylvia Davis, Acting Department Head

Dr. Barbara Wendt-Harris, Audiology Program Director

Dr. Sylvia Davis, Speech-Language Pathology Program Director

Ms. Sheila De Bose, Administrative Services Assistant 504-568-4338

Clinical Laboratory Sciences

10th Floor

Dr. Larry Broussard, Department Head

Ms. Susan Reuter, Administrative Assistant 504-568-4276

Human Development Center

4th Floor HDC Bldg.

Dr. Philip Wilson, Director

Mitze Jones, Business Manager 504-556-7569

STUDENT CONDUCT

POLICY 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, 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 insure 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.
 4. The Dean may appoint someone other than either the Associate Dean for Academic Affairs to serve in his/her 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 paper, 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 his or her 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.
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. 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. 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 Office of the Associate Dean for Academic Affairs within 5 days of the alleged misconduct.
2. An allegation of misconduct must be in writing and signed by the individual making the allegation in order to proceed to the next step.
3. The Associate Dean/the Dean or his/her 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 Associate Dean for Academic Affairs 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 him or her.
2. The student will be provided with a written statement of the formal charge against him/her.

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 Associate Dean for Academic Affairs will refer the charge to a hearing panel of the Committee on Student Conduct within 5 days.

Interim Grade

A grade of "I" (incomplete) will be assigned, if necessary, until the Dean has rendered his/her final decision.

Committee on Student Conduct

1. An Ad Hoc Committee, which shall be advisory to the Dean and consist of the Associate Dean for Academic Affairs who shall serve as Chairperson, three faculty members, and two students shall meet to consider the case within 10 days of referral to the hearing panel of the Committee on Student Conduct.
2. Faculty members of the Committee on Student Conduct shall be selected by the Chairperson, from the pool of full time faculty members within the School of Allied Health Professions. No more than one faculty member of the Committee 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 School of Allied Health Professions. 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 Chairperson of the Committee will be responsible for setting up the hearing, informing concerned parties and the Committee member 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 his/her advisee during the hearing but may not speak for the accused student or question committee members or those offering evidence.
6. At the hearing, evidence of alleged misconduct will be presented. The accused student may present evidence in his/her defense; question those who present evidence against him/her; and refute evidence against himself/herself. The Committee may question all those who offer evidence. The Chairperson will insure that the scope of the hearing and evidence presented relate to the charge of misconduct.
7. After all evidence has been presented the Committee will meet in executive session to deliberate and formulate its recommendation to the Dean. The Committee may choose one or more sanctions listed in this document as its recommendation.
8. The Committee Chairperson shall submit a written report to the Dean including: the Committee'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 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 Associate Dean for Academic Affairs.
- c. Waive his or her right in writing to have the charge considered by a hearing panel of the Committee on Student Conduct.

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 Committee on Student Conduct, 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 Committee'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 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 Vice-Chancellor for Academic Affairs 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 Vice Chancellor for Academic Affairs 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 Vice Chancellor for Academic Affairs will notify all parties, plus the Dean, of the decision. The decision of the Vice Chancellor for Academic Affairs shall conclude the matter, subject to the right of the Chancellor to review the case. The Chancellor will consider the case only on the basis of 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 School of Allied Health Professions. Period of suspension to be determined by the Dean
8. Dismissal from the School of Allied Health Professions.

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 Committee fixes the term and conditions of academic probation. First offenses often result in probation
6. Suspension from the School of Allied Health Professions. Period of time to be determined by the Dean
7. Dismissal from the School of Allied Health Professions

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.

- An F grade indicates failure in 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 a Pass.
- 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 days of the end of the semester in which the grade was given. In cases where an assigned grade would result in dismissal from the school the student must initiate the appeal process in a time frame sufficient to resolve the matter prior to the beginning of the next semester. The following procedure is to be followed.

The student should meet with the faculty member concerned to discuss the situation and attempt to arrive at a solution. Although each 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, dean, or vice

chancellor for academic affairs) is the faculty member who assigned the grade which is appealed, that person should be excused from the appellate process; that place in the procedure will be taken by a faculty member appointed ad hoc by the Vice Chancellor for Academic Affairs or the Chancellor, as appropriate. If the decision reached requires 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; however, it should not go into detail as to the justification for the appeal. 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 seven 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 orally 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 change in an official record, the faculty member must comply with all regulations and procedures necessary to accomplish the change.

If the student is not satisfied with the decision reached, the student may appeal to the Dean 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 relief requested; 3) and a specific statement of the reasons supporting the relief sought. Upon receipt of the request, the Dean will forward copies to the department head and faculty member concerned, who must promptly reply with an individual written statement supporting their previous actions. When the department head's and faculty member's replies have been received, the Dean may take one of the following actions.

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

The following procedure will be followed if the Dean refers the matter to a hearing panel. Hearing panels to consider grade appeals will be appointed by the Dean or his/her designee and shall be composed of three faculty members selected by the Dean, or his/her designee with no more than two from the same department, and two students appointed by the student government president of the School. The Dean or his/her designee shall appoint a chairperson for the panel. 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 Dean. Copies of the recommendation and the Dean's final decision must be

given to all parties. Regardless of the method used, the Dean must make a decision thirty 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 change in an official record, the faculty member must comply with all regulations and procedures necessary to accomplish the change.

If any party to the appeal seeks resolution of the matter through any agency outside the Health Sciences Center, whether administrative or judicial, the Health Sciences Center shall have no obligation to continue the appeal process, subject to constraints of law. If any party to the appeal believes that a serious procedural error occurred or that there was an abuse of discretionary authority in reaching the decision, that person may file with the Vice Chancellor for Academic Affairs a written petition for review. This petition, which must be filed within seven days after receipt of the decision in Step 3, must contain a complete statement of the alleged serious procedural error, or examples of abuses of discretionary authority complained of, and also must contain reasons for the relief sought. The petition must be accompanied by all documents produced in the appeal. Copies should be sent to all parties to the appeal and to the Dean.

The Vice Chancellor for Academic Affairs shall decide within two weeks after receipt of the petition 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 Vice Chancellor for Academic Affairs 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 Vice Chancellor for Academic Affairs will notify all parties, plus the Dean, of the decision. The decision of the Vice Chancellor for Academic Affairs shall conclude the matter, subject to the right of the Chancellor to review the case. The Chancellor will consider the case only on the basis of a petition for review following the procedure outlined above. The appeals process described above is for final course grades only; students who wish to appeal grades received for examinations, quizzes, laboratories, or clinical practicum experiences, must resolve their appeals within their own departments. The instructor of record will have the final authority for assignment of grades in all departmental courses and activities.

STUDENT SERVICES

Admissions and Student Records

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 nine (9) programs to recruit the best qualified students for professional education.

Access to Student Records

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 Director of the Office 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.

Americans with Disabilities Act

If you have any questions/concerns about the Americans with Disabilities Act or specific questions about students with disabilities you may contact:

Erin Dugan, Ph.D.
Associate Dean of Academic Affairs
504-556-3403
E-mail: emart3@lsuhsc.edu

All inquiries are kept in strict confidence in compliance with federal rules and regulations.

Bookstore

The LSUHSC 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 cards, tee shirts and sweat shirts. The bookstore is also responsible for assisting students with the ordering of graduation caps/gowns and announcements.

Mrs. Susan Carriere
LSUHSC Bookstore
433 Bolivar Street, 2nd Floor
504-568-2503

Business Office

The LSUHSC Business Office disburses student financial aid checks, collects and records tuition during registration, and handles a variety of loan transactions.

LSUHSC Business 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

Cafeteria

The LSUHSC cafeteria is located on the 3rd floor of the Medical Education Building (MEB). Hot meals and cold items are available at reasonable prices. Hours of operation are Monday through Friday, 7:00 a.m. - 2:00 p.m.

Breakfast (hotline) is available from 7:00 a.m. - 10:00 a.m.

Lunch (hotline and grill) is available from 11:00 a.m. - 2:00 p.m.

Salad Bar and sandwiches are available from 11:00 a.m. - 2:00 p.m.

- **COMMUNITY COFFEE KIOSK (located in the atrium)** - Gourmet coffee stand offering hot and cold drinks. Located on the 3rd floor in the Atrium. Hours of operation: 7:00 a.m. to 4:00 p.m.
- **MICROWAVE OVENS** - available in each department, in the cafeteria and next to the vending machines on the 3rd floor in the atrium.
- **VENDING MACHINES** - located on the 3rd floor in the atrium behind the Community Coffee Kiosk. A variety of cold drinks and bagged snacks are available.

Academic Calendar

The School of Allied Health Professions academic calendar posted online at:
<http://alliedhealth.lsuhs.edu/admin/academiccalendar.aspx>

Catalog/Bulletin

The 2014-2015 catalog is available online and may be accessed at:
<http://www.lsuhs.edu/catalog/>

Please keep in mind that all students are responsible for reading and following all rules and regulations in the catalog.

Computer Applications

All new students will receive a user I.D. and password prior to the beginning of the semester. The majority of messages and announcements from the Office of Student Affairs will be sent to students via email. Further instructions will be provided regarding internet email access. Mr. Steve Hubbard, shubba@lsuhsc.edu, Systems Analyst is available to aid students who have questions or problems regarding this system.

Computer Access

Each department within the School of Allied Health 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 10 cents per copy charge for printed material. The computer lab is available during regular library hours.

Campus Assistance Program

Office is located at 1542 Tulane Avenue, 8th Floor, Room 866
Phone # 504-568-8888

The LSUHSC Campus Assistance Program (CAP) is a free service provided by LSUHSC 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.

Personal or Group Counseling may also be sought through the LSUHSC Health Sciences Center Student Health Clinic.

Bonnie Adelsberg, R.N., M.N., C.S.
504-455-7296 (office)
504-865-1419 (home)

Short Term Counseling is provided by advanced graduate students under the immediate supervision of the faculty in the Department of Rehabilitation Counseling. Client concerns that would be appropriate for the short-term, problem-solving oriented counseling include the following:

- a) vocational issues of career choice, career development, or career satisfaction;
- b) personal issues such as adjustment to disability, socialization, or values clarification;
- c) academic issues such as adjustment to school and time management; and
- d) wellness issues of health maintenance, stress management, and maximizing participation in allied health therapies.

Short term counseling can be arranged by calling the Rehabilitation Counseling Clinic at 504-568-4318. Callers will be instructed to leave a message. A counselor will return your call and explain the procedures, answer questions about the clinic, assess the match between our services and your needs, and either schedule an intake interview or provide a referral to other services.

Credit Union

The Campus Federal Credit Union provides a variety of banking services. Students are encouraged to utilize the Credit Union for a variety of reasons:

- 1. Student loans for educational purposes are available
- 2. Once you become a member you are a lifetime member having full banking services even when you leave the Health Sciences Center
- 3. Loan (car/personal/mortgage) rates are generally lower than most banks
- 4. Logistically convenient
- 5. Friendly, attentive personnel are always available to be of service

Campus Federal Credit Union
Resource Center Building, 2nd Floor
433 Bolivar Street
504-568-8425
Hours: Monday - Friday, 8:30 a.m. – 4:00 p.m.

Drug Prevention Program and Policy

“Alcohol abuse and the illegal use or abuse of other drugs is associated with numerous health, safety, and social problems. The performance of faculty, staff, residents, students and all other LSUHSC affiliated individuals may be adversely affected by engaging in substance abuse.” The purpose of the program is to “...provide a safe, productive, and healthy environment that is consistent with delivering the highest quality services to patients. Create and maintain a drug-free workplace pursuant to the Federal Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989.”

Please refer to the link below for the complete Substance Abuse and Procedures policy through the Chancellor’s Memorandum #38.

<http://www.lsuhs.edu/no/administration/cm/cm-38.aspx>

Dress and Professional Appearance

It is incumbent upon everyone to maintain an awareness of the need for a professional appearance and manner that is in keeping with what would be expected of a professional. Students who have laboratories with exercises, therapeutic modalities, craft skills, or other special activities, will dress appropriately for these laboratories. Academic departments may have additional dress guidelines which may be more specific than these guidelines.

<http://www.lsuhs.edu/no/catalog/LSUHSCNO-Catalog2010.pdf> Page 50

E-Mail Messages

The Office of Student Affairs will advise students of registration procedures, course offerings, changes to any overall Health Sciences Center policies, 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.

Emergency and Safety

LSUHSC Police are available to assist in the event of an on campus police emergency. The police telephone number should be memorized.

504-568-8999

Note: When using telephones on campus, dial **3-8999**.

Emergency Loans

The School of Allied Health Professions offers emergency loans to students. The maximum loan amount is \$500. The loans are interest free for 60 to 90 days. A delinquency fee will be charged (\$1.00 first month; \$2.00 second month; \$5.00 third month) for overdue accounts. Loans thereafter will be limited to \$100. The borrower may request a 30 day extension due to extenuating circumstances.

Dr. J.M. Cairo, Dean
HDC Bldg., 4th Floor

Financial Aid Office

The LSUHSC 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 your 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 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 PAPER WORK IS NOT COMPLETE PRIOR TO REGISTRATION DAY, YOU WILL BE EXPECTED TO PAY YOUR TUITION IN FULL AT THAT TIME.

Mr. Patrick Gorman, 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, 2nd Floor
433 Bolivar Street
Phone: 504-568-4820; Fax: 504-599-1390

Graduation Ceremonies

LSUHSC holds one graduation ceremony in May of each year. Attendance at graduation is mandatory. If extenuating circumstances occur which 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.

Health Services for Students

LSUHSC maintains a **Student Health Service Clinic** to care for episodic illnesses, emergencies and chronic illnesses which can be treated on an out-patient basis. This service is provided to all current LSUHSC students who have a completed physical form on file in the Office of Student Health Services and who carry current health insurance. A portion of the student's tuition is applied to Student Health Services to help defray the cost of operating the clinic. Health care is provided by Student Health personnel. A physician is on call 24 hours a day, including weekends and holidays.

While your visit with the Student Health Service physician and nurse practitioner is free, the student is responsible for the cost of miscellaneous tests (x-ray, laboratory fees, etc.), prescriptions, and additional physician referrals. The Student Health Service does not provide for hospital expenses.

Dr. Angela McLean, Director
Ms. Phyllis Johnston, Student Health Clerk
Student Health Service
LSU/Lions Eye Center
2020 Gravier Street, 7th Floor
Phone: 504-525-4839; Fax: 504-412-1112
Hours: Mondays through Friday, 8:00 a.m. – 4:30 p.m.

Emergency After hours: 504- 412-1503 or 504-412-1100

Health Physical Form - All students must complete the health physical form and return it directly to Student Health Services, 2020 Gravier Street, 7th Floor, New Orleans, LA 70112 Attn: Phyllis Johnston. The form must be received in Student Health within 90 days of registration.

Health Insurance for Students

EVERY STUDENT MUST BE COVERED BY HEALTH INSURANCE.
Forms are available from the Office of Student Affairs to cover either the waiver (providing the student has personal health insurance) or purchase of the student health insurance provided by the LSU Health Sciences Center.

<http://www.lsuhs.edu/no/organizations/campushealth/studenthealth>

NEEDLE STICK/SPLATTER INSURANCE

All students working with blood, body fluids and the patient population in general are at risk for possible exposure to serious infectious diseases such as Hepatitis C and HIV. Through a stand alone policy, students pay an annual premium for this coverage. Payment for health insurance is due on registration day.

Health Promotion Facilities for Students

The LSUHSC Health Promotion Program is designed to assist students in initiating and maintaining a healthy active lifestyle. The program furnishes opportunities for students to become involved in activities that are conducive to overall health and wellbeing. A Student Fitness Center is located on the third and fourth floor of the Stanislaus Hall at 450 S. Claiborne Ave. The Student Fitness Center consists of: a weight room, cardiovascular room, aerobics room, multipurpose room for group exercise activities, lounge area, and spacious locker rooms with shower facilities. All students must show a valid LSUHSC I.D. on the 3rd floor for entrance into the Fitness/Wellness Center. In addition, each student must complete an Express Assumption of Risk Release of Liability Form and a PAR-Q. Other services, available upon request, are fitness and wellness program consultation, weight room instruction and body composition testing.

Wellness Center

Hours of operation

Mon. – Thu. 5:30am – 10:00pm

Fri. 5:30am – 9:00pm

Sat. 9:00am – 4:00pm

Sun. Closed

Ms. Nijel Baron, Manager – Fitness/Wellness
504-568-2885

Identification Badges

New students will have a picture identification badge (I.D.) made on registration day. 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 reverse of your I.D. badge. This badge is for your safety while a student on the LSUHSC campus. Inability to produce your badge may cause you to be denied access to the HSC buildings and campus area.

Library Facilities

For detailed information please refer to our website:

<http://www.lsuhscc.edu/no/library/>

Student Parking

Student lots 1, 2, and 3 on Perdido Street 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 – Summer) parking fee is \$75 for general student parking and \$105 for student housing parking. A \$20.00 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 2nd floor of the Clinical Sciences Research Building, Room 265. Details regarding student parking can be found at the link below.

<http://www.auxent.lsuhscc.edu/parking>

University Police
504-568-8999

LSUHSC Police are available to escort students between the LSUHSC 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 11:00 p.m., call the escort number one half hour prior to the anticipated departure. A LSU Health Sciences Center Police officer will escort you to and from your car upon request by calling the following number 568-8999.

Photo Copiers

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 Bookstore located on the 2nd floor of the Resource Center.

Policies of Interest to Students

It is imperative that all students familiarize themselves with each of following Chancellor Memorandums.

ALCOHOL USE

<http://www.lsuhs.edu/no/administration/cm/cm-36.aspx>

SUBSTANCE ABUSE

<http://www.lsuhs.edu/no/administration/cm/cm-38.aspx>

VIOLENCE-FREE WORKPLACE

<http://www.lsuhs.edu/no/administration/cm/cm-44.aspx>

INFORMATION TECHNOLOGY

<http://www.lsuhs.edu/no/administration/cm/cm-42.aspx>

Professional Liability Student Insurance

LSUHSC provides professional liability insurance for students. Additionally, each student is required to purchase (and show proof on clinical site) of independent liability insurance in the amounts of \$1,000,000 per occurrence and \$3,000,000 aggregate. Prior to entering the clinical phase of your education, students are required to purchase (at a minimal cost ~ \$35.00 - \$50.00 annually) Professional Liability Insurance. This coverage is for your protection as your professional responsibilities increase. "Professional Liability insurance is a necessary safeguard for any healthcare professional." Your respective departmental clinical coordinator will provide information regarding the purchase of an individual policy.

Registrar's Office

Mr. W. Bryant Faust is the LSUHSC Registrar. The Registrar's Office is currently located on the 1st floor of the Resource Center. This office provides a multitude of student services to 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.

<http://www.lsuhs.edu/no/students/>

Registration and Orientation

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 of time. 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.

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 and Campus Assistance Program) will be on hand to briefly describe their area of student service.

Departmental orientation usually follows the registration process. If your department will host an orientation, they will notify you directly.

Residence Hall

Mr. Harold Rihner is the director for Student Housing. Please refer to the link for details regarding student housing accommodations, parking, and rent.

<http://www.auxent.lsuhsac.edu/reshall/>

Scholarships and Traineeships

The School of Allied Health Professions has a variety of scholarships available to students entering their senior or second year of study on the New Orleans campus.

Faculty and Alumni Scholarships - through generous contributions from the Allied Health faculty and alumni throughout the year each department is able to present one of their students entering the senior or second year of study a \$500.00 scholarship. Students wishing to apply are requested to fill out a scholarship request form. The scholarships are presented in the fall of each year.

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. Applications are available in the Office of Student Affairs.

Rehabilitation Services Administration (RSA) Traineeship Program – students entering the Master of Health Sciences program in Clinical Rehabilitation and Counseling are eligible for the RSA traineeship program. Any full-time student is eligible. The amount of the traineeship varies from year to year depending on how many students apply. There is no work requirement for this traineeship; however, students must

pay back the stipend by working in appropriate jobs after graduation. This normally requires two years of employment for each year of support received. For more information regarding this program interested applicants should contact the Department of Rehabilitation Counseling (504-568-4318).

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.

<http://www.lsuhscc.edu/tuition/>

STUDENT ACTIVITIES AND ORGANIZATIONS

Professional Organizations/Student Affiliation

Each health related profession has professional organizations which 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** consists of one/two departmental representatives elected by the student body in each program and four officer positions including: President, Vice President, Secretary, and Social Chair.

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's of each school - Allied Health, Dentistry, Graduate Studies, Medicine and Nursing.