



Tulane
University

SCHOOL OF MEDICINE

Medical Student Handbook

Published by the Office of Admissions and Student Affairs
Revised November 2020

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
LETTER FROM THE ASSOCIATE DEAN FOR ADMISSIONS AND STUDENT AFFAIRS	4
ADMINISTRATION OF TULANE UNIVERSITY SCHOOL OF MEDICINE.....	5
STATEMENTS ON DIVERSITY AND NON-DISCRIMINATION	6
DIVERSITY STATEMENT.....	6
TULANE UNIVERSITY ANTI-DISCRIMINATION POLICY	7
TITLE IX	7
NON-CURRICULAR ACADEMIC POLICIES.....	8
SCHOOL OF MEDICINE ACADEMIC CALENDARS.....	8
PROMOTION AND GRADUATION POLICY	8
ESSENTIAL FUNCTIONS/TECHNICAL STANDARDS.....	8
EXEMPTION OF BASIC MEDICAL SCIENCE COURSES	9
CLINICAL ROTATION REQUIREMENTS	9
HIPAA (HEALTH INFORMATION PORTABILITY AND ACCOUNTABILITY ACT) TRAINING	10
UNIVERSAL PRECAUTIONS TRAINING.....	10
EXPOSURE TO ENVIRONMENTAL HAZARDS POLICY.....	10
USMLE REQUIREMENTS: STEP 1 AND STEP 2	13
EDUCATIONAL SITE REQUESTS	14
SENIOR SCHEDULING REQUIREMENTS	14
RIGHT TO A HEALTHCARE PROVIDER NOT INVOLVED IN EVALUATION	14
GRADING POLICY	15
GRADING GUIDELINES FOR PRE-CLINICAL AND CLINICAL COURSES	15
GRADES FOR CLINICAL ROTATIONS (T3 AND T4 YEARS).....	15
REPORTING OF GRADES.....	18
PRECLINICAL (T1 AND T2) ELECTIVE COURSES	19
CLINICAL (T3/T4) ELECTIVE COURSES.....	20
RETENTION AND STUDENT SUPPORT	20
ACADEMIC DEFICIENCIES, RESOLVING DEFICIENCIES, AND GROUNDS FOR DISMISSAL	21
APPEAL PROCESS FOR GRADES AND MSPE	23
APPEAL PROCESS FOR RE-ADMISSION	24
MASTERS OF MEDICAL SCIENCES	24
STUDENT RECORDS.....	24
FERPA: POLICY ON ACCESS TO STUDENT RECORDS.....	25
TRANSFER STUDENT/CREDIT POLICIES.....	25
ABSENCES AND LEAVES.....	25
STUDENT EXCUSED ABSENCE POLICY	25
LEAVE OF ABSENCE	28
FINANCIAL MATTERS	29
FINANCIAL AID	29
TUITION REFUNDS FOR WITHDRAWALS	29

STUDENT CONDUCT AND BEHAVIORAL EXPECTATIONS	29
CODE OF STUDENT CONDUCT (UNIVERSITY POLICY).....	29
MEDICAL STUDENT CODE OF PROFESSIONAL CONDUCT (SOM)	29
WORK HOURS	29
DRESS CODE	29
EMAIL.....	29
HONOR CODE (SOM)	30
ALCOHOL AND OTHER DRUGS POLICY (UNIVERSITY POLICY)	30
NARCOTICS, MARIJUANA, AND OTHER CONTROLLED SUBSTANCES	30
POSSESSION OF WEAPONS.....	30
STUDENT SERVICES	31
OFFICE OF MEDICAL EDUCATION	31
DISABILITY ACCOMMODATIONS	31
COUNSELING AND SUPPORT SERVICES.....	32
STUDENT MISTREATMENT PROCEDURE	33
HEALTH CENTER FOR STUDENT CARE	34
EMAIL ACCOUNTS/LISTSERVS.....	35
LEGAL ASSISTANCE	35
LIBRARIES.....	35
PARKING SERVICES.....	36
MAIL SERVICES.....	36
SECURITY INFORMATION AND POLICIES	36
EMERGENCY INFORMATION	36
CRIME REPORTING OR REQUESTING SECURITY SERVICES.....	37
TUSOM POLICE.....	37
EMERGENCY AND HURRICANE PREPAREDNESS	39
HOW STUDENTS CAN REPORT CONCERNS	40
SOM LEARNING ENVIRONMENT / MISTREATMENT OR PROFESSIONALISM CONCERN	40
TULANE UNIVERSITY CONCERN OR INCIDENT	41
INDEX	43

LETTER FROM THE ASSOCIATE DEAN FOR ADMISSIONS AND STUDENT AFFAIRS

Elma I. LeDoux, MD, FACP, FACC

Dear Incoming Medical Student:

Welcome to the Tulane Community. This handbook provides basic rules and regulations concerning procedures at Tulane University Medical School. Although I realize that the life of a medical student, especially one about to begin the first year, is harried, ***please read this document carefully***. This handbook has information that will be very useful to you.

Information on grading policies, student conduct, emergencies, and student resources are all detailed in this handbook. Please also note that the School of Medicine maintains a policy webpage that is updated regularly and may be more up to date than this handbook.

Care has been taken to make this as “user friendly” as possible and to ensure that all included rules make sense. Also note, that this handbook is updated each year to make sure that it is current and accurate. The most up-to-date version of this handbook can always be found on the Student Affairs website:

<https://medicine.tulane.edu/student-affairs>

I wish each of you luck and success in medical school at Tulane. These next several years should be years of growth and maturation as you become physicians. Remember, our office is always available to help you. I look forward to participating in your development as physicians.

Sincerely,



Elma I. LeDoux, MD, FACP, FACC
Associate Dean for Admissions and Student Affairs

ADMINISTRATION OF TULANE UNIVERSITY SCHOOL OF MEDICINE

Senior Vice President and Dean..... L. Lee Hamm, MD
Executive Dean..... Patrice Delafontaine, MD
Associate Dean for Admissions and Student Affairs..... Elma LeDoux, MD
Vice Dean for Academic Affairs N. Kevin Krane, MD
Assistant Dean for Admissions and Recruitment Cindy Morris, PhD
Director of Admissions..... Michael Woodson
Director of Student Health and Wellness Karen Weissbecker, PhD
Director of Student Career Services Chayan Chakraborti, MD
Associate Dean for Graduate Medical Education..... Jeffrey Wiese, MD
Associate Dean for MD/MPH Program and Faculty Affairs.. Marie Antoinette Krousel-Wood, MD
Director, Multi-Cultural Affairs Bennetta Horne

Office of Admissions and Student Affairs Staff

Allys Dierker Registrar and Departmental Administrator
Roberta Cartaginese Program Manager, Major Events
Katrina D'Aquin, PhD..... Director, Learning Communities and Career Services
Sherrill Harrell Executive Secretary
Carmen McCaffery..... Senior Program Coordinator, Student Engagement
Kim Melerine..... Program Coordinator, Records Management
Melissa Riley..... Student Records Specialist
Michael Woodson Director, Admissions

STATEMENTS ON DIVERSITY AND NON-DISCRIMINATION

Diversity Statement

Mission

Tulane University School of Medicine (TUSOM) values diversity. Tulane defines diversity broadly to include: persons of color, members of the LGBTQIA community, members of diverse ethnic groups including those typically underrepresented in medicine, members of economically disadvantaged groups, and any others who bring a different perspective to the learning environment. The School of Medicine believes in a rich educational experience for all students through the infusion of cultural competency, sensitivity, and attentiveness. Additionally, the School of Medicine values the sum total of ideals and perspectives of all individuals engaged in and connected to the educational process.

Vision

The vision of the TUSOM is to cultivate an environment of inclusiveness and equity for the learning community. These efforts will promote social justice throughout the medical education community, diminishing the occurrences of discrimination based on race, ethnicity, gender, sexual orientation, religion, or ability. This effort will generate conscientious global citizens primed to provide vital medical care to the diverse population in southeastern Louisiana and around the globe, thus advancing health equity.

Values Statements

- We believe that diversity is a fluid, ever evolving concept.
- We believe that examining a variety of perspectives will add value and substance to all participants in medical education.
- We believe that medical education cannot remain stagnant and must evolve to stay relevant to trends in the population and innovation of technology in order to effectively address the needs of local, national, and global citizens.
- We believe that emphasizing diversity will spur advocacy for the underserved.
- We believe that enhancing engagement at the undergraduate medical student level can develop a pipeline of a diverse applicant pool of graduate medical students, residents, faculty members, and administrators.
- We believe that enhancing diversity will enable TUSOM to remain aligned with the guiding principles and standards of the Liaison Committee on Medical Education.
- We believe that creating a collaborative, service-minded, learning environment will diversify the community of physicians by increasing the number of traditionally underrepresented students who earn medical degrees.
- We believe that enhancing diversity will have a direct impact on decreasing current health disparities currently existing in underserved communities as well as the effects of social determinants of health in providing healthcare to local, regional, and national communities.

**Approved by Executive Faculty, March 21, 2017

Tulane University Anti-Discrimination Policy

Tulane University is committed to creating and maintaining a campus environment where all individuals are treated with respect and dignity and are free to participate in a lively exchange of ideas. Individuals have the right to work and learn in an environment free of harassment. Harassment is not acceptable and will not be tolerated at Tulane University. Tulane's harassment prevention policies are fully outlined in [Tulane's Equal Opportunity/Anti-Discrimination Policies](#).

Harassment is not limited to conduct of a sexual nature. Tulane University prohibits harassment based upon an individual's race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state, or local law. Harassment occurs when unwelcome verbal or physical conduct, because of its severity and/or pervasiveness, significantly interferes with an individual's work or education, or adversely affects an individual's employment or ability to learn or participate in school activities. Harassment also occurs when a person uses a position of authority to engage in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

The Office of Institutional Equity (OIE) has administrative responsibility for implementing Tulane's Equal Opportunity/Anti-Discrimination Policies. Meredith Smith is the University's Assistant Provost for Title IX and the lead individual responsible for implementing Title IX. Title IX is a federal law that prohibits sex discrimination. Sexual harassment is a form of sex discrimination.

Title IX

It is the policy of Tulane University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting claims of sex discrimination. Tulane University has designated Title IX Coordinators to coordinate Tulane's compliance with and response to inquiries concerning Title IX. Faculty, staff, or students may contact the following for information:

<p>Meredith M. Smith, Assistant Provost Title IX and Clery Compliance Tulane University Title IX Office Jones Hall, Suite 308 New Orleans, LA 70118 msmith76@tulane.edu (504) 865-5615</p>	<p>Julia Broussard, Program Manager Tulane University Title IX Office Jones Hall, Suite 308 New Orleans, LA 70118 jbrouss@tulane.edu (504) 314-2897</p>
--	--

NON-CURRICULAR ACADEMIC POLICIES

The Office of Admissions and Student Affairs (504.988.5331) is your primary source for answers to academic questions and problems. Dr. Elma LeDoux has been the dean of students since March of 2020. Her office houses the registrar function and maintains grade records and evaluations. The staff schedules dean’s hours, keeps up-to-date on curriculum requirements, processes paperwork for USMLE testing, and serves as a general resource for all student issues. The office also administers the application process for Tulane medical students applying to residencies. The Office of Admissions and Student Affairs is responsible for the annual White Coat Ceremony, graduation, and orientation activities for incoming first-year students and for third-year students’ transition into the clinical years.

The Office of Admissions and Student Affairs has a website at <http://medicine.tulane.edu/student-affairs> . You can find pictures of the staff, along with staff email addresses and phone numbers. The areas of responsibility for each staff member are listed. The website also has information related to career planning, pre-clinical and clinical courses, and life as a medical student.

School of Medicine Academic Calendars

The T1/T2 preclinical academic calendars are maintained by the T1/T2 course curriculum committee in the Office of Academic Affairs. Detailed calendars are available in Canvas.

The T3/T4 clinical academic calendar are posted in eMedley’s eCurriculum: <https://he.emedley.com/univ/tu/common/adfs/login.php> .

Promotion and Graduation Policy

Tulane School of Medicine abides by the Promotion and Graduation Policy, which can be found [here](#).

Essential Functions/Technical Standards

Tulane School of Medicine abides by the Technical Standards Policy, which can be found [here](#).

Exemption of Basic Medical Science Courses

Goals of the undergraduate medical program include integration across all basic science disciplines and developing teamwork skills that are necessary to practice medicine in the evolving healthcare system. While it is recognized that students may enter medical school with advanced training in a basic science discipline, even if obtained at Tulane, they will not be exempted from course work or examinations. One exception will be made for students who have completed the Anatomy Certification Program and successfully completed gross anatomy, and who also serve as a teaching assistant for the first-year anatomical sciences courses. These students will also be required to take the same courses and examinations as all other students, with the exception of the anatomical sciences courses that they teach.

Appeals must be for exceptional circumstances and must be made in writing to the vice dean for academic affairs who will convene a panel to include the associate dean for admissions and student affairs and the course director of the course in question. Their decision will be final. (Adopted 5/20/82)

Clinical Rotation Requirements

As of July 2020, as a response to the coronavirus pandemic, the Curriculum Committee adopted the following block structure for third-year required clerkships. In late 2020, the Curriculum Committee is scheduled to review the adjusted schedule to determine if it will be permanently adopted for Classes of 2023 and later. As always, students must monitor their Tulane email daily for changes and updates to curricular requirements:

Third-year required clerkships	Course	Weeks
Obstetrics & Gynecology	OBGY3006	6
Medicine	MED3006	6
Family Medicine	FAMY3006	6
Surgery	SURG3006	6
Pediatrics	PEDS3006	6
Psychiatry	PYCH3006	3
Neurology	NEUR3006	3

In addition, students are required to complete the following clinical requirements:

Required clinical activities	Course	Weeks/notes
Acting Internship	XXXX3500/45XX	4 wks. Generally completed in fourth year.
Community Health	MED4409	4 wks. Generally completed in fourth year. MD/MPH students are exempt but must complete 4 weeks' worth of additional electives.
Emergency	EMER4020	2 wks. Generally completed in fourth year

Medicine		
Radiology	RADS3020	Beginning with Class of 2022, RADS radiology content is integrated across third-year clerkships and will have additional asynchronous online components. Worth 2 weeks' of clinical required credit
electives*	Varies	Monitor your email daily: in late 2020, the Curriculum Committee is scheduled to review the number of electives required to graduate. Students should plan to complete at least 22 weeks' of clinical electives and potentially as many as 34 weeks' of clinical electives, depending on the Curriculum Committee's decision for the Classes of 2022 and later.

Students are also required to complete Step 1, Step 2 CS, Step 2 CK, and 5 interdisciplinary seminars to be eligible to graduate: Step 2 CS and CK are currently under national review and may change after the publication date of this handbook.

Descriptions and requirements for clinical rotations can be found on eMedley at <https://he.emedley.com/univ/tu/common/adfs/login.php>.

HIPAA (Health Information Portability and Accountability Act) Training

Patient information must remain confidential. To ensure proper confidentiality, the federal government enacted HIPAA legislation. Each student must complete HIPAA training. This generally occurs during orientation for the third-year clerkships.

Universal Precautions Training

Blood-borne pathogen (BBP) training is mandatory for all medical students and must be updated annually. Training is offered online via Canvas and is documented by the Office of Environmental Health and Safety. BBP training can be accessed by clicking [here](#) and logging in using your Tulane credentials. Students will also receive an email regarding the course once assigned.

Exposure to Environmental Hazards Policy

Policy Statement

Tulane University School of Medicine informs medical students (including visiting students) of policies and procedures to address exposure to infectious and environmental hazards before students undertake any educational activities that would place them at risk. Medical students are educated about the methods of prevention, procedures for care and treatment after exposure, including a definition of financial responsibility.

Definition of Accidental Exposure

An exposure can be defined as a percutaneous injury (e.g., needlestick or cut with a sharp object), contact of eye, mouth or other mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or with dermatitis) with blood, saliva, tissue, or other body fluids

that are potentially infectious. Exposure incidents place health care personnel at risk of diseases caused by a range of pathogens including hepatitis B virus (HBV), hepatitis C virus (HCV), human immunodeficiency virus (HIV) infection, Covid-19 and therefore should be evaluated according to protocol by a qualified health care professional.

Policy Requirements

Medical students must immediately call the Student Health Center (located in the Elks Building) if exposed. During business hours, students should call 504.988.6929. During afterhours or weekends – students should call the Nurse Advice Line at 1.855.487.0290. Visiting medical students should also contact the Living Well Center if exposed. During business hours, the student will either be scheduled a same day visit or a phone consultation with one of the physicians or nurses. After hours, the call will be directed to an all-call health care provider. Students also should report any exposure to their course or clerkship directors as well as the Associate Dean for Student Affairs.

Procedures

What is an exposure?

- Percutaneous injury (e.g. needlestick or cut with a sharp object), and/or eye splash or contact with other mucous membrane or non-intact skin (chapped, abraded, or dermatitis) with potentially infectious bodily fluids and other materials including:
 - Blood
 - Semen
 - Vaginal secretions
 - Cerebrospinal fluid
 - Pleural/pericardial/synovial/peritoneal fluid
 - Amniotic fluid
 - Feces
 - Any bodily fluid that may contain blood
 - Significant exposure to Covid+ person (as per CDC guidelines)

If exposed, what should I do?

- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, and skin with water
- Irrigate eyes with clean water or saline
- Obtain as much demographical data on the source patients as possible
- Ask your supervisor to consent the source patient to testing for HIV, Hepatitis B, Hepatitis C at the time of exposure or when medically able to obtain consent. If possible, obtain a rapid HIV test on the source patient immediately.
- Covid-19 exposure- quarantine and follow instructions of the Living Well Clinic. This may include Covid-19 PCR testing.
- CALL the Living Well Clinic IMMEDIATELY

- During business hours, please call 504-988-4325. You will either be scheduled a same day visit or a phone consultation with one of the physicians or nurses.
- During after-hours or weekends ONLY – please call 504-865-5255.

Is there treatment to prevent blood borne disease after exposure?

- Human Immunodeficiency Virus (HIV) – may be prevented by taking post exposure prophylaxis (PEP) medications for up to 4 weeks (if indicated).
- Hepatitis B (HBV) – in persons who have not been vaccinated or in non-responders to the vaccines, post exposure prophylaxis with two doses of HBV immune globulin is recommended.
- Hepatitis C (HCV) – there is no vaccine against hepatitis C and no treatment after an exposure that will prevent infection.

How soon after an exposure should treatment start?

- Post exposure treatment for Hepatitis B and HIV should be started as soon as possible, preferably within two hours after the exposure.
- Immediate follow-up with the Health Center even if source patient’s rapid HIV is negative.

If the source patient is known to be HIV+:

- Determine the most recent viral load
- Obtain the antiretroviral treatment history, including any drug resistance

Tuberculosis

- If a student has an exposure to a person with active pulmonary or laryngeal tuberculosis the Health Center will also provide any necessary tuberculosis testing or other studies at no cost to the student. The following schedule is followed:
- If they have don’t have a documented result in the previous 3 months the student is tested as soon as possible (within two weeks) following the exposure
- Follow-up TB skin test placed and read three months following the exposure (for those whose baseline skin test was negative)

Meningitis

- For bacterial meningitis post-exposure prophylaxis is recommended for students who have had intensive, unprotected contact (without wearing a mask) with infected patient’s oral or nasal secretions. The post-exposure evaluation and any needed post-exposure medications are provided at the Health Center.

Visiting Students

At the time of acceptance, visiting students are notified about the policies and procedures related to exposure to infectious and environmental hazards. During the visiting student orientation process, students receive a copy of the “Policy on Prevention of Infection Following Accidental Exposure”. Visiting medical students follow the same process for exposure as

TUSOM students. Visiting students will be treated by the student health center during business hours and have access afterhours and on weekends by calling 504-865-5255.

USMLE Requirements: Step 1 and Step 2

1. A passing score for USMLE step 1 must be recorded by NBME by the end of the October block in the third year. Students not passing Step 1 are required to take a leave of absence until a passing score on Step 1 is achieved. Students must allow 30 days after NBME records a passing score before they should expect to return to clerkships: this allows clerkship departments adequate time to place and credential students.

Please note the following scheduling considerations:

- The end dates of the October block change each year. Please consult the clinical block calendar in eMedley's eCurriculum for relevant October block dates.
 - USMLE step 1 results generally take 4 weeks to be recorded, and results are released only on Wednesdays. Therefore, the last possible date a student should plan on taking Step 1 to avoid being placed on a leave of absence is 4 Wednesdays BEFORE the end of Tulane's October block.
 - Students who are not passing step 1 practice tests should consult with Dr. LeDoux for advising and strategies before scheduling/sitting for step 1. The top priority should be achieving a passing score on the first attempt.
2. All students are required to pass USMLE Step 2CK and Step 2CS prior to graduating medical school.
 3. Students not passing both Step 2CK and CS by April of their fourth year of medical school will be required to take a leave of absence until passing scores on both Step 2CK and CS are achieved.
 4. These three USMLE exams must be passed to graduate from Tulane University School of Medicine. Failure to pass USMLE Step 1, Step 2 CK, and Step 2 CS will result in a student's being withdrawn from the academic rolls as a medical student.
 5. ***All senior students are recommended to sit for USMLE Step 2 CS and Step 2 CK before December 31 of their senior year to participate in the Match.***
 6. A student may accumulate a maximum of 24 months of leave for the purpose of meeting the USMLE requirement. After 24 months, if USMLE Step 1, Step 2 CK and Step 2 CS are not passed, students will be dismissed.
 7. The Student Professionalism and Promotion Committee and the associate dean for admissions and student affairs may recommend a delay in a student sitting for Step 1 until a study program is satisfactorily completed.

Educational Site Requests

Students are assigned to clinical rotations through the Office of Admissions and Student Affairs. The specific geographic location of the rotation is determined by the department in which the rotation takes place. Assignment is made via a lottery with provision for special circumstances.

Students can appeal their assignments through the individual departments. In the case of no resolution, the matter can be referred to the associate dean for resolution.

Changing the order of rotations for the required third-year rotations is discouraged unless there are extenuating circumstances. Such requests are made directly to the associate dean who will document approval or denial.

Fourth-year students should follow schedule-change request rules and deadlines outlined in eMedley's eCurriculum.

Senior Scheduling Requirements

T4 scheduling strategies depend a great deal on students' specialty choices. All students are expected to take an active role in matching their career objectives to their senior scheduling: this process begins in the T1 year with self-exploration, participation in AAMC's Careers in Medicine software, and attendance at multiple career-focused activities such as brown-bag informational sessions.

Each specialty has identified specialty-specific advisors, with whom students are encouraged to meet regularly, and particularly before the T4 scheduling process begins (initial informational dean's hours are generally held in October of T3 year; T4 scheduling appointments begin in mid-January of T3 year). Watch your Tulane email for information about career advising activities, services, and expectations.

Right to a Healthcare Provider not involved in Evaluation

Students have the right to be provided healthcare by individuals who are not involved in their assessment or instruction as medical students. As such, it is the policy of the School of Medicine that healthcare providers for students are not involved in the assessment of those students.

In the rare exception in which a faculty member is the only content expert in the region, a student *may* choose a faculty provider. In this instance, the faculty member will recuse himself/herself from participation in any academic or promotion evaluation of the involved student.

GRADING POLICY

The following policy on grading will apply to students entering the first year of the School in Academic Year 1987-88 and thereafter.

Grading Guidelines for Pre-Clinical and Clinical Courses

All pre-clinical courses are graded Pass/Fail or Condition. Condition grades are converted to C/P or F.

Following Hurricane Katrina, preclinical courses were graded on a Pass (P)/Fail (F) basis only. This policy was in effect for the 2005 – 2006 and 2006 – 2007 academic years. This policy was approved by the Executive Faculty in 6/06 and renewed 6/07 with annual review thereafter.

- A. Each department or teaching program shall determine for each course the most appropriate method for evaluation of student achievement, based on the nature of the course and on defined course objectives. Such methods as written examinations, oral examinations, literature reports, case reports, problem solving, or other reasonable means by which the student may demonstrate his or her knowledge of the subject under consideration may be employed at the discretion of the course director. Each course director shall present to the students, in written form on the first day the course meets formally, a statement describing course requirements, evaluative methods to be used, and criteria for awarding specific grades. Whenever possible, narrative comments are provided in addition to a final grade to students in preclinical courses.
- B. Each department will also present, in writing on the first day of class, its specific course requirements that may in any way deviate from the overall grading policy. For example, students must successfully complete the laboratory phase of the course in order to achieve a passing grade. Failure to successfully complete the laboratory phase will result in a grade of “Condition Repeat,” even though the overall grade point average is 70 or higher.
- C. A letter grade describing the student’s performance shall be awarded to each student enrolled in each course. Depending on the nature of the course, this grade may simply reflect the student’s achievement on objective evaluative instruments or may also include evaluation of non-cognitive qualities and skills. The specific grade awarded to each student shall be based on the criteria listed below. (Note that where specific numerical grades or grade ranges are cited below for awarding letter grades, these should be considered as suggested guidelines rather than as inflexible rules. Each course director has the authority and responsibility for the final determination of letter grades for each student.)

Grades for Clinical Rotations (T3 and T4 Years)

For questions about how a specific rotation is graded, please consult the course director.

In general, all two-week rotations are graded on a pass/fail basis, and four-week rotations (with a few exceptions) are graded according to the following criteria:

Grade	Definition	Criteria
H	Honors	Should be awarded to a student whose performance in all phases of the course surpassed the minimum standards required by the faculty and was clearly superior to that of the average student taking the course. In courses for which an overall final numerical grade is derived, "Honors" might correspond to a grade of 94 (on a scale of 100) or higher.
HP	High Pass	Should be awarded to a student whose performance surpassed the minimum standards required by the faculty and was distinctly above average for students taking the course. In courses for which an overall final numerical grade is derived, "High Pass" might correspond to grades in the range 86 – 93 (ref. Subsection C. above). This grade may also be awarded in the case of a student whose performance was uneven in different phases of the course (<i>e.g.</i> , a student who achieved high scores on objective examinations but whose ward or laboratory work was unremarkable).
P	Pass	Should be awarded to a student whose performance in the course met or surpassed the minimum standards required by the faculty. In courses for which an overall final numerical grade is derived, "Pass" generally corresponds to a grade in the range 70 – 85.
C	Condition	In pre-clinical courses, "Condition" should be assigned to a student whose performance was marginal. In pre-clinical courses for which an overall final numerical grade is derived, "Condition" generally corresponds to a grade in the range 65 – 69. It may also be assigned to a student who failed to meet the minimum standards required in one or more sections of a course, despite an overall final passing average (<i>e.g.</i> , a student who scored well on written examinations but who did not perform satisfactorily in the laboratory component). Invariably, this grade constitutes an academic deficiency requiring remedial work consisting of at least passing a repeat comprehensive final examination and possibly successful repetition of the course.

In clinical clerkships, "Condition" is assigned to students whose performance on the wards or in other clinical aspects of the clerkship was satisfactory but who failed the final comprehensive examination. In such cases, the deficiency must be cleared by passing a repeat examination.

NOTE: "Condition" grades are noted on the transcript with a "C." When the condition is cleared, the "C" is followed by a "P" ("C/P"). A student can only

receive a “Condition/Pass” in clearing a deficiency by condition examination. A student must earn a 70 on the condition examination. If a student chooses to repeat the course rather than take the condition exam, the student must pass the course with a 75.

F Failure Assigned to the student whose performance did not meet the minimum standards required by the faculty for this course. In pre-clinical courses or in clinical clerkships for which an overall final numerical grade is derived, “Failure” might correspond to grades below 65. In clinical clerkships, “Failure” should be assigned to students whose performance on the ward or in other clinical aspects of the clerkship was unsatisfactory irrespective of their having passed the final comprehensive examination.

NOTE: When a student “fails,” the “F” remains on the transcript. The course is listed again when the student passes, and the actual grade earned is recorded. Thus a student can “Honor” a course after failing it the first time. The student must make a minimum of 75 for the course to pass a course that is repeated.

I Incomplete Assigned in cases where there is an unavoidable delay, caused by illness or other emergencies, in completion of course requirements. This grade will be assigned at the end of the course(s) when all but a minor portion of the course requirements have been completed. The “I” is a temporary grade and will be replaced on the transcript with the grade earned by the student. The student must satisfactorily complete the course requirements, thus earning at least a passing grade before being eligible for promotion to the succeeding year of study. All incompletes must be completed within six months of receiving the incomplete grade. After six months, incomplete grades are converted to failures.

Grades of incomplete will be considered academic deficiencies for the purposes of advancement. Students with incomplete grades in pre-clinical courses must resolve the incompletes before they can advance to the next year. Students in the clinical curriculum who have two or more unresolved academic deficiencies (including any combination of incomplete grades, failures, or condition grades) must stop clinical rotations until all deficiencies are resolved. Students may not graduate with an incomplete on their transcript, even if they have completed all other graduation requirements. All incompletes must be resolved or converted to failures before a student is eligible to graduate. For example, if the student has earned an incomplete in an elective he or she does not need to meet graduation requirements, the incomplete must be converted to an F on the student’s transcript if the student opts not to resolve the incomplete.

W	<p>Withdrawn Assigned for all courses currently being taken in cases where a student must be placed on leave-of-absence for a medical condition, as certified by a physician, or in cases where the student is suffering serious personal difficulties, as judged by the associate dean or his appointed delegate, and is thus unable to complete course requirements. Generally, a “W,” as opposed to an “I,” will be recorded on the transcript in cases where the student is forced to discontinue studies before completing approximately two-thirds of the course requirements. The “W” is also assigned in all courses currently being taken when the student voluntarily and permanently withdraws from the School of Medicine.</p>
---	---

The School of Medicine reserves the discretion to determine the time frame distinguishing between the grades of “I” and “W,” as described above. This determination will be made by the associate dean in consultation with the course director(s).

Reporting of Grades

Grades are to be posted within 6 weeks of course completion. Grades are submitted by departments and are posted on the Banner System, available any time for students to view. Students may also review their academic files directly in the Office of Admissions and Student Affairs. Generally, files can be reviewed any time during business hours (8:30 a.m. – 4:30 p.m.).

A. Intramural Reporting

1. Pre-clinical

- a. Each student’s official transcript grade (P, C/P, F, I, or W) will be entered directly into the university’s student records system by the department issuing the grade. The Office of Admissions and Student Affairs will enter PASS grades only for T1 and T2 electives.
- b. The summary course grade (numerical and qualitative) that resulted from the applied evaluation procedures shall also be transmitted to the Office of Admissions and Student Affairs.
- c. Departments maintain records for each student detailing how final grades were calculated.
- d. At the conclusion of a course, each student will be given his or her transcript grade of P, C/P, F, I, or W, as well as the summary grade and narrative comments. Information transmitted to the student shall also include the class average, highest score, and lowest score, when quantitative procedures were applied.

- e. All progress exams that are returned to students will carry letter designations of P, C/P, or F. If a department desires, progress exams may be returned to the students with numerical grades under condition that each student's grade is reported solely to that student. Numerical grades, when derived by a department for portions of a course or for the entire course, are considered confidential information.

2. Clinical

- a. All 8-week, 6-week, and 4-week required clerkships, along with most 4-week required and elective rotations, are graded H, HP, P, C/P, F, I, or W. Some 4-week and all 2-week rotations are graded pass/fail. Departments determine the grades and enter the grades direction into the university's student records system.
- b. Student evaluations are completed by supervising faculty, are maintained by the relevant department, and are entered by the department into SOM's evaluation software. Summary comments for required core clerkships are transmitted by the department to the Office of Admissions and Student Affairs for inclusion in the student's Medical School Performance Evaluation (MSPE, formerly the "dean's letter").
- c. At the conclusion of a course, all students will be given their grade of H, HP, P, C, F, I, or W.

B. Extramural Reporting

No numerical grades for any course will be reported extramurally. The official transcript for each student will show only the letter grade earned, whether pass/fail or H, HP, P, C, F, I or W, depending on the type of rotation.

Preclinical (T1 and T2) Elective Courses

Students are required to complete one pre-clinical elective during the first two years (four semesters) of medical school. This pre-clinical elective does *not* count toward the required minimum number of clinical electives students must complete in their T3/T4 years. This may include research, MPH classes, MBA classes, or other electives listed on the Office of Admissions and Student Affairs website. These are graded P (Pass) or no-credit (no indication on transcript). The specific grade awarded to each student shall be based on the following criteria:

- | | |
|-------------------|---|
| Pass: | Awarded to a student whose performance met or surpassed the minimum standards required by the faculty |
| No credit: | Assigned to a student whose performance failed to meet the standards required by the faculty |

Courses graded on a Pass/Fail basis will be noted as such on the official transcript.

Clinical (T3/T4) Elective Courses

- A. Each department or teaching program shall determine for each course the most appropriate method for evaluation of student achievement, based on the nature of the course and on defined course objectives. Such methods as written examinations, oral examinations, literature reports, case reports, problem solving, or other reasonable means by which the student may demonstrate his or her knowledge of the subject under consideration may be employed at the discretion of the course director. Each course director shall present to the students, in written form on the first day the course meets formally, a statement describing course requirements, evaluative methods to be used, and criteria for awarding specific grades.

- B. A letter grade describing the student's performance shall be awarded to each student enrolled in each course. Depending on the nature of the course, this grade may simply reflect the student's achievement on objective evaluative instruments or may also include evaluations of non-cognitive qualities and skills. All 2-week electives are graded pass/fail. Most 4-week electives, with some exceptions, are graded on the H (Honors), HP (High Pass), P (Pass), C (Condition), or F (Fail) scale. On the first day the elective meets formally, the course director shall present to the students the grading scale.

Retention and Student Support

The Student Professionalism and Promotion Committee meets monthly, but no less frequently than quarterly, to review the academic progress of all students who have accrued deficiencies. The committee's role is to support as well as to evaluate students to assure their future success as physicians. Retention is a top priority of the committee and of the administration and faculty of the school.

Struggling students are encouraged to seek help from the course and clerkship directors, the learning specialist, tutors, the Director of Student Support, and the Dean of Students. Counseling services for students is encouraged and supported. While adhering to fair and consistent policies, the committee shall also consider all extenuating circumstances that may affect a student's performance.

An emphasis solely on academic performance runs contrary to the fundamental conviction of the faculty and administration at Tulane. Grades do not provide the sole criteria to determine the future performance of a physician; nevertheless, the academic standards of the School of Medicine must be maintained. Considering the responsibility to the public, the Student

Professionalism and Promotion Committee and the Executive Faculty shall be as flexible and as reasonable as possible under the circumstances regarding academic deficiencies. Reasons for dismissing a student include incurring excessive academic deficiencies as judged by the Student Professionalism and Promotion Committee and detailed in this handbook, failure to remove academic deficiencies, failure of one or more courses in a repeated year, multiple and repeated academic special action, and/or unprofessional conduct.

The faculty of the school of medicine wants every student to be successful and to graduate. It is expected that students having difficulties will take advantage of every resource available to them including going to class, meeting with course directors, meeting with the Office of Medical Education, and meeting with the Deans.

Academic Deficiencies, Resolving Deficiencies, and Grounds for Dismissal

A failing, or "Condition (C)," or incomplete grade in any course or clerkship constitutes an academic deficiency and requires review by the Student Professionalism and Promotion Committee which recommends to the Course Director or Clerkship Director how the deficiency is to be resolved, or if the student has more than one deficiency, what the student's promotional status may be. C grades are not permanent and are converted to either Condition/Pass (C/P) or Failing (F) grades. Incomplete grades are also temporary and must be converted within 6 months, or they will be converted to failures. Incomplete grades may be resolved by completing the outstanding work.

Condition grades may be resolved by repetition of the course or by re-examination given on a scheduled date immediately prior to the beginning of the next school year.

Remediation of conditioned grades requires a 70 and/or higher to pass. Remediation of pre-clinical courses that are failed, requires a grade of 75 or higher. For the pre-clinical years (T1 and T2), all academic deficiencies must be removed before a student can be advanced to the next year.

Unless decided otherwise by the Student Professionalism and Promotion Committee, T1 students needing to remediate a T1 course in the summer between T1 and T2 year may continue on to phase II in the spring of T1 year but may not continue in the fall unless the deficiency has been resolved.

For T1s needing to repeat a course(s) the following year (that cannot be resolved in the summer), they should register for and take the T1 Immunology course in the spring of their T1 year. They may sit in on phase II courses but will not sign up or take them for a grade until the T1 course deficiency has been resolved.

In the clinical years (T3 and T4), when a student receives two deficiencies (I, C, or F) grades, the student must stop clinical rotations until all deficiencies are remediated. In the T4 year,

students must remediate deficiencies acquired in the required clerkships by October to ensure graduation in May.

Students serving as officers of student organizations are expected to be in good academic standing without any unresolved condition, or failing, or incomplete grades on their transcripts.

If, for any reason, a student must repeat a course or courses or an entire semester due to academic deficiency, appropriate **tuition and fees** based on the academic year of repetition will be charged.

Academic reasons for requiring a student to repeat a year include the following: incurring more deficiencies than can be cleared in one summer; one or more academic deficiencies accompanied by generally marginal performance; failure to remove an academic deficiency during the summer, or major lapses in professional behavior.

Passing grades in all major required courses of the current phase are necessary for advancement to the succeeding phase.

Rules established by the Student Professionalism and Promotion Committee and the Executive Faculty, combined with existing precedents regarding resolution of deficiencies and dismissal, are consistently enforced. These include the following:

Pre-Clinical Coursework (Phases 1 and 2):

1. A student may only repeat the same course or course equivalent once.
2. When repeating a pre-clinical course following a failure, the student must earn a grade of at least 75 or higher depending on the parameters established by the particular department. Failure to meet these requirements results in a second failure of that course and the student is dismissed, according to rule #1.
3. Failure in one pre-clinical course and a "C" in a second one in a single year requires repetition of the year.
4. Failure of two individual pre-clinical courses results in dismissal.
5. Any combination of three deficiencies (F or C) in phases 1 or 2 results in dismissal.
6. A student cannot proceed in the clinical curriculum until deficiencies are resolved. The student must take a leave of absence to remedy the deficiencies prior to advancement to the clinical phase.
7. Students having difficulty in pre-clinical courses (as determined by course directors) are required to meet with course directors and the associate dean within 14 calendar days of notification. Failure to do so may result in an official professionalism issue report
8. A student may be dismissed due to failure to follow the Tulane University Code of Student Conduct or the Code of Professional Excellence of the School of Medicine (see section below)
9. For details regarding the appeal process regarding grades or re-admissions, see section below.

Clinical Clerkships (phase 3):

1. A student may only repeat a clerkship once.
2. When repeating a clerkship following a failure, the student must meet the parameters established by the particular department. Failure to meet these requirements results in a second failure of that clerkship and the student is dismissed, according to rule #1.
4. Failure of two individual clerkships results in dismissal.
5. Any combination of three deficiencies (F or C) in phases 3 results in dismissal.
6. A student who has 2 deficiencies (I, C, or F) cannot proceed in the clinical curriculum until these deficiencies are resolved. The student must take a leave of absence to remedy the deficiencies prior to advancement.
7. Students having difficulty in clerkships (as determined by clerkship directors) are required to meet with clerkship directors and the associate dean within 14 calendar days of notification. Failure to do so may result in an official professionalism issue report
8. A student can have a condition grade or fail a clerkship based on professionalism alone regardless of academic performance.
9. For details regarding the appeal process regarding grades or re-admissions, see section below

These changes were recommended by Committee on Student Professionalism and Promotion Affairs. The changes were approved by Executive Faculty August 26, 2014. Further changes were adopted by the Student Professionalism and Promotion Committee in January 2019 and on August 6, 2019.

Appeal Process for Grades and MSPE

General Policy Statement:

Appeal Process for Grades

The student who disputes a grade should go first to the course director. If no resolution can be reached, the appeal goes to the chairman of the department. If no resolution can be reached, the appeal goes to the associate dean for student affairs. At the associate dean's discretion (or the dean's instruction), there will be a called meeting of the Student Professionalism and Promotion Committee to consider the appeal. Both parties and all pertinent evidence will be heard. The Committee will make a recommendation, either favorable or unfavorable, to the Executive Faculty. Final appeals are made to the Dean who recuses him/herself in the Executive Faculty deliberations. All appeals must be made within 30 days of grade assignment.

Appeal Process for MSPE (Medical Student Performance Evaluation)

All students review their MSPEs prior to distribution on October 1. If a student disputes a comment in the MSPE, the student must first meet with the respective course director to either modify or eliminate the comment. If there is no resolution, the student can then request a change through the Department Chair. If there is still no resolution, the student can appeal to the Committee on Student Performance and Professionalism who make a recommendation to the Executive Faculty. Final appeals are made to the Dean who recuses

him/herself in the Executive Faculty deliberations. All appeals must be made within 30 days of Executive Faculty decision.

Appeal Process for Re-admission

A student who has been *dismissed* may apply for re-admission by submitting a request for re-admission directly to the associate dean for students. If the associate dean finds merit in the request, the matter is remanded to the Student Professionalism and Promotion Committee and Admissions Committee. The Committees will entertain the request and all evidence, including oral testimony relative to the request, and make a recommendation (either favorable or unfavorable) to the Executive Faculty, where the final decision is made.

In the case of a student who has voluntarily resigned and seeks *re-admission*, the appeal is directly to associate dean for students. The matter is then taken to the Student Professionalism and Promotion Committee and Admissions Committee in the same fashion as described above.

Masters of Medical Sciences

Background: In 2002, the Student Professionalism and Promotion Committee (formerly “Committee on Student Affairs”) recommended and the Executive Faculty approved requiring a passing score on USMLE Steps 1, 2 CK, and 2 CS as conditions for advancement and graduation. Initially, passing Step 1 was required to advance to the fourth year. This requirement has been modified so that a passing Step 1 score is now required by the end of October of the third year.

Students who successfully complete at least two years of medical school, but who do not graduate with the MD degree, are allowed to earn a Masters of Medical Sciences (MMS) degree. To complete the MMS degree requirements, students must complete a 20-page library thesis. The thesis will be reviewed and approved by a panel of full-time medical school faculty members mutually agreed upon by the student and the Biomedical Sciences Committee.

Approved by Biomedical Sciences Steering Committee (10/20/11)

Modified to include language regarding a thesis (12/4/11)

Modified to include language relating to thesis committee (1/24/12)

Approved by Medical School Executive Faculty (1/24/12)

STUDENT RECORDS

Tulane University complies with the provisions of FERPA, the Family Education Rights and Privacy Act of 1974 (Buckley Amendment), which was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data. Under FERPA, education records are defined as records that are directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution. A school official with legitimate educational interests may review a student’s

education record in order to fulfill the official's professional responsibility without prior written consent.

DEFINITIONS

For purposes of this Policy, the following terms and definitions apply:

- **School official:** any person employed by Tulane in any administrative, supervisory, academic or research, or support staff position (including public safety and health services staff); any person or company with whom Tulane has contracted to provide a service to or on behalf of Tulane (such as an attorney, auditor, or collection agent); any person serving on Tulane's Board of Administrators; or any student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks
- **Legitimate educational interest:** the need to review an education record in order to fulfill an official's professional responsibility.

FERPA: Policy on Access to Student Records

The **Family Educational Rights and Privacy Act** of 1974, 20 U.S.C. §1232G, is a Federal law that protects the privacy of education records for eligible students. FERPA applies to all educational institutions that receive funds under the Department of Education.

Tulane School of Medicine abides by Tulane's FERPA Policy, which can be found [here](#).

For full information about FERPA, please see Tulane University's FERPA policy [here](#).

Transfer Student/Credit Policies

Request for transfer are generally **not** entertained without significant extenuating circumstances. Students transferring into either the sophomore or junior class (there is no transfer permitted into the senior class) from other American and Canadian medical schools, which are accredited by the Liaison Committee on Medical education of the American Medical Association/Association of American Medical Colleges, are generally given full and equal credit of all passing coursework completed for the first year or first two years of curriculum. In the very rare instance where a transfer student is considered, admission is at the prerogative of the Admissions Committee with approval by the Student Professionalism and Promotion Committee.

ABSENCES AND LEAVES

Student Excused Absence Policy

Students are expected to attend all required pre-clinical sessions and to participate fully in clinical coursework. Part of becoming a professional is to think beyond self and to work for the betterment of the medical profession and patients. However, certain life events including

sickness, family emergencies, marriages, etc. may necessitate missing class or patient care activities.

Students in all years should not expect to extend breaks or holidays with Excused Absence requests. For example, travel costs to or from a Thanksgiving destination are not considered legitimate reasons for excused absence requests, and these requests are routinely denied.

The School of Medicine has the following rules concerning absences:

Preclinical (T1 and T2 years):

1. Students are expected to fill out an Excused Absence Request Form to request absences. The form is on TMedWeb on the Institutional Forms page within the Student Guide tab. Excused absences are coordinated through the Office of Admissions and Student Affairs.
2. An excused absence does not obviate the need to make up work missed. Make-up processes are determined by course directors.
3. Students are also expected to notify their laboratory instructors and course directors of excused absences.
4. Any absence not excused will be considered unexcused.
5. Students should submit Excused Absence Request Forms in a timely fashion. Generally this is at least 30 days before a predicted life event, and within 24 hours following an illness or emergency.
6. In general, excused absences should be limited to a maximum of 2 per month.

Clinical (T3 and T4 years):

During clinical years, students have responsibilities to their patients and team. Reliable attendance is one significant component of professionalism. Therefore, attendance expectations are high.

Students are required to attend the following activities,

- T3 orientation
- Mandatory Clerkship/rotation orientation days
- NBME Subject Examinations (shelf exams)
- Clinical skills exams

In addition, students may have clinical care responsibilities on the following holidays:

- MLK Jr.
- The Saturday and Sunday before and Wednesday after Mardi Gras
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- The Wednesday before and Monday after Thanksgiving break

Students should not expect to extend holidays or breaks with excused absences. These requests are routinely denied.

Interview season (October through January) and **USMLE Step 2 CS and USMLE Step 2 CK examination dates** may provide additional attendance challenges for students.

- During **interview season**, students are encouraged to schedule vacation time and/or multiple online electives. Whenever possible, students should not schedule required rotations during interview season. This includes the four-week MED4409 and MED3410, but it particularly includes, the sub-internship, and the two-week required rotations: RADS3020, SURG3120, EMER4020. Students who schedule required rotations during interview season should be prepared to schedule interviews around required rotation responsibilities.
 - Course and clerkship directors understand that interviews are a priority and that students may have minimal control over scheduling. It is, however, expected that students will take the necessary steps to avoid conflict as much as possible by:
 1. Scheduling required rotations outside of the heaviest part interview season. These months are generally October, November, December, and January.
 2. When there is an option, scheduling interviews outside of required rotations.
 3. Notifying the course director as soon as possible of the interview, what days are to be missed, and understanding that make-up work will likely be required.
 - If the situation arises in which a student must schedule an interview during a 2- or 4-week rotation that would put the student above the allotted excused absence cap for that rotation, the student must communicate the situation to the appropriate faculty elective director as soon as possible.
 - Given the reality that interview slots can fill up in a matter of minutes, it is assumed that the student will schedule the interview and formulate a plan with the faculty elective director AFTER scheduling the interview.
 - The faculty elective director may require that the student make up the lost time, and the student must make up the missed days either during the current block or a later block.
- Students are allowed two days off from an elective rotation to complete the **USMLE Step 2 CS and Step 2 CK examinations**. Students are discouraged from scheduling their Step 2 CS or CK exams during a block when they have a required rotation scheduled, especially a two-week rotation (RADS3020, SURG3120, and EMER4020). Students must submit an Excused Absence request form for Step 2 CS and CK-related absences at least 14 days before the absence.
- Students who request absences for Step 2 CS, Step 2 CK, or interviews should not request Excused Absences for other reasons during the same block.

In addition to the special circumstances above for interview season (October through January) and USMLE Step 2 CS and USMLE Step 2 CK examination dates, the following attendance guidelines apply:

1. Students are expected to fill out an Excused Absence Request Form to request absences. The form is on TMedWeb on the Institutional Forms page within the Student Guide tab. Excused absences are coordinated through the Office of Admissions and Student Affairs.
2. An excused absence does not obviate the need to make up work missed. Make-up processes are determined by clerkship directors, and may include additional shifts during the current or a later block.
3. Students are expected to notify their attending physicians and house officers of any excused absences.
4. Students can receive a maximum of three days excused absence for any 6- or 8-week rotation, a maximum of two days for any 4-week rotations, and one day for 2-week rotations. The only exceptions are for Step 2 CS exams, Step 2 CK exams, and interviews (see above), and students are discouraged from scheduling Step 2 CS, Step 2 CK, and interviews during required rotations (see above).
5. Excused absences will be given for **significant life events** and are not to be used simply for a day off.
6. Any absence not excused will be considered unexcused.
7. Students should submit Excused Absence Request forms in a timely fashion. **Generally this is at least 30 days before a predicted life event, and within 24 hours following an illness or emergency.**

Interview season/USMLE exam date clarifications to be approved by Curriculum Committee 8/2/2017

Leave of Absence

Students on LOA are not eligible for federal financial aid.

Students taking a leave of absence for other than medical or emergency reasons should notify the Office of Admissions and Student Affairs by May for those entering the third year, by June for those entering the second year.

Leaves of absence will generally be granted for one year. Students may request one additional year of leave. Requests are to be made directly to the associate dean for Admissions and Student Affairs. Leaves of absence will not be granted for additional time after two years have been granted. Students failing to report following a leave of absence will be dismissed. All reasonable attempts will be made to notify students that an approved leave of absence is nearing expiration.

Students may be placed on leave of absence to complete requirements, including remediation and USMLE requirements. Students are allowed 24 months total LOA to complete all USMLE requirements. Failure to successfully complete USMLE Step 1, Step 2 CK, and Step 2 CS in the prescribed time will result in dismissal. For more information, see handbook section specifically devoted to USMLE requirements.

FINANCIAL MATTERS

Financial Aid

Marissa Lespinasse is our contact person for most Financial Aid matters. Her office is on the 15th floor of the Murphy Building. Additionally, Michael Goodman, Associate VP of University Financial Aid, and his staff can handle medical school financial aid matters. The Tulane University School of Medicine Financial Aid Office is located in the Tidewater Building, 1440 Canal Street, Suite 1213. You may phone Financial Aid at 504.988.6135

Tuition Refunds for Withdrawals

Tulane School of Medicine abides by the Policy on Tuition and Refunds, which can be found [here](#).

STUDENT CONDUCT AND BEHAVIORAL EXPECTATIONS

Code of Student Conduct (University Policy)

Tulane University maintains a code of conduct applicable to all students. Please click [here](#) and follow the download link for the full Code of Student Conduct document, which is updated annually.

Medical Student Code of Professional Conduct (SOM)

Tulane School of Medicine abides by the Code of Student Conduct Policy, which can be found [here](#).

Work hours

Students are expected to follow work-hour restrictions established by the Accreditation Council for Graduate Medical Education for interns. Generally, students are required to work no more than 80 hours per week. They are also required to have at least one day off in seven days. Work hours are monitored by the departments and reviewed by the curriculum committee on an annual basis.

Dress Code

Tulane School of Medicine abides by the Student Dress Code Policy, which can be found [here](#).

Email

Students receive important information through email listservs; therefore, **students should check email at least once each day**. If you learn that classmates are receiving listserv email but you are not, please contact the Office of Admissions and Student Affairs and give your email address and your graduation year (*i.e.*, Class of 2020, graduating in 2020). You can contact the office by phone (504.988.5331), or email Sherrill Harrell (sharrell@tulane.edu).

Policy on Social Media

Tulane School of Medicine abides by the Policy on Social Media, which can be found [here](#).

Honor Code (SOM)

Click [here](#) for the Tulane School of Medicine Honor Code Constitution.

Alcohol and Other Drugs Policy (University Policy)

Tulane University is concerned about the abuse of alcohol, illegal drugs, and controlled substances on campuses and in the workplace. In addition to having an alcohol and drug policy (found [here](#)), the medical center complies with the Drug Free School Act of 1989. That act mandates that university officials turn over to local police authorities for arrest and prosecution any person who illegally uses drugs.

Tulane University circulates its drug and alcohol policy annually to students and employees. A drug education and counseling program for medical center students is provided on a confidential basis through the [Phoenix Society](#).

Narcotics, Marijuana, and Other Controlled Substances

The use of certain drugs for “recreational” purposes is illegal and can have devastating consequences for you professionally. The Medical Practice Act of the State of Louisiana (Louisiana Revised Statutes 37:1261 through 37:1291) clearly states the following:

“Conviction of a crime or entry of a plea of guilty or *nolo contendere* to a criminal charge . . . habitual or recurring use of morphine, opium, cocaine, or other drugs having a similar effect . . . constitutes . . . causes for non-issuance, suspension, revocation, or the imposition of restrictions on any license . . . to practice medicine or surgery.”

All other states of the Union have laws that are substantively the same as those in effect in Louisiana.

It should go without saying that it is totally unacceptable for medical students, physicians, nurses, and other medical personnel to attend to patient care or other professional duties while under the influence of alcohol or any of the drugs mentioned above.

Possession of Weapons

Carrying a rifle or handgun on Tulane University property is not allowed. Any student in possession of a rifle or handgun is subject to severe disciplinary action that may include expulsion.

It is expected that medical students will conduct themselves within the boundaries of the law and in accordance with the standards expected of members of the medical profession.

STUDENT SERVICES

Office of Medical Education

The Office of Medical Education (OME) was founded in August 2003. Jenny Gibson, PhD, is assistant clinical professor and director of OME. You may reach OME by calling 504.988.6601.

OME contributes to medical student learning and faculty academic development by providing educational support and services to faculty and students in the following areas:

- Consultation on teaching
- Curriculum development
- Evaluation of medical student performance
- Program evaluation
- Medical education research
- Publication of scholarship in medical education
- Proposals for medical education grants
- Evidence based medicine
- Faculty development
- Educational technology
- Academic counseling for students and residents, including access to a learning specialist

Disability Accommodations

The Goldman Center for Student Accessibility handles student requests for accommodations. Decisions regarding disability-related accommodations are made on a case-by-case basis and after a careful review of each student's supporting documentation. The accommodations determined to be reasonable and appropriate at Tulane University may not necessarily be the same as those previously received in high school or undergraduate studies.

If you are a student with a disability and would like to request consideration for accommodations, please adhere to the following procedures:

Step One: Click [here](#) in order to request accommodations with the Goldring Center. Follow the link to log in with your Tulane username and password.

Step Two: Have the suggested documentation supporting your request(s) ready to upload to the Goldman Center.

Step Three: The Goldman Center staff will review all submitted documentation to determine which requested accommodations will be approved as reasonable and appropriate during your enrollment at Tulane University. After a determination has been made, you will be contacted

by a Goldman Center staff member with information about any approved accommodations and how to proceed from there.

To ensure the expeditious processing of your request, initiate the process as soon as possible after you have made the decision to attend Tulane University School of Medicine. When you arrive on campus, make sure to meet with one of the Goldman Center staff members to activate and implement any approved accommodations.

For questions or concerns regarding the services available through the Goldman Center, please contact the office at (504) 862-8433.

Counseling and Support Services

During your medical studies, periods of increased stress are inevitable. The beginning of your medical education is one of those periods. Although stress is part of everyday life, we urge you to seek help if you begin to feel overwhelmed or if your emotions begin to interfere with your concentration, your academic performance, or your personal relationships.

The classic signs and symptoms of stress include the following:

- Sleep disturbances
- Withdrawal from social contact
- Lowered emotional control
- Feelings of depression
- Generalized physical weakness
- Lack of sexual interest
- Increased hostility and anger
- Constant tension
- Apathy
- Excessive fatigue
- Increased anxiety
- Headaches
- Increased smoking
- Loss of appetite
- Emotional outbursts
- Substance abuse

You will find that most faculty have an open-door policy. Both Dr. Elma LeDoux, the associate dean of admissions and student affairs, and Dr. Karen Weissbecker, director of student health and wellness, are accessible and available for consultation of an administrative, academic, or personal nature, as are Dr. N. Kevin Krane, vice-dean for academic affairs and Dr. Cindy Morris, assistant dean for admissions.

For needs that might require brief or ongoing psychotherapy, there are several options:

- CAPS and the Tulane University Student Health Center (504.865.5255) offer resources, and Dr. Karen Weissbecker can suggest additional resources at low or no cost for initial consultations.
- Tulane also offers a completely confidential system of counseling services through the [Phoenix Society](#), a student-operated organization, which ensures psychiatry consultation and treatment for students through the services of Tulane University School of Medicine's psychiatry faculty and residents at no cost. This service is entirely separate from the School of Medicine administration. Arrangements for

consultations can be made by contacting the student representatives or the faculty advisors of the **Phoenix Society**. You can obtain a list of the current class and club officers from the MSG office.

- Arrangements can be made independently or through the faculty advisors of the Phoenix Society for consultation and/or treatment by **privately practicing therapists** (psychiatrists, psychologists, or psychiatric social workers) outside the Tulane University/Tulane University School of Medicine system.
- [The Well for Health Promotion](#) (The Well) provides resources, programs, and services that help Tulane students make healthy choices in support of their academic, personal and professional goals.

Representatives of the above services make every effort to be available and to keep details of your situation confidential.

Student Mistreatment Procedure

Recently, student mistreatment has received the attention of groups such as the Association of Medical Colleges (AAMC) and the American Medical Association (AMA). Nationally, approximately 17% of medical students report annually that they have been mistreated. At Tulane, the numbers are much lower.

Tulane University is committed to and encourages a diverse and inclusive community that respects and values individual differences. In support of this commitment, Tulane University prohibits discrimination in its employment practices or educational programs/activities on the basis of race, color, sex, religion, national origin, age, disability, genetic information, sexual orientation, gender identity, gender expression, pregnancy, marital status, military status, veteran status, or any other status or classification protected by federal, state, or local law. Tulane University complies with applicable federal and state laws addressing discrimination, harassment, and retaliation. Discrimination or harassment on the basis of any protected classification will not be tolerated.

Tulane's harassment policies, documents, and resources to file a complaint are fully outlined on Tulane's Office of Institutional Equity's (OIE) [website](#). To report an incident involving concerns about a student and his/her behavior including but not limited to gender/sexual violence or harassment (Title IX), health or safety concern, or incidents in which Tulane Police are involved, click [here](#).

Any member of Tulane University School of Medicine's Office of Admissions and Student Affairs can help you navigate the OIE website or print documents and forms.

Reporting a School of Medicine learning environment/mistreatment or professionalism concern: In addition to the policy of Tulane University, the School of

Medicine (SOM) has additional reporting mechanisms. Tulane University SOM recognizes that a safe and comfortable learning environment is essential in the training of physicians and hopes to nurture attitudes and behaviors that create a mutual respect between teacher and learner.

If a student feels that he or she is being mistreated, the student is welcome to pursue concerns with any member of the Office of Admissions and Student Affairs staff, including Associate Dean, Dr. Elma LeDoux, and Director of Student Health and Wellness, Dr. Karen Weissbecker.

To report a School of Medicine learning environment/mistreatment or professionalism concern Tulane University SOM has created two anonymous reporting procedure:

1. At the conclusion of each course or clinical rotation, the final student survey will include a question about mistreatment. This survey is anonymous. However, if a student wants to be identified, there will be a way to fill out the survey in an identified fashion.
2. The SOM Student Affairs [website](#) includes a reporting link that can be filled out anonymously at any time. (This site also includes a link to Tulane University's Campus Reporting Form). A link to this page is also found on Canvas

All incidents will be investigated fully. Adjudication will follow policies and procedures set forth by Tulane University.

Health Center for Student Care

Students have the right to be provided healthcare by individuals who are not involved in their assessment or instruction as medical students. As such, it is the policy of the School of Medicine that Healthcare providers for students are not involved in the assessment of those students.

In the rare exception where a faculty member is the only content expert in the region, a student *may* choose a faculty provider. In this instance, the faculty member will recuse himself/herself from participation in any evaluation of the involved student.

The Downtown Health Center for Student Care is available to all Medical and Public Health and Tropical Medicine students. Student Health is located in the Elks Building attached to the Saratoga Garage and the University Hospital. Make appointments by calling 504.988.6929; identify yourself as a student and state whether or not you have paid the student health fee.

- **For acute illnesses that occur after hours**, students may call **504.865.5255** to speak to the physician on call.

For true emergencies, go to the **Tulane Hospital Emergency Room** or to the **nearest ER**. Click [here](#) for information on emergency and after hours care.

The Downtown Health Center for Student Care is a primary care clinic. The physicians are general internal medicine faculty who are well equipped to manage the illnesses and injuries common to a student population. Immunizations, occupational health, routine GYN, and travel clinic services are available. When patients need more specialized care, they are referred to the appropriate specialist. Services for psychiatric, psychological, and drug or alcohol problems are also available.

Tulane University requires all full-time students to have health insurance. Laboratory tests, radiological exams, and prescription drugs are covered as specified by the individual's insurance carrier. Students covered by the Tulane Student Medical Insurance Plan should refer to the insurance booklet for details.

Tulane Health Insurance has Travel Assistance coverage. See the policy brochure for specific coverage information.

For further information about the Downtown Health Center for Student Care and the services offered, click [here](#).

Email Accounts/Listservs

Students are required to have Tulane email addresses. All students are subscribed to listservs by class. These lists are the general method of communication between all departments and the student body. Professionalism dictates that students check their Tulane email at least once per day.

Legal Assistance

Tulane University offers a legal assistance program. Call 504.865.5515 for an appointment.

Libraries

Books and journals can be checked out of the medical school's Rudolph Matas Medical Library (504.988.5155). Check the [Rudolph Matas Medical Library](#) for daily hours. Summer and holiday hours will vary. To check out items from the library, you must register at the circulation desk between 8 a.m. and 6 p.m. weekdays.

The reference staff is available weekdays 8:30 a.m. – 4:30 p.m. for assistance in computer database searching and other research. For after-hours availability, contact the Rudolph Matas Medical Library.

In addition, students have library privileges at the LSU Medical Library and the libraries at Tulane's uptown campus.

The **Howard-Tilton Memorial Library** (504.865.5689) is located at Freret Street and Newcomb Place. A science division on the first floor has medical dictionaries and some (very few) medical texts, *e.g. Gray's Anatomy*. The library has one of the finest Latin American Studies collections in the world, as well as a music library, a special collections division, and a government documents section. Check the Howard-Tilton [website](#) for operating hours, which are generally reduced during the summer and when undergraduates are on vacation.

Parking Services

There are enough commercial parking lots near the school that finding a space for a car is not a major problem; however, finding the cheapest or most convenient location can sometimes be difficult. Unfortunately, Tulane's parking garages cannot accommodate all medical students.

Tulane Parking Services will issue a park card to first- and second- year students to park in the medical school garage after 5:00 p.m., at a nominal fee. Please contact [Parking Services](#) for specific restrictions and costs. You may phone them at 504.988.5577.

Meters do not have to be fed after 6 p.m. on weekdays or weekends. However, observe signs carefully, especially on days when a major sports event is going on at the Superdome to avoid having your car towed.

Mail Services

A mail drop box is on the Mezzanine Floor in the Hutchinson Building, in Room M060, and also at the Tidewater Building, Room 806. You may phone them at 504.988.5299.

The US Postal Service's main New Orleans office is the closest post office to campus. It is located six blocks from the School of Medicine at 701 Loyola Avenue.

SECURITY INFORMATION AND POLICIES

For emergencies on the downtown campus, dial 504.988.5555.

For information on the downtown campus, dial 504.988.5531.

Emergency Information

In an emergency, students should CALL 55555 from any health sciences campus phone. From phones not in the Tulane University School of Medicine system, the student must call **988-5555** (911 is an option if off campus). Call Security's emergency number for fire, medical, or police emergency assistance (THSC **85555**). All emergency line calls are answered personally and promptly by a Security dispatcher, and the highest possible

priority is given to emergency lines. The student should call **55555** and briefly describe his/her needs, and, if possible, **stay on the line** to provide more comprehensive information, which will be forwarded to responding officers.

Crime Reporting or Requesting Security Services

Students may call or respond in person, whichever is most convenient.

In person – respond to any of the staffed posts or stations. The hospital emergency room post and the dispatcher’s station in the medical school lobby are staffed at all hours.

By phone – call Tulane University School of Medicine Police at x85531 (504.988.5531 on non-TUSOM phones). An officer will be dispatched to satisfy the caller’s request or needs. If the situation warrants, the caller will be asked to stay on the line until all information required to meet is obtained.

TUSOM Police

The [department](#) includes both full- and part-time unarmed employees who staff fixed posts, perform interior patrols, and provide dispatcher functions. The department also includes full-time sworn and commissioned officers. Officers are trained at state certified academies, meet the requirements of the Louisiana Peace Officer Standards of Training, and are commissioned to bear arms, make arrests, and conduct investigations by State of Louisiana R.S. 17:1805.

Departmental services are performed to enhance public safety in a manner consistent with good customer relations. The department is well versed in, and fully compliant with, JCAHO standards and the requirements of the Campus Safety Act. A more detailed description of the department, staff, and available services appears in the Tulane University Health Sciences Center Security Management Plan, which is revised annually.

Crime Prevention, Education, & Training

The Crime Prevention Manager sponsors programs for students, faculty, staff, patients, and visitors on crime avoidance and responses. Risk assessments, property engraving services, demonstrations of devices, crime prevention advice, brochures, and much more are available upon request. Education and training by certified instructors on a variety of topics are also available. Capabilities and perspectives have been broadened by the working relationship established with various other crime prevention entities, including the uptown Department of Public Safety’s Office of Crime Prevention and Victim Resources.

Liaison with Local Law Enforcement

TUSOM police meet at least monthly with the commander and/or staff of the New Orleans Police 8th and Downtown Development districts where the hospital, School of

Medicine, and School of Public Health and Tropical Medicine are located. The departments work closely to maintain a safe neighborhood. TUSOM police reports are prepared on all reported crimes. Copies of reports of serious incidents are dispatched to NOPD to complement their reports and records. Individuals arrested by TUSOM are transported to central lockup for booking by NOPD who accepts and processes any evidence seized during arrests.

TUSOM Police also maintains liaison with the local law enforcement agencies where satellite clinics and facilities are located. Tulanians victimized off campus are encouraged to report incidents to their local law enforcement agencies and to TUHSC police, particularly if the incident occurred at or near a Tulane facility or satellite location.

Reducing Potential for Violence on Campus

A sound campus public safety policy must have zero tolerance for threats, harassment, aggressive/violent, or other types of inappropriate behavior by persons on campus. While it is Security's desire to provide an environment that is free of threats, intimidation, aggression/violence and other inappropriate behaviors, it is impossible to provide a guarantee, especially if incidents go unreported. The prompt reporting of all such behavior (no matter how minor) for appropriate action is a necessary first step to minimize the associated risks and to help maintain a safe and secure environment.

Vehicular Assistance

Officers are not mechanics, but with prior signed consent, may be able to assist with jump-starts and the retrieval of keys locked in vehicles.

Security staff is not equipped to tow, provide a push with a squad car, change flat tires, or provide other roadside assistance services.

Shuttle Service

Tulane has multiple uptown-downtown shuttles that provide transportation between the uptown and downtown campuses on a regular schedule. The shuttles include various stops at Tulane University Health Sciences Center. Shuttle information and schedules are available [here](#).

Escort Service and TapRide

Upon request at all hours, officers provide foot and/or vehicle personal safety escorts within the New Orleans Regional Medical Center (NORMC) area for anyone associated with Tulane. Security does not have the resources to provide off campus escorts beyond the NORMC area, however.

TapRide transports riders to their residences or vehicles located within a one-mile radius of the uptown campus or to/from designated pick-up/drop-off locations. These services

are offered Monday- Sunday from 6 PM- 3 AM. The ride is requested via a phone app or online. For more info, click [here](#).

Feedback, Constructive Criticism, and Complaints

TUSOM police department is continuously seeking ways to improve the delivery of services. Feedback is imperative in Security's continuous quality improvement process. Security depends upon the solicited and unsolicited feedback from customers, clients, and fellow staff members to assist us in identifying its successes and failures, gauging the effectiveness of its efforts, and in achieving the most efficient allocation of its limited resources.

If a person is particularly pleased with a process or performance, he or she should consider informing Security so that the department can join in reinforcing it. But if Security, collectively or individually, is failing to satisfy a legitimate achievable need for service, they need to be told. Students should call the TUHSC police director, manager, supervisor, or employee at 504.988.5531 or notify the senior associate vice president for facilities services to whom the department reports (504.988.1930).

Uptown Bicycle Issues

Each year during the week between the spring semester and the summer semester on the Uptown campus, all bicycles locked to bicycle racks and other fixed objects are removed and relocated to the Public Safety storage area. Medical students use the Uptown campus library to study for their finals at the same time of the year when the bicycles are removed. Students should watch for Uptown's posted dates about bicycle removal.

Emergency and Hurricane Preparedness

When a serious weather or other emergency threatens New Orleans, the Tulane community needs information fast. In these emergencies, Tulane will activate the AlertLine. Students, faculty, and staff from all Tulane campuses, as well as parents, can check Tulane's homepage and call the Alert Line during emergencies for up-to-the-minute data on university closings or reopening and other vital information.

AlertLine: 504.862.8080

Outside the New Orleans area: 1.877.862.8080

Tulane Emergency Website: <http://emergency.tulane.edu>

Develop a personal emergency response plan and discuss this plan with your family well ahead of a weather emergency or other crisis. Please review Tulane's website above for references to official university hurricane information.

Emergency information is also broadcast on WWL-870 AM radio and on WDSU, WVUE, and WWL New Orleans television stations. The university's emergency website is the only source of official university information.

IMPORTANT: Medical students (all years) are to follow Tulane's closing notices. If the school is closed due to an evacuation, students are asked to finish their work and follow the University Evacuation Procedures.

Tulane medical students are never part of an emergency team and should always evacuate according to Tulane University directions.

HOW STUDENTS CAN REPORT CONCERNS

Students may have reason to report a concern at either the School of Medicine level or the University level. This section details how students may do that:

SOM learning environment / mistreatment or professionalism concern

What concerns does this include?

Unprofessional behavior on the part of a fellow students, resident, attending or faculty including, offensive behavior, bias, intimidation, public embarrassment, threaten behavior and harassment or mistreatment. (Gender/sexual harassment or violence should be reported on Tulane University's Campus Reporting form).

How to report:

1. Anonymous reporting form: <https://medicine.tulane.edu/student-affairs/concerns>
2. Harassment or mistreatment box at the end of block evaluations (E*value)

Who gets this report?

Using the concerns button:

The student can chose whether to have this reported to the Director of Student Affairs (Dr. Weissbecker), and/or a senior administrator (Dean LeDoux or Dean Krane). They may also specify whether they want the report to go to them immediately or wait until the end of the course or block.

Using the clerkship evaluation:

These go to Dean LeDoux and Dean Krane, but in a batch after the rotation grades are posted. In this way, the school can track if a resident or professor is reported more than once or for an infraction that requires immediate attention. Just as we are aware in our tracking professionalism for students, anyone can have a bad day, however, repeated or egregious conduct must be addressed.

What happens next?

If it is regarding a fellow student:

Follow-up would usually consist of contacting the student of concern to check in to see how they are doing and to offer support. The appropriate person (usually a clerkship director or the Director of Student Support and Wellness) will meet with the student regarding options for follow-up. Assistance may come in the form of counseling or coaching. Some reports are simply noted and tracked to see if a pattern emerges that needs addressing. Unresolved issues may need to be discussed with the Student Affairs committee (the student would be notified if this is necessary)

Regarding a resident or faculty member. Course or clerkship director: (what happens?)

Deans LeDoux or Krane will follow-up concerns through the clerkship director or with the resident or faculty member directly. They will track to see if there are multiple reports on the same person. All incidents will be investigated fully. Adjudication will follow policies and procedures set forth by Tulane University.

What if I am not sure if something is “reportable”?

You can always talk with your course or clerkship director or Dr. Weissbecker.

Tulane University Concern or Incident

<https://conduct.tulane.edu/report-concern>

What concerns does this include?

Concerns about a student and his/her behavior including but not limited to gender/sexual violence or harassment (Title IX), health or safety concern, incidents in which Tulane Police are involved.

This reporting covers many things such as: someone getting injured at the Reilly center, sexual harassment, concerns about someone being depressed or suicidal, concerns about substance abuse, other abuse, any breaking of the law.

Who gets this report?

These concerns go to Tulane University (All schools) Student Affairs through system called “Maxient” - The University does the investigation of these reports, however the Director of Student Support and Wellness (Dr. Weissbecker) is made aware if a Medical student is involved. On occasion, when it is a serious concern, Dean LeDoux will be made aware, depending on the situation.

What happens next?

From the University site: “Case Management Services are designed to support students throughout their college career in order to best achieve their academic and co-curricular goals. Case Management does not solve our student’s problems for them, but rather helps the student identify the issues and appropriate resources and works

collaboratively with the student to develop an action plan. We support and empower our students to take action and advocate on their own behalf. Staff from Case Management also triage referrals and other reported information or concerns as it comes in, investigates and gathers additional information, prioritizes reports, and determines appropriate responses, sometimes in conjunction with [Process of Care](#) and/or the [Behavioral Intervention Team](#).

Case Managers are available to consult with students, faculty, staff, families, and community providers to determine the best approach to the student's current situation.

For Title IX related issues, such as sexual harassment or assault, please see <https://allin.tulane.edu/get-help>.

Reporting Praise:

We also want to provide the opportunity for positive feedback for students, faculty and staff who go beyond the usual call of duty. A praise reporting form is being developed as of July 2018.

Regarding Confidentiality:

With few exceptions, all information will be kept confidential and will not be shared without your permission. The exceptions are if it is deemed the information may lead to harm to self or others. For Title IX infractions, all faculty and Deans are mandated reporters to the University.

Student professionalism concerns reported through eMedley do become part of the student's academic record and the student may request to see the report. Some professionalism issues need to be brought to the Committee on Student Affairs. In those cases, the student will be notified.

INDEX

A		L	
Administration	5	Law Enforcement, Local Liaison	38
AlertLine: 504.862.8080	39	Leave of Absence.....	28
Appeal Process for Grades	23	Legal Assistance.....	35
Attendance	25	Libraries.....	35
B		M	
Bicycles, Uptown Issues	39	Mail Services	36
C		Masters of Medical Sciences	24
Calendars, Academic.....	8	O	
Condition (C) grade	21	Office of Medical Education	31
Counseling and Support Services.....	32	P	
Crime Prevention, Education & Training.....	37	Parking Services.....	36
Crime Reporting.....	37	Phoenix Society	32
D		Policy Webpage.....	4
Deficiencies	21	Possession of Weapons	30
Disability-related Accommodations	31	Public Safety Information	37
dismissed	24	R	
Drug and Alcohol Policy	30	Re-admission	24
Drug use	30	Reporting a Concern.....	40
E		Reporting of Grades	18
Educational Site Requests.....	14	S	
Email Accounts/Listservs	35	Security and Information and Policies.....	36
Emergency Information	36	Security services.....	37
Emergency Preparedness.....	39	Shuttle Service.....	38
Escort Service.....	38	Step 2 CK	13
Excused absence requests	26	Step 2 CS.....	13
Exemption of Basic Medical Science Courses	9	Student Health Services	34
F		T	
FERPA.....	25	T4 Scheduling	14
Financial Aid.....	29	TUHSC Police	37
G		U	
Grades for Clinical Rotations (T3 and T4 Years)	15	Universal Precautions.....	10
Grading Guidelines.....	15	V	
Grading Policy	15	Vehicular Assistance.....	38
H		Violence on Campus, Reducing	38
Healthcare Providers for Students.....	14		
HIPAA training.....	10		
Howard-Tilton Memorial Library	36		
Hurricane Preparedness	39		