

# Graduate Program in Biomedical Sciences



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**GRADUATE PROGRAM IN BIOMEDICAL  
SCIENCES PROGRAM CATALOG  
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## **FOREWORD**

### **The Goal of Graduate Training in Biomedical Sciences**

The Graduate Program in Biomedical Sciences (BMS) is organized as an interdisciplinary, interdepartmental, and intercampus program, comprised of faculty actively engaged in biomedical research. The participants are from the Tulane School of Medicine and the Tulane National Primate Research Center. The Program is coordinated by a Steering Committee composed of representatives from the participating departments/units. It is the major goal of the Biomedical Sciences Program to prepare investigators for careers in research and education in academia and industry. We train students in Ph.D., M.D./Ph.D., D.V.M./Ph.D., M.S./Ph.D., Master of Science and Master of Clinical Research programs for diverse careers in biomedical science.

# TULANE UNIVERSITY – GRADUATE PROGRAM IN BIOMEDICAL SCIENCES

## ACADEMIC CALENDAR 2017-2018

### Fall – 2017

Aug. 28, Fall 2017 Semester begins  
Sept. 1, Last Day to Confirm Registration  
Sept. 4, Labor Day (**Holiday**)  
Sept. 8, Last Day to Register/Add Classes  
Sept. 29, Last Day to Drop without Record  
Sept. 30, Yom Kippur (**Holiday**)\*  
Oct. 30, Last Day to Drop  
Nov. 22 – 26, Thanksgiving (**Holiday**)  
Dec. 8, Last Day of Class  
Dec. 11-19, Exam Period  
Dec. 23 – Jan. 1, Winter Recess

\*In the Jewish tradition, the day lasts from sunset to the following nightfall. Thus Yom Kippur officially begins at sunset on the preceding evening (Fri, Sept 29) and ends at nightfall on the day of observance.

### Spring – 2018

Jan. 8, Spring Semester Begins  
(Note: Individual Course Directors may start their courses as late as Jan 16)  
Jan. 15, Martin Luther King Day (**Holiday**)  
Jan. 19, Last Day to Confirm Registration  
Jan. 26, Last Day to Register/Add Classes  
Feb. 12, Lundi Gras (**Holiday**)  
Feb 13, Mardi Gras (**Holiday**)  
Feb 14, Classes Resume  
Feb 18, Last Day to Drop without Record  
Mar. 14, Last Day to Drop  
Mar. 25-29, Spring Break  
(BMS Students in Classes/Labs)  
Mar. 30, Good Friday (**Holiday**)  
May 1, Last Day of Class  
May 4-12, Exam Period  
May 18, Commencement (BMS)  
May 19, Unified Commencement

## I. ADMINISTRATION

### A. GRADUATE PROGRAM ADMINISTRATION AND STAFF:

Assistant Dean	Robert F. Garry, Ph.D.	504-988-2027	<a href="mailto:rfgarry@tulane.edu">rfgarry@tulane.edu</a>
Co-Director	Diane A. Blake, Ph.D.	504-988-2478	<a href="mailto:blake@tulane.edu">blake@tulane.edu</a>
Asst. Director of Admissions	TBN	TBN	
Program Manager	Gina Cobette, M.Ed.	504-988-5226	<a href="mailto:bms@tulane.edu">bms@tulane.edu</a>

The Graduate Program Administrative Offices are located in the Medical School Building, Room 1524. Office hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. The program website is [www.biomedicalsciences.tulane.edu](http://www.biomedicalsciences.tulane.edu).

### B. REGISTRAR'S OFFICE (504) 865-5231

The Graduate Program in Biomedical Sciences is responsible for the registration of all BMS students. The Registrar's Office is responsible for preparation, maintenance and issuance of all official grades and records.

### C. BMS DEPARTMENTS

Department	Chair	Telephone	Location
Biochemistry/Molecular Biology	Hua Lu	504-988-1995	Med School Rm 6000
Human Genetics	Hans Andersson	504-988-5229	Med School Rm 5554
Microbiology/Immunology	John Clements	504-988-5159	Med School Rm 5055
Pathology	Tong Wu	504-988-5210	Med School Rm 6519
Pharmacology	David Busija	504-988-5444	Med School Rm 3700
Physiology	L. Gabriel Navar	504-988-2594	Med School Rm 4002
Structural/Cellular Biology	Brian Rowan	504-988-1365	Med School Rm 3004

### D. TELEPHONE DIRECTORY

#### DOWNTOWN CAMPUS

##### Tulane Health Sciences Center

Bookstore	988-5204
Copy Services	988-5299
Financial Aid Office	988-6135
Medical Library	988-5155
Parking Services	988-5577
Student Health Center	988-6929

#### UPTOWN CAMPUS

General Information	862-8000
Student Directory	865-4000
Accounts Receivable	865-5368
Bookstore University Center	865-5913
Bursar	865-5398
Educational Resources and Counseling Center	314-2277
International Student Center	865-5208
Libraries:	
• Howard Tilton	865-5604
Reily Recreation Center:	
• Membership	865-5431
• General/Court Reservations	865-5242
Student Records & Registration	865-5231

## II. CURRICULUM

### PROGRAMS OF STUDY

#### Degrees Awarded

1. Doctor of Philosophy (Ph.D.) Degree in Biomedical Science. A thesis Master's Degree may be awarded to students occasionally under special circumstances.
2. M.D./Ph.D. Degree
3. Ph.D. Degree for D.V.M.'s
4. M.S./Ph.D. Degree
5. Master's Degrees
6. MD/MS Anatomy Degree
7. Master of Clinical Research
8. Master of Clinical Research Methods

Degrees earned in the School of Medicine are awarded three times a year—in December, May, and August. A candidate must be present to receive the degree unless the candidate has been excused by the Dean. A request to receive a degree in absentia must be filed in the BMS Program office at the time the diploma form is submitted. Candidates for degrees are required to complete an Application for Degree form on or before deadline dates. Please see the Calendar in the BMS Program office for more details.

#### 1. DEGREE OF DOCTOR OF PHILOSOPHY

Students undertaking work for the degree of Doctor of Philosophy should understand that this degree is awarded not for an accumulation of course credits only, but for superior attainment and accomplishment in research. Ordinarily the student is expected to finish the course requirements in two full years of graduate study and complete the dissertation by the fourth year. The student must demonstrate the ability to carry out independent study and research in a chosen field, as evidenced in the dissertation. A minimum of one year full-time study in residence at Tulane University is required.

##### a. Ph.D. Core Curriculum

The first two years of study include the core curriculum listed below. In conjunction with course work in the first year, students rotate in 6 week blocks through three of the Program's participating research laboratories of the student's choice. This allows students to become more familiar with BMS research and faculty. Students should choose a Dissertation Advisor by the end of the second semester, but must choose a Dissertation Advisor by the end of the third semester. Students may choose to further specify their study by choosing an Area of Research Emphasis (a Departmental Track). Choosing a mentor within an area of research emphasis may add further requirements above and beyond the requirements set out by the Biomedical Sciences Graduate Program.

##### ***First Year (27 credit hours)***

Fall – 13 credits:

Advanced Cell Biology (BMSP-6070) – 3 credits

Biochemistry (GBCH-601) – 4 credits

Seminar (BMSP-7140) – 1 credit

Research Methods (BMSP-7120) – 4 credits (2 credits for seminar, 2 for first rotation\*)

Workshop (BMSP 7100) – 1 credit

Spring – 14 credits:

Biostatistics (GBCH-7250) – 2 credits

Human Molecular Genetics (EPID 8810) – 3 credits

Systems Biology (BMSP-7770) – 3 credits

Seminar (BMSP 7150) – 1 credit

Research Methods (BMSP- 7130) – 4 credits (2 each for 2<sup>nd</sup> and 3<sup>rd</sup> rotations\*)

Workshop (BMSP 7110) – 1 credit

\*See Appendix A: Rules Governing Laboratory Rotations and Grading Criteria



***Ideally, the student should choose a dissertation advisor at the end of the Spring semester***

***Summer –Students must register for BMSP 9990 every summer to maintain full-time status.*** Students are expected to begin their dissertation research or perform more research rotations during the Summer.

***Second Year (total for Fall + Spring must equal at least 21 credit hours)***

Fall:

Seminar (BMSP- 7140) – 1 credit

Workshop (BMSP-7100)-1 credit

Independent Study (BMSP 7990) 1-6 credit hours

Electives (see Appendix G, to be chosen in consultation with dissertation advisor)

Total must be  $\geq 9$  credit hours

Spring:

Seminar (BMSP-7150) – 1 credit

Workshop (option of either BMSP- 7110) or another mentor focused workshop course) – 1 credit

Independent Study (BMSP-7990) 1-6 credit hrs

Responsible Conduct of Research (MIIM 7400) 2 credit hours

Electives (see Appendix G, to be chosen in consultation with dissertation advisor)

Total must be  $\geq 9$  credit hours

Coursework in the 2<sup>nd</sup> year must include at least 6 credit hours of lecture-based course work (Electives) and 11 credit hours of Independent Study (Research). All students must register for 9 credit hours each semester to maintain full-time status, tuition scholarship and fellowship awards.

A minimum of 48 credit hours of course work and independent study is required. Where necessary, a department may require additional hours of course work. All formal course work is to be completed within the first two years. Students may take Independent Study (BMSP-7990 or equivalent) for 1-6 credits per semester for a maximum of 12 credits total during the first two years. The remaining hours of coursework are selected from the elective curriculum by the student in consultation with the dissertation advisor. Students wishing any deviation from the core curriculum must submit their request in writing to the BMS Steering Committee for approval. Students ordinarily must complete the requirements for the Ph.D. degree within seven years from the date of matriculation in the program. Only in unusual cases, with the approval of the department chair and Assistant Dean, will credit be approved for courses taken more than six years before first registration for graduate work.

**b. Choosing a Dissertation Committee**

A student should choose a research topic or project in consultation with the qualified faculty member who has agreed to direct the dissertation (the dissertation advisor). With a topic or project agreed upon, the dissertation advisor and student consult to appoint a committee of at least four additional members, with the dissertation advisor to serve as a chair of the committee. The student's committee consists of members of the BMS program and requires approval of the BMS Steering Committee. This committee is usually involved in administering the General Examination, approving the Prospectus and approving the oral thesis Defense and the final written dissertation. Further descriptions of these responsibilities are listed in the sections below. Students must get each member of the Dissertation Committee to sign a form (available in the BMS office) indicating their agreement to serve on this committee, and then turn it into the BMS office for approval. In some cases, with the approval of the dissertation advisor and the chair, the student may change the composition of the dissertation committee.

**c. General (Preliminary) Examination**

Upon meeting the course requirements (and no earlier than the Spring Semester of the 2<sup>nd</sup> year), the student shall undertake the general (preliminary) examination. Normally this examination is taken by the end of the second year of graduate study or at the beginning of the third year. **A student who fails to take the test by the end of the Spring semester in year 3 may be subject to disciplinary action, including being advised by the BMS Program not to continue graduate studies.**

The test is a comprehensive examination. It covers the student's coursework and is a rigorous test of scholarly competence and knowledge. The examination also tests acquaintance with the scholarship in the student's chosen research area and her on his/powers of bibliographical criticism. Finally, the examination affords the examiners the basis for constructive recommendations on any subsequent program of studies to be undertaken by the student.

The General (Preliminary) Examination consists of one proposition (selected by the student) that is presented as a written proposal and defended orally. The proposition will consist of an original research problem in biomedical sciences and should reflect ideas or theories derived by the student from advanced courses, seminars, and scientific literature. The topic must not directly relate to research ideas generated by the dissertation advisor. The preparation and defense of this proposition is intended to broaden the student's background conceptually and methodologically. The scope of the proposal will be that of a 2-3 year research project outlining specific experimental plans designed to address the central scientific question identified by the student.

The mechanics of the submission of the proposal and its defense are as follows: the student's advisor indicates the general acceptability of the proposition topic and the student provides the Dissertation Committee with a written summary (1-2 pages) of the proposal. The Committee meets with the student to determine whether the proposal presents a fundamentally sound hypothesis and whether the student's background is appropriate to defend the proposition. The Committee also defines its expectations regarding the scope of both the written proposal and the oral examination. The student then prepares the proposal based on the Committee's recommendations. The student and the Dissertation Committee should allow for 6-8 weeks to write the proposal and to prepare for the oral examination. The proposition should be 7 to 12 single-spaced pages, excluding references, and should include the following sections: 1) Specific Aims, 2) Significance, and 3) Innovation and 4) Research Strategy. The proposal must represent the student's own work. Committee members should receive copies of the proposition at least two weeks prior to the scheduled date of the exam. The proposal will be defended during an oral examination. The written proposal and oral defense of it will be judged on the basis of the student's knowledge of the area, originality of the approach proposed for the experiments and the hypothesis to be proven, likelihood of the conclusions to be drawn from the experiments, and the ability of the student to critically evaluate his/her proposed research methods and expected results. During the oral examination, the student may also be questioned on any other area of biomedical sciences at the discretion of the dissertation committee.

#### **d. Prospectus**

Until a student's prospectus has been approved by the prospectus committee and the Assistant Dean of Graduate Studies or Co-Director, dissertation work has no official status. Normally, a student will not submit a prospectus until the student has completed course requirements, satisfied research requirements, and passed the general examination. Upon the recommendation of the department, however, the student may submit a prospectus any time after completion of one year of full-time residence. The department recommendation for approval of the prospectus should include three copies of the prospectus itself. The prospectus should be approximately three doubled-spaced typewritten pages. The cover sheet should state the student's name, department, the title of the proposed dissertation, and the name of the chair and the other members of the committee. The introduction of the prospectus should contain a summary of earlier work on the problem. The body should include an orderly description of the plan for the investigation. The conclusion should clearly state the anticipated nature of the investigation results. Major sources of information should be indicated and a selective bibliography attached.

#### **e. Admission to Candidacy**

Admission into BMS in a Ph.D. program does not constitute official admission to candidacy for the Ph.D. To be admitted officially to candidacy for the Ph.D., a student must have completed course requirements and research requirements and passed the preliminary (general) examination. The recommendation for admission to candidacy is made by the chair of the student's department and must bear the signatures of both the chair of the student's dissertation committee and the BMS Assistant Dean or Co-Director. The recommendation for admission to candidacy must be submitted to the BMS Program office no later than September 15 for those expecting to receive the degree in December, or December 15 for those expecting to receive the degree in May, or March 15 for those expecting to receive the degree at the end of the Summer Session.

#### **f. Dissertation Requirements**

The dissertation not only is an essential part of the candidate's degree work but is the appropriate culmination of the Ph.D. degree. The dissertation is the necessary demonstration that the candidate is worthy of taking a place among research scholars in the discipline. It must demonstrate not only mastery of the literature of the subject, but also the ability to carry on independent research that results in a genuine contribution to knowledge or an original interpretation of existing knowledge, and it must do so in a literate and lucid fashion. The dissertation committee shall pass on the acceptability of the dissertation before it is submitted to the Graduate Program in Biomedical Sciences in final form. (For deadline dates for the appropriate award of degrees, see Calendar.) Acceptability, however, is not final approval. The candidate must defend the dissertation successfully before the degree is awarded. For details, see Final Examination. The dissertation should be printed on paper approved by the BMS Program Office. The title page of both the abstract and the dissertation must contain the subject of the dissertation, the date on which it was submitted, the department and the signature of the candidate, with the candidate's full legal name typed underneath. Signatures of the examining committee members should be listed in the lower right-hand corner; the full name of the committee chair must be typed under the signature. A general guide for use in the formatting of theses and dissertations in the BMS program is available online at <http://www.etsadmin.com/docs/bmstulane/bmstulaneguidelines.pdf>. A full list of authorities and books consulted and a short biographical sketch must be appended. More detailed instructions for the preparation of the dissertation may be obtained from A Manual of Style, University of Chicago Press; the M.L.A. Style Sheet; or A Manual for Writers of Term Papers, Theses and Dissertations, by Kate L. Turabian. The dissertation advisor will advise which guide is preferred.

Applications for degree must be filed for the current term on or before the deadline date for graduation. Applications filed in previous terms are not valid. Ph.D. A summary of graduation requirements and website links is also available on the BMS Website (<http://tulane.edu/som/biomedical-sciences/bmsgraduation.cfm>). Students must complete the following forms: 1) Application for degree (available online or in BMS Graduate Program Office); 2) Final Exam/Oral Defense Form (available online or in BMS Graduate Program Office); 3) Survey of Earned Doctorates (online); Students should also submit their final thesis, with signatures, to the ProQuest MNI website (<http://www.etsadmin.com/cgi-bin/school?siteId=61>) and to the Tulane Howard Tilton Thesis Archive ([http://library.tulane.edu/dissertations\\_and\\_theses/](http://library.tulane.edu/dissertations_and_theses/)). An unbound copy of the thesis, on archival quality paper, with original signatures of the committee, should also be submitted to the BMS office. The student should keep a copy of the dissertation and submit another copy to the department in which it was written. The decision to copyright the dissertation must be made at the time the student submits the material.

Ph.D. graduation requires the following fees: Graduation fee, \$55.00, paid by check or money order to the BMS office and made out to Tulane University. MNI/Proquest fee, \$65.00 without copyright; \$160.00 with copyright (optional).

#### **g. Final Examination**

All candidates must take a final examination for the Ph.D. degree. Normally this examination consists primarily of an oral defense of the dissertation, but it may be extended to include course material or any other relevant material at the discretion of the examining committee.

This examination should be scheduled after the dissertation is in its final form and reviewed and approved by the committee but not later than the deadline for submission of the dissertation to the Graduate Program in Biomedical Sciences. The requirement for final examination will not be waived, unless the candidate and the department can establish a case of hardship in extremis subject to review and approval of the Assistant Dean of Graduate Studies or Co-Director.

A timeline that shows the milestones to the Ph.D. degree is provided below, along with an outline of the responsibilities of the Dissertation Committee and the Student.

## Dissertation Committee Timetable & Guidelines

At the beginning of each committee meeting, the student should be dismissed and the mentor should candidly discuss the student's progress with the dissertation committee.

Year	Semester	Committee Functions	Student Functions
1	Fall	Committee not yet formed	Student contacts temporary advisor
1	Summer (after 1 <sup>st</sup> academic year)	Initial meeting, review and approve academic record, recommend 2 <sup>nd</sup> year courses	Select mentor and form dissertation committee. Send documentation of 1 <sup>st</sup> committee to BMS Office.
2	Summer (after 2 <sup>nd</sup> academic year)*	Review and approve academic record for 2 <sup>nd</sup> year, review research progress, approve topic for Preliminary Examination.	Send documentation of meeting to BMS Office.
3	Fall	Preliminary Examination**	Provide signed form indicating result of exam to BMS office.
End of year 3/ beginning of year 4	Summer/Fall	Review research progress. Approve Prospectus***.	Provide documentation to the BMS Office.
4	Fall	Review Progress or Dissertation Defense.	Submit documentation of meeting or dissertation to BMS Office.
5	Any	Review Progress or Dissertation Defense.	Submit documentation of meeting or dissertation to BMS Office.
6	Any	Review Progress or Dissertation Defense.	Submit documentation of meeting or dissertation to BMS Office.
7	Any	Dissertation Defense required	Submit dissertation to BMS Office.

\* Students who have failed to select a mentor by the end of the Spring semester in the first year should provide an explanation for the delay to their temporary advisor and the BMS Co-Director. That discussion should include the student's plans for the upcoming summer semester.

\*\* Upon meeting the course requirements (and no earlier than the semester in which the normal course requirements for the Ph.D. are to be completed), the student shall undertake the Preliminary Examination. This examination should be taken by the end of the second year of graduate study or at the beginning of the third year. **A student who fails to take the test by the end of the fall semester in year 3 may be subject to disciplinary action.**

\*\*\*Until a student's prospectus has been approved by the prospectus committee and the Assistant Dean of Graduate Studies or Co-Director, dissertation work has no official status.

## 2. M.D./Ph.D. PROGRAMS

There are two tracks ("A" and "B") that lead to a dual M.D./Ph.D. degree. Track A students (Tulane Physician Scientist Program, PSP) are considered for the combined degree program at the time of application to medical school. Students must indicate that they are applying for a combined M.D./Ph.D. by marking the appropriate box on the AMCAS application and by providing the additional information required by AMCAS. Each year, the Physician Scientist Program (PSP) accepts two (2) Track A students into the program. This program provides tuition waivers and stipends during medical and graduate school. A graduate student stipend is also provided during time spent in the laboratory. Track A is a selective program and must be applied to before entering medical or graduate school. Alternatively, first and second year medical students who wish to pursue a Ph.D. may apply for admission to the BMS graduate program. If accepted, these "Track B" students follow the same training plan and curriculum as the Track A students. A graduate student stipend and graduate school tuition waiver is offered, but track B students are not typically granted medical school tuition waivers. Students who are successfully completing medical school can also apply to join the BMS program.

The PSP is designed to take a total of 7 to 8 years. Track A students will begin their first laboratory rotation the summer before entering medical school. Track B students begin rotations as soon as possible after joining the program. Students will also complete a rotation in the summer between their first and second years of medical school. If necessary, a third rotation can be done. Students complete their first two years of medical school as well as one clinical rotation in family medicine for 6 weeks before entering the Ph.D. training portion of their education. Ideally, the Ph.D. portion should take 3 -1/2 years. If students choose to enter the Graduate Program in Biomedical Sciences, the following curriculum is in place:

Up to 24 credit hours of coursework is transferred from the students' medical school coursework.

***FIRST YEAR (9 credits hours required/semester to maintain full-time status; 48 credit hours must be completed by end of second year)***

Fall:

BMSP 7990, Independent Study – 4- 6 credits, depending upon Elective chosen

BMSP 7140, Seminar - 1 credit

BMSP 7100, Workshop - 1 credit

Elective (see Appendix)

Attend BMS Retreat (no credit)

Safety Training (no credit)

Spring:

GBCH 7250, Biostatistics- 2 credits

BMSP 7990, Independent Study 2-4 credits, depending upon Elective chosen

BMSP 7150, Seminar – 1 credit

BMSP 7110, Workshop - 1 credit

Elective (See Appendix G)

Course Transfer from Medical School – 24 credits

***SECONDYEAR (9 credit hours are required/semester to maintain full time status)***

The second year formal didactic courses consist of Workshop (BMSP 7100, 1 credit hour/semester) and Seminar (BMSP 7140, 1 credit hour/semester). If a student chooses a mentor within a specific area of research emphasis (a Departmental Track), further elective requirements may be necessary. Taking the suggested core courses rather than elective courses is dependent on an individual's background. Students should only substitute a core course with an elective course with the support and recommendation of their mentor and the written permission from the Physician Scientist Program Director. Under exceptional circumstances, more than one core course substitution may be allowed.

Because 9 credit hours are required each semester to maintain full-time status, M.D./Ph.D. students should also register for Independent Study (BMSP 7990) or Selected Topics (BMSP 7500) in Year 2 to maintain full-time status (9 credit hours/semester). Students are limited to 12 credit hours each of Independent Study and Selected Topics during their academic career. Selected Topics (BMSP 7500) requires the prior permission of a faculty instructor. Students who wish to register for this course should contact the BMS Office.

All other requirements of the Ph.D. component of this program (Choosing a Dissertation Committee, General Exam, Prospectus, Dissertation Requirements and Final Examination are the same as those of the doctoral degree (see pages 9-12 of this Handbook).

### **3. SPECIAL INTERDISCIPLINARY PROGRAMS**

#### **a. COMBINED M.S./Ph.D. PROGRAM**

The Department of Chemical and Biomolecular Engineering and the BMS Program offer a combined degree program in which graduate students earn a Master of Science Degree in Biomedical Sciences and a Doctor of Philosophy Degree in Chemical Engineering. Only students enrolled in the Doctoral degree in the Department of Chemical and Biomolecular Engineering are eligible for this program.

The combined degree program provides graduate students with a strong theoretical and research background in both engineering and the biological sciences. This unique education is designed to prepare future bioengineers and biotechnologists to work in a discipline that is becoming increasingly interdisciplinary. It is at the interface between engineering and the biological sciences where many of the breakthroughs in these two fields occur.

Graduate students enrolled in the combined degree program take classes in both chemical engineering and BMS, including courses designed to integrate these two fields. Their doctoral research is in the area of bioengineering or biotechnology and done under the direction of a Chemical and Biomolecular Engineering

faculty. No tuition waivers or stipends from the BMS Program are available for students in the M.S. program. For more information on this Program, please contact Professor Kim O'Connor and visit the following url: <http://tulane.edu/sse/cbe/faculty/oconnor/combdeg.cfm>.

#### **b. Ph.D. DEGREE FOR DVMs**

The Tulane National Primate Research Center offers DVMs an opportunity to complete a PhD while conducting research on their campus. Please contact Dr. Andrew Lackner, the Director of the Tulane National Primate Research Center for more information. Students enrolled in this program must follow the curriculum below:

Up to 24 credit hours of coursework is transferred from the students' DVM degree.

#### **FIRST YEAR**

Fall:

Workshop (BMSP 7100) (1 credit)

Seminar (BMSP 7140) (1 credit)

Independent Research (BMSP 7990) (6 credits)

Electives (includes Special Topics course) 1 or more credits, to total at least 9 credits/semester

Spring:

Biostatistics (GBCH 7250) (2 credits)

Workshop (BMSP 7110) (1 credit)

Seminar (BMSP 7150) (1 credit)

Independent Research (BMSP 7990) (5 credits)

Electives (includes Special Topics course)

#### **SECOND YEAR**

The second year consists of only Workshop (BMSP 7110, 1 credit/semester) and Seminar (1 credit/semester) to complete a total of 48 credit hours. Second year will have no other formal didactic courses. However, if a student chooses a mentor within a specific area of research emphasis, further requirements may be necessary. Because 9 credit hours are required each semester to maintain full-time status, D.V.M./Ph.D. students should also register for Independent Study (BMSP 7990) or Selected Topics (BMSP 7500) in Year 2 to maintain full-time status (9 credit hours/semester). Students are limited to 12 credit hours each of Independent Study and Selected Topics during their academic career. Selected Topics (BMSP 7500) requires the prior permission of a faculty instructor. Students who wish to register for this course should contact the BMS Office.

All other requirements of the Ph.D. component of this program (Choosing a Dissertation Committee, General Exam, Prospectus, Dissertation Requirements and Final Examination) are the same as those of the doctoral degree (see pages 9-12 of this Handbook).

### **4. DEGREE OF MASTER OF SCIENCE**

There are programs leading to a Master's of Science degrees in Biomedical Sciences, Anatomy, Biochemistry and Molecular Biology, Human Genetics, Microbiology, Pharmacology, and Physiology. More information about admission and course requirements can be found at individual Departmental websites, searchable within the Tulane University School of Medicine website. These programs are designed to attract those students who are interested in improving their credentials to compete for admission to a medical school, as well as those individuals who are interested in achieving their professional goals and advancement within their chosen profession. Candidates for admission are required to have successfully completed the requirements for a baccalaureate degree, including basic course work in biology and chemistry. In general, the applicant should have a minimum GPA of 3.0 and a cumulative MCAT score of 27 or a GRE score of 300.

The requirements for this degree are a minimum of 24 credit hours plus thesis. This degree may also be obtained by 30 hours of coursework without a thesis. Normally those students supported by the School of Medicine are not eligible to apply for the coursework degree but are required to produce a thesis.

#### **a. Thesis Requirements**

The subject of the thesis for all master's degrees must be in the field of major study and must have the approval of the professor by whom the thesis is to be directed. The finished thesis must have the approval of a committee appointed by the chair of the department. The director of the thesis will serve as chair of the thesis committee. At the request of the director, a member of some other department may be added to the

committee.

The original typescript of the thesis must be deposited with in the BMS office. The dissertation should be printed on paper approved by the BMS Program Office. The title page of both the abstract and the dissertation must contain the subject of the dissertation, the date on which it was submitted, the department and the signature of the candidate, with the candidate's full legal name typed underneath. Signatures of the examining committee members should be listed in the lower right-hand corner; the full name of the committee chair must be typed under the signature. A short abstract (~350 words) should follow the abstract title page. A general guide for use in the formatting of theses and dissertations in the BMS program is available online at <http://www.etdadmin.com/docs/bmstulane/bmstulaneguidelines.pdf>. A full list of authorities and books consulted and a short biographical sketch must be appended. A basic style sheet for use in preparing theses and dissertations is available in the BMS Program office, as well as sample copies of Master's dissertations. More detailed instructions for the preparation of the dissertation may be obtained from A Manual of Style, University of Chicago Press; the M.L.A. Style Sheet; or A Manual for Writers of Term Papers, Theses and Dissertations, by Kate L. Turabian. The dissertation advisor will advise which guide is preferred.

The candidate should check with the BMS Graduate Program website for the final submission date of the thesis for graduation. If the department in which a master's thesis has been written finds there is sufficient reason to protect the contents by copyright, arrangements may be made through the BMS office.

Applications for degree must be filed for the current term. Applications filed in previous terms are not valid. Master's Students must complete the following forms: 1) Application for degree (available in BMS Graduate Program Office); 2) Final Examination/Oral Defense Form (only for students who have completed a thesis). A fee of \$45.00 should also be paid by check or money order and made out to Tulane University.

**5. MD/MS ANATOMY COMBINED DEGREE:** This is a 4-year non-thesis program of study for medical students leading to the combined degree: MD and Master of Science in Anatomy. This unique program is designed specifically for medical students who wish to develop careers in the surgical specialties. The MD/MS program is available only to students who have earned a **baccalaureate degree and have already been accepted to Tulane's School of Medicine**. Requirements for the degree should be completed within 4 years; students must graduate with both degrees concurrently. Applicants to the program must maintain or have earned a minimum grade of 80% in Gross and Developmental Anatomy, Medical Histology and Neuroscience before applying to the MD/MS program. More information is available at the program website: <http://msanatomy.tulane.edu/mdms-combined.html>.

#### **6. MASTER OF CLINICAL RESEARCH) (M.S.C.R)**

This is a 38 credit, 2-3 -year, curriculum designed for senior post-doctoral fellows and junior faculty to provide them with the tools and experience to conduct clinical and translational research. The program includes didactic training in clinical research as well as a mentored research component. The scholar must have institutional and departmental support as well as protected time to attend classes and pursue mentored research. In lieu of a thesis, the candidate is expected to prepare a grant ("K" or "R" format) and/or a paper based on the mentored research. More information about admission and course requirements can be found on the School of Medicine website: (<https://tulane.edu/som/adcr/mscr/index.cfm> ).

#### **7. MASTER OF CLINICAL RESEARCH METHODS ( M.S.C.R.M.)**

This is a 32 credit, 1-year, full-time structured curriculum designed for the recently graduated MD to pursue before entering a traditional training track. The program educates the student in the process and methods of clinical research. The student resides in the New Orleans area and pursues classes fulltime. More information about admission and course requirements can be found on the School of Medicine website: (<https://tulane.edu/som/adcr/master-of-science-clinical-research-methods.cfm> ).

### **B. GRADUATION**

Commencement exercises are held at the end of the Spring semester. There are no ceremonies at the end of the summer or fall semesters. An application for graduation must be filled out at the beginning of the semester in which you plan to graduate. This application can be obtained in the BMS Program Office or on the website. Any outstanding debts with an office in the University must be paid NO LATER THAN 10 days



prior to the date of the commencement or award of degree will be denied. Every student should check with Accounts Receivable to be sure his/her account is cleared.

Students should order their academic regalia at the Downtown Bookstore as soon as possible. Students are responsible for checking their Tulane issued email accounts at least weekly since all graduation information will be sent to them via these accounts.

### **III. STUDENT AFFAIRS**

#### **A. ADMISSION TO DEGREE PROGRAMS**

Admission is on the basis of academic accomplishments and potential, regardless of race, sex, color, religion, national/ethnic origin, citizenship, marital status, sexual orientation, disability, or veteran status.

Application to the Graduate Program in Biomedical Sciences is normally for admission to a degree program. An applicant may seek admission as a special student to pursue study, which does not lead to a degree.

Applicants who have earned an undergraduate degree from a recognized institution may be admitted to the Graduate Program in Biomedical Sciences if their academic records and personal attributes indicate the ability to pursue advanced study successfully. Applicants must present evidence, to the satisfaction of the department or the program committee concerned, of adequate preparation for the subjects in which they seek to specialize. All students must hold the undergraduate degree before enrolling.

Only students with undergraduate averages of B or better, or with undergraduate study of otherwise certifiable equivalent quality, ordinarily are admitted. Students required to make up undergraduate course deficiencies before being admitted to the program may be permitted to enroll in Tulane's School of Continuing Studies and cross-register for the necessary courses in the appropriate college or school. Graduate credit will not be awarded for any courses taken to make up undergraduate course deficiencies.

A master's degree is not prerequisite to the beginning of study for the Doctor of Philosophy degree, but a student may be required to qualify for the master's degree while working toward the doctorate.

For those requesting financial aid the application deadline is February 1 for the following fall semester. Applicants applying for admission without financial aid should meet the following deadlines: July 1 for the fall semester, December 1 for the spring semester, May 1 for the summer sessions.

Students who wish to be admitted to the Graduate Program in Biomedical Sciences should apply online at [www.biomedicalsciences.tulane.edu](http://www.biomedicalsciences.tulane.edu). The program will not consider any student for admission until all the following documents, plus the \$50 online application fee, have been received: (1) completed application form, (2) three completed recommendation forms online, (3) official transcripts of all undergraduate records and of any previous graduate work, (4) a statement of career objective not to exceed 500 words, and (5) an official score report for the Graduate Record Examination General Test.

Provisional admission may be granted to students who have not completed all the application requirements, e.g., the submission of acceptable GRE or TOEFL scores.

Probationary admission may be granted upon conditions, which the applicant must fulfill in the first semester or first year of enrollment in order to have the probationary status changed to regular degree status. All transcripts and other documents and material required for application for admission become the property of the Graduate Program in Biomedical Sciences and are not returnable.

#### **Foreign Students**

In addition to admissions requirements, applicants who are not native speakers of English must demonstrate an adequate command of the English language. Test of English as a Foreign Language (TOEFL) scores or other evidence of English proficiency are required. A minimum TOEFL score of 600 points on the written exam, 250 on the computerized exam, or 90-93 above on the internet-based exam is required. For more information about the TOEFL, visit the TOEFL website or contact ETS. When



requesting ETS to send your scores to the Graduate Program in Biomedical Sciences, please use the code for the school (6178). The TOEFL requirement is waived for applicants who have received a degree from an institution where instruction was conducted in English.

An applicant whose competence in English is unproven or insufficient may be admitted with probationary status on the condition that competence will be proven or improved. The student may be required to prove competence by earning an acceptable score on a test of English (either TSE, TOEFL, or a Tulane University test). A student who scores below the acceptable level of competence may be required to register for less than a full graduate program and to take English as a Second Language instruction without credit until the ESL program director certifies the student's competence.

### **Special Students (Non-Degree)**

Admission as a special student, non-degree status, ordinarily allows the student to register for a total of no more than nine semester hours of graduate credit. Applicants who wish to be admitted to special student status must submit (1) a \$50 online application fee; (2) a completed application form; and (3) official transcripts of all undergraduate records and of any previous graduate work.

After nine hours of graduate course work at Tulane have been completed, the student on special non-degree status may not register for additional graduate credit. A special student who wishes to be considered for admission to a degree program may reapply to the Graduate Program in Biomedical Sciences. (See requirements described under Admission to Degree Programs.) Upon the recommendation of the department chairperson and approval of the Assistant Dean, graduate-level course work done as a special student may be transferred for credit to a degree program.

The deadline for Special Student Registration is **two weeks before the first day of the semester**. All applications, transcripts and payments must be turned in before that time or the student will not be allowed to register for that term.

### **Candidates for Degrees in Other Graduate Schools**

Candidates for advanced degrees in other graduate institutions who wish to receive graduate credit for courses taken at Tulane should secure approval of their plans for temporary study in the BMS program from responsible authorities in their own institutions. They should then apply for admission to the BMS program as special students (non-degree).

## **GRADUATE RECORD EXAMINATION**

Applicants for admission must take at their own expense the General Test of the Graduate Record Examination. The test scores will be used, with other data, to determine eligibility for admission and to aid in counseling the applicant after admission. For GRE information, visit the GRE web site <http://www.gre.org> or contact the Educational Testing Service (ETS). When requesting ETS to send your scores to the Graduate Program in Biomedical Sciences, please use the code for the school (6178).

## **B. RULES AND REGULATIONS**

Upon admission to the Graduate Program, students are held responsible for compliance with the regulations of the Graduate program and Tulane University as set forth in this catalog and other current or subsequent official statements. They should familiarize themselves with these regulations.

The University reserves the right to change any of its courses and charges without advanced notice and to make such changes applicable to students already registered as well as to new students.

## **C. GENERAL REQUIREMENTS**

A student admitted to any degree program in BMS must be continuously registered in a degree-granting division of the University during the 12-month calendar year. In one of the two registration statuses indicated below from the date of first registration until the awarding of the degree, unless the registration

is terminated by resignation or by dismissal for academic or disciplinary reasons. Under exceptional circumstances a student may be granted leave by the Assistant Dean, and during such period of leave, a student will be considered in continuous registration without payment of fees.

#### **FULL-TIME RESIDENCE STATUS**

To hold a fellowship, scholarship or any of the various kinds of assistantships, a student must be registered in full-time residence status. To determine student privileges and assess tuition and fees, a student in full-time residence status must be registered for at least nine hours of graduate credit per semester, or a combination of course work and equivalent academic activities such as teaching or research.

After the student has completed the minimum hours of coursework required for the degree, the student can be classified as a full-time student entitled to full student privileges. The student must register for master's or dissertation research and the department or program committee must certify that the student is engaged in academic activities equivalent to full-time residence commitment.

Any off-campus employment for remuneration may disqualify a student from receiving financial aid from the Graduate Program in Biomedical Sciences.

#### **PART-TIME RESIDENCE STATUS**

For the purposes of determination of student privileges and for the assessment of tuition and fees, a student in part-time residence status is any student who is registered for less than nine hours of graduate credit and who is not certified by the department or the program committee as taking a total academic program.

#### **TIME LIMIT FOR DEGREE COMPLETION**

Tenure is defined as the maximum period of time normally permitted for the completion of all requirements for a degree. It is determined on the basis of consecutive academic years from the date of registration for graduate study at Tulane or at another institution. Tenure is not affected by residence status. Under certain circumstances, upon the recommendation of the student's mentor and committee, the Steering Committee may extend tenure, but a student whose period of graduate study is unduly prolonged or interrupted may be required to perform additional work. Tenure regulations are applicable to all degree students, regardless of date of first registration.

#### **Master's Degrees**

Tenure is five years, although some departments stipulate much earlier completion of all requirements for the degree in their master's programs.

#### **Ph.D. Degree**

Tenure is seven years, but completion of all requirements for the Ph.D. degree within four years of study is strongly encouraged.

#### **CONTINUOUS REGISTRATION REQUIREMENTS**

A student admitted into any BMS degree program must be in continuous registration in a degree-granting division of the University until the awarding of the degree. Any student who is not registered for course work in a degree-granting division of the University must be registered in Master's Research or Dissertation Research in order to remain in continuous registration. The student should maintain registration during the Summer Session.

The continuous registration requirement applies both to resident and non-resident students. Resident students who have not completed minimum course work requirements for their degrees must either enroll for a minimum of three hours per semester or register for Master's Research (9980) or Dissertation Research (9990). Resident or non-resident students who have completed their course work requirements are required to register for Master's Research (9980) (zero credit hours) or Dissertation Research (9990) (zero credit hours) in order to maintain continuous registration. This registration entitles students to full privileges. Failure to be so registered is de facto withdrawal and the Graduate Program in Biomedical Sciences reserves the right not to readmit. A student who is

readmitted is obligated to pay the applicable fee required to maintain continuous registration.

#### D. REGISTRATION

All students must register by the last day to add classes for each semester. Students register on the web by accessing Gibson Online (<https://gibson.tulane.edu/tulane/jsp/login.html>). Class schedules are found on the University Registrar's website at [www.registrar.tulane.edu](http://www.registrar.tulane.edu). This site also contains a link to the Schedule of Classes. Summer and Fall semester course offerings are available in March and Spring semester courses are available in November. The schedule is updated twice daily.

The convenience of registration on the web coupled with the delivery of tuition bills via email greatly reduces the time each student must spend on campus dealing with administrative details. Students, however, must know that by registering they assume full financial responsibility for keeping the University informed of any address changes so that bills and priority registration materials may be delivered promptly.

Students should also be aware of the requirement to confirm attendance at the beginning of each semester. Notices will be emailed to all enrolled students when the confirmation option becomes available on **Gibson**. In addition, they must consult the academic calendar on the University Registrar's webpage when adding or dropping courses once the term has begun. Failure to heed the dates set forth in the official calendar could result in academic or financial penalty.

#### Change of Courses

Students wishing to add or drop courses should consult the Schedule of Classes for deadlines and instructions. Failure to make schedule adjustments promptly and accurately may result in financial or academic penalties.

#### Rules for Registration of BMS Students:

All students are responsible for their own class schedules. Consultation with assigned academic advisors or thesis mentors is strongly encouraged before enrolling in any BMS classes.

- 1) The BMS Program Office often needs to contact students, so please write in your email address on every form that is submitted. If you have an email other than the one given to you by Tulane, it is a good idea to have your Tulane email automatically forwarded to the email address you use. Students are responsible for checking their Tulane issued email accounts at least weekly since announcements from BMS Program Office are frequently sent via email.
- 2) Students who have an outstanding financial balance with Accounts Receivable and/or are blocked by Student Health concerning their immunization records will need to resolve these issues before registering. Those with a Dean's block will need to contact the BMS Program Office.
- 3) ALL add/drops must be processed in **Gibson Online** unless you have two or more classes which have a time overlap. In this case, you need to fill out an add/drop form (from the BMS website or office) and obtain signatures from both instructors. You must fill out the exact course ID and section number even if there is only one section.
- 4) Students admitted to the Graduate Program in Biomedical Sciences must be in continuous registration until awarding of the degree. Any student who is not registered for coursework must be registered in Dissertation Research (BMS-9990 or equivalent) in order to remain in continuous registration. Failure to do so is de facto withdrawal and the BMS program reserves the right not to readmit. A student who is readmitted is obligated to pay the applicable fee required to maintain continuous registration.
- 5) Students must register for an independent study (BMS-79990) at the beginning of the semester. If registration is delayed, students run the risk of not receiving credit in that semester. **THERE IS NO RETROACTIVE REGISTRATION! Please submit forms to the BMS office to register.**
- 6) Departments often make schedule changes for courses. If a student has registered for a class and a change has been made, that class will automatically be dropped from their schedule. If the student still

wants to take that class, it is their responsibility to re-register. Departments are responsible for notifying students (usually via email) if a class has been cancelled or a section change has been made.

7) All students must confirm registration each semester on **Gibson Online**.

8) At the end of the semester, if the student has earned an “I” (incomplete) in a class, he/she has 30 days after the semester to clear this up. Incomplete grades that are not resolved within 30 days of the end of the semester are changed to Fs. The “I” will remain on the student’s transcript, accompanied by the final course grade. Extensions of the 30-day deadline must be requested in writing by the student and must be approved by the instructor and the BMS Assistant Dean or Co-Director.

**Enrollment Verification:**

If enrollment verification is needed, contact the National Student Clearinghouse:

Tel: 703-742-4200 Fax: 703-742-4239

Email: [enrollmentverify@studentclearinghouse.org](mailto:enrollmentverify@studentclearinghouse.org)

Web: [www.studentclearinghouse.org](http://www.studentclearinghouse.org)

**E. ACADEMIC STANDARDS**

**Quality of Work Requirements**

A minimum average quality-point average ratio of 3.0 (B) must be maintained by a student in the Graduate Program in Biomedical Sciences. In reviewing records, a unit of B- is compensated by a unit of B+, the two being considered the equivalent of two units of B.

If a student receives one B- grade, the student is immediately considered for probation by the Assistant Dean in consultation with the Steering Committee. If a student receives two grades of B-, or one grade less than B-, during his/her tenure in the BMS program the student is placed on probation and considered for dismissal by the Assistant Dean or Co-Director, in consultation with the Steering Committee. The students’ advisor will be consulted and will submit information to the Steering Committee on the student’s academic progress and research work. The student will be recommended to be removed from probation if they receive no further grades of B- or less in the following semester, as long as the student maintains a grade point average of 3.0 or better in BMS studies.

University procedures for grade and other academic complaints are available in the BMS Office or on the website: <http://catalog.tulane.edu/content.php?catoid=37&navoid=835>. The student must first discuss the complaint with the professor, then, if dissatisfied, submit a written complaint to the Department Chair or BMS Co-Director.

**Student Request for Review of Status**

Any degree candidate enrolled and placed in jeopardy by these policies may request a review of status by the Steering Committee. The procedure for a request of a review is to submit to the BMS Steering Committee a written explanation of extenuating circumstances or other matters pertinent to the request for hearing. The decision of the Steering Committee shall be considered final.

Grades in BMS are reported as shown below. If a student earns a grade below a B-, they **will not** receive course credit for that course.

A	4.000	C+	2.333	D-	0.667	U	Unsatisfactory
A-	3.667	C	2.000	F	Failure	W	Withdraw
B+	3.333	C-	1.667	I	Incomplete	WF	Withdraw Fail
B	3.000	D+	1.333	IP	In progress		
B-	2.667	D	1.000	S	Satisfactory		

Incomplete – This grade will automatically become F unless the work is made up within 30 days after the beginning of the following semester, excluding Summer School. This grade is not to be used as an automatic extension but only for unavoidable delays caused by illness or other emergencies.

## R

Research – In those cases where research or experimentation, or both, cannot be completed within the 30-day limit following the end of the semester, this grade will be given to indicate this circumstance. This grade carries a different meaning from that of IP which is given at the end of the first semester of a two-semester course.

## IP

In Progress – Satisfactory progress at the end of the first semester of a year-long course; grades are assigned upon completion of the course.

## W

Courses may be dropped without record within six weeks of the first day of classes. Refer to Academic Calendar for exact dates each semester. Withdrawals with the grade of W after these dates may be accomplished only if the instructor notifies the dean that the student is passing and recommends permission to withdraw. WF (withdrawn failing) will be assigned if the student's work in a course is unsatisfactory at the time of withdrawal.

In some departments grades for certain courses are reported as follows: S Satisfactory; U Unsatisfactory  
In some departments, grades for certain other designated courses may also be reported simply as S or U at the student's option, provided that the option is declared by the student no later than the end of the second week of class.

## F. TECHNICAL STANDARDS

Technical Standards are non-academic requirements essential for meeting the academic requirements of certain graduate programs in the School of Medicine of Tulane University. Within any area of specialization, students must demonstrate competence in those intellectual and physical tasks that together represent the fundamentals of research in their chosen discipline.

The PhD degree programs and some MS degree programs at the Tulane University School of Medicine require a dissertation or thesis based on independent research. Granting of those degrees implies the recipient has demonstrated a base of knowledge in their chosen field of study and possesses the ability to independently apply that knowledge to form hypotheses, design and conduct experiments, interpret experimental results, and communicate these findings to the scientific community. Thus, a candidate for the PhD or some of the MS degrees in the health sciences must possess abilities and skills that allow for observation, intellectual and conceptual reasoning, motor coordination, and communication. The use of a trained intermediary is not acceptable.

The following technical skills are required of the successful student:

**Observation:** The candidate must be able to acquire knowledge by direct observation of demonstrations, experiments, and experiences within the research and instructional setting.

**Intellectual/Conceptual Abilities:** The candidate must be able to measure, calculate, analyze, reason, integrate and synthesize information to solve problems.

**Motor Skills:** The candidate must possess motor skills necessary to perform procedures required for experimentation within the chosen discipline. Those individuals with physical challenges are encouraged to contact the appropriate administration to determine their educational options within the chosen discipline.

**Communication:** The candidate must be able to communicate and discuss his or her experimental hypotheses and results to the scientific community.

**Behavioral and Social Attributes:** The candidate must possess the emotional and mental health required for appropriate utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities inherent in managing a scientific setting, the ability to function under the stress inherent in research, and the ability to understand and comply with ethical standards for the conduct of research.

## G. ADD OR DROP COURSES

Students may add or withdraw from a course with approval of the instructor and the BMS Program Office as indicated below.

Students submitting a completed withdrawal form within 10 days of the start of the course will not have the course appear on their official transcript. Withdrawals beyond 10 days after the course begins will be noted as "W" on the official transcript. Withdrawals will NOT be granted during the final third of a course.

A student wishing to add a course after general registration should complete the Add/Drop form and have appropriate approval of the course instructor and advisor prior to the start of the course. Registration will not be permitted beyond the first week of a course. **Credit will not be given for courses in which the student was not registered.**

Full time matriculated students must maintain a minimum of 9 credits per academic semester.

## H. MEDICAL EXCUSES

Students are expected to attend all classes unless they are ill or prevented from attending by exceptional circumstances. Instructors may establish policies for attendance of their classes, which are announced at the beginning of the semester. Students who find it necessary to miss class must assume responsibility for making up the work covered during that session, including quizzes, examinations, and other exercises; they also are responsible for obtaining notes on material covered in lectures or other class sessions.

Students are responsible for notifying professors about absences that result from serious illnesses, injuries, or critical personal problems. However, medical excuses are not issued by the University Health Service, except in instances of illnesses or injuries that involve hospitalization.

## I. WITHDRAWAL

### Voluntary

A student who has registered for a semester and plans to withdraw from the program must inform the Assistant Dean or Co-Director. After appropriate action has been completed with the dean or co-director, confirmation of withdrawal will be sent to the student. The official date of the withdrawal from the division must be approved by the Assistant Dean or Co-Director and usually is the date of formal notification. The withdrawal date is important for determining possible refunds. Students who officially have withdrawn from the program cannot reside on campus and must surrender their student identification cards at the time of withdrawal. After the last day to drop courses, a student withdrawing from the program without adequate reason, as determined by the Assistant Dean, will receive WF grades. A W grade will be recorded if withdrawal has been approved for medical reasons.

### Medical

A withdrawal from courses for medical reasons requires an official letter of recommendation from a physician in the Student Health Center and the approval of the Assistant Dean or Co-Director. Students needing a medical withdrawal should, if possible, report to the Assistant Dean or Co-Director before going to the health service for an evaluation. Medical withdrawal letters issued by the Student Health Center should be delivered to the BMS Office within 48 hours after they are issued. W grades are assigned when a student withdraws from one or more courses for medical reasons after the last day to drop without record.

A partial medical withdrawal (from some but not all courses) or incomplete grades in one or more courses may be permitted upon the recommendation of the Student Health Center. Students requesting a partial medical withdrawal must confer with the Assistant Dean (or designate) of their college, who makes the

final decision on this matter. Withdrawals from individual courses for medical reasons are not given during the last two weeks of classes. The deadline for medical withdrawals from all courses is the last day of classes each term. Requests for retroactive medical withdrawals normally are not approved.

### **Required Withdrawals**

A student may be required to withdraw from any course or from the university, temporarily or permanently, for any of the following reasons: possibility of danger to the health of the student or to that of other students if enrollment is continued; refusal to obey regulations; violation of the Honor Code or other serious misconduct; unsatisfactory class attendance; or work below the required scholastic standards.

### **J. COURSE AUDIT**

A. Students may audit any course in the Graduate Program in Biomedical Sciences that he/she is otherwise qualified to attend except under the following circumstances:

- A. The course has reached capacity with "for grade" students and/or;
- B. The course is listed as "permission of the instructor required: and permission has not been granted, and/or;
- C. Official course registration is required. Usual advisor signatures, tuition and fees and add/drop dates apply. No transfers from audit to credit will be permitted after add/drop date;
- D. There are no class work or attendance requirements;
- E. A student may take a course for credit any following semester after taking the course for audit, if otherwise qualified. This requires a second official registration and payment for the course;
- F. Students paying audit tuition and fees are entitled to copies of handouts, assignments and/or other class materials;
- G. The conditions for student participation and evaluation of student work will be agreed upon in advance by the student and the instructor;
- H. Courses taken for Audit will not appear on final transcript.

### **K. POLICY ON INTELLECTUAL PROPERTY**

The University policy on intellectual property applies to all graduate students. Any invention or discovery resulting from projects supported in whole or in part by funds, personnel, or facilities provided by or administered by the Board of Administrators of Tulane University is the property of Tulane University. The University has a policy of sharing with the inventor any income derived from such discoveries. For more information on Tulane's policy, see "Intellectual Property Policy and Procedures" in the Tulane Faculty Handbook, a copy of which is available in the Graduate program office.

### **L. HONOR CODE**

The Graduate Program in Biomedical Sciences expects students to conduct their academic endeavors with honesty and integrity. Activities covered by the Honor Code include course work, examinations, and research. This Honor Code outlines individual responsibilities as well as procedures to be followed if there is a question concerning a student's academic honesty or integrity. These values are held in common by all departments and enforced by the sanctions of the Assistant Dean and the Co-Director of the program. All students enrolled BMS are subject to these regulations and should be familiar with this Honor Code. A copy of the Honor Code is available in the program office in Appendix C, and online: <http://tulane.edu/provost/upload/Unified-Code-of-GS-Academic-Conduct-11-14-07.pdf>. Principles and activities not covered by this Honor Code may fall under the purview of university or departmental research and/or ethics committees. Questions concerning jurisdiction should be addressed to the Assistant Dean of Graduate Studies or the BMS Program Co-Director.

### **M. TRANSFER CREDITS**

Students may request transfer of credits any time after the successful completion of one semester as a registered student in the BMS Program. In order to successfully complete a semester, a student must

enroll in all core courses in the first semester and every semester thereafter until their formal request for transfer of credits is approved by the Assistant Dean of BMS. Acceptance of graduate credit for work done at other graduate institutions or in another division of Tulane University must first be submitted in writing to the Steering Committee, who will review the transfer request and make a recommendation for approval. The Assistant Dean of Graduate Studies or the BMS Co-Director will nominate the recommendation.

In general, up to 12 semester hours of transfer credit may be accepted for a master's degree, and up to 24 semester hours of transfer credit may be accepted toward the Ph.D. degree. To be considered for transfer credit, graduate work done at another institution or in another division of Tulane University must carry a grade of B or better and must have been completed no more than four years from the date of first registration for graduate work if applied towards a master's degree and no more than six years from the date of first registration for graduate work if applied toward a Ph.D. degree. The transfer of credits taken earlier may be approved by the Assistant Dean in unusual cases only.

## **N. PART TIME STUDENTS**

Applicants desiring to be part-time Ph.D. students are admitted to the BMS Program with the following stipulations:

- 1) applications are reviewed using the same criteria as for other students;
- 2) tuition waivers and stipends are not awarded to part-time students;
- 3) part-time students must fulfill all of the academic requirements expected of full-time students, including rotations; and
- 4) a student enrolled for research credits cannot be employed as a technician by their Dissertation Advisor.

The intent of the provision is to prevent potential problems in discriminating between a student's technical work performed for their employer and the student's Dissertation work.

## **O. REQUIRED WITHDRAWAL AND DENIAL OF ENROLLMENT**

A student may be required to withdraw from any course or from the University, temporarily or permanently, for any of the following reasons:

- a. Work below the standard specified by the college in which the student is enrolled.
- b. Violation of the honor system or other misconduct.
- c. Possibility of danger to the health of the student or to other students if enrollment is continued.

The University reserves the right to forbid any student's continued enrollment without assignment of reason. The Graduate Program in Biomedical Sciences, however, will provide a student with a statement of reason in writing from the department. An appellate procedure has been established in cases involving academic performance or possible infringement of academic freedom. The Graduate Program in Biomedical Sciences also has appellate procedures in cases involving non-reappointment of fellowships or scholarships when the formal terms of the first award have given reasonable expectation of renewal. Such procedures may also apply to cases in which a graduate, teaching, or research assistant, is relieved of a position before the end of the term of the appointment or is not reappointed when the formal terms of the first appointment have given reasonable expectation of reappointment. Copies of these procedures are available in the Program Office.

Resignation from BMS must be made in writing to the Assistant Dean or Co-Director. The student who finds it necessary to withdraw or to resign should report to the Program Office to complete a withdrawal or resignation form. See Refunds, for information concerning refunds.

## **P. LEAVE OF ABSENCE**

Any student desiring to take a leave of absence from the Program for any reason for an extended period



of time (more than one week) must submit the request in writing to their Dissertation Advisor and to the Steering Committee, stating the reason(s) for the requested absence. Approval for such leave will be granted by the Steering Committee. In emergencies, the Co-Director or the Assistant Dean will grant this leave and present the request to the Steering Committee as soon as possible. This policy applies to all full-time graduate students in the BMS Program.

#### **Vacation:**

Ph.D. student are entitled to the same vacation benefits as Medical School Staff (2 weeks/year). This vacation should be approved by the student's temporary advisor or thesis mentor. Foreign students holding a student visa who wish to temporarily leave the United States must obtain permission of their department chairman (if applicable) and the BMS Program Office 30 days prior to their travel. Students granted permission then apply for a new I20 or IAP-66 in order to return to the U.S. Any foreign student who leaves the United States without the consent of the BMS Program Office is subject to disciplinary action.

Students not returning from leave of absence within the approved date may be required to re-apply to the Graduate Program in Biomedical Sciences and undergo a new admissions process.

### **Q. CODE OF STUDENT CONDUCT**

The University requires of all of its students behavior compatible with its high standards of scholarship and conduct. The Vice President for Student Affairs is responsible for formulating appropriate procedures and regulations concerning student behavior and for the judicial consideration of violations. A more detailed description can be found in Appendix B. A copy of the Code of Student Conduct is available in the Office of Student Affairs, in the Program Office and online: <http://tulane.edu/provost/upload/Unified-Code-of-GS-Academic-Conduct-11-14-07.pdf>.

### **R. TEACHING ASSISTANTSHIPS**

BMS students are **required** to perform Teaching Assistant (TA) duties for one course section per semester during program years 1 and 2 unless this service requirement is in conflict with any donor or sponsor funding conditions. If extra TA's are needed beyond those provided, the BMS office will offer the positions to the BMS students who wish to have extra experience. The excess responsibilities should carry monetary compensation, to be agreed upon between BMS administration and the TA. Any issues regarding student performance should be directed first to the student and, in the case where individual communication is not effective, to the BMS office to be handled by BMS administration.

TA's are required to be present at every assigned lab section meeting and at a weekly preparatory meeting unless they provide adequate excuse and/or a suitable replacement in a timely manner. Lab meetings outside the regularly scheduled class time, including the preparatory meeting, should be determined with the course director and should not interfere with an BMS required courses or functions. The BMS office will be provided with student evaluations of BMS TA performance at the beginning of the following semester, to be shared with the student, as a learning tool for the student to use in further teaching.

TA assignments should be coordinated with each individual student, BMS administration, and the department for which the course section is taught. Lab directors should make lab expectations and requirements clear in writing at the beginning of the semester. Students who are teaching for the first time should be walked through the first lab step by step to clarify how the director wants the course taught and what is expected of them as TA's. Students who do not perform TA duties in a satisfactory manner after repeated warnings will incur action on the part of the BMS administration. Tulane's Guidelines and Policies for Graduate Teaching Assistants can be found in Appendix D.

### **S. INTERNATIONAL STUDENTS AND SCHOLARS**

The International Students and Scholars Center, located in Tate House, provides auxiliary services and support for international students. The aim of the ISC is to help Foreign Nationals to have meaningful educational, cultural and social experiences at Tulane. The staff serves 2000 students, staff and faculty from over 100 countries. A variety of programs and services are offered in the following areas: ESL

classes, immigration information, housing assistance, cross cultural programs, community opportunities, counseling, and travel and scholarship information for American students.

In addition, the second floor of Tate House is home to Tulane's International Living Center. A small select group of American and international students live and learn in a unique family atmosphere. All Tulane students except freshmen are eligible to apply to live in the unique cross-cultural environment.

For students who are interested in living, working or traveling abroad, contact the International Center for information and a chance to meet someone from that country.

## **T. COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

CAPS is a safe and inclusive place for Tulane students to receive confidential assistance with concerns such as relationships, emotional health, happiness, motivation, troubling behaviors, stress, trauma, or life decisions. Meeting with a CAPS clinician is an opportunity to explore challenges and strengths, as well as determine possible courses of action.

CAPS is staffed by licensed and experienced mental health counselors, social workers, psychologists and psychiatrists. They offer consultation, brief individual therapy, group therapy, psychiatric evaluation and medication management, urgent walk-in services, referrals to private care and community resources, stress management and other support groups, and mindfulness workshops.

Students can contact CAPS to schedule a consultation appointment. For urgent mental health needs, students may walk-in to the Uptown clinic during regular business hours, without an appointment. Appointments at the Downtown CAPS location need to be scheduled via the CAPS main phone line. There is also a 24/7 phone line available, staffed by trained professionals.

### **Contact Information:**

CAPS main phone line: 504-314-2277

24/7 phone: 504-264-6074

<https://www2.tulane.edu/health/caps/>

**Uptown location:** Building 14, Science and Engineering Lab Complex, 1st floor, 8:30 am-5:00 pm, walk-in appointments available

**Downtown location:** Inside Student Health Center, Elk Place. No walk-ins at this location.

## **U. GOLDMAN CENTER FOR STUDENT ACCESSIBILITY**

The Goldman Center for Student Accessibility is committed to providing equal access and a friendly environment for all who study and work at Tulane University. They offer accommodation and modifications of the academic or work environment to students and employees with psychological, medical/physical, and learning or developmental disabilities. The Goldman Center for Student Accessibility has a process in place for undergraduate, graduate, and professional students who wish to be considered for reasonable accommodations.

Staff members focus on "leveling the playing field", and work directly with students, faculty and staff to accomplish this objective. When necessary, reasonable accommodations can be implemented to modify the academic environment to meet the needs of our students. Because no two students are alike, Goldman staff members work collaboratively to develop an individualized plan, which gives each student the same opportunity for success as their peers.

Students may request and receive appropriate services and accommodations through the Goldman Center. Before accommodation decisions are made, students must register with by filling out an Accommodation Packet and submitting all necessary documentation for review. Since this process can take time, students are strongly encouraged to register as soon as possible, rather than wait until a need arises.

**Contact Information:** 504-862-8433

**Email:** [goldman@tulane.edu](mailto:goldman@tulane.edu)

**Testing:** [goldmantesting@tulane.edu](mailto:goldmantesting@tulane.edu)

## **V. CHANGE OF NAME/ADDRESS**

It is the responsibility of the student to complete a change of name/address form and submit it to the BMS Program Office when appropriate. Changes of address may also be made by logging into **Gibson Online** (<https://gibson.tulane.edu/tulane/jsp/login.html>).

## IV. FEES AND EXPENSES

### A. TUITION AND FEES

Tuition and fees are due at the time of registration. Changes in charges for tuition, fees, housing, and meals will probably continue to occur, depending upon the costs incurred by the University to provide quality education. The University will make every effort to keep increases at a minimum and provide as much advance notice as possible. It should be noted that tuition never has covered more than a portion of the cost of education. The difference is made up from endowment and gifts to the University.

Please refer to the following website for the current fee schedule for Tulane University:  
[http://pandora.tcs.tulane.edu/acctrec/pdfs/TUITION FEES\\_201330%20-%20201410.pdf](http://pandora.tcs.tulane.edu/acctrec/pdfs/TUITION_FEES_201330%20-%20201410.pdf)

#### **Degree Fee**

This fee is applicable to all students in addition to whatever tuition and fees the student has otherwise paid that semester. For the master's degree, the fee is \$35. For the Ph.D. degree, the fee is \$55. It is payable on or before the deadline for payment of graduation fees set by the Graduate Program. There is also an optional Copyright fee of \$65. A schedule of degree fee deadlines is published each semester and is available on the BMS website.

#### **Special Fees**

Applications for admission require an online application fee of \$50 which cannot be refunded or applied to other fees of the University. Payments should be made by credit card on-line during the time of completion of application.

A binding fee of \$45.00 per copy for additional theses or dissertations is charged at the time of submission.

#### **Refunds**

The deadlines for the refund of 100, 75, 50, or 25 percent of tuition in any semester are given in the calendar of this catalog. Refunds are made only when withdrawals are official. Additionally, full tuition is refunded only if the dean recommends the refund. University fees, including the student activity fee, are not refundable.

#### **Financial Obligation to the University**

No diploma or certificate of credit is given to a student who is in default of any payment due to a division of the University.

### B. TUITION WAIVER

Tuition waivers are granted to full-time BMS doctoral students, except under special circumstances. A student must carry a minimum of 9 credit hours per semester in order to be registered as a full-time student. Once the 48 credit hours of coursework have been completed and the preliminary exam has been taken, a student should register for Dissertation Research (BMSP-9990), and must continue to register for Dissertation Research until the completion of the degree requirements. Tuition waivers are not available for part time students.

### C. FINANCIAL ASSISTANCE

Financial support for graduate students is awarded by the Assistant Dean of Graduate Studies or Co-Director based on the recommendation of the Admissions Committee. It is based primarily on academic merit. Candidates for aid must ordinarily present a combined GRE verbal and quantitative score of at least 300 and an undergraduate GPA of 3.0 or better. Financial assistance is available in the form of tuition scholarships, part-time teaching or research assistantships, fellowships, or combinations of these awards. Ordinarily, the Dean will not award financial aid for the pursuit of a second Tulane degree at the same level, e.g., a second master's degree from Tulane. .

## **Stipends**

To hold a fellowship or scholarship or any of the various kinds of assistantships, a student not only must be registered in full-time residence status but also must maintain an academic level of performance satisfactory to both the department and to the Assistant Dean. Any other employment for remuneration may disqualify a student from receiving financial aid. Stipends are distributed via the BMS Program Office (Suite 1524, Medical School). All students must be on direct deposit. Dissertation advisors are to provide students who have completed the two-year core curriculum with stipends from sources other than the BMS Program stipend fund. Upon accepting a student into the laboratory, the faculty member is required to inform the Assistant Dean of Biomedical Sciences in writing of that acceptance and the source of support for the student's stipend.

*Note: A grade of B- or less, or any non-compliance with program requirements, may result in the loss of stipend support.*

## **Loan Funds**

The Tulane Financial Aid Office maintains a website for graduate and professional students (<http://tulane.edu/financialaid/steps/gradprof.cfm>). The University offers financial assistance to qualified students who are U.S. citizens or permanent residents through the long-term Federal Perkins Loan Program (formerly National Direct Student Loan Program). This loan may be used as a supplement to, or in lieu of other forms of aid for students with demonstrated financial need. Repayment of 5 percent interest and principal begins six to nine months after the recipient ceases to be a half-time student and may be spread over a period of up to 10 years. Such loans provide a means of transferring expenses from college years, when the student's own earning potential is low and the financial pressure may be great, to the years immediately after college, when the average graduate enjoys a substantial income. Application for these loans is through the Free Application for Federal Student Aid (FAFSA) process. FAFSA application forms can be obtained from the BMS Program office, or can be completed on the Internet at <http://www.fafsa.ed.gov>.

Students who are enrolled at least half time and are U.S. citizens or permanent residents may also apply for federal Stafford Loans (formerly called Guaranteed Student Loans). For subsidized Stafford Loans (interest paid by the federal government), applicants must demonstrate need for the loan; need is determined through the standard FAFSA application process. General information can be obtained from the Office of Financial Aid.

Graduate students are also eligible to borrow in addition to unsubsidized Stafford Loans if they are enrolled at least half time and are U.S. citizens or permanent residents. Although a needs test is not required, applicants must have their eligibility for a subsidized Stafford Loan determined before applying for the unsubsidized loan. Additional information is available from hometown lenders or the Office of Financial Aid. Other non-need based loans that may be available to credit-worthy students are the Graduate Access Loan through National City Bank, the GradExcel Program sponsored by Nellie Mae, the Education Resources Institute (TERI), CitiAssist Loan, Educaid, Sallie Mae Signature Loans, and PNC Bank Loans.

Short term loans are available to provide for emergencies that may arise during the academic year. Ordinarily these loans are restricted to one per academic year, with a maximum of \$175, and repayment is expected by the end of the semester. Short term loans are available only during the fall and spring semesters. Applications may be obtained from the Student Loan Office.

The TUHSC Office of Financial Aid is located in Suite 1213 of the Tidewater Building (1440 Canal Street). The website contains additional information [www.finaidhsc.tulane.edu](http://www.finaidhsc.tulane.edu).

Staff: Michael T. Goodman, Associate Vice-President  
James A. Bourgeois, Associate Director

Phone: 504-988-6135

Fax: 504-988-6136

E-mail: [tuhscfinaid-1@tulane.edu](mailto:tuhscfinaid-1@tulane.edu)

Financial aid information is also available at Tulane University's Howard Tilton Library (uptown campus). Ask the reference librarian for resources on loans, scholarships, and fellowships. An excellent way to search for possible private scholarships and loans is on the Internet at the following URL address: <http://www.finaid.org>

## **A FEW PRACTICAL TIPS TO FACILITATE FINANCIAL AID MATTERS**

Always ask if any additional forms are needed in order to process loans. An appropriate time to do this would be upon receiving your award notification letter. Federal and private loan applications and promissory notes are available from the TUHSC Office of Financial Aid.

Loan applications can only be processed after financial need has been determined. Completed loan applications must be returned to the TUHSC Office of Financial Aid. **DO NOT SEND YOUR LOAN APPLICATION DIRECTLY TO THE LENDER.** This will only delay the process.

You should establish a realistic budget for your living expenses. Determine what amount of your financial aid will be needed to help you meet your living expenses. **WE RECOMMEND THAT YOU ARRIVE AT SCHOOL WITH ADEQUATE FUNDING TO FINANCE YOUR LIVING EXPENSES FOR THE FIRST TWO MONTHS.**

**NOTE TO FIRST-TIME BORROWERS AT TULANE:** *Before Tulane can release any of your loan disbursements; you must complete a "Loan Entrance Interview." Tulane offers this federally mandated requirement at the start of each academic year. Stop by or call the Office of Financial Aid for more information.*

If you need additional information, or have any questions, please feel free to contact the TUHSC Office of Financial Aid at (504) 988-6135.

## **D. FEDERAL INCOME TAX**

Determination of the tax status of an individual received compensation from any grant is the responsibility of the Internal Revenue Service. According to the IRS, fellowships and scholarships are tax-free for degree-seeking students **ONLY** if used for tuition, fees and other required educational expenses. Since tuition for doctoral students generally is paid separately from the stipend, it is likely that most or all of your stipend will be subject to federal income tax. All fellowship awards may be subject to Federal income tax. Checks will be issued to students on a bi-weekly basis. Students do not pay social security, unemployment or disability taxes.

All students must file income tax returns with the Federal and State Governments at the end of each calendar year. It is the responsibility of each student to file prior to the deadline date (April 15).

## **V. UNIVERSITY SERVICES**

### **A. LIBRARIES**

#### **Howard Tilton Memorial Library**

Tulane University  
6800 St. Charles Avenue  
Tel: 865-5605  
[library.tulane.edu](http://library.tulane.edu)

This is the general library of the university and is open to all students, faculty, and staff. The library houses 2 million volumes and provides seating for 1,385 readers, 186 separate study areas for graduate students, and 700 carrels for general use.

On the fourth floor of the library are the Rare Books and Manuscripts Collection of the University Archives and the William Ransom Hogan Jazz Archive. Also on the fourth floor is the world renowned Latin

American Library. The Southeastern Architectural Archive, a collection of drawings, models, and artifacts, is in the basement. The Government Documents collection is here as well.

A unique library, the Leon Ryder Maxwell Music Library is also in Howard-Tilton. It contains reference, classical, and rock and roll recordings that cannot leave the library but can be listened to within the library facility. It also has a comprehensive collection of books, including biographies of composers, the instrumental history of music, ethnic music, American rhythm and blues, and a score collection.

A current, valid Tulane ID (**Splash Card**) is needed to check out books and materials. Return books on or before the due date. Failure to do so will result in a fine. Fines should be paid at the circulation desk. Unpaid fines will be sent to Accounts Receivable. Neither your grades nor diploma will be released until all fines are paid.

Hours:

Monday -Thursday 8 a.m. to 2 a.m.

Friday 8 a.m. to 10:45 p.m.

Saturday 8 a.m. to 8:45 p.m.

Sunday: 10 a.m. to 2 a.m.

Summer and Holiday hours vary, check the schedule.

### **Rudolph Matas Medical Library**

Tulane School of Medicine  
2nd Floor, 1430 Tulane Avenue  
Tel: 988-5155

The Tulane Health Sciences Center Library is named for the distinguished surgeon and alumnus of the school of medicine, Dr. Rudolph Matas, and was founded in 1844. The library has combined collections totaling more than 160,000 volumes covering the fields of basic sciences, clinical medicine and public health, with many electronic resources also available.

**Library Card** Once you have registered at the library, your student picture ID will be valid for borrowing privileges at the Matas library, the Howard-Tilton library on the main campus and the LSU Medical Library, about a ten-minute walk from Tulane HSC.

**Library Home Page** <http://medlib.tulane.edu> Our web page is the starting point for all your library needs; bookmark it or add to favorites so you'll always remember to start there.

**Tulanet Voyager** is the online library system that contains the Local Catalog, which tells you the books and journal subscriptions owned by all the university libraries (except Law), whether in print or electronic. Tulanet Voyager also has links to databases, web resources and other library catalogs.

**Electronic Resources** The university libraries provide over 1000 online journals, numerous books and reference sources, and more than 100 bibliographic databases (such as *Medline*, *Ecology Abstracts*, *PsychInfo*) accessible from all campus locations. You can use any other Internet Service Provider (ISP), such as AOL, BellSouth, a cable modem, or a DSL provider. If you use one of these methods to access the Library's web site, you will have to login to the proxy server in order to authenticate that you are affiliated with Tulane University.

**Virtual Private Network (VPN)** If you are logging in to the library web site using a Tulane Virtual Private Network, you will still need to log in to the proxy server, using the "Off-Campus Login" button in the upper right of library web pages, to access library resources.

**Computers and Printing** The library runs the 24-hour access lab in Room 1220 on the first floor of the medical school -swipe your student ID for access. There are also computer rooms on the lower level of the library available whenever the library is open. Printing is 10 cents/page and cash may be added to your ID at any print-card machine for use campus wide. Color printing at a higher charge is also available.

**Photocopiers** Photocopies are 10 cents/page. Machines will take coins or \$1 or \$5 bills, the Circulation

Desk can change larger bills. If you prefer, a copy card may be purchased for \$1 and value added as needed.

**Circulation** Books can be checked out for 3 weeks, journals for two days after an initial one week on display. You can renew any item one time over the phone, in person or through Tulanet Voyager, unless it is on hold for someone else. While there are no daily fines, after three overdue notices you will be fined \$5 per item, and your library privileges suspended. Class reserves are kept at the Circulation Desk, and most can circulate overnight. Overdue Reserves are fined at \$1.00 per hour. Lost library material can be very expensive, so don't check out for others or lend items you have checked out. Also, our Lost and Found is full of anonymous notebooks, disks, etc. Put your name and phone number on your belongings!

**Interlibrary Loans** If Tulane do not own an item, we can borrow it from another library for a \$2 fee (free if we can get it from the main campus library). Many will arrive in a day or two, but you should allow at least a week, sometimes longer, so plan ahead. Make sure we do not own the material before you order it and waste your money. Note: Matas is your "home" library, so make request through Matas, not the Howard-Tilton library.

**Library Staff** The *Reference Staff* encourages you to come by for help in using Tulanet Voyager, finding electronic journals, and especially if you need a literature search. We may be able to save you time, money and energy as you try to find your way through the electronic maze. Monday-Friday 8:30 - 4:30 or write us at [medref@tulane.edu](mailto:medref@tulane.edu). Check with the *Circulation Staff* if you have computer, printer, or email problems in the library, if you cannot locate something on the shelf or to place a hold if something is checked out. Monday-Friday 8am - 6pm. The staff is here to help you, so don't be shy!

**Matas Library Hours:** Monday-Thursday 8am - 11pm Saturday 9am - 5pm Friday 8am - 9pm Sunday 11am - 11pm

Summer and Holiday hours are posted in the library.

### **Tulane National Primate Research Center Library**

Covington, Louisiana  
Tel: 862-8040, Ext. 6636

This library contains approximately 13,500 volumes, 24,600 scientific reprints, and 124 microfiches.

In addition to Tulane's library system, students have the opportunity to use other libraries in the city, either by visiting them or through the Interlibrary Loan Program. If a book is not available through Tulane libraries, the Medical School librarians can try to locate it for you at another library in the city or elsewhere.

## **LIBRARIES OUTSIDE TULANE**

### **School of Medicine Library**

**L.S.U. School of Medicine**  
Room 235, 1542 Tulane Avenue  
(ID required to check out books)  
Tel: 568-6105

### **New Orleans Public Library**

219 Loyola Avenue  
(Orleans Parish proof of residence required)  
Tel: 596-2550

## **B. COMPUTER CENTERS**

### **Medical School**

There is a computer room available to medical and BMS students located on the mezzanine of the



Medical School. It offers over 30 computers and printing capabilities and is open 24 hours per day, 7 days per week. A current Tulane student ID (Splash Card) is required for entrance. Printing is 10 cents/page and cash may be added to your ID at any print-card machine for use campus-wide. Color printing at a higher charge is also available.

There is also a computer for BMS students in the BMSSA student lounge, Room 1507 in the Medical School Building. This computer also has a license for GraphPad Prism, a popular scientific graphing program.

### **Uptown Computer Centers**

BMS students have access to the uptown computer centers in both the University Center and the Richardson Building. The Richardson Building computer center is the main computer facility. Each computer center is staffed with a help desk. They offer short courses for instructions on how to use certain software packages. The uptown computer centers may charge 10 cents per page of printing after the first copy.

## **C. HOUSING**

### **On-Campus Housing**

University housing for graduate students is limited and is allotted on a first come, first served basis. One-, two-, and three-bedroom apartments are available in the Deming Pavilion (<https://tulane.edu/deming/>). These apartments are unfurnished except for refrigerators, stoves, and venetian blinds. All university residence halls and apartment complexes are air-conditioned. Accommodations are assigned on a lease basis. There is usually a waiting list for these facilities so applications should be submitted early.

Parking on campus is available for a nominal yearly fee. Details concerning parking stickers will be handled at registration. New Orleans has excellent public transportation, including the St. Charles Avenue and Canal Street streetcars lines; both electric streetcar lines. The streetcars as well as many bus lines connect the Tulane campus with the Garden District, the Central Business District, and the French Quarter.

### **Off-Campus Housing**

To locate off-campus housing, plan to arrive in New Orleans at least two weeks in advance of registration or sooner, if possible. The campus is in a residential area and a variety of accommodations are usually available. For information concerning housing, contact:

Director of Housing  
Tulane University, Irby Hall  
New Orleans, LA 70118

[http://housing.tulane.edu/arrive/opt\\_grad.html](http://housing.tulane.edu/arrive/opt_grad.html)

Checking the classified ads in the Times Picayune, Craig's List, or looking at the student notice boards at the School of Medicine and also the uptown campus may be the best way to start. Be sure to talk with other students, staff and faculty. They are often the best source of information. The BMSSA also provides advice and information on housing at their website: <https://tulanebmssa.wordpress.com/> (see the Lagniappe Section).

Take note that there are many areas in New Orleans that are UNSAFE, even areas within the Garden District and Uptown. Local residents refer to New Orleans as a "checkerboard" where one block appears to be a good neighborhood, but the next block appears to be the worst in the city. Look carefully for an apartment, and don't decide until you are absolutely sure of both the apartment and neighborhood. Crime statistics for various locations are available from police stations. Many landlords will require a lease of 6 or 12 months. Some, however, will rent on a monthly basis, requiring you to give a one month advance notice before vacating.

The area immediately surrounding the School of Medicine is not considered residential. The apartments in the vicinity are of generally poor standard and not recommended.



The French Quarter is a 15-minute walk from the school. Many apartments of various standards are found there. The French Quarter, though reasonably safe, is not to everyone's liking and can be especially crowded during Mardi Gras and other festivals. Many students live between the uptown and downtown campuses.

## **D. ATHLETIC & RECREATION FACILITIES**

### **Reily Student Recreation Center**

Tulane has invested \$15 million to provide its community with the finest health and fitness facility in the region. The Reily Student Center opened in January 1989 and is administered by the Department of Campus Recreation. The center is a complete health and fitness facility.

The Reily Center has over 110,000 square feet of activity space available for student use. Included in the area is a natatorium that features a 50 meter by 25 yard indoor swimming pool, a sun deck, and an outdoor social pool. Recreation and lap swimming is available during building hours. The remainder of the center includes five basketball courts, volleyball and badminton courts, a three lane indoor track, six racquetball courts, two squash courts, locker room with sauna, a 6,600 square foot weight room, juice bar, and multipurpose areas for martial arts, sports clubs, and aerobics classes. During the academic year the building is open Monday through Friday from 6:30 a.m. to 10 p.m., Saturday and Sunday from 9 a.m. to 7 p.m. Summer hours are shorter and students must pay out-of-pocket to use the Reily facilities during the summer semester.

Tulane has eleven outdoor tennis courts for student use. Reservations are accepted for tennis, racquetball, and squash courts by calling 865-5242 between 5:15-7 p.m. You can pick up a copy of the reservation policy when you visit the center.

The Department of Recreation also offers courses in tennis, weight training, aerobic, and martial arts. For information about these courses and other activities, please feel free to stop by or call 865-5431.

### **Running/Walking**

Many students go uptown to Audubon Park or use St. Charles Avenue to run or walk. Others jog around the Superdome or through the French Quarter. We advise students to run in groups if they are planning to run around the Superdome area or any other downtown area. Also, if you are going to run, try to do it in daylight. If you prefer, an indoor track is located at the Reily Center. Across from Tulane's Uptown campus is the Audubon Park recreation area. This 1.8 mile circular jogging/biking/skating road has work out stations and warm up areas as well as plenty of space for volleyball, soccer, softball, or a picnic. It is a safe and pleasurable area in which to exercise or relax. In addition, the New Orleans Track Club offers memberships and numerous road races throughout the year.

### **Biking**

The parks system includes City Park and Audubon Park. Both are ideal for biking. Many students use Canal Street, Esplanade, and St. Charles Avenue for recreational cycling. We advise students to be very careful when cycling along these busy streets, as many drivers will not give the right-of-way to cyclists. Traffic rules and regulations also apply to riders. Always follow traffic laws. Upon arriving in New Orleans you should register your bicycle with the New Orleans police department or the uptown campus Traffic Office. In the event that your bicycle is stolen, the only way for the police to identify it is through the registration number they will assign you. A riding helmet is also a very wise investment.

### **Team Sports**

For those interested in team sports, many students from BMS get together to initiate informal sports events such as softball and volleyball games. The uptown recreation department or club sports office can also give you information about the many activities, clubs, and sports groups which meet uptown.

### **Other Activities**

Other activities include golfing, tennis, or picnicking at the Audubon and City Parks. Paddleboats, canoes, and skiffs are available at City Park during the summer months. City Park is also the home of the New

Orleans Museum of Art, where admission is free on Saturdays (with Tulane ID). Otherwise, Lake Pontchartrain is ideal for sailing and a great place to relax. For those who like saltwater fishing or swimming, the Gulf Coast is only an hour away.

For those interested in spectator sports, the city is home to the New Orleans Saints of the National Football League. They can be seen at the Superdome along with our own football team, the Greenwave, and WWF wrestling. All Tulane games are free unless otherwise stated, if you bring your ID. For racing fans, the Jefferson Downs and Fairgrounds have complete racing schedules.

## **E. STUDENT HEALTH SERVICES**

All BMS students and medical students are eligible to use the Downtown Health Center. There is no office visit fee for full-time students that have paid the Student Health fee. Part time students may incur some costs. The Student Health Service is located in the Elk Place Building at 127 Elk Place, Room 261.

Each semester, full-time students with 9 credit hours or more will be charged a Student Health Service fee. The health service fee covers primary care physician visits. Depending on a student's health insurance plan, the student may be responsible for some laboratory tests, radiology services, pharmacy purchases, orthopedic appliances, physical exams, immunizations, travel visits and medications, etc. If a student needs to see a specialist, the physician will refer that student to a specialist.

Adequate medical insurance is required for all students. Tulane has developed a relatively inexpensive Student Health Insurance Program as an option for students.

If you get sick during the weekend, you may attend the Uptown Student Health Clinic on Saturday from 9:00 a.m. to 12 noon from September to May. The phone number is 865-5255. The Uptown Health Center is located at the corner of Willow Street and Newcomb Place – Building 92. You do not need an appointment. You may just walk in. Please arrive by 11 a.m. if possible.

If you get sick at night and need to talk to a physician, call 865-5255 to speak to the physician on call. Students who have paid the student health fee have access to the psychiatry clinic for ten free sessions. You can make an appointment by calling 988-3216 downtown and 865-5255 #3 uptown. In all cases, confidentiality is strictly maintained. Routine gynecological examinations, contraceptive counseling and emergency contraception are provided by appointment.

Male students may use the Men's Health Clinic on the Uptown Campus. They will be seen by a male physician with a special interest in men's health issues. Call 865-5255 for more information.

### **ADDRESSES FOR INFORMATION:**

**Tulane University Health  
Sciences Center  
Hospital and Clinic**  
Tel: 988-5263  
1415 Tulane Avenue  
New Orleans, LA 70112

**Emergency Room at TUHSC**  
Tel: 988-5711  
Tulane Hospital and Clinic  
220 LaSalle Street  
New Orleans, LA 70112

**Downtown Student Health Center**  
127 Elk Place, Room 261  
New Orleans, LA 70112  
Tel: 988-6929

**Tulane University Student Health Uptown**  
Tel: 865-5255  
Willow Street and Newcomb Place

## **F. TECHNOLOGY SERVICES**

Tulane's Technology Services supports the mission of the university by providing enabling technologies for teaching, learning, research, and institutional management to the faculty, staff and students of Tulane

University. Technology Services provides this support by maintaining and expanding the wired and wireless data and telecommunications networks, supporting and enhancing central administrative software systems, developing new Web-enabled applications, helping and instructing members of the community in using their desktop computers, and assisting faculty with instructional content development. Detailed descriptions of the services provided are available at the Technology Services website: <http://tis.tulane.edu>. Services of specific interest to students are:

### **Technology Accounts**

All current students are eligible for Tulane technology accounts. This account provides access to e-mail services and central UNIX servers. Students must have a Tulane technology account to access on-line course materials in Blackboard.

### **Web Pages for Students**

Students can create and maintain their own websites on a server called StudentWeb. StudentWeb is maintained and administered by students. A Tulane technology account is required to obtain access to StudentWeb.

### **Network Access**

Students can access the Tulane University network in several ways. Residential students have access to the wired Ethernet network in their residence hall rooms; there is one Ethernet port per student in each room. All faculty, staff, and students have access to the Tulane Wireless network. Additionally, a dial-up network is available for students who live off campus. More information is available at the Technology Services website.

### **Support Services**

Support for any technology issue is available to students at the Tulane Help Desk at **8888** on the Uptown Campus, **8-8888** on the Health Sciences Center campus or off-campus at **1-866-276-1428**. Support analysts are available 24 hours a day, 7 days a week.

## **G. CAREER SERVICES CENTER**

The Tulane Career Services Center (CSC), offers programs and services that encourage students to explore careers, learn and apply career decision-making skills, gain professional experiences while enrolled at Tulane, and, promotes interaction among students and members of professional communities. By offering a comprehensive career decision making and career-planning instructional program, students are presented with opportunities and support systems that engage them actively in their own career management. Regardless of the students' level of decidedness about their career decisions, center staff work with students to help with self assessments, market and occupational exploration, gaining experiences through internships, assistantships, and community service and developing job search strategies. Throughout any given year students can take advantage of career planning courses, job search workshops, career panels, individual career coaching, externships, internships, job fairs, and on-and-off- campus recruiting programs. Students can also utilize several web-based career guidance and job searching programs hosted and monitored by the office. Alumni and friends of Tulane extend the services of the office by reaching out to Tulane students as internship hosts, mentors, and career coaches. To find out more about the CSC visit [careers.tulane.edu](http://careers.tulane.edu), stop by the CSC offices in the Collins C. Diboll Complex, or call at 504-865-5107.

The Office of Graduate and Postdoctoral Studies also has a full-time Senior Academic and Career Advisor to assist with career issues specific to graduate students and postdoctoral fellows. Appointments can be scheduled with a graduate career coach at <https://sars.tulane.edu/eSARS/GradCareer/eSARS.asp?WCI=Init&WCE=Settings>.

The BMS program also funds an active student-run Career Development Committee that organizes seminars, workshops and other activities designed to be responsive to the needs of BMS students. More information about the BMSSA Career Development committee can be found at the BMSSA website: <https://tulanebmssa.wordpress.com/portfolio/career-development/>.

## H. LEGAL ASSISTANCE

Tulane Legal Assistance Program will help any full-time student with legal questions or concerns. The office, staffed by two local attorneys and students from the Law School, provides free assistance with tenant-landlord problems, traffic accidents, municipal code violations, and other legal problems. In some instances, staff members can represent you in court. Call for an appointment: 865-5515, University Center, room 202. Students may use the school notary, free of charge with a Tulane ID, located in Tidewater, Suite 2417.

## I. SAFETY AT TULANE

*\*As in many large cities, crime and safety are issues of prime concern. Tulane is constantly working to improve services available to students. However, the best protection is to always be alert and aware of your surroundings and to take precautions.*

Tulane Medical Center is located in a high crime area. We advise all students to be extremely careful when traveling between the various buildings of the Medical Center (e.g., the hospital, the School of Medicine, and the School of Public Health) at all times and especially at night. Please remember that this does not mean that you should be afraid to go out at night but rather that it is unwise to go out alone after dark and precautions should be followed. The Tulane Security force at the Downtown Campus has also published a Downtown Walking Map to guide you to the routes most likely to be patrolled after hours on the Medical School Campus (see <https://matas.tulane.edu/about/contact-us> then click on Downtown Walking Map).

As a service to the staff and students of the Medical Center, Tulane provides a security escort to and from parking areas, satellite buildings, and nearby hotels. If you have to travel alone within this vicinity, call security personnel (988-5531). If you are using a Tulane telephone, simply dial the last five digits of the number listed above (ext. 85531) or ask the person at the security desk of any building. An armed officer will meet and escort you to your destination. If you are coming into the complex by car, drive your vehicle to the Hospital Emergency Ramp and blink your lights. Officers will then ride with you to your parking area and escort you to your complex. Remember, even if you are not alone, the service is there for your protection and use; DO NOT HESITATE TO CALL AND TAKE ADVANTAGE OF THIS SERVICE.

As a rule, avoid the Iberville Housing Projects and the cemetery next to it. If you must use the parking facilities in this area after business hours, we strongly advise that you make full use of the security escort service. We advise that you take precautions and note the following telephone numbers:

### **Tulane Medical Center Security**

Tel: 988-5531

May call for escort service downtown 24 hours a day, 7 days a week.

### **Tulane Medical Center Emergency**

Tel: 988-5555

### **City of New Orleans Emergency Phone Number**

(Fire, Ambulance, & Police)

Tel: #911

FOR EMERGENCIES ONLY, no charge on public phone

### **City of New Orleans Police**

(for non-emergencies, or minor incidents)

Tel: 821-2222

## J. ACCOUNTS RECEIVABLE

Each month during your academic career at Tulane, you will receive a statement of unpaid charges owed

to the university from the Accounts Receivable Office. These charges may include mandatory fees, health insurance, health service charges, bookstore charges, food service charges, returned check/fine charges, rent, etc.

Since registration automatically establishes an open-end credit account for you with Accounts Receivable, it is very important that you read the Agreement and Disclosure Statement regarding your rights and responsibilities on this account. This disclosure statement is distributed by the university in the schedule of classes; however, you may obtain a copy from the Accounts Receivable Office.

Below are more important details of which you should be aware:

**RECEIPT OF STATEMENT:** Statements are rendered on a monthly basis to the student's @tulane.edu email address. Students are responsible for making sure their parents or other payers of the account are signed up for e-billing. A student can request up to five different email addresses to statements by visiting the Accounts Receivable website (<http://www2.tulane.edu/acctrec>).

Address changes are the responsibility of the student. The permanent, local and billing addresses on your account may be changed online at the Registrar website ([www.tulane.edu/~registra/index.shtml](http://www.tulane.edu/~registra/index.shtml)) through the Address Maintenance link. You can also submit the change in writing by emailing [acctrec@tulane.edu](mailto:acctrec@tulane.edu) or by submitting the change in writing with your payments.

**TERMS OF PAYMENT:** Payment is due on or before the due date printed in the lower right hand corner of the statement. Normally the due date is the end of the month. Full payment must be received before the due date to avoid a finance charge. A finance charge of 18% APR will be assessed on the average daily balance remaining unpaid as of the due date.

Payments may be made via electronic web payments, credit cards, checks or cash. Electronic web payments may be made online at the Accounts Receivable web site ([www2.tulane.edu/acctrec](http://www2.tulane.edu/acctrec)). Checks are to be mailed using the return payment envelope included with your statement. Payments of cash must be taken to the Bursar's Office on the uptown campus. To charge your tuition by phone using a credit card, call 1-877-605-7646. There is a convenience fee to use this payment option.

**INQUIRIES:** Inquiries regarding your account should be made to the Accounts Receivable Office at 504-865-5369. Office hours are 9-5 Monday – Friday, 35 McAlister Drive, Phelps 103, Email: [acctrec@tulane.edu](mailto:acctrec@tulane.edu)

**REFUNDS:** Refunds will be issued for credit balances existing after the processing of deposits, financial aid, departmental credits, and tuition refunds. Request your refund on the web (<http://pandora.tcs.tulane.edu/acctrec/>).

**GRADUATION:** All students who are preparing to graduate should check their clearance status with Accounts Receivable at least one month prior to graduation. A diploma will not be released or mailed until the student's balance is cleared with the Accounts Receivable Office.

#### **K. BURSAR'S OFFICE**

The Bursar's Office, located in Bruff Commons on the Uptown campus, is where you pay your bill or other monies owed to Tulane.

Any check returned to Tulane unpaid by the host bank will be assessed a fine. The returned check and fine must be paid for at the Bursar's Office before your check-cashing privileges on campus will be restored. Tel: 865-5398.

#### **L. PARKING**

##### **Uptown parking**

In order to park at the Uptown Campus, a parking permit is required (except at meters). The cost is \$275.00 for the school year. To obtain a parking permit, present a valid, Tulane I.D. and vehicle registration certificate.

Office hours are: Monday - Friday 8:30 a.m. - 4 p.m.

For information contact: Office of Traffic Control  
Willow Street Parking Lot  
Tel: 865-5424

### **Downtown Parking**

Parking permits for Tulane garages are generally difficult to obtain and cost \$85.00 per month. The Parking Service office is located at Tidewater Building, eighth floor. Hours are: Monday - Friday 8 a.m.-5 p.m. Tel: 988-5577. There are also several private lots close to the Medical School that offer monthly parking contracts at ~1/2 the price of the Tulane lots (see <http://neworleans.bestparking.com/monthly-parking/>, for example). In addition, there are metered spaces around the school that cost \$0.25 per 15 minutes and only accept quarters. New Orleans meter maids will not hesitate to ticket should you exceed the time limit or park illegally.

### **M. UPTOWN/DOWNTOWN SHUTTLE SERVICE**

The Uptown/Downtown Shuttle Service runs between the Tulane Health Sciences Center and the Uptown campus on weekdays every hour. A Tulane ID is required to use the shuttle. We encourage all students to make use of this service.

For more information and a list of operating times, contact the Student Government Association Office or pick up a flyer at the Security Desk in the lobby of the Tidewater Building or at the Uptown Traffic Office.

### **N. TULANE RELIGIOUS LIFE**

The Tulane Religious Life Staff Association addresses spiritual, religious and theological needs of members of the University community.

For information contact:

Religious Life Co-Chairs for 2012-2014:

Rev Will Tabor <a href="mailto:will.tabor@ruf.org">will.tabor@ruf.org</a> 214.499.1393	Rev. Matt DeGier mdegier@tulane.edu 504.909.1428
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Religious Life is a support service of the  
Office of Multicultural Affairs (OMA). - 504.865.5181

## VI. LIVING IN NEW ORLEANS

If this is your first time to the City of New Orleans, you may be in for quite a cultural shock. The City of New Orleans is quite unlike any other city in the United States.

### A. BANKING

All students should open a bank account at a local bank soon after arrival. Opening a checking account in New Orleans will facilitate the handling of monetary transactions such as payment of rent, utilities, books, etc. If you are applying for loans in the State of Louisiana, it is necessary to have a bank account established before an application can be considered.

Checks may be cashed at Tulane Bookstores with your student ID. In addition, check cashing privileges at local supermarkets can be arranged. Checks may also be used as receipts that you are advised to keep, as with receipts from any purchase or transaction.

### B. DRIVING

A few words of caution to the driver, the City of New Orleans has an extremely active ticketing and towing policy. Parking illegally, obstructing driveways, or even lacing your car so that it infringes upon a "no parking" area can result in a parking violation ticket and the possible towing of your vehicle. This is particularly enforced in the French Quarter and in "2 hour resident" parking zones. To get more information about the many rules and regulations, call or visit the Department of Motor Vehicles. Parking rules and regulations are even more strongly enforced during Mardi Gras, Jazzfest, and holidays.

The state of Louisiana has one legal peculiarity of particular importance to all drivers. A minor traffic violation such as speeding will mean not only that you may receive a very expensive ticket, but also that you might be taken down to the "Central Lock Up", booked as an arrest, and be asked to post bail. For minor offenses, Tulane Security will bail you out. Tel: 865-5381

The American Automobile Association (AAA) will also bail out its members. If you should be charged after 10 p.m., however, you may have to spend the night in jail.

### C. TRANSPORTATION SYSTEMS

#### Tulane Shuttle Service

Tulane University provides several shuttles that are free of charge to all students, faculty and staff.

- TULANE UPTOWN AND DOWNTOWN SHUTTLE

Monday through Friday - provides service between the Uptown and Downtown campuses with stops at the University Center, the Reily Center, the Medical School, and the School of Public Health. This shuttle runs every hour. The first and last stops at the University Center are at 7:00 a.m. and 10:15 p.m.

- TULANE OFF-CAMPUS SHUTTLE

Sunday through Thursday - provides service from Howard Tilton Library (Uptown) to any home or car within a one mile radius of campus. Hours of operation are 6 p.m. to 1 a.m.

- TULANE ON-CAMPUS SHUTTLE

Sunday through Thursday - provides service around the Uptown Campus only. It has 15 on-campus stops between 5:15 p.m. and 12:45 a.m.

**Buses and Streetcars:**

The N.O. Regional Transit Authority (RTA) boasts a fairly extensive bus system, 2 streetcar lines, and 2 river ferries. Although buses can sometimes be slow and crowded during rush hours, it is less expensive than most daily or monthly parking fees. Streetcars accept \$1, \$5, \$10 and change including pennies, but change is dispensed on a card that can only be used on the RTA system. For change, inform the driver before you feed the money into the fare machine. Fares in the city are \$1.25 for each one-way trip and \$0.25 additional cents for a transfer (a slip of paper that the bus fare machine dispenses) to another bus. Transfers can be used to continue forward, but not for a return trip on the same line.

If you use the bus frequently and also for your convenience, RTA Jazzy Passes can be purchased through the Canal Street RTA office, online (mailed to you), at some convenience stores, and at RTA machines located on Canal Street along the French Quarter. Short passes can also be purchased through the bus fare machines; tell the driver before you feed the money into the bus fare machine. Jazzy Passes are available for 1, 3, and 31 days for \$3, \$9, and \$55 respectively. The pass can be used for unlimited travel on all buses and streetcars including express buses run by the RTA. They can also be purchased in advance and will be dated upon first use. For a bus schedule and RTA information call:

Bus schedule information/Customer service 248-3900 RTA Administration 242-2600

<http://www.norta.com/>

**Taxis:**

Generally the fare is around \$10.00 from the French Quarter to the Uptown Campus. Taxis are equipped with meters though some may not use them when traveling outside the parish (municipality). It may then be to your advantage for you and the driver to agree on a fare before setting out. Note that hailing a taxi from the curb works only in the busy areas of the city (Central Business District (CBD) and the French Quarter).

**Taxi Companies:**

United Cabs Tel: 522-9771

Checker Cabs Tel: 943-2411

Yellow Cabs Tel: 525-3311

White Fleet Tel: 948-6605

**Airport:**

The main airport in New Orleans is the New Orleans International Airport located in Kenner, approximately twelve miles from the Tulane Health Sciences Center. To get to the airport from the city, take route I-10 west towards Baton Rouge and follow the N.O. International Airport signs. There are several means of transportation both to and from the N.O. airport. If you are going to visit New Orleans or are coming to Tulane for the first time and need information about transportation, contact either the Program Office or the hotel at which you will be staying. Some hotels provide bus service to and from the airport.

**By Bus:** The E2 bus to the airport is operated by Jefferson Transit (Not RTA). On weekdays it runs from to the intersection of Loyola and Tulane Ave. (A block from the School of Medicine) from 6:15 AM to 6:52 PM. Service from Carrollton (~3 miles north in Mid City) runs from 5:49 AM to 9:49 PM. On weekends and holidays the E2 only runs to the Carrollton stop. The fare is \$2. The fare machines accept \$1, \$5, \$10, \$20, and all forms of coins and will give change, but only in a card useable on the Jefferson Parish transit system. For more information call Jefferson Parish Transit Authority at 818-1077.

<http://www.jeffersontransit.org/e2airport.php>

**By Shuttle:** The airport shuttle will pick up at various locations around the city, including Tulane University Center (every 5 minutes after the hour), all major hotels, and the convention center. The cost is \$10.00 one way and students are advised to call one day in advance. For more information call the Airport Shuttle at 522-3500, for reservations call 592-0555.

**By Taxi:** A taxi to the airport or into the Central Business District will cost about \$35. For further information or reservations, please check the phone listings in the "Taxis section".

**Train -** Rail service is available via AMTRAK. For most trains, advanced reservations are necessary,



## D. RESTAURANTS

New Orleans is a city of good restaurants, bars and coffee houses. As with any city they come and go. The following are a few favorites of Tulane students with miscellaneous information regarding each restaurant. For a more complete and up to date list, see area newspapers (Times Picayune and The Gambit). Several websites about New Orleans offer good information including [www.nola.com](http://www.nola.com) and [www.nomenu.com](http://www.nomenu.com). The BMSSA website also is a good source of information.

### Area Grocery Stores

- Rouses – 701 Baronne St.
- Rouses - .4500 Tchoupitoulas St.
- Winn-Dixie Marketplace, Riverside Market, 5400 Tchoupitoulas St.
- Whole Foods Market - 5600 Magazine St.

## E. SHOPPING

### Major Shopping Centers

Riverwalk  
1 Poydras  
Tel: 522-1555

Clearview Mall  
4436 Veterans Blvd.  
Tel: 885-0202

Jackson Brewery  
620 Decatur  
Tel: 524-4410

Lakeside Mall  
3301 Veterans Blvd.  
Tel: 835-8000

The Esplanade Mall  
1401 W. Esplanade  
Kenner, LA  
Tel: 468-6116

Causeway North and I-10 West

## F. ARTS & ENTERTAINMENT

New Orleans is rich in culture, art, and music. The city boasts a professional symphony and sponsors many off and on-Broadway plays and operas. Because of the heavy tourist industry, there are a wide variety of activities and events occurring daily. Each week, several guides to city life are published, the most well-known being “The Gambit”, “The Lagniappe” (in Friday's Times Picayune), and “Offbeat” (music focus). Also, visit the Internet web site, [www.nola.com](http://www.nola.com) to find out what's happening in the city.

Two of the biggest events of the year are Mardi Gras and Jazz Festival. To experience the true flavor of New Orleans these two events must be experienced at least once.

### Places/Outings

French Quarter  
NOMA and Art society  
Contemporary Art Center  
Audubon Zoo  
Magazine Art Galleries  
Symphony and Music  
Theater  
Aquarium of the Americas  
IMAX Theater  
National D Day Museum  
New Orleans Ballet  
Harrah's Casino  
Professional Sporting Events:  
Saints – football  
Pelicans – basketball  
Babycakes – minor league baseball

### Movies

Palace Theater (2 locations)  
1200 Elmwood Park Blvd. / 4486 Veterans Blvd.  
733-2029 / 887-1257  
  
Canal Place  
End of Canal Street  
581-5400  
  
Prytania Theatre  
5339 Prytania Street  
895-4513  
  
Hollywood Cinemas 9  
Esplanade Mall  
464-0990

## VII. LAGNIAPPE

### A. TULANE: A BRIEF HISTORY

#### MISSION STATEMENT

Tulane's purpose is to create, communicate, and conserve knowledge in order to enrich the capacity of individuals, organizations and communities to think, to learn, and to act and lead with integrity and wisdom.

#### HISTORY

Tulane University, one of the foremost independent national universities in the South, is ranked among the top quartile of the nation's most highly selective universities. With nine schools and colleges that range from the liberal arts and sciences through a full spectrum of professional schools, Tulane gives its 11,000 students a breadth of choice equaled by few other independent universities in the country.

Tulane University's nine academic divisions enroll approximately 5,500 undergraduates and about 4,800 graduate and professional students. The schools of Architecture, Business, Liberal Arts, and Science and Engineering offer both undergraduate and graduate programs. Other divisions include the Schools of Law, Medicine, Public Health and Tropical Medicine, Social Work, and Continuing Studies. All divisions except the medical complex, which includes a teaching hospital and clinic, are located on Tulane's 110-acre campus in uptown New Orleans.

The University's origins trace back to the founding of the Medical College of Louisiana, the Deep South's first medical school, in 1834. Classes started the next year when 11 students and seven faculty members met in a rented hall; students paid for instruction by the lecture. Born of the desperate need for competent medical care in this region and of the founders' dedication to study and treat "the peculiar diseases which prevail in this part of the Union," the college quickly earned recognition.

Soon the medical college merged with the public University of Louisiana in New Orleans, adding a law department and a "collegiate" department which became Tulane College. The university continued building a national reputation. J. L. Riddell, professor of chemistry, built the first successful binocular microscope in 1852. The medical department faculty fought for improved public health and sanitation; and, in 1857, Christian Roselius, an early graduate of the collegiate and law departments, was appointed Chief Justice of the Louisiana Supreme Court.

The Civil War forced the University to close. After the war, the University reopened in financial trouble. Total assets, excluding buildings, totaled \$4,570.39 in 1866. In the early 1880s, Paul Tulane provided a permanent solution by donating more than \$1 million "for the promotion and encouragement of intellectual, moral, and industrial education." Tulane had made his fortune in New Orleans before returning to his native Princeton, New Jersey; his gift expressed his appreciation to the city.

The 17-member board authorized to administer the Tulane Educational Fund decided to revitalize the struggling University of Louisiana instead of founding a new institution. Paul Tulane concurred, and in 1884, the Louisiana legislature gave the University of Louisiana to the administrators of the Tulane Educational Fund. Tulane University of Louisiana, a private, non-sectarian institution, was born.

As a result of its new strength, the University was able to create the Department of Philosophy and Science, which later became the Graduate School, and initiate courses in architecture and engineering. In 1886, Josephine Louise Newcomb founded Newcomb College as a memorial to her daughter, Harriott Sophie. Newcomb was the first degree-granting women's college in the nation to be established as a coordinate division of a men's university. It became the model for other coordinate women's colleges, including Barnard and Radcliffe.

Newcomb's founding is linked with the World's Industrial and Cotton Exposition, which opened in Audubon Park in 1884. Several artisans who came to the New Orleans Exposition to exhibit their own work and see the works of others stayed to establish the arts program, which was at the heart of

Newcomb's early curriculum. By the early 1900s, Newcomb pottery had won a bronze medal at the Paris Exposition, its fame had spread across the nation, and young women were engaged in the unusual task of earning an independent living.

In 1894, Tulane moved to its present campus on St. Charles Avenue, five miles by streetcar from its former site in downtown New Orleans. At about the same time, the Richardson Memorial Building was built on Canal Street to house the medical school. Some medical classes were moved to the uptown campus, but clinical teaching remained downtown. The medical school was split between campuses until a major reorganization in the 1960s.

For a quarter of a century, Newcomb College had been on Washington Avenue in the Garden District. In 1918 it, too, moved uptown to join other divisions of the university.

Around the turn of the century, Tulane's curriculum grew as several new professional schools were established, including the Deep South's first schools of architecture, business, and social work. City officials frequently consulted the College of Technology, which became the School of Engineering, on construction techniques and soil conditions. Engineering alumnus A. Baldwin Wood designed the famous Wood screw pump that helps drain New Orleans in times of torrential rains and flooding. The first student yearbook, *Jambalaya*, and the first *Tulanian*, the alumni magazine, were published. The Alumni Association was founded with 800 members, and significant contributions to the University financed new buildings, library holdings, and research facilities. The Middle American Research Institute, founded in 1924, became a pioneer in Central American archaeology and anthropology, excavating and restoring the Mayan village of Dzibilchaltun in the Yucatan.

Since then, research in many disciplines has flowered through the establishment of research centers, including: the Murphy Institute of Political Economy, the Newcomb College Center for Research on Women, the Roger Thayer Stone Center for Latin American Studies, the Center for Bioenvironmental Research, the Tulane Museum of Natural History, and the Amistad Research Center, curator of one of the largest collections in the world of primary source material on American ethnic groups, especially African-Americans.

As early as the 1890s, Tulane offered free lectures and classes to the New Orleans community. This commitment to community service was reaffirmed in 1942 with the founding of University College, now the School of Continuing Studies, which offers adult education and sponsors the annual Summer School.

After World War II, Tulane's Graduate School and the professional programs continued to grow. The university was elected to the Association of American Universities, a select group of over 60 universities with "pre-eminent programs of graduate and professional education and scholarly research." The Tulane Medical Center, now the Health Sciences Center, was established in 1969 to include the School of Medicine, the School of Public Health and Tropical Medicine, and the Tulane University Medical Center Hospital and Clinic. The Health Sciences Center also administers the Tulane National Primate Research Center in Covington, Louisiana; the F. Edward Hebert Riverside Research Center in Belle Chasse, Louisiana; and the International Collaboration in Infectious Diseases Research (ICIDR) Program in Cali, Colombia.

By their very nature, universities are organic, constantly changing in reaction to their people, their immediate environment, and the educational climate in general. Most change occurs slowly, overtime; unless, of course, something happens—a hurricane, for example—to speed the process.

In the fall of 2005, following the nation's worst national disaster—Hurricane Katrina and the subsequent flooding—Tulane University was confronted with unprecedented challenges and, if those challenges could be mastered, tremendous opportunities. The administration and the Board of Tulane University were faced redefining and renewing the university for the future. University President Scott Cowen called the resulting plan "the most significant reinvention of a university in the United States in over a century."

The plan outlines four characteristics by which Tulane University is and will be defined:

- by its world-class educational and research programs.
- by its unique relationship to the culturally rich and diverse city of New Orleans, characterized by its great waterways.
- by its historical strengths and ability to strategically redefine itself in light of the disaster in ways that will ultimately benefit the Tulane community, New Orleans and other communities around the globe.
- by its financial strength and viability.

With these four characteristics in mind, an intensive examination of the university's organizational structure was undertaken and ways of maximizing organizational efficiency were identified. The resulting renewal plan has at its center:

- a focus on an exceptional undergraduate program that is campus- and student-centric and a dedication to the holistic development of students.
- a core that is surrounded and strengthened by superb graduate, professional and research programs that build on the university's historical strengths and distinctive characteristics.

Tulane's programs will be shaped by the university's direct experience with the unprecedented natural disaster of Hurricane Katrina, and the experience will provide faculty, staff and students with equally unprecedented research, learning and community service opportunities that will have a lasting and profound impact on them, the city of New Orleans, the Gulf Coast region, and other world communities.

## **B. HISTORY OF NEW ORLEANS**

New Orleans was founded in 1718 by Jean Baptiste LeMoyne De Bienville, who selected the site on the Mississippi River at the river end of an old Indian portage leading to the headwaters of Bayou St. John.

The Vieux Carre, or Old Square, is the original French colonial town, known today as the French Quarter. The plan of the city became well established during the French rule. A prison was built next to the cathedral, and barracks built on either side of the square.

Spain gained the Louisiana colony from France in 1762. The French inhabitants of New Orleans did not accept this change very well, and decided to revolt. Don Alexandro O'Reilly, sometimes known as "Bloody O'Reilly," firmly established Spanish rule by putting down the revolt. He established the Cabildo as the governing body of the city, and built a simple building on the present site. The land on either side of the square, where the French barracks had stood, was sold. In 1849 the Pontalba buildings were erected on that site.

In 1785 New Orleans had a population of 5,000. The city began to expand into an area called Faubourge St. Marie. "Faubourge" means roughly the equivalent to "suburb."

Fire destroyed most of the center of the city on Good Friday, 1788. The city was rebuilt in the same general style, with the same combustible materials. In 1794, about two weeks before the dedication of the new cathedral, another fire swept the city. The Cabildo adopted strict regulations for all buildings built after the fire. By 1813, a new Cabildo and Presbytere were completed.

During the transitional years between 1801 and 1803, Napoleon took Louisiana back from Spain and then sold it to the United States fearing that he would not be able to hold it against England.

The descendants of the early French and Spanish settlers, known as Creoles, showed a great deal of animosity and competitive spirit toward the Americans who were so different in customs and manner. The Creoles refused to sell the French Quarter property to the Americans so they settled Uptown and the

wealthiest built their spacious homes in the Garden District. Here you will find a great variety of architectural styles - Creole Neo-Classical, West Indian, Italianate, Greek Revival, Victorian, and several indigenous styles such as the shotgun and camelback. The city kept expanding in all directions after 1835. The steamboat came to New Orleans, and business prospered. The flourishing market in cotton and tobacco made New Orleans second only to New York in wealth. In 1940, New Orleans was the fourth largest city in the country.

The development of sizable oil and gas resources in south Louisiana and the Gulf of Mexico, coupled with the city's strategic location on the Mississippi River, has augmented its diverse economy. As a major international port, New Orleans is the hub of an international network of 19,000 miles of inland waterways, formed mainly by the river, its tributaries and other systems.

On August 29<sup>th</sup>, 2005, Hurricane Katrina, a category 3 hurricane, struck the city of New Orleans and the Gulf of Mississippi. It was one of the deadliest and costliest hurricanes in the history of the United States. This was the worst natural disaster to ever happen on US soil. Levees separating Lake Pontchartrain and Lake Borgne from New Orleans were breached by the storm surge, ultimately flooding 80% of the city and many areas of neighboring parishes. The storm killed at least 1,836 people, making it the deadliest U.S. hurricane since the 1928. Today the city is working hard to get back on its feet. Many neighborhoods once underwater are now thriving. The city continues to grow as displaced citizens move back to rebuild the life they once knew.

Despite recent events, New Orleans still retains its old world aura, carefully preserving its heritage and reputation as the jazz and Creole cuisine capital of the nation.

## APPENDICES

### APPENDIX A: RULES GOVERNING LABORATORY ROTATIONS AND GRADING CRITERIA

#### Laboratory Rotations and Choosing a Mentor

- i. How to choose a mentor for rotating students.
- ii. Proper rotation/lab etiquette.
- iii. What to look and ask a potential mentor prior to selecting a lab (i.e. How to ask about funding, ask about potential projects, ask about potential grant writing (F31 and NSF) opportunities, etc.).
- iv. Eligible BMS affiliated professors will present their research during the first semester of Research Methods.

#### Laboratory rotations

Lab rotations are an important part of the BMS curriculum designed to help first year students to:

1. Identify a research laboratory within the Tulane School of Medicine or the Tulane Primate Center for graduate training
2. Learn how to identify a research project and how to critically evaluate the progress of the selected project
3. Learn techniques used for the selected project and understand their benefits and limitations
4. Learn how to keep a laboratory note book
5. Develop scientific writing skills

#### **Expectations:**

Three 6-8 week-rotations in three different laboratories within the Tulane School of Medicine or the Tulane Primate Center must be completed by the end of the second semester. At the end of each rotation each student **must** submit a written summary of the performed research (at least 2 pages not including references, single-spaced). The summary is submitted to the principal investigator of the laboratory for grading and to the BMS Office for grade registration. The summary must include:

- a. A description of the project (including background, hypothesis, and rationale)
- b. Methods
- c. Results of the performed research. This section must include data generated by the student in the form of figures and tables.
- d. Conclusions and future directions.
- e. References

#### **Grading:**

F-A scale will be used for grading. The final grade will be based on the following criteria:

- a. Time spent in the lab to perform experiments (at least 10 hours per week, but spending more time in the lab is highly encouraged)
- b. Contribution to the rotation project
- c. Quality of the generated laboratory note book.
- d. Quality of the written summary of the rotation.

## **APPENDIX B: CODE OF STUDENT CONDUCT**

### **PREAMBLE**

Tulane University, as a community dedicated to learning and the advancement of knowledge, expects and requires the behavior of all of its students to be compatible with its high standards of scholarship and conduct. Acceptance of admission to the University carries with it an obligation for the welfare of the community. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law.

All individuals and/or groups of the Tulane University community are expected to speak and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, in social and recreational as well as academic activities.

Tulane University will not tolerate any form of harassment or intimidation on the basis of gender, race, color, religion, age, national origin, ethnicity, disability, veteran's status, sexual orientation or marital status. Nor will it tolerate acts of hazing against individuals or groups or discrimination against its members solely because they express different points of view. The University encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for the human dignity and freedom of others.

By accepting admission to Tulane University, a student accepts its regulations and acknowledges the right of the University to take disciplinary action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive.

The entire copy of the Code of Student Conduct can be found in the BMS Program Office or at <http://tulane.edu/studentaffairs/conduct/index.cfm>

## **APPENDIX C: HONOR CODE**

### **INTRODUCTION**

The integrity of Tulane University is based on the absolute honesty of the entire University community in all academic endeavors. As part of the Tulane University community, graduate students have certain responsibilities regarding work that forms the basis for the evaluation of their academic achievement. Students are expected to be familiar with these responsibilities at all times. No member of the University Community should tolerate any form of academic dishonesty because the scholarly community of the University depends on the willingness of both instructors and students to uphold this Unified Code of Graduate Student Academic Conduct. When a violation of the Code is observed, it is the duty of every member of the University's academic community who has evidence of the violation to take action. Students should take steps to uphold the Code by reporting any suspected offense to the instructor or the Dean of their School. Students should not, under any circumstances, tolerate any form of academic dishonesty. In all work submitted for academic credit, graduate students are expected to represent themselves honestly. The presence of a student's name on any work submitted in completion of an academic assignment is considered to be an assurance that the work and ideas are the result of the student's own intellectual effort, stated in his or her own words, and produced independently, unless clear and explicit acknowledgment of the sources for the work and ideas is included (with the use of quotation marks when quoting someone else's words). This principle applies, but is not limited to, to papers, tests, homework assignments, artistic productions, laboratory reports, computer programs, and other academic assignments.

All new graduate students in the Schools shall have access to a copy of this Code before the start of their first semester. Lack of familiarity with the Code or with the precise application of its principles to any specific instance is not an excuse for noncompliance.

Copies of the full Honor Code will be made available in the BMS program office and on the Provost's website <http://tulane.edu/ogps/policies.cfm>



## APPENDIX D: PROCEDURES FOR GRADES AND OTHER ACADEMIC COMPLAINTS

These procedures do not apply to cases under the Honor Code or the Code of Student Conduct.

1. Within one month of receiving the grade or other cause of complaint,\* the student should make an informal attempt to resolve the grievance by approaching the teacher or other academic supervisor.
2. If student and teacher cannot arrive at a mutually satisfactory solution within seven days,\*\* the grievance should be immediately be referred to by the student to the department chair\*\*\* for resolution.
3. If the complaint cannot be resolved by informal mediation within seven days of its referral to the department chair, the chair should invite both student and the teacher to submit written statements of their opinions concerning the grievance to the Steering Committee. The committee should render a decision in the matter within ten days of receiving the written statements. The committee records should contain not only the decision but also an explanation of the grounds upon which the decision was reached.
4. One copy of the committee report should be sent to the Dean of the School of Medicine. If either the student or the teacher involved is dissatisfied with the committee's decision, he or she may appeal to the dean within five days of receiving the decision. The dean may uphold, reverse, or return for further consideration, the committee's findings. The dean's decision should be made within ten days and communicated in writing to all principals in the case. In the event that the dean returns the case to the department for reconsideration, all procedures and appellate avenues described in section 3 and 4 of this document are again operative. The dean ultimately must uphold or reverse a departmental decision based on reconsideration of its earlier finding.
5. If the student is dissatisfied with the dean's ruling, the student may file a written appeal with the Senate Committee on Academic Freedom and Responsibility of Students within five days of receiving the dean's decision. Based on the petition and the reports from the Steering Committee and the dean, the Senate Committee will decide whether or not to hear the appeal. If the committee decides that there are not sufficient grounds for a review of the Steering Committee and the dean's decisions, the Chair of the committee will notify the student by letter, with copies to the principals involved in the case and to the Provost. If the committee decides that there are sufficient grounds for a review of the Steering Committee and the dean's decisions, it will interview both the student and the teacher. A quorum of three committee members, at least one of whom must be a representation of the administration, one of whom must be a faculty member, and one of whom must be a student, is necessary for all committee hearings.
6. If the committee interviews both the student and the teacher (or other principals involved) at a hearing, then the Chair will send the results of the committee's findings in the form of a letter of recommendation to the President of the University, with copies to the student and other principals involved and to the Provost.
7. If, in accordance with faculty rights as specified in the Faculty Handbook and in the Constitution and Bylaws of the University Senate and the various divisions, the teacher believes that his or her academic freedom or academic responsibilities have been affected by the dean's ruling, the teacher may appeal to the appropriate committee of peers at the divisional level (ordinarily the faculty grievance committee of the college or division). The teacher's appeal must be made within ten days of the action provoking the appeal. If the teacher is dissatisfied with the committee of peer's decision regarding his or her academic freedom or responsibilities, the teacher may appeal to the Senate Committee on Faculty Tenure, Freedom and Responsibility. That appeal must also be made within ten days of the action provoking it. No grade may be changed until the teacher's appeal process has been

completed.

8. If the student is dissatisfied with any decision made in the appellate process described in item 7, the student may appeal to the Senate Committee on Academic Freedom and Responsibility of Students. All procedures described in items 5 and 6 above apply to the student's appeal in this instance.
9. In cases of conflict regarding the decisions of the divisional peer committee and the Senate Committee on Academic Freedom and Responsibility of Students, the matter shall be referred to the Senate Committee on Faculty Tenure, Freedom, and Responsibility. In cases of conflict regarding the decisions of the Senate Committee on Faculty Tenure, Freedom, and Responsibility and either of the other committees stemming from the deliberations described in item 7 above or this item, the committees at odds shall meet jointly to discuss the issue. The ultimate findings of the two committees shall be forwarded to the President of the University within ten days.

\*If the teacher or supervisor cannot be reached due to summer vacation or other circumstances, contact should be made as soon as possible or within two weeks of the beginning of the following semester.

\*\*Here and throughout, days refer to working days

\*\*\*Chair of the department responsible for the course

## **APPENDIX E: GUIDELINES AND POLICIES FOR GRADUATE TEACHING ASSISTANTS**

### **Introduction**

Education and research are at the core of the academic enterprise of the research university. Graduate Teaching Assistants (TAs) are important and essential links between the creation and dissemination of new knowledge and the learning environment that meets the needs and stretches the potential of undergraduate students. Whether they serve as graders, laboratory assistants, group discussion leaders, or have the complete responsibility for a course, this group of additional teaching personnel enhances Tulane's ability to offer a broad range of courses to its students.

### **Selection and Appointment**

Teaching Assistants are appointed each year by the colleges. To be eligible for appointments as teaching assistant, a nominee must be in good academic standing and making satisfactory progress toward an advanced degree.

Only graduate students who present satisfactory evidence of competence in English to read it, write it, speak it and understand it when spoken are eligible for appointment as teaching assistant. When proficiency in English is unproven or insufficient, international students will be required to successfully complete a class offered by the Tulane English as a Second language Institute that is designed to focus on improving speaking and listening skills in English.

Only graduate students who have earned at least 18 credit hours of graduate coursework are given complete instructional responsibility for a course offered by Tulane University.

A TA may be considered for reappointment if:

1. He or she meets the scholastic requirements for eligibility set by the department or college and is certified as being in good academic standing and making satisfactory progress toward the degree.
2. He or she has, in the opinion of the department or college, provided satisfactory service.

Teaching assistants are governed by the same standards of conduct in the performance of their academic duties as are members of the faculty and shall respect the rights and opinions of students and uphold the academic standards of the University.

### **Training**

The Provosts Office offers an intensive workshop on teaching-related issues during fall semester. The workshop covers issues such as effective lecturing, facilitating discussions, testing/grading, academic integrity, using technology in teaching, teaching as a performance art, and collaborative learning.

In addition, departments or programs, particularly in the liberal arts and sciences, have developed their own programs to prepare their graduate students for their role in undergraduate instruction. These programs are usually tailored to the special requirements of the discipline. This training may include, but is not limited to, a discipline-specific introduction to issues of course design and planning, instructional methods, effective assignment sequencing, and issues of evaluation and grading.

### **Teaching Assistant Responsibilities**

Graduate teaching assistants perform a variety of roles related to teaching that represents different levels of independence and in direct contact with undergraduate students. The departments in consultation with the appropriate dean(s) determine the level of responsibilities assigned to TAs. To the extent possible, departments are encouraged to make assignments that contribute to the intellectual and professional development of graduate students.

Whether graduate TAs serve primarily as assistants to a faculty instructor, graders, laboratory assistants, discussion group facilitators, or as instructors of their own sections, they are governed by the same standards of conduct in the performance of their academic duties as are members of the faculty. They are expected to maintain the highest levels of professional and ethical standards.

### **Specific Guidelines for Laboratory TAs**

1. TA's are expected to attend a weekly meeting. The time for this meeting will be determined at the beginning of the semester.
2. TA's are expected to be on time for lab session, arriving at least 15 min before the session begins.
3. TA's should be prepared to teach a short lab lecture at the beginning of lab. If you are assigned to a lab class with 2 TAs, you will be able to decide who will lecture each week. Both TAs should be knowledgeable of the material and be prepared to assist the students and answer questions. All TA's will lecture during the course of the semester.
4. TA's are expected to write quizzes as instructed by the lab instructor and to prepare questions for midterm and final examinations. It is also your responsibility to grade quizzes, lab reports, exams, etc. and to post the grades as instructed by the lab instructor.
5. If you are assigned to prep the lab, you should prepare the reagents and equipment as directed by the lab instructor. You should be sure that everything is properly marked and stored and that the TAs know where to find all of the things that they need for the lab.
6. If you are ill and cannot attend the lab, you need to inform the instructor and me immediately. If possible, arrange for another TA to cover for you. Failure to notify both the instructor and me that you are not able to attend your assigned lab will result in the notification of your program director.
7. Be sure you leave the lab clean and in good order. Report any broken or missing equipment immediately to the instructor. Monitor the reagents carefully. Be sure that the students do not waste or contaminate the reagents. If the supply is running low, notify the instructor immediately.
8. Always conduct yourself in a professional manner. Use proper safety equipment and procedures. Do not argue with the instructor or another TA in the presence of a student. Never make disparaging remarks about a student, a TA or an instructor in the presence of a student.

### **Financial Payment to Teaching Assistants**

It is the responsibility of the colleges to determine how TAs are paid, whether on an hourly basis or on a set stipend. The TAs are paid a fixed rate for their instructional services on a bi-weekly basis for the academic year.

Although the professional development for graduate students as teachers is considered an important part of doctoral training, the University is committed to ensuring that students have sufficient time or other, equally important components of their doctoral education. No TA is expected to perform instructional duties that would take more than 20 hours per week.

### **Termination of Appointment**

Termination of a teaching assistant before the expiration date of the started period of appointment will only be for good cause shown. The University approved the following regulations and procedures relative to the protection of the academic freedom of its graduate, teaching, or research assistants.

## APPENDIX F: POLICY ON TUTORING OF UNDERGRADUATES BY GRADUATE STUDENTS

### Definitions:

**Tutoring Session:** Assistance given by appointment to a single student or small group of students, often for pay, by someone who, at the time that he or she is rendering his or her services, is not in any way involved with the teaching of any section of the course in which the student or group of students is seeking.

**Review Session:** Extra session provided within the context of a specific course, normally given by someone whom is directly involved with the teaching of the course at that time. Review sessions should be open to all students in the course or section, and no student should be required, or even asked, to pay a fee for such help.

**Athletic Tutoring:** Assistance to student athletes paid for by the Athletic Department, which may hire graduate students so long as they are not directly involved with any section of the course in which the student athlete is receiving help.

### Policies Regarding Tutoring:

1. A graduate student is allowed to supplement his or her stipend by tutoring undergraduate students in courses in which he or she has no direct responsibility at the time.
2. A graduate student who is teaching a class or lab of a multi-section course that uses a common syllabus and common exams may not tutor any student in any section of that course.
3. A graduate student may use his or her office for tutoring or may ask departmental permission to use a classroom or other appropriate university facilities.
4. The graduate advisor or department chair may require a graduate student to limit his or her tutoring activity, if in the view of the department; such activity is impeding the graduate student's academic progress or keeping him or her from fulfilling responsibilities within the department.
5. A graduate student, like any other member of the teaching faculty, may offer review sessions for his or her students to which he or she may invite students from other sections of the same course. The graduate student arranging such a session may reserve a university classroom but may not under any circumstances take money from the students in attendance.

## APPENDIX G: ELECTIVE COURSES AVAILABLE TO BMS STUDENTS

### FALL SEMESTER ELECTIVES

#### Biochemistry and Molecular Biology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Academic Writing & Critique (GBCH 7560)	2
Biochem & Molec Bio Seminar (GBCH 6020)*	1
Chromosome Instability in Cancer and Aging (GBCH 7180)	4
Human Med Cellular Biochem (GBCH 7500)	5

#### Cell and Structural Biology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Advances in Anatomical Sci I (ANAT 7240) <sup>2</sup>	1
Anatomy Research Sem I (ANAT 7120) <sup>2</sup>	1
Graduate Anatomy (ANAT 7065) <sup>1</sup>	11
Graduate Histology (ANAT 7055) <sup>3</sup>	0

#### Microbiology and Immunology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Graduate Microbiology (MIIM 7500) <sup>4</sup>	4
Graduate Journal Club (MIIM 7020)*	1
Medical Mycology (MIIM 7650)*	3
Medical Immunology (MIIM 7600) <sup>4</sup>	4
Microbiology Lab (MIIM 7550)*	3
Research Methods (MIIM 7210) <sup>4</sup>	2
Seminar in Microbiology (MIIM 7010)*	1

#### Pathology and Molecular Medicine

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Advances in Pathology Research (PATH 2003) <sup>7</sup>	1
Mechanism of Disease I (PATH 2004) <sup>7</sup>	5
Pathology Research Methods (PATH 6001) <sup>7</sup>	2

#### Pharmacology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Advances in Pharmacology (GPHR 7210)*	1
Medical Pharmacology (GPHR 7250)*	5
Principles of Pharmacology (GPHR 7230)*	4
Molecular & Cellular Pharmacol (GPHR 7530)*	2
Pharmacology ePortfolio (GPHR 7520)*	1-2
Pharmacology Seminar (GPHR 7200)*	1

#### Physiology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Princ of Mol Physiology (GPSO-7170) <sup>5</sup>	2

#### Chemical and Biomolecular Engineering

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Biochemical Engineering <sup>6</sup>	3
Advances in Biotechnology (CENG 6770) <sup>6</sup>	3

\* Enrollment restricted to students in the Track of the Department offering the course.

<sup>1</sup> An extensive 11-week course that meets M-F from 8-5.

<sup>2</sup> Limited to 24 students; Master's students have priority because it is a core requirement.

<sup>3</sup> Classes and labs begin in Fall 2015, but enrollment is in Spring. Priority given to MS Anatomy students because this course is a core requirement for their degree. Contact Dr. Ettarh.

<sup>4</sup> Micro students have priority; open to BMS students if space is available. Contact course instructor.

<sup>5</sup> Physiology students have priority; open to BMS students if space is available. Contact course instructor.

<sup>6</sup> Offered in alternate years, permission of instructor required for registration.

<sup>7</sup> Pathology/Molecular Medicine students have priority. Open to BMS student if space is available. Contact course instructor.

## SPRING SEMESTER ELECTIVES

### Biochemistry and Molecular Biology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Biochem & Molec Bio Seminar (GBCH 6020)*	1
Medical Metabolic Biochem (GBCH 7520)	5
Structure/Function Biomolecules (GBCH 7220)	4
Molecular Basis Pediatric Disease (GBCH 6110)	1
Topics in Pediatric Research (GBCH 4060) <sup>2</sup>	1
Methods Biochem/Mol Biol (GBCH-7580)	2

### Cell and Structural Biology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Signal Transduction/Hormone (ANAT 7560)	2
Anatomy Research Sem II (ANAT-7130) <sup>3</sup>	1
Advances in Anatomical Sci II (ANAT 7250) <sup>3</sup>	1
Graduate Neuroscience (ANAT 7575)*	6
Graduate Histology (ANAT 7055) <sup>4</sup>	5

### Microbiology and Immunology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Advanced Immunology (MIIM 7620) <sup>5</sup>	2
Topics in Microbiology (MIIM 7030)*	1
Responsible Conduct Res (MIIM 7400)	2
Advanced Research Methods (MIIM 7220) <sup>5</sup>	2
Medical Parasitology (MIIM 7750)*	3
Vaccine Biology (MIIM 7250) <sup>5</sup>	3
Advanced Virology (MIIM 7120) <sup>5</sup>	4
At the Interface: Immunol./Microb. (MIIM xxxx) <sup>5</sup>	3

### Pharmacology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Advances in Pharmacology (GPHR 7220)*	1
Medical Pharmacology (GPHR 7260)*	3
Principles of Pharmacology (GPHR 7240)*	3
Pharmacology Seminar (GPHR 7200)*	1
Adv Topics in Cardiobiology (GPHR 7120)*	2
Environ Pharm & Medicine (GPHR 7160)*	2
Cellular Control Mechanisms (GPHR 7050)*	2
Endocrine Pharmacology (GPHR 7060)*	2
Pharmacology ePortfolio (GPHR 7520)*	1-2

### Physiology

<b>Course Name and Number</b>	<b>Credit Hrs</b>
Renal Physiology (GPSO 7320) <sup>6</sup>	3
Integrative Cardiovascular Physiol (PHYS 7600) <sup>6</sup>	3
Experimental Physiology (PHYS 6060)*	2
Membrane Physiology (PHYS 6250) <sup>6</sup>	2
Signal Transduction/Hormone (PHYS 7560)	2 (cross-listed as ANAT 7560)
Translational Physiology (PHYS TBN)	2

\* Enrollment restricted to students in the Track of the Department offering the course

<sup>2</sup> Requires clinic time at Lakefront (student must provide their own transportation; early registration required for scheduling clinic time; students should contact Department of Biochemistry by November 30<sup>th</sup> if they are interested. Students must attend all Medicine Grand Rounds (Wed 12-1p), an elective Grand Rounds (times vary am and pm week-to-week) and a discussion (Fridays 1-2p)

<sup>4</sup> SCB Students have priority; open to BMS students if space is available. Contact course instructor

Classes and labs begin in Fall 2015, but enrollment is in Spring. Priority given to MS Anatomy students because this course is a core requirement for their degree. Contact Dr. Ettarh.

<sup>5</sup> Micro students have priority; open to BMS students if space is available. Contact course instructor.

<sup>6</sup> Physiology students have priority; open to BMS students if space is available. Contact course instructor.