

Tulane **MEDICINE** **Medical Student Handbook**



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& Office of Academic Affairs**

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Letter from the Associate Dean for Admissions & Student Affairs

Elma I. LeDoux, MD, FACP, FACC

Dear Students:

Welcome to the Tulane Community! This handbook provides basic rules and regulations concerning procedures at Tulane University School of Medicine. Although you will have much to compete for your attention, ***please read this document carefully***. This handbook provides information that will be useful to you and describes policies that you are expected to follow.

Information on grading policies, student conduct, emergencies, and student resources are all detailed in this handbook. This handbook is updated each year, and the most up-to-date version of this handbook can always be found on the Student Affairs website:

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

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 regarding specific *policies*:

<https://medicine.tulane.edu/lcme-accreditation/lcme-accreditation-policy-library>

I wish each of you fulfillment and success as you begin your medical journey at Tulane. These next several years will be a time of tremendous growth and maturation as you blend both the art and science of medicine in caring for your patients.

The Office of Student Affairs staff and I offer our congratulations, and we look forward to supporting your development as physicians.

Sincerely,

A handwritten signature in cursive script that reads "Elma I. LeDoux".

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

SOM Administration & Leadership

Senior Vice President and Dean

Executive Dean

Associate Dean for Admissions & Student Affairs

Associate Dean for Admissions and Recruitment

Associate Dean for Medical Education & Academic Affairs

Assistant Dean for Basic Science Education

Assistant Dean for Clinical Science Education

Faculty Director Career Advising

Associate Dean for Graduate Medical Education

Associate Dean for Faculty Affairs

Assistant Dean for Academic Excellence and
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Office of Admission & Student Affairs

Senior Director of Admissions

Director, School of Medicine Career Services

Director of Student Wellness and Support

Faculty Director Career Advising

Program Manager, Major Events

Senior Program Coordinator, Student Engagement

Executive Secretary

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Marissa Lespinasse

Kim Melerine

Melissa Riley

The Office of Admissions and Student Affairs (504.988.5331) is your primary source for answers to academic questions and problems.

Office of Academic Affairs

Senior Department Administrator

Registrar

Senior Administrative Program Coordinator

Jonnie Johnson, MBA

Allys Dierker, MA

Dwan Williams

The Office of Academic Affairs is responsible for maintaining the SOM curriculum.

Office of Medical Education

The Office of Medical Education is responsible for providing support of students and educators.

Curricular Information

The curriculum manager for TUSOM is [eMedley's eCurriculum](#). The core clinical rotations also use the [Canvas](#) platform.

Pre-Clinical curriculum

- Phase 1 & Phase 2 academic calendars are posted in [eMedley's eCurriculum](#).
- Weekly number of didactic content hours in Phase 1 and 2 is restricted as described in the policy [Preclinical Contact Hours](#).
- To facilitate learning and retention of information, [Formative Feedback](#) (see policy) has been implemented for each module/course throughout the pre-clinical phases. A system to provide [Narrative Assessment](#) (see policy) has also been adopted.
- [Exam Policy: Pre-Clinical Curriculum](#) - Students at Tulane University School of Medicine are expected to take all preclinical examinations as scheduled. The student is responsible for being aware of exam expectations and to follow the school's policy/protocol for notification of anticipated and unanticipated absences and technical issues.

Clinical curriculum

- The clinical academic calendars for years 3 (T3) and 4 (T4) are posted in [eMedley's eCurriculum](#).
- [Exam Policy: Clinical Curriculum](#) - Students at Tulane University School of Medicine are expected to take all clinical examinations as scheduled. It is the student's responsibility to be aware of exam expectations and to follow the school's policy/protocol for notification of anticipated and unanticipated absences and technical issues.
- Students are also required to complete Step 1, Step 2 CK, and the TOSCE to be eligible to graduate. See [Graduation Requirements](#).
- Descriptions and requirements for Clinical Rotations can be found on [eMedley](#).

Clinical Rotation Requirements

3 rd year core (required) clerkships	Course	Weeks
Obstetrics & Gynecology	OBGY3000	8
Medicine	MED3000	8
Family Medicine	FAMY3000	6
Surgery	SURG3000	8
Pediatrics	PEDS3000	8
Psychiatry	PYCH3000	4
Neurology	NEUR3000	4

4 th year required activities	Course	Weeks/notes
Acting Internship	XXXX3500/45XX	4 wks. Generally completed in fourth year.
Community Health	MED4212	2 wks. Generally completed in fourth year. MD/MPH students are exempt but must complete 4 weeks' worth of additional electives.
Emergency Medicine	EMER4020	2 wks. Generally completed in 4th Year
Radiology	RADS3020	2 wks. Generally completed in 4th Year
Electives (various)*	Varies	Generally completed in 4th Year

Elective Courses

See the [Elective Opportunities](#) policy. In brief:

- Preclinical (T1 and T2) Elective Courses**
 Students are required to complete one pre-clinical elective during the first two years (excepting the first semester of the first year) 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.
- Clinical (T3/T4) Elective Courses**
 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.
- Descriptions of available electives for all years can be found posted in [eMedley's eCurriculum](#).

Educational Site Requests

Students are assigned to clinical rotations through the Office of Admissions and Student Affairs. The specific hospital or clinic of the rotation is determined by the clerkship leadership for that rotation. **Students are expected to arrange their own transportation to their clinical sites.** Assignment of "clerkship donut" path is made via a lottery with provision for special circumstances. This generally occurs in March of the T2 year. Students can appeal their assignments through the individual departments. See [Alternative Educational Site Request](#).

Duty 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 according to the information found under the policy [Duty Hours Clinical Education](#).

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). Information about career advising activities, services, elective choice, and expectations will be distributed via the Tulane email system. Fourth-year students should follow schedule-change request rules and deadlines outlined in [eMedley's eCurriculum](#).

Special Considerations for USMLE Step Exams

The USMLE Step 1 exam is generally taken in April of the 2nd year following a dedicated study period. The Step 2 exam is generally taken after clinical rotations, in the summer of the 4th year. Deviations from this is possible, but only with school guidance and approval. This is governed by several SOM policies:

Relevant Policy	Relevant topic
Under Clerkship Delays	<ul style="list-style-type: none">• Process for obtaining approval for delaying clerkships
Under Academic Deficiencies & Student Progress	<ul style="list-style-type: none">• Promotion to next curricular Phase based on completing coursework and USMLE Step exams within specified timeframes
Under Single Set of Core Standards for Promotion and Graduation	<ul style="list-style-type: none">• Promotion and requirements

Administrative Information & Requirements

Compliance Training

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 log in using your Tulane credentials. Students will also receive an email regarding the course once assigned during various orientations.

Immunization Requirements

Tulane's policy is described in the policy [Immunization Requirements](#). Please also visit the Campus Health site for [Immunization Compliance Guidelines](#). Students who are not compliant with the immunization policy will not be allowed to rotate at clinical sites and may be placed on leave of absence until compliance is restored.

Exposure to Environmental Hazards & Needlestick Injuries

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.

If you have experienced an environmental exposure, including needlestick, ***immediately refer*** to the detailed information and instructions found under [Exposure to Environmental Hazards](#).

Legal Assistance

Tulane University offers a [Legal Assistance Program](#) through Tulane Law School.

Library Services

The Matas Library of the Health Sciences is the primary resource library for the Tulane University Health Sciences Center comprising the School of Medicine, the School of Public Health and Tropical Medicine, and the Tulane National Primate Research Center. Most of our resources are available both on and off-campus from our website, <https://matas.tulane.edu>. Available services through the library can be found [here](#).

Matas Library study and collaboration spaces are available 24/7 via Splash Card access. Research Support Librarians are available on weekdays from 9:00 a.m. to 5:00 p.m. for assistance with literature searching or any library resources and/or services. To make an appointment for detailed assistance, please contact the Matas Library in person, email medref@tulane.edu, or call (504) 988-5155, or see the hours of circulation (<https://library.tulane.edu/about/hours>).

In addition, students have library privileges at the LSU Health Sciences Center 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.

Student Records

FERPA

Tulane complies with the federal **Family Educational Rights and Privacy Act** of 1974 (20 U.S.C. §1232G), 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's FERPA policy can be found here: [Access to Medical Students Educational Records](#).

Transfer Student/Credit Policies

- **Credit Transfer/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.
- **Student Transfers** - Tulane University School of Medicine does not consider applications for transfer admission. See policy on [Transfer and Admission with Advanced Standing](#).

Medical Student Performance Evaluation (MSPE) letter

As per the [AAMC's Careers in Medicine site](#), the MSPE is a summary letter of evaluation (formerly known as the "dean's letter") intended to provide residency program directors an honest and objective summary of a student's salient experiences, attributes, and academic performance. Students will be contacted by the Office of Student Affairs in the summer of the year before they graduate with instructions on how to submit a current CV and complete [MSPE required forms](#).

All students review their MSPEs prior to release to programs at the end of September. If a student disputes a comment in the MSPE, the student must first meet with the respective clerkship 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 Professionalism and Promotions Committee (PPC). A final appeal, within 14 days of notification of the PPC ruling, may be made in writing to the Dean whose decision is final. The MSPE also reports the student's academic rank in the class by tertiles (upper, middle, and third) based upon the GPA accrued through year three. This ranking is used only for the MSPE and Alpha Omega Alpha Academic Honor Society consideration and is not recorded elsewhere in the academic record or on the transcript.

Financial Aid

[Marissa Lespinasse](#) is the contact person for most Financial Aid matters. Her office is on the 15th floor of the Murphy Building and her phone number is 504.988.5331. 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 in the Tidewater Building, 1440 Canal Street, Suite 1213. Their phone number is 504.988.6135

See the policy on [Tuition Refunds](#).

Grading Policies

Grading Guidelines for Pre-Clinical & Clinical Education

- Grading criteria are ultimately defined by the Curriculum Committee.
- On the first day of class, each course/module/rotation will present its specific course requirements, especially those that may in any way deviate from the overall grading policy.

Refer to the policy titled [Grading Criteria](#). This policy provides details on the grading criteria and rubrics used in both the pre-clinical as well as the clinical Phases. In brief:

- Overall grading criteria are ultimately defined by the Curriculum Committee.
- Two-week rotations are generally graded on a Pass/Fail scale. Third year rotations and other 4-week rotations are graded on a scale that includes: Honors/High Pass/Pass/Fail.
- Each department will also present, at the beginning of the course/rotation, the specific course requirements that may in any way deviate from the overall grading policy.
- The specific grade awarded to each student shall be based on the rubric determined by the leadership of that course/module/rotation. Each course director has the authority and responsibility for the final determination of letter grades for each student.)
- Departments determine the grades and enter the grades direction into the university's student records system.

Appeal Process for Grades

The appeal must be made within 30 days of grade assignment.

The student who disputes a grade should go first to the Course/Module Director. If no resolution can be reached, the next appeal goes to the chair of the respective department. If no resolution can be reached, the Student Professionalism and Promotion Committee (PPC) will consider the appeal. Both parties and all pertinent evidence will be heard and the PPC will vote on the outcome. A final appeal may be made to the Dean of the School of Medicine within 14 days of notification of the PPC's decision.

Reporting of Grades

Per LCME accreditation Standard 9, Element 9.8, grades are to be posted within 6 weeks of course completion. Internal TUSOM procedure requires grades to be submitted within 4 weeks following course completion. Grades are submitted by departments. 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.).

1. Pre-clinical
 - 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. Departments maintain records for each student detailing how final grades were

calculated. The Office of Admissions and Student Affairs will enter Pass grades only for T1 and T2 electives.

- 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 and are considered confidential information.
2. Clinical
 - 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.
 - 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").
 3. 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.
 4. 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, the [Healthcare Provider Policy](#) of the School of Medicine indicates that healthcare providers for students are not involved in the assessment of those students.

Visiting Students

Tulane is pleased to offer clinical rotations to senior-year students at other U.S. medical schools, including member schools of the Association of American Medical Colleges. We are NOT able to accommodate students from medical schools located outside of the United States. Please refer to the [Visiting Students Policy](#) as well as the [Student Affairs - Visiting Students](#) page.

Academic Deficiencies and Resolving Deficiencies

The LCME Element 10.3 states that the faculty of a medical school develop and implement effective policies and procedures and make decisions about: medical student promotion, graduation, and any disciplinary action. The medical school makes available to all parties its criteria standards, policies, and procedures regarding these matters. For TUSOM, this is described in the policy [Academic Deficiencies and Student Progress](#). In brief:

- Condition (C) and Incomplete (I) grades are not permanent Condition grades are converted to either Condition/Pass (C/P) or Failing (F) grades. Incomplete grades are also temporary and must be resolved, or they will be converted to failures. Condition and

Incomplete grades may be resolved by completing obligations as determined by the relevant module/course/rotation.

- When a student receives two deficiencies (I, C, or F), this represents a significant warning sign. Please refer to the information found in the policy [Academic Deficiencies and Student Progress](#) regarding the next course of action as it may vary according to the medical school year.
- 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.
- Students serving as officers of student organizations (any student leadership) are expected to be in good academic standing without any unresolved condition, or failing, or incomplete grades on their transcripts. Earning a deficiency may result in mandatory stepping away from extracurricular leadership duties.

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 as described in the policy on [Tuition Refunds](#).

Promotion to next Phase & Graduation Requirements

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 and are codified within the policy [Single Set of Core Standards for Promotion and Graduation](#). This policy describes requirements for:

- Promotion to Phase 2
- Promotion to Phase 3 (T3 year)
- Promotion to the T4 year
- Requirements for TUSOM Graduation

Retention & Dismissal

The Professionalism and Promotion Committee (PPC) meets monthly to review the academic progress of all students, but particularly those who have accrued deficiencies. The committee's role as described in the [Professionalism and Promotion](#) Committee policy is to evaluate and support students to assure their future success as physicians. Retention is an emphasis of the committee and of the School of Medicine.

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. Struggling students are encouraged to seek help from the course and clerkship directors, the learning specialist, tutors, the Director of Student Support, directors of career advising, and the academic deans. Counseling services for students is also encouraged and supported.

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. While considering the responsibility to the public and future patients, the Professionalism and Promotion Committee shall be as flexible and as reasonable as possible under the circumstances regarding academic deficiencies. Dismissal from medical school is never considered lightly and are unfortunate, but thankfully rare, events. Several policies are involved in the consideration of dismissals:

Relevant Policy	Relevant topic
Under Academic Deficiencies & Student Progress	<ul style="list-style-type: none"> • Academic reasons • Not completing USMLE Steps within specified timeframes
Under Committee on Student Professionalism	<ul style="list-style-type: none"> • Dismissals are the purview of the PPC
Under Disciplinary Action and Due Process	<ul style="list-style-type: none"> • Non-coursework related reasons for dismissal • Appeals process
Under Technical Standards	<ul style="list-style-type: none"> • Global physician attributes ultimately required by state/federal laws and licensing bodies

Student Support Services

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. Struggling students are encouraged to seek help from the course and clerkship directors, the learning specialist, tutors, the Director of Student Support, directors of career advising, and the academic deans. Counseling services for students is also encouraged and supported.

Health Center for Student Care

Student Health is 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 you have paid the student health fee.

- **For acute illnesses that occur after hours**, 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 emergency information and after-hours care.

The [Downtown Health Center for Student Care](#) is a primary care clinic and is available to all Medical and Public Health and Tropical Medicine students. 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. For further information about the Downtown Health Center for Student Care and the services offered, click [here](#).

Counseling & Well-being Services

Medical school can result in periods of increased stress and anxiety. While stress is part of the profession, healthy stress-management begins with taking care of your own well-being so you can care for others and recognizing when you may need extra support. Tulane urges 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.

Our strength lies in our ability to support one another, to listen, and to provide a helping hand when needed. There's strength in knowing when to seek help.

Most faculty have an open-door policy and are accessible and available for consultation of an administrative, academic, or personal nature.

<u>Dr. Elma I. LeDoux</u>	Associate Dean of Admissions and Student Affairs
<u>Dr. Karen Weissbecker</u>	Director of Student Wellness and Support
<u>Dr. Chayan Chakraborti</u>	Associate Dean for Medical Education Academic Affairs
<u>Dr. Cindy Morris</u>	Associate Dean for Admissions
<u>Dr. Bennetta Horne</u>	Assistant Dean for Equity, Diversity, and Inclusion

Resources:

- [Academic, Counseling, and Mental Health and Wellness Resources Page](#)
 - List of all the resources in one place.
- [Tulane Counseling Center](#) – confidential counseling, short-term counseling at no fee
 - Tulane Counseling Center: 504-314-2277 Appointments for therapy and/or psychiatry
 - After-hours crisis support, 24/7: The Line, Call or text 504-264-6074
 - Suicide and Crisis Lifeline: Call or text 988
 - Stress/Crisis Hotline: 1-800-622-7276 (access code: TULANE)
- [The Well for Health Promotion](#)
 - 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.
- [The Tulane Recovery Community \(TRC\)](#)
 - The mission is to support individualized recovery on campus by providing recovery-based programs that foster academic achievement, connection, and engagement.
- [Food Pantry](#) and [Swipe Out Hunger Program](#) - to address food insecurity (available only during Fall and Spring semesters)
- Dr. Weissbecker is available to help suggest and referred to other resources and provide a variety of support.

Office of Medical Education

The [Office of Medical Education](#) (OME) was founded in August 2003. You may reach OME by calling 504.988.6600 or via [email](#).

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

- Academic counseling, including access to a [learning specialist](#)
- Educational technology
- Evaluation of medical student performance

- Medical education research
- Program evaluation
- Proposals for medical education grants
- Publication of scholarship in medical education
- Tutoring services

Disability Accommodations

The Goldman Center for Student Accessibility manages student requests for accommodations. Decisions regarding disability-related accommodations are made on a case-by-case basis after a 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 follow the procedures below:

1. **Step One:** Click [here](#) to complete the request accommodations form with the Goldman Center. Follow the link to log in with your Tulane username and password.
2. **Step Two:** Have the suggested documentation supporting your request(s) ready to upload to the Goldman Center.
3. **Step Three:** The Goldman Center staff will contact you via email to schedule a consultation once your application is complete.
4. **Step Four:** After a determination has been made by the Goldman Center, you will be contacted by a staff member with information about any approved accommodations and how to proceed from there.

To ensure the expeditious processing of your request, initiate this process as soon as possible after you have made the decision to attend Tulane University School of Medicine. When you arrive on campus, contact the [Goldman Center staff](#) to ensure that your accommodations are active and the medical school has been notified. For questions or concerns regarding the services available through the Goldman Center, please contact their office at (504) 862-8433.

If you need additional assistance with this process, please reach out to the Learning Specialists in the [Office of Medical Education](#) with your questions at (504) 988-6188.

Excused Absences & Leaves

Student Excused Absence Requests

Students are expected to attend all required pre-clinical sessions and to participate fully in clinical coursework. Medical school and indeed, the medical profession, will require you to sacrifice family events, weddings, *etc.*, to work for the betterment of the patients. However, certain life events, 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. For details, please refer to the information in the policy on [Excused Absences](#). Requests for Excused Absences can be made via accessing your [eMedley eKeeper link](#), and then navigate to Other>>Absence Requests. While excused absences are granted only by the Office of Student Affairs, the student must inform the course or clerkship director that such a request has been made. Students granted an excused absence may still be required to make up lost clinical time and will need to communicate their potential absence to their attending, as well. Note that excused absence requests are almost never granted when they involve a course or clerkship orientation except in cases of illness or family emergencies.

Leaves of Absence

A Leave of Absence (LOA) can be voluntary or required by the school of medicine. In addition, they can be due to academic deficiencies, for medical or personal reasons. The various types of LOA have different implications and stipulations for returning to medical school. Students may be placed on leave of absence to remediate deficiencies and USMLE requirements. Students are allowed 24 months total LOA.

Leaves of absence will generally be granted for one year. Students may request one additional year of leave. For the application process and additional details, please refer to the LOA policy and other associated policies as noted below:

Relevant Policy	Relevant topic
Under Academic Deficiencies & Student Progress	<ul style="list-style-type: none">• Academic reasons including not completing USMLE Steps within specified timeframes• Duration of LOAs
Under Leave of Absence	<ul style="list-style-type: none">• Types of Leave; application and approval process
Under Committee on Student Professionalism	<ul style="list-style-type: none">• LOAs are the purview of the PPC
Under Single Set of Core Standards for Promotion and Graduation	<ul style="list-style-type: none">• Non-coursework related reasons for dismissal• Appeals process

Under Tuition Refunds	<ul style="list-style-type: none">• Information regarding refunds
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Student Conduct & Behavioral Expectations

Medical Student Code of Professional Conduct (SOM)

The Tulane uptown campus maintains a [Code of Student Conduct](#) document applicable to all students, which is updated annually by the uptown campus.

Essential Functions/Technical Standards

Tulane School of Medicine abides by the policy described in [Technical Standards](#).

Dress Code

Tulane School of Medicine abides by the policy described in [Student Dress Code](#).

Policy on Social Media

Tulane School of Medicine abides by the University policy on Social Media, described under the [Social Media Policy](#).

Honor Code (SOM)

Tulane School of Medicine abides by the policy on the Honor Board, described in [Disciplinary Action & Due Process](#).

Possession of Weapons

Tulane School of Medicine abides by the policy as described in the university's [Weapons Policy](#).

Alcohol and Other Drugs Policy

As Tulane University complies with the [Drug Free School Act of 1989](#), the institution is required to be concerned about the use of alcohol, drugs, and controlled substances on campuses and in the workplace. The 1989 act mandates that university officials turn over to local police authorities for arrest and prosecution any person found in violation. Tulane University circulates its [drug and alcohol policy](#) annually to students and employees. It is 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 drugs.

As a healthcare institution, Tulane University School of Medicine has a duty to recognize the various illness and contextual factors that underpin drug use. Wellness is a primary concern, therefore education and counseling programs for medical center students is provided on a confidential basis through the [Phoenix Society](#). Emergency services for alcohol or drug intoxication can be found [here](#).

SOM Professionalism/Environment of Learning Program (PELP)

The SOM's [Professionalism/Environment of Learning Program \(PELP\)](#) is designed to facilitate the creation and maintenance of an environment that is professional, respectful, inclusive, and intellectually stimulating. The [SOM's Guiding Principles](#) outline our core institutional values and include respect, ethical integrity, communication, accountability, and drive for excellence. When observed or experienced behaviors do not align with these core values, the SOM has a clear process for reporting incidents, a transparent process for reviewing and resolving them, and a system to ensure accountability of all members of our community. This site also describes the process which is initiated following a submission.

Mistreatment

The Tulane SOM [Student-Trainee Mistreatment Policy](#) defines and provides examples of mistreatment and unprofessional behavior, outlines processes for reporting mistreatment, and explains the protocol for how the PELP program responds to concerns.

To report a concern using the concern reporting form, click [HERE](#). Students are also welcome to discuss concerns with any member of the Office of Admissions and Student Affairs, including Associate Dean, Elma I. LeDoux, MD, and the Director of Student Support and Wellness, Karen Weissbecker, PhD

The SOM's [Professionalism/Environment of Learning Program \(PELP\)](#) also provides a mechanism for recognizing individuals who demonstrate a consistent and extraordinary commitment to professionalism and actively contribute to a culture of excellence at Tulane University SOM. To submit a [KUDO](#), click [HERE](#).

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. Serious or recurring professionalism issues need to be brought to the Professionalism and Promotions Committee (PPC). In those cases, the student will be notified.

Title IX and Tulane University Office of Institutional Equity (OIE)

Tulane University complies with Title IX of the Education Amendments of 1972, which prohibits discrimination in its employment practices or educational programs/activities based on 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](#).

Note that these concerns go to Tulane University (All schools) Student Affairs through a system called "Maxient", and the University does the investigation of these reports.

Diversity and Non-Discrimination

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 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 (approved by Executive Faculty, March 21, 2017)

- 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.

SOM 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.

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. Tulane's harassment prevention resources can be found at the [Office of Institutional Equity's site](#). The policy can be found here: [Anti-Discrimination Policy](#).

Safety & Security Information

Emergency Information

- In an emergency, students should **CALL 55555** from any downtown campus phone or dial **504.988.5555**. Dial 911 if off campus.

While it is TUPD'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.

- <https://publicsafety.tulane.edu/contact-us>
- <https://medicine.tulane.edu/student-affairs/emergency-safety-information>
- **Crime Reporting or Requesting Security Services**
- 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.
 - **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). If the situation warrants, the caller will be asked to stay on the line until all information required to meet is obtained.

Tulane University Police Department (TUPD)

TUPD 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. 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. 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.

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.

Vehicular Assistance

While Officers are not mechanics, with prior signed consent, they 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.

Personal Officer Escorting Service

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. To request an escort, call (504) 988-5531. Please keep in mind that a TUPD officer will be dispatched to your location for an escort as soon as possible, depending on other emergent situations that may take precedence.

On-demand Transportation Service

[TransLoC](#) is a free on-demand service that transports riders to their residences, vehicles, or some grocery stores located within specified regions. The ride is requested via [app](#) or [online](#).

Everbridge Personal Safety Service

Tulane [Everbridge](#) is a free and optional personal safety service that is available to Tulane students, faculty, and staff who have a Tulane.edu login.

Parking & Transportation

Commercial parking lots near the medical school are available at discounts for monthly contracts. In addition, early-bird parking is also discounted. Unfortunately, Tulane's parking garages cannot accommodate all medical students. Free after-hours and weekend parking is available to students in the specific garages during specified hours found here: [Downtown After-Hours Student Parking](#). Please contact [Parking Services](#) for registering your vehicle.

If you choose to park on the street, please observe signs carefully, especially on days when a major sports event, Saints playing in the Superdome, Mardi Gras parades, etc., may be going on at the to avoid having your car towed.

Parking is also available on many 3rd- and 4th-year clinical rotations. Access cards are provided by the respective clerkships.

Shuttle Information

- [EJ Shuttle information](#)
- [Tulane Uptown-Downtown Shuttle](#)

Emergency & Hurricane Preparedness

Weather events are a constant threat in an area that is below sea-level. When a serious weather or other emergency threatens New Orleans, the Tulane community needs information fast. This is true even if the event is not a hurricane. 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). See the [Tulane Emergency Communications](#) page.

Tulane Emergency Website

See also Tulane's [Hurricane Preparedness](#) site and [Emergency Preparedness](#) site.

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. [Tulane 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 as per the [Emergency Disaster and Preparedness Policy](#).
- Tulane medical students are never part of an emergency team and should always evacuate according to Tulane University directions. Ways to "help out" may become available during the recovery phase following an event.
- For Tulane University School of Medicine students, an [Emergency Preparedness: Curriculum Response Plan](#) is in place. This governs the curricular adjustments that may be instituted in the event of a longer-term disruption. The purpose of this policy is also to ensure that medical students are informed of institutional emergency and disaster preparedness plans as they relate to curriculum delivery