



**Policy Title:** Immunization Requirements and Monitoring

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**Accountable Dean(s) or Director(s):**

Associate Dean for Admissions & Student Affairs

**Reviewed By:**

Tulane University Campus Health

**Approval Body:**

Executive Faculty

**RELEVANT LCME STANDARD:**

12.7 Immunization Requirements and Monitoring

**POLICY STATEMENT AND PURPOSE:**

The LCME states: A medical school follows accepted guidelines in determining immunization requirements for its medical students and monitors students' compliance with those requirements.

**I. BASIS FOR IMMUNIZATION REQUIREMENTS:**

- Tulane University Campus Health Center is responsible for establishing the required list of immunizations for all Tulane students. Immunization requirements are based on guidelines from the Centers for Disease Control (CDC) and the Association of American Medical Colleges (AAMC), as well as Louisiana law.

**II. STUDENT DOCUMENTATION OF REQUIREMENTS**

- Students are notified of required immunizations and deadlines through their orientation website and emails from the SOM Office of Admissions and Student Affairs. Students are required to comply with immunization requirements prior to matriculation and for the entirety of their enrollment.
- Students requesting an exemption from immunizations for medical, religious, or personal reasons must complete a waiver form and submit it to the SOM Office of Admissions and Student Affairs. This form can be found online via the Campus Health [Patient Portal](#) by clicking on the Forms tab and scrolling down to the Immunization Waivers section.

**III. MONITORING OF COMPLIANCE**

- Campus Health is responsible for tracking student compliance with immunization requirements and sends students a secure email via the Patient Portal when requirements are missing.

- The SOM Office of Admissions and Student Affairs runs a monthly report to determine which students have an *enrollment hold* due to missing immunization requirements; no health information is included or disclosed in the report.
- The SOM Office of Admissions and Student Affairs notifies non-compliant students via email, reminding them of the requirements and establishing an extended deadline of two (2) weeks by which they must demonstrate compliance.
  - Failure to meet immunization requirements by the extended 2-week deadline will result in the student's account being deactivated in eMedley, which prevents the student from adding, dropping, or participating in SOM classes, clerkships, or rotations.
  - Once requirements have been met and the necessary documentation has been provided to Campus Health, students should notify the Office of Admissions and Student Affairs to resolve the *enrollment hold*.
  - Once the Office of Admissions and Student Affairs verifies immunization compliance, the student is notified that their eMedley account has been reactivated, and they can return to scheduled activities.

**LAST REVIEW DATE/APPROVAL:**

Tulane University Campus Health: 01/29/25

Executive Faculty: 02/18/25

**REVIEW CYCLE:**

Every 3 years